

# 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.

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**Project Number:** PPR2021-00006 **Date:** August 5, 2021  
(Revised August 19, 2021)

**Project Address:** 280 Ramona St. / 279 E. Holly St.

**Project Description:** Predevelopment Plan Review for a new 5-story 112 unit senior affordable housing project with on-site amenities, semi-public courtyard, and one level of subterranean parking with 44 parking spaces.

**Applicant:** National Community Renaissance of California  
Attn: Kevin Chin  
(909) 204-3450  
kchin@nationalcore.org

**Case Manager:** Andre Sahakian  
(626) 744-6916  
[asahakian@cityofpasadena.net](mailto:asahakian@cityofpasadena.net)

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

1. Greater than 50,000 square feet of gross floor area with at least one discretionary permit.
2. Fifty or more housing units.
3. Other:

**Presentation to the City Council required:**

- YES**  
 **NO**, not applicable.

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**BUILDING DIVISION – ADDRESSING:**

Contact: Angie Jackson  
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Email: [ajackson@cityofpasadena.net](mailto:ajackson@cityofpasadena.net)

**General Comments:** Addressing is based on the main front door entry into the building, based on the site map provided the main front door entry is not clear whether the main door entrance is off E. Holly Street or N. Garfield Avenue. It appears to be located on the corner, which allows an address from either street. If that is the case, the available addresses on E. Holly Street are 275, 277 or 279 E. Holly Street and the available addresses on N. Garfield Ave; 111, 113 and 115 N. Garfield Avenue, for the proposed 112-unit senior housing project. The unit numbers for the residential units shall be numbered consecutively, 1<sup>st</sup> floor unit numbering will start out as #101, 102, 103, etc., 2<sup>nd</sup> floor residential unit numbering will start, #201, 202, 203, etc., 3<sup>rd</sup> floor #301, 302, 303, etc. and this number pattern will continue for residential units on each floor. No fractional numbers or alphabetical designations are allowed for residential unit numbering. In addition, it is the responsibilities of the owner to ensure that directional signage of the units on each floor are located off the elevator lobbies and near any exit stairwells. Once an address has been assigned, the letter that authorizes you to use the address will be sent to you after the requirements listed below are met and after the building permit is issued. Copies of the letter will be sent to the relevant agencies within and outside of the City.

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

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

**PLANNING DIVISION – COMMUNITY PLANNING SECTION:**

Plan Reviewer: Andre Sahakian  
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Email: [asahakian@cityofpasadena.net](mailto:asahakian@cityofpasadena.net)

**General Plan Consistency:**

According to the General Plan Land Use Diagram, the subject property is designated as Medium Mixed-Use (0.0-2.25 FAR; 0-87 du/ac) which is intended to support multi-story buildings with a variety of compatible commercial and residential uses. Development in the Medium Mixed-Use category is characterized by shared open spaces, extensive landscaping, small to medium separations between buildings, and shared driveways and parking. Sites may be exclusively commercial or exclusively residential, or with buildings vertically integrating housing with non-residential uses. 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. Projects constructed at Medium Mixed-Use densities may be required to develop pedestrian-oriented streetscape amenities along their primary street frontages, consistent with the improvement concepts and plans defined by the City.

The project site is approximately 43,258 square feet in size (0.99 acres), and is located at the southwest corner of Ramona Street and Garfield Avenue, across the street from City Hall and adjacent to the historic YMCA building, also known as Centennial Place. The project site is currently vacant with one storage container located on the site. Based on the submitted plans, the project proposes development of a new 112-unit senior affordable housing project plus one two-bedroom manager's unit, common on-site amenities for the senior residents, property management and resident support offices, and outdoor amenities including a semi-public landscaped ground level courtyard and an upper-level private courtyard. The gross floor area of the proposed project would be 83,050 square feet, and the net floor area would be 63,800 square feet (excluding garage, corridors, lobbies, elevators, and stairs). The proposed building would have one level of semi-subterranean parking containing 44 parking spaces. The proposed building height would be 59'-9", consisting of five stories.

The proposed building design is oriented toward all three street frontages, including Holly Street, Garfield Avenue, and Ramona Street, with the main entrance marked by a stairway at the corner of Garfield and Holly. The massing along the perimeter of the site results in a pair of open-air courtyards in the center of the site, one being publicly accessible from the main entrance at the ground level, and the other on an upper level that is privately accessible to future residents of the building. Private open space for each unit, such as patios or balconies, are not provided. The ground floor frontage along Holly Street is proposed to include common area uses, such as the community room, shared kitchen, and offices. The remaining frontages of the building at the ground floor include residential units, all accessed through interior hallways with no openings to the streets. A single driveway to the partially subterranean parking is provided along Ramona Street

The Medium Mixed-Use General Plan land use category allows maximum densities of 2.25 FAR and 87 dwelling units per acre. Based on the lot size, the subject property would allow up to 97,330 square feet of floor area and up to 86 dwelling units. The proposed floor area of 83,050 (gross) and 63,800 (net) square feet result in an FAR of 1.9 and 1.5 respectively, which are within the allowable maximum under the General Plan. Although the proposed 112 units exceeds the maximum density allowed by the General Plan, a 30% density bonus is being requested, which is allowed under State Density Bonus Law. Therefore, the density and intensity of the proposed project are consistent with the General Plan Land Use Map.

The General Plan also established Development Capacities for each Specific Plan area as part of Policy 1.3. This policy further establishes that the development caps do not apply to affordable housing units. The proposed project is comprised of 112 senior affordable units and one manager's unit, and is located in the Central District Specific Plan, which currently has adequate capacity remaining to accommodate the proposed project, as shown in the table below.



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	<b>Residential Unit Development Cap</b>
2015 General Plan Adopted Cap	4,272 units
Remaining Cap Before Project	2,551 units
Remaining Cap After Project	2,550 units

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

*Policy 1.1 – Basic Growth Policy. Accommodate growth that is consistent with community values and that complements the scale and character of Pasadena’s unique residential neighborhoods, business districts, and open spaces.*

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

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

*Policy 2.2 – Senior Housing. Encourage the development of senior housing that has access to commercial services, health care facilities, community facilities, and public transit.*

*Policy 2.6 – Transit-Related Land Uses. Promote the development of uses that support and capture the economic value induced by the presence of transit corridors and stations.*

*Policy 2.7 – Civic and Community Services. Provide diverse uses and services supporting Pasadena’s residents such as facilities for civic governance and administration, public safety (police and fire), seniors and youth, community gatherings, and comparable activities.*

*Policy 4.3 – An Active Central District. Continue and reinforce the Central District as a vital, pedestrian-oriented place, linked to local and regional transit designed for all ages and serving as the focal point of community identity, business activity, employment, living, governance, and culture.*

*Policy 4.4 – Transit Villages. Accommodate and intensify a mix of local and regional commercial, residential, and public uses close to the Metro Gold Line stations. Design*



*these areas to accommodate safe and convenient walking, bicycling, and transit use. Include gathering places and amenities to enhance their quality and livability.*

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

*Policy 4.10 – Architecture that Enhances. Locate and design buildings to relate to and frame major public streets, open spaces, and cityscape. New development at intersections should consider any number of corner treatments, and should balance safety and accessibility concerns with the vision of the area and the need for buildings to engage the street and create a distinct urban edge.*

*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 5.5 – Civic Center Open Space. Continue to protect the character of the Civic Center as defined by its landscaped open spaces and tree canopy. Locate and design new civic structures to respect this urban form, character, design, functionality, and concepts in the Bennett Plan.*

*Policy 5.6 – Property Access. Discourage vehicle driveways on streets with higher pedestrian volumes within the Central District, Transit Villages, and Neighborhood Villages.*

*Policy 6.1 – Sense of Place and History. Require new development and changes to existing development to be located and designed to respect the defining elements of Pasadena’s character and history such as its grid street pattern, block scale, public realm, courtyards, paseos, alleys, neighborhoods and districts, building massing and heights, significant architecture, and relationship to the mountains and Arroyo Seco.*

*Policy 10.12 – Urban Open Spaces. Preserve and develop urban open spaces such as landscaped parklets, paseos, courtyards, and community gardens. Ensure adequate public access to these open spaces.*

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

*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 31.3 – Del Mar, Memorial Park, and Lake Transit Villages. Concentrate higher intensity development with a mix of retail, office, and multi-family housing uses that are compatible with one another expanding the customer base for local retail uses and supporting Metro Gold Line ridership.*

*Policy 31.4 – Contextual Development in Historic Districts. Require new development within and adjacent to the historic districts to be compatible with the scale, density, and urban design features of existing historic buildings and districts.*

*Policy 31.8 – Street Vitality During Evenings and On Weekends. Sustain a vibrant pedestrian atmosphere in traditionally civic and office dominant sub-areas on evenings and weekends by encouraging additional residential and mixed-use development.*

*Policy 31.9- Housing Choice. Provide a 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.*

### *Use and Development Intensity*

The introduction of higher density residential mixed-use is appropriate in this location due to the site’s close proximity to the Metro L (Gold) Line Memorial Park Station, its unique location at the center of the Civic Center with frontage on three streets, and its considerable distance away from single-family residential neighborhoods. The proposed housing type of affordable senior housing offers a unique housing type that is necessary for meeting the housing needs of a specific target population. The proposed density, while exceeding the maximum identified in the General Plan, is allowed under State Density Bonus Law, and adds a significant stock of affordable housing with on-site resident services within walking distance of the nearby Memorial Park Station and the Memorial Park Senior Center while remaining lower than the maximum allowable FAR. The addition of residences in this area along with the proposed courtyard open space that is intended to be publicly accessible will also contribute to an active Central District and create additional public amenities that are characteristic of the Civic Center core,



particularly for seniors and community gatherings. These features make the project generally consistent with Policies 1.1, 1.2, 2.1, 2.2, 2.6, 2.7, 4.3, 4.4, 4.5, 31.1, 31.2, 31.3, 31.8, and 31.9.

### *Scale, Massing, and Context*

The proposed project is five stories in height, with no varying roofline resulting in a flat roof with parapets. Both the proposed height and roof design are substantially similar to those of the adjacent YMCA building to the east, resulting in compatibility of scale and creating the appearance of a consistent streetwall. A rendering indicates the appearance of narrow breaks along the Garfield Avenue and Holly Street facades, with a chamfered corner at the intersection of those two streets. The chamfered corner provides the main entrance to the building, which is raised above grade and accessible by a staircase and ramps. Placement of the main entrance at the corner orients the building primarily to the pedestrian environment and the civic center itself. The proposed project also includes a 45'-8" setback along the Garfield Avenue frontage, and approximately 10' setback from the adjacent YMCA building to the west. A 35'-11" setback is also provided along the Holly Street frontage. These setbacks bring the building in line with the existing YMCA building, and reinforce the generous setbacks along Garfield Avenue that are a central element of the historic Civic Center design as envisioned in the Bennett Plan. These aspects of the project are consistent with Policies 4.11, 5.5, 31.4, and 31.10. With respect to the overall massing of the proposed project, the reference to façade breaks in the rendering do not appear substantial enough to adequately reduce the monolithic and blocky appearance. While the well-defined entry at the corner is helpful, further refinement of the building massing would improve the project's consistency with Policy 23.1.

Detailed information about the building's architectural design was not provided, and it is encouraged that the project's architectural design and site planning be carefully considered within the context of the existing historic and iconic buildings in the immediate vicinity. The applicant should also pay careful attention to the principles embedded in the Bennett Plan and the Olin Report, and work closely with the Design and Historic Preservation section to ensure compliance with all applicable design guidelines.

### *Open Space and Parking*

While the proposed project does not include private open space for the residential units, the design does include two courtyards. The first courtyard is publicly accessible through the corner entrance to the building and located on the ground floor. The second courtyard is located on the second floor and is intended for private use of residents of the building. Both courtyards are enclosed on all sides by the proposed building and the existing YMCA building to the west, which is likely to result in overall poor access to light throughout the day. The programming and design of the public courtyard on the first floor is unclear from the plans submitted, however it appears that planters will be provided for landscaping, but no water features, seating, or other amenities are provided. Seeking ways to increase sunlight and providing amenities to create a more welcoming environment for the public and future residents alike would make the project more consistent with Policies 6.1, 10.12, and 23.6. All parking for the proposed project is located in the single partially subterranean level, which is accessed from a single driveway located along Ramona Street, which is the street with the least pedestrian activity abutting the project site. No other curb cuts or driveways are proposed for the project. The parking and access as proposed is consistent with Policy 5.6 and 23.2



**Specific Plan:**

The subject property is located within the Central District Specific Plan (CDSP) area. The CDSP includes urban design concepts that cover various site planning and development components such as height, setbacks, residential and commercial density. The proposed project appears to be consistent with the prescribed standards for these components; however, more detailed drawings and dimensions need to be submitted for verification, and design guidelines are subject to review and further comment by the Design & Historic Preservation section of the Planning Division.

The CDSP also identifies sub-districts, and within the sub-districts, precincts that include more specific goals, policies, and standards targeted toward the vision for each neighborhood. The subject property is located in the Civic Center Core precinct within the Civic Center/Midtown sub-district. The objective of the Civic Center/Midtown sub-district is to strengthen its role as the symbolic and governmental center of the City, encouraging the presence of civic, cultural and public service institutions, while augmenting the character of the area with a supportive mixture of uses. The emphasis of the Civic Center Core precinct speaks to its function as the City's symbolic and public center, featuring a distinguished grouping of civic buildings that includes City Hall and the Central Library. The design of all buildings and public spaces in this precinct should reflect the highest quality, respect the prominence of civic landmark buildings, and reinforce the vision of the Bennett Plan.

The proposed project appears to be generally consistent with the overall visions of the Civic Center/Midtown sub-district and Civic Center Core precinct. The proposed project is consistent with the intent of encouraging civic and public service institutions with the introduction of senior affordable housing with on-site services and a publicly accessible courtyard. The design of the project should be carefully considered in light of the precinct's call for design of the highest quality, and demonstrate respect for the prominence of the nearby City Hall, Central Library, YMCA, and YWCA buildings, as well as for the legacy and vision of the Bennett Plan.

The CDSP provides numerous guidelines and policies relating to site planning and building design that are relevant to the proposed project. These are outlined in the CDSP in Section 8 – Public Realm Design Guidelines; Section 9 – Private Realm Design Guidelines; and Section 10 – Sub-District Design Guidelines. The applicant should consult with the Design and Historic Preservation section of the Planning Division regarding consistency with design guidelines.

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

**Master Development Plan:**

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

**Planned Development:**

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



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### Neighborhoods:

The proposed project is located within Council District #6:

- Council District 3  
Councilmember John J. Kennedy  
City Council Liaison: Susana Porras

The proposed project is located within the following neighborhood association:

- Downtown Pasadena Neighborhood Association

### Estimated Fees:

No fees are anticipated from Community Planning.

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#### CULTURAL AFFAIRS DIVISION:

Plan Reviewer: Jayme Filippini, Public Art  
Consultant Division Manager: Rochelle Branch,  
Cultural Affairs Manager  
Email: jfil-contractor@cityofpasadena.net  
rbranch@cityofpasadena.net

Based on the information provided in the Planning Division Master Application for PPR2021-00006, the proposed project IS SUBJECT to the City's Public Art Requirement for Private Development. Pasadena's Public Art Ordinance No. 6420 applies to

Either >>>> new construction or renovation of commercial, mixed-use, or multi-family residential developments in the Downtown, Old Pasadena or Northwest Program Areas (as well as industrial in the Northwest Program Area) with a total building valuation that exceeds \$500,000.

Or >>>>> new construction of commercial, mixed-use, or industrial developments outside the Downtown, Old Pasadena or Northwest Program Areas that include 25,000 or more square feet of gross floor area.

The Public Art Ordinance requires that at least one percent (1%) of the project's total building valuation be allocated to public art.

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

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



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Please note: For those property owners who choose to pursue the onsite public art project option, the timing of the Design Commission and Arts & Culture Commission reviews is linked, with the following steps required:

- 1) An art consultant must manage any art project valued at \$25,000 or more. After consulting with Cultural Affairs Staff, an art consultant should be contracted as soon as possible so they may work as an integral part of the design team from the inception of the project.
- 2) No project will receive Concept Design Review by the Design Commission without having first filed a Public Art Application with Cultural Affairs Staff.
- 3) A draft Concept Art Plan should be submitted to Cultural Affairs Staff within 45 days after Concept Design approval by the Design Commission.
- 4) Application for Final Design Review by the Design Commission is only possible after the Concept Art Plan has been approved by the Arts & Culture Commission.

Please contact the Public Art Curator to clarify next steps regarding the Public Art Requirement.

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**PLANNING DIVISION – CURRENT  
PLANNING SECTION:**

Plan Reviewer: David Sinclair  
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**General Comments:** Staff advises that in addition to the comments below, the proponent 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
- [Chapter 17.50.350](#) - Urban Housing
- [Chapter 8.52](#) – City Trees and Tree Protection Ordinance

**Advisement:** 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.

1. **Zoning District ([PMC §17.30](#)):** The project site is located in the Central District Specific Plan, specifically, the [CD-2](#) (Civic Center/Midtown) zoning district. This subdistrict is intended to strengthen its role as the symbolic and governmental center of the City, supporting civic, cultural, and public service institutions, while augmenting the character of the area with a complementary mixture of uses. Please refer to the [Central District Specific Plan](#) for concepts and guidelines applicable to this area of the City.



2. **General Plan (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.
3. **Overlay Zoning Districts / TOD (PMC §17.28, 17.50.340):** The property is not located in an overlay zoning district. However, the property is located in the Central District Transit-Oriented Area (Figure 3-5, 17.30.030) and is subject to the requirements of Zoning Code Section 17.50.340 (Transit-Oriented Development [TOD]).
4. **Land Use (PMC §17.30.030):** The proposed project is 112 multi-family units. 'Multi-family housing/urban housing' is an allowed (i.e. 'by-right') use in this portion of the CD-2 zoning district. Specific regulations in Zoning Code Section 17.50.350 (Urban Housing) apply, and are in addition to the other general standards of the Zoning Code. Where the project complies with all applicable zoning requirements, no zoning entitlement would be required; the project would proceed directly to Design Review.
5. **Residential Density (PMC §17.30.040):** The maximum residential density allowed on this site is 87 dwelling units per acre. Based on a lot size of 43,258 square feet (per plan), the property is limited to a maximum residential density of 86 units where a density bonus is not proposed.

However, the submitted plans indicate a lot line adjustment such that the lot line along E. Holly Street would move northward, approximately 20 feet, resulting in a smaller property. It is not clear whether this smaller lot size was accounted for in the density calculations. Please note there is an exception to lot size/density to account for a reduced lot area, but this only applies to instances where a street dedication is required by the City, which does not appear to be the case in this instance. Please clarify the 'before' and 'after' lot sizes in future submittals.

As indicated in the application materials, a density bonus of 30 percent is being sought. However, depending on the resolution of the reduction of the lot area, a larger density bonus may be necessary as a lower base number of units may result.

6. **Density Bonus (PMC §17.43):** This Chapter establishes procedures to implement the State's Density Bonus law as set forth in Government Code Section 65915. The provisions apply only to residential and mixed-use development projects consisting of five or more dwelling units not including units granted as a density bonus. A request for a density bonus pursuant to this Chapter shall only be granted if an applicant seeks and agrees to construct one of the following:
  - a. At least 5 percent of the units are dedicated to very low-income households;
  - b. At least 10 percent of the units are dedicated to low-income and very low-income households;
  - c. At least 10 percent of the units are dedicated to moderate-income households and are available to the general public for sale; or



- d. At least 35 dwelling units are available exclusively to persons aged 55 and older and to those residing with them.

In addition, as recently amended by AB1763, Government Code Section 65915 now allows for additional density bonus incentives for a residential project that is located within one-half mile of a major transit stop and one hundred percent of the total units, exclusive of a manager’s unit or units, are for lower income households. These incentives are no maximum residential density, additional height of three stories or 33 feet, and no minimum parking requirement.

As proposed, the project would be within less than one-quarter mile of the Gold Line Station at Memorial Park, as well as numerous bus stops within one-quarter mile. Further, the application indicates that all units, except for one manager’s unit, would be held as Low Income Units. As such, the project would qualify for four concessions, in addition to the by-right height increase and elimination of a maximum residential density.

- 7. **Inclusionary Housing (PMC §17.42):** This Chapter applies to new construction of a project consisting of 10 or more residential units, where a minimum of 20 percent of the total number of dwelling units in a residential project shall be developed, offered to, and sold or rented to households of very low, low, and moderate-income, at an affordable housing cost. For a rental project such as this, the affordability requirements are: five percent of the units must be rented to very low-income households; five percent rented to very low- or low-income households; and 10 percent rented to very low-, low-, or moderate-income households.

If the developer does not wish to provide the full 20 percent of on-site Inclusionary Housing units, options such as an in-lieu fee, off-site units, and land donation are options. Please read [17.42.050 \(Alternatives to Units with Project\)](#) of the Zoning for more information.

According to the application, 111 of the 112 units would be low-income units. While this would exceed the number of units required, the affordability level would not. Please demonstrate compliance in all future submittals.

- 8. **Setbacks (Figure 3-7, PMC §17.30.040, 17.30.050.A, 17.50.350.C):** Setback requirements from the specified streets/property lines are as follows:

Ramona St.:..... Five-foot minimum, 10-foot maximum allowed (Setback Type 2, Residential)  
 N. Garfield Ave.:..... 10-foot minimum (Setback Type 3)  
 Side and Rear:..... Minimum 10 foot setback required

See Section [17.30.50.A](#) (Setback exceptions) for exceptions to setbacks.

Based on the proposed lot configuration, the Garfield frontage where the property meets the public right-of-way would be the ‘front’ property line, Ramona is the corner-side, the west property lines are rear property lines, and all other property lines are interior side property lines.



According to Sheet A05 (Site Plan) the proposed building would not have a setback along Ramona Street and would be set back 48'-8 ¼" from N. Garfield Avenue.

Because there would be a new lot line along the south side of the site, parallel to E. Holly Street, that does not have frontage on E. Holly Street, this is a side lot line, and as such, the minimum setback is ten feet, which is the dimensioned setback on Sheet A05. The rear (west) setback must be at least ten feet, which applies to both western lot lines (those that travel north-south). It is not clear from the submitted plans if the new building entirely complies with this setback throughout.

Please revise the Ramona Street and western property line setbacks in future submittals.

9. **Height (Figure 3-8, PMC §17.30.040, §17.40.060):** The maximum allowed building height is 60 feet. Height is measured from the lowest elevation of the existing grade at an exterior wall of the structure to the highest point of the structure pursuant to Zoning Code Section 17.40.060.C (Height Requirements and Exceptions - Height measurement). The highest point of the structure shall be considered its highest ridge or parapet. Refer to Zoning Code Section 17.40.060.D for height limit exceptions.

However, for a Density Bonus project such as this, where it is also located within one-half mile of a major transit stop and 100 percent of the units, exclusive of a manager's unit or units, are for lower income households, the project qualifies for three additional stories, or 33 feet, beyond the City's 36-foot height limit.

According to the section drawings, and as noted on Sheet A06 (Site Zoning Envelope), the proposed maximum height is 59'-9". It appears this has been correctly measured from the lowest to highest points, but please clarify on future submittals.

10. **Floor Area Ratio (FAR) (Figure 3-9, PMC §17.30.040):** The maximum allowable floor area ratio is 2.25. FAR is the numerical value obtained by dividing the *aboveground* gross floor area of a building or buildings located on a lot by the total area of the lot. Gross floor area means the total enclosed area of all floors of a building measured to the inside face of the exterior walls including halls, stairways, elevator shafts at each floor level, service and mechanical equipment rooms and basement or attic areas having a height of more than seven feet, but excluding area used exclusively for vehicle parking or loading.

In addition, to achieve correlation between the development caps identified in the Land Use Element of the General Plan and the FAR's assigned by this Chapter, floor area devoted to parking facilities shall not apply in the calculation of permissible building floor area provided that parking shall comply with the following requirements: 1) each parking structure shall comply with all applicable design guidelines of the Central District Specific Plan (see CDSP Section 9: Private Realm Design Guidelines); and 2) meet the requirements of 17.46.250 (Central District Additional Standards for Parking). Be advised, if a street dedication is required, the calculation shall be based on the total area of the lot before the street dedication. Based on a lot size of 43,258 square feet (per plan), the maximum allowed gross floor area is 97,330 square feet.



According to Sheet A06 (Site Zoning Envelope), the total floor area would be 85,808 square feet, which translates to a FAR of 1.98. However, the application indicates the total floor area is 83,050 square feet, but that the total residential square footage is 83,625 square feet. [The total floor area should be greater than the total residential floor area as it would include areas of the building in addition to the residential area.]

As noted earlier, the submitted plans indicate a lot line adjustment such that the lot line along E. Holly Street would move northward, approximately 20 feet, resulting in a smaller property. It is not clear whether this smaller lot size was accounted for in the density calculations. Please note there is an exception to FAR to account for a reduced lot area, but this only applies to instances where a street dedication is required by the City, which does not appear to be the case in this instance. Please clarify the 'before' and 'after' lot sizes in future submittals.

- 11. 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. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable. This may include the provision of a photometric survey.
- 12. 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.
- 13. Refuse Storage (PMC §17.40.120):** A refuse storage area for the collection of trash and recycled goods shall be provided at the time any structure is constructed. Where there are 20 or more units the minimum size of trash storage areas shall be determined by the Director of Public Works, based on the type of use, the size of the refuse area proposed, and the frequency of refuse collection. In each required refuse storage area, space shall be provided for recyclable materials. A separate bin for each type of recyclable material collected in the area in which the site is located shall be provided. The bins shall be clearly marked as to the types of recyclable materials which are to be placed in the bins, and a list of materials for which the bin is provided shall be attached to the bin.

The minimum height of the trash enclosure shall be six feet, and there shall be solid wood or metal doors. Please note that the doors shall not be visible from a street. Refer to the Section for additional requirements. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.

There is a proposed refuse storage area shown on the subterranean parking plan, but it is not dimensioned. Please clarify/correct on future submittals.

- 14. 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 the Section 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.

**15. 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.

**16. Landscaping (PMC §17.44):** All projects shall provide and maintain landscaping in compliance with the provisions of this Chapter. 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/](http://www.cityofpasadena.net/planning/water-efficient-landscape-ordinance/). Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

**17. 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 or a tree removal permit. Mature trees are an otherwise non-protected tree with a diameter-at-breast-height (DBH) of 19 inches or greater ( $\geq 19$ ). A tree removal permit is a discretionary application required of each protected tree planned for removal. Tree removal permits would be reviewed concurrent with any zoning entitlements, or where none were proposed, concurrent with the design review process.

In addition, street trees, and trees on City-owned land such as this, 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 Sections referenced and comments from the Public Works Department.



Further, the removal of street trees and trees on City-owned land must be reviewed by the Urban Forestry Advisory Committee of the Design Commission.

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).

According to the submitted there are several trees on the site which would appear to be impacted by the proposed project. However, a detailed tree inventory and information about what trees would be removed was not provided, so detailed City comments cannot be provided at this time.

**Parking (PMC §17.46):** Parking shall comply with all applicable standards of this Chapter, and the project shall adhere to parking standards specified in Zoning Code Sections [17.30.050.E](#) (CD Exceptions to General Development Standards – Parking) and [17.50.340](#) (Transit-Oriented Development), where applicable.

a. **Number of Off-Street Parking Spaces Required (PMC §17.46.040, Table 4-6):** Based on the location of the project site within a TOD area and the application of density bonus provisions, there are two parking standards that may be used.

a. **Transit Oriented Development (TOD) (PMC §17.50.340):** The project site is located with the Central District TOD area. Residential projects proposing at least 48 dwelling units per acre are subject to the following requirements that establish minimums and maximums:

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

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

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



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

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

The plans appear to indicate the developer intends to utilize the State parking exemption noted immediately above, as 44 parking spaces are proposed, where both the TOD and projects with Density Bonus requirements would be 113 parking spaces, plus 11 guest parking spaces.

However, the plans also show a minimum requirement of 0.50 spaces per unit for density bonus projects. Please note, this is not a valid parking requirement in Section 17.46.040, Table 4-6. On future submittals, please clarify which parking calculation, of the three noted above, the developer wishes to utilize.

- b. Compact Parking Spaces Prohibited (PMC §17.46.090):** Compact parking spaces shall not be allowed anywhere in the City. Though compact spaces do not appear to be proposed, please keep this prohibition in mind as the projects progresses through the applicable entitlement and building permit processes.
- c. 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. As such, a column that is located at least four feet from the end of parking space would result in the standard stall width of 8.5 feet.

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 for additional requirements.

The dimensions on the submitted plans for the standards (e.g. non-ADA) show a width and depth of 8'-6" and 18'-1", respectively. However, it is not clear that the vertical columns throughout the garage are sufficiently far enough from the end of the parking space to result in the 8'-6" parking stall width. For example, it appears the columns are located as close as one foot from the end parking stalls in some instances, which would require the width of the adjacent parking stall be enlarged from 8'-6" to 9'-3". Please revise on future submittals.

- d. **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.
- e. **Driveway Design, Widths, and Clearances (PMC §17.46.150):** 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 residential projects with 26 or more parking spaces is 10 feet for one-way drive and 18 feet for a two-way drive.

Based on the dimensions on the plans, it appears the width of the proposed ramp is slightly more than 20 feet, which is in compliance with the above standard.

- f. **Central District Additional Standards for Parking (PMC §17.46.250):** Parking within the CD zoning district shall comply with the requirements of this Section, where applicable. Refer to the Section for additional requirements. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.
- g. **Loading Spaces (PMC §17.46.260, 17.50.350.L):** Off-street loading is not required for residential uses. However, if the loading and unloading of furniture and household goods for residential dwelling units is to occur on the street, it shall be limited to the hours of 9:00 a.m. to 2:00 p.m. and 7:00 p.m. to 10:00 p.m. on weekdays and 9:00 a.m. to 10:00 p.m. on weekends.
- h. **Ramps (PMC §17.46.270):** All parking plans involving ramps shall be accompanied by a profile showing the ramp, ramp transitions, and overhead and adjacent wall clearances. The length of a ramp is defined as that portion of the ramp from the beginning of the transition at one end of the ramp to the end of the transition at the opposite end of the ramp. For ramps 65 feet or less in length, the ramp grade shall not exceed 16 percent, with the first and last 10 feet of the ramp not exceeding eight percent. For ramps longer than 65 feet, the ramp grade shall not exceed 12 percent, with the first and last eight feet of the ramp not exceeding six percent. Finally, the slope of all parking areas shall not exceed five percent, excluding ramps.



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Based on the submitted plans, it appears the total length of the proposed ramp is greater than 65 feet. As such, the proposed slope of 19.8 percent for one of the east/west portions of the ramp exceeds the 12 percent maximum. Please revise and show compliance in on future submittals.

- i. **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.
- j. **Bicycle Parking (PMC §17.46.320):** Bicycle parking facilities shall be provided for any new structure. Multi-family residential structures (3 or more dwelling units) require one bicycle space for every six dwelling units. All required bicycle parking facilities must be Class 1 bicycle facilities (garages or accessible indoor areas count). Refer to the Section referenced for other facilities that qualify as Class 1 as well as location and design requirements.

Based on 123 units, at least 19 facilities for bicycles are required. The submitted plans do not indicate any bicycling parking in the project. Please show parking for at least 19 bicycles (Class 1) on all future submittals.

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

**19. Urban Housing (PMC §17.50.350):** The development standards of this Section apply to the proposed multi-family project. Refer to the Section for more information and the following:

- a. **Street Entries (PMC §17.50.350.D):** Residential dwelling units located adjacent to the street shall have direct entries from the street.

According to the plans submitted, there appear to be residential units on the ground floor on the east and north sides of the project. These units would either need to have exterior entries added or the project would need to be reconfigured so no units are on adjacent to the ground floor.

- b. **Open Space (PMC §17.50.350.E):** A minimum of 30 percent of the net floor area of the structure shall be provided as open space. Net floor area is the total floor area of a structure, but excluding garages, hallways, lobbies, elevators and other common spaces. The minimum dimension of any open space shall be six feet in any direction. Private balconies, at-grade patios, rooftop gardens (including upper level terraces), and the portion of a front or corner side yard setback that is greater than the minimum requirement may be counted as open space. Not more than 35 percent of the total open space may be met by counting balconies.

According to the submitted plans, the net floor area is 63,800 square feet, 30 percent of which is 19,140 square feet. According to the Sheet A07 (Site Open Space), a total of



16,151 square feet of open space is proposed, composed of front yard areas, corner side yard areas, courtyards, a decks, and an indoor recreational room. However, not only is this amount not sufficient to meet the minimum requirement, it includes areas that do not qualify. As noted above, only the portions of the front and corner yards that exceed the minimum setback may be included. As noted earlier, the southern area of the project site is the rear of the property as it would not have any street frontage as a result of the proposed change in lot line. In addition, the plans indicate that areas that are not the same property and the proposed building are to be included. These areas cannot be counted as they would be on a different property.

Please revise the plans in future submittals to demonstrate compliance.

- c. **Courtyard (PMC §17.50.350.F):** There shall be a ground-floor landscaped courtyard that shall be a minimum of 20 feet in any direction. Balconies may project up to four feet into the courtyard.

According to the plan, a ground-floor courtyard measuring 3,680 square feet is proposed in the center of the project, which has minimum dimensions of 20 feet.

- d. **Courtyard Opening (PMC §17.50.350.G):** For structures with 75 feet or more of street frontage or more, the street side of the structure shall have an opening into a landscaped courtyard. This opening shall be a minimum of 50 percent of the overall height of the structure but not more than 25 feet. The width of the opening shall be a minimum of 10 feet. If the depth of the structure opening is more than 30 feet, the minimum width of the opening shall be increased by one foot for every three feet of depth above 30 feet. Any gate placed across the courtyard opening shall have a minimum of 75 percent transparency.

According to the submitted plans, and due to the change in lot lines, the entry plaza that facilitates access to the ground-floor courtyard does not have street frontage. In fact, due to the change in lot lines, the only street frontage is along Ramona Street and a portion area of N. Garfield Avenue. As a result, the proposed courtyard opening does not meet the basic location requirement.

Further, it is not clear from the submitted whether the proposed entry would comply with the minimum required height, depth, or transparency of the opening. Please revise, correct, and/or clarify on future submittals.

- e. **Parking and Driveways (PMC §17.50.350.H):** Refer to section for additional requirements pertaining to the location of parking and driveways.
- f. **Balconies (PMC §17.50.350.J):** Balconies may project no closer than six feet to an interior or rear property line and four feet into a front or corner side setback. Balconies shall have a minimum dimension of six feet in order to count as required open space. Balconies that are designed to project over the public right-of-way shall have prior approval from the Department of Public Works.



According to the submitted plans, there do not appear to be private decks or balconies proposed as part of the project. Should that change in later iterations of the project, please be aware of this development standard as the project progresses through the entitlement and building permit processes, as applicable.

- g. Urban Noise Levels (PMC §17.50.350.L):** Residents of an urban housing development project shall be notified that they are living in an urban area and that the noise levels may be higher than in a typical residential area. The signature of the residents shall confirm receipt and understanding of this information.

- 20. Entitlements:** The submitted plans indicate that a lot line adjustment, which is processed through the Certificate of Exception process ([PMC §16.40.030](#)), will be proposed as part of the project to adjust the lot lines. However, a lot line adjustment is only allowed when there are two or more adjacent parcels, land taken from one parcel is added to another, and the adjustment does not result in a greater number of parcels that originally existed.

According to the submitted plans, the proposed lot line adjustment would create two parcels where there is currently one. As such, the Certificate of Exception process is not an option. The only way to create two parcels from one would be to apply for Tentative Parcel Map ([PMC 16.20](#)). The Hearing Officer is the decision maker for a Tentative Parcel Map application, and would be considered at a noticed public hearing.

However, staff would encourage the developer to reconsider the creation of two lots. As noted in several comment areas, the moving of lot lines results in several complications for the proposed project, whereas not creating new lots would result in a more Zoning Code-compliant project without making any design changes.

- 21. 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, Article 12.5, §15194 (Affordable Housing Exemption). Section 15194 specifically applies to residential housing projects consisting of 100 or fewer units that are affordable to low-income households. The proper environmental review will be determined upon submittal of the formal application for the first required entitlement.

- 22. 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.



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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

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

**24. Estimated Fees (FY2022) (PMC \$17.60.050):** Fees are subject to change and are based on actual rates at the time of formal submittal. Rates referenced run through June 30, 2022.

- Conditional Use Permit: \$5,471
- Minor Conditional Use Permit: \$2,704
- Variance: \$5,071
- Minor Variance: \$4,014
- Tentative Parcel/Tract Map: \$5,242
- Vesting Tentative Parcel/Tract Map: \$5,642
- Each Land and/or Air Parcel: \$192
- Certificate of Exception (Lot Line Adjustment): \$4,838
- Certificate of Compliance (added step with Certificate of Exception only): \$1,592
- Environmental Study/Reviews: At cost
- Records Management Fee: 3% added to total fees
- Public Hearing Notice Board: \$12 (fee charged per board)

**DESIGN & HISTORIC PRESERVATION COMMENTS:**

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

**HISTORIC PRESERVATION REVIEW:**

Because the property at 280 Ramona Street is within the boundaries of the Pasadena Civic Center Historic District, a finding of consistency with the Secretary of the Interior’s Standards for Rehabilitation will be required in conjunction with the design review process outlined below.

**DESIGN REVIEW:**

Because the project consists of new construction of a multi-family residential project with more than 10 units, design review is required, with the Design Commission being the review 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 design guidelines in 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 Concept Design Review. Prior to filing an application for Concept 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, cultural resources 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 checklist, including conceptual plans and elevations with surrounding context, photographs of the site and surrounding context, a conceptual digital 3D model and a design narrative that answers questions specified in the submittal requirements list. Preliminary Consultation is intended to allow architects to obtain input on their design concept prior to investing in detailed design drawings that would be difficult to modify. The process yields advisory comments which the architect should consider in subsequent phases of design review. Preliminary Consultation will be conducted by the Design Commission.

**Concept design review requires:** An application with a filing fee and additional materials indicated in the Concept Design Review submittal checklist. 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 require that it conduct Final Design 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 11<sup>th</sup> 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).
- Compatibility with the historic Civic Center context.

### **Specific Comments on Proposed New Construction**

Note: Building elevations were not provided in the PPR drawings submittal; therefore, these comments are based on the rendering provided on the cover sheet to the drawings and the floor plans and building sections provided.

**Massing:** The massing presentation of the building is very similar to the adjacent YMCA building, which does not incorporate substantial articulation in its mass. The rendering provided depicts minor vertical recesses along the facades as well as applied horizontal moldings and details that provide relief to the facades. Other buildings in the surrounding context within the Civic Center provide more substantial massing articulation and, although the proposed building is immediately adjacent to the YMCA building, consideration should be given to providing simple massing articulation gestures to ensure consistency with the overall Civic Center and avoid a monolithic appearance of the new building, in conjunction with the relatively monolithic YMCA building. Such articulation could include upper-floor stepbacks or lower-height secondary volumes. Although a 60’ height limit is allowed, the building should incorporate articulation in the massing that would ensure that it appears subordinate to the historical buildings within the Civic Center.

**Siting:** The site design proposed is generally consistent with the City Council’s requirement to provide a 45’ setback along the east side of the property. However, the project as shown in the site plan and floor plans does not fully represent either of the site designs set forth in the Pasadena Civic Center Report by OLIN Partnership that was presented to Council on April 8, 2019 when this direction was provided. The report provided two recommended options: Option A provides for a 45’ setback from Garfield Avenue and the angled and curving southeast corner property line to the building face, with the setback areas landscaped and having pathways to the building entrance and Option B provides for a 45’ setback from Garfield Avenue to the building face and from the angled southeast corner property line to a 30’-deep entry terrace, also with landscaping and pathways within the 45’ setback areas. Both options also provide for alignment of the building face with the Holly Street setback of the existing YWCA building. The proposed design does not fully address either of the two options at the chamfered southeast corner of the building and does not align with the YMCA building along Holly Street. Further consideration should be given to ensuring greater consistency with either of the options presented in the OLIN Partnership report. Consider a greater setback, possibly a usable paseo to the central



courtyard, on the west side of the building to create greater separation between the existing YWCA building and the proposed new building.

**Compatibility:** As shown in the cover sheet rendering, the building has a simple architectural character that includes a balanced solid-to-void proportion, delineation moldings at the base and top floor, a simple roofline cornice, and accentuated detailing at the southeast entry portal. In general, the proportions and level of architectural detailing appears compatible with the surrounding Civic Center Historic District; however, during the formal design review process, additional exhibits demonstrating how the massing, proportions, detailing and materials are compatible with the surrounding district should be provided for the Design Commission's review. Consider how regulating lines of buildings in the surrounding context may be used to create a relationship between existing buildings and the proposed project. Windows should be deeply recessed within the building facades and interior spaces intended for communal gathering should be differentiated on the building exterior. Consider means of further animating the facades, such as balconies and/or differentiation of window sizes and shapes (i.e., rectangular, arched) to reflect the character of the interior spaces.

**Landscaping:** The landscape design of the setback areas along Garfield Avenue and Holly Street will be crucially important to the success of the project. These spaces should be designed to be consistent with the concepts shown in the 1920's civic center plans by Bennett, Parsons & Frost. Although landscape design is typically not reviewed during Preliminary Consultation, it is highly recommended that a preliminary landscape concept, with references to support the proposed conceptual design, be provided for Design Commission feedback as early as possible in the process.

**Signage:** Given the relative lack of signage in the immediate area surrounding Civic Center, and the lack of commercial development in the project, it is expected that no signage would be proposed; however, if there is a need to identify the building with signage, it should be designed in a manner that is consistent with the civic buildings in the vicinity. This may include such designs as carved signage on the façade, stone plaques or pin-mounted metal lettering, all of which should be non-illuminated. If signage is intended, conceptual locations and design concepts should be presented as early as possible in the design review process.

**Materials:** Proposed exterior finish materials have not been presented in the drawings. Given that other high-level concepts such as massing, building articulation and landscape design will be reviewed during Preliminary Consultation, proposed conceptual materials specifications should be reviewed during Concept Design Review and any materials presented during Preliminary Consultation should be highly conceptual and intended to demonstrate compatibility with the surrounding context. Ground-floor materials should be especially high-quality and durable, should provide evidence of artistry and craft, and should be used to articulate important features of the building, such as entrances.

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

General Plan Land Use Element: <https://www.cityofpasadena.net/wp-content/uploads/sites/30/Land-Use-Element-2016-01-25.pdf?v=1627336883082>



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Central District Specific Plan: <https://www.cityofpasadena.net/planning/planning-division/community-planning/specific-plans/central-district/> (Section 9: Private Realm Design Guidelines and Section 10: Subdistrict Design Guidelines – Civic Center/Midtown)

Secretary of the Interior's Standards: <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf?v=1627337014632>

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

Preliminary Consultation (Commission): \$757.00 (\$779.71 with 3% surcharge)

Concept Design Review (50,000 – 100,000 sf): \$8,537 (\$8,793.11 with 3% surcharge)

Final Design Review (Commission): \$2,154.00 (2,218.62 with 3% surcharge)

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**FIRE DEPARTMENT:**

Plan Reviewer: Pari Bagayee

Phone: (626) 744-7596

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

**Plan shall comply with the requirements of 2016 California codes and Pasadena Municipal Code (PMC).**

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

**Courts Yard:** Court Yard shall comply with the requirements of CBC Section 1205.3

**Medical Emergency Service Elevator:** 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.

**Elevator lobby and hoistway opening protection:** Hoistway opening protection is required for group R-2 occupancy per CBC Section 3006.

**Accessible means of egress:** Accessible means of egress elevator shall complying with the requirements of CBC section 1009.

**Emergency escape or rescue window:** In dwelling units and every sleeping room below the fourth story shall have at least one operable window or door approved for emergency escape or rescue that shall open directly into public street, public alley, yard or exit court. The emergency door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools. (CBC Sec. 1030.1).

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

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



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

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

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

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

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

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

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

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

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

**Emergency Vehicle Traffic Signal Preemption Systems:** Traffic signaling systems serving this complex are required to have emergency vehicle signal preemption controls installed. The specific signals requiring this system is to be determined by both Pasadena Fire Department and Pasadena Department of Transportation. The fees for these systems will be



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determined based on the quantities and types of traffic signals being used and/or being retrofitted for the emergency vehicle controls.

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### HOUSING DEPARTMENT

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

Under an Exclusive Negotiation Agreement, the applicant Housing Department are negotiating the terms of a development and loan agreement for the development of an affordable rental housing project on this site for seniors.

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### PUBLIC WORKS DEPARTMENT:

Plan Reviewer: Yannie Wu, P.E.  
Phone: (626) 744-3762  
Email: [YWu-Bowman@cityofpasadena.net](mailto:YWu-Bowman@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 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 any Department of Transportation conditions in regards to sidewalk widths. The applicant shall construct new concrete sidewalk for all the conditioned 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 frontage of Ramona Street, including concrete drive approach per Standard S-403; concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard Plan S-406. The public improvements shall be completed prior to the issuance of Certificate of Occupancy.

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

The existing street lighting along the three development frontages on Ramona, Garfield, and Holly is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate all existing street lighting, on all frontages of 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.

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 [pw-permits@cityofpasadena.net](mailto:pw-permits@cityofpasadena.net) to schedule a street lighting pre-inspection, prior to the issuance of any permits.

### **Drainage**

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



A closed circuit television (CCTV) inspection, including heavy cleaning to remove debris, of the three (3) catch basins and connector pipes on the Ramona Street, Garfield Avenue, and Holly Street development frontages, shall be performed and a CCTV inspection video submitted to the Department of Public Works for review. At the time of the video submittal, a non-refundable flat fee, per the current General Fee Schedule, shall be placed by the applicant to cover the staff cost of video review. The address, date of inspection, and a continuous read-out of the camera distance from the starting point shall be constantly displayed on the video. The applicant shall correct any defects revealed by the inspection as determined by the City Engineer. The method of correction of the defects shall be subject to the approval of the City Engineer, and may include partial or total replacement of the drainage system. The applicant shall be responsible for all costs required to obtain the CCTV inspection of the existing drainage system connection, and if required, to correct the defects.

### **Existing City Tree Protection**

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 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-



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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.

All construction access shall be limited to the Ramona Street frontage. The existing decorative sidewalk and cross-walk fronting Holly Street and Garfield Avenue shall be protect in place. Any damage incurred shall be replaced in kind by the applicant.

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 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.

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.

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

The Department of Transportation received an application for the construction of a 112-unit senior affordable housing development at 280 Ramona Street.



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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 traffic analysis shall be prepared for this project. When the applicant is ready to proceed, please contact Conrad Viana, P.E. at [cviana@cityofpasadena.net](mailto:cviana@cityofpasadena.net) to initiate the invoice process. Appropriate traffic impact measures will be determined in conjunction with the Public Works' street improvements and dedications.

\*Based on the current General Fee Schedule.

The following link provides more information regarding our traffic study process:

<http://ww5.cityofpasadena.net/transportation/wp-content/uploads/sites/6/2015/12/Current-Practice-and-Guidelines.pdf>

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

To understand the TDM Plan requirements and associated review fees\* for the report submittal, contact the Mobility, Planning, Engineering and Operations 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.

**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.

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

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



**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.

**Visibility triangle – Red Curb:** The development shall be responsible for painting each side of the proposed driveway with 10' of red curb prior to the issuance of the Certificate of Occupancy to the satisfaction of the Departments of Public Works and Transportation.

**Driveway Configuration:** To improve the safety of pedestrians crossing the driveway, the design plans shall show a 20' flat area beyond the property line to improve vehicular sight distance.

**Ramp Configuration:** The interior ramp may have grade breaks at 9%–18%–9% as an exception to the City's Zoning Code requirement of 8%–16%–8% for ramps less than 65' with the following conditions:

- Maintain a grade break maximum of 10% to avoid bottoming of low profile vehicles. For example the slope prior to or after the 9% grade should not exceed -1% grade to yield a NET grade break maximum of 10%

This condition does not relieve the project of any other requirements under Accessibility Guidelines and the California Building Code Chapter 11b that covers accessibility, in compliance with the requirements of Americans with Disability Act (ADA).

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

- Maintain a 5' min clear walk zone free of any obstructions along the project's frontages along Ramona Street, Garfield Avenue, and Holly Street.
- The existing curb ramps at the Marengo Avenue at Ramona Street intersection shall be upgraded to ADA compliant ramps per Caltrans Standard A88A or City of Pasadena Standard Plan No. S-414.
- Install continental crosswalk striping per City of Pasadena Standard Plan S-709 along the east leg of the Marengo Avenue at Ramona Street intersection

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

- In order to ensure accessibility for the project, a loading zone that can accommodate a 25' paratransit vehicle shall be located along Ramona Street at the southwest corner of the Garfield at Ramona Street intersection.
- The development shall fund the purchase and installation of bus stop amenities that facilitate comfort and accessibility while waiting at a bus stop along the northwest side of Marengo Avenue and Holly Street within the existing bus zone at the Marengo Avenue and Holly Street intersection. (\$5,500)



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

Affordable housing projects may receive fee credits. Appropriate documentation shall be submitted to DOT for validation.

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### **WATER & POWER DEPARTMENT - POWER DIVISION**

Plan Reviewer: Eduard Avakyan

Phone: (626) 744-7826

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

The City of Pasadena Water and Power Department (Department) shall provide electric service to the proposed development at 280 Ramona St on the following basis:

- Owner/developer shall provide a private property subterranean transformer vault room located on P1 parking level (closest to Ramona 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 or bus ducts 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 /



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poles. Proper clearances between the proposed structure and overhead lines / poles must be maintained.

- Owner/developer must identify and notify the Department if there is any underground electrical conduit and transformer vault within the proposed development area in conflict with the construction.
  - Owner/developer installed distributed generation resources that will be interconnected to the Pasadena Electric Distribution System shall be installed in accordance with the Department Distributed Generation Interconnection Requirements Regulation 23. In addition, all customer installed solar photovoltaic (PV) resources shall meet all of the requirements of both the local Building & Fire Department and the Pasadena Solar Initiative Program.
1. In order to determine the specific requirements of the electrical service for this project, the following items will need to be included in the Submittal Drawing Set (2 sets of electrical plans required): service size & voltage, main service disconnect, scaled site plan, elevation plan, proposed transformer room location, electrical meter / panel location, single-line diagram, load calculations, and proposed construction schedule.
  2. Total estimated cost for providing electric service to this development will depend on service size and the extent of civil work required in the public right of way. A cost estimate shall be provided to the owner/developer after the Submittal Drawing Set has been provided to the Department. The Department estimate and comments are valid for ninety (90) days.
  3. All comments are preliminary and are based on the limited description provided. Please arrange a meeting with Electric Service Planning personnel for further information and detailed requirements at (626) 744-4495.

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

Plan Reviewer: Natalie Ouwersloot  
Phone: (626) 744-7701  
Email: [nouwersloot@cityofpasadena.net](mailto:nouwersloot@cityofpasadena.net)

**Water Mains:**

Pasadena Water and Power (PWP), Water Division can serve water to this project. There are two water mains located in the area:

- A 6-inch cast iron cement-mortar lined water main in Ramona Street, installed under Work Order 4019 in 1922. This water main is located approximately 23 feet north of the south property line of Ramona Street.
- An 8-inch ductile iron water main in Garfield Avenue, installed under Work Order 2979 in 2011. This water main is located approximately 10 feet west of the east property line of Garfield 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 75-80 psi.



**Water Service:**

PWP records reflect there are two water services providing water to the property:

- A 4-inch ductile iron domestic service installed in 2004 (#49405) in Ramona Street.
- A 2-inch copper irrigation service installed in 1995 (#900007) in Ramona Street.

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, pursuant to PWP Water Regulation Section XI. 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.

**Water Main Charge:**

If it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity of the existing water main; the upgrade will be paid for by the owner/developer. A deposit will be requested for the water main design and a cost estimate will be provided to the owner/developer for the new water service installations, main design, and main construction. The owner/developer must be aware that the design of a new water main will take 3 to 4 months after the initial deposit is made by the owner/developer. Also, an additional 4 to 6 months will be needed for the construction of the water main after the balance of the estimate is paid in full by the owner/developer. The design and construction estimated time depends on the size and length of the water main and other mains in the queue. For this reason, it is imperative that the initial deposit be submitted promptly. Also, the owner/developer will pay in full any street restoration that is required by PWD. PWD determines the limits of the street restoration.

**Water Division Requirements:**

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

**Cross Connection Requirements for Domestic Services:**

- All city cross-connection prevention policies must be adhered to. The developer is required to provide back-flow protection at all connections whereby the plan arrangement or configuration could potentially contaminate the domestic water system.
- There shall be no taps between the meter and the backflow assembly.
- The owner/developer shall provide and install an approved double check valve backflow prevention assembly at each water service if more than one water service serves property. The location of the back-flow prevention assembly shall be above ground within 20-feet of the property line.
- The property owner is responsible for the back-flow prevention assembly. The assembly will be registered and require an annual test certification. All manufacturer warranties shall be transferred upon installation and certification to the property owner.



- The owner/developer is responsible for certifying and testing the assembly after installation by a person that possesses a current and valid license, and must be certified by the County of Los Angeles Department of Health Services.
- The owner/developer shall submit the results of the test to the Water Utility Service Section for approval. Upon approval, the City will maintain domestic water to the property and will automatically register the assembly.
- All water services shall be protected from cross connections by means of approved backflow prevention techniques and assemblies.
- An administrative fee of \$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.
- 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:**



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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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.

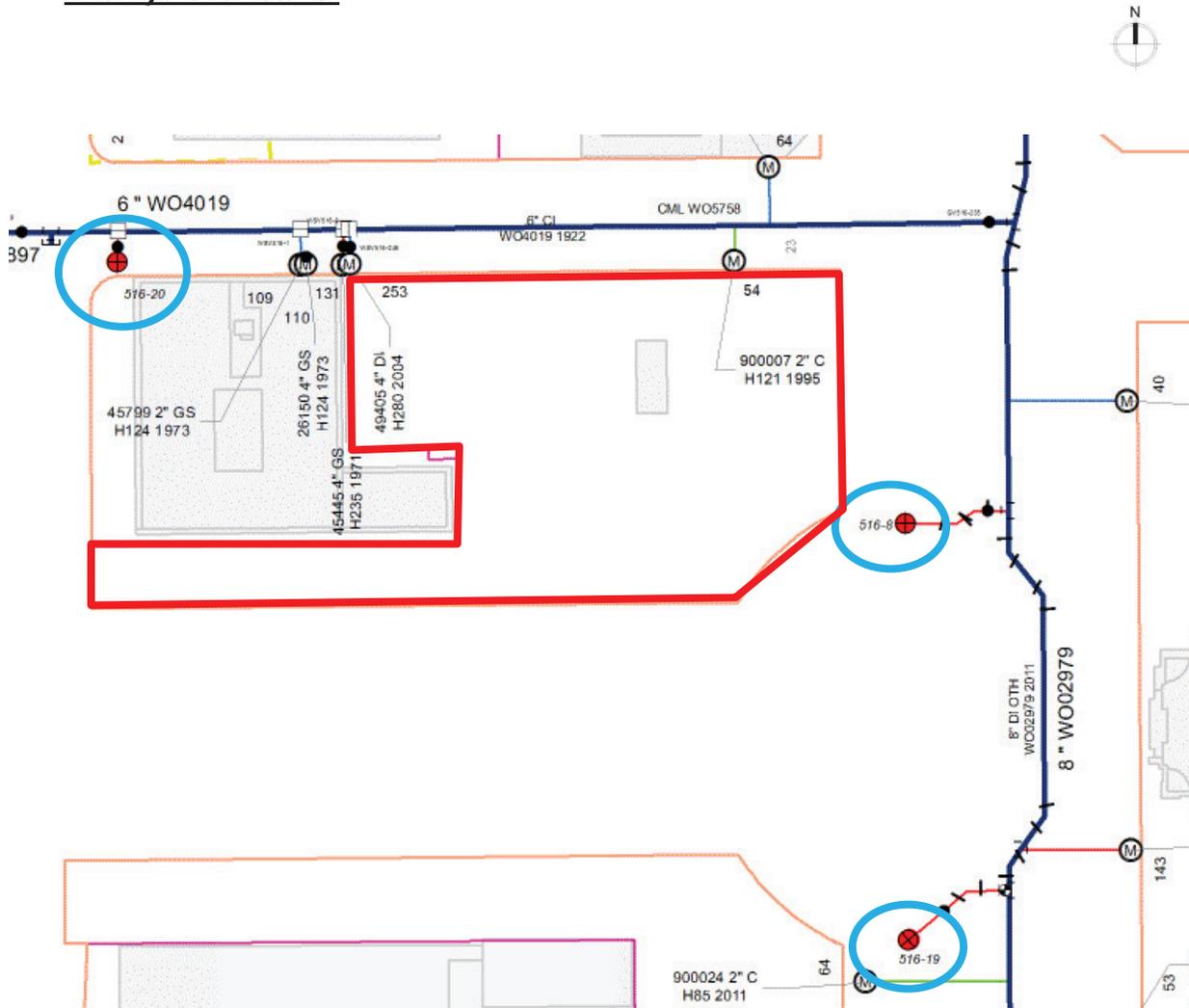
There are three fire hydrants in close proximity to the project site:

- Fire hydrant 516-8 is located on the west curb of Garfield Avenue, approximately 130 feet south of Ramona Street.
- Fire hydrant 516-9 is located on the west curb of Garfield Avenue, approximately 170 feet north of Union Street.
- Fire hydrant 516-20 is located on the southeast corner of Marengo Avenue and Ramona Street.

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



**Fire Hydrant Details:**



**HEALTH DEPARTMENT**

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

1. Plan submittal to the Health Department will be required for construction of/changes to any food facility within this development. Information must be provided to the Health Department any time a food service operation changes due to construction. Plan review applications/fees must be submitted directly to the Health Department. All food and beverage facilities must comply with PMC 8.12 and the California Retail Food Code. Refer to 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. Contact Food Facility



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Plan Check Specialist Carly Williams at [CWilliams@cityofpasadena.net](mailto:CWilliams@cityofpasadena.net) or at (626) 744-6061 for details.

2. 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](#)
3. If pools or spas are planned in this development or if there are any changes planned to existing pool/spa areas, plan submittal/fee payment to Environmental Health will be required. Contact Pool Plan Check Specialist Elaine Zita at [EZita@cityofpasadena.net](mailto:EZita@cityofpasadena.net) or at (626) 744-6026 for details.