

ATTACHMENT A
PREDEVELOPMENT PLAN REVIEW COMMENTS TO APPLICANT



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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PREDEVELOPMENT PLAN REVIEW COMMENTS

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

Project Number: PPR2021-00012, PPR2021-00013 **Date:** February 8, 2022

Project Address: Los Altos Drive Parcels 5708-026-021, 5708-026-022, 5708-026-023

Project Description: Development of two new single-family residences on undeveloped land

Applicant: Kenneth Wang
323-578-2361
manp@mpa-design.com
kenwang1946@gmail.com

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

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

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

General Comments: Addressing is based on the pedestrian path of travel from the street leading up to the main front door entry into the residence. I am unable to determine addressing for the proposed project, please provide a site map showing all structures on the lot/lots, paved pedestrian path of travel from the sidewalk leading up to the main front door entry into each residence, streets labeled, identify driveway entrances, easements and north direction. Once addressing has been established the letter that authorizes you to use the addresses will be sent to you after the requirements listed below are met and after the building permit is issued. Copies of the letter will be sent to the relevant agencies within and outside of the City.

Governing Codes: Pasadena Municipal Code Chapter 12.20 Building Numbering.

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

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

1. GOVERNING CODES:

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

2. BUILDING CODE ANALYSIS:

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

3. BEST MANAGEMENT PRACTICES:

- Photocopy to plans and complete the BEST MANAGEMENT PRACTICE page 1(form must be signed). Photocopy any other applicable pages and cross reference the location at the site plan, i.e. the material storage, the concrete waste management, etc. These



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

4. GREEN CODE:

- Photocopy to plans and complete the 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE WITH CITY OF PASADENA AMENDMENTS FORMS. These forms are being provided attach and can be found at <https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>.

5. LOW IMPACT DEVELOPMENT (LID):

- Low Impact Development (LID) **may** be required for this project. Refer to the City of Pasadena link for further information on the requirements and submittal process: <https://www.cityofpasadena.net/wp-content/uploads/sites/30/Form-PC.pdf?v=1599178168233>.

6. PROPERTY LINE SURVEY REQUIRED.

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

7. SOILS REPORT REQUIRED.

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

8. GRADING, SLOPES SETBACKS & RETAINING WALLS:

- Show compliance with CBC 2019 Appendix J – Grading with City of Pasadena Amendments.
 - Clearly show the cubic yard quantities for excavation (cuts) and fills and label if site grading or foundation excavations.
- Clearly show the cubic yard quantities for excavation (cuts) and fills; and label if site grading or foundation excavations. A grading permit may not be required per section J103.2 Exemptions.
- Setbacks (PMC 14.05.190)
The tops and toes of cut and fill slopes shall be set back from property boundaries as far as necessary and as specified in Section 14.05.180(A) for safety of the adjacent properties and to prevent damage resulting from water runoff or erosion of the soils. The tops and the toes of cut and fill slopes shall be set back from structures as far as is necessary for adequacy of foundation support and to prevent damage as a result of water runoff or erosion of the slopes. Unless otherwise approved by the building official based on recommendations in the approved soil endangering or engineering geology



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report and shown on the approved grading plan, setbacks shall be no less than shown on Appendix A.

- Retaining walls (PMC 14.05.250)
 - The cumulative height of retaining walls (existing, new, replacement or combination) built because of cuts or fills pursuant to this chapter **shall not exceed 8 feet in height** as viewed in the vertical plane. The height of freeboard shall be included in measuring the height of retaining walls.
 - Retaining walls shall be constructed with a minimum of freeboard not to exceed a maximum of 6 inches and designed to prevent drainage from continuing down the slope. Drainage devices should be placed at the top or the bottom of the retaining wall.
 - The maximum height of retaining walls for pools, hot tubs, and similar accessory structures built because of cuts or fills pursuant to this chapter shall not exceed 8 feet in height as viewed in the vertical plane. The height of freeboard shall be included in measuring the height of retaining walls.

9. FIRE AND SMOKE PROTECTION FEATURES AND MEANS OF EGRESS:

- Show materials, systems and assemblies used for structural fire resistance and fire-resistance-rated construction separation of adjacent spaces to safeguard against the spread of fire and smoke within a building and the spread of fire to or from buildings.
- Provide and specify at least one operable exterior opening in basements, habitable attics, and every sleeping room with the minimum clear opening requirements for an emergency escape and rescue opening on the plans or schedule.

10. ENERGY:

- Submit the current, applicable **residential energy documentation** using either the "Prescriptive Standard" or the "Performance Standard". Photocopy form to plans, include the mandatory measures.

11. REQUIRED PLANS AND PERMIT(S):

- In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, PV systems and grading plans as required.
- Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others.

PLANNING DIVISION – COMMUNITY PLANNING SECTION:

Plan Reviewer: Steven Counts
Phone: (626) 744-7094
Email: scounts@cityofpasadena.net

General Plan Consistency:

According to the General Plan Land Use Diagram, the subject properties at APN 5708-026-021, -022, and -023 currently do not fall under any General Plan Land Use designation. The zoning designation is Public, Semi-Public (PS zone), which is reserved for public institutions such as parks, schools, and freeway land. The applicant is requesting to change the zoning designation from PS to RS-HD and to amend the General Plan to apply the Low Density Residential land use designation to the subject properties. The surrounding properties to the north and west of



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the parcels have the land use designation of Low Density Residential, and RS-2 HD zoning. Low Density Residential (0-6 du/ac) is characterized by single-family residential development with lot sizes ranging from 7,200 square feet to 40,000 square feet and one to two-story buildings. Development on these lots is typified by a variety of single-family dwellings, ample open space, extensive landscaping, and separations between single-family dwellings and/or accessory buildings. Single-family dwellings are typically some distance from the street, with large front, side, and rear yard setbacks. As submitted for review, the proposal would be consistent with these design principles.

The project site would consist of multiple parcels. The parcels are currently undeveloped and vacant. Surrounding lots along Los Altos Drive and San Rafael Avenue to the north and west are developed with single family houses with similar floor areas (Approx. 6,000 SF).

Based on the submitted application, the project proposes the development of two new two-story single family residences with subterranean garages and pools. There is no existing Land Use Designation for the subject parcels, however the two new units would be consistent with the proposed General Plan Land Use Designation of Low Density Residential with a land use intensity of 0 to 6 dwelling units per acre. The density of the proposed development would also be consistent with the proposed zoning designation of RS-2 HD, with a density of 1 dwelling per lot: less than 35% lot coverage; and a minimum lot area of 20,000 square feet.

The project is not located in or near any specific plan area, so it would not have an impact on the development capacity for any of the City's specific plans. The citywide growth objectives are prefaced in the Land Use Element by the following statement, "the goals and policies [in the element] provide for community conservation and strategic growth by preserving existing neighborhoods and targeting new development to infill areas that are vacant or underutilized, and are scaled and designed to complement existing uses." The Land Use Element of the General Plan provides the previous statement and the following policies that are 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 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 6.3 – Existing Neighborhoods. Preserve, protect, and enhance established residential neighborhoods by providing appropriate transitions between these and adjoining areas. Require new development to complement and respond to the existing physical characteristics that contribute to the overall character and livability of the neighborhood.

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



Goal 21 – Desirable Neighborhoods. [to have] A City composed of neighborhoods with a variety of housing types that are desirable places to live, contribute to the quality of life, and are well maintained.

Policy 21.3 – Neighborhood Character. Maintain elements of residential streets that unify and enhance the character of the neighborhood, including parkways, street trees, and compatible setbacks.

Policy 21.4 – New Residential Development. Attract new residential development that is well-conceived, constructed, and maintained in a variety of types, densities, locations and costs.

Policy 21.9 – Hillside Housing. Maintain appropriate scale, massing and access to residential structures located in hillside areas.

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.

The design characteristics of the surrounding homes along the street should be taken into account in the final project proposal. In particular, the residential nature of the street around the project area will be considered when the project is reviewed by the Design and Historic Preservation staff. The mass and scale of the proposed houses will also be considered in the context of the existing homes in the area. Other design and development guidelines can be found in the Housing Element (2014), which includes policies that promote healthier living conditions, considering this development’s proposed proximity to the I-134 freeway.

Housing Element Policy HE-2.9 (Healthful Housing), in particular, addresses air quality as it relates to housing. This policy promotes indoor air quality through the use of sustainable and green construction materials. Considering the proposed housing development’s proximity to the freeway, the applicant may want to consider further measures to mitigate the negative impacts on air quality associated with this.

The preliminary project plans show a detailed site plan, floor plan, landscape plan, and subterranean garage parking plan. A tree plan and topographic overview are also included in the plans. The tree plan provides an inventory of the location and types of trees on the site, but it does not detail the relationship between the structures and the trees. This relationship is important because of the proposed location of the structures and their proximity to the freeway; trees can help serve as a buffer for freeway noise and pollution.

The applicant is encouraged to consider providing a north facing elevation drawing that includes the embankment. Seeing the spatial organization and visual relationship between the proposed structures and the freeway may play a part in how this development is determined as appropriate for the location.



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Specific Plan:

The project site is not located in a specific plan area.

Master Development Plan:

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

Planned Development:

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

Neighborhoods

Council District 6

Councilmember: Steve Madison

City Council Liaison: Takako Suzuki

Estimated Fees:

Community Planning does not anticipate any fees given the project application information.

CULTURAL AFFAIRS DIVISION:

Plan Reviewer: Corey Dunlap

Phone: (626) 744-7547

Email: cdunlap@cityofpasadena.net

This PPR is not eligible for a Public Art Requirement as it is a single-family residence.

PLANNING DIVISION – CURRENT PLANNING SECTION:

Plan Reviewer: Jason Van Patten

Phone: (626) 744-6760

Email: jvanpatten@cityofpasadena.net

General Comments: The information provided herein is general due to the content of the information submitted. Staff advises that in addition to the comments below, the proponent thoroughly review the Zoning Code, Municipal Code and each chapter/section specified.

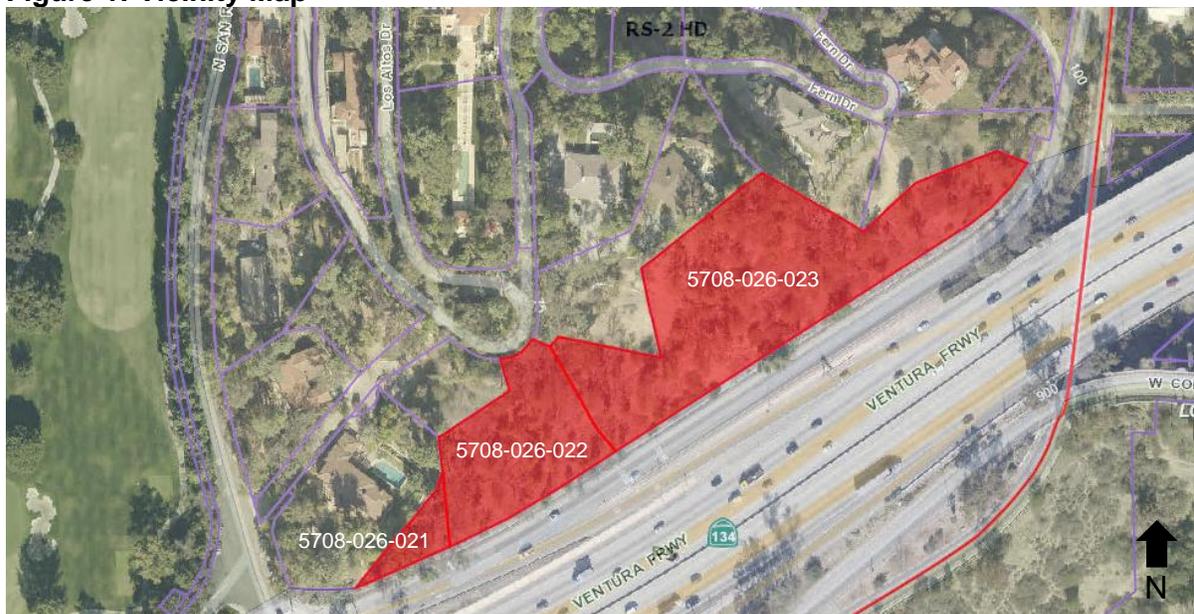
- [Title 17](#) – Zoning Code
- [Chapter 17.22](#) – Residential Zoning Districts
- [Chapter 17.26](#) – Special Purpose Zoning Districts
- [Chapter 17.29](#) – Hillside Overlay District
- [Chapter 17.40](#) – General Property Development and Use Standards
- [Chapter 17.44](#) – Landscaping
- [Chapter 17.46](#) – Parking and Loading
- [Chapter 17.74](#) – Amendments
- [Chapter 8.52](#) – City Trees and Tree Protection Ordinance
- [Title 16](#) – Subdivisions

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 and Land Use ([PMC §17.26](#)):** The project scope proposes two new single-family dwellings on undeveloped land (each on separate resulting parcels). According to the applicant, the scope would affect two existing parcels, 5708-026-021 and 5708-026-022, and may affect a third parcel, 5708-026-023. These three existing parcels are zoned PS (Public and Semi-Public). The PS district is intended to provide a specific base zoning district for large public or semi-public land uses that may not be appropriate in other base zoning districts. In the PS zone, single-family housing is allowed through the approval of a Conditional Use Permit (CUP), provided the housing is an accessory facility of a principle use. The single-family dwellings proposed would function as the principle use on each parcel, and not as an accessory facility. As proposed, the use is not allowed. To allow single-family housing as a principal use, a zoning map amendment would be required to change the existing PS zoning district to a district that permitted single-family dwellings as principal uses (eg. RS-2-HD to the north). Abutting properties to the north, east, west are zoned RS-2-HD (Single-Family Residential, Hillside Overlay). A zoning map amendment has the effect of rezoning property from one zoning district to another. Please see below regarding Amendments for more information.

Figure 1: Vicinity Map



- 2) General Plan ([Land Use Diagram](#), [Land Use Element](#)):** The project site is not designated on the Land Use Diagram of the General Plan. Development of the affected parcels for single-family uses would require an amendment to the General Plan diagram to establish a designation such that standards for density and intensity of development are defined. Refer to Community Planning comments and below regarding Amendments for more information.
- 3) Amendments ([PMC §17.74](#)):** General Plan diagram and Zoning Map amendments are subject to requirements in Chapter 17.74 of the zoning code. These types of amendments may be initiated by the filing of an amendment application with the Community Development Department by the owner or authorized agent of property for which the amendment is sought. If the property is under more than one ownership, all of the owners or their



authorized agents shall join in filing the application. These types of amendments require noticed public hearings before the Planning Commission and City Council and are subject to findings. As proposed, the project scope requires a General Plan diagram and Zoning Map amendment. Please refer to the Chapter for more information.

- 4) Subdivision and Hillside Subdivision Standards ([PMC §Title 16, 17.29.040](#)):** According to the Los Angeles County Assessor website, parcel 5708-026-021 is currently described as a portion of Lot 6, Tract No. 8702, and is approximately 6,634 square feet in area. The Los Angeles County Assessor website currently describes parcel 5708-026-022 as a portion of Lot 8, Tract No. 8702, and is approximately 39,325 square feet in area. The Los Angeles County Assessor website currently describes parcel 5708-026-023 as a portion of Lots 9, 10, 11, and 19, Tract No. 8702, and is approximately 90,622 square feet in area.

A 2020 dated boundary survey submitted with this PPR application reflects a single parcel, 5708-026-020, described as a portion of Lots 6, 8, 9, 10, 11 and 19, Tract No. 8702, with an area of 141,931 square feet. According to the Los Angeles County Assessor website, the status of this parcel number shows deleted. A Director's Deed (recorded 2018) and accompanying plat map (dated 2012) submitted with this PPR application make reference to three parcels with an aggregate area of 141,328 square feet (portion of Lot 6: 6,696 sf; portion of Lot 8: 40,005 sf; portions of Lot 9, 10, 11, 19: 94,627 sf). Based on the available information, there is not enough information to confirm legality of existing parcels, parcel configurations, areas, or widths. Chain of title, legal information and/or any other records pertaining to original creation of the parcel(s) is necessary to verify legal creation and/or legal building sites. Please also refer to the next section for additional information regarding development of an undeveloped lot.

Where the proposal is to subdivide a single parcel into four or fewer parcels (a greater number of parcels than originally existed), a Tentative Parcel Map application is required subject to Title 16 of the Pasadena Municipal Code and the Subdivision Map Act. Minimum lot area and width requirements shall comply with the proposed zoning district associated with the zoning map amendment. Lot width is the horizontal distance between the side property lines of a lot, measured at right angles to the lot depth at the rear of the required front yard setback. Lot area is the horizontal area within the property lines of a lot. If a street dedication is required, the lot or site area shall be calculated using the size of the lot prior to the street dedication. In addition, where the proposal rezones the site to a residential district within the Hillside Overlay (HD), a lot density calculation shall be required in accordance with Section 17.29.040 (Hillside Subdivision Standards) of the Zoning Code (when proposing a subdivision of an existing lot into two or more lots). The requirements are for the purpose of determining the number of lots allowed in a new subdivision. Where the number of lots proposed is allowed through the calculation, a Hillside Development Permit (concurrent with the Tentative Parcel Map application) application is required. Refer to the section referenced for additional information.

In cases where the proposal does not result in a greater number of parcels than existing, (eg. reconfigure parcels, boundary adjustment, reduction in number of parcels, etc.), a Tentative Parcel Map application is required. Concurrent submittal of a Hillside Development Permit would be required. Minimum lot area and width requirements shall comply with the proposed zoning district associated with the zoning map amendment where a Tentative



Parcel Map is proposed. Minor land divisions that are commonly referred to as lot line adjustments are subject to requirements in Chapter 16.40 (Minor Land Divisions). These applications may be allowed under certain circumstances (in lieu of filing a tentative map) through a Certificate of Exception application. However, if a lot line adjustment is not categorically exempt from the California Environmental Quality Act (CEQA), the lot line adjustment application shall be processed as a tentative map.

For reference, adjacent parcels to the north of the project site are zoned RS-2-HD (Single-family residential, Hillside Development Overlay). Parcels in the RS-2 zone require a minimum area of 20,000 square feet, and a minimum width of 100 feet (17.22.040).

Table 1: Parcel Area

	Minimum Area
RS-2-HD	20,000 sf
Existing West Parcel (-021)	6,634 sf (approximately)
Proposed West Parcel	31,600 sf
Existing East Parcel (-022)	39,325 sf (approximately)
Proposed East Parcel	28,000 sf

5) Development on an Undeveloped Lot (PMC §17.40.030): The subject site is vacant and undeveloped. No land use permit shall be approved for a proposed project on an undeveloped lot that was created before March 4, 1972, by means other than a Parcel or Tract Map, unless a Certificate of Compliance is first obtained and recorded with the Los Angeles County Recorder. The subject parcels consist of portions of lots that were created from Tract No. 8702. A Certificate of Compliance may be required.

A lot is a legally established lot of land under one ownership with frontage upon a street, that being the portion of a lot that borders and has access to a public street. The frontage shall be measured along the common lot line separating the lot from the public street. A street or public right-of-way is a public thoroughfare, avenue, road, highway, boulevard, parkway, way, drive, lane, court or private easement, not including freeways, providing any access to and egress from any property abutting thereon.

The subject site has frontage upon Los Altos Drive to the north, and Linda Vista Avenue/134 Freeway to the south. Where vehicular access is required or proposed to be from Lost Altos Drive, the applicant shall propose access that conforms to applicable design standards in Title 16 and requirements as specified by applicable departments based on scope of work.

6) Nonconforming Lots (PMC §17.71.110): Where parcels are determined to be nonconforming and development is proposed across the existing nonconforming lot, refer to Section for additional information.

7) Flag Lot Development Standards (PMC §17.40.050): Where a flag lot is proposed, please refer to this Section. A flag lot may be created only through Parcel Map or Tract Map



approval; a Lot Line Adjustment shall not be used to create a flag lot. The creation of a flag lot shall also require approval of a Conditional Use Permit. A flag lot shall only be allowed:

- a. On property zoned RS, and only within the Hillside Development (HD) Overlay District (a flag lot shall not be allowed in the HD-1 Overlay District or any other zoning district);
- b. Only if there is no reasonable alternative due to extreme topographic conditions or other physical conditions as determined by the Advisory Agency; and
- c. Only when extreme physical constraints and circumstances are inherent.

In considering a new flag lot, a conventional subdivision would first have to be possible.

8) Hillside Development Applicability and Permit Requirements ([PMC §17.29.020](#), [17.29.030](#)): The following information is provided for reference and assumes a site that is zoned RS-2-HD and where new single-family dwellings are proposed. Were the subject site rezoned to RS-2-HD (in consideration of adjacent zones to the north), proposed residential development and new land uses shall comply with all applicable requirements of the base zoning district (RS-2), except where the HD district chapter establishes a different requirement. While the RS-2 district permits single-family dwellings, approval of a Hillside Development Permit (HDP) is required for any subdivision proposed (i.e. Tentative Parcel Map) and separately for any new dwelling in the HD overlay. Refer to 17.29.030 for other activities that require an HDP and types of development that do not.

a) General Site Planning Standards ([PMC §17.29.050.A](#)): Each structure shall be located in the most accessible, least visually prominent, most geologically stable portion or portions of the site, and at the lowest feasible elevation. Structures shall also be aligned with the natural contours of the site. Siting structures in the least prominent locations is especially important on open hillsides where the high visibility of construction should be minimized by placing structures so that they will be screened by existing vegetation, depressions in topography, or other natural features.

The site topography is steep, and the open hillside is visible to the south. Through the HDP application, the applicant shall discuss the siting of the structures and compliance with this standard. Where the proposed dwellings do not meet this requirement, changes may be required.

b) Setback Requirements and Encroachment Plane ([PMC §17.22.040](#), [17.29.050.B](#), [17.40.050.C.2](#), [17.40.160](#)): Each required setback shall be maintained open and unobstructed from the ground upward, except for trees, other plant materials, and the storage of City-provided refuse containers in single-family side or rear setbacks, and except as provided by 17.40.160.E. Setbacks shall be measured at right angles from the applicable lot line. Setback requirements are as specified:

1) Front, main structure: The minimum front setback for the main structure, and accessory structures other than garages, is 25 feet. The front setback shall be measured at a right angle from the front property line to the point on the structure nearest to the front property line, excluding the front porch (where applicable). Where applicable, this setback measurement shall also be taken from/after the private ingress/egress easement.



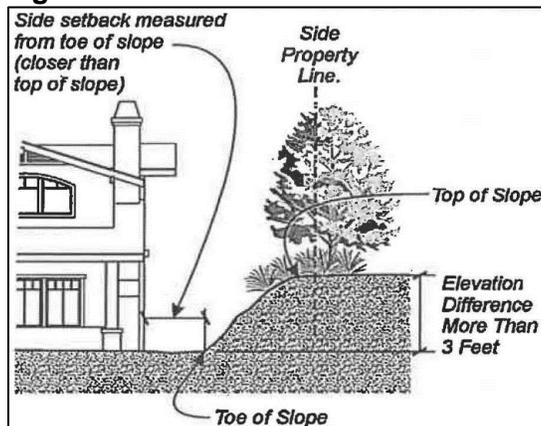
As proposed, the lots are double frontage. A double frontage lot is an interior lot with frontage on more than one street. A lot fronting on a street on one side and a private ingress egress easement on the other side shall be considered a double frontage lot even if the lot does not have ingress-egress from the private easement. According to the plan, the west dwelling provides 23'5" from the north property line and 77' to the south property line. The north property line does not adjoin a street property line and a dimension of 23'5" would not comply with the minimum 25' requirement were that a front property line. The east dwelling provides 29'4" to the north property line and 106'4" to the south property line. There is not enough information to determine compliance with front setback requirements (northerly side) until any private easement for ingress/egress is determined and lot boundaries established/verified.

- 2) Front, garage:** The minimum front setback for an attached or detached garage on upslope and downslope sites is at the point on the centerline of the front lot line where the elevation is ten feet above or below the top of the curb, or 25 feet, whichever is less. Where applicable, this setback measurement shall also be taken from/after the private ingress/egress easement.

There is not enough information to determine compliance with front setback requirements for the garage (northerly side) until any private easement for ingress/egress is determined and lot boundaries established/verified.

- 3) Side:** The minimum side setback is equal to 10 percent of the lot width, with a minimum of five feet and a maximum of 10 feet (Table 2-3, 17.22.040). In addition, where a building site abuts a lot with an elevation that is three feet or more above or below that of the site, the required side setback shall be measured from the nearest toe or top of slope to the structure, whichever is closer.

Figure 2: Side Setback Measurement



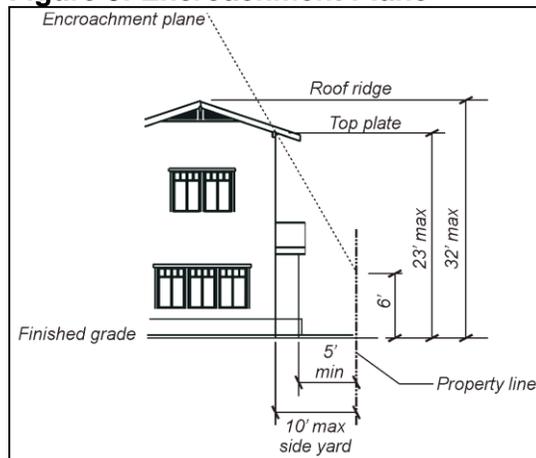
According to the plan, the west dwelling provides side setbacks between 15'10" and 34'8". The east dwelling provides side setbacks between 23'4" and 43'11". These setbacks exceed the minimum requirements. However, there is not enough information to determine applicability of Figure 3 above, or compliance with side



setbacks until any private easement for ingress/egress is determined and lot boundaries established/verified.

- 4) **Rear:** The minimum rear setback is 25 feet. However, there is not a rear setback. The sites proposed for development have double frontages.
- 5) **Encroachment Plane and Allowed Projections into Setbacks:** Principal structures in the RS zoning district shall not be located within a side setback encroachment plane sloping upward and inward to the site at a 30-degree angle measured from the vertical, commencing six feet above the existing grade along the interior side property lines. However, an attached architectural feature may extend beyond the wall of the structure and into a front, side, or rear setback, and into the encroachment plane pursuant to Table 4-1 (Allowed Projections into Setbacks) and Table 4-2 (Allowed Projections into Encroachment Plane Using RS and RM-12 Standards), Zoning Code Section 17.40.160.

Figure 3: Encroachment Plane



Elevations do not reference the encroachment plane and it is unclear whether any features project or encroach within the setbacks or encroachment plane. At minimum, elevations and sections shall reference the side property line, the encroachment plane, height of commencement, and angle of pitch. All architectural features proposed to project within a setback or encroachment plan shall be dimensioned as part of all future submittals.

- c) **Placement of Structures, Ridgeline Protection ([PMC §17.29.050.C](#)):** Each proposed structure shall comply with the following standards of this Section to assist in maintaining a natural appearance for hillsides and ridgelines. Refer to the Section for additional information, where applicable.
- d) **Encroachment into the Arroyo Seco ([PMC §17.29.050.D](#)):** No structure shall extend over or below the top edge of the Arroyo Seco slope bank on a lot identified on the Arroyo Seco Slope Bank Map, dated May 11, 2004. This requirement is not applicable because the property is not identified on the Arroyo Seco Slope Bank Map.



- e) **Lot Coverage (PMC §17.29.050.E):** Total lot coverage shall not exceed 35 percent. Lot coverage is the percentage of a site covered by roofs, soffits or overhangs extending more than three feet from a wall, and by decks more than four feet in height. Roofs with openings or perforations 50 percent or greater of their surface area, pools, or hot tubs shall not be included in lot coverage calculations. Be advised, where any portion of a roof, soffit, or overhang extends more than three feet from a wall, the entire roofed area shall be counted for the purpose of lot coverage (as opposed to the specific area extending more than three feet). The plans do not reflect a proposed lot coverage figure and the proposed parcel areas are anticipated to change to satisfy minimum area requirements.
- f) **Maximum Floor Area (PMC §17.29.050.I, 17.29.060, 17.29.080):** Calculation of maximum gross floor area consists of multiple steps and relies on a topographic map (identifying existing topography and contours of the site) prepared by a licensed land surveyor or civil engineer. The topographic map shall be prepared with a contour interval of not more than five feet, which shall also identify the proposed building site, and all areas of the site with slopes of 15 percent or less ($\leq 15\%$), all areas of the site with slopes that are more than 15 percent but no more than 50 percent ($>15\%$ but $<50\%$), and all areas of the site with slopes of 50 percent or more ($\geq 50\%$). A slope analysis shall be prepared for each lot.

Gross floor area means the floor area between the floor and roof above it, as measured from the outside edge of the exterior walls of the main structure and all accessory structures, including required parking (either garage or carport). Any portion of a structure, including stairwells, over 17 feet in interior height, is counted twice for purposes of computing floor area. In addition, gross floor area shall include without limitation: all covered parking, habitable attic space, and basements, including garage and carport areas, with any exposed wall (or portion thereof) six feet or more above finished grade, measured from finished grade elevation to the floor above. If the basement, garage or carport area has any portion of an exposed wall over six feet in height, then the entire area shall be counted as floor area. Refer to Table 2-3, Zoning Code Section 17.22.040 for additional exceptions to floor area.

To calculate the maximum floor area allowed at each lot, the following steps apply:

1. **Base Formula:** The maximum gross floor area in RS-2-HD is equal to 22.5 percent of the lot area plus 500 square feet. For lots of 10,000 square feet or over, all portions of the lot with a 50 percent slope or greater ($\geq 50\%$) shall be deducted from the lot area used for calculating maximum allowable gross floor area. The lot area used in calculating the maximum allowable gross floor area shall not include any access easement (eg. private road).
2. **Average Slope Formula:** The average slope calculation is $S = (0.00229 \times I \times L) / A$, where S is the average slope, I is the contour interval in feet, L is combined length of contour lines in scale feet within land to be divided, and A is gross developable acres, inclusive of any rights-of-way to be established by a proposed parcel map or tract map. Rights-of-way for public streets, private streets, private driveway easements, or other vehicular access ways located within the site are excluded from



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the gross developable area (eg. private road). For this calculation, all portions of the lot with a 50 percent slope or greater ($\geq 50\%$) shall be deducted.

3. **Reduction Formula:** Where the average slope exceeds 15 percent ($>15\%$), the base calculation (step a) shall be further reduced. Where the average slope is 15 percent or less ($\leq 15\%$), the base calculation (step a) represents the maximum gross floor area and this step would not apply. Where applicable, the reduction formula is $F = B \times (1 - ((C - 0.15) / 2))$, where F is the maximum allowed gross floor area, B is the gross floor area originally calculated (step a), and C is the average slope of the site (step b). Where the resulting maximum allowable gross floor area is less than 3,000 square feet, a maximum allowable gross floor area of 3,000 square feet (including all structures on site) shall be allowed.

Preliminary plans do not include a survey or slope analysis. Therefore, the maximum floor area allowed for each lot cannot be verified, and it is unknown whether the proposed gross floor area complies. Further, the proposed parcel areas are anticipated to change in order to satisfy minimum area requirements. The slope analysis prepared for each lot shall include a legend (for the three slope ranges), reference the site area allocated to each slope range, and separately the site area devoted to any access easements. Plans shall reference the base calculation, the average slope calculation, and the reduction calculation (where applicable). Contour information used to calculate the average slope shall also be referenced. All figures on the survey and slope analysis shall be consistent with plans.

In addition to the calculations specified, the applicant shall provide a dimensioned floor area overlay exhibit that addresses each level of the dwelling (including any detached accessory structure) as part of all future submittals. Dimensions labeled on the exhibit shall be consistent with floor plan dimensions, and the proposed floor area shall match the cover sheet. Calculations shall be shown. The exhibit is necessary to verify all gross floor area is counted. Dimensioned sections will also be necessary to verify the interior height at any vaulted areas and stairwells (eg. open to below areas central to dwellings proposed). Where any portion is over 17 feet in interior height, the entire areas would be counted twice for the purpose of floor area. Additional information will also be necessary for any attic and/or basement proposed as these areas may need to be counted towards the maximum gross floor area. Where the proposed gross floor area exceeds the maximum allowed, the applicant shall revise the project to comply.

- g) Neighborhood Compatibility ([PMC §17.29.060.F](#)):** New houses and additions subject to a Hillside Development Permit shall be designed with consideration of the character and scale of the existing development in the vicinity. In addition to the floor area ratio requirements, the allowable floor area of the house shall not be greater than 35 percent above the median floor area of the existing houses within the established radius (excluding garages and other accessory structures). Floor area shall be determined using primary residence data from the Los Angeles County Assessor. Be advised, this requirement is separate from the maximum floor area requirement.

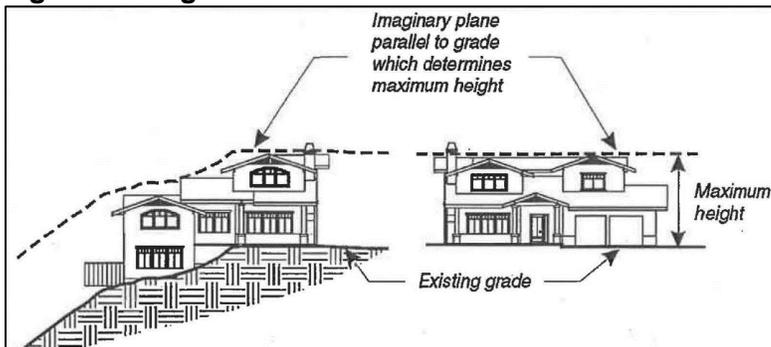
Though a separate analysis will be required at the time of submittal, staff conducted an analysis of dwellings within 500 feet of parcels 5708-026-021, 5708-026-022, and 5708-



026-023. Within 500 feet, there are 51 parcels. Of these, approximately 25 are developed with single-family residences with several others either vacant or for nonresidential use. The median size of the developed parcels is approximately 4,640 square feet and 35 percent above that median value is 6,263 square feet. According to the plan, the floor area of each dwelling is 5,700 square feet. While this is below 35 percent above the median, further analysis is necessary at the time of submittal once a complete scope of work has been determined.

- h) Height Limits ([PMC §17.29.060.B](#), [17.40.060](#)):** No structure shall exceed a height of 28 feet at any point on the site, measured from the existing grade of the site, and shall not exceed a height of 35 feet, measured from the lowest elevation on the site where the structure touches the grade, to the highest point of the roof. There shall be no maximum height for the top plate of a dwelling unit if the general height limit is met. The highest point of the structure shall be considered its highest ridge or parapet. In addition, the vertical distance between the lowest point where the foundation meets grade and the lowest floor line of the structure shall not exceed six feet. No portion of the walking surface of a deck with visible underpinnings shall exceed a height of six feet above grade. Decks shall be integrated into the architecture of the house, and not appear as an add-on to the primary building mass. Refer to Zoning Code Section 17.40.060.D for allowed height limit exceptions (e.g. chimneys).

Figure 4: Height Measurement



According to elevations, the garage level is 10 feet tall, with the two stories above the garage adding approximately 26 feet of height. This suggests the aggregate height measured from lowest grade to highest point may be as tall as 36 feet, which exceeds the 35-foot height limit from the lowest elevation. However, there is not enough information to determine actual heights proposed and/or compliance with applicable requirements. The applicant shall demonstrate height complies with the requirements. At minimum, the roof plan shall reference ridge elevations, and existing grade elevations below. Additionally, the lowest elevation of the site where the structure touches the grade shall be clearly identified. Elevations and sections shall demonstrate height and elevations consistently.

- i) Parking Requirements, Site Access, Driveways ([PMC §17.29.050.F](#), [17.29.050.G](#), [17.46](#)):** Off-street parking shall be provided in compliance with Chapter 17.46 (Parking and Loading). The Zoning Code requires two covered parking spaces, within a garage or



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carport for single-family dwellings (Table 4-6, 17.46.040). The minimum unobstructed interior dimensions for a two-car garage are 19 feet wide and 18 feet deep. The minimum garage door width for two spaces is 16 feet.

According to the plan, an attached four-car garage is proposed for each dwelling, measuring approximately 24 feet deep by 48 feet wide at the exterior. Though the interior dimensions appear to be satisfied, interior dimensions shall be referenced on the plans as part of all future submittals.

- a. **Guest Parking:** A minimum of four guest parking spaces shall be provided on a site fronting on a street where parking is prohibited on both sides of the street at the site. A minimum of two guest parking spaces shall be provided on a site fronting a street where on-street parking is allowed. Refer to Zoning Code Section 17.29.050.G for additional information regarding location and dimensions for guest parking.

Plans do not reference guest parking. However, each dwelling proposes a four-car garage and enough space for a minimum of two cars within the driveway leading to the garage. At minimum, plans shall reference the number of required guest parking, the location on-site, and the size of each stall to demonstrate compliance with the requirements.

- b. **Driveways:** A driveway shall lead to covered parking elsewhere on the lot. Each driveway shall follow natural terrain contours to the maximum extent feasible to minimize grading, and also shall comply with standards in Zoning Code Section 17.29.050.F. The minimum and maximum graded and paved width of a driveway shall be 15 feet. The finished grade of a driveway shall conform to the finished grade of the lot, but in no case shall exceed an average grade of 15 percent, or 20 percent at any point. The required drive aisle adjoining the garage is the only portion that may be wider than 15 feet. Be advised, the location and design of any driveway shall be referred to the Fire Department and the Transportation Department for review and comment as to on- and off-street safety of vehicles, vehicle passengers and pedestrians, and access for emergency vehicles.

According to the plan, each dwelling is proposed with an attached garage that is accessed from a driveway that connects back to the private street (Los Altos Drive). However, driveway widths, lengths, and slopes are not referenced. At minimum the plan shall reference driveway widths, lengths, slopes, and finished grade elevations to demonstrate compliance. In addition, where a flag lot is considered, the applicant shall refer to applicable requirements in 17.40.050 (Flag Lot Development Standards) that pertain to requirements for access. Private easements that serves as the primary accessway from the street to the main body of the lot are not allowed.

- j) **Paving (PMC §17.40.160.F.3, 17.46.300):** Within a residential zoning district, not more than 30 percent of the front yard area shall be paved. For the purpose of this calculation, the front yard is the area located between the front property line and the line of the building (occupancy frontage). All unpaved areas shall be improved and maintained with landscaping. All parking areas, circulation aisles, and access ways shall be paved with Portland cement concrete. Other paving materials, including brick, decomposed granite,



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or gravel may be substituted with the approval of the Zoning Administrator, and in compliance with the City's adopted standards for privately owned and maintained parking areas.

According to plans, paving occupies nearly all areas north of the dwellings, suggesting the proposal does not comply with the paving requirements. As part of future submittals, the plan shall reference the front yard area, area occupied by paving, and the percentage of front yard paving.

- k) Accessory Structures (PMC §17.29.060.C, 17.50.250):** An accessory structure is a structure that is subordinate to, and detached from the main structure, the use of which is incidental and subordinate to that of the main structure. An accessory structure shall not be used for sleeping quarters. Refer to Zoning Code Section 17.50.250 (Residential Uses – Accessory Uses and Structures) for restricted items and facilities within an accessory structure among other requirements. This includes, but is not limited to, size, height and setback requirements, length of structure walls, and separation between structures. Proposed accessory structures in the HD district shall comply with the additional requirements in 17.29.060.C.

The accessory structures referenced on the plan are limited to swimming pools for each dwelling. As part of future submittals, the plan shall demonstrate that any accessory structure complies with applicable requirements. This includes referencing the location of all pool equipment, with related setback requirement (five feet).

- l) Architectural Features (PMC §17.29.060.D):** All new homes and additions subject to a Building Permit shall have architectural features that are compatible with existing architecture and the character of the surrounding neighborhood. Refer to Section referenced regarding exterior wall surfaces, privacy to surrounding lots, and support structures. In general, the apparent size of exterior wall surfaces visible from off the site shall be minimized through the use of single-story elements, stepbacks, overhangs, landscaping, and/or other means of horizontal and vertical articulation to create changing shadow lines and break up massive forms. In addition, a mixture of materials and color shall be used to blend structures with the natural appearance of the hillside. Darker tones, including earth tones, shall be used for building walls and roofs. Exterior finish materials shall be appropriate for the architectural style of the structure and compatible with the hillside environment. Earth tones traditionally include browns that emulate natural colors found in soil, trees, rocks, etc.

As part of the HDP application, the applicant shall provide a narrative demonstrating compliance with this Section. Information on the plan and included as part of the written application should explain how the architecture and architectural features are compatible with the existing architecture and character of the surrounding 500-foot neighborhood. The plan should provide keynotes and details to help staff better understand the architectural elements proposed.

In addition, the applicant should consider conducting an assessment or inventory of the existing architecture in the neighborhood to explain compatibility. The information submitted shall provide specifics and explain how the project architecture and character



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is consistent with the surrounding neighborhood. Where unable to demonstrate compatibility, revisions to the plan will be required. As part of the HDP application, the applicant shall demonstrate all colors and materials comply with this Section. A materials board is also recommended as part of the HDP to help visualize the color and materials proposed. Be advised, the location of the structure does not remove the need to comply with requirements of this Section. The burden is on the applicant to demonstrate compliance with applicable requirements.

- m) Basements ([PMC §17.29.060.D.4](#)):** Basements, as defined in the City's Zoning Code, are that portion of a building that is fully below existing grade or partly below and up to three feet above existing grade. Basements shall not extend beyond the footprint of the first floor of the main structure. For the purposes of this subsection, the footprint of the first floor shall not include unenclosed porches or patios. Basements shall not be constructed underneath accessory structures, shall not be standalone subterranean structures, and shall not connect above-ground structures via underground means. Basements shall be limited to a maximum of one level, with an interior height not to exceed nine feet.

According to the plan, portions of the garage appear to be subterranean. However, additional information is necessary to determine whether that portion of the building is defined as a basement for the purpose of these requirements.

- n) View Protection ([PMC §17.29.060.G](#)):** A proposed structure shall be designed and located so that it avoids blocking views from surrounding properties to the maximum extent feasible, as determined by the review authority. Please refer to the Section for more information. There is not enough information to determine whether the proposal blocks views from surrounding properties.
- o) Site Development Standards ([PMC §17.29.070](#)):** For general requirements regarding grading, storm water and urban runoff control regulations, exterior lighting, fire safety, trash receptacles, large vehicle restrictions, and sewer connections and regulations, refer to this Section. Additionally, refer to comments from Building and Safety, Public Works, and Water & Power. Be advised, site grading, retaining walls, structural foundations, and all methods of retention shall comply with the requirements of Municipal Code Chapter 14.05 (Excavation and Grading in Hillside Areas), and the Pasadena Building Code. Compliance is determined by the Building Division. No Grading Permit shall be issued for an individual lot in the HD overlay zoning district until each required discretionary entitlement for the project has been approved, and the plan-check process has been completed. For grading of more than one lot in advance of a discretionary entitlement application, a Hillside Development Permit is required.
- p) Hillside Development Permit ([PMC §17.29.080](#)):** The Hillside Development Permit provides a review process for the City to consider the appropriateness of proposed development on hillside lots to ensure that a proposed project minimizes its visual and environmental impact. A Hillside Development Permit application shall include the following additional information prepared by licensed or certified professionals as outlined in the Section. Please refer to the Section for more information. A preliminary grading plan is required with any Hillside Development Permit submittal.



- 9) **Walls, Fences, Gates (PMC §17.40.180)**: All proposed walls, fences, gates shall comply with the requirements of this Section. The height of all walls and fences shall be measured from the existing grade to the top of the wall or fence in order to prevent the artificial raising of the grade in order to allow for a higher wall or fence. Please refer to the Section for more information.
- 10) **Underground Utilities (PMC §17.40.190)**: Proposed development shall provide for the undergrounding of utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) in compliance with this Section. Refer to the Section for requirements that pertain to residential development.
- 11) **Landscaping and MWELO (PMC §17.44, MWELO)**: 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 the HDP application. Preliminary landscape and irrigation plans shall be prepared by a California-registered landscape architect, or the architect that designed the on-site structures and improvements. The preliminary landscape plans shall exhibit a design layout that demonstrates the desired landscaping program in terms of function, location, size/scale, theme, and similar attributes. The plan shall be designed to ensure slope stability, fire safety and design quality, and shall also include a tree removal and retention plan that identifies the extent of vegetation removal required for site preparation and development.

Following approval of any HDP application, a final landscape and irrigation plan (e.g., construction documents) for on-site landscaping shall be submitted with the building permit plan check set. The final landscape package shall include a landscape plan, irrigation design plan, and precise grading plan, where applicable. The landscape plan shall identify all landscaped areas (existing and proposed), the specimen or common name of plants, sizes, quantity, location proposed, and plans for tree retention and removal. Refer to the Chapter for additional information regarding plan contents, landscape requirements, and landscape standards. Additionally, be advised of Zoning Code Section 17.44.070.F, which specifies additional standards for development projects within the HD overlay district.

Landscaping associated with new construction that exceeds 500 square feet is subject to the State Model Water Efficient Landscape Ordinance (MWELO). Additional information regarding compliance with MWELO is available on the City's website, <https://ww5.cityofpasadena.net/planning/water-efficient-landscape-ordinance/>.

A preliminary landscape plan was not provided with the submittal. The applicant is advised that landscape plans should provide a level of detail that demonstrates compliance with these standards. The plan shall distinguish existing and new landscaping and reference the square footage of new landscaping.

- 12) **Tree Removal and Retention (PMC §8.52, 17.44.070.F.1.b, 17.44.090)**: Where healthy trees exist on site, maximum effort shall be given for their retention. All existing trees shall be protected during construction in compliance with the City Tree Protection Ordinance, Municipal Code Chapter 8.52. The City's Tree Protection Ordinance includes a list of



protected native and specimen species. The protected tree list is available through the link https://www.cityofpasadena.net/wp-content/uploads/sites/29/TPO_3-Protected-Tree-List.pdf. Native, specimen, landmark, landmark-eligible trees and street trees are subject to the protections of the Ordinance. The proposed removal of a protected tree on private property requires a Private Tree Removal application. This application is required for each protected tree proposed for removal (if more than one) and is reviewed concurrent with the HDP application, where applicable. In the RS district, a native or specimen species tree on the City's tree list is considered protected if the trunk size (diameter at breast height) is equal to, or exceeds the size on the City list. In addition to retaining protected private property trees (on and off the site), the applicant is required to retain street trees.

As part of the HDP submittal, the applicant is required to provide a complete tree inventory that includes all trees on-site, all trees off-site that may extend on the subject property, and all street trees. In addition, a map identifying the location of all trees shall accompany the inventory along with a tree protection plan that adheres to tree protection guidelines. These materials shall be prepared by a Certified Arborist. In general, the Tree Protection Zone (TPZ) 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.

Non-protected trees on private property that are proposed for removal do not require a tree removal permit. However, each native tree or shrub larger than four-inch caliper that is removed requires replacement. Native trees larger than four-inches require a 15-gallon replacement planted on site. For trees in excess of eight-inch caliper, the replacement tree shall be 24-inch box or larger. The use of native oaks is encouraged.

The tree inventory provided identifies approximately 68 trees across parcels 5708-026-021 and 5708-026-022 with all identified for removal. No information was provided for trees located on parcel 5708-026-023. The inventory provided identifies two types of trees, Eucalyptus and Pinus, but does not specify the actual species of trees. Since the City protects several Eucalyptus and Pinus species, there is not information to determine whether the trees to be removed are protected. As part of the HDP application, the applicant shall provide a complete tree inventory that identifies actual species of tree across the entire existing project site. The location plan shall identify boundaries as they legally exist before the project. In addition, where protected trees exist and are to be protected, a tree protection plan (prepared by a Certified Arborist recommended) shall be provided. The inventory shall account for all trees on-site, any off-site trees that are within proximity to the site, and any street trees. Where proposing removal of a protected private property tree, a complete tree removal application shall be submitted concurrent with the HDP for each protected tree. The applicant is advised that every effort should be made to retain protected trees as removal is not guaranteed.

13) Refuse Storage: Trash storage shall not be located within a required setback. All trash receptacles shall be screened from view from the public right-of-way. Identify location on the plan.



14) Mechanical Equipment ([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 (not including freeways). 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. All mechanical equipment shall not be closer than five feet from a property line. Mechanical equipment other than vents or solar panels shall be placed on a rooftop or below a deck only if the equipment is not visible from off the site. The plan shall identify the location of all mechanical equipment and demonstrate the standards are met.

15) Entitlements and Review Process: The scope of the proposed project would require the following applications listed below.

a. Amendments and Subdivision:

- General Plan diagram amendment (to revise the diagram to establish a land use designation);
- Zoning Map amendment (to rezone the project site from PS to another district);
- Tentative Parcel Map (subdivision);
- Hillside Development Permit (subdivision in HD overlay);
- Conditional Use Permit (if proposing a flag lot subdivision).

The required applications to address the amendments and the subdivision shall be reviewed concurrently through noticed public hearings before the Planning Commission and City Council. Prior to any such decision, the City Council shall make an environmental determination. The applicant shall provide all of the minimum submittal requirements for each application type, along with complete architectural and grading plans for the subdivision, and each of the dwellings proposed such that the build out of the site(s) is understood.

- b. New Dwellings – HDP:** The Hearing Officer shall consider the application for a Hillside Development Permit for a new dwelling. A separate HDP application is required for each new dwelling proposed. The Hearing Officer shall also make an environmental determination.

16) Environmental Review ([PMC §17.60.070](#)): The proposed project will be subject to the California Environmental Quality Act (CEQA). An environmental review will occur after acceptance of a complete application. Depending on the final design, size, location, nature of the construction of the project, an Initial Study (IS) may be required to determine whether a Negative Declaration (ND), Mitigated Negative Declaration (MND), or an Environmental Impact Report (EIR) would be required for the project. Otherwise, the project may qualify for a categorical exemption under CEQA if found not to have a significant effect on the environment. Be advised, a categorical exemption may not be used for any project that requests a Variance (including Minor Variance). The environmental determination may require the preparation of technical studies (eg. air quality, noise, cultural resources, biological, greenhouse gas etc.). The environmental review shall consider the necessary amendments, the proposed boundary configurations, and the construction of two new dwellings as well as any other improvements associated with the proposed scope. The documents submitted with the amendments shall provide all the necessary information to evaluate the entire build-out of the project site.



17) Mitigation/Condition Monitoring: If approving amendments, the City Council may impose any conditions deemed reasonable and necessary to ensure that the approval will comply with the findings required in the Zoning Code. In addition, environmental mitigation measures may be required as part of any approval.

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

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

19) Health Risk Assessment: A Health Risk Assessment (HRA) may be required due to proximity of the project site to the freeway.

20) Estimated Fees (FY2021) (PMC §17.60.050):

- General Plan Amendment w/ Zoning Map Amendment : \$19,369
- Tentative Parcel Map: \$5,242
- Each Land and/or Air Parcel: \$192 per parcel
- Certificate of Compliance: \$1,592
- Private Tree Removal Permit: Varies based on number
- Public Notice Board: \$12 per board
- Records Management Fee: 3% added to total fees
- EIR Review: At cost (\$6,242 deposit)
- Filing of Notice of Determination for EIR: \$3,520.25

Fees are subject to change and are based on actual rates at the time of formal submittal. Rates referenced run through Fiscal Year 2022 (June 30, 2022).



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

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

HISTORIC PRESERVATION REVIEW:

The property is currently vacant and not within the boundaries of a designated or eligible landmark or historic district; therefore, neither a Historic Resource Evaluation nor a Certificate of Appropriateness is required for the project. The property is adjacent to the potentially eligible Alta San Rafael Cultural Landscape Historic District, and nearby houses may also be eligible for historical designation either individually or as a landmark or historic district, but the project is unlikely to affect these potentially eligible historic resources unless improvements beyond the property boundaries would be required. If off-site improvements will be required, the potential impacts of them on historic resources should be examined in conjunction with the CEQA review of the proposed project.

DESIGN REVIEW

Design review is not required for single-family residences.

FIRE DEPARTMENT:

Plan Reviewer: Vardan Azizian
Phone: (626) 744-7574
Email: vazizian@cityofpasadena.net

Los Altos Drive – Lot 6 & 8
Occupancy – R3
Type–VB

Structure Shall Comply with 2019 California Codes and PMC

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

1. **Fire Flow Test:** The minimum fire flow shall be 1,000gpm @ 20psi per CFC 2019 Table B105.1(2) requirements.
2. **Fire Hydrant:** A fire hydrant shall be located within 600-feet of all exterior portions of structures per CFC 2019 Section 507.5.1 requirements.
3. **Automatic Fire Sprinkler:** A complete automatic fire sprinkler system designed and installed in compliance with NFPA 13D is required.
4. This project is located in a Extreme Fire Severity Zone and is required to comply with 2019 CFC; 2019 CRC Section R337, 2019 CBC Chapter 7A, Urban- International Wildland-Urban Interface Code (IWUIC) requirements.



5. **Smoke Alarms:** Provide an approved hardwired smoke alarm(s), with battery backup, in each sleeping room or area(s) serving a sleeping area and at the top of stairways at each floor level. All smoke alarms are to be photoelectric or a smoke alarm that is listed a photoelectric/ionization. All smoke alarms (new & existing) locations are to be interconnected for alarm sounders. All sounders are to produce a coded temporal pattern. All smoke alarms are to be UL 217 and California State Fire Marshal (CSFM) Listed. All smoke alarms (new & existing) are to be manufactured by the same company and compatible with each other. Smoke alarms shall not be installed within 3-feet of air registers or bathroom openings. [CBC 907]
6. **Roof and Sidings:** All roofing and siding materials shall be 1-hour fire-resistive or non-combustible.
7. **Spark Arrestors:** Provide an approved spark arrestor on all chimney(s).
8. **Eaves and Projections:** All eaves and other projections are required to be boxed with one-hour fire resistive or noncombustible material.
9. **Wall Finishes:** The exterior side of the wall finish is required to be of a one-hour fire resistive or noncombustible material.
10. **Gutters – Downspouts:** All proposed gutters/downspouts are required to be constructed of noncombustible material.
11. **Projections:** Appendages and projections, i.e. decks, etc., are required to be a minimum of one-hour fire resistive construction, heavy timber or noncombustible material.
12. **Exterior Glazing:** All exterior windows, skylights etc. are required to be tempered glass and multilayered, dual or triple, glazing.
13. **Exterior Doors:** All exterior doors are required to be 1 3/8" solid core.
14. **Exterior Fireplace:** Provide fire place screens on all open face manufactured or custom fire place units. Fire place screens can be expanded wire or approved class units.
 - 14.1. **Provide metal container with metal lid** secured in the closed position adjacent to fireplace and 10-feet from all combustible materials.
 - 14.2. **All burned wood or charcoal embers are to be placed** in metal container, and then filled with water, and covered with tight fitting lid secured in place until such time they are properly disposed of.
15. **Attics and Elevated Foundations:** Attic and foundation ventilation in vertical exterior walls and vent through roofs shall comply with CBC, 7A; CSFM Standard 12-7A. The vents shall be covered with noncombustible corrosion resistant mesh openings a minimum of 1/16-inch not to exceed 1/8-inch openings. Attic ventilation openings shall NOT be located in soffits, in eave overhangs, between rafters at eaves or in other overhang areas. Gable end and dormer vents shall be located at least 10 feet from property lines. Under floor ventilation openings shall be located as close to grade as possible. Clearly indicate these



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requirements on the plan. (Pasadena Fire Department is recommending all vent openings be located on the leeward side of the house based on Santa Ana Wind Conditions, winds from the North - Northeast directions, to minimize flames and hot embers from entering the interior of the structure of the attic, living, or under floor spaces.) Alternate Method of Protection is acceptable provided it complies with CSFM – SFM 12-7A-1, 7A-3 Listed Opening Protection.

16. Properties owners shall comply with Pasadena Fire Department brush clearance program requirements.

FIRST SOURCE LOCAL HIRING:

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

The City of Pasadena's First Source Local Hiring Ordinance (14.80) offers a financial incentive for private development projects that voluntarily hire Pasadena residents for construction related work. For more information, contact Antonio Watson at 626-744-8382.

HOUSING AND CAREER SERVICES DEPARTMENT:

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

The proposed project is a residential development containing fewer than ten (10) residential units; therefore, it is not subject to the City's Inclusionary Housing Requirements.

Since there will be no demolition of existing multifamily units, the Project is not subject to the City's Tenant Protection Ordinance.

PUBLIC WORKS DEPARTMENT:

Plan Reviewer: Yannie Wu-Bowman, P.E.
Phone: (626) 744-3762
Email: ywu-bowman@cityofpasadena.net

Project Address: 134 FWY SAN RAFAEL APN 5708 026 022 LOT 6

Project Name: SAN RAFAEL HOUSE 6

Project Description: (Please describe demolitions, alterations and any new construction) THE PROPOSED DEVELOPMENT IS CONSTRUCTION OF ~~THE~~ SINGLE FAMILY HOUSE ON LOT 6 AND LOT 8

Zoning Designation: _____ **General Plan Designation:** _____

Estimated Valuation (Cost of Project): \$ 3,000,000



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Project Address: 134 FWY SAN RAFAEL APN 5708 026 022 LOT 8

Project Name: SAN RAFAEL HOUSE 6,8

Project Description: (Please describe demolitions, alterations and any new construction) THE PROPOSED DEVELOPMENT IS CONSTRUCTION OF ~~THE~~ SINGLE FAMILY HOUSES ON LOT ~~6,8~~ LOT 8

Zoning Designation: _____ **General Plan Designation:** _____

Estimated Valuation (Cost of Project): \$ 2,000,000

Los Altos Dr is a private street.

The subject two vacant lots currently has no connection to the public sewer system. The nearest sewer manhole on Los Altos Drive is approximately 100 feet from the properties. The applicants shall construct/extend a new 8-inch sewer main pipe on Los Altos Drive, with a terminal manhole for maintenance access.

The proposed development in each lot shall connect to the public sewer with a 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 sewers 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 sewers shall be completed prior to the issuance of Certificate of Occupancy. All design, construction, and permit costs are the responsibilities of the applicant.

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

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 for each lot shall place a \$5,000 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



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repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, street trees, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for charges due to damage to existing street trees and for City personnel to review traffic control plans and maintain traffic control.

Construction Staging and Traffic Management Plan:

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

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

No comments.

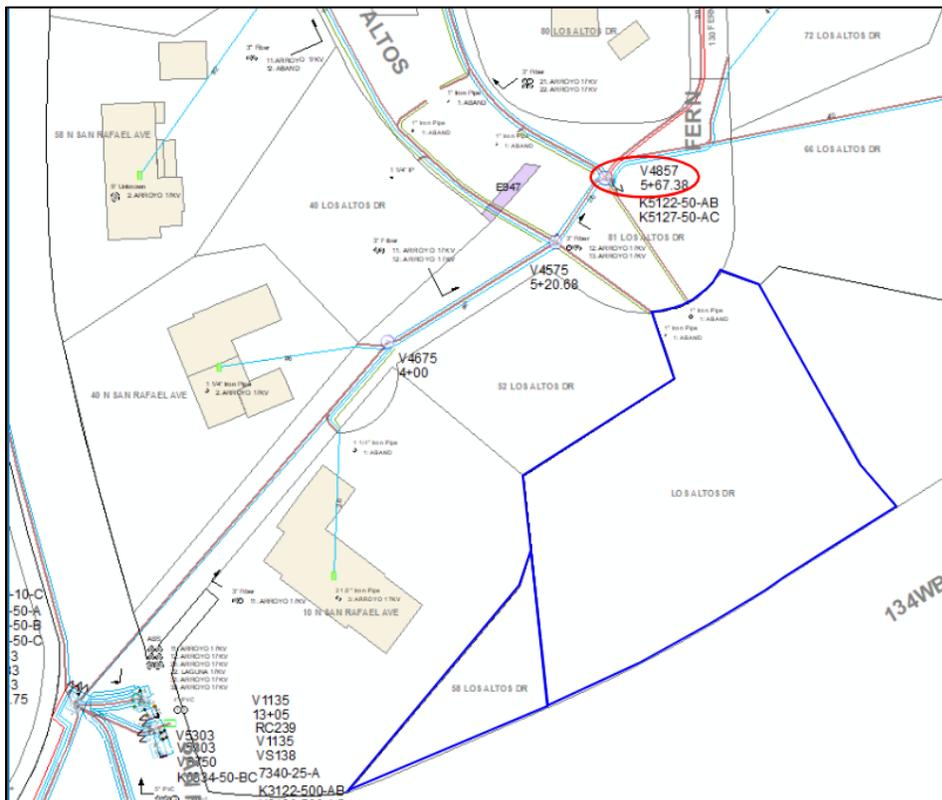
WATER & POWER DEPARTMENT POWER DIVISION:

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

Pasadena Water & Power (PWP), Power Delivery shall provide electric service to the proposed development contingent upon satisfying all the requirements listed below:

Power Infrastructure:

- There are existing 17KV underground distribution facilities in close proximity (located along Los Altos Dr) of the proposed project location.
- Extension the underground conduit infrastructure to the property line to feed the proposed development will be at the expense of the developer.
- Underground distribution system upgrades may be required to accommodate large electrical services. System upgrades that are triggered by the development will be at the expense of the developer.
- Proposed power feed point for new electrical service is indicated below (street vault V4857).





Easements:

- A utility easement shall be required if the new electrical service crosses or feeds multiple parcels.

Power Delivery Requirements:

- Owner/developer shall install private property transformer vault or pad within development area close to the street and in close proximity to PWP underground distribution facilities.
- The size of transformer vault shall be determined by PWP based on the size of electrical service.
- Transformer vault shall have an access hatch from above (open to sky) for equipment installation purposes and drivable PWP truck access.
- Owner/developer shall be responsible for installing lighting, receptacles, ground rods, and air blowers inside transformer vault.
- Owner/developer shall be responsible for installing vent pipes from transformer vault to open air for proper air circulation.
- Owner/developer shall be responsible for the maintenance of the transformer vault, 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.
- PWP shall install primary service laterals from the street vault to the property line at the developer's expense.
- Owner/developer shall be responsible for picking up and extending primary service laterals from the property line to the transformer vault.
- Owner/developer shall install secondary service conduits from transformer vault to switchgear or panel.
- PWP shall install electrical service transformers, cables, and electric meters.
- All PWP installation costs shall be paid by the developer prior to scheduling of any work.

Distributed Generation:

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 local building codes, Fire Department and the Pasadena Solar Initiative Program.

Coordination of Electric Service:

1. In order to determine the specific requirements of the electrical service for this project and to begin the coordination of service, the following items will need to be included in the submittal:
 - Electric Service Application
 - Electrical Plans (single-line diagram, load calculations).
 - Site plan & elevation plan showing proposed transformer vault/room location & electrical switchgear/meter location.
 - \$5,000.00 Deposit
2. Total 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 shall be provided to the owner/developer after the submittal is received and a PWP power design is finalized.



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

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

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

Water Mains:

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

- 12-inch ductile iron water main in Los Altos Dr, installed under Work Order 2423 in 2004.

Moratoriums:

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

Water Pressure:

The approximate water pressure at this site is 65-70 psi.

Water Service:

PWP records reflect there currently is no water service providing water to the property. Any request for water service will be reviewed when the building plans are submitted. Services 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.

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.



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

Option 2:

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

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

All Other Cross Connection Requirements:

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

Fire Flow and Fire Hydrants:

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

There is one fire hydrant in close proximity to the project site.

- Fire hydrant 216-30 is located at Los Altos Drive and Fern Drive.

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



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