

ATTACHMENT A



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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PREDEVELOPMENT PLAN REVIEW COMMENTS

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

Project Number: PPR2021-00002

Date: April 14, 2021

Project Address: 80 South Oakland Avenue

Project Description: The applicant requests to subdivide the existing 87,549 square-foot lot into two parcels. On a newly created southern 55,482.7 square foot parcel, the project consists of the demolition of the existing church and reading room surface parking lot and the construction of a new 110,503 square-foot, five-story Residential Care, General facility building with two levels of subterranean parking. The subterranean parking would be 86,110 square feet in area and provide 180 parking spaces to serve the existing church and reading room use on the new northern parcel and the new Residential Care, General facility use.

Applicant: Belmont Village
Attn: Andy Gerber
(619) 455-9846
agerber@belmontvillage.com

Case Manager: Alison Walker, Associate Planner
(626) 744-6742
awalker@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 checked="" type="checkbox"/>
b. Fifty or more housing units.	<input type="checkbox"/>
c. Other:	<input type="checkbox"/>
Presentation to the City Council required:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO , not applicable.

DEPARTMENT / DIVISION	PAGE
Building Division - Addressing	2
Building & Safety Division	2
Community Planning	5
Cultural Affairs Division	8



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Current Planning	8
Design & Historic Preservation	22
Economic Development	25
Fire	25
First Source Local Hiring	27
Health	27
Housing	28
Public Works	28
Transportation	34
Water & Power, Power Division	36
Water & Power, Water Services Engineering	38

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, based on the plans provided the main front door entry appears to be on El Dorado Street. The available addresses for the proposed 5-story, 162-unit senior housing project are; 553, 555 and 557 El Dorado Street. If the main front door entry is not on El Dorado Street please provide a site map of the entire site showing main front door entry into the building, north direction, elevator lobbies, stairwells and all 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. Once an address has been assigned, the requirements listed below are met and the building permit has been issued, an official address letter that authorizes you to use the address will be sent to you. 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: Humberto Contreras
Phone: (626) 744-6887
Email: hcontreras@cityofpasadena.net

Governing Codes:

Comply with the Current Edition of California Building Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, *California*



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Green Building Standard Code and the City of Pasadena Municipal Code. The governing edition is based on the date in which the project is submitted to the City of Pasadena for review.

Building Code Analysis:

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

Best Management Practices:

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

Property Line Survey Required:

Per City of Pasadena Policy property line survey is required for:

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

Soils Report Required:

A soils engineer report is required for:

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

Grading:

Show compliance with CBC 2019 Appendix J – Grading with City of Pasadena Amendments.

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

Clearly show the cubic yard quantities for excavation (cuts) and fills; and label if site grading or foundation excavations. A grading permit may not be required per section J103.2 Exemptions.

Green Code:

Photocopy to plans and complete the 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE WITH CITY OF PASADENA AMENDMENTS FORMS. These forms are being provided



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

attach and can be found at <https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>.

For new buildings 10,000 square feet and over, building commissioning shall be included in the design and construction processes of the building project.

For new projects with 10 or more parking spaces, provide the minimum EV Charging Spaces capable of supporting future Electrical Vehicle Supply Equipment.

Low Impact Development (LID):

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

<https://www.cityofpasadena.net/wp-content/uploads/sites/30/Form-PC.pdf?v=1599178168233>.

Means of Egress (Exiting):

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

Primary accessible path of travel shall include a primary entrance to the building or facility; toilet and bathing facilities serving the area; drinking fountains serving the area; public telephones serving the area, and signs

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

Roof terraces shall comply with all the applicable code provisions, i.e. exiting, type of construction, & accessibility.

Fire and Smoke Protection Features:

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

Accessibility:

Provide compliance with accessibility per CBC Chapter 11A and 11B accordingly.

Provide an analysis for the minimum required units and parking spaces. Label the accessible units/parking spaces.

Provide the minimum vertical clearance for VAN accessible to basement and garage per 11A and/or 11B accordingly.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Required Plans and Permit(s):

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

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

COMMUNITY PLANNING SECTION:

Plan Reviewer: Martin Potter

Phone: (626) 744-6710

Email: mpotter@cityofpasadena.net

General Plan Consistency:

The General Plan Land Use designation is Medium Mixed-Use (0.0-2.25 FAR, 0-87 du/ac), which is intended to support the development of properties and/or buildings with a mix of compatible uses. Mixed-use development projects containing housing shall incorporate amenities contributing to a quality living environment for residents including courtyards, recreation facilities, and similar elements. Where buildings face the street frontage, they shall be designed to enhance pedestrian activity with transparent facades for retail uses and distinctive entries for housing. Parking shall be located below or to the rear of the street.

The existing site is 87,549 square feet; the proposed project would split the site into two parcels and proposes to develop a residential care facility on approximately 56,000 square feet under a 99-year ground lease. To the north is the existing First Church of Christ building as well as a two-story commercial building. To the west is a five-story commercial complex. To the east are one-to-three story office buildings and surface parking lots. To the south are low-scale two story commercial structures and one two-story residential structure.

Based on the submitted plans, the project proposes the development of a new residential care facility (approximately 162 units) with 180 subterranean parking spaces. The project would reach a maximum height of 65 feet, with an average height of 50 feet. The units appear to not include cooking facilities, and therefore are not considered residential units for purposes of applying the residential development capacity limit for the Central District.

Based on the approximate size of the proposed parcel and the General Plan maximum intensity of 2.25 FAR, the site would support a project of approximately 126,000 square feet in size. The project plans show an approximately 208,291 square-foot building, with 122,181 square feet of above-grade construction and the remainder consisting of subterranean parking. Therefore, the proposed project complies with the General Plan maximum, as subterranean parking is not counted towards the maximum floor area permitted by the General Plan. The proposed project would be oriented towards El Dorado Street, with a central driveway for drop-off access along El Dorado Street and subterranean parking access along South Madison Avenue. A new curb cut and removal of an existing street tree is proposed in order to provide parking access. The project includes a centrally located patio and pool area, terraces on the second, third, fourth, and fifth



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

floors, as well as a separate landscaped plaza to be shared with the existing First Church of Christ.

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

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

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

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

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

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

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

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

The proposed project would locate a residential care facility within a highly walkable and transit-rich area of the City, consistent with Policy 2.11 above. The project additionally incorporates a subterranean garage with access from South Madison Avenue, which helps to minimize visibility of parking areas per Policy 23.2. In order to ensure that the proposed project is complementary with surrounding structures, the applicant is encouraged to work with both Zoning and Design & Historic Preservation staff to incorporate appropriate massing, scale, modulation, architectural detailing, open space, and overall compatibility with the surrounding neighborhood.

The General Plan additionally contains several policies related to sustainable building practices and landscaping that should be taken into consideration:

Policy 10.4 Sustainable Building Practices. Foster sustainable building practices and processes specified by the City’s Green Building Code by incorporating energy and water



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

savings, toxic and solid waste reduction strategies into the building of new structures and remodeling of existing structures.

Policy 10.7 Landscape. Encourage sustainable practices for landscape materials, landscape design, and land development.

Specific Plan:

The subject property is located within the Central District Specific Plan area, specifically within the Pasadena Playhouse Subdistrict (Playhouse South/Green Street Precinct). As such, consideration should be given to General Plan goals and policies pertaining to the Central District Specific Plan:

GOAL 31. Central District. The primary civic, business, financial, retail, entertainment, and cultural center of Pasadena with supporting housing enabling residents to live close and walk to these uses and access regional transit.

Policy 31.1 Focus Growth. Focus growth in the Central District into key sub-areas including the Pasadena Playhouse, Civic Center/Midtown, Lake, Northwest Gateway, and Walnut Districts, and in proximity to the three Metro Gold Line stations, to support economic vitality while preserving and complementing the historic core.

Policy 31.2 Sub-District Identity. Enhance the distinctive, yet complementary nature of the Central District's sub-areas by recognizing and building on their unique attributes and features through signage, streetscape designs, design guidelines and encouraging new uses and infill development that fits with the vision of each sub-area.

Policy 31.5 Transit Options. Increase the network of transit, walking, and bicycling opportunities between sub-areas within the Central District through expanded services, additional rights of way/pathways with corresponding signage.

Policy 31.6 Connections to Other Community Places. Establish and maintain pedestrian walkways that provide access to the other Community Places and encourage people to move freely between each sub-area within the Central District through a unifying/connected network of public areas.

Policy 31.9 Housing Choice. Provide a wide variety of housing options in the Central District in terms of the type, location, size and price.

Policy 31.10 Building Orientation. Require businesses to be oriented primarily to pedestrian streets and urban spaces and secondarily to parking lots and to provide visibility and accessibility to customers arriving on foot, by bicycle, and by automobile.

The proposed project would further the goals of the Central District Specific Plan area by focusing growth in the Pasadena Playhouse area, locating a residential care facility within a highly walkable area of the City. The building would be oriented primarily towards El Dorado street and create a more pedestrian friendly streetwall, however care should be given to the driveways along El Dorado street which interrupt the pedestrian experience. The project appears to include a



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

centralized open space area with paseo access; the applicant is encouraged to expand the paseo network to allow for through-block pedestrian access, consistent with Policy 31.6 above.

Master Development Plan:

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

Planned Development:

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

Neighborhoods:

The proposed project is located within the following neighborhood associations:

- Council District 7
Councilmember Andy Wilson
City Council Liaison: Pam Thyret
- Pasadena Neighborhood Coalition
- Downtown Pasadena Neighborhood Association

Estimated Fees:

There are no fees anticipated by Community Planning. Fees for environmental review would be determined at the time of application.

CULTURAL AFFAIRS DIVISION:

Plan Reviewer: Wendy Miller

Email: wmiller@cityofpasadena.net

Based on the information provided in the Planning Division Master Application for PPR2021-00002, the proposed project IS NOT SUBJECT to the City's Public Art Requirement for Private Development. Pasadena's Public Art Ordinance No. 6420 does not apply to projects that have a land use classification of public and semi-public that include institutions such as residential care facilities and religious facilities.

Please contact the Public Art Curator with any questions you may have about the Public Art Requirement.

CURRENT PLANNING SECTION:

Plan Reviewer: Alison Walker

Phone: (626) 744-6742

Email: awalker@cityofpasadena.net

General Comments

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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Although plans are preliminary in nature, comments provided herein are intended to alert the applicant of applicable zoning standards. The applicant is required to demonstrate compliance with all applicable standards. Neither the predevelopment plan review nor information or pertinent policies provided by the City Departments shall be construed as a City recommendation for approval or disapproval of the application/project.

Project Site

The project site consists of one parcel, APN 5734-012-006. The site maintains frontage along Green Street, South Oakland Avenue, South Madison, and El Dorado Street. The project includes a request to subdivide the lot into two parcels with parking for both sites located on the newly created lot where the Residential Care Facility with two-stories of subterranean parking is proposed to be constructed.

Lot Size

The plans submitted indicate that the site measures 55,482.7 square feet in area, however according to the Los Angeles County Assessor's information, the existing total lot size is 87,549 square feet.

It is unclear based on the information provided which parcels constitute the existing site and two proposed parcels. For future submittals, please provide a survey of the property with property lines dimensioned to clarify the existing and proposed lot sizes.

Zoning District

The subject site is located within the CD-4 (Pasadena Playhouse, Central District Specific Plan) zoning district. Therefore, shall meet the requirements, including, but not limited to Chapters 17.30 of the Zoning Code. This subdistrict is intended to provide for a vibrant mixed-use environment that encompasses cultural and arts activities, centered on Colorado Boulevard and the Pasadena Playhouse. Please refer to the Central District Specific Plan for concepts and guidelines applicable to this area of the City.

General Plan Designation (Land Use Diagram, Land Use Element)

The site is designated Medium Mixed Use (0.0-2.25 FAR, 0-87 du/acre) in the Land Use Diagram of the General Plan. Refer to the Community Planning comments for additional information and the Land Use Element of the General Plan.

Applicable Zoning Sections

Staff advises that in addition to the comments below, the applicant should thoroughly review the Zoning Code, Municipal Code and each chapter/section specified.

- [Title 17](#) – Zoning Code
- [Chapter 17.30](#) – Central District Specific Plan
- [Chapter 17.40](#) – General Property Development and Use Standards
- [Chapter 17.44](#) – Landscaping



- [Chapter 17.46](#) – Parking and Loading
- [Section 17.50.340](#)– Transit-Oriented Development
- [Chapter 17.80](#) – Glossary
- [Chapter 8.52](#) – City Trees and Tree Protection Ordinance

Project Description

The applicant requests to subdivide the existing 87,549 square-foot lot into two parcels. On a newly created southern 55,482.7 square foot parcel, the project consists of the demolition of the existing church and reading room surface parking lot and the construction of a new 110,503 square-foot, five-story Residential Care, General facility building with two levels of subterranean parking. The subterranean parking would be 86,110 square feet in area and provide 180 parking spaces to serve the existing church and reading room use on the new northern parcel and the new Residential Care, General facility use.

Central District Specific Plan – General Development Standards ([PMC § 17.30.040](#))

The proposed Residential Care Facility, General is subject to the development standards provided in Sections 17.30.040; in addition to all other applicable standards in Article 4 (Site Planning and General Development Standards) and Section 17.50.340 (Transit-Oriented Developments).

Nonresidential projects shall comply with the following:

Density ([Figure 3-6, 17.30.040](#))

Residential uses are subject to the maximum residential density requirements. Should the density requirements apply, the project site is limited to a maximum of 60 units per acre. If a street dedication is required, density shall be calculated using the size of the lot prior to the street dedication. A maximum of 76 residential units would be allowed at the project site with the 55,482.7 square foot lot area.

As presently proposed, the individual units do not include cooking facilities and are not considered residential units, and therefore are not subject to the density requirements. Residential Care Facility, General is considered a “Public and Semi-Public Use” in the [Zoning Code Glossary](#).

Setbacks ([Figure 3-7, PMC §17.30.040, §17.40.160](#)):

The Zoning Code Glossary defines a setback as “The distance by which a structure, parking area or other development feature must be separated from a lot line, easement, other structure or development features. If a street dedication is required, then the **setback requirement shall be measured from the revised property line after the dedication.**”

The setbacks for the project site where the proposed development is proposed is as follows:

- Oakland, El Dorado and Madison: Setback Type 3 - Minimum ten-foot setback required
- Interior Side (Northern property line after subdivision): None required.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

See also [Section 17.40.160](#) for setback measurement, allowed projections into setbacks, and exceptions to setbacks.

Should land be dedicated to the City for sidewalk or landscape area, as identified in the Public Works and Department of Transportation comments provided on page 26 and 32, respectively, the setbacks shall be measured from the revised property line after the land dedication.

The plans provided demonstrate a minimum 10-foot setback from the street frontages, therefore appears to be in compliance.

Height limit (Figure 3-8, PMC §17.30.030, §17.30.050.B, §17.40.060)

The maximum height shall be 50' with the maximum building height utilizing height averaging being 65'. The additional height allowed by 17.30.050.B through height averaging shall require Design Commission approval.

Please see Section 17.30.050.B for more information regarding the height averaging review process.

The narrative on the plans provided indicate the proposed building height would be a maximum of 65'-0", with an average height of 50'-0", whereas the Roof Plan identifies the maximum height of 58'-0". The elevation and section plans do not provide the height as measured to the top of the parapet, and the existing grade is not explicitly labeled as such. The maximum allowable height of a structure 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 considered its highest ridge or parapet.

For future submittals, please call-out the "existing grade" on the elevation and section plans, and show the proposed height as measured from the lowest elevation of the existing grade at an exterior wall of the structure to the top of the parapet.

Height – ground floor (Table 3-2, PMC §17.30.040)

The minimum height of the ground floor of all non-residential buildings (including mixed use projects) shall be 15 ft. This height shall be measured from the floor of the first story to the floor of the second story. If there is no second story, the height shall be measured to the top of the roof.

The elevations demonstrate that the maximum height of the ground floor will be 15 feet, and appears to comply. In future plan submittals, please include cross-sections to demonstrate compliance.

Floor Area Ratio (Figure 3-9, PMC §17.30.030, Chapter 17.80)

The maximum Floor Area Ratio for the project site is 2.00.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

The Zoning Code Glossary definition of Floor Area Ratio is “The numerical value obtained by dividing the aboveground gross floor area of a building or buildings located on a lot by the total area of the lot. If a street dedication is required, the calculation shall be based on the total area of the lot before the street dedication.”

Should land be dedicated to the City for sidewalk or landscape area, as identified in the Public Works and Department of Transportation comments provided on page 26 and 32, respectively, the Floor Area Ratio shall be calculated based on the total area of the lot prior to the land dedication.

In addition, please be aware that the “Gross Floor Area” is defined as “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.”

Based on the FAR Tabulation provided in the plan set, the Floor Area calculations do not include the stairways, elevator shafts, service and equipment rooms. Please revise the plans to include these areas in the floor area calculation, as included in the definition stated in the Glossary [Chapter 17.80](#) of the Zoning Code.

In future submittals, please provide the lot area for each of the two proposed parcels on the Supplemental Environmental Application. It is unclear what the lot and structure sizes are for the proposed northern parcel, which includes the church and reading room. Through the Tentative Parcel Map process, Staff will review the proposed parcel split in accordance with the findings of [16.20.170](#) and determine if the existing and proposed development on each newly created parcel meet the requirements of the specific plan area, CD-4.

Outdoor Lighting ([PMC §17.40.080](#))

Exterior lighting on private property shall comply with the requirements of this Section. Refer to requirements for any exterior lighting proposed.

In future submittals, plans should provide a level of detail that demonstrates compliance with these standards, where applicable. This may include the provision of a photometric survey.

Reflective Surfaces ([PMC §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.

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

Refuse Storage ([PMC §17.40.120](#))



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

The site is subject to requirements specific to location, trash and recycling area, enclosure materials, minimum height and clearance, doors, maneuvering space, pavement, accessibility for refuse storage are discussed in the Zoning Code.

The plans indicate a proposed location of the required refuse storage facilities on the Ground Floor Plan. However, the plans do not provide a level of detail to determine compliance. For future submittals, please provide information to show compliance with the requirements in Section 17.40.120, as referenced above.

Screening (PMC §17.40.150)

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

Plans should provide a level of detail that demonstrates compliance with these standards, where applicable. This may include the provision of a line of sight exhibit.

Fences and Walls (PMC §17.40.180.B.4)

The maximum height of a wall or fence within the commercial and industrial zoning districts, including the CD, shall be as follows: The maximum height of a wall or fence shall be eight feet.(b)The height of the wall or fence shall step down to four feet when located within five feet of the street property line(s). Please refer to Section 17.40.180 for additional fence and wall requirements.

According to the plans submitted, it appears that the only on-site fencing proposed is located in the interior of the lot by the swimming pool and Residential Care Facility patio/landscaped area, although the heights of this fence is not identified. Please include the necessary details and dimensions in future submittals in order to determine compliance with applicable standards.

Underground Utilities (PMC §17.40.190)

The project shall provide for the undergrounding of all utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) within the site in compliance with the requirements of this Section.

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

Landscaping (PMC §17.44)

All projects shall provide and maintain landscaping in compliance with the provisions of this Chapter.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

A preliminary landscape plan shall be submitted as part of an application for any necessary land use entitlement. The preliminary landscape plan shall meet the purpose of this Chapter by exhibiting a design layout that demonstrates the desired landscaping program in terms of function, location, size/scale, theme, and similar attributes. Preliminary landscape plans shall be prepared by a California-registered landscape architect, or the architect that designed the on-site structures and improvements. At a minimum, landscape plans shall include plant names, quantities, sizes, irrigation systems, and plans for tree retention and removal. Landscaping shall be a combination of trees, shrubs, groundcover and turf. All areas not devoted to building coverage, walkways, or driveways shall be landscaped. Refer to the Chapter for additional requirements.

Please note, 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, www.cityofpasadena.net/planning/water-efficient-landscape-ordinance/.

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 are subject to the approval of 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, or where none were proposed, concurrent with the design review process.

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. When removal is absolutely necessary, trees shall be replaced in a manner consistent with the prevailing pattern on the street, as determined by the Department of Public Works. Refer to comments from the Public Works Department.

To demonstrate tree protection (on-site, off-site, street trees), the applicant shall provide a tree protection plan as part of any land use entitlement. The City requires that protected trees be preserved through a tree protection plan that adheres to tree protection guidelines (available upon request). In general, the root protection zone defines the area of protection. The Tree Protection Zone (TPZ) shall be established to the extent of the tree's dripline plus four radial feet. The root protection zone is defined as the area within a circle with a radius equal to the greatest distance from the trunk to any overhanging foliage in the canopy. Alternative protection may be acceptable where provided by a Certified Arborist. Plans should provide a level of detail that demonstrates compliance with these standards where applicable (e.g. tree protection plan).

Although there are trees on and around the site, a tree inventory was not provided with the application, therefore staff cannot determine whether any of the existing trees qualify for



protection or require a Tree Removal Permit. Please submit the necessary tree information in all future submittals.

**Basic Requirements for Off-Street Parking and Loading – Location and Ownership
(§17.46.020)**

Required nonresidential parking may be located off-site from the use which it serves, subject to the approval of the Zoning Administrator of a lease agreement providing that the off-site parking shall be available when the use commences and continuing so long as the use is in effect. A Certificate of Occupancy for the use shall not be issued until the lease has been recorded with the County Recorder and a copy filed with the Zoning Administrator.

A lease agreement for off-site parking may be required for this project. See discussion under “Number of Off-Street Parking Spaces Required” for more detail.

Number of Off-Street Parking Spaces Required (PMC §17.46.040, Table 4-6)

Table 4-6 identifies the minimum number of required parking spaces by land use category, including residential and non-residential uses.

Residential Care Facility, General: The minimum parking requirement for a Residential Care Facility, General is as specified by Conditional Use Permit. With the Conditional Use Permit application, the applicant shall provide a parking study to demonstrate the anticipated parking demand of the use. Staff will analyze the parking demand and provide a recommendation to the Review Authority (Hearing Officer) for review as part of the Conditional Use Permit decision.

As part of the Conditional Use Permit submittal, provide a parking demand study which identifies the parking need for the Residential Care Facility, General use.

Existing Church and Reading Room Uses:

The existing number of parking spaces for the existing church and reading room is 123 spaces.

Under the current Zoning Code, the required parking for a Religious Facility is 1 space per 8 fixed seats, or 14 spaces per 1,000 sq. ft. of seating area if there are no fixed seats. The total required spaces is further reduced due to the location of the site within the Central District Transit-Oriented Area ([PMC §17.50.340.D.b.2](#)), the minimum number of required off-street parking spaces shall be reduced by 10 percent, with an optional **reduction up to 20 percent**. The 10 percent reduction shall be the maximum allowed number of parking spaces.

In future submittals, please identify the Code required parking for the church and reading room. The replacement parking required is the existing 123 spaces or the Code required quantity, whichever is less.

As proposed, the project provides 180 parking spaces. If the parking study indicates that the parking demand for the Residential Care Facility, General and the required parking for the church and reading room are less than or equal to the provided parking, then a Covenant would be



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required for off-site parking. The covenant shall be recorded to tie the lot providing the parking use to the lot for the church and reading room.

If the parking demand and church and reading room parking requirements identifies are greater than 180 parking spaces, then a Minor Conditional Use Permit for shared parking would be required, pursuant to [§17.46.050](#). If applicable, provide the submittal requirements for the MCUP with the submittal for the Conditional Use Permit for the use.

Compact Parking Spaces Prohibited ([PMC §17.46.090](#))

Compact parking spaces shall not be allowed anywhere in the City.

It does not appear that compact spaces are proposed, but the dimensions are not shown on the plans to confirm. Please keep this prohibition in mind as the projects progresses through the applicable entitlement and building permit processes.

Dimensional Requirements ([PMC §17.46.110](#), [17.46.120](#), [17.46.130](#))

Parking spaces shall measure a minimum of 8.5 feet wide by 18 feet deep (8.5' x 18'). 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. However, if columns are set back away from the aisles, the one-foot additional width required may be lessened three inches for each foot the columns are set back from the aisles.

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. 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 (8'-2") in height.

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). Parking spaces shall be double-striped. Please refer to the Sections listed for additional requirements. All plans submittal for subsequent reviews must provide the sufficient level of detail needed to demonstrate compliance with these standards, where applicable.

According to the submitted plans, it appears the parking stalls and aisle widths are generally in compliance. However, on all future submittals please include dimensions and labels on the plans. Please also demonstrate that the parking stalls will be double-striped, as well as numbering all stalls and/or identify counts by row.

Parking Access from Street ([PMC §17.46.140](#))

All spaces in a parking facility shall be accessible without reentering a public right-of-way.

As proposed, the project is in compliance with this standard, but please be aware as the project progresses through the entitlement and building permit processes, as applicable.



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Driveway Design, Widths, and Clearances (PMC §17.46.150, 17.46.250)

The width of each driveway shall comply with the minimum requirements of this Section and also provide a minimum of one foot of additional clearance on each side of the driveway to a vertical obstruction exceeding one-half foot in height. The minimum width for nonresidential uses with 15 or more parking spaces is 12 feet for a one-way drive and 20 feet for two-way drive.

In future submittals, dimension the driveway width for the proposed drop-off. In addition, please identify if the driveway is one-way only.

For additional requirements, please see the Public Works Department comments on Page 29 regarding the driveway location and the proposed removal of a public street tree.

Driveway Visibility (PMC §17.46.170)

A view corridor shall adjoin both sides of a driveway crossing a street property line. The view corridor shall be a minimum depth of five feet at the edge of the driveway and a width measured on both sides of the driveway of 50 feet, or the distance to the intercepting property line, whichever is less. The view corridor shall not be blocked between a height of 2.5 feet and seven feet. At least 50 percent of the view corridor shall be landscaped.

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

Loading Spaces (PMC §17.46.260)

The number of loading spaces required are determined by the use and total gross floor area. The requirement for public and semi-public uses of a gross floor area of 20,000 square feet and more, one for every 20,000 sq. ft. or fraction thereof, not to exceed 6 spaces is required.

*The plans do not identify the location of loading spaces proposed. On future submittals, demonstrate that **six** loading spaces are provided.*

Ramps (PMC §17.46.270)

For ramps longer than 65 feet, the ramp grade shall not exceed 12 percent, with the first and last eight feet of the ramp not exceeding six percent. The slope of all parking areas shall not exceed five percent, excluding ramps.

The plans provided identify a ramp at "Basement 1" that is greater than six percent within the first and last eight feet of the ramp and exceed 12 percent at the center area of the ramp. The ramp at "Basement 2" and the parking area slope otherwise appear to be compliant with the above standards. The ramp at "Basement 1" shall be revised to ensure compliance with the standards above.

Trip Reduction Requirements for Nonresidential Projects (PMC §17.46.290)



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The purpose of the trip reduction requirements is to reduce the demand for vehicle commute trips by ensuring that the design of major residential and nonresidential development projects accommodates facilities to alternative modes of transportation.

Projects exceeding 25,000 square feet of gross floor area. Nonresidential development projects, and the nonresidential portion of mixed-use development projects, which exceed 25,000 square feet of gross floor area, as a result of new construction or an expansion of an existing use, shall provide the following:

1. **Carpool and vanpool parking.** A minimum of 10 percent of the employee parking spaces shall be for, and designate as, preferential parking for carpool and vanpool vehicles. The parking area shall be in a location more convenient to the place of employment than parking spaces for single occupant vehicles, and shall be located as close as possible to the employee entrance.
2. **Bicycle parking.** Bicycle parking shall be provided on site in compliance with Section 17.46.320 (Bicycle Parking Standards).
3. **Trip reduction plan.** A transportation plan for smaller projects, or a Transportation Demand Management Program ("TDM") Plan, shall be submitted which complies with Chapter 10.64 of the Municipal Code (Transportation Management Program).

Projects exceeding 75,000 square feet of gross floor area. Nonresidential development projects, and the nonresidential portion of mixed-use development projects, which exceed 75,000 square feet of gross floor area, as a result of new construction or an expansion of an existing use, shall meet the requirements of Subsection B., immediately above, in addition to the following:

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

The plans provided do not demonstrate compliance with the Trip Reduction requirements. On future submittals, please incorporate Trip Reduction measures in compliance with the requirements above.

Paving (PMC §17.46.300)

All parking areas, circulation aisles, and accessways shall be paved with Portland cement concrete.

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



Bicycle Parking ([PMC §17.46.320](#))

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

Type of Use	Min. No. of Bicycle Parking Spaces Required	Total Bicycle Parking Spaces Required
All nonresidential structures 15,000 square feet or more	Five percent of the required motor vehicle parking; but not less than four parking spaces	9 bicycle parking spaces required (with assumption of 180 parking spaces required)

The plans provided do not identify any bicycle parking spaces. For future submittals, please demonstrate compliance with the bicycle parking requirements of the Section linked above.

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 detailed information regarding signs. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

Transit-Oriented Development ([PMC §17.50.340](#))

Based on the location of the project site within the Central District Specific Plan identified in [Figure 3-5](#), the standards of this Section.

As proposed, the project appears to be in compliance with the TOD requirements. Please review this Section for reference for the parking demand study for the Residential Care Facility, General use.

Entitlements and Process

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

1. **Conditional Use Permit:** A Conditional Use Permit is required for the proposed use of Residential Care Facility, General. The Conditional Use Permit must be reviewed by the Hearing Officer.
2. **Tentative Parcel Map:** In conjunction with the Conditional Use Permit (CUP) application, submittal of a Parcel Map application to split the one parcel into two parcels is required. The Hearing Officer will also be the decision making body for the Parcel Map, if submitted concurrently with the CUP and any additional entitlement applications found necessary.



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3. **Minor Conditional Use Permit (if applicable):** A Minor Conditional Use Permit would be required for shared parking between the church and Residential Care Facility, General parcel if the total parking provided is less than the total parking required for the existing church and reading room use and the demand determined by the parking study that will be evaluated as part of the Conditional Use Permit for the Residential Care Facility, General use. The Hearing Officer will also be the decision making body for the MCUP, if submitted concurrently with the CUP and any additional entitlement applications found necessary.
4. **Tree Removal Permit (if applicable):** A Tree Removal Permit would be required if a protected tree is proposed to be removed. The Hearing Officer will also be the decision making body for the Tree Removal, if submitted concurrently with the CUP and any additional entitlement applications found necessary.

Furthermore, the following design-related reviews are required: For additional information, please refer to the Design and Historic Preservation comments that are forthcoming.

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

Environmental Review (PMC §17.60.070)

This project will be subject to the California Environmental Quality Act (CEQA). The project may qualify for a statutory exemption under the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15332, Class 32, In-Fill Development Projects. Section 15332 specifically exempts from environmental review infill development where: 1) the project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations; 2) the proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses; 3) the project site has no value as habitat for endangered, rare or threatened species; 4) approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and 5) the site can be adequately served by all required utilities and public services.

The proper environmental review will be determined upon submittal of the formal application for the first required entitlement. Supplemental technical environmental studies for Transportation Impact Analysis, Air Quality, and Noise and Vibration Analysis (at cost) may be required as part of the environmental review.

Mitigation/Condition Monitoring



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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.

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

Estimated Fees (FY2021) (PMC \$17.60.050)

Although no Zoning Code-related entitlements are requested at this time, the following application fees are provided as a courtesy:

- Conditional Use Permit: \$5,419
- Tentative Parcel Map: \$5,192
- Each Land and/or Air Parcel: \$191
- Combination Permit for Minor Conditional Use Permit (if applicable): \$329
- Tree Removal Permit (if applicable):
 - a. Without arborist report:
 - i. 1 to 3 trees: \$906
 - ii. 4 to 12 trees: \$1,547
 - iii. 13 or more trees: \$3,057
 - b. With arborist report:
 - i. 1 to 3 trees: \$453
 - ii. 4 to 12 trees: \$773.50
 - iii. 13 or more trees: \$1,528.50
- Records Management Fee: 3% added to total application fees
- Public Hearing Notice Board: \$12 (fee charged per board)
- Environmental Study/Reviews: At cost

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



**DESIGN &
PRESERVATION:**

HISTORIC

Plan Reviewer: Amanda Landry

Phone: (626) 744-7137

Email: alandry@cityofpasadena.net

HISTORIC PRESERVATION REVIEW:

Demolition of designated or eligible historic structures must be reviewed by the City as part of an environmental study or as an application for a Certificate of Appropriateness (permit) for demolition. Because the surface parking lot at 80 South Oakland Avenue is not designated as a historic resource and does not appear to be eligible for such designation, a Certificate of Appropriateness is not required to demolish the parking lot.

The existing church at 80 S. Oakland Avenue/550 E. Green Street is a contributing resource to the Pasadena Playhouse National Register Historic District. The church was designed by Franklin P. Burnham and Marston & Van Pelt, and is also eligible for listing individually as a Landmark. Adjacent to the church, on the same property facing the Green Street side, is a smaller reading room, designed in a compatible Classical Revival Style.

Directly south across El Dorado Street is a vernacular Shingle style building that was constructed in 1888. This building was evaluated more than five years ago was assigned a 6L designation, which indicates the property should be considered in the city planning process but is ineligible for designation as an individual historic resource.

DESIGN REVIEW

Because the project consists of new construction in the Central District that is greater than 5,000 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, the Private Realm Design Guidelines of the Central District Specific Plan and the Secretary of the Interior's Standards for Rehabilitation.

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

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

Preliminary Consultation: Requires an application with a filing fee and materials indicated in the Preliminary Consultation submittal requirements list, including conceptual plans and elevations with surrounding context, photographs of the site and surrounding context, a conceptual digital 3D model and a design narrative that answers questions specified in the submittal requirements list. Preliminary Consultation is intended to allow architects to obtain input on their design concept



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

prior to investing in detailed design drawings that would be difficult to modify. The process yields advisory comments which the architect should consider in subsequent phases of design review. Preliminary Consultation will be conducted by the Design Commission

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

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

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

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

Appeals/Calls for Review

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

Preliminary Design Issues

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

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

Specific Comments on Proposed New Construction



Massing: Future submittals for Preliminary Consultation should clearly explain how the proposed massing of the proposed project appropriately responds to the surrounding context, which is distinct for each of the street frontages of the project site and includes the Pasadena Playhouse Historic District, the historic Church and the lower scaled multifamily development at the northeast corner of El Dorado Street and South Oakland Avenue. The proposed structure is a generally “U” shaped building with ground level amenities centrally located near the proposed northern property line. Although the massing on the westerly side of the building gradually steps down to a one-story volume with a roof top balcony facing S. Oakland Avenue, directly adjacent to the historic church building, consider further refining the massing to be more appropriately sensitive to the opens space surrounding the historic church by shifting the building volumes to the interior of the site so that the lower scaled mass and ground floor amenities and open space coordinate with the adjacent context. Consider also breaking the mass of the development into two or more distinct buildings that better respond to their immediate contexts, with the building volumes located on the northeast of the site reflecting more significant massing. Future submittals should also clearly explain how the contemporary flat roofed building form is contextually sensitive to the Classical Revival design of the adjacent historic church.

Siting: The proposed building occupies nearly the entirety of the site with the exception of the centrally located ground floor amenities and a pedestrian paseo which runs east west and connects S. Oakland Avenue to S. Madison Avenue. Vehicular access to the subterranean parking is from South Madison Avenue on the east side of the project site. The current site plan shows an abrupt transition in the visual setting facing South Oakland Avenue. Future submittals for Preliminary Consultation should consider revising the site plan so that the ground level amenities better coordinate with the proposed pedestrian paseo and the significant opens spaces and building setbacks that are part of the environmental setting of the historic church. The plans also do not provide a significant amount of detail regarding the proposed pedestrian paseo and an effort should be made to include additional details and discussion about this feature in future submittals to ensure that pedestrian oriented design features are part of this space and that it presents a comfortable walking experience.

Compatibility: Future submittals for Preliminary Consultation should more clearly demonstrate how the massing and architectural design of the project is contextually compatible with nearby historic resources, focusing on the historic church and the Pasadena Playhouse Historic District. The proposed Contemporary architectural design of the structure does not appear to respond to the Classical Revival architectural style of the Church or the Revival character of the Pasadena Playhouse District. Please also note that a differentiated architectural design from surrounding buildings may only be considered if the massing and site design of the project are found to be compatible with the surrounding context.

Landscaping: While specific landscape design elements are not reviewed until later phases of the design review process, the open spaces associated with the project should be placed in locations that will ensure their usability by the project patrons and employees as well as compatibility with the surrounding context. The proposed structure is located adjacent to a large open space area that is an important feature of the historic church and the plans submitted for Preliminary Consultation should more clearly demonstrate how the proposed landscaping and courtyard relates to this sensitive aspect of the environmental setting.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Materials: As currently proposed, the submittal appears to contemplate a variety of exterior cladding for the building including plaster brick or stone in various colors combined with plaster or wood accents, and metal and glass balconies. The proposed materials should be further studied so that they better respond to the surrounding context and chosen architectural style, as well as logical and consistent materials hierarchy. Materials should be high quality and durable and appropriate to the design and use of the building.

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, over 101,000 sq/ft):	\$12,725.00
Final Design Review (Design Commission):	\$2,134.00

ECONOMIC DEVELOPMENT:

Plan Reviewer: Eric Duyshart
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Pending comments.

FIRE DEPARTMENT:

Plan Reviewer: Pari Bagayee
Phone: (626) 744-7596
Email: pbagayee@cityofpasadena.net

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

Assisted Living: 24 hour care facilities in a group R2.1 occupancy licensed by a government agency shall comply with the requirements of CBC Section 420.1 through 435.8.2

Smoke barriers: Smoke barriers shall be provided in Group R-2.1 to subdivide every story used by persons receiving care, treatment or sleeping and to provide other stories with an occupant load of 50 or more persons, into not fewer than two smoke compartments. CBC Section 420.6 & section 435.5.1

Refuge area: Refuge area shall be provided within each smoke compartment. CBC Section 420.6.2

Independent Egress: At least two means of egress shall be provided from each smoke compartment created by smoke barriers. CBC Section 435.5.3



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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Elevator Car: At least one elevator shall be provided for fire department emergency access to all floors. The medical emergency service elevator shall comply with gurney size per CBC Section 3002.4.

Exit and exit access to public way: Each building shall comply with requirements of CBC chapter 10 for path of egress travel to public way.

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

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

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

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

Aerial Fire Apparatus Access Roads: Building exceeding 30 feet in height above the lowest level of Fire Department Vehicle Access shall comply with requirements of CFC Section D105.1 through D105.3.

Building shall have approved fire apparatus access roads capable of accommodating fire department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.

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.

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

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

Fire Department Fire Sprinkler Connections: Shall be comprised of:



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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- FDC shall be located a minimum of 25-feet from the building or surface mounted to 2-hours rated wall with no opening within 10 feet and FDC shall be located within 100 feet of a public hydrant.
- (2) 2-1/2" CLAPPERED internal swivel outlet X 2-1/2" CLAPPERED internal swivel outlet X 4" FDC
- 4" CLAPPERED internal swivel outlet X 4" FDC
- Shall be clearly labeled to indicate FDC for Fire Sprinklers and Standpipes.
- A clear dimension of 3-feet shall be maintained around the perimeter of each fire department appliance.
- All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or krylon.

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

Emergency Vehicle Traffic Signal Preemption Systems: Traffic signaling systems serving this complex are required to have emergency vehicle signal preemption controls installed. The specific signals requiring this system is to be determined by both Pasadena Fire Department and Pasadena Department of Transportation. The fees for these systems will be determined based on the quantities and types of traffic signals being used and/or being retrofitted for the emergency vehicle controls.

FIRST SOURCE LOCAL HIRING:

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Pending comments.

HEALTH DEPARTMENT:

Plan Reviewer: Carly Williams
Phone: (626) 744-6061
Email: cwilliams@cityofpasadena.net

Plan submittal to the Health Department will be required for the construction of a food facility. All food and beverage facilities must comply with PMC 8.12 and the California Retail Food Code. Attached are the Plan Check Construction Guidelines. This document provides an overview of the plan check process and an outline of the structural requirements that the California Retail Food Code requires for all retail food facilities.

Food facilities shall adhere to the regulations established in the Tobacco Use Prevention Ordinance (PMC 8.78). Smoking in outdoor public areas is prohibited throughout the City of Pasadena. Refer to the following link for more information:

- 8.78.071 – [Prohibition of smoking in certain outdoor public places](#)



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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Plan submittal to the Health Department will be required for the construction of a pool and/or spa. Contact Elaine Zita at ezita@cityofpasadena.net for construction requirements.

HOUSING DEPARTMENT:

Plan Reviewer: Jim Wong

Phone: (626) 744-8316

Email: jwong@cityofpasadena.net

Residential Care Facility developments are not subject to Inclusionary Housing Requirements. The project does not entail the demolition of multifamily housing units; therefore, the Tenant Protection Ordinance is not applicable.

DEPARTMENT OF PUBLIC WORKS:

Plan Reviewer: Yannie Wu, P.E.

Phone: (626) 744-3762

Email: ywu@cityofpasadena.net

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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

right-of-way. For temporary tie-backs or shoring, the maximum width of the license area fronting the development frontage(s) shall only extend to the centerline of the public right-of-way.

Public Improvements

The applicant shall comply with Department of Transportation conditions dated March 30, 2021 in regards to sidewalk widths and crosswalk treatments.

This reach of Oakland Avenue is scheduled for Pavement Rehabilitation in 2021; and this reach of Madison Avenue is scheduled for Pavement Rehabilitation in 2025. Excavations in the street for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations. Restoration of asphalt concrete pavement shall be per Standard Plan S-416. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.

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

El Dorado Street along the frontage of the subject property has a substandard sidewalk width of eight (8) feet. In order to provide for a standard ten (10) feet wide sidewalk, the applicant shall dedicate to the City a 2-foot strip of land along the subject frontage for street purposes. The applicant shall construct new concrete sidewalk for all the abovementioned dedicated areas in accordance with Standard Plans S-421. The applicant shall be responsible for all the costs required to complete the dedication. The dedication document 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 the Certificate of Occupancy.

The applicant shall demolish existing and construct the following public improvements along the subject development frontages of Oakland Avenue, El Dorado Street (including the 2-ft dedication), and Madison Avenue, including concrete drive approach per Standard S-403; concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard Plan S-406. The public improvements shall be completed prior to the issuance of Certificate of Occupancy.

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

In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall verify, and reconstruct if necessary, a standard curb ramp at: both corners of the Madison Avenue and El Dorado Street intersection; as well as the northeast and southwest



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

corners of the Oakland Avenue and El Dorado Street intersection, if possible, per Caltrans Standard A88A or City of Pasadena Standard No. S-414. The curb ramp construction shall be completed prior to the issuance of Certificate of Occupancy.

The applicant shall submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. Plans for the curb return improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. Note that the building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit the curb return improvement plans and the plan check fees 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 development property line corners rounding (per Public Works Standard Plan S-423) to provide for the minimum clearance required by the Americans with Disabilities Act standards. If so, the applicant shall remove and reconstruct the sidewalk for the dedicated area, per Standard Plan No. S-421. The applicant shall be responsible for all the cost required to complete the dedication, if it is required. The dedication document and processing fee shall be submitted to this office, at least three to four (3-4) months, prior to issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of a Certificate of Occupancy.

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

The existing street lighting system on El Dorado Street consists of utilitarian lights (mounted on wood power poles) and, therefore, does not meet present design standards. In order to improve pedestrian and traffic safety, the applicant shall install two (2) new street light(s) on the frontage of the property, including LED light, conduits, conductors, electrical service (if necessary), pull boxes, and miscellaneous appurtenant work. The type and hardware shall conform to current policies approved by the City Council, and the location(s) shall be as approved by the Department of Public Works.

The existing street lighting fronting the subject site is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate existing street lighting, on the frontages of



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

the subject property per the City requirements and current standards. The renovation shall include but not limited to new LED light(s), conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and miscellaneous related parts.

- Two (2) street lights along Oakland Avenue
- One (1) street light along Madison Avenue

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.

If the existing street lighting system along the project frontage is in conflict with the proposed development/driveway, it is the responsibility of the applicant to relocate the affected street lights, including new LED lights, conduit(s), conductors, electrical services, pull boxes and miscellaneous appurtenant work in a manner that complies with the requirements and receives the approval of the Department of Public Works.

The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street light(s) and traffic signal modifications. Plans for the improvements shall be prepared by a civil engineer, registered in the State of California. Upon submission of improvement plans to the Departments of Public Works for checking, the applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. In addition, there is possibly considerable lead-time for the materials required for the construction and modification. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this street light/traffic signal condition at least six (6) months in advance of the anticipated issuance of Certificates of Occupancy or the final processing of the tract map, whichever happens earlier.

Drainage

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

Existing City Tree Protection

The proposed drive approach on Madison Avenue is in conflict with an existing street tree. The applicant shall revise the design and relocate the drive approach or apply for the removal of the street tree with the Department of Public Works. No street trees in the public right-of-way shall be removed without the support of the Urban Forestry Advisory Committee.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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

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

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

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

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

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

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

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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

assessment methodology; the removal cost determined by PNR; and any applicable infraction or administrative fines determined by Code Compliance.

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

Right-of-Way Guarantee Deposit

In order to ensure that the developer maintains a clean and safe site during the construction phase of development, 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 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, street trees, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for charges due to damage to existing street trees and for City personnel to review traffic control plans and maintain traffic control.

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 scheduled online through the City website.

All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

In addition to the above conditions, the requirements of all applicable Pasadena Municipal Code (PMC) will apply and be implemented during the corresponding plan review and permitting. They may include but not limited to:

- Sidewalk Ordinance - Chapter 12.04
- Sewer Facility Charge – Chapter 4.53
- Residential Impact Fee – Chapter 4.17
- City Trees and Tree Protection Ordinance - Chapter 8.52
- Construction and Demolition Waste Ordinance - Chapter 8.62
- Holiday Moratorium of activities within public right-of-way – Chapter 12.24.100

Estimated Fees:

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

DEPARTMENT OF TRANSPORTATION:

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

The Department of Transportation received an application for the construction of a 162-unit residential care facility with subterranean parking on an existing surface parking lot.

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

Transportation Analysis: Based on the preliminary information provided in the Master Application form, a Category 1 and Category 2 transportation analysis shall be prepared for this project. When the applicant is ready to proceed, they shall contact the Department of Transportation to begin the invoice process.

Additional and appropriate traffic impact measures, if required, will be determined in conjunction with the Public Works' street improvements and dedications at the conclusion of the transportation analysis.

*Based on the current General Fee Schedule.

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



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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

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

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

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

Transit: Provide paratransit shuttle-style vehicle access on-site, including a paratransit drop-off and pick-up area that will accommodate a 25 foot paratransit vehicle, meet the minimum ADA space requirements for wheelchair ramp deployment, vertical clearance for a 25 foot paratransit vehicle, and, as applicable, 32 foot turning radius for vehicle access. In addition, this drop-off/pick-up area should be immediately adjacent to an ADA accessible passenger waiting area. For more information, please contact the Transit Division at (626) 744-4055.

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

Driveway Access: The two El Dorado Street driveways shall each have a maximum width of 15'. Appropriate signage shall be installed to designate one project driveway to operate as an inbound only driveway and the second project driveway to operate as an outbound only driveway. The South Madison Avenue driveway shall be a maximum 18' wide per the City of Pasadena Standard Plan S-403.

Ramp Configuration: To improve the safety of pedestrians crossing the driveway, the design plans shall indicate a 20' flat area beyond the property line to improve vehicular sight distance prior to the start of the subterranean ramp.

Entry Gate(s): If proposed, any parking entry gate shall be set back 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).

Visibility triangle: Views adjoining both sides of the driveway at the property line shall not be obstructed with landscaping, block wall, or non-porous fencing greater than 2.5' in height.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Sidewalk Width: Minimum 10' sidewalk widths should be provided along the project's street frontages at Oakland Avenue, El Dorado Street, and Madison Avenue by way of sidewalk dedications.

Crosswalk Treatments: Pursuant to the adopted Street Design Guide, crosswalk treatments at the intersections of El Dorado Street and Oakland Avenue, and El Dorado Street and Madison Avenue may be required. Decisions to convert an unmarked crossing to a marked crossing should be made based on the distance between existing marked crossings and also where the following occur:

- Sufficient demand exists to justify the installation of a crosswalk
- The location has sufficient sight distance as measured by stopping sight distance calculations
- The sight distance will be improved with crosswalk markings
- Safety considerations

The outcome of the transportation analysis and further review of on-site conditions will determine the type of treatments, if any, that will be required to be installed prior to the issuance of the Certificate of Occupancy. More information may be found here:

<https://www.cityofpasadena.net/wp-content/uploads/sites/20/Pasadena-Pedestrian-Crossings-Volume-1-FINAL-1.pdf>

Signal improvements: The traffic signal at the intersection of Green St and Oakland Ave shall be upgraded through the installation of Accessible Pedestrian Signals (APS) and 332 cabinet. The traffic signal at the intersection of Green St and Madison Ave shall be upgraded through the installation of Accessible Pedestrian Signals (APS), video detection for vehicle and bicycle detection on all approaches, installation of 332 cabinet, and the traffic signal controller shall be upgraded to a Type 2070E. For more information, please contact the Traffic Engineering Division at (626) 744-8723.

Traffic Impact Fee: The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to all net new residential developments and is based on the Fee Schedule at the time of building permit issuance. For FY 2021 the fee for multi-family dwelling units is \$3,662.53/unit.

Affordable housing projects may receive fee credits.

**WATER & POWER DEPARTMENT -
POWER DIVISION**

Plan Reviewer: Eduard Avakyan
Email: eavakyan@cityofpasadena.net

The City of Pasadena Water and Power Department (Department) shall provide electric service to the proposed development at 80 S Oakland Ave on the following basis:



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- Owner/developer shall provide a private property subterranean transformer vault room located (closest to street). Exact location to be coordinated with PWP. The size of the transformer vault will vary depending on the size of the electrical service.
 - Larger electrical services will require a vault room that is min of 11' in height, adjacent (sharing a wall) with the electrical room and will require a bus duct installation.
 - Transformer vault shall have both door access from the parking level and an access hatch from ground level (open to sky). The hatch shall have drivable PWP truck access for equipment installation purposes.
 - A utility easement shall be required if the electrical service crosses/feeds multiple parcels.
 - Any required transformer room(s) located within a building structure shall be rated for 4-hour fire separation and meet all local Building & Fire Department requirements related to room ventilation and alarming.
 - Owner/developer shall be responsible for the maintenance of the transformer vault, provide protection for the equipment in the transformer room, and allow access to the transformer room at all times to Department personnel and vehicles in accordance with the Department Electric Service Requirements Regulation 21. Department shall install concrete-encased primary service laterals from a street vault to the property at the owner/developer's expense. The number and location of the service laterals varies according to the size of the electrical service.
 - Owner/developer shall pick-up new primary service laterals at the property line and install concrete-encased conduits to the transformer vault within the development area. The number and location of the conduits varies according to the size of the electrical service.
 - It shall be the owner/developer's responsibility to build vault room with proper ventilation, lighting, and grounding as specified by PWP and install secondary service conduits within the development area.
 - Department shall install electrical service transformers, cables, and electric meters.
 - All Department installation costs including street work shall be paid by the customer and are included in the cost.
 - Owner/developer must identify and notify the Department of any conflict with existing overhead lines / poles and maintain existing ingress / egress access for overhead lines / poles. Proper clearances between the proposed structure and overhead lines / poles must be maintained.
 - 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.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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.

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

WATER & POWER DEPARTMENT - WATER SERVICES - ENGINEERING

Plan Reviewer: Natalie Ouwersloot

Phone: (626) 744-7525

Email: nzwinkels@cityofpasadena.net

Water Mains:

Pasadena Water and Power (PWP), Water Division can serve water to this project. The following water mains serve the property:

- 6-inch cast iron water main in El Dorado Street installed under Work Order 2056 in 1927. This water main is located approximately 18 feet north of the south property line of El Dorado Street.
- 8-inch cement lined cast iron water main in Oakland Avenue installed under Work Order 2051 in 1927. This water main is located approximately 24 feet east of the west property line of Oakland Avenue.
- 8-inch cement lined cast iron water main in Madison Avenue installed under Work Order 3061 in 1935. This water main is located approximately 20 feet east of the west property line of Madison Avenue.

Moratoriums:

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

Water Pressure:

The approximate water pressure at this site is 45 - 50 psi.

Water Service:

PWP records reflect that there is one domestic service serving this property:

- 1 ½ -inch copper service installed in 1967 (#3170)

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.

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.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- 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.
- 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.



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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- All manufacturer warranties shall be transferred upon installation and certification to the property owner. The property owner shall assume ownership of the back-flow prevention assembly. The assembly will be registered and require an annual test certification.
- If PWP is to provide DCDA for fire service, PWP will install Wilkins, model 450 DA.
- Choose from one of the below listed options and incorporate into the fire sprinkler plans.

Option 1:

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

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

Option 2:

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

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

All Other Cross Connection Requirements:

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

Fire Flow and Fire Hydrants:

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

There are two fire hydrants in close proximity to the project site.

- Fire hydrant 517-10 is located on the northwest corner of Oakland Avenue and El Dorado Street.
- Fire hydrant 515-9 is located on the southwest corner of El Dorado Street and Madison Avenue.

There are no current fire flow test information available for these hydrants. If you would like to request fire flow test information, please contact Linette Vasquez at (626) 744-7064.



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Fire Hydrant Details:

