

ATTACHMENT A
PREDEVELOPMENT PLAN REVIEW COMMENTS TO APPLICANT



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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PREDEVELOPMENT PLAN REVIEW COMMENTS

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

Project Number: PPR2020-10001 **Date:** September 8, 2020

Project Address: 1870 E. Walnut Street (5746-016-088)
1890 E. Walnut Street (5746-016-047)
175 N. Greenwood Avenue (5746-016-046)
170 N. Parkwood Avenue (5746-016-087)

Project Description: Predevelopment Plan Review for the construction of a new 1-4 story multi-family residential project consisting of 58 units and one level of subterranean parking

Applicant: HHP-Walnut, LLC
Attn: Jessica Ferree
626-403-4663 x111
jessica@hhphousing.org

Case Manager: Jason Van Patten
626-744-6760
jvanpatten@cityofpasadena.net

DETERMINATION OF COMMUNITYWIDE SIGNIFICANCE REQUIRING PRESENTATION TO THE CITY COUNCIL:	
a. Greater than 50,000 square feet of gross floor area with at least one discretionary permit.	<input type="checkbox"/>
b. Fifty or more housing units.	<input checked="" type="checkbox"/>
c. Other:	<input type="checkbox"/>
Presentation to the City Council required:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO , not applicable.

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

General Comments: Addressing is based on the main front door entry into the building/s, based on the plans provided the main front door entries are not clearly identified on the buildings. I am unable to determine addresses for the proposed project at this time. Please provide a site map of the entire site showing main front door entry into the building/buildings, north direction, elevator lobbies, stairwells and streets labeled. A floor plan for each level will also be required to assign unit numbers to each unit, the unit numbers will be consecutive, fractional and alphabetical designations are not allowed. The unit numbering on the first floor will start, 101, 102, 103, etc. second floor 201, 202, 203, etc. and third floor, 301, 302, 303, etc. The unit numbers will continue from one building to the next. Once an address/es has been assigned the letter that authorizes you to use the address will be sent to you after the requirements listed below are met and the building permit has been issued. Copies of the letter will be sent to the relevant agencies within and outside of the City.

Governing Codes: Pasadena Municipal Code Chapter 12.20 Building Numbering.

Estimated Fees: The address fee will be calculated after receiving the following: An address application and a current half size or 8 ½” x 11” floor plans for each level and a site plan showing the main front door entrance into the building/s, label all streets involved, indicate the N/S direction as well as the orientation of the building/s to the streets before submittal into plan check.

BUILDING & SAFETY DIVISION: Plan Reviewer: Arnold Barreda
 Phone: (626) 744-6793
 Email: abarreda@cityofpasadena.net

Governing Codes: Current Edition of the California Building, Mechanical, Electrical, Plumbing, Energy, and Green Building Standards Codes. The governing edition is based on the date in which the project is submitted to the City for review.

FYI – The current edition is the 2019 series effective January 1, 2017 until December 31, 2022.

Soils Report: Soils report is required for the project.



Property Land Survey

LID: will be required for submittal, review MS4 permit requirements.

Grading: If greater than 50 cubic yard (excluding excavation for foundation), Grading/Drainage Plans shall be prepared by a registered engineer. Grading shall conform to the provisions of Chapter 14.05 of City's Municipal Code.

Building Code Analysis: Document on the plans the Allowable Height & Area, Occupancy Group(s), Type of Construction, and occupant load.

Means of Egress (Exiting): Provide Occupant Load Calculations for all areas, and provide an "Exit Plan". Identify exit separation and travel distance.

California Disabled Access Requirements: Project to be accessible to the disabled in accordance with Chapter 11A of the CBC.

Permit(s): Separate permits are required for grading (if applicable), fire sprinkler, mechanical, electrical, and plumbing.

**PLANNING DIVISION – COMMUNITY
PLANNING SECTION:**

Plan Reviewer: Natsue Sheppard

Phone: (626) 744-7527

Email: nsheppard@cityofpasadena.net

General Plan Consistency:

Land Use Designation

The project site consists of four parcels of land (Assessor's Parcels) on the south side of Walnut Street between Parkwood Avenue and Greenwood Avenue. The proposed project involves the construction of a new 58-unit (27 moderate income and 31 work force), one- to four-story multi-family residential building over one level of subterranean parking. The site is located within one-quarter mile of the Metro L (Gold) Line Allen Street Station (Allen Station).

According to the General Plan Land Use Diagram, approximately 36,500 square feet of the 45,000 square-foot site is designated as Low Commercial (0.0 to 1.00 FAR), and the remainder of approximately 8,500 square feet of the site is designated as Medium Density Residential (0-16 dwelling units per acre). The Low Commercial designation of the General Plan is characterized by 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 Medium Density Residential designation is characterized by lower density multi-family complexes in neighborhoods with densities of up to 16 dwelling units per acre and one to three story buildings. Though not exclusively, many of these buildings are characterized as "City of Gardens" projects. Their main feature is a centrally located and usable courtyard or garden court. Units are encouraged to have an entrance toward the street. Parking is not visible from the street and driveways are minimized. There are minimal setbacks at the rear of the property.



The Low Commercial-designated portion of the site is located within the Commercial General (CG) zoning district as well as within 1/4 mile of the Allen Station, where multi-family uses are conditionally permitted, provided that the project contains a minimum of 50 dwelling units, and has a maximum allowable density of 48 units per acre. Based on the size of the site, the subject property would allow up to 45 residential units – 41 units for the portion designated as the Low Commercial and four units for the portion designated as the Medium Density Residential. The project proposes 58 units, which exceeds the General Plan density; however, additional units may be allowed pursuant to State density bonus law and Chapter 17.43 of the Zoning Code (Density Bonus, Waivers and Incentives). For a residential project to be qualified for the 35% density bonus, a minimum of 40% of the units allowed under base zoning districts must be allocated for moderate-income households. The project would allocate 27 units for moderate-income households, which is 62% of the base density (43 units); thus the project qualifies for a 35% density bonus. The maximum allowable number of residential units with the density bonus is 62 units, and the proposed density of 58 units for the subject project is consistent with the General Plan.

A project that utilizes the Density Bonus provisions and provides the affordable units that are required by the Inclusionary Housing Ordinance on-site is eligible for up to two concessions from the Affordable Housing Concession Menu. Alternatively, the project may apply for an Affordable Housing Concession Permit in order to exceed the development standards set for the underlying zoning districts. Similarly, other incentives, such as waivers may be pursued under the same chapter of the Zoning Code. When a single building is located within two separate zoning districts with two different development standards, each portion of the building shall comply with the development standards of the district in which it is located. While the proposed use and density are consistent with the General Plan land use designation, the proposed project would be required to seek deviations from the height, FAR, and other development standards for Urban Housing and City of Gardens projects using the Affordable Housing Concessions, Incentives, and/or Waivers. Further consideration should be given toward the compatibility of the proposed project (e.g. scale, mass, height, setbacks, etc.) to the scale and character of the surrounding neighborhood.

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

Policies that fulfill the City's goal for land use diversity and elements contributing to urban form:

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

The project site is currently improved with one- and two-story commercial buildings occupied by automotive-related uses (auto body repair and audio system installation) and a large surface parking area. The site is located within a quarter mile radius of the Allen Station, where the General Plan contemplates the development of a Transit Village with lower development intensities as compared to other Transit Villages throughout the City. The project proposes to create 58 residential units for sale; 27 of which would be available for moderate-income households. The proposed density would exceed the maximum allowed residential density of 43 dwelling units; however, it complies with the State density bonus law. The proposed project is an appropriate development intensity and would comply with the development standards for the Transit Oriented Development area. The proposed development would provide opportunities for the future residents to walk to a major transit station and other services and amenities.

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

Product specifications and additional information are needed to ensure the proposed building materials are durable and of high quality. Further consideration should be given to the compatibility of the proposed project (e.g. scale, design quality, height, setbacks, etc.) with the scale and character of the surrounding neighborhood. Please continue to work with the Design and Historic Preservation Section for further refinement of architectural and design excellence and is reflective of the City’s design guidelines.

Policy that fulfills 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 desirable neighborhoods and multi-family neighborhoods:

- *Policy 21.1 – Adequate and Affordable Housing. Provide a variety of housing types (i.e. small subdivisions, row housing, and condominiums), styles, densities, and affordability levels that are accessible to and meet preferences for different neighborhood types (e.g., mixed use pedestrian environments and traditional suburban neighborhoods), physical abilities and income levels, pursuant to the Housing Element.*
- *Policy 21.4 – New Residential Development: Attract new residential development that is well-conceived, constructed, and maintained in a variety of types, densities, locations and costs.*
- *Policy 21.5 – Housing Character and Design. Encourage the renovation of existing housing stock in single- and multi-family neighborhoods. When additions or replacement housing is proposed, these should reflect the unique neighborhood character and qualities, including lot sizes; building form, scale, massing, and relationship to street frontages; architectural design and landscaped setbacks.*
- *Policy 23.1 – Character and Design. Design and modulate buildings to avoid the sense of “blocky” and undifferentiated building mass, incorporate well-defined entries, and use building materials, colors, and architectural details complementing the neighborhood, while allowing flexibility for distinguished design solutions.*
- *Policy 23.2 – Parking Areas and Garages. Minimize the visibility of parking areas and garages.*
- *Policy 23.3 – Landscaped Setbacks and Walkways. Provide appropriate setbacks, consistent with the surrounding neighborhood, along the street frontage and where there are setbacks, ensure adequate landscaping is provided.*
- *Policy 23.4 – Development Transitions. Ensure sensitive transitions in building scale between buildings in multi-family residential areas and lower-scale buildings in adjoining residential areas.*
- *Policy 23.6 – Open Space Amenities. Require that open space is provided on-site, is accessible, and of sufficient size to be usable by residents, in common areas and/or with individual units pursuant to the Zoning Code.*



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The proposed project would create 58 ownership residential units, and 27 of which would be affordable units in a variety of sizes (one- to three-bedroom floor plans). In order to achieve the desirable transition into the Medium Density Residential neighborhood to the south of the site as well as to provide sufficient open space, landscape, and other residential amenities within the development, the applicant is encouraged to work with the Current Planning staff for consistency with the development standards for Urban Housing and City of Gardens projects. Also, further consultation with the Design and Historic Preservation staff is recommended in order to evaluate the appropriateness of the proposed design.

Specific Plan: The project is not located within a Specific Plan area.

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

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

Neighborhoods: The proposed project is located within Council District #2:

Council District 2

Councilmember: Margaret McAustin
City Council District Liaison: Margo L. Morales
100 N. Garfield Avenue Room S228
P.O. Box 7115
Pasadena CA 91109-7215
Phone: (626) 744-4742

Below are neighborhood organizations in the vicinity of the project:

- Marion Avenue Neighbors
- Greenwood Allen Neighborhood Association
- South Allen Neighborhood Association

Estimated Fees: No fees are anticipated from Community Planning.

CULTURAL AFFAIRS DIVISION:

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

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

Please contact Public Art Staff if you have any questions regarding the City of Pasadena's Public Art in Private Development ordinance.



**PLANNING DIVISION – CURRENT
PLANNING SECTION:**

Plan Reviewer: Jason Van Patten

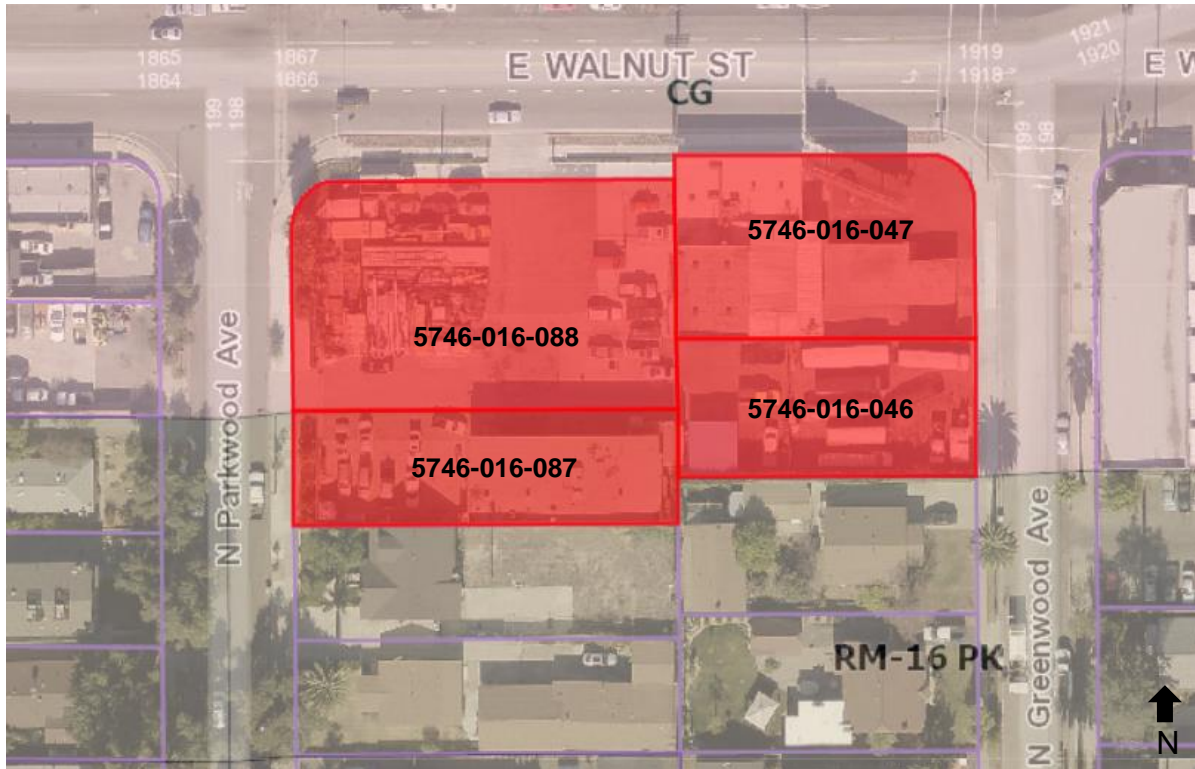
Phone: (626) 744-6760

Email: jvanpatten@cityofpasadena.net

General Comments: The information provided herein is general due to the general content of the information submitted. Staff advises that in addition to the comments below, the proponent thoroughly review the Zoning Code, Municipal Code and each chapter/section specified. Comments provided herein are intended to alert the applicant of applicable zoning standards. The applicant is required to demonstrate compliance with all applicable standards.

- [Title 17](#) – Zoning Code
- [Chapter 17.22](#) – Residential Zoning Districts
- [Chapter 17.24](#) – Commercial and Industrial Zoning Districts
- [Chapter 17.40](#) – General Property Development and Use Standards
- [Section 17.40.055](#) – Development on Lots Divided by District Boundaries
- [Chapter 17.42](#) – Inclusionary Housing Requirements
- [Chapter 17.43](#) – Density Bonus, Waivers and Incentives
- [Chapter 17.44](#) – Landscaping
- [Chapter 17.46](#) – Parking and Loading
- [Section 17.50.340](#) – Transit-Oriented Development (TOD)
- [Section 17.50.350](#) – Urban Housing
- [Chapter 8.52](#) – City Trees and Tree Protection Ordinance
- [Title 16](#) – Subdivisions

1. **Project Site and Zoning District ([PMC §17.22](#), [17.24](#), [17.40.055](#)):** The project site consists of four separate parcels (5746-016-088, 5746-016-087, 5746-016-047, 5746-016-046). Parcels -088, -047, and -046 are located in the Commercial General (CG) zoning district. Parcel -087 is located in the Multi-Family Residential, City of Gardens, Parking Overlay (RM-16-PK) zoning district. In such cases where sites are divided by a zoning district boundary, the regulations applicable to each district shall be applied to the area within each district. According to the plan, the aggregate site area is 44,982 square feet. This differs from the Assessor that references parcel figures totaling to approximately 43,346 square feet. In order to verify individual parcel sizes and the aggregate site area, the topographic survey included with future submittals shall reference the lot area for each of the four parcels.



2. **Overlay Zoning Districts / TOD ([PMC §17.28.110](#), [17.50.340](#)):** Parcel -087 is located in the Parking Overlay zoning district. Parcels -088, -047, and -046 are not located within an overlay zoning district. The project site is also located within 1/4 mile of the Allen Street Station in a Transit-Oriented Development Area (TOD) and is subject to the requirements of Zoning Code Section 17.50.340 (Transit-Oriented Development [TOD]).

The purpose of the PK parking overlay district is to allow development of off-street parking facilities serving a C, I, or PS district to be located in an R district subject to regulations that minimize adverse impacts on adjoining residential areas. The applicant shall review for applicability.

The purpose of the TOD Section is provide for a mixture of commercial, high-density residential, mixed-use, public, and semi-public uses in close proximity to light rail stations, encouraging transit usage in conjunction with a safe and pleasant pedestrian-oriented environment. The standards emphasize intensification of development and reduced reliance on motor vehicles. The applicant shall review for applicability.

3. **General Plan ([Land Use Element](#), [Land Use Diagram](#)):** Parcels -088, -047, and -046 are designated Low Commercial (0.0-1.0 FAR) where parcel -087 is designated Medium Density Residential (0-16 DU/acre) on the General Plan Land Use Diagram.

The Low Commercial designation is characterized by a limited range of retail and service uses. These uses 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 Medium Density Residential designation is characterized by lower density multi-family complexes in neighborhoods with densities of up to 16 dwelling units per acre and one to three story buildings. Though not exclusively, many of these buildings are characterized as “City of Gardens” projects. Their main feature is a centrally located and usable courtyard or garden court. Units are encouraged to have an entrance toward the street. Parking is not visible from the street and driveways are minimized. There are minimal setbacks at the rear of the property.

Applications involving discretionary review require demonstration that the project and its components are consistent with the General Plan. Refer to additional comments from Community Planning.

4. **Land Use** ([Table 2-2, PMC §17.22.040](#), [Table 2-5, §17.24.040](#), [17.50.340](#), [17.61.050](#)): The proposed residential project consists of two or more dwelling units and is classified multi-family housing. Multi-family housing is prohibited in the CG zone and permitted in the RM-16-PK zone. However, pursuant to TOD standards, multi-family housing is conditionally permitted within the CG zone when located within 1/4 mile of the Allen Street Station. The use shall contain a minimum of 50 dwelling units and shall have a maximum allowable density of 48 units per acre. The Conditional Use Permit (CUP) shall also establish the appropriate setbacks. A CUP is a zoning entitlement. Following a public hearing, the applicable review authority may approve, conditionally approve, or disapprove an application for a CUP. The review authority may approve a CUP only after first making five findings in Section 17.61.050.H.
5. **Density** ([Table 2-6, PMC §17.24.040](#)): Though the CG zone does not establish a residential density, TOD standards establish a maximum of 48 units per acre, with a minimum of 50 units. To achieve the minimum 50 units required, use of density bonus provisions in the Zoning Code is necessary. The portion of the project site within the CG zone is approximately 36,557 square feet in area. Using this figure, the base density is 41 units. Maximum density within RM-16-PK is equal to the lot area divided by 2,750 square feet. The portion of the project site within the RM-16-PK zone is approximately 8,425 square feet in area. Using this figure, the base density is four units. In the case of a density bonus, the fractional/decimal results of a calculation of the number of dwelling units allowed shall be rounded up to the next whole number. As part of future submittals, the applicant shall reference lot area figures for the purpose of accurately calculating density.
6. **Inclusionary Housing** ([PMC §17.42](#)): This Chapter applies to new construction of a project consisting of 10 or more multi-family units. A minimum of 20 percent of the total number of dwelling units in a residential project shall be developed, offered to, and sold or rented to households of very low, low, and moderate-income, at an affordable housing cost. If the project consists of units for sale, a minimum of 20 percent of the total number of units in the project shall be sold to very low, low, or moderate-income households.



According to the application and plan, the project provides 27 for-sale moderate income units. Refer to the referenced Chapter and comments from Housing regarding satisfaction of the inclusionary housing requirements.

7. **Density Bonus (PMC §17.43):** This Chapter establishes procedures to implement the State’s Density Bonus law as set forth in Government Code Section 65915. The provisions apply to multi-family residential projects consisting of five or more dwelling units not including units granted as a density bonus. A request for a density bonus pursuant to this Chapter shall only be granted if an applicant seeks and agrees to construct one of the following:

- a. At least 5 percent of the units are dedicated to very low-income households;
- b. At least 10 percent of the units are dedicated to low-income and very low-income households;
- c. At least 10 percent of the units are dedicated to moderate-income households and are available to the general public for sale; or
- d. At least 35 dwelling units are available exclusively to persons aged 55 and older and to those residing with them.

An applicant who utilizes the density bonus provisions of the Chapter and: 1) complies with the minimum number of inclusionary units by providing the units on-site; and 2) does not request any concession or incentive except for those specified within the affordable housing concession menu, is eligible to use no more than two concessions. The affordable housing concession menu includes concessions for height, floor area ratio, setbacks, loading, and parking. Refer to the referenced Chapter for additional information.

According to the application, the project provides 27 moderate income units. This represents more than 10 percent of the base units. A maximum 35 percent density bonus is achievable where at least 40 percent of the base units are moderate-income ownership units. Through this bonus, a maximum of 62 units is achievable.

	CG	RM-16-PK	Total
Lot Area (approximate)	36,557 sf	8,425 sf	44,982 sf
Base Density	41 units	4 units	45 units
Density Bonus	35%	35%	35%
Maximum Density	56 units	6 units	62 units

The applicant proposes a total of 58 for-sale units (27 moderate, 31 workforce). As part of future submittals, the applicant shall identify the unit counts within each zoning district, the breakdown of moderate units within each zoning district, as well as provide calculations for base density, density bonus, and maximum density. The calculations will assist staff in understanding and verifying the specific proposal. Be advised, workforce level affordable units are not eligible for any concessions pursuant to density bonus provisions. In addition, where proposing use of the affordable housing concession menu (Zoning Code Section 17.43.055), the applicant shall identify the specific concessions requested and demonstrate compliance with the specific requirement.



8. **Setbacks and Exceptions** ([Table 2-4, PMC §17.22.060](#), [Table 2-6, 17.24.040](#), [§17.40.160](#), [17.50.350](#)): 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. Where any dedication or easement for sidewalk and/or street purposes is proposed, the setback shall be measured after. For utility easements, measure setbacks to the property line. Allowed projections into setbacks are provided in Table 4-1 (Allowed Projections into Setbacks), Section 17.40.160. The required CUP shall establish the appropriate setbacks within CG portions of the site. Setbacks within RM-16-PK portions shall comply with the Zoning Code.

CG (for reference; established through CUP)

- a. **Front and Corner Side Setbacks (underlying zoning district).** 5 feet (minimum and maximum).
- b. **Side and Rear Setbacks (urban housing).** 10 feet (minimum).

RM-16-PK

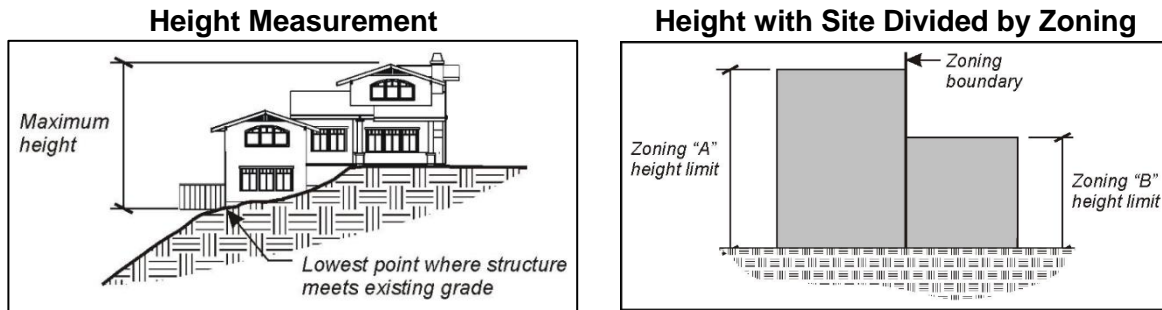
- c. **Front Setback (Parkwood Avenue).** The minimum front setback shall be the average of the front setbacks of the developed lots, but not less than 20 feet. In calculating the blockface average, measurement shall be from the front property line to the principal structure. Building projections (such as eaves or bay windows) and unenclosed porches shall not be used as the reference point for this measurement. Be advised, not more than 30 percent of the front setback shall be paved within a residential zoning district.
- d. **Side Setback (south).** 5 feet to within 20 feet of the rear property line; none required in the rear 20 feet.
- e. **Rear Setback (east).** None required.

Plans do not reference setbacks or property lines above the ground floor. However, at the ground floor, setbacks proposed within the CG zone along street frontages (front and corner) range between zero feet and 14 feet. Along the south side property line a 5'2" setback is proposed at the ground floor. Within the RM-16-PK zone, the ground floor plan references a 10-foot side setback (south). There is no setback dimension to the closet point of the structure on the east and west. In addition, there is not enough information to determine whether the portion within the RM-16-PK zone complies with the front setback requirement. There are approximately 15 developed lots on the block in the same zoning district (including subject). Plans shall reference lot lines, easements, dedications and setbacks at each level. The plan shall also include a front setback calculation and exhibit to verify compliance with the requirement.

9. **Height** ([Table 2-6, PMC §17.24.040](#), [§17.40.060](#)): Pursuant to Zoning Code Section 17.40.060.C (Height Requirements and Exceptions – Height measurement), 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. The highest point of the structure is its highest ridge or parapet. If a single structure crosses a zoning or height district boundary (e.g., where one



structure is located in two or more different zoning or height districts), the maximum height shall be measured separately for each portion of the structure in order to ensure compliance with the zoning or height district in which it is located. For multi-family structures, appurtenances covering not more than 25 percent of the roof area may exceed the height limit established by the applicable zoning district by a maximum of 10 feet. An appurtenance is a tower, spire, cupola, chimney, penthouse, water tank, flagpole, theater scenery loft, radio or television antenna, transmission tower, fire equipment, or other similar structure attached to a structure and not intended for human occupancy.



- a. **CG** – 45 feet maximum
- b. **RM-16-PK** – The maximum height of structures is 23 feet to the top plate and 32 feet to the highest ridgeline.

According to the plan, the lowest elevation of the existing grade at the exterior of the structure is 784.25 feet. The roof plan and elevations appear to reference heights at the top of the flat roof as opposed to the highest parapet, inconsistent with the height diagram on sheet two.

Portions of the project located within the CG zone vary in height, ranging between 20 and 52 feet tall. According to the plan, approximately 19 percent of the building footprint within the CG zone extends above the 45-foot maximum height limit. Since the project makes use of density bonus provisions, the project may be allowed an increase in height through the use of the affordable housing concession menu (17.43.055), provided compliance with eligibility requirements. The affordable housing concession menu would allow an increase in maximum allowable height by up to 12 feet beyond otherwise applicable standard over no more than 60 percent of the proposed footprint of the respective building. This concession shall not be applicable to any other development standards relating to building scale and massing, including but not limited to, encroachment plane and view corridor preservation standards. Without use of the concession menu, any increase in height would require a separate zoning entitlement (eg. variance).

Portions of the project located within the RM-16-PK zone vary in height, ranging between 20 and 32 feet. There may also be small portions 43 and 52 feet tall that extend into the RM-16-PK zone (see orange/red shading, height averaging exhibit). Top plate height is not labeled. However, based on elevations, portions may exceed the maximum 23-foot height limit. As outlined above, use of the affordable housing concession menu may address any increase in height above the maximum requirements.



Where proposing use of the affordable housing concession menu for height, the applicant shall specify as part of any zoning entitlement submittal. Overall height and top plate height shall be shown consistent across sheets, measured from the lowest elevation to the top plate and the highest parapet. Where appurtenances are proposed, plans shall identify the element, and the height to the high point, as well as the percentage of the roof area occupied by all appurtenances. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

10. Floor Area Ratio (FAR) ([Table 2-6, PMC §17.24.040](#), [Table 2-4 §17.22.060](#)): The maximum allowable floor area ratio within the CG zone is 0.80. There is no maximum within the RM-16-PK zone. 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. Gross floor area means the total enclosed area of all floors of a building measured to the inside face of the exterior walls including halls, stairways, elevator shafts at each floor level, service and mechanical equipment rooms and basement or attic areas having a height of more than seven feet, but excluding area used exclusively for vehicle parking or loading.

According to the plans, the project proposes a gross floor area of 80,478 square feet. However, plans do not specify the lot area within the CG zone or the gross floor area proposed within that zone. Plans shall specify a maximum floor area calculation for the CG zone. The topographic survey shall also reference the lot area for each of the four parcels to verify maximum FAR. Plans shall provide a level of detail that demonstrates compliance with the standards where applicable.

Be advised, where a street dedication or easement is required/provided, the calculation for FAR shall be based on the total area of the lot before the street dedication/easement. Plans shall clearly reference lot lines, easements, dedications accordingly. In addition, where proposing use of the affordable housing concession menu to increase FAR, the applicant shall specify as part of any zoning entitlement submittal. Where eligible, the concession menu may allow an increase in maximum allowable floor area ratio by up to 0.5 beyond otherwise applicable standard. For the CG zone, this would set the maximum at 1.3.

11. Lot Consolidation ([§Title 16](#)): The four parcels that make up the project site shall be consolidated. The applicant may choose to address this concurrent with the CUP through Certificate of Exception (CE) and Certificate of Compliance (CC) applications. Alternatively, the applicant may defer this (eg. include as part of Tentative Tract Map [TTM] for ownership units) so long as application process and recordation of consolidation occur prior to building permit issuance. The Hearing Officer is the reviewing authority for both the TTM and CE. In addition, both applications are subject to compliance with Title 16 (Subdivisions) of the Municipal Code and the State Subdivision Map Act. Consolidation may only occur when the parcels affected are under one ownership.

12. Frontage and Façade Standards ([PMC §17.24.050](#), [§17.50.300.F](#)): The requirements of this Section apply to proposed development within the portion zoned CG. The requirements establish provisions pertaining to elevation at the first floor, building placement, building treatment, and pedestrian access to the building. The review authority may approve minor variations to these standards 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 this Section. The intent of this Section 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. Refer to the Section for specific information. Plans should provide a level of detail that demonstrates compliance with these standards where applicable. This includes specifying where minor variations are being requested.

13. Urban Housing (PMC §17.50.350): The provisions of this Section apply to the proposed development within the portion zoned CG. The requirements establish provisions pertaining to setbacks, street entries, open space, courtyards, courtyard openings, parking and driveways, balconies, and noise levels, among others. Refer to the Section for applicable requirements and the following:

- a. **Street Entries:** Residential dwelling units located adjacent to the street shall have direct entries from the street. According to the ground floor plan, units 101, 102, 105, 106, 107, 108, 117, and 118 are located adjacent to the street. Unit 119 is adjacent to the street but appears to be located in the RM-16-PK zone. Based on floor plans and elevations, there does not appear to be a direct entry from the street to each unit adjacent to the street. Plans shall explain how this requirement is being met.
- b. **Open Space:** A minimum of 30 percent of the net floor area of the structure shall be provided as open space. Net floor area is total floor area of a structure, but excluding garages, hallways, lobbies, elevators and other common space. Refer to the Section for other open space requirements. Though the plan includes open space courtyards, patios, and balconies, there is not enough information to determine compliance with the open space requirements. Plans shall specify net floor area within the CG zone, and explain how the open space is met through a dimensioned exhibit.
- c. **Courtyard Requirement and Opening:** There shall be a ground-floor landscaped courtyard that shall be a minimum of 20 feet in any direction. Balconies may project up to four feet into the courtyard. For structures with 75 feet of street frontage or more, the street side of the structure shall have an opening into a landscaped courtyard. Refer to the Section for other courtyard opening requirements. According to the plan, two ground floor courtyards are proposed with landscaping, each exceeding the minimum 20-foot dimension in each direction. Though pedestrian access is provided to the courtyards from Walnut Street, there is not enough information to determine whether the height or width of the opening and/or gate transparency comply. Additionally, for structures with multiple frontages, the Design Review process shall determine which frontages shall have an opening.
- d. **Parking and Driveways:** In addition to requirements in Zoning Code Chapter 17.46, parking located within the CG zone shall comply with requirements of this section.
- e. **Balconies:** Balconies proposed shall comply with the requirements of this Section. According to the elevations, balconies are proposed at minimum along the north elevation.



Plans should provide a level of detail that demonstrates compliance with the standards where applicable.

14. RM District Development Standards and Garden Requirements (PMC §17.22.060, 17.22.070, 17.22.080): The provisions of these Sections apply to the proposed development within the portion zoned RM-16-PK. The requirements establish provisions pertaining to building separation (side separation, light and air separation), building design (massing, wall modulation, frontage, orientation, entrances), and height limits. Also included are mandatory requirements regulating the size and configuration of yards and garden (main garden, front yard garden). Refer to the Section for specific information and the following:

- a. **Building Separation:** The following minimum standards for building separation apply in addition to the setback requirements of the RM-16-PK zoning district. In the event that the two requirements conflict, the more restrictive shall control. These requirements specify distances of separation required from building, doors, and windows on adjacent lots. Proposed structures shall be set back from buildings on adjacent lots along the side property line by a minimum of 15 feet, from the sidewalk across the property frontage to a minimum of 40 feet behind the front setback line. In addition, when new construction faces major or minor windows or doors in existing structures (principal or accessory) on an adjacent lot, or a new wall is proposed to contain major or minor windows or doors, the minimum building separation shall be 15 feet or 10 feet, respectively, for a minimum of three feet beyond each side of the width of the window or door at all stories. When a windowless wall of new construction faces an existing windowless wall on an adjacent lot, there is no minimum building separation. A major window is a window or aggregate of windows 16 square feet in size or more. A minor window is a window or aggregate of windows less than 16 square feet in size. The required separation shall be maintained between the doors and windows, as long as any portion of the doors or windows faces a building. No encroachment that consists of habitable space is permitted into the building separation requirement. Uninhabitable encroachments, including chimneys and projecting eaves, may project up to three feet into the building separation requirement.

According to the plan, the adjacent property to the south is developed with a building. The proposed project provides a separation of 12'3" from this adjacent building. There is not enough information to determine whether the proposed project complies with building separation requirements. Plans shall reference the required front setback and dimension 40 feet behind the front setback line. A window and door schedule shall also be provided referencing sizes within the proposed project and the existing sizes within the adjacent building, where applicable. This information is necessary to determine the side separation requirement. Additional information may also be necessary to show that building separation requirements are met throughout all portions.

- b. **Building Design:** These standards address requirements pertaining to massing, wall modulation, building frontage, street orientation, and building entrances. According to the plan, there is not enough information to determine compliance with applicable provisions. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.



- c. **Main Garden/Total Garden Requirements:** The presence of gardens and landscaped areas creates the ambiance of Pasadena more than any other factor. Neighborhood character and quality depend on the coherence, embellishment, and visibility of courts and gardens, on the size and consistency of front yards, and on the frequency and uniformity of street trees. Mandatory requirements regulating the size and configuration of yards and gardens are therefore a central feature of these provisions. Refer to the provisions for the main garden/total garden location and area requirements. According to the plan, there is not enough information to determine whether the project complies with the main garden or total garden requirements. Plans should provide a level of detail that demonstrates compliance with these standards where applicable. This may include a dimensioned garden exhibit that indicates how calculations and garden landscape requirements are being met.
- d. **Craftsmanship and Building Elements:** Each project shall incorporate into the design at least one feature such as iron grates, tile fountains, cast terra cotta, wood work, stenciled ornament or other elements as approved by the Design Review authority. In addition to the above requirements, each new project shall incorporate at least two building elements. Building elements include: upper floor loggias, roofed balconies supported by brackets or by columns at the ground floor, exterior wooden or masonry stairs with closed risers, or tile or masonry fountain. According to the plan, there is not enough information to determine compliance with applicable provisions. Plans should provide a level of detail that demonstrates compliance with these standards where applicable. This may include keynotes that notate the proposed craftsmanship and building elements.
- 15. Outdoor Lighting (PMC §17.40.080):** Exterior lighting on private property shall comply with the provisions of this Section. Applicability or compliance with this standard is unknown because a lighting plan was not provided. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable. This includes the provision of a photometric survey.
- 16. Public Art Requirement (PMC §17.40.100):** Refer to comments from the Cultural Affairs Division and Zoning Code Section referenced for additional information, where applicable.
- 17. Reflective Surfaces (17.40.110):** For new structures, mirror or highly reflective glass shall not cover more than 20 percent of a structure's surface visible from a street.
- 18. Refuse Storage (PMC §17.40.120):** A refuse storage area for the collection of trash and recycled goods shall be provided at the time any structure is constructed. Multi-family residential uses with 20 or more dwelling units shall provide trash storage areas with the minimum size determined by the Director of Public Works based on the type of use, the size of the refuse area proposed, and the frequency of refuse collection. Refer to the Section for specific information regarding design standards. According to the plan, a refuse storage area is proposed within the parking area. However, there is not enough information determine whether compliant with design standards of this Section. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.



- 19. Screening (PMC §17.40.150):** All new exterior mechanical equipment, except solar collectors, shall be screened or located out of view from public rights-of-way. Refer to the Section for specific information. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.
- 20. Walls and Fences (PMC §17.40.180, 17.50.350.1):** All proposed walls and fences, shall comply with the requirements of these Sections. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.
- 21. Underground Utilities (PMC §17.40.190):** Proposed development shall provide for the undergrounding of utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) in compliance with the requirements of this Section unless subject to an exemption.
- 22. Landscaping (PMC §17.44):** All projects shall provide and maintain landscaping in compliance with the provisions of this Chapter. This Chapter includes landscape standards that are specific to projects using the multi-family RM District (City of Gardens) development (portion zoned RM-16-PK) and projects using Urban Housing standards (portion zoned CG). A preliminary landscape plan shall be submitted as part of an application for a land use entitlement. 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. 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 the landscape plan does not include enough information. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.
- 23. Tree Retention, Removal and Protection (PMC §17.44.090, §17.44.100, §8.52):** Where healthy trees exist on site, maximum effort shall be given for their retention. All existing trees shall be protected during construction in compliance with the City Tree Protection Ordinance. This includes public/street trees located in the public right-of-way. The City's Tree Protection Ordinance includes a list of protected native and specimen species. Removal of protected species and/or mature trees on private property are subject to the approval or a tree removal permit. Mature trees are an otherwise non-protected tree with a diameter-at-breast-height (DBH) of 19 inches or greater (≥ 19). A tree removal permit is a discretionary application required of each protected tree planned for removal. Tree removal permits would be reviewed concurrent with any zoning entitlements. In addition, street trees shall not be removed without first obtaining permission from the Department of Public Works. The City's Tree Protection Ordinance prohibits the applicant from pruning, injuring or removing a public tree located anywhere in the city unless expressly exempted. Please refer to Public Works comments regarding street tree protection and retention requirements.



The tree inventory provided includes 10 trees, all located along the Parkwood Avenue frontage. Of these trees, two are identified as being within the public right-of-way, with the remaining eight located on private property. Private property tree #793 (Phoenix reclinata) is protected because the height exceeds 10 feet. This tree is labeled to remain while the remaining seven private property trees are being removed. The two trees in the public right-of-way are identified to remain. For the protected tree on private property, the applicant is required to demonstrate that the proposed project will not result in injury or removal through a tree protection plan that adheres to tree protection guidelines. Protection guidelines may be modified where prepared by a Certified Arborist. Improvements shall be designed to accommodate the protected tree. Plans should provide a level of detail that demonstrates compliance with these standards where applicable. Be advised, protection may require alteration to the location of the subterranean garage and/or building facade as it relates to the protected trees. The tree protection plan should be included as part of any land use entitlement and/or submittal to the City.

24. Parking/TOD (PMC §17.46): Parking shall comply with all applicable standards of the Chapter. Parking shall be permanently available, marked, and properly maintained for the use they are intended to serve. Disabled accessible parking spaces required shall count toward fulfilling off-street parking requirements. Based on the location of the project site within a TOD area and the application of density bonus provisions, there are two parking standards that may apply.

a. **Transit Oriented Development (TOD) (PMC §17.50.340):** These standards shall apply because the project site is located within one-quarter mile of the Allen Gold Line Station. TOD standards establish minimum and maximum parking requirements and are applicable to multi-family residential projects proposing at least 48 dwelling units per acre:

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

Be advised, where applying these standards, the number of guest parking spaces provided shall not exceed the minimum number of guest parking spaces required. If a fractional number is obtained, one space shall be required for a fractional unit of 0.50 or above, and no space shall be required for a fractional unit of less than 0.50.

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

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



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If the total number of parking spaces required for the development is other than a whole number, the number shall be rounded up to the next whole number. A development may provide on-site parking through tandem parking or uncovered parking on the project site. No guest parking is required where the alternative parking standards are used.

According to the plan, unit sizes range between 756 and 1,704 square feet. Based on a total of 58 units, the minimum TOD parking requirement is 93 spaces (58 x 1.5 + 6 guest) with a TOD maximum of 122 spaces (58 x 2 + 6 guest). The proposal includes 87 spaces, which is less than the minimum TOD requirement. When applying the alternative parking standards based on the mix of bedrooms proposed (21 x 0-1 bedroom; 37 x 2-3 bedroom; 0 x 4 or more bedrooms), the minimum requirement is 95 spaces. This is greater than the TOD requirement. The applicant shall specify on the plan the parking requirement used and demonstrate how the minimum requirement is met. Where parking is proposed off-site, the applicant shall comply with 17.46.020 (Basic Requirements for Off-Street Parking and Loading). Plans shall provide a level of detail that demonstrates compliance with this Chapter where applicable.

- c. **Location Requirements for Multi-Family Projects ([17.46.020.K](#)):** Projects subject to the multi-family RM District (City of Gardens) and/or urban housing development standards shall comply with the parking location standards of this Section. Standards are based on the type of parking proposed and are in addition to other parking requirements that may apply (eg. TOD, RM district, Urban Housing). Fully subterranean parking is a mechanically ventilated subterranean parking structure the top of which is at existing grade. For projects subject to the City of Gardens provisions (Section 17.22.070) or Urban Housing multi-family standards (Section 17.50.350), fully subterranean parking is a parking structure the top of which is at least two feet below existing grade. Partially subterranean parking is a mechanically ventilated parking structure, the top of which does not exceed two feet above existing grade measured at the center of the site along the street frontage. For projects subject to the City of Gardens provisions (Section 17.22.070) or Urban Housing multi-family standards (Section 17.50.350), where the existing grade at the required front setback line is more than one foot above the grade at the centerline of the site on the sidewalk side of the property line, the top of the partially subterranean parking garage structure may be two feet above the existing grade measured at the required front setback line.

Parking for the project is proposed below grade. However, there is not enough information to determine whether the parking is fully or partially subterranean, and which provisions apply. Plans should provide a level of detail that demonstrates compliance with these standards where applicable. This may include sections referencing existing grade elevations at the centerline of the site, front setback, through the location of parking, and the elevation at the top of the parking proposed.

- d. **Tandem Parking ([PMC §17.46.080](#)):** Tandem parking may be allowed for multi-family projects. Both tandem spaces shall be assigned to the same dwelling unit. Two parking spaces in tandem shall have a combined minimum dimension of nine feet in width by 34 feet in length.



Through the use of Density Bonus provisions, a development may provide on-site parking through tandem parking or uncovered parking on the project site without limitation. Parking plans do not include dimensions. The parking plan shall be fully dimensioned. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

- e. **Dimensional Requirements (PMC §17.46.090, §17.46.110):** Compact parking spaces are not allowed anywhere in the City. All nonparallel parking spaces shall measure a minimum of eight and one-half feet wide by 18 feet deep (8.5' x 18'). Parking plans do not include dimensions. The parking plan shall be fully dimensioned. Plans should provide a level of detail that demonstrates compliance with these standards where applicable. Be advised, tandem stalls have separate sizing requirements referenced above.
- f. **Application of Dimensional Requirements (PMC §17.46.120):** Additional dimensional requirements apply to stalls adjacent to obstructions and/or located at the ends of aisles as follows:

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

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

The vertical clearance for all parking spaces, including entrances, shall be a minimum of seven feet in height. Vertical clearance for access to and including handicapped spaces, shall be a minimum of eight feet, two inches in height. All parking spaces shall be double-striped. Parking plans do not include dimensions. The parking plan shall be fully dimensioned. This includes but is not limited to parking space dimensions (width and depth), drive aisle widths, distance columns are set back from aisles, vertical clearances, widths of ramps, etc. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

- g. **Aisle Dimensions (PMC §17.46.130):** The minimum aisle dimension is based on the size and angle of a parking space pursuant to Table 4-8 (Aisle Dimensions), of Zoning Code Section 17.46.130 (Aisle Dimensions). The minimum aisle width adjoining a stall is 24 feet. Aisle widths decrease as parking stalls increase in width. Parking plans do not include dimensions. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.
- h. **Parking Access from Street (PMC §17.46.140):** Parking access shall comply with requirements of this Section. Refer to Section and Department of Transportation comments for additional information.



- i. **Driveway Design, Widths, and Clearances (PMC §17.46.150.A):** The width of each driveway (includes the ramp) shall comply with the minimum requirements of this Section and also provide a minimum of one foot of additional clearance on each side of the driveway to a vertical obstruction exceeding one-half foot in height. The minimum width of a driveway serving a residential use with 26 or more parking spaces is as follows:

Number of Spaces	Minimum Driveway Width
26 or more parking spaces	10' (one way drive)
	18' (two way drive)

According to the plan, vehicular access is via a ramp from Greenwood Avenue that leads into a subterranean parking level with 87 parking spaces. Since the ramp passes a vertical obstruction on each side, the minimum width of the ramp shall be 20 feet. The width of the ramp is not labeled on the plan. The plan shall specify width to demonstrate compliance. Refer to the Section referenced for additional information. Be advised, where a driveway is located in the portion zoned RM-16-PK, separate width requirements would apply.

- j. **Driveway Configuration for Multi-Family Projects (PMC §17.46.160):** For projects using the multi-family RM District (City of Gardens) development standards the following driveway configuration standards of this Section shall apply. Though the plan does not include vehicular access from Parkwood Avenue, be advised of this Section’s applicability should a driveway be located in the portion zoned RM-16-PK.
- k. **Driveway Location and Frequency for Multi-Family Projects (PMC §17.46.180):** For projects using the multi-family RM District (City of Gardens) development standards the following driveway location standards of this Section shall apply. Though the plan does not include vehicular access from Parkwood Avenue, be advised of this Section’s applicability should a driveway be located in the portion zoned RM-16-PK.
- l. **Garage Door and Grille Standards for Multi-Family Projects (PMC §17.46.190):** For projects using the multi-family RM District (City of Gardens) development standards the garage door and grille standards of this Section apply. Though the plan does not include separate garages or garage doors, and there is no vehicular access from Parkwood Avenue, be advised of this Section’s applicability should a garage door or grille be located in the portion zoned RM-16-PK.
- m. **Driveway Encroachments for Multi-Family Projects (PMC §17.46.200):** For projects using the multi-family RM District (City of Gardens) development standards, driveway encroachments are subject to the requirements of this Section. Though the plan does not include a traditional driveway and surface/at-grade parking, and there is no vehicular access from Parkwood Avenue, be advised of this Section’s applicability should a driveway be located in the portion zoned RM-16-PK.
- n. **Ramps (PMC §17.46.270):** All parking plans involving ramps shall be accompanied by a profile showing the ramp, ramp transitions, and overhead and adjacent wall clearances.



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The length of a ramp is defined as that portion of the ramp from the beginning of the transition at one end of the ramp to the end of the transition at the opposite end of the ramp. Maximum ramp grades are based on the length of the ramp. In addition, the minimum width of the ramp is based on widths of driveways referenced prior. According to the plan, vehicular access is via a ramp from Greenwood Avenue that leads into a subterranean parking level. The width and length of the ramp are not labeled. The ramp profile and plan shall specify width and length along with slopes to demonstrate compliance where applicable. Refer to the Section referenced for additional information.

- o. **Driveway Paving for Multi-Family Projects (PMC §17.46.280):** Parking areas, driveways, and paths accessing parking shall be paved in compliance with the guidelines issued by the Department of Public Works. The slope of all parking areas, excluding ramps, shall not exceed five percent. According to the parking plan, the parking area (excluding ramps) has no slope because the finished elevation is shown consistent throughout (779').
- p. **Bicycle Parking (PMC §17.46.320):** Bicycle parking facilities shall be provided in compliance with Table 4-16 (Minimum Number of Bicycle Spaces Required), Zoning Code Section 17.46.320 (Bicycle Parking Standards) as follows:

Use	Minimum Number Required
Multi-family residential	1 space for every six dwelling units

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

Based on 58 units proposed, a minimum of ten bicycle parking spaces are required. The proposed subterranean parking plan references an enclosed area for 10 bicycles, which complies. Plans shall provide a level of detail that demonstrates compliance with all other standards where applicable.

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

26. Residential Uses – Accessory Uses and Structures (PMC §17.50.250): Proposed accessory uses and structures shall comply with the requirements of this Section. Accessory structures shall be limited to uses which are accessory to the main use, including but not limited to, cabanas, gazebos, pergolas, pools, or hot tubs and related equipment. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.



27. Environmental Review (PMC §17.60.070): This project will be subject to the California Environmental Quality Act (CEQA). An environmental review will occur after acceptance of a complete application. The environmental review will occur concurrent with the CUP application. Depending on the final design, size, location, nature of the construction of the project, an Initial Study may be required to determine whether a Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report (EIR) would be required for the project. Otherwise, the project may qualify for a categorical exemption under CEQA if found not to have a significant effect on the environment. Be advised, a categorical exemption may not be used for any project that requests a Variance (including Minor Variance). The environmental determination may require the preparation of technical studies (eg. air quality, noise, cultural resources, biological, greenhouse gas etc.). A traffic study will also be required by the Department of Transportation according to their comments.

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

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

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

30. Estimated Fees (FY2021) (PMC §17.60.050):

- Conditional Use Permit: \$5,419
- Tentative Tract Map: \$5,192
- Vesting Tentative Tract Map: \$5,589
- Each Land and/or Air Parcel: \$191
- Certificate of Exception (Lot Line Adjustment): \$4,792
- Certificate of Compliance (added step with Certificate of Exception only): \$1,577
- Environmental Study/Reviews: At cost
- Records Management Fee: 3% added to total fees
- Public Hearing Notice Board: \$12 (fee charged per board)

Fees are subject to change and are based on actual rates at the time of formal submittal. Rates referenced run through June 30, 2021.



**PLANNING DIVISION – DESIGN &
HISTORIC PRESERVATION:**

Plan Reviewer: Kevin Johnson

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Email: kevinjohnson@cityofpasadena.net

HISTORIC PRESERVATION REVIEW:

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

Because the buildings at 1890 E. Walnut Street and 170 N. Parkwood Avenue are not designated historic resources and do not appear to be eligible for such designation, a Certificate of Appropriateness is not required to demolish the buildings. The remaining two sites, 1870 E. Walnut Street and 175 N. Greenwood Avenue, are vacant lots/surface parking and, therefore, do not contain any historic resources.

DESIGN REVIEW

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

Design review is a three-step procedure: 1) **Preliminary Consultation** 2) **Concept (schematic-level) design review**; and 3) **Final design review**. Concept design review is a noticed public hearing before the Design Commission.

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

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

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



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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 central courtyard/drop-off zone).

Specific Comments on Proposed New Construction

Massing: The proposed massing is appropriately modulated into articulated volumes along the long Walnut Street frontage and also appropriately steps down to two-story volumes along the two side streets where the site is adjacent to existing single-story buildings. Strategically placed ground-level patios and upper-level terraces also create modulated massing throughout the project. While the design incorporates height averaging to achieve much of its massing and roofline articulation, this is not authorized by the Zoning Code, which limits use of height averaging to certain areas of the Central District Specific Plan. However, additional height up to 12 feet over no more than 60% of the proposed building footprint may be allowed as a concession for providing required on-site affordable housing pursuant to Zoning Code Section 17.43.055.B. If this option is being pursued, and in light of the fact that only approximately 20% of the proposed building footprint is proposed to exceed the 45' height limit of the CG Zoning District, consider whether additional areas of increased height at the northern portion of the site would further improve the massing and roofline articulation of the project.



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Siting: The building is appropriately sited to frame and be oriented toward the public streets onto which it fronts, including appropriate fenestration and frontage elements for direct pedestrian access. However, the property at 170 N. Parkwood Avenue, which is within the RM-16 Zoning District does not appear to be sited to comply with the development standards of this district. Refer to comments from the Current Planning Section for further details. The proposed courtyards are also sited to provide open space areas in close proximity to most of the residential units.

Compatibility: The existing context of the project site is in transition and lacks a defined architectural style. As such, a project designed in a traditional or contemporary architectural style, which demonstrates compatibility with the surrounding context, would be appropriate. A small Zig-Zag Moderne-style utility building, which is a designated landmark, sits opposite the project along Walnut Street. The proposed traditional Main Street Commercial/Industrial design is appropriate within this context. The massing articulation as well as the street-facing fenestration is also compatible with the context and the proposed architectural style. As they will be highly visible from the street, consider incorporation of additional articulation or fenestration on the rear/south façade and avoid unbalanced blank wall conditions on this façade to the greatest extent feasible in the that would be most visible to the public, while also ensuring adequate privacy of the adjoining existing residential properties.

Landscaping: The design incorporates two separate, but equivalently designed, interconnected open-air courtyards for use by the residents of the project, as well as specialty paving and landscaped areas along the site perimeter. Further consider differentiated design/programming elements for the two courtyards to provide alternative open space areas for different purposes. Ensure that courtyards include amenities to promote their active use, such as seating, water features, shade, and outdoor cooking and eating facilities. In addition, consider reducing or eliminating private open space encroachments into the relatively small communal courtyard spaces, while providing direct pedestrian access to units that adjoin them. Specific landscape materials and hardscape details and materials will be reviewed in detail during Final Design Review.

Materials: The design narrative provided with the Preliminary Consultation application indicates that the proposed materials are brick, metal and plaster. These proposed materials are appropriate to the design and use of the building. The specifications of the materials will be reviewed during Final Design Review to ensure that they are high quality and durable.

Below is a link to the design guidelines that apply to the project:

www.cityofpasadena.net/planning/planning-division/design-and-historic-preservation/design-review/ ("Design Guidelines" tab)

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

Preliminary Consultation (Design Commission):	\$750.00
Concept Design Review (Major Projects, 51,000 – 100,000 sf):	\$8,456.00
Final Design Review (Design Commission):	\$2,134.00



FIRE DEPARTMENT:

Plan Reviewer: Vardan Azizian

Phone: (626) 744-7574

Email: vazizian@cityofpasadena.net

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

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

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

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

Fire Department Fire Sprinkler Connections: Shall be comprised of:

- FDC shall be located a minimum of 25-feet from the building and within 100-feet of a public fire hydrant.
- (6) 2-1/2" clappered internal swivel outlet X 2-1/2" clappered internal swivel outlet X 2-1/2" clappered internal swivel outlet X 6" FDC.
- Shall be clearly labeled to indicate FDC for fire sprinklers.
- A clear dimension of 3-feet shall be maintained around the perimeter of each fire department appliance.
- Approved protective vehicle bollards are to be installed when fire appliances are subjected to physical damage.
- All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or Krylon.

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

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

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



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

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

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:

Plan Reviewer: Eric Duyshart
Phone: (626) 744-7353
Email: edyshart@cityofpasadena.net

No comments received.

FIRST SOURCE LOCAL HIRING:

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

The City of Pasadena has a First Source Local Hiring ordinance (Chapter 14.80). Please contact Antonio Watson for more information.

HOUSING AND CAREER SERVICES DEPARTMENT:

Plan Reviewer: Caroline L. Nelson
Phone: (626) 744-8314
Email: cnelson@cityofpasadena.net

- PPR/CUP application
- Ownership Housing
- Density Bonus
- On-Site Inclusionary
- No TPO

The proposed Project consists of the new construction of 58 units of residential ownership housing. The Project is seeking a density bonus. The proposed project entails the demolition of one (1) dwelling units; therefore, the project is not subject to the City's Tenant Protection Ordinance (Pasadena Municipal Code, Title 9, Chapter 9.75).

Per the Project applicant, the Project is seeking an estimated Density Bonus of 29%, which would allow for an additional 13 units, if approved by Planning. The applicant should reach out



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to the Planning Department to confirm the Density Bonus sought and with any additional questions about the Density Bonus requirements.

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

Homeownership projects under the IHR are required to provide a minimum of 20% of the total units as affordable Inclusionary Units. For Homeownership projects, under the IHR, 20% of the Inclusionary Units shall be sold to Very Low, Low, or Moderate-Income households.

The base density of the Project per the Project Plans is 45 units, meaning that nine (9) Inclusionary Units are required under the IHR (20% x 45 units = 9).

Therefore, in order to satisfy the Inclusionary requirements, this Project would need to provide a total of nine (9) affordable units, as follows: nine (9) units sold to Very Low, Low, or Moderate-Income Households at the applicable affordable housing cost standard.

All affordable homeownership units shall be restricted by income and housing cost for a minimum of 45 years, in accordance with the IHR.

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

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

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

For completed projects with affordable rental units, the City will assess a Compliance Monitoring Fee in the amount of \$174.29 (FY 2021) per affordable rental unit. This fee is not charged for affordable for-sale units.



PUBLIC WORKS DEPARTMENT:

Plan Reviewer: Yannie Wu, P.E.

Phone: (626) 744-3762

Email: ywu@cityofpasadena.net

General Statement:

The Department of Public Works has reviewed the application for PPR 2020-10001 at 1880 E. Walnut Street. The application is to allow the construction of a new 58-unit (27 inclusionary, 31 work force), one-to-four-story multi-family residential project over one level of subterranean parking. The project site is located with one-quarter mile of the Allen Street Station, consists of four parcels (5746-016-088, 5746-016-047, 5746-016-046, 5746-016-087), and is predominantly zoned CG. Multi-family uses within the CG zoning district are conditionally permitted, shall contain a minimum of 50 dwelling units, and shall have a maximum allowable density of 48 units per acre. Southerly portions (parcel 5746-016-087) of the site are located within the RM-16-PK zoning district. 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.

Traffic Signal Modification:

In reference to the Department of Transportation requirement on traffic signal modification/upgrade at the Intersection of Walnut Street and Greenwood Avenue, DOT memorandum dated August 7, 2020, the applicant shall be responsible for all the cost required to design and construct the traffic signal modifications.

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

Dedication:

In reference to the Department of Transportation requirement on sidewalk widening along Walnut Street frontage, DOT memorandum dated August 7, 2020, 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.

Street Widening Easement:

Per E-7238 (copy is available upon request), the width of the parkway, in front of 1870 E. Walnut Street (APN: 5746-016-088), along the Walnut Street frontage, is 20 feet for the purpose



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of Walnut Street widening. Private improvements, such as: business sign, landscapes, block walls and fencing, are encroaching into the public right-of-way. The applicant shall remove all of the private improvements within the public right-of-way and shall construct new PCC sidewalk for the abovementioned areas in accordance with Standard Plans S-421.

Subject to the Department of Transportation recommendation and evaluation on the need of future street widening, the applicant may request the City to quitclaim a portion of the easement to revert rights back to the adjacent owner. The quitclaim is subject to relocations of any existing public or utility facilities, and reconstructing the curb return for a compliant ramp.

The applicant shall submit the application, plan and processing fee, associated with processing the quit claim to the Department of Public Works, at least three to four (3-4) months prior to the issuance of any permits.

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



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fronting the development frontage(s) shall only extend to the centerline of the public right-of-way.

ADA Curb Ramp:

In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall reconstruct a 15-foot curb return radius ramp, per Caltrans Standard A88A or City of Pasadena Standard No. S-414, at the following locations:

1. The southeast corner of Walnut Street and Parkwood Avenue.
2. The southwest corner of Walnut Street and Greenwood Avenue.

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 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 (up to 25 feet radius) 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.

Public Improvements:

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

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



Each building of 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.

Street Lighting:

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

- a. Two (2) existing street lights along Walnut Street frontage
- b. One (1) existing street light along Parkwood Avenue frontage
- c. One (1) existing street light along Greenwood Avenue frontage

The renovation shall include but not limited to new LED light, conductors, lamp socket, fuse, photo cell, and miscellaneous related parts.

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

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

New Tree Planting:

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



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- a. Applicant must plant (2) new oak, *quercus*, species trees along N Parkwood Ave frontage spaced 40' apart (center-to-center);
- b. Applicant must plant (6) new cajeput, *melaleuca quinquenervia*, trees along E Walnut St frontage spaced 40' apart (center-to-center);
- c. Applicant must plant (4) new magnolia, *magnolia grandiflora*, trees along N Greenwood Ave frontage spaced 40' apart (center-to-center);

All new street tree planting sites must be consistent with Standard Drawing S-640 New Tree Location subject to review by the Department of Public Works

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

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

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

Existing City Tree Protection:

Existing street trees on N. Parkwood Avenue are subject to existing tree protection conditions including security deposit.

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/>



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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.



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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.

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.

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.



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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



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

- 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



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

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

The Department of Transportation received an application for the demolition of two existing structures for the construction of a 58-unit affordable housing development.

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

Transportation Analysis: Based on the preliminary information provided in the Master Application form, a Category 2 transportation analysis shall be prepared for this project. When the applicant is ready to proceed, they shall contact the Department of Transportation, attention: Conrad Viana to begin the invoice process. A \$10,000 deposit*, subject to partial refund or additional billing, is required.

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 Walnut Street sidewalk is 10' wide. The project shall provide a 2' sidewalk easement along the project's Walnut Street frontage to provide an ultimate 12' sidewalk along Walnut Street.
- The existing 10' sidewalk widths along Parkwood Avenue and Greenwood Avenue shall be maintained.
- A 5' min clear walk zone free of any obstructions along the project's three frontages shall be maintained.
- Reconstruct the southwest corner of Walnut Street at Parkwood 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.
- Reconstruct the southeast corner of Walnut Street at Greenwood 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.

Traffic Operations: The traffic signal at the intersection of Walnut St and Greenwood Ave shall be fully actuated, through the installation of video detection systems for vehicle and bicycle



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detection on all approaches. The traffic signal controller shall be upgraded to a Type 2070E controller along with a new 332 cabinet and installation of CCTV pole on the northeast corner.

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

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

Construction Staging & Traffic Management: Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works for review and approval. This plan shall show the impact of the various construction stages on the public right-of-way including street occupations, parking space relocation agreements, closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. Permitted hours for construction vehicles (delivery, haul) may be limited to the hours between 9:00 AM – 3:00 PM.

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

Driveway Configuration: To improve the safety of pedestrians crossing the driveway, the design plans shall indicate a 20' area beyond the property line. The ramp shall have a minimum 18' width along the entire length of the ramp to accommodate 2-way traffic on the ramp. The driveway apron width shall match the ramp width.

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.

Affordable housing projects may receive fee credits with appropriate paperwork received from the City of Pasadena Housing Department.

WATER & POWER DEPARTMENT - POWER DIVISION

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

The City of Pasadena Water and Power Department (Department) shall provide electric service to the proposed development located at 1880 E Walnut

- Owner/developer shall provide a private property transformer vault or pad located closest to the street. The size of the transformer vault will vary depending on the size of the electrical service.



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



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detailed requirements at (626) 744-4495.

WATER & POWER DEPARTMENT - WATER DIVISION AND WATER SERVICES ENGINEERING

Plan Reviewer: Natalie Ouwersloot
Phone: (626) 744-7011
Email: nouwersloot@cityofpasadena.net

Water Mains:

Pasadena Water and Power (PWP), Water Division can serve water to this project. The proposed project site is served by three water mains.

1. A 10-inch cast iron main in Walnut Street installed under Work Order 1669 in 1925. The water main is located approximately 10-20 feet north of the south of the new property line of Walnut Street (please see attached map of the area).
2. A 6-inch ductile iron main in Parkwood Avenue installed under Work Order 2374 in 2003. The water main is located approximately 29.5 feet east of the west property line of Parkwood Avenue.
3. A 6-inch ductile iron main in Greenwood Avenue located approximately 18 feet west of the east property line of Greenwood Avenue. The water main installed under Work Order 2877 in 2011.

Moratoriums:

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

Water Pressure:

The approximate water pressure at this site is 95 psi.

Water Service:

PWP records reflect two domestic services (14843, 36690) from the 10" water main in Walnut Street, three domestic services (12951, 36942, 46035) from the 6" water main in Parkwood Avenue, and one domestic service (12965) from the 6" water main in Greenwood Ave that are serving the properties. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. Additionally, if it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity of the existing water main; the upgrade will be paid for by the owner/developer. A deposit will be requested for the water main design and a cost estimate will be provided to the owner/developer for the new water service installations, main design, and main construction. The owner/developer must be aware that the design of a new water main will take 3 to 4 months after the initial deposit is made by the owner/developer. Also, an additional 4 to 6 months will be needed for the construction of the water main after the balance of the estimate is paid in full by the owner/developer. The design and construction estimated time depends on the size and length of the water main and other mains in the queue. For this reason, it is imperative that the initial deposit be submitted promptly. Also, if it is determined by Public Works Department that street restoration is required, it will be paid in full by the owner/developer. The Public Works Department 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.
- Water system protection is at the jurisdiction of PWP and internal backflow prevention devices will be monitored by the Pasadena Public Health Department.
- All water services shall be protected from cross connections by means of approved backflow prevention techniques and assemblies.
- An administrative fee of \$180.94 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.



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- 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 Metering 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



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at the master meter and the owner/developer is responsible for billing each tenant per Senate Bill No. 7.

Fire Flow and Fire Hydrants:

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

There are two fire hydrants in close proximity to the project site. Fire hydrant 916-5 is located on the west curb of Parkwood Avenue at the southwest corner of Walnut Street and Parkwood Avenue. Fire hydrant 916-3 is located on the east curb of Greenwood Avenue at the southeast corner of Walnut Street and Greenwood Avenue. There are no current fire flow tests available for these hydrants. If you would like to request for fire flow test information for this hydrant, please contact Linette Vasquez at (626) 744-7064.



Project Location and Fire Hydrants Details:

