



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: PPR2019-00014
Date: March 10, 2020
Project Address: 1000 East Walnut Street
Project Description:

Review of preliminary plans for demolition of an existing two-story, 20,295 sq. ft., commercial building and the establishment of a Supportive Housing land use, to be located within a new four-story, 47,193 sq. ft. Single-Room Occupancy (SRO) facility. The Supportive Housing land use would consist of 65 very-low income supportive housing units, a manager’s unit and two studio units for staff. A 8,859 square foot Charitable Institution land use is proposed on the ground floor.

Applicant: The Salvation Army
Case Manager: Luis Rocha, Senior Planner
Phone #: (626) 744-6747
E-mail: lrocha@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"/>
Presentation to the City Council required:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO , not applicable.

DEPARTMENT / DIVISION	CONTACT	EMAIL @cityofpasadena.net	PHONE (626) 744-	PAGE
Building Division, Addressing	Angie Jackson	ajackson	6903	2
Building & Safety Division	Humberto Contreras	hcontreras	6793	2
Community Planning	Ana Espanola	aespanola	6754	4
Cultural Affairs Division	Wendy Miller	wmiller	7547	9
Current Planning	Luis Rocha	lrocha	6747	10
Design & Historic Preservation	Amanda Landry	alandry	7806	24
Development/NW Programs	Lola Osborne	losborne	4791	26
Fire Department	Pari Bagayee	pbaqayee	7596	26
Local Development Area	Eric Duyshart	eduyshart	7353	28
First Source Local Hiring	Antonio Watson	awatson	8382	28



Health Department	Carmina Chavez	cachavez	6811	28
Housing Department	Jim Wong	jwong	8316	28
Public Works Department	Yannie Wu	ywu	3762	29
Transportation Department	Conrad Viana	cviana	7424	37
Water & Power, Power Division	Eduard Avakyan	eavakyan	7857	38
Water & Power, Water Division	Sandra Andrade-Hernandez	sandrade-hernandez	4189	40

BUILDING DIVISION, ADDRESSING:

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

Governing Codes: Pasadena Municipal Code Chapter 12.20 Building Numbering.

Estimated Fees: The address fee will be calculated after receiving the following: An address application and a current half size or 8 1/2" x 11" site plan showing the main front door entrance into the buildings, 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.

BUILDING & SAFETY DIVISION:

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.

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 <https://ww5.cityofpasadena.net/planning/building-and-safety/informational-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 (2nd) 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. 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://ww5.cityofpasadena.net/planning/building-and-safety/informational-handouts/>

8. LOW IMPACT DEVELOPMENT (LID):

- Low Impact Development (LID) **may be** required for this project. Refer to the City of Pasadena link for further information on the requirements and submittal process:
<https://ww5.cityofpasadena.net/planning/building-and-safety/low-impact-development/>

9. MEANS OF EGRESS (EXITING):

- 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. 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.

COMMUNITY PLANNING:

General Plan Consistency:

According to the General Plan Land Use Diagram, the subject property is designated as Low Commercial which is intended to support a limited range of retail and service uses. Uses within this designation are located and designed to foster pedestrian use, primarily serve the needs of adjacent neighborhoods and maintain compatibility with residential uses in the immediate area.

The project site is 27,095 square feet and occupies a corner lot along East Walnut Avenue to the north and North Catalina Avenue to the east. The parcel is currently improved with an existing two-story building used by the Salvation Army to provide social services for primarily homeless and low-income/ at-risk persons. Based on the submitted plans, the project proposes the demolition of the existing structure to accommodate the Pasadena Hope Center, a new permanent supportive housing project in a Single-Room Occupancy (SRO) facility for high-need single adults coming out of homelessness. The Hope Center is proposed as a 47,193 square-foot four-story building that consists of 8,859 square feet of non-residential uses on the ground floor and 68 residential units. These residential units include 65 affordable studio apartments for very-low income households, one two-bedroom manager unit, and two non-rental units for short term use by staff. Based on the submitted plans, sixteen on-grade parking spaces will be provided and located on the southern portion of the project site. The parking lot will have vehicular entrance access along East Walnut Avenue and exit access along North Catalina Avenue.

The Low Commercial land use category allows a maximum intensity of 1.0 floor area ratio (FAR). It's important to note that while SROs are residential in nature, their density is regulated by FAR rather than dwelling units per acre. The project site is also located within the Commercial General zoning district which allows supportive housing projects by-right within a SRO facility. Based on the lot size, the subject property would allow up to 27,095 square feet of floor area. The total proposed floor area of 47,193 square feet would exceed the allowed FAR maximum set forth in the General Plan. However, the passage of Assembly Bill (AB) 1763 allows 100 percent affordable housing projects to request up to four incentives and concessions, and precludes the City from imposing any maximum controls on density for housing developments located within a half-mile of a "major transit stop." To qualify for the provisions of AB 1763, the applicant needs to confirm if at least 80% of the proposed units, excluding the manager's unit, are affordable to lower income households, and no more than 20% of the total units are affordable to moderate-income households. Based on the submitted plans, 65 units are affordable but more information is needed to determine the affordability level of the two studio apartments located on the ground floor, or whether those units are also manager's units. If the ground floor residential units are also



affordable, or if they are also manager's units, then the project would qualify for AB 1763 and would have no limitation on density since the project site is located within a quarter-mile distance from the Lake Avenue Gold Line station, which qualifies as a "major transit stop" pursuant to AB 1763. As a result, the proposed project would be consistent with State legislation which supersedes the FAR maximum set forth in the General Plan.

The proposed Pasadena Hope Center is consistent with the City's General Plan Housing Element. The Housing Element states a vision for Pasadena to maintain a socially and economically diverse community of homeowners and renters who are afforded an equal right to live in decent, safe, and affordable housing. To do this, one goal is to provide adequate housing opportunities and support services for special needs households including supportive housing. The proposed project aligns with the City's housing vision by providing 65 studio apartments to households coming out of homelessness. Moreover, the proposed project incorporates support services on the ground floor that can help facilitate residential stability for tenants.

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

Policies that fulfill the City's housing goal to support special housing needs:

HE-4.3 People with Disabilities. Support the development of permanent, affordable, and accessible housing that allows people with disabilities to live independent lives; assist residents in maintaining and repairing their homes.

Policy HE-4.4 Service-Enriched Housing. Support and assist organizations in the provision of support services and service-enriched housing for special needs groups, such as seniors, families, disabled people, homeless people, and those with medical conditions.

HE-4.6 Homeless Housing and Services. Provide support and financial assistance to community service organizations that provide housing opportunities and supportive services for people who are homeless.

The target population for the proposed Pasadena Hope Center would be single adults with incomes at or below 30% and 40% of area median income and who meet the U.S. Department of Housing and Urban Development's definition of "homeless". In addition, certain apartment units would be restricted to service-eligible homeless veterans. The Hope Center will be a service-enriched housing development that integrates support services on the ground floor including food distribution, crisis counseling, material assistance, rent subsidies, homelessness prevention, and rapid rehousing assistance for veteran households. As such, the proposed project is consistent with the City's policies to support special housing needs.

Policies that fulfill the City's goal for sustainable growth, and land use diversity:

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



Policy 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 project needs specific in the Housing Element.

Policy 2.5- Mixed Use. Create opportunities for development projects that mix housing with commercial uses to enable Pasadena’s residents to live close to businesses and employment, increasing non-auto travel, and interact socially.

The existing two-story commercial building located at the project site is currently used by the Salvation Army as a social service center for homeless and low-income/ at-risk persons. Not only will these services continue in the proposed Pasadena Hope Center, but the property would be optimized by also providing permanent supportive housing opportunities. The project site is within a quarter-mile of the Lake Avenue Gold Line Station, and is in close proximity to the Central District and several neighborhood-serving amenities. For example, the project site is within a one-mile radius of a grocery store, retail stores, employment centers, the Pasadena Public Library, Villa Park and Grant Park, Pasadena City College, a healthcare facility, and Los Angeles County Department of Public Social Services. As such, the project site is an ideal location for sustainable growth while surrounding land uses help to provide permanent supportive housing tenants a suitable living environment.

Policies that fulfill the City’s goal of elements that contribute to urban form:

Policy 4.2- A Diversity of Places. Maintain and enhance the city’s urban form with distinct, compact, and walkable areas with a diversity of uses, densities, and characters. Offer choices for living, working, shopping, and recreation consistent with community values, needs, and demographics.

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

The project site is within walking distance to major bus stops, the Lake Avenue Gold Line Station, and several neighborhood-serving amenities. The proposed Hope Center would be immediately adjacent to properties owned by The Salvation Army such as the Salvation Army Pasadena Tabernacle Corps Community Center and the Salvation Army Pasadena Silvercrest Residence, a four-story affordable housing project. The proposed four-story building would be set back approximately 52 feet from the southern portion of the site



where it abuts a two-story multi-family apartment. Though the project appears to be compatible, more information is needed to understand the project's operations and the potential impacts on the neighborhood such as traffic, character, safety, and quality of life. The applicant is encouraged to work with staff from both Zoning and Design & Historic Preservation to ensure compatibility with the neighborhood's built environment.

Policies that fulfill the City's goal for pedestrian-oriented places:

Policy 5.1- Walkable City. Maintain and improve sidewalks and pedestrian paths in Pasadena's neighborhoods and business districts by incorporating street trees, landscaping, and pedestrian-oriented amenities.

Policy 5.2 – Pedestrian-Oriented Development. Require buildings in the Central District, Transit villages, Neighborhood Villages, and along corridors specific by the adopted specific plans to be located along the street/ sidewalk and designed to promote pedestrian activity. This can be accomplished by incorporating transparent facades, small plazas, and dining areas; while locating parking to the rear or underground and placing primary entries on the street.

The ground floor of the proposed Pasadena Hope Center improves the sidewalk and pedestrian paths of the project site by incorporating transparent facades buffered with landscaping and trees, shade structures, small plazas, and entry stoops. Proposed ground floor uses such as a conference room, reception area, and donation receiving room could also promote an active pedestrian environment. The on-grade parking lot would be located to the rear of the project site with vehicular entrance access along East Walnut Avenue and exit access along North Catalina Avenue. The applicant is encouraged to work with staff from Design & Historic Preservation to discuss the design of the project and ensure consistency with the City's Design Guidelines for Neighborhood Commercial & Multi-Family Districts.

Policies that fulfill the City's goal for architectural design and quality:

Policy 7.1 – Architectural Quality. Design each building as a high-quality, long term addition to the City's urban fabric; exterior design and building materials shall exhibit permanence and quality. Minimize maintenance concerns, and extend the life of the building.

Product specifications and additional information are needed to ensure the proposed building materials are durable and of high quality. The applicant is encouraged to work with staff from Design & Historic Preservation to discuss the design of the project and the design review process.



Policies that fulfill the City's goal for a sustainable environment:

Policy 10.2 – Land Uses Supporting Sustainability. Encourage land uses and improvements that reduce energy and water consumption, waste and noise generation, air quality impacts and support comparable resource strategies for a sustainable Pasadena; including alternative energy generation, electric vehicle parking and charging, recycling, and similar facilities.

The project may need to demonstrate consistency with the City's Climate Action Plan (CAP). The CAP Consistency Checklist is applicable to projects subject to the California Environmental Quality Act or utilizing the Class 32 Exemption for infill projects. The applicant is encouraged to work with Zoning Staff to determine if the checklist is applicable to the proposed project. You can view more information on the CAP Consistency Checklist here: <https://ww5.cityofpasadena.net/planning/wp-content/uploads/sites/56/2017/12/D-CAP-Consistency-Checklist.pdf>.

Policies that fulfill the City's goal for superior services:

Policy 16.1 – Commitment. Provide human and community services to all sectors of the City's population in an equitable manner.

Policy 16.3- Anticipated Needs. Ensure that the land use planning process anticipates the future human services needs of the community by utilizing the data compiled by the new evaluation methods identifying the type(s) and ideal location(s) for these services.

Policy 16.4 – Support Organizations. Provide support to public, private, and voluntary organizations and associations that provide services for Pasadena's diverse communities.

The proposed Pasadena Hope Center consists of affordable permanent supportive housing opportunities coupled with a support service center for the City's vulnerable homeless population. The City has anticipated the need for affordable housing, especially to those with special housing needs, and has been proactive in ensuring that land use processes reflect this goal. For example, in 2019 alone, the Planning Department has completed several zoning code amendments such as increasing the requirement for inclusionary housing and allowing hotel/ motel conversions for homeless housing. The proposed project would therefore provide a housing resource and community service to a population identified by the City as one with special housing needs. In addition, the Salvation Army, the project developer, is a non-profit organization with a mission to meet human needs without discrimination. On November 25, 2019, City Council showed its support for the organization by approving an affordable housing loan for the proposed project.



Specific Plan:

The subject property is not located within a Specific Plan.

Master Development Plan:

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

Planned Development:

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

Neighborhoods:

The proposed project is located within Council District #6:

- Council District 5
Councilmember Victor Gordo
City Council Liaison: Vannia De La Cuba
Contact Email: VDeLaCuba@cityofpasadena.net
Contact Phone: (626) 744-4741

The proposed project is located within or in close proximity to the following neighborhood association:

- Pasadena Neighborhood Coalition
- Friends and Neighbors of Grant Park
- The Front Porch Coalition

Estimated Fees:

No fees are anticipated from Community Planning.

CULTURAL AFFAIRS DIVISION:

Public Art Requirement:

Based on the information provided in the Master Application, this project is NOT SUBJECT to the Public Art Requirement, as it is a multi-family residential development outside the Downtown/Old Pasadena/Northwest Program Areas.



CURRENT PLANNING:

Project Description:

The proposed project consists of the demolition of an existing two-story, 20,295 sq. ft., commercial building and the establishment of a Supportive Housing land use, to be located within a new four-story, 47,193 sq. ft. Single-Room Occupancy (SRO) facility. The Supportive Housing land use would consist of 65 very-low income supportive housing units, a manager's unit and two studio units for staff. A 8,859 square foot Charitable Institution land use is proposed on the ground floor.

Applicable Zoning Sections:

Staff advises that in addition to the comments in this report, 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. The proposed project is subject to, including but not limited to, the development standards of the following Zoning Code Chapters or Sections:

- Chapter 17.24 – Commercial and Industrial Zoning Districts
- Chapter 17.50 – Standards for Specific Land Uses
- Chapter 17.40 – General Property Development and Use Standards
- Chapter 17.44 – Landscaping
- Chapter 17.46 – Parking and Loading
- Section 17.50.340 – Transit Oriented Development

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

Per the request of the applicant, and given the proposed levels of affordability, staff's evaluation of the project incorporates special provisions granted to affordable housing projects by State Assembly Bill 1763 (California Government Code Section 65915). Where there is conflict between the requirements of the Zoning Code and requirements of Cal. Gov. Code § 65915, the requirements of Cal. Gov. Code § 65915 shall supercede. The applicant's intent is to propose a project that meets the criteria of subparagraph (G) of paragraph (1) of subdivision (b) of Cal. Gov. Code § 65915 and provides a housing development where one hundred percent of the total units, exclusive of a manager's unit or units, are for lower income households, as defined by Section 50079.5 of the Health and Safety Code, except that up to 20 percent of the total units in the development may be for moderate-income households, as defined in Section 50053 of the Health and Safety Code. The review will also take into account that the project is located within one-half mile of a major transit stop, as defined in subdivision (b) of Section 21155 of the Public Resources Code.

The project description, submitted as part of the Master Application, indicates that a housing development is proposed where one hundred percent of the total units, exclusive of a manager's



unit, are for lower income households. The project also includes two units that are not reserved for lower income households and are not manager's units; therefore, as proposed, the project does not meet the criteria to qualify for the provisions of Cal. Gov. Code § 65915.

Disclaimer: The information provided herein is general due to the general content and information submitted. It is recommended that in addition to the comments below on the project, the developer team thoroughly read each of the Zoning Code sections noted above.

1. **Project Site:** The project site consists of one legal lot (AIN: 5738-003-031). The total lot size is identified as 27,098 square-feet on the land survey prepared by DC Engineering, dated October 29, 2019.
2. **Zoning District (PMC 17.24):** The property is within the CG (Commercial General) zoning district. This zoning district is intended provide opportunities for the full range of retail and service businesses deemed suitable for location in Pasadena, including businesses not permitted in the CL district because they attract heavy vehicular traffic or traffic not destined for Pasadena residential areas or have certain adverse impacts; and provide opportunities for certain limited manufacturing uses that have impacts comparable to those of permitted retail and service uses to occupy space not in demand for retailing or services.
3. **General Plan Designation (Land Use Element):** The property is designated as Low Commercial (0.0-1.0 FAR) in the General Plan. The Low Commercial designation is intended to support a limited range of retail and service uses. Uses within this designation are located and designed to foster pedestrian use, primarily serve the needs of adjacent neighborhoods and maintain compatibility with residential uses in the immediate area.
4. **Land Use:** Pursuant to Section 17.24.030, Table 2-5 (Allowed Uses and Permit Requirements for Commercial and Industrial Zoning Districts), a Supportive Housing land use is permitted by right when it is located within an SRO facility.

A Charitable Institution land use is allowed subject to a Conditional Use Permit.

Definitions (PMC 17.80)

Supportive Housing: Housing with no limit on length of stay, that is occupied by the target population as defined by the state Government Code Section 65582, and that is linked to an on-site or off-site service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

Single-Room Occupancy: A facility providing dwelling units where each unit has a minimum floor area of 150 square feet and a maximum floor area of 220 sq. ft*. These dwelling units may have kitchen or bathroom facilities and shall be offered on a monthly basis or longer.

Charitable Institution: A not-for-profit use that distributes or facilitates the giving of goods and services for the relief of the needy. This use classification includes soup kitchens, regularly staffed drop-off facilities for clothing and household goods and food banks.



**The City is currently in the process of amending the Zoning Code to increase the maximum unit size for SRO uses to 375 sq. ft. The project will be reviewed using the proposed amendment. In the event that the amendment is not approved, the project will have to be designed to comply with the 225 sq. ft. maximum.*

5. Floor Area Ratio (FAR):

- a) The applicable FAR for the site, pursuant to PMC 17.24.040, Table 2-6, is 0.8. For this site, up to 21,678 sq. ft. of floor area would be allowed under the established FAR. The project proposes an FAR of 1.74, or 47,193 sq. ft.

The number of units (density) of an SRO facility is regulated by the FAR. Pursuant to clause (ii) of subparagraph (D) of paragraph (3) of subdivision (f) of Cal. Gov. Code § 65915, a city shall not impose any maximum controls on density if the housing development is located within one-half mile of a major transit stop. The project is within one-half mile of the Lake Gold Line Station. Site area per unit (density) standards do not apply to SRO facilities.

- b) 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 is 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.

6. Height:

- a) The maximum height for the site, pursuant to PMC 17.24.040, Table 2-6, is 45'. The project proposes a height of approximately 55.5'.

Pursuant to subparagraph (D) of paragraph (2) of subdivision (d) of Cal. Gov. Code § 65915, if the project is located within one-half mile of a major transit stop, the applicant shall also receive a height increase of up to three additional stories, or 33 feet. The project is within one-half mile of the Lake Gold Line Station. The requested height is within the range permitted by Cal. Gov. Code § 65915.

- b) For future submittals, label and identify the location of the existing grade across **all** elevations and cross-sections to distinguish between existing and finished grades. Per PMC 17.40.060.C, height is measured from the, "...lowest elevation of the **existing grade** at an exterior wall of the structure to the highest point of the structure."



7. **Setbacks:**

Pursuant to Section to PMC 17.24.040, Table 2-6, Note 5, The front and rear setback requirements for a project with more than 25,000 square feet of floor area shall be determined as part of the Conditional Use Permit approval for the project. The project proposes more than 25,000 of gross floor area, therefore the setback requirements will be determined as part of the Conditional Use Permit process. The project proposes the following front and corner side setbacks:

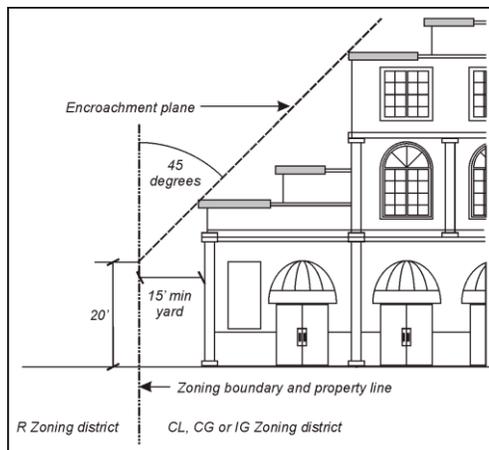
- a) Front Setback (Catalina Avenue): 14'2" setback.
- b) Corner Setback (Walnut Avenue): 13'1" to 25'-8" setback.

Pursuant to Section to PMC 17.24.040, Table 2-6, the following side and rear setbacks are applicable to the project site. The project shall maintain each required setback open and unobstructed from the *ground upward*, except for trees and other plant materials. Setbacks shall be measured at right angles from the property line to the nearest portion of the structure. Allowed projections into setbacks are provided in Table 4-1 (Allowed Projections into Setbacks), Section 17.40.160

- c) Rear Setback (west property line): There is no required rear setback. The project provides 17' and complies.
- d) Side Setback (south property line): The required side setback is 15' and shall not project into the encroachment plane when adjacent to an RM-48 zoning district. The project provides a 26' setback and complies. On future submittals, depict compliance with the encroachment plane on the east and west elevations.

The proposed structure shall not be located within an encroachment plane sloping upward and inward to the site at a 45-degree angle, commencing 20 feet above the existing grade at the property line of the abutting residential zoning district (Figure 4-9, 17.40.160). Projections are not permitted to encroach into the encroachment plane:

15' Side Setback Abutting Residential / Encroachment Plane





8. Commercial Frontage and Façade Standards:

The intent of Section 17.24.050 (Commercial Frontage and Façade Standards) is to provide for pedestrian orientation and traditional building form in the commercial areas of the City. A principal design objective of this Zoning Code is for the street frontages in these areas to have continuous building facades with as few interruptions as possible in the progression of stores and other buildings, creating highly attractive, pedestrian-oriented streetscapes. The requirements of this Section apply to proposed development within the CG zoning district.

The review authority may approve minor variations to these standards below, as deemed appropriate, provided that the review authority also first finds that the minor variation will still produce a building that complies with the purpose of Section 17.24.050 (Commercial Frontage and Façade Standards). It is recommended that the project comply with the standards below.

Since a CUP is needed as a zoning entitlement to establish the Charitable Institution land use, the Hearing Officer would be the review authority for the purposes of Section 17.24.050.

- a) Elevation at First Floor: At least 75 percent of the street-fronting length of the first habitable floor of a nonresidential structure shall be located no more than two vertical feet above or below the sidewalk elevation at any point along the street property line.

Provide information on the site plan and cross-sections to show compliance with this requirement. Based on the illustrations submitted, compliance cannot be determined.

- b) Building Placement: Each building shall be designed so that its front facade occupies 100 percent of its front property line (Catalina Avenue, at the five-foot setback). The review authority may grant exceptions for:

- A driveway that is necessary because no side street, alley, or easement can provide access to required parking on the rear of the lot or site.
- The initial phases of a multiphased building project that will occupy the entire frontage upon completion (This exception is not applicable to this project);
- A project proposed with a pedestrians-only plaza occupying a portion of the street frontage;
- A pedestrian corridor; or
- Double frontage or double-frontage corner lots or sites. The Review Authority shall determine which frontage is the primary frontage and which is the secondary frontage based on the character of the street frontages. A parking lot can face the street on the secondary frontage. (This exception is not applicable to this site)

The property line abutting Catalina Avenue is the front property line. As proposed, the building is not designed so that its façade occupies 100 percent of the front property line (at the five-foot setback). The building is setback approximately 12 feet and a driveway occupies a portion of the front property line. The project is not eligible for the first exception



because a driveway on a side street (Walnut Avenue) provides access to the required parking.

c) Building Treatment:

- i. Windows: Clear, untinted glass windows shall occupy a minimum of 50 percent of the width of the building facade parallel to the public sidewalk, with a minimum height of eight feet, to allow maximum visual interaction between sidewalk areas and the interior of buildings. Mirrored, reflective glass or tinted glass shall not be allowed. After installation, clear glass windows shall not later be treated so as to become opaque or to be blocked so as to prevent visibility of the ground floor interior from the sidewalk.

Provide architectural elevations that illustrate and provide information showing compliance with the window requirements. Based on the illustrations submitted, compliance cannot be determined.

- ii. Railing and Decorative Grilles: Any decorative railing or grille work that is placed in front of or behind street-level windows shall be at least 75 percent open to perpendicular view and no more than six feet in height above grade. No security gate or grille shall be installed on the exterior of any structure. At this time, no railing or grilles are proposed.

- d) Pedestrian Access to Building: The primary entrance of each ground-floor use shall be located within the primary building frontage, and shall be recessed a minimum of three feet when accessed from the public right-of-way. Walk-up facilities and entries shall be recessed and provide adequate queuing space to avoid interruption of pedestrian flow.

As proposed, the project complies the requirements regarding pedestrian access to buildings.

9. Single-Room Occupancy Facilities:

Section 17.50.300 provides specific standards applicable to the proposed use. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

- a) Unit Size and Occupancy: The minimum size of a unit shall be 150 square feet and the maximum size shall be *375 square feet*, which may include bathroom and/or kitchen facilities. The City is currently in the process of amending the Zoning Code to increase the maximum unit size for SRO uses to 375 sq. ft. The project will be reviewed using the proposed amendment. In the event that the amendment is not approved, the project will have to be designed to comply with the 225 sq. ft. maximum.

At this time, the project appears to comply. Revise the "Unit Breakdown Table" on the Title Sheet (G000) so that only gross floor area is provided. Net Floor Area is not used for zoning compliance. On the same table, SRO units are listed as types A, B and C. Key the individual units on the floor plans with the corresponding type (A, B or C).



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- b) Common Area: A minimum of 10 square feet for each unit or 250 square feet, whichever is greater, shall be provided for a common area. All common area shall be within the structure. Dining rooms, meeting rooms, recreational rooms, or other similar areas approved by the Zoning Administrator may be considered common areas. Shared bathrooms and kitchens shall not be considered as common areas.

68 units are proposed, therefore, 680 sq. ft. of common area is required. The Title Sheet (G000) provides a "Common Area" data table. The table references a community room, a yoga room and a gym that when combined (1,642 sq. ft.), exceed the minimum requirement, and complies.

- c) Management: A single-room occupancy management plan shall be submitted to, reviewed, approved and enforced by the Housing Administrator of the Housing and Development Department. The management plan shall be approved before issuance of a Certificate of Occupancy. The management plan shall be comprehensive and contain management policies and operations, rental procedures and rates, maintenance plans, residency and guest rules and procedures, security procedures and staffing needs including job descriptions. The approved management plan shall be in recordable form as approved by the City Attorney and recorded before issuance of a Certificate of Occupancy. A 24-hour resident manager shall be provided for any single-room occupancy use with 12 or more units. Refer to Housing and Career Services Department for additional comments. A copy of the recorded plan shall be provided to the Current Planning Section.
- d) Kitchen Facilities: Each unit shall be provided a kitchen sink serviced with hot and cold water with a garbage disposal and a counter top measuring a minimum of 18 inches wide by 24 inches deep. A complete kitchen facility available for residents shall be provided on each floor of the structure, if each individual unit is not provided with a minimum of a refrigerator and a microwave oven. A complete kitchen contains a sink, refrigerator, stove or range top, and oven or microwave. A complete kitchen contains a sink, refrigerator, stove or range top, and oven or microwave.

It appears that the project complies, however, additional information regarding kitchen facilities is needed. Plans should provide a level of detail that demonstrates compliance with these standards where applicable. This includes labels/details for sink, water, garbage disposal and counter top measurements at each facility, or where a complete kitchen is provided at each floor, the items/appliances provided.

- e) Restroom Facilities: For each unit a private toilet in an enclosed compartment with a door shall be provided. This compartment shall be a minimum of 15 square feet. If private bathing facilities are not provided for each unit, shared shower or bathtub facilities shall be provided at a ratio of one for every seven units or fraction thereof. The shared shower or bathtub facility shall be on the same floor as the units it is intended to serve and shall be accessible from a common area or hallway. Each shared shower or bathtub facility shall be provided with an interior lockable door.

Floor plans appear to show private bathroom facilities in an enclosed compartment at each unit. However, the size of each space is unknown. Label the bathroom size at each unit.



10. Parking:

Number Required:

- a) Supportive Housing: Pursuant to paragraph (4) of subdivision (p) of Cal. Gov. Code § 65915, if a development consists solely of rental units, exclusive of a manager's unit or units, with an affordable housing cost to lower income families, as provided in Section 50052.5 of the Health and Safety Code, and the development is either a special needs housing development, as defined in Section 51312 of the Health and Safety Code, or a supportive housing development, as defined in Section 50675.14 of the Health and Safety Code, then, upon the request of the developer, a city shall not impose any minimum vehicular parking requirement.

The project includes two units that are not reserved for lower income households and are not manager's units and, as proposed, the project does not meet the criteria to qualify for the provisions of Cal. Gov. Code § 65915

In order to qualify, the project needs to consist solely of rental units, exclusive of a manager's units, with an affordable housing cost to lower income families, and the development is a supportive housing development. At which point, no minimum vehicular parking requirement is imposed. The project does not propose any parking for the Supportive Housing land use.

- b) Charitable Institution: Per Section 17.46.040, required parking is specified via a Conditional Use Permit. A parking demand analysis, prepared by a licensed professional, may be requested to substantiate the proposed parking requirement.

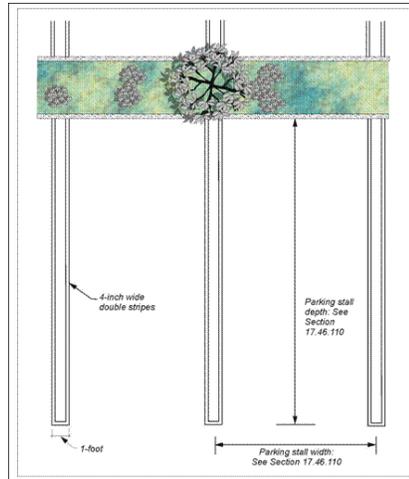
The project, at this time, proposes 16 parking spaces for the 8,859 sq. ft. Charitable Institution land use; equivalent to approximately 2 parking spaces for every 1,000 sq. ft. of floor area.

Parking Space Dimension and Striping: Provide "Typical" illustrations to show that the project would be in compliance with the following dimensional standards that have the ability to reduce the amount of parking contemplated if not taken into account during initial design:

- c) Per Section 17.46.110, all nonparallel parking spaces shall measure a minimum of eight and one-half feet wide by 18 feet deep (8.5' x 18'). The plan references all nonparallel spaces with compliant stall dimensions.
- d) Parking spaces next to a vertical obstruction, or located at the end of an aisle, are subject to further requirements as listed in Section 17.46.120.A of the Zoning Code:
- *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. Where there is a column next to a space, the one-foot additional width required may be lessened three inches for each foot the columns are set back from the aisles. As shown, the plans comply.
 - *If located at the 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. As shown, the plans comply.



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



Wheel Stops and Overhangs:

- f) All parking spaces shall have wheel stops three feet from a fence, wall, or required landscaped area.

Aisle Dimension:

- g) The minimum aisle width is 24 feet, as shown on Table 4.8 of Section 17.46.130 of the Zoning Code. This table also shows how this minimum width can be reduced when the parking stalls are widened. As proposed, the project complies.

Driveway Design, Width and Clearances:

- h) Section 17.46.150.B, Table 4-12, establishes minimum driveway widths for nonresidential uses. For driveways serving 15 or more parking spaces, the minimum width of a one-way driveway is 12 feet and the minimum width of a two-way driveway is 20 feet.

There are 16 parking spaces on the site, served by two driveways. A driveway is proposed, on the Walnut Street frontage, with a width of 17 feet; this driveway can function only as a one-way driveway. A second driveway is proposed, on the Catalina Avenue frontage, with a width of 26 feet; this driveway can function as a two-way driveway. On future submittals, please identify the vehicular circulation on the site.

Parking Area Screening – Wall and Fences:

- i) Pursuant to Section 17.46.210, a parking area for five or more vehicles serving a nonresidential use shall be screened from an adjoining residential zoning district or a ground floor residential use by a solid concrete or masonry wall six feet in height, except that the height of a wall adjoining a required front setback in a residential zoning district shall not exceed four feet.

The parking area adjoins a residential zoning district to the south. Therefore, a solid concrete or masonry wall six feet in height, except that the height of a wall adjoining a



required front setback in a residential zoning district shall not exceed four feet, is required. Provide and label the wall on the site plan and provide an elevation with accompanying cross-section for the wall.

Outdoor Parking Area Lighting:

- j) Pursuant to Section 17.46.220, Outdoor parking area lighting shall not exceed 18 feet in height, unless specifically approved by the Design Commission or other applicable review authority. In general, the lighting fixtures used shall be designed to confine emitted light to the parking area, and the light source shall not be visible from outside of the area. Maximum average illumination at ground level shall not exceed three foot-candles when the parking lot is located within a nonresidential zoning district.

At this time, compliance cannot be determined.

Parking Lot Landscaping:

- k) Pursuant to Section 17.46.230.A, all parking lots shall have a minimum five-foot wide perimeter landscaped. A five-foot wide planter is not provided along the south and west property lines. Revise the plans to comply.
- l) Pursuant to Section 17.46.230.B, Table 4-14, a minimum of five percent of the parking lot is required to be landscaped. The minimum amount of landscaped area, shall be over and above the perimeter landscaping required by Subsection A. (Perimeter landscaped area required) above.

Compliance cannot be determined. Provide a data table that identifies the “parking lot area” and the resulting required five percent of landscaping. On the table, identify the amount of landscaped proposed in the parking lot. On future submittals, identify the areas, and provide the size in sq. ft. of individual planters, that are being used to meet the requirement.

- m) Pursuant to Section 17.46.230.C and D, at least one tree for every four vehicle parking spaces required/provided shall be planted and evenly distributed throughout the parking lot. Parking lots shall include trees intended to provide shade. The selected trees shall be from an approved list provided by the Department. The trees shall be provided so that the shade canopies will be achieved within a minimum of 10 years after planting. All trees within the parking area shall be a minimum of 15-gallon size at planting.

Compliance cannot be determined. On future submittals, identify the trees in the parking that contribute to meet the requirement. Provide tree species and size at time of planting.

- n) Pursuant to Section 17.46.230.G, trees shall be in planters located throughout the parking area. In order to be considered within the parking area, trees shall be located in planters that are bounded on at least three sides by parking area paving. Planters shall have a minimum interior dimension of five feet and be of sufficient size to accommodate tree growth. All ends of parking lanes shall have landscaped islands.



- o) Pursuant to Section 17.46.230.H, Areas containing plant materials shall be bordered by a concrete curb at least six inches high and six inches wide and provided with an automatic irrigation system.

Compliance cannot be determined. Illustrations depict planter areas with no barrier or curbs.

Loading:

- p) A Charitable Institution is classified as a "Public and Semi-Public Use". Pursuant to Section 17.46.260, Table 4-15 (Loading Space Requirements), one loading space is required for Public and Semi-Public Uses that are less than 20,000 sq. ft. in size. The proposed use has 8,859 sq. ft. of floor area, one loading space is proposed and complies with the number required.
- q) Pursuant to Section 17.46.260.E, the loading space shall be a minimum of 12 feet by 30 feet, with 14 feet of vertical clearance. The loading space proposed does not provide a depth of 30 feet. Revise to comply.
- r) Loading spaces shall be striped indicating the loading spaces and identifying the spaces for "loading only." The striping shall be permanently maintained by the property owner/tenant in a clear and visible manner at all times.
- s) Pursuant to Section 17.46.260.F, the minimum turning radius shall 45 feet for a loading space of over 10 feet in width. Illustrate the turning radius on the plans.
- t) Pursuant to Section 17.46.260.O, loading bays and roll-up doors shall be painted to blend with the exterior structure wall(s) and generally located at the rear of the structure. Areas for loading and unloading shall be designed to avoid potential adverse noise, visual, and illumination impacts on neighboring residences. These areas shall be concealed from view by the public and adjoining land uses. Concealment and screening may be accomplished by use of any of the following, subject to the approval of the Zoning Administrator:
 - i. Design the structures to enclose the outdoor loading and unloading service areas thereby providing for their concealment;
 - ii. Construct perimeter six- to eight-foot high walls to be architecturally coordinated with the primary structures and on-site landscaping; or
 - iii. Screen the loading and unloading areas with dense vegetative hedges, combined with the decorative six- to eight-foot high walls.

Furthermore, loading facilities shall be screened from the public street rights-of-way by a suitable combination of walls and landscaped berms.

The loading facility (loading dock and doors) comply with the requirements above.

- u) Pursuant to Section 17.46.300, all parking areas, circulation aisles, and access ways shall be paved with Portland cement concrete. Label the type of paving used. Other paving materials, including brick, decomposed granite, or gravel may be substituted with the approval of the Zoning Administrator.



11. Bicycle Parking:

- a) Pursuant to Section 17.46.320, Table 4-16, the minimum number of bicycle spaces required for a Charitable Institution is established by the Conditional Use Permit. As part of the CUP submittal, identify the number and type of bicycle spaces proposed. Refer to the identified section for type of bicycle spaces allowed.

12. Landscaping:

- a) A preliminary landscape plan shall be submitted as part of the application for the CUP. Landscape plans shall be prepared by a California-registered landscape architect, or the architect that designed the on-site structures and improvements. At a minimum, landscape plans shall include plant names, quantities, sizes, irrigation systems, and plans for tree retention and removal. Irrigation plans shall provide information regarding irrigation system efficiency and equipment. All unused area of the site shall be properly landscaped and maintained in compliance with this chapter, in particular, Section 17.44.070, where applicable.

In commercial zoning districts such as CG, at least 50 percent of each front and setback area shall be landscaped in compliance with this Chapter. In addition, all setback and open space areas required by this Zoning Code shall be landscaped, except where a required setback is occupied by a sidewalk or driveway, or where a required setback is screened from public view and it is determined by the Zoning Administrator that landscaping is not necessary to fulfill the purposes of this Section.

Be advised, new construction projects with 500 square feet or more of landscaped area will be subject to compliance with the State Model Water Efficient Landscape Ordinance (MWELo). Additional information regarding compliance is available on the City's website <https://ww5.cityofpasadena.net/planning/water-efficient-landscape-ordinance/>. Compliance with this chapter and MWELo applicability is unknown because a landscape plan was not provided. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

13. Trees:

- a) The City's Tree Protection Ordinance has a list of protected trees and criteria for protection under this ordinance. The proposed removal of any of the identified trees requires the processing of a Private Tree Removal application which would be processed in conjunction with the requested entitlements.

The tree inventory that was submitted identified three public street trees that are proposed to remain. The inventory did not identify any private trees with a diameter of 8 inches or more on the site. Therefore, a Private Tree Removal application is not required.

- b) For reference, the City's Tree Protection Ordinance, Chapter 8.52, can be found here: <http://library.municode.com/index.aspx?clientId=16551>

14. Refuse Storage:

- a) Pursuant to Section 17.40.120, a refuse storage area for the collection of trash and recycled goods shall be provided at the time any structure is constructed. Each required refuse storage area shall be located within 150 feet of the users and shall not be located



in a required garden, yard, court, or landscape area. Residential uses with 20 or more dwelling units shall provide trash storage areas with the minimum size determined by the Director of Public Works based on the type of use, the size of the refuse area proposed, and the frequency of refuse collection. In each required refuse storage area, space shall be provided for recyclable materials. A separate bin for each type of recyclable material collected in the area in which the site is located shall be provided. The bins shall be clearly marked as to the types of recyclable materials which are to be placed in the bins, and a list of materials for which the bin is provided shall be attached to the bin.

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

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

15. Signage:

- a) Any signs proposed are subject to Chapter 17.48, 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.

16. Review Process:

- a) The scope of the proposed project would require the following review process:
 1. **Conditional Use Permit – Hearing Officer:** The Hearing Officer is the decision making body for Conditional Use Permits.
 2. **Preliminary Consultation-Design Review:** This project must be reviewed by the Design Commission through the Preliminary Consultation process for preliminary advisory comments. Please see the comments in this document provided by the Design & Historic Preservation section for additional information on this process.
 3. **Concept & Final-Design Review:** This project must be reviewed by the Design Commission through the Concept and Final Design Review process. Please see the comments in this document provided by the Design & Historic Preservation section for additional information on this process.



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

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

19. Estimated Current Planning Fees (FY 2020):

Conditional Use Permit	\$5,419.00
Records Management Fee:	Additional 3 percent of total fees

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



DESIGN & HISTORIC PRESERVATION:

HISTORIC PRESERVATION REVIEW:

Demolition of designated or eligible historic structures must be reviewed by the City as part of an environmental study or as an application for a Certificate of Appropriateness (permit) for demolition.

Because the building at 1000 West Walnut Avenue is not designated as a historic resource and does not appear to be eligible for such designation, a Certificate of Appropriateness is not required to demolish the building.

Demolition without a Building Permit for a Replacement Project:

In addition to the demolition review, the municipal code also prohibits demolition unless the City has already issued a building permit for a replacement project on the site.

The code allows a developer or property owner to apply for an approval to demolish a building prior to issuance of a building permit for a replacement project. This application would require review by Planning staff applications because the building to be demolished is ineligible for a historic designation. Staff may approve the application if it adopts findings that the building does not qualify as a landmark, that the demolition of the building does not result in the loss of habitable dwelling units on a property zoned for residential use, and that the demolition would not disrupt a continuous grouping of significant buildings or create an inappropriate void in the character of the area OR it may adopt the single finding that the demolition serves an overriding public benefit and will not be detrimental to surrounding property. Staff may deny the application if these findings cannot be met. Decisions on these applications may be appealed to or called for review by the City Council.

DESIGN REVIEW

Because the project consists of new construction of more than 25,000 square-foot design review is required, with the Design Commission being the reviewing authority. The applicable design guidelines for the project are the design related goals and policies in the Land Use Element of the General Plan, and the Design Guidelines for Neighborhood Commercial and Multi-Family Residential Districts.

If no zoning entitlements are required for the project, environmental review pursuant to the California Environmental Quality Act (CEQA) will be conducted in conjunction with design review. Prior to filing an application for design review, it is recommended that the applicant consult with the Transportation Department to begin preparation of any necessary traffic assessment or study that may be required. At a minimum, air quality and noise/vibration studies will likely also be required for the project. The full scope of the CEQA review will be determined upon submittal of an application for Concept Design Review.

Design review is a three-step procedure: 1) Preliminary Consultation and 2) **Concept (schematic-level) Design Review**; and 3) **Final Design Review**. Concept design review is a noticed public hearing before the Design Commission. Notification for this hearing may be combined with notification for any zoning entitlements, and the zoning and design review hearings may be scheduled concurrently, with the zoning hearing to precede the design hearing.



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

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

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

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

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

Appeals/Calls for Review

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

The applicant has applied for Preliminary Consultation and the project is scheduled to be presented to the Design Commission on March 10, 2020. Specific design related comments will be provided by the Commission to the applicant at that meeting.

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

<https://ww5.cityofpasadena.net/planning/wp-content/uploads/sites/56/2017/08/Neighborhood-Commercial-and-Multi-family-Residential-Districts.pdf>

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

Estimated Fees: Fees are subject to change and are based on actual rates at the time of formal submittal. A 3% records management charge will be added to each fee. The current base application fee at this time for a project of this size is:

Preliminary Consultation	\$750.00
Concept Design Review	\$8,456.00
Final Design Review	\$2,134.00

DEVELOPMENT/NW PROGRAMS: No comments.

FIRE DEPARTMENT:

Plan shall comply with the requirements of 2016 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.

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. 1030.1).

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.



Atrium: Vertical opening connecting two or more stories shall comply with the requirements of CBC Section 404 for Atrium.

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:

- 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.



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

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

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

LOCAL DEVELOPMENT AREA: No comments.

FIRST SOURCE LOCAL HIRING: Given the financial assistance being provided to this project, the project is subject to the City of Pasadena's First Source Local Hiring Ordinance (PMC 14.80). The ordinance requires a local hiring agreement to be executed between the City and the Developer or owner. The agreement will call for 15% of all construction related work to be satisfied by Pasadena residents. For more information, contact Antonio Watson awatson@cityofpasadena.net.

HEALTH DEPARTMENT: No comments

HOUSING DEPARTMENT:

The development of the project is proposed to be financed in part by the City of Pasadena pursuant to an Affordable Housing Loan Agreement. The key business terms of the Agreement were approved by the City Council on November 25, 2019. The project is not subject to the City's Inclusionary Housing Requirements as, pursuant to the Affordable Housing Loan Agreement, 65 of the 66 project units (98%) will be restricted to Very Low- and Extremely Low Income persons.

The project is not subject to the City's Tenant Protection Ordinance. However, as the development of the project entails the demolition of a commercial building and the displacement of business tenants, the developer is required to comply with state and federal relocation law.



DEPARTMENT OF PUBLIC WORKS (DPW):

General Statement

Predevelopment Plan Review for the establishment of a Supportive Housing land use, to be located within a new Single-Room Occupancy (SRO) facility, consisting of 65 supportive housing units, two units for guests (staff, volunteers, clients) and one managers unit. The SRO facility structure would be four stories tall, with a maximum height of 55 feet, and 47,193 square feet of gross floor area. 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 Requirements

In reference to the Department of Transportation requirement on sidewalk widening along the Walnut Street frontage, dated December 4, 2019, 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.

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 corners of Walnut Street and Catalina Avenue intersection per Caltrans Standard A88A or City of Pasadena Standard S-414. The curb ramp construction shall be completed prior to the issuance of Certificate of Occupancy. A separate permit from the Department of Public Works is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.

The applicant may submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. Plans for the curb return improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to 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 return improvement plans and the plan check deposit at least two (2) months prior to the issuance of any building or demolition permits.

Upon review of the curb ramp improvement plans, the applicant may need to dedicate to the City for street purposes the land necessary at the property line corner rounding (per Standard 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 prior to issuance of any permits. The dedication document shall be executed and recorded prior to the issuance of a Certificate of Occupancy.

License Agreement

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

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

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

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

Street Lighting

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

In the event where the existing street light pole determined, by the City, to be deteriorated and/or damaged, the applicant shall replace the existing street light pole with a new street light pole in kind. The replacement shall include but not limited to new pole, new footing, new LED light(s),



conduit, conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and other miscellaneous related parts. The applicant shall schedule a street lighting pre-inspection with the Public Works inspector to determine the details/scope of the replacement/renovation of the existing street lighting. Please contact 626-744-4195 or via email: pw-permits@cityofpasadena.net to schedule a street lighting pre-inspection, prior to the issuance of any permits.

Traffic Signal

The existing traffic signal at the intersection of Walnut Street and Catalina Avenue shall be upgraded as follow:

1. To increase energy efficiency and intersection safety, the existing safety lights shall be upgraded to LED HBL's as directed by Public Works Engineering.
2. To provide better operation and for future corridor synchronization, the existing traffic signal cabinet shall be upgraded to a Pasadena 332 cabinet with 2070 controller. This includes new conductors, foundation, pull boxes, and conduits.
3. To provide better service for all pedestrians utilizing the intersection, the existing pedestrian push buttons shall be upgraded to an Accessible Pedestrian System (APS) device. All eight push buttons will be upgraded.
4. To better operate the intersection more efficiently, and to provide future synchronization, video detection cameras shall be installed. This includes conductors, conduit, and cabinet equipment necessary to fully operate the intersection detection.

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

Public Improvement and Restorations

Restoration of Walnut Street, including the intersection of Walnut Street and Catalina Avenue intersection, fronting the subject development, shall be 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.

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

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



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

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

Drainage

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

A closed circuit television (CCTV) inspection, including heavy cleaning to remove debris, of the culvert at the southwest corner of Walnut Street and Catalina Avenue shall be performed and a CCTV inspection video submitted to the Department of Public Works for review. At the time of the video submittal, a non-refundable flat fee, per the current General Fee Schedule, shall be placed by the applicant to cover the staff cost of video review. The address, date of inspection, and a continuous read-out of the camera distance from the starting point shall be constantly displayed on the video. The applicant shall correct any defects revealed by the inspection as determined by the City Engineer. The method of correction of the defects shall be subject to the approval of the City Engineer, and may include partial or total replacement of the drainage system. The applicant shall be responsible for all costs required to obtain the CCTV inspection of the existing drainage system connection, and if required, to correct the defects.

Existing City Tree Protection

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

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



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

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

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

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

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

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

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



Right-of-Way Guarantee Deposit

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

Construction Staging and Traffic Management Plan:

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

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

Holiday Moratorium (November through January)

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

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



excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period.

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

Requirements by Ordinance:

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

- Sewer Facility Charge - Chapter 4.53 of the PMC
The ordinance provides for the sewer facility charge to ensure that new development within the city limits pays its estimated cost for capacity upgrades to the city sewer system, and to ensure financial solvency as the city implements the operational and maintenance practices set forth in the city's master sewer plan generated by additional demand on the system. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant may be subject to a Sewer Facility Charge to the City for the project's fair share of the deficiencies. The Sewer Facility Charge is based on the Taxes, Fees and Charges Schedule and will be calculated and collected at the time of Building Permit Issuance.
- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)
In accordance with Section 12.04.035, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged curb, gutter and sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.
- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC
The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the support of the Urban Forestry Advisory Committee. No trees shall be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree. Refer to <https://www.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.
- Residential Impact Fee Ordinance - Chapter 4.17 of the PMC
The ordinance was established to provide funds to mitigate the impact of new residential development on City parks and park and recreational facilities. A copy of the Residential Impact Fee Information Packet is available at the city webpage at: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>. The Residential Impact Fee is based on the current Taxes, Fees and Charges Schedule (<https://www.cityofpasadena.net/finance/general-fund/fees-tax-schedules/>) and will be calculated and collected at the time of Building Permit Issuance.



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

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

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

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

Estimated Fees:

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



DEPARTMENT OF TRANSPORTATION (DOT):

The Department of Transportation received an application for the demolition of a 2-story building and the construction of a 4-story building with 68 apartments (65 SRO affordable housing, 1 manager's unit, 2 guest studios).

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

Transportation Analysis: Based on the preliminary information provided in the Master Application form, a Category 2 traffic analysis shall be prepared for this project. When the applicant is ready to proceed, they shall submit a deposit of \$10,000* (subject to partial refund or additional billing) payable to the City of Pasadena. Please contact Conrad Viana, P.E. at cviana@cityofpasadena.net to initiate the invoice process. Appropriate traffic impact measures will be determined in conjunction with the Public Works' street improvements and dedications.

*Based on the current General Fee Schedule.

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

- The existing sidewalk width on Walnut Street is 7'. The project shall provide a 16' wide sidewalk along the project frontage by dedicating 3' of right-of-way plus 6' sidewalk dedication or easement along the project's Walnut Street frontage.
- The existing sidewalk width on Catalina Avenue is 10' and shall be maintained.
- The existing curb radius at the southwest corner of the Walnut Street at Catalina Avenue intersection is 23'. The project shall reconstruct the southwest corner of the Walnut Street at Catalina Avenue intersection to have a 15' curb radius and ADA compliant directional ramps per Public Works standards. Additional striping, signal work, and/or poles/utility relocations might be necessary.

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

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

Parking: All required parking shall be on private property. No permanent, on-street, overnight parking permits will be issued to future residents of this project.

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



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entering and exiting the construction site. Permitted hours for construction vehicles (delivery, haul) may be limited to the hours between 9:00 AM – 3:00 PM.

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

Ingress/Egress: Driveways shall be located a minimum 50’ away from any intersection and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).

Traffic Impact Fee: The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to all net new residential, retail, industrial, and office developments and is based on the General Fee Schedule at the time of building permit issuance. For FY 2020 the fees are:

Land Use	Fee (FY 2020)
New industrial use per square foot	\$1.19
New office use per square foot	\$8.63
New retail use per square foot	\$11.46
Single family (per dwelling unit)	\$9,459.09
Multi-family (per dwelling units)	\$3,662.53

Affordable housing projects may receive fee credits.

WATER & POWER DEPARTMENT, POWER DIVISION, POWER ENGINEERING:

The City of Pasadena Water and Power Department (Department) shall provide electric service to the proposed development on the following basis:

- Owner/developer shall provide a private property transformer vault located closest to Catalina St. The size of the transformer vault will vary depending on the size of the electrical service. Larger electrical services will require a vault room that is adjacent (sharing a wall) with the electrical room.
- Transformer vault shall 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.
- Owner/developer shall be responsible for the maintenance of the transformer vault, provide protection for the equipment in the transformer room, and allow access to the transformer room at all times to Department personnel and vehicles in accordance with the Department Electric Service Requirements Regulation 21. If necessary, Department shall install concrete-encased primary service laterals from a street vault to the property



at the owner/developer's expense. The number and location of the service laterals varies according to the size of the electrical service.

- Owner/developer shall pick-up new primary service laterals at the property line and install concrete-encased conduits to the transformer vault within the development area. The number and location of the conduits varies according to the size of the electrical service.
 - Owner/developer shall build out vault or vault room with proper ventilation, lighting, and grounding as specified by PWP and install secondary service conduits within the development area.
 - Department shall install electrical service transformers, cables, and electric meters.
 - All Department installation costs including street work shall be paid by the customer and are included in the cost.
 - Owner/developer must identify and notify the Department of any conflict with existing overhead lines / poles and maintain existing ingress / egress access for overhead lines / poles. Proper clearances between the proposed structure and overhead lines / poles must be maintained.
 - 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.



WATER & POWER DEPARTMENT, WATER DIVISION, UTILITIES SERVICES:

Water Mains:

Pasadena Water and Power (“PWP”), Water Division can serve water to this project. There are two water mains surrounding this project. There is a 12-inch cast iron water main, cement-mortar line, in Walnut Street, installed under Work Order 1583 in 1925. This water main is located approximately 19 feet north of the south property line of Walnut Street. There is an 8-inch cast iron water main in Catalina Avenue, installed under Work Order 3560 in 1940. This water main is located approximately 30 feet east of the west property line of Catalina Avenue.

Moratoriums:

Verify with Public Works Department regarding any street construction moratorium affecting this project.

Water Pressure:

The approximate water pressure at this site is 50 psi.

Water Service:

PWP records reflect one ¾-inch domestic service (8702) and two 1-inch domestic services (132 and 18176) serving this project. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. Additionally, if it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity of the existing water main; the upgrade will be paid for by the owner/developer. A deposit will be requested for the water main design and a cost estimate will be provided to the owner/developer for the new water service installations, main design, and main construction. The owner/developer must be aware that the design of a new water main will take 3 to 4 months after the initial deposit is made by the owner/developer. Also, an additional 4 to 6 months will be needed for the construction of the water main after the balance of the estimate is paid in full by the owner/developer. The design and construction estimated time depends on the size and length of the water main and other mains in the queue. For this reason, it is imperative that the initial deposit be submitted promptly. Also, the owner/developer will pay in full any street restoration that is required by PWD. PWD determines the limits of the street restoration.

Water Division Requirements:

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



and/or construction of new facilities may be required. PWP may require that a portion or all of the costs of such replacement and/or construction be paid or contracted for by the Applicant or Customer prior to construction.' The property owner is responsible for the replacement cost. All service pipes shall be of suitable capacity as determined by applicable plumbing and fire codes. The minimum sized service installed by PWP is 1-inch.

Cross Connection Requirements for Domestic Services:

- All city cross-connection prevention policies must be adhered to. The developer is required to provide back-flow protection at all connections whereby the plan arrangement or configuration could potentially contaminate the domestic water system.
- There shall be no taps between the meter and the backflow assembly.
- The owner/developer shall provide and install an approved double check valve backflow prevention assembly at each water service if more than one water service serves property. The location of the back-flow prevention assembly shall be above ground within 20-feet of the property line.
- The property owner is responsible for the back-flow prevention assembly. The assembly will be registered and require an annual test certification. All manufacturer warranties shall be transferred upon installation and certification to the property owner.
- The owner/developer is responsible for certifying and testing the assembly after installation by a person that possesses a current and valid license, and must be certified by the County of Los Angeles Department of Health Services.
- The owner/developer shall submit the results of the test to the Water Utility Service Section for approval. Upon approval, the City will maintain domestic water to the property and will automatically register the assembly.
- 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. The owner/developer shall install an approved double check valve backflow prevention assembly at each domestic water service. All dedicated irrigation services must have a Reduced Pressure Zone Valve Assembly (“RP”). The location of the backflow prevention assemblies shall be above ground within 20-feet of the property line, and the assemblies require registration and annual test certifications. PWP’s responsibility of service ends at the meter and PWP will bill each tenant directly.

Option 2:

Individual metering located on private property.

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

Option 3:

Submetering by third party vendor located on private property.

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

Fire Flow and Fire Hydrants:

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

There is one fire hydrant in close proximity to the project site. Fire hydrant 616-18 is located on the southwest corner of Walnut Street and Catalina Avenue. A fire flow test was conducted on fire hydrant 616-18 on April 30, 2019 and the results were as follows:

