

**ATTACHMENT A**

**PREDEVELOPMENT PLAN REVIEW COMMENTS TO APPLICANT**





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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### +PREDEVELOPMENT PLAN REVIEW COMMENTS

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

**Project Number:** PPR2019-00006 **Date:** October 21, 2019

**Project Address:** 444 N. Fair Oaks Avenue & 425 N. Raymond Avenue

**Project Description:** Establishment of a new Planned Development that would allow for the construction of a multi-family project consisting of 206-units

**Applicant:** Summerhill Apartment Communities Investments, LLC  
925-244-7500  
[dmcDonald@shhousinggroup.com](mailto:dmcDonald@shhousinggroup.com)

**Case Manager:** Jason Van Patten  
626-744-6760  
[jvanpatten@cityofpasadena.net](mailto:jvanpatten@cityofpasadena.net)

#### DETERMINATION OF COMMUNITYWIDE SIGNIFICANCE REQUIRING PRESENTATION TO THE CITY COUNCIL:

- |  |                                     |
|--|-------------------------------------|
| 1. Greater than 50,000 square feet of gross floor area with at least one discretionary permit. | <input type="checkbox"/>            |
| 2. Fifty or more housing units.  | <input checked="" type="checkbox"/> |
| 3. Other:  | <input type="checkbox"/>            |

<b>Presentation to the City Council required:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, not applicable.
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DEPARTMENT / DIVISION	PAGE
Building Division, Addressing	2
Building & Safety Division	2
Community Planning	4
Cultural Affairs Division	8
Current Planning	9
Design & Historic Preservation	25
Development/NW Programs	29
Fire Department	29
Local Development Area	31
First Source Local Hiring	31



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Health Department	32
Housing & Career Services Department	32
Public Works Department	33
Transportation Department	42
Water & Power, Power Division	44
Water & Power, Water Division and Water Services Engineering	46

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

**General Comments:** Addressing is based on the main front door entry into the building, based on the site map provided the main front door entrance into the building is not clearly identified on the site map. I'm unable to determine an address for the proposed new construction of a multi-family project consisting of 206 residential units at this time. Please provide a site map of the entire site showing main front door entry into the building/buildings, all structures on the lot need to be clearly identified, include the north direction, identify driveway entrance into the parking garage and label all streets related to the project site. Once an address has been assigned the letter that authorizes you to use the address will be sent to you after the requirements listed below are met and after the building permit is issued. Copies of the letter will be sent to the relevant agencies within and outside of the City.

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

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

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**BUILDING & SAFETY DIVISION:** Plan Reviewer: Humberto Contreras  
Phone: (626) 744-6877  
Email: [hcontreras@cityofpasadena.net](mailto:hcontreras@cityofpasadena.net)

### 1. GOVERNING CODES:

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

### 2. BUILDING CODE ANALYSIS:

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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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### 3. BEST MANAGEMENT PRACTICES:

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

### 4. PROPERTY LINE SURVEY REQUIRED.

- Per City of Pasadena Policy property line survey is required for:
  - a. **New construction.**
  - b. Auxiliary buildings and additions where setback is less than 5'-0" to property line.
  - c. All buildings where specific Zoning Division Variance is issued for approved setbacks & whether newly constructed or altered.

### 5. SOILS REPORT REQUIRED.

- A soils engineer report is required for:
  - a. **All new constructed single and multi-family residential, commercial, and industrial buildings.**
  - b. An addition to a commercial or industrial building.
  - c. Second (2<sup>nd</sup>) story addition to existing one-story building.
  - d. Hillside construction, i.e. decks, retaining walls, and swimming pools.

### 6. GRADING:

- Provide a grading plan and show compliance with CBC 2016 Appendix J – Grading with City of Pasadena Amendments.
- Clearly show the cubic yard quantities for excavation (cuts) and fills; and label if site grading or foundation excavations. A grading permit may not be required per section J103.2 Exemptions.

### 7. LOW IMPACT DEVELOPMENT (LID):

- Low Impact Development (LID) may be required for this project. Refer to the City of Pasadena link for further information on the requirements and submittal process:  
<https://www5.cityofpasadena.net/planning/building-and-safety/low-impact-development/>

### 8. GREEN CODE:

- Photocopy to plans and complete the 2016 CALIFORNIA GREEN BUILDING STANDARDS CODE WITH CITY OF PASADENA AMENDMENTS FORMS. These forms are being provided attached and can be found at  
<https://www5.cityofpasadena.net/planning/building-and-safety/informational-handouts/>

### 9. MEANS OF EGRESS (EXITING):

- Show an exit plan that labels and clearly shows compliance with all required egress features such as, but not limited to, common path of travel, required number of exits, occupant load, required width, continuity, travel distance, etc. as applicable.
- Clearly label and identify on plans fire-resistive corridors, exit enclosures, exit passageways, horizontal exits, occupancy separation walls and floors, fire resistive shafts, and fire walls, along with their fire-resistive ratings as applicable.



**10. FIRE AND SMOKE PROTECTION FEATURES:**

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

**11. ACCESSIBILITY:**

- Provide compliance with accessibility per CBC Chapter 11A/11B.
- Provide an analysis for the minimum required units and parking spaces as applicable. Label the accessible units/parking spaces.

**12. REQUIRED PLANS AND PERMIT(S):**

- In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, and grading plans as required. **No deferred submittal.**
- Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others.

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**PLANNING DIVISION – COMMUNITY  
PLANNING SECTION:**

Plan Reviewer: Arlene Granadosin-Jones  
Phone: (626) 744-6743  
Email: [agranadosin-iones@cityofpasadena.net](mailto:agranadosin-iones@cityofpasadena.net)

**Project Description:** The proposed project is the establishment of a new Planned Development allowing the construction of a multi-family development consisting of 206 housing units.

**General Plan Consistency:** The project consists of the following parcels: APN 5725-003-058 and 5725-003-031. According to the General Plan Land Use Diagram, parcel 5725-003-058 is designated as Medium Mixed Use, which is characterized by the development of multi-story buildings with a variety of compatible retail, office, and residential uses. Development is characterized by shared open spaces, extensive landscaping, small to medium separations between buildings, and shared driveways and parking. 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 is located below or at the rear of the street. Parcel 5725-003-031 is designated Low-Medium Density Residential in the General Plan Land Use Diagram, which is characterized by a mixture of duplexes and single-family residential developments in neighborhoods with lot sizes ranging from 7,200 square feet to 40,000 square feet and one- to two-story buildings. These parcels are characterized by open space, extensive landscaping, and separations between dwellings and/or permitted accessory buildings. Dwellings are typically some distance to the street, with front, side and rear yard setbacks. The proposed use of the site as multi-family residential is generally consistent with the Medium Mixed Use land use designation in the Land Use diagram and is inconsistent with the residential intensity identified in the Low-Medium Density Residential land use designation.

The project site is a total of 90,977 square feet. The parcel located at 444 N. Fair Oaks Avenue is currently under use by the George L. Throop Company building material and hardware center. It consists of a store building, a series of covered open air storage structures, and open material storage areas. The parcel located at 425 Raymond Avenue contains a three-story apartment building. The project site is adjacent to mostly commercial and office uses on three sides (north, south, and west) and residential uses on the east side. Based on submitted plans,



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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the project proposed demolition of the existing buildings and development of a four- to five-story apartment building along Fair Oaks Avenue and a four-story condominium building closer to Raymond Avenue. The development will include both surface and subterranean parking. Project plans also show that the proposed development will feature multiple outdoor decks, courtyards, and open spaces.

Based on submitted plans, the portion of the proposed project located at 444 N. Fair Oaks Avenue will have a per acre dwelling unit density of 79 dwelling units per acre. This portion of the proposed project is therefore consistent with the maximum allowable density of 87 dwelling units per acre for the Medium Mixed Use land use designation. The portion of the proposed project located at 425 Raymond Avenue will have a per acre dwelling unit density of 31 dwelling units per acre. This portion of the proposed project is therefore not consistent with the maximum allowable density of 12 units per acre for the Low-Medium Density Residential land use designation.

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

- *Policy 1.3 – Development Capacities. Regulate building intensity and population density consistently with the designations established by the Land Use Diagram. Within these, cumulative new development within the specific plan areas shall not exceed the number of housing units and commercial square feet specified in the table.*

The portion of the proposed project located at 444 N. Fair Oaks Avenue is within the Fair Oaks-Orange Grove Specific Plan area. This parcel will be developed with 199 new housing units. In 2015, the General Plan established development capacities for residential and non-residential development in each of the specific plan areas. Analysis of the effect of the proposed project on the adopted Development Capacities for the Fair Oaks-Orange Grove Specific Plan is provided in the table below:

<b><i>Fair Oaks-Orange Grove Residential Unit Development Cap</i></b>	
2015 General Plan Adopted Cap	325 units
Remaining Cap Before Project	283 units
Proposed Project- New Construction	199 units
<b><i>Remaining Cap After Project</i></b>	<b><i>84 units</i></b>

- *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.*



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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- *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 23.6 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 provides additional housing stock to the City, including a variety of residential unit types, ranging from 1- and 2-bedroom apartments and townhouses. Submitted plans also indicate that 11 percent of total proposed housing units will be affordable to very low-income households and an additional five percent of total proposed units will be workforce housing units. The overall design of the project includes variation in building massing, orientation to the street, and a variety of common open spaces and courtyards. The project also features a single driveway entrance to subterranean parking located on Villa Street minimizing the visibility of parking. The applicant is encouraged to work with Current Planning/Zoning staff and the Design & Historic Preservation staff to ensure that the proposed project provides appropriately landscaped setbacks and incorporates well-defined entries.

- *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.*

The project site is located within a one-half mile radius but outside the one-quarter mile radius of the Memorial Park Gold Line Station. The General Plan contemplates the development of Transit Villages with higher development intensities around the Memorial Park Gold Line Station. Although the project site is not immediately adjacent to the station, it is still within walking distance, and thus could contribute to the Transit Village dynamic. The applicant is





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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encouraged to work with Current Planning/Zoning staff to ensure that the proposed project meets maximum density standards.

### **Specific Plan:**

A portion of the project site is located within the Fair Oaks-Orange Grove Specific Plan, District 3: Renaissance Commercial District (FGSP-C-3B), which is intended as a pedestrian-oriented commercial and residential district with a compact, urban character. The following Specific Plan guiding principles are applicable to the proposed project:

- Improve the appearance of the area to enhance the quality of life for local residents and encourage opportunities for employment and business development.
- Allow a mix of land uses that provides for viable commercial and residential development and supports efforts to revitalize the area.
- Create a pedestrian-friendly environment that balances the needs of pedestrian and vehicular traffic, recognizing the status of Fair Oaks Avenue as a Principal Mobility Corridor.

The Specific Plan establishes the maximum residential density at 32 dwelling units per acre. Based on the proposed density, the project is not consistent with the Specific Plan density provisions.

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

**Master Development Plan:** The proposed project is not located within a Master Development Plan area.

**Planned Development:** The proposed project is not located within a Planned Development area.

### **Neighborhoods:**

#### Council District

Council District 5  
Councilmember: Victor Gordo  
City Council District Liaison: Vannia De La Cuba  
100 N. Garfield Avenue Room S228  
P.O. Box 7115  
Pasadena CA 91109-7215  
Phone: (626) 744-4741

**Estimated Fees:** No fees anticipated from Community Planning



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**CULTURAL AFFAIRS DIVISION:**

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

Based on the information provided in the Planning Division Master Application, PPR2019-00006 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.





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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### PLANNING DIVISION – CURRENT PLANNING SECTION:

Plan Reviewer: Jason Van Patten

Phone: (626) 744-6760

Email: [jvanpatten@cityofpasadena.net](mailto:jvanpatten@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 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 444 North Fair Oaks Avenue (5725-003-058) and 425 North Raymond Avenue (5725-003-031). Parcels 5725-003-056 and 5725-003-903 referenced on the plans and application materials are shown deleted by the County Assessor. Parcel 058 is currently zoned FGSP-C-3b (Fair Oaks/Orange Grove Specific Plan - Limited Commercial District 3, Subdistrict “b”) and according to the plan has a site area of 81,035 square feet (1.86 acres). Parcel 031 is zoned RM-12 (Multi-Family Residential, Two Units Per Lot) and according to the plan has a site area of 9,942 square feet (0.23 acres). The aggregate site area per the plan is 90,977 square feet (2.09 acres). 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.

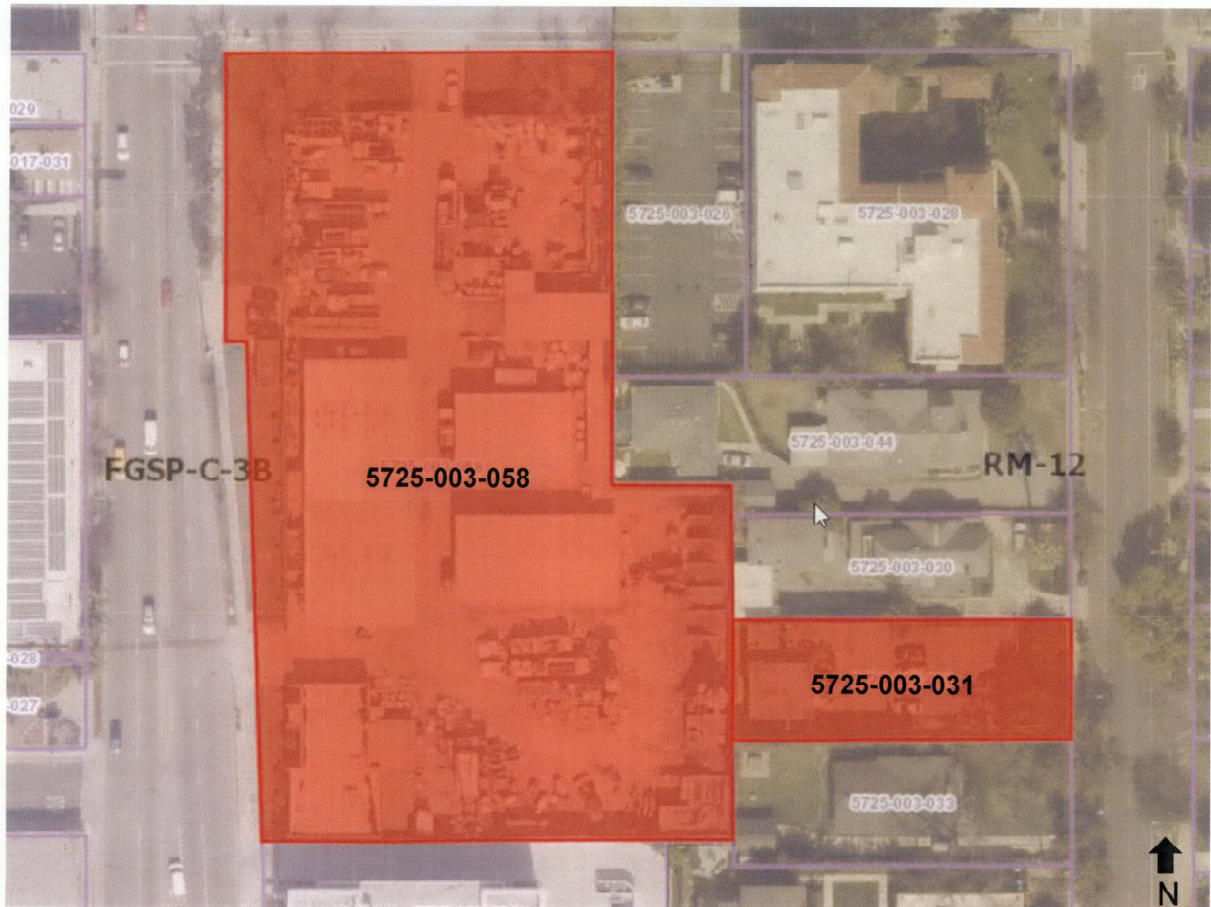
The purposes of the FGSP zoning districts are to implement the Fair Oaks/Orange Grove Specific Plan. In particular, the FGSP-C-3 district is intended to: 1) build on the historical function of this area as a commercial and neighborhood center; 2) create a pedestrian-oriented and transit-oriented district to support businesses and residential uses in the area; 3) provide for commercial and mixed-use development along Fair Oaks Avenue to maintain compact urban character; and 4) provide for commercial retail and office, residential, and mixed-use development at the intersection of Fair Oaks Avenue and Orange Grove Boulevard and along Orange Grove Boulevard. Refer to the Specific Plan document, and Community Planning section for more information.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

The purpose of the RM-12 zoning district is to: 1) provide appropriately located areas for low-medium density residential neighborhoods that are consistent with and implement the Low-Medium Density Residential land use designation of the General Plan, and with the standards of public health and safety established by this Zoning Code; and 2) ensure adequate light, air, privacy, and open space for the construction of two units on a lot. Refer to the Community Planning section for more information.



- 2. General Plan (Land Use Element, Land Use Diagram):** Parcel 058 is designated Medium Mixed Use (0.0-2.25 FAR, 0-87 DU/acre) and Parcel 031 is designated Low-Medium Density Residential (0-12 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





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

along their primary street frontages, consistent with the improvement concepts and plans defined by the City.

*Low Medium Density Residential* is characterized by a mixture of duplexes and single-family residential developments in neighborhoods with lot sizes ranging from 7,200 square feet to 40,000 square feet and one to two story buildings. These lots are characterized by open space, extensive landscaping, and separations between dwellings and/or permitted accessory buildings. Dwellings are typically some distance to the street, with front, side and rear yard setbacks.

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 applicable Fair Oaks/Orange Grove Specific Plan. 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, 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 2.09 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 §17.22.040, §17.33.040, §17.26.020.C.3.b):** The proposed use of each parcel is classified multi-family residential because two or more dwelling units are proposed. Multi-family housing is permitted in the RM-12 zoning district but prohibited in the FGSP-C-3b 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 multi-family use proposed on Parcel 058, while prohibited in the FGSP-C-3b zoning district, is consistent with the applicable Medium Mixed Use General Plan Land Use Element designation. Therefore, the use may be included in a PD plan. While more than one unit (i.e. multi-family) is permitted in the RM-12 zoning district, it is limited to no more than two units per property/lot. Refer to additional comments from Community Planning.



7. **Floor Area Ratio (FAR) (PMC §17.26.020.C.3.c.[1]):** 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 General Plan Land Use Diagram does not prescribe a FAR for either parcel. The General Plan Land Use Element explains that the standard for residential designations (i.e. Low Medium Density) is expressed as the maximum number of dwelling units per net acre. For properties with mixed-use designations (i.e. Medium Mixed Use) where a single use is developed, 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. Therefore, as proposed, no FAR standard would apply to the PD because the project consists of a single use, multi-family residential.

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).

The General Plan Land Use Diagram establishes a maximum density of 87 dwelling units per acre for Parcel 058 and a maximum density of 12 dwelling units per acre, but no more than two units per property/lot, for Parcel 031. According to the plan, and captured below, 73 dwelling units per acre is proposed across the PD site plus a 35 percent density bonus. Under density bonus provisions in Zoning Code Chapter 17.43 and State Law, a project is eligible for a 35 percent density bonus when a minimum of 11 percent of the base units are designated very low income. The proposal specifies that 22 units would be devoted to very low income households.

SITE AREA (SF)	90,977 SF
SITE AREA (AC)	2.09 AC
SITE COVERAGE	63,552 SF (69.8%)
COMBINED FAR	2.63
NUMBER OF UNITS	206 UNITS
SITE DENSITY	98.5 DU/AC*

\*Fair Oaks / Orange Grove Specific Plan update recommends 65 - 87 DU/AC  
Proposed: 73 DU/AC + 35% state density bonus = 98.5 DU/AC



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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A density of 73 dwelling units per acre equates to a base unit count of 153 units (152.46) for the PD site. In the case of a density bonus, the fractional/decimal results of a calculation are rounded up to the next whole number. The 22 very low income units proposed represents more than 11 percent of the base units (14.3% of 153) and is sufficient to qualify for the 35 percent density bonus. A maximum of 207 units (206.55) would result from a 73 dwelling units per acre density plus 35 percent density bonus. The project includes 206 total units, of which 199 units would be located on Parcel 058 and seven units on Parcel 031. For reference, a 206 unit count inclusive of a 35 percent density bonus would result from a base density less than 73 dwelling units per acre.

A PD that proposes to exceed the density on the General Plan Land Use Diagram 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.

- 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 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 15 percent of the total number of dwelling units in a residential project be developed, offered to, and sold or rented to households of low and moderate-income, at an affordable housing cost as followings:

*Units for Sale:* If the project consists of units for sale, a minimum of 15 percent of the total number of units in the project shall be sold to low or moderate-income households.

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

In calculating the required number of inclusionary units, fractional units of 0.50 or above shall be rounded-up to a whole unit if the project consists of 21 or more units. 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, of which, 22 units are devoted to very low income households, and 10 units are devoted to workforce level income households. Under the current inclusionary ordinance, the 22 very low income inclusionary units proposed (workforce housing do not satisfy inclusionary requirement) would satisfy the current 15 percent requirement based on available credits, assuming a base density of 73 dwelling units per acre (153 units).



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

	Base	Credit	Required
Low (10%)	15	1.5 (very low in lieu of low)	10
Moderate (5%)	8	2.0 (very low in lieu of moderate)	4
		Total	14

On August 19, 2019, the City Council directed staff to prepare and Ordinance that would amend the inclusionary housing requirements. In particular, the base inclusionary requirement will increase from 15 percent to 20 percent, consisting of 5 percent very low-income, 5 percent low-income, and 10 percent moderate income on rental projects, and 20 percent moderate-income on for-sale projects. In addition, credit or trade-down provisions will be eliminated resulting in all affordable units counting the same regardless of income level. As of the date of this PPR, staff was still preparing the ordinance to amend applicable sections of the Zoning Code to reflect the new requirements. Though not yet in effect, the applicant is advised of these forthcoming changes as it's anticipated they will apply to this project. Where applicable, the project as proposed would not satisfy the 20 percent requirement. Refer to City Council agenda item #11 for background.

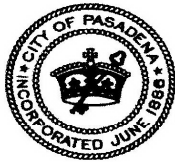
[http://ww2.cityofpasadena.net/councilagendas/2019%20Agendas/Aug\\_19\\_19/agenda.asp](http://ww2.cityofpasadena.net/councilagendas/2019%20Agendas/Aug_19_19/agenda.asp).

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 2-3, PMC §17.22.040, §17.22.050, Table 3-15, §17.33.050, §17.40.160):** Setbacks for a PD are prescribed by the PD plan. The project site is currently located within two separate zoning districts. It is recommended that the PD plan establish setback standards that are consistent with the setback standards currently identified for each zoning 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.

**RM-12:** Setback requirements are pursuant to Table 2-3 (RS and RM-12 Residential District Development Standards), Zoning Code Section 17.22.040 (RS and RM-12 Residential Districts General Development Standards) and Section 17.22.050 (RS and RM-12 District Additional Development Standards). Setbacks are expressed as minimum requirements. Refer to Figure 4-8 (Encroachment plane requirements for the RS and RM-12 district), Zoning Code Section 17.40.160.D.1 for the applicable encroachment plane.

- a. Raymond Avenue (Front – Main Facade):** Where 40 percent or more of the lots on a blockface in the same zoning district (excluding corner yards of reversed corner lots) are developed with primary structures (including the existing setback of the proposed development site), the minimum front setback shall be the average of the front setbacks of the developed lots, but not less than 25 feet. In calculating the blockface average, measurement shall be from the front property line to the primary structure. Building projections and unenclosed porches shall not be used as the reference point for this measurement. According to the site plan, a 28-foot average setback is proposed. No calculation for this setback is provided. The average calculation would account for the



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

seven parcels on the block in the same zoning district that are developed (inclusive of the subject).

- b. Raymond Avenue (Front – Garage):** A garage proposed on a blockface, including reverse corner lots, where 50 percent or more of the existing garages are located behind the primary structure shall also be located behind the primary structure. If the garage is required to be located to the rear of the primary structure and is attached, the garage shall be located so that the garage door is not visible from the street and the garage shall be the closest portion of the structure to the rear property line. According to the plan, no parking is shown on Parcel 031.
  - c. Sides (North and South):** 10 percent of the lot width, with a minimum of five feet, and a maximum requirement of 10 feet, and consistent with Section 17.40.160 (Encroachment Plane). According to the plan, the lot width is 59.36 feet. This results in a minimum side setback requirement of six feet. The site plan references minimum five-foot setbacks at the north and south sides, which are not consistent with the standard. Five feet equates to less than 10 percent of the lot width. No information was provided to verify compliance with the encroachment plane. However, based on the height and location of the seven-unit development, compliance with the encroachment plane standard does not appear achievable. The encroachment plane is intended to moderate the mass and scale of a structure to maintain desired neighborhood character.
  - d. Rear (West):** 10 feet. The site plan does not reference a rear setback.
- FGSP-C-3b: Setback requirements are pursuant to Table 3-15 (Fair Oaks/Orange Grove Development Standards), Zoning Code Section 17.33.050 (FGSP Development Standards). Setbacks are expressed as minimum requirements. Villa Street is the front of the property. By definition, the shortest line of the lot that is abutting a street line is a front lot line or front property line. 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.
- e. Villa Street (Front):** 5 feet. According to the site plan, a minimum five-foot setback is proposed.
  - f. Fair Oaks Avenue (Corner Side):** 15 feet. According to the site plan, a minimum 10-foot setback is proposed. The plan also notes a five-foot nonresidential setback which is unclear since the project does not include a commercial component. The applicant shall consider expanding the corner side setback as part of future submittals. In addition, the applicant should remove references to a commercial component unless proposed.
  - g. FGSP-C-3b Side (East):** 15 feet and shall not project within the encroachment plane (17.40.160.D.3). This applies because the east property line is adjacent to an RM zone (RM-32). According to the site plan, a minimum 15-foot setback is proposed along the northeast portion. The remainder of the side setback is not referenced. No information was provided to verify compliance with the encroachment plane. The plan also notes a five-foot nonresidential setback which is unclear since the project does not include a





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

commercial component. The applicant shall clarify as part of future submittals and remove references to a commercial component unless proposed.

- h. FGSP-C-3b Rear (South):** None required when adjacent to FGSP, 15 feet and shall not project within the encroachment plane (17.40.160.D.3) when adjacent to the RM-32 zone. A majority of the south property line is not adjacent to an RS or RM zone and does not require a setback. However, a portion of the south property line is adjacent to an RM-32 zone. According to the site plan, a minimum five-foot setback is proposed along the northeast portion. The applicant shall consider expanding the rear setback adjacent to the RM-32 zone as part of future submittals.

Plans shall provide a level of detail that demonstrates proposed setbacks at each level and from each property line. Be advised, per Department of Transportation comments, a wider sidewalk is required along Villa Street and Fair Oaks Avenue. 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.

- 11. Height (Table 2-3, PMC §17.22.040, Table 3-15, §17.33.050, §17.40.160):** Building height limit for a PD is prescribed by the PD plan. As with setbacks, it is recommended that the PD plan provide height limits that are consistent with the height limits currently established for each zoning district. 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.

The maximum height limit established in the RM-12 zone for sites less than 75 feet wide is 28 feet and within the encroachment plane requirements of Section 17.40.160. This is pursuant to Table 2-3, Zoning Code Section 17.22.040. According to the plan, the seven units proposed on Parcel 031 consist of four stories reaching a height of 48 feet. 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. As proposed, the project does not appear to comply with the encroachment plane requirements.

The maximum height limit established in the FGSP-C-3b zone is 36 feet. This is pursuant to Table 3-15, Zoning Code Section 17.33.050. According to the plan, the 199 units proposed on Parcel 058 consist of four to five stories reaching a height of 76 feet. 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. Plans shall clearly reference the lowest grade elevation from which height is measured. Sections and elevations shall reference the line of the lowest grade with all heights measured from this baseline.

- 12. FGSP Additional Development Standards:** Development regulations are prescribed by the PD Plan. However, it is recommended that the PD Plan consider the following standards applicable to the FGSP zoning district.





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- a. **Building entries (PMC §17.33.050.C):** Building entries shall be oriented to and accessible from the major street frontage, and directly accessible from a public sidewalk. Entries may be set back a maximum of 15 feet from the street property line to the doorway.
  - b. **Parking lots and driveways (PMC §17.33.050.D):** For parcels that have 200 feet in width or more of street frontage, parking lots and structures may occupy up to 40 percent of the street frontage.
- 13. RM-12 Additional Development Standards:** Development regulations are prescribed by the PD Plan. However, it is recommended that the PD Plan consider the following standards applicable to the RM-12 zoning district.
  - a. **Site Coverage (Table 2-3, PMC §17.22.040):** For sites greater than 7,200 square feet up to 11,999 square feet, the maximum allowed lot coverage is 35 percent. Up to 40 percent may be allowed provided any additional coverage over 35 percent shall be single-story only.
  - b. **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.
- 14. 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.
- 15. 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.
- 16. 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.
- 17. 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.
- 18. 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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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 for design standards. Plans shall provide a level of detail that demonstrates compliance with these standards where applicable.

- 19. 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.
- 20. 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.
- 21. 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.
- 22. 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.
- 23. 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 ( $\geq 19$ ). A tree removal permit is a discretionary application required of each protected tree planned for removal. Tree removal permits would be reviewed concurrent with



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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.

The tree inventory provided references 12 trees, of which four are street trees and the remaining eight are located on private property. The inventory notes that all eight private property trees would be removed and the four street trees would remain. Of the eight private property trees, one tree (386) is protected. At minimum, removal of this tree requires a tree removal permit. Trees 385, 387, and 389 are not currently protected based on size (diameter-at-breast height), but may need to be reevaluated as part of future submittals because their sizes are nearing protection. Additionally, based on aerial photos and a site visit, there may be trees on adjacent properties that extend onto the subject site. 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. Plans should 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.

- 24. 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.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Based on the location of the project site and the application of density bonus provisions, there are also two other alternative parking standards that may instead be used.

- 1) **Transit Oriented Development (TOD) (PMC §17.50.340):** The project site is located with one-half mile of the Memorial Park 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.

- 2) **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 request the use of 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, alternative parking standards were applied to the 199 units proposed for Parcel 058. Based on the bedroom counts referenced (60 x 1 bedroom, 39 x 2 bedroom), 238 spaces are required where 238 are proposed (at-grade and two subterranean levels). The requirement applied to the remaining seven units on Parcel 031 appears to be that of Table 4-6, Section 17.46.040 because the plans note a requirement of 14 spaces (two per unit) and do not reference the use of alternative parking standards. However, plans note that only seven spaces are proposed. It is unclear why the plans represent a deficiency and/or how the requirements are being met. No unit sizes were provided. Further, parking plans only reference 238 total spaces and do not identify the location of parking for the seven unit portion. Driveway access appears to be provided from Villa Street and Raymond Avenue. 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. Though none are proposed, refer to Section where applicable.
- b. **Dimensional Requirements (PMC §17.46.090, §17.46.110):** New compact parking spaces are not allowed anywhere in the City. All nonparallel parking spaces shall measure a minimum of eight and one-half feet wide by 18 feet deep (8.5' x 18'). The



plan references all nonparallel spaces but does not provide stall dimensions. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

- 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 should 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 do not include dimensions. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.
- 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. Refer to Section and Department of Transportation comments for additional information.
- 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 do not include dimensions. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- g. **Ramps (PMC §17.46.270):** All parking plans involving ramps shall be accompanied by a profile showing the ramp, ramp transitions, and overhead and adjacent wall clearances. The length of a ramp is defined as that portion of the ramp from the beginning of the transition at one end of the ramp to the end of the transition at the opposite end of the ramp. For ramps 65 feet or less in length, the ramp grade shall not exceed 16 percent, with the first and last 10 feet of the ramp not exceeding eight percent. For ramps longer than 65 feet, the ramp grade shall not exceed 12 percent, with the first and last eight feet of the ramp not exceeding six percent. The slope of all parking areas shall not exceed five percent, excluding ramps. Plans do not provide enough information to determine whether ramps comply. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.
- h. **Paving (PMC §17.46.300):** All parking areas, circulation aisles, and accessways shall be paved with Portland cement concrete.
- i. **Electric Recharge Stations (PMC §17.46.310):** Projects required to provide at least 250 parking spaces shall comply with this Section.
- j. **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
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 ratio referenced, the 199 units on Parcel 058 would require 33 spaces where the seven units on Parcel 031 would require one space. According to the plan, an enclosed space fronting Villa Street consists of 160 bicycle parking spaces. It is not clear whether any bicycle parking is provided to the seven unit portion. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

25. **Signs (PMC §17.48):** Any signs proposed are subject to this Chapter, where applicable. Depending on the number of signs proposed, a Master Sign Plan and Design Review may be required. Plans do not provide any information regarding signs. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.
26. **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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Municipal Code. A consolidation of parcels would also require a Tentative Map or Certificate of Exception (lot line adjustment) application in accordance with Title 16.

**27. Entitlements and Review Process:** The applicant has indicated that they intend 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 so long as the project continues to exceed the 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 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 amendment.
- 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.

**28. Environmental Review – Initial Study (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. An Initial Study will be required to determine whether a Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report (EIR) would be required for the project. The environmental determination may require the preparation of technical studies (e.g. air quality, noise, cultural resources, biological, greenhouse gas etc.). A traffic study will also be required by the Department of Transportation.

**29. 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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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.

**30. Health Risk Assessment (HRA):** A construction related health risk assessment is a required component due to the site's proximity to the freeway.

**31. 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.

**32. Estimated Fees (FY2020):**

• Planned Development Zone:	\$20,334
• Tentative Tract Map:	\$5,192
• Each Land and/or Air Parcel:	\$191 (added to Tentative Tract Map)
• Certificate of Exception:	\$4,792
• Certificate of Compliance:	\$1,577 (added to Certificate of Exception)
• Private Tree Removal Application:	\$453 (1 to 3 tree removal w/ arborist report)
• Environmental Study/Reviews:	At cost (\$6,183 deposit typical)
• 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.

**33. Additional Comments:** As proposed, the project does not reflect the character or scale of the immediate area and does not convey consistency with the General Plan Land Use Element. For example, the 199 units on Parcel 058 are not in conformance with Land Use Policies applicable to the Fair Oaks/Orange Grove Specific Plan. At grade parking and limited street level open space do not promote a village like environment or leverage the status of Fair Oaks Avenue as a principle mobility corridor. Entries along street frontages should be promoted and designed to enhance pedestrian activity; this may be done through distinctive entries. Parking should be located entirely below ground or confined to the rear. Building height is disproportionate to surrounding developments, and is more than twice what is allowed under the applicable zoning district.

Additionally, the seven units on Parcel 031 are not in conformance with those General Plan policies specific to residential neighborhoods. The character and design of the buildings present a sense of "blocky" and undifferentiated building mass that do not appear to ensure sensitive transitions in building scale between lower scale buildings to the north, east, and south. Open space usable by residents, whether in common or by individual units does not





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

appear to be well integrated. It's recommended that development provide usable open space, extensive landscaping, separations between buildings, large setbacks and consider building heights at existing adjacent properties. Heights here are proposed at nearly twice what is allowed under the applicable zoning district and are disproportionate to surrounding developments. Further, the development appears disconnected from improvements proposed throughout the remainder of the proposed PD site. In general, the seven multi-family units directly contradict the established single- and two-family development pattern surrounding the site and is out of character.

The applicant should better study applicable goals and policies of the General Plan and the applicable Specific Plan as the project is refined. Effort to integrate the proposal into the surrounding neighborhood should be made as the current project does not appear to have taken this into consideration. Refer to Design and Historic Preservation section for additional comments.

Additional information will also be necessary regarding the existing monopole on parcel 058 and how that may be affected by the proposed project. Relocation of the wireless facility or modification of the facility may subject it to a discretionary review.

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### PLANNING DIVISION – DESIGN & HISTORIC PRESERVATION:

Plan Reviewer: Kevin Johnson  
Phone: (626) 744-7806  
Email: [kevinjohnson@cityofpasadena.net](mailto:kevinjohnson@cityofpasadena.net)

### **HISTORIC PRESERVATION REVIEW:**

Demolition of designated or eligible historic structures must be reviewed by the City as part of an environmental study or as an application for a Certificate of Appropriateness (permit) for demolition. Because the buildings at 444 N. Fair Oaks Avenue and 425 N. Raymond Avenue are not designated as historic resources and do not appear to be eligible for such designation, a Certificate of Appropriateness is not required to demolish the buildings. During the environmental review process for the project, the existing structures on the site will be formally evaluated for potential historical significance and related environmental impacts. If any of the structures on the site are found to be historically significant, an Environmental Impact Report may be required for their demolition.

### **Demolition without a Building Permit for a Replacement Project:**

In addition to the demolition review, the municipal code also prohibits demolition of a primary structure 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. Planning staff reviews applications if the building to be demolished is ineligible for a historic designation. The Staff may approve the application if it adopts findings that the building does not qualify as a landmark, that the demolition of the building does not result in the loss of habitable dwelling units on a property zoned for residential use, and that the demolition would not disrupt a continuous grouping of significant buildings or create an inappropriate void in the character of the area OR it may adopt the single finding that the demolition serves an overriding public benefit and will not be detrimental to surrounding property. The 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 Historic Preservation Commission or City Council.

### **DESIGN REVIEW**

Because the project consists of new construction of a building larger than 25,000 square feet of floor area within the Fair Oaks-Orange Grove Specific Plan area, design review is required, with the Design Commission being the reviewing authority. The applicable design guidelines for the project are the design-related policies in the Land Use Element of the General Plan, the design guidelines in the Fair Oaks-Orange Grove Specific Plan and the Design Guidelines for Neighborhood Commercial & Multi-Family Residential Projects.

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.

**Preliminary Consultation:** Requires an application with a filing fee and materials indicated in the Preliminary Consultation submittal requirements list, including conceptual plans and elevations with surrounding context, photographs of the site and surrounding context, a conceptual digital 3D model and a design narrative that answers questions specified in the submittal requirements list. Preliminary Consultation is intended to allow architects to obtain input on their design concept prior to investing in detailed design drawings that would be difficult to modify. The process yields advisory comments which the architect should consider in subsequent phases of design review. Preliminary Consultation will be conducted by the Design Commission

**Concept design review requires:** An application with a filing fee and additional materials indicated in the Concept Design Review submittal requirements list.

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

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.

**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**



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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

### Preliminary Design Issues

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

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

### Specific Comments on Proposed New Construction

Please note that the comments below are based on an initial review by staff and are not official comments from the Design Commission. An application for Preliminary Consultation has been filed for this project and these design comments will be transmitted to the Design Commission when it reviews the application. At that time the Commission will provide official design comments, which may or may not be consistent with those provided below.

**Massing:** Although broken up by large second-level courtyards along its west and south sides, the massing of the building appears substantially larger and bulkier than immediately adjacent surrounding properties, particularly at the southern end of the Fair Oaks Avenue frontage and along Villa Street. Review the bulk and mass of other more recently approved or constructed development projects nearby and explore ways to further break down and rearrange the massing of the building in a manner similar to these other projects. Consider creating more distinct and narrower building masses along the Fair Oaks Avenue frontage and creating narrower and more frequent breaks in the building wall along the street to accommodate pedestrian access into the site at multiple locations. The Fair Oaks Court project at the southeast corner of Fair Oaks Avenue and Peoria Street may be a useful example to explore for massing inspiration. Recently approved projects at the Parsons site or 690-700 N. Orange Grove Boulevard may also be useful to study. The design guidelines in the Fair Oaks-Orange Grove Specific Plan recommend that large projects “support the creation of a ‘village’ atmosphere by featuring varied and articulated facades...” In addition, explore ways to work more closely with the sloping conditions of the site to create massing and roofline variation.

On Raymond Avenue, the townhouses building is substantially taller and less articulated than other buildings along that street, with the exception of the Villa Raymond at the southwest corner of Raymond Avenue and Villa Street. The design of the new building volume at this



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

[www.cityofpasadena.net](http://www.cityofpasadena.net)

location should respond more clearly to the size, mass and articulation of the majority of the other properties along Raymond Avenue. In addition, the northwest corner of the building at Fair Oaks Avenue and Villa Street should be carefully studied to respond to the prominence of the street corner and to be more cohesive with the overall building design. Stepping the building down and creating a small arcade at this location may not be the most appropriate response to the prominent corner.

**Siting:** The building essentially covers the entire site, with cut-outs for large second-level courtyards on its west and north sides. The current design includes a substantial amount of at-grade parking, which is negatively impacting the project's connections and circulation, both to the public realm and internally. The circulation pattern of the site should engage courtyard spaces and provide more direct, clear pathways from the parking area to the residential units, particularly the Raymond Avenue townhouses. Future design review submittals should clearly outline the intended pedestrian circulation to, from and within the site. The project's proximity to Old Pasadena and other new developments in the vicinity, such as the Parsons project, should be celebrated in the site design.

In conjunction with the massing comments above, consider providing a more centralized courtyard or opening it to the north along Villa Street, rather than along Fair Oaks Avenue. The street wall along Fair Oaks Avenue should have smaller interruptions for pedestrian access rather than a large courtyard opening. The proposed accessibility ramp transition and art wall along Fair Oaks Avenue should also be reconsidered. The ground level of the building should align with, or be slightly above, street grade, working with the existing natural grade, and should better engage the pedestrian environment. Necessary transitions in elevation should occur within the interior of the site and building. Ground-level units should have direct access to streets and courtyards onto which they front.

**Compatibility:** The compatibility of the proposed architectural presentation of the building with the surrounding neighborhood should be clearly articulated during the design review process. As currently designed, the project appears to have little architectural relationship to its surroundings, to the City as a whole, or to the use of the building as residential dwelling units. While surrounding buildings along Fair Oaks Avenue are not architecturally significant, the design should strive to relate to other similarly sized buildings found traditionally in Pasadena and to create a compatible streetscape. The Main Street Commercial style described in the appendix to the Design Guidelines for Neighborhood Commercial and Multi-Family Residential Districts may be an appropriate design reference to consider. A contemporary design may also be appropriate in this location, provided its architectural logic and compatibility with its surroundings are clearly described and evident in the design. In general, the residential use of the building should be more clearly expressed in the design, as it currently has an institutional appearance. The proposed Raymond Avenue townhouses are particularly incompatible with adjacent properties and the Raymond-Summit Historic District on the opposite side of the street. Consider incorporating a lower-scale, two-story element at the eastern end of the Raymond Avenue townhouses to better relate to the existing character of the street. Ground-level units at the street edge should engage the street and provide for entry patios and should be architecturally differentiated from common/leasing spaces.

**Landscaping:** While specific landscape design is not reviewed until later phases of the design review process, the project courtyards should be placed in locations that will ensure their



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

[www.cityofpasadena.net](http://www.cityofpasadena.net)

usability by the project residents. The courtyards should be designed to include useful amenities and features such as shading devices appropriate to their solar exposure, seating and cooking facilities, water features, etc. The landscape and hardscape design should reflect the local climate and landscape traditions and should also relate to the design of the building.

**Signage:** Signage should be designed to be an integral element of the project design and should be high quality. Specific review of signage design and attachment details is typically conducted after the design review process is concluded and typically requires submittal of an application for a Master Sign Plan, although conceptual signage locations are required to be provided during design review.

**Materials:** The materiality of the building will be an important consideration in the design review process and will be crucial to its compatibility with its surroundings. The applicable design guidelines encourage use of high-quality, durable materials that are consistent with the design of the project. Any proposed masonry or stone should be detailed as bearing walls. Windows should be recessed to create a feeling of depth and solidity and should be arranged in a clear pattern on the facade.

The link below will direct you to the design guidelines that apply to the project:

<https://ww5.cityofpasadena.net/planning/planning-division/design-and-historic-preservation/design-review/>

**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): \$750.00

Concept Design Review (101,000+ sq. ft. new construction): \$12,725.00

Final Design Review (Commission): \$2,134.00

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**DEVELOPMENT/NW PROGRAMS:**

Plan Reviewer: Lola Osborne

Phone: (626) 744-4791

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

The developer should contact the Northwest Programs Office to schedule an information presentation to the Northwest Commission. Staff contact: Lola Osborne 626-744-4791.

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**FIRE DEPARTMENT:**

Plan Reviewer: Pari Bagayee

Phone: (626) 744-7596

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

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

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





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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**Emergency escape or rescue window:** In dwelling units and every sleeping room below the fourth story shall have at least one operable window or door approved for emergency escape or rescue that shall open directly into public street, public alley, yard or exit court. The emergency door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools. (CBC Sec. 1029).

A minimum of 5 feet clearance on the ground shall be provided for rescue windows and doors located in first and second floor and 10 feet if located on third floor.

**Interior Exit Stairways:** Interior exit stairways shall lead directly to the exterior of the building or shall be extended to the exterior of the building with an exit passageway. CFC section 1023.

**Occupied Roof:** Assembly occupancy at the roof top shall comply with the requirements of CBC Table 504.4 for type of construction and means of egress shall comply with Section 1007.

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

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

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

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

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 Know Box or Knox Control Key Switch installed. Obtain Knox Box Applications from the Pasadena Fire Department Permit Desk.

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

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

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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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

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

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

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

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**LOCAL DEVELOPMENT AREA:**

Plan Reviewer: Eric Duyshart  
Phone: (626) 744-7353  
Email: [eduyshart@cityofpasadena.net](mailto:eduyshart@cityofpasadena.net)

No comments received.

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**FIRST SOURCE LOCAL HIRING:**

Plan Reviewer: Antonio Watson  
Phone: (626) 744-8382  
Email: [awatson@cityofpasadena.net](mailto:awatson@cityofpasadena.net)

The City of Pasadena has a First Source Local Hiring ordinance (Chapter 14.80). The purpose of this chapter is to establish a first source hiring program for the city of Pasadena to increase employment opportunities for qualified residents. This ordinance offers a rebate of 50% of the construction payroll satisfied by Pasadena residents, up to 75% of the construction tax. Based on the "Valuation" (cost of project) submitted in the Master Application Form, if the project voluntarily participated in the City's First Source Local Hiring, this project could be entitled to a rebate from the construction tax paid to the City. Please contact Antonio Watson (626-744-8382) in the Department of Finance to discuss options for the City's First Source Local Hiring incentive.

**Estimated Fees:** This service is available at no charge to the applicant.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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### HEALTH DEPARTMENT:

Plan Reviewer: Gabriel Barrios  
Phone: (626) 744-6072  
Email: [gbarrios@cityofpasadena.net](mailto:gbarrios@cityofpasadena.net)

No comments received.

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### HOUSING AND CAREER SERVICES DEPARTMENT:

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

The project is a new construction with a residential component of 206 rental units. There is no demolition of existing multifamily dwelling units; hence, the City's Tenant Protection Ordinance is not applicable to this project.

According to the Planning Department:

- The base density of the development site is 153 units;
- A 35% density bonus will be required in order to achieve the desired total project density of 206 units;
- The threshold for a 35% density bonus with Very Low Income units is 11% minimum, or 17 Very Low Income units.

The applicant proposes to provide 22 Very Low Income affordable units. This satisfies the 11% Very Low Income units requirement to receive a 35% density bonus.

As the residential component 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.

The affordable housing requirement is 10% Low Income plus 5% Moderate Income, applied to the 153-unit base density. This equates to 15.30 Low Income units plus 7.65 Moderate Income units. This is equivalent to 14.03 Very Low Income units, which rounds to 14 Very Low Income units. The applicant's proposal to provide 22 Very Low Income units also satisfies the IHR affordable units requirement.

The applicant also proposes to provide 10 "workforce" units restricted at 180% of Area Median Income. These units, however, are not applicable to the density bonus or Inclusionary affordable housing requirements.

**Residential Units Mix:** The Residential Units Mix shown on page 3 of the Supplement to Master Application indicates 22 Very Low Income units comprised of eight (8) studio units, eight (8) one-bedroom units, and six (6) two-bedroom units. This proposed mix does not reflect the proportionality of the 206-unit project. A mix that more accurately reflects the project proportionality is five (5) studio units, 12 one-bedroom units, and five (2) two-bedroom units.

As this is a Density Bonus project, all 22 Very Low Income units shall be rented at affordable rents as calculated in accordance with State affordable housing cost standards. The affordable units shall be restricted by income and affordable housing cost in perpetuity, in accordance with the IHR.





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

[www.cityofpasadena.net](http://www.cityofpasadena.net)

A formal Inclusionary Housing Plan is required to 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 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 requires that the designated affordable units be rented to Very Low income persons at an affordable rent which does not exceed the applicable State affordable housing cost limits.

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

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

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**PUBLIC WORKS DEPARTMENT:**

Plan Reviewer: Yannie Wu, P.E.

Phone: (626) 744-3762

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

### **General Statement**

Predevelopment Plan Review for the establishment of a new Planned Development that would allow for the construction of a multi-family project consisting of 206-units. 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**

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

### **License Agreement**

No private improvements may be placed within the public right-of-way, including, but not limited to, soldier beams, tie-backs, utility conduits, backflow preventers, transformers, fire sprinkler valve, decorative sidewalk and applicable parade post holes on Colorado Boulevard per Standard Drawing S-419. Private improvements may only be placed in the public right-of-way



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

[www.cityofpasadena.net](http://www.cityofpasadena.net)

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/deposit, 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 Compliant Curb Ramp**

In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall verify, and reconstruct if necessary, standard curb ramps at all four corner of Fair Oaks Avenue and Villa Street intersection, 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 is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.

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

The applicant shall submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. Plans for the curb ramp improvements



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to place a deposit with the Department of Public Works to cover the cost of plan checking. The amount of deposit will be based on the current City's General Fee Schedule. Note that the building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit the curb ramp improvement plans and the plan check deposit at least two (2) months prior to the issuance of any building or demolition permits.

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 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.

### Ingress and Egress

In order to provide sufficient sight distance for pedestrians along Villa Street and Raymond Avenue frontages, the proposed driveway, from the property line to the first 20 feet into the property, shall be sloped at 2% or less, unless otherwise reviewed and approved by the Department of Transportation.

The proposed drive approach on Raymond Avenue frontage is in conflict with an existing street light. The applicant is responsible to relocate the affected street light, including upgrading with new LED light, conduits, conductors, electrical services, pull boxes and miscellaneous appurtenant work in a manner that complies with the requirements and receives the approval of the Department of Public Works.

### Street Lighting and Traffic Signals

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

- a. Two (2) street lights at the Fair Oaks Avenue frontage
- b. One (1) street light at the Raymond Avenue frontage

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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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The applicant shall improve the traffic signal equipment at the intersection of Fair Oaks Avenue and Villa Street as follow:

- a. The existing eight (8) pedestrian push button's (PPB's) are substandard and need to be upgraded to Accessible Pedestrian System (APS) PPB's to provide accessibility to all pedestrians.
- b. The existing intersection safety lighting uses high pressurized sodium luminaires which is inefficient in power usage. The intersection lighting shall be upgraded to LED HBL's as determined by SLaTS Section for the required foot candle level.
- c. The existing concrete pole on the SE corner of said intersection for EB vehicles is substandard. The signal pole shall be upgraded to Caltrans Standard traffic signal pole and all the necessary signal heads, pedestrian heads, etc., designed by a registered Civil Engineer in the State of California, experienced in traffic signal design and the plan must be submitted to the PW Engineering SLaTS section for review and approval. The design will include new conduits, conductors, luminaires, foundations, pull boxes, fiber optic, and all other miscellaneous work.
- d. The existing 332 cabinet is old and needs to be upgraded to a Pasadena Standard 332 Cabinet with 2070E controller.
- e. This intersection is included in the high priority list for fire pre-emption equipment, and therefore, this intersection will require the installation of the GTT Opticom GPS and infrared fire pre-emption device(s). PW Engineering SLaTS Section will provide the specifications.

Contact Arnold Dichosa, by phone at 626-744-7402 or email [adichosa@cityofpasadena.net](mailto:adichosa@cityofpasadena.net), for details.

The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights and traffic signal modification. Plans for the improvements shall be prepared by a civil engineer, registered in the State of California. Upon submission of improvement plans to the Departments of Public Works for checking, the applicant will be required to place a deposit with the department to cover the cost of plan checking and construction inspection of the improvements. The amount of deposit will be determined when the plans are submitted. In addition, there is possibly considerable lead-time for the materials required for the construction and modification. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this street light/traffic signal condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy.

### Public Improvement Restorations

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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

The applicant shall demolish existing and construct the following public improvements along the subject development frontage of Fair Oaks Avenue, Villa Street and Raymond 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. All public improvements shall be completed prior to the issuance of Certificate of Occupancy.

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

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

### **Drainage**

On-site drainage, such as roof drain and area drain discharge, shall be contained on-site per LA County Regional Water Quality Control Board's current permit.

### **New Tree Planting**

The applicant shall plant the officially designated street tree per the City's approved Master Street Tree Plan along the boundary of the subject property, as follow:

- a. Applicant must plant minimum of (3) Crepe Myrtle, *Lagerstroemia indica*, trees along Fair Oaks Avenue frontage
- b. Applicant must plant minimum of (3) Golden Trumpet, *Handroanthus chrysotrichus*, trees along Villa Street 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





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

tree stakes; one arbor guard; and the use of slow-release fertilizer tablets. The applicant shall contact PNR (626-744-3880) for tree planting approval, a minimum of two (2) months, prior to the issuance of a Certificate of Occupancy.

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

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

### Existing City Tree Protection

The proposed driveway off Raymond Avenue frontage may be in conflict with existing City tree. It is recommended to shift the proposed driveway location to meet 7' clearance standard. Otherwise, applicant may have to request public tree removal subject to review by Urban Forestry Advisory Committee.

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.





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Given that each construction project poses unique conditions, it is the responsibility of the applicant to develop a Tree Protection Plan based off the TPZ standards to the extent feasible. The Plan shall conform to the Tree Protection Standards which specifically require showing the locations of all existing trees, their diameters, canopies, whether the tree is a public tree or private tree, as well as any trees to be planted with their canopy at mature size. The final conditions of the Tree Protection Plan shall be approved by the Forestry Superintendent. A non-refundable flat fee, per the current General Fee Schedule, will be required for staff time to review the Tree Protection Ordinance compliance.

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

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

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

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

### **Right-of-Way Guarantee Deposit**

Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site 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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

[www.cityofpasadena.net](http://www.cityofpasadena.net)

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/>.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

[www.cityofpasadena.net](http://www.cityofpasadena.net)

### 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. This amount is a rough estimate and for informational purposes only. The exact amount will be calculated at the time of Building Permit issuance.

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

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

### Estimated Fees:

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

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<b>TRANSPORTATION DEPARTMENT:</b>	Plan Reviewer: Conrad Viana, P.E. Phone: (626) 744-7424 Email: <a href="mailto:cviana@cityofpasadena.net">cviana@cityofpasadena.net</a>
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The Department of Transportation received an application for a planned development in the Fair Oaks/Orange Grove Specific Plan area that would include 199 apartment units, and 7 townhome units.

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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

**Transportation Analysis:** Based on the preliminary information provided in the Master Application form, a Category 2 transportation analysis shall be prepared for this project. Appropriate traffic impact measures will be determined in conjunction with the Public Works' street improvements and dedications.

**Loading:** DOT will not install a loading zone for project use along the project frontage.

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

**Trip Reduction:** The project is subject to the City's Transportation Demand Management (TDM)/ Trip Reduction Ordinance (TRO) requirements. The purpose of the trip reduction requirement is to reduce the demand for automobile commute trips by ensuring that the design of major nonresidential developments projects accommodates facilities for alternative modes of transportation.

A TDM plan **shall be completed prior to the issuance of the first permit for construction.**

The owner/ developer shall place a **\$2,000\* deposit** with the Department of Transportation for review of the TDM report. This deposit is subject to a partial refund or additional billing in the event that the deposit amount is not sufficient to cover the cost of the review. The developer shall also pay an annual Transportation Demand Management (TDM) status report review fee\* in compliance with the requirements of the Trip Reduction Ordinance.

To minimize and prevent last minute building design changes, it is highly imperative that the applicant, prior to the commencement of building or parking layout design efforts, contact DOT for TRO/ TDM Plan requirements so that trip reduction considerations are designed and incorporated early into the building and parking layout plans to avoid any unnecessary time delays and potential costs associated with late design changes. Please contact the Complete Streets Division at (626) 744-7526 to arrange a pre-design meeting to understand the TDM Plan requirements for the project.

*\* 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 may be limited due to construction activities bordering the project site.

**Site Access:** As shown on the plans, access to the apartment units is proposed from one driveway on Villa Street. Access to the condominium units is proposed from one driveway on Raymond Avenue. The driveway to the residential parking area should be a minimum 18' wide for adequate passing of two-way traffic.





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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

**Ramp Configuration:** To improve the safety of pedestrians crossing the driveway, the design plans shall indicate a 20' flat area 2% or less beyond the property line to improve vehicular sight distance. Any deviation shall be reviewed and approved by DOT.

**Street Design Guidelines:** Pursuant to the adopted Street Design Guide:

- The existing sidewalk on Fair Oaks Avenue is 10' wide. The project shall provide an additional 2' sidewalk easement for an ultimate 12' wide sidewalk along the project frontage.
- The existing sidewalk on Villa Street is 8' wide. The project shall dedicate 2' plus provide an additional 2' sidewalk easement for an ultimate 12' wide sidewalk along the project frontage.
- The existing 10' sidewalk width on Raymond Avenue shall be maintained.
- Install a ADA compliant detectable warning tile per Public Works Standard Plan S-414 at the southeast corner of Fair Oaks Avenue and Villa Street, adjacent to the project.

**Traffic Impact Fee:** The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076). This fee will apply to all net new residential, retail, industrial, and office developments. For FY 2019 the fees are:

Land Use	Fee (FY 2020)
Industrial use per square foot	\$1.19
Office use per square foot	\$8.63
Retail use per square foot	\$11.46
Single family (per dwelling unit)	\$9,459.09
Multi-family (per dwelling unit)	\$3,662.53

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### WATER & POWER DEPARTMENT - POWER DIVISION:

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

The City of Pasadena Water and Power Department (Department) shall provide electric service to the proposed development at 444 N Fair Oaks Ave on the following basis:

- Owner/developer shall provide a private property transformer vault room located in the Basement 1 level closest to the street (Fair Oaks). The size of the transformer vault room will vary depending on the size of the electrical service. Larger electrical services will require a vault room that is adjacent (sharing a wall) with the electrical room
- Transformer vault rooms shall have both door access and an access hatch from above (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.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- 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 to the property line at the owner/developer's expense if there are no existing conduits available. 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.
  - Owner/developer shall install transformer service equipment, and secondary service conduits within the development area.
  - Department shall install electrical service transformers, cables, and electric meters.
  - All Department installation costs 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.
  - Owner/developer must identify and notify the Department if there is any underground electrical conduit and transformer vault within the proposed development area in conflict with the construction.
  - Owner/developer installed distributed generation resources that will be interconnected to the Pasadena Electric Distribution System shall be installed in accordance with the Department Distributed Generation Interconnection Requirements Regulation 23. In addition, all customer installed solar photovoltaic (PV) resources shall meet all of the requirements of both the local Building & Fire Department and the Pasadena Solar Initiative Program.
1. In order to determine the specific requirements of the electrical service for this project, the following items will need to be included in the Submittal Drawing Set (2 sets of electrical plans required): service size & voltage, main service disconnect, scaled site plan, elevation plan, proposed transformer room location, electrical meter / panel location, single-line diagram, load calculations, and proposed construction schedule.
  2. Total estimated cost for providing electric service to this development will depend on service size and the extent of civil work required in the public right of way. A cost estimate shall be provided to the owner/developer after the Submittal Drawing Set has been provided to the Department. The Department estimate and comments are valid for ninety (90) days.
  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.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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

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

#### **Water Mains:**

Pasadena Water and Power ("PWP"), Water Division can serve water to this project. There are three water mains surrounding this project. There is a 12-inch cast iron water main in Fair Oaks Avenue, installed under Work Order 6025 in 1973. This water main is located approximately 34 feet west of the east property line of Fair Oaks Avenue. There is a 12-inch cast iron water main in Villa Street, installed under Work Order 6024 in 1973. This water main is located approximately 34 feet north of the south property line of Villa Street. There is an 8-inch cast iron water main in Raymond Avenue, installed under Work Order 5520 in 1963. This water main is located approximately 17 feet east of the west property line of Raymond Avenue.

#### **Moratoriums:**

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

#### **Water Pressure:**

The approximate water pressure at this site is 70 psi.

#### **Water Service:**

PWP records reflect one 2-inch domestic service (45759) and one 1 ½-inch domestic service (5609) serving this project. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. Additionally, if it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity of the existing water main; the upgrade will be paid for by the owner/developer. A deposit will be requested for the water main design and a cost estimate will be provided to the owner/developer for the new water service installations, main design, and main construction. The owner/developer must be aware that the design of a new water main will take 3 to 4 months after the initial deposit is made by the owner/developer. Also, an additional 4 to 6 months will be needed for the construction of the water main after the balance of the estimate is paid in full by the owner/developer. The design and construction estimated time depends on the size and length of the water main and other mains in the queue. For this reason, it is imperative that the initial deposit be submitted promptly. Also, if it is determined by PWD that street restoration is required, it will be paid in full by the owner/developer. PWD determines the limits of the street restoration.

#### **Water Division Requirements:**

- Water lines are not permitted to cross lot lines to serve adjoining lots without a utility easement; the Pasadena Water Division shall approve all proposed easements.
- The Water Division will install the service tap, lateral, water meter and designate the distribution main and service tap.
- All services not in use must be abandoned at the distribution main at the applicable rate.
- For subdivided lots with one unit behind the existing, show easement documentation and assessor parcel map showing the subdivision.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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- 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 are three fire hydrants in close proximity to the project site.

- Fire hydrant 415-30 is located on the east curb of Fair Oaks Avenue, approximately 175 feet north of the north property line of Maple Street.
- Fire hydrant 415-12 is located on the southeast corner of Villa Street and Fair Oaks Avenue.
- Fire hydrant 415-7 is located on the northwest corner of the three-way intersection of Maple Street and Raymond Avenue.

A fire flow test was conducted on fire hydrant 415-30 on May 21, 2019 and the results were as follows:

Static Pressure: 72 psi (pounds per square inch)  
Flow Pressure: 62 psi  
Pitot: 50 psi  
Total Observed Flow: 1,185 gpm (gallons per minute)  
Flow at 20-psi residual: 2,887 gpm

A fire flow test was conducted on fire hydrant 415-12 on May 21, 2019 and the results were as follows:



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Static Pressure: 20 psi (pounds per square inch)  
Flow Pressure: 17 psi  
Pitot: 14 psi  
Total Observed Flow: 627 gpm (gallons per minute)  
Flow at 20-psi residual: 0 gpm

A fire flow test was conducted on fire hydrant 415-7 on May 21, 2019 and the results were as follows:

Static Pressure: 74 psi (pounds per square inch)  
Flow Pressure: 62 psi  
Pitot: 52 psi  
Total Observed Flow: 1,209 gpm (gallons per minute)  
Flow at 20-psi residual: 2,723 gpm

### Fire Hydrants Details:

