

**ATTACHMENT A**  
**PREDEVELOPMENT PLAN REVIEW COMMENTS**



**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:** PPR2021-00014 **Date:** January 21, 2022

**Project Address:** 1501-1525 E. Walnut Street

**Project Description:** Predevelopment Plan Review for the construction of a four-story, 81-unit (80 Single-Room Occupancy and one caretaker's unit) building.

**Project Applicant:** Tajen Lee (1501 Walnut LLC)

**Case Manager:** David Sinclair  
**Phone:** 626-744-6766  
**Email:** dsinclair@cityofpasadena.net

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

<b>Department / Division</b>	<b>Plan Reviewer</b>	<b>E-mail</b> @cityofpasadena.net	<b>Phone</b> (626) 744-	<b>Page</b>
Addressing Section	Angie Jackson	<a href="mailto:ajackson@cityofpasadena.net">ajackson</a>	x6903	<u>2</u>
Building & Safety	Arnold Barreda	<a href="mailto:abarreda@cityofpasadena.net">abarreda</a>	x6887	<u>2</u>
Community Planning	Andre Sahakian	<a href="mailto:asahakian@cityofpasadena.net">asahakian</a>	x6707	<u>3</u>
Cultural Affairs	Corey Dunlap	<a href="mailto:cdunlap@cityofpasadena.net">cdunlap</a>	x7547	<u>7</u>
Current Planning	David Sinclair	<a href="mailto:dsinclair@cityofpasadena.net">dsinclair</a>	x6766	<u>7</u>
Design & Historic Preservation	Edwar Sissi	<a href="mailto:esissi@cityofpasadena.net">esissi</a>	X6738	<u>16</u>
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First Source Local Hiring	Antonio Watson	<a href="mailto:awatson@cityofpasadena.net">awatson</a>	x8382	<u>21</u>
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**PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

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Public Works	Yannie Wu-Bowman	<a href="mailto:ywu-bowman@cityofpasadena.net">ywu-bowman</a>	x3762	<a href="#">23</a>
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Water & Power: Power	Eduard Avakyan	<a href="mailto:eavakyan@cityofpasadena.net">eavakyan</a>	x7826	<a href="#">29</a>
Water & Power: Water	Natalie Ouwersloot	<a href="mailto:nouwersloot@cityofpasadena.net">nouwersloot</a>	x7011	<a href="#">32</a>

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

**General Comments:** The available addresses for the proposed new 4-story, 41,756 square foot building with 80 residential single room occupancy units and one caretaker unit are: 1505, 1507 and 1513 E. Walnut Street. The unit numbers for the residential units shall be numbered consecutively, 1st floor unit numbering will start as, #101, 103, 103, etc, starting on the 2nd floor residential unit numbering will start, #201, 202, 203, etc., 3rd floor #301, 302, 303, etc. and this number pattern will continue for residential units on each above floor. No fractional numbers or alphabetical designations are allowed for residential unit numbering. In addition, it is the responsibilities of the owner to ensure that directional signage of the units on each floor are located off the elevator lobbies and near any exit stairwells.

The letter that authorizes you to use the address will be sent to you after the requirements listed below are met and after the building permit is issued. Copies of the letter will be sent to the relevant agencies within and outside of the City.

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

**Estimated Fees:** The address fee will be calculated after receiving the following: An address application, an 8 1/2" x 11" site plan and a floor plan for each above ground level. The site plan needs to show the main front door entrance into the building, the streets, indicate the N/S direction as well as the orientation of the building to the street. The floor plans need to show path of travel, elevators, stairwells and main front door entry into each unit before submittal into plan check.

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

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



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**FYI – The current edition is the 2016 series effective January 1, 2017 until December 31, 2019.**

**Soils Report:** Soils report is required for the project.

**Property Land Survey:**

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

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

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

**California Disabled Access Requirements:** Project to be accessible to the disabled in accordance with Chapter 11B of the CBC. Stage and seating must be accessible.

**LID** will be required.

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

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**PLANNING DIVISION –  
COMMUNITY PLANNING SECTION:**

Plan Reviewer: Andre Sahakian  
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**General Plan Consistency:** According to the General Plan Land Use Diagram, the subject property is designated as Low Commercial (0.0-1.0 FAR) which is characterized by a limited range of retail and service uses. These uses are located and designed to foster pedestrian use, primarily serve the needs of adjacent neighborhoods and maintain compatibility with residential uses in the immediate area.

The project site is approximately 40,000 square feet in size and is located along the north side of E. Walnut Street, about two blocks south of the I-210 freeway, and within a half-mile radius of the Metro L Line Allen Station. The project site is currently developed with three auto repair buildings and surface parking. Based on the submitted plans, the project proposes development of a new four-story, 41,756 square foot building with 80 single-room occupancy (SRO) units and one manager's unit. The SRO units would range in size from 330 to 375 square feet, with the majority of units at the 330 square foot size. 30 of the SRO units are proposed to be affordable, including 9 at the very low income level, and 21 at the moderate income level. The project would have a height of 45 feet, and a total of 60 parking spaces located at grade, 15 of which would be located within the covered structure, with the remainder located in the rear of the proposed building in a parking lot.



The project includes a pool and spa with BBQ and cabanas in the center of the ground floor level behind the residential structure and a dog park at the northwest corner of the parcel. Individual units are provided with modest balconies, although it is unclear from the plans whether the proposed dimensions would make them usable to individual tenants. Other common amenity areas are provided indoors on the ground floor, with a shared lounge, office, kitchen/dining area, and gym.

The Low Commercial General Plan land use category allows a maximum development intensity of 1.0 FAR. Based on the lot size, the subject property would allow up to 31,413 square feet of floor area. The proposed gross floor area of 41,756 square feet result in an FAR of 1.06, which exceeds the allowable maximum under the General Plan. However, the project proposes to utilize State Density Bonus Law and the City's local Affordable Housing Concession Menu, which allows a concession to exceed the otherwise applicable FAR by an additional 0.5, for a total potential of 1.5 FAR. Therefore, the intensity of the proposed project is consistent with the General Plan Land Use Map.

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

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

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

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

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

*Policy 4.4 – Transit Villages. Accommodate and intensify a mix of local and regional commercial, residential, and public uses close to the Metro Gold Line stations. Design these areas to accommodate safe and convenient walking, bicycling, and transit use. Include gathering places and amenities to enhance their quality and livability.*

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



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

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

*Policy 12.4 – Revitalization of Commercial Areas. Encourage the revitalization of commercial and industrial areas by attracting private investment.*

*Policy 25.1 – Diversity of Uses. Encourage the development of a broad range of commercial uses that reduce the need to travel to adjoining communities, while capturing a greater share of local spending.*

*Policy 25.2 – Compact Infill Development. Encourage commercial uses along major corridors, in Neighborhood Villages, and as infill development adjacent to existing commercial uses and on surface parking lots to improve commercial services, maximize revenue generation, and leverage concentrating commercial uses.*

*Policy 25.3 – Cohesive Development. Encourage the cohesive development and/or master planning of large commercial sites and corridors.*

*Policy 25.4 – Architecture and Site Design. Require that new development protect community character by providing architecture, landscaping, and urban design of equal or greater quality than existing and by respecting the architectural character and scale of adjacent buildings.*

*Policy 25.7 – Buffering Adjoining Residential Areas. Ensure commercial uses adjoining residential neighborhoods or mixed residential and commercial uses are designed to be compatible with each other.*

*Use and Development Intensity:* Although the project site is not located within a Specific Plan area, its location on an underutilized commercial property and within a half mile of the Metro L Line Allen Station makes the proposed SRO use and density generally appropriate. The site is in close proximity to the North Hill Avenue and East Colorado Boulevard corridors, both of which are walkable commercial streets with numerous amenities that would likely reduce the need for driving and support overall pedestrian activity in the neighborhood. It is also located in close proximity to Pasadena City College, which has a large student population that is likely to benefit from the type and affordability of the SRO units that are proposed. Although the General Plan calls for a retail and service oriented commercial character at this location, it also emphasizes a desire for fostering pedestrian uses and compatibility with residential uses in the immediate area. The proposed projects proximity to transit, nearby commercial uses, and the PCC campus, are likely to encourage walking for future residents, and the SRO use is compatible with the multi-family



uses that exist adjacent to the project site to the north. Although the proposed intensity exceeds the maximum FAR identified in the General Plan, the exceedance is minor and is allowable under State Density Bonus Law through the provision of 30 on-site affordable units. These features make the project generally consistent with Policies 1.1, 1.2, 2.1, 2.6, 4.4, 12.4, 25.1, and 25.2.

*Scale, Massing, and Context:* The proposed project is four stories in height, with all of the building massing located in the front half of the subject property toward E. Walnut Street, leaving an approximately 87 foot buffer from the RM-16 zoned properties located to the rear. The siting of the building greatly reduces the appearance of the overall height and massing from the adjacent residential uses, while positioning the building close to the street along E. Walnut Street, thereby maintaining a streetwall consistent with a desirable commercial corridor. Existing buildings in the immediate vicinity of the project site are predominantly one or two stories in height, however the proposed building height is within the maximum allowable for the applicable zoning district. The applicant should work closely with the Design and Historic Preservation staff to ensure that the building's scale, massing, and design is compatible with applicable design guidelines and the surrounding architectural context, with a focus on consistency with General Plan Land Use Element Policies 4.10, 4.11, 6.1, 12.4, 25.3, 25.4, and 25.7.

*Open Space and Parking:* The proposed project includes common open space amenities such as a pool and BBQ area and dog park, as well as smaller private balconies for each residential unit, although it is unclear whether the proposed dimensions of the private open space balconies make them functional. Although the project plans indicate that the amount of open space provided complies with Zoning Code requirements for SRO projects, it may be worthwhile to consider increasing the size of the private balconies. This would serve to provide more usable private open space amenities for such a dense development, and also create opportunities for increasing building modulation and reduce the appearance of massing from the street. All parking for the proposed project is located at grade, which is accessed from two driveways located on E. Walnut Street. Although the driveways are along the primary frontage of the site, no other access is available, and the proposed project would result in a total reduction of the number of curb cuts for the combined project site. Nonetheless, locating some or all of the required parking underground would create opportunities for more common open space to the rear of the building, thereby making the units more livable.

**Specific Plan:** The subject property is not located in a Specific Plan area.

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

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

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

- Council District 2  
Councilmember Felicia Williams  
City Council Liaison: Darla Dyson

The proposed project is not located near any neighborhood associations.

**Estimated Fees:** No fees are anticipated from Community Planning.



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**CULTURAL AFFAIRS DIVISION:**

Plan Reviewer: Corey Dunlap

Phone: (626) 744-7547

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

Based on the information provided, this project is NOT SUBJECT to the City of Pasadena Public Art Requirement at this time.

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**PLANNING DIVISION –  
CURRENT PLANNING SECTION:**

Plan Reviewer: David Sinclair

Phone: (626) 744-6766

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

**General Comments:** Staff advises that in addition to the comments below, the proponent thoroughly review the Zoning Code, Municipal Code and each chapter/section specified.

- Title 17 – Zoning Code
- Chapter 17.50.300 – Single Room Occupancy (SRO) Facilities
- Chapter 17.40 – General Property Development and Use Standards
- Chapter 17.44 – Landscaping
- Chapter 17.46 – Parking and Loading
- Chapter 8.52 – City Trees and Tree Protection Ordinance

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

There is an existing telecommunications tower on the site. Although not explicitly called out, it appears neither it nor its antennas would be replaced on-site. If they are to be replaced on-site, a Conditional Use Permit for a telecommunications monopole or Minor Conditional Use Permit for the co-location of the antennas may be required.

- 1. Zoning District (PMC §17.24):** The project site is located in the CG (Commercial, General) zoning district. This zoning district is intended to, "...provide opportunities for the full range of retail and service businesses deemed suitable for location in Pasadena, including businesses not permitted in the CL district because they attract heavy vehicular traffic or traffic not destined for Pasadena residential areas or have certain adverse impacts; and provide opportunities for certain limited manufacturing uses that have impacts comparable to those of permitted retail and service uses to occupy space not in demand for retailing or services."
- 2. General Plan (Land Use Diagram, Land Use Element):** The site is designated Low Commercial (0.0-1.0 FAR) on the Land Use Diagram of the General Plan. Please refer to the Community Planning comments for additional information and the Land Use Element of the General Plan.



- 3. **Overlay Zoning Districts / Transit-Oriented Development (17.50.340):** The property is not located in an overlay zoning district. However, the property is located between ¼ mile and ½ mile of the Allen Avenue Gold Line Station, and as such, may voluntarily utilize the Transit-Oriented Development standards on the Zoning Code.
- 4. **Land Use (PMC §17.24.040):** The proposed project is a combination of 80 single-room occupancy units and one resident-manager unit. SRO units are defined in the City’s Zoning Code as, “A facility providing dwelling units where each unit has a minimum floor area of 150 square feet and a maximum floor area of 375 square feet. These dwelling units may have kitchen or bathroom facilities and shall be offered on a monthly basis or longer.” Single-room occupancy units, with a resident-manager unit are permitted by-right in the CG zoning district.
- 5. **Residential Density (PMC §17.24.040):** There is not a maximum residential density in the CG zoning district. Further, the maximum number of single-room occupancy units is limited by the maximum Floor Area ration (FAR) for the site and not units per acre (see Floor Area Ratio discussion below).
- 6. **Inclusionary Housing (PMC §17.42):** This Chapter applies to new construction of a project consisting of 10 or more residential units, where a minimum of 20 percent of the total number of dwelling units in a residential project shall be developed, offered to, and sold or rented to households of very low, low, and moderate-income, at an affordable housing cost. For a rental project such as this, the affordability requirements are: five percent of the units must be rented to very low-income households; five percent rented to very low- or low-income households; and 10 percent rented to very low, low, or moderate-income households.

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

As indicated in the application materials, the base number of single-occupancy units is 60 units. As a result the minimum number and type of inclusionary units is three very-low income units, three low income units, and 12 moderate income units. Therefore, the proposal to provide three very-low income units, three low income units, and 24 moderate income units will meet, and exceed, the minimum number of Inclusionary Units required.

- 7. **Setbacks (PMC §17.24.040):** Setback requirements from the specified streets/property lines are as follows:

E. Walnut Street (front):.....Five feet minimum

Note: A building proposed as an infill project may be allowed no setback through the Design Review process if the review authority determines that a reduced front setback would allow the proposed structure to match the established building placement pattern of the block.

Northern property line (rear):..... 15 feet minimum, as the adjacent zoning district to the north is RM-16. The encroachment plane requirement (17.40.160.D.3) also applies as the adjacent zoning district to the north is RM-16.

All other property lines (side):.....None required, as none of the adjacent zoning districts to the side property lines are zoned RM. The encroachment plane requirement



(17.40.160.D.3) will not apply as none of the adjacent zoning districts to the side property lines are RM.

According to the plans provided, the proposed building is dimensioned as having a five foot setback from the Walnut Street property line (front) and 86'-10" from the north (rear) property line. The side setbacks on the east and west sides of the building are dimensioned at 7'-10", although an additional dimension of 8'-5" is also shown on the west side of the building. Although both dimensions demonstrate compliance, clarification may be needed on future submittals.

8. **Height (PMC §17.24.040), §17.40.060):** The maximum allowed building height is 45 feet. Height is measured from the lowest elevation of the existing grade at an exterior wall of the structure to the highest point of the structure pursuant to Zoning Code Section 17.40.060.C (Height Requirements and Exceptions - Height measurement). The highest point of the structure shall be considered its highest ridge or parapet. Refer to Zoning Code Section 17.40.060.D for height limit exceptions.

According to the plans provided, the lowest elevation of the building to the highest point is labeled as 45 feet, with what appear to be appurtenances, such as mechanical equipment, above this point. Appurtenances are permitted to exceed the maximum allowed height of a building, provided they are less than 15 feet in height and cover no more than 25 percent of the total area of the roof.

The appurtenance analysis on Sheet G-100 identifies two appurtenances, totaling 312 square feet, or 2.3 percent of the 13,306 square foot roof area. However, based on the elevation drawings, there appear to be as many as eleven appurtenances that extend above the parapet height of 45 feet. Although it is not expected that the total area of these would exceed 25 percent of the roof area, additional information/clarification would be helpful.

9. **Floor Area Ratio (FAR) (PMC §17.24.040, §17.43):** The maximum allowable floor area ratio is 0.8. FAR is the numerical value obtained by dividing the *aboveground* gross floor area of a building or buildings located on a lot by the total area of the lot. Gross floor area means the total enclosed area of all floors of a building measured to the inside face of the exterior walls including halls, stairways, elevator shafts at each floor level, service and mechanical equipment rooms and basement or attic areas having a height of more than seven feet, but excluding area used exclusively for vehicle parking or loading.

In addition, to achieve correlation between the development caps identified in the Land Use Element of the General Plan and the FAR's assigned by this Chapter, floor area devoted to parking facilities shall not apply in the calculation of permissible building floor area. Be advised, if a street dedication is required, the FAR calculation shall be based on the total area of the lot before the street dedication. Based on a lot size of 39,267 square feet (per plan), the maximum allowed gross floor area is 31,413 square feet. According to the plans provided, the total floor area would be 41,756 square feet, which equates to a FAR of 1.06.

As noted earlier, single-room occupancy units are regulated by FAR and not by residential density. Therefore, in order to access density bonus, as allowed by State Law, the City's practice has been to allow for a percentage increase in FAR based on the percentage of



affordable units that are proposed; a percentage increase that is equivalent to the percentage increase in can be found in California Government Code 65915-65918.

The proposed FAR 1.06 and a maximum allowable of 0.8 would be an increase of approximately 32.5 percent. However, the application materials provided, would seem to indicate that the applicant has concluded that a density bonus of 34 percent is needed, based on the provision of 24 moderate income units (or 39 percent of 60 base density units). Although the project does appear to qualify for the FAR bonus to achieve the proposed FAR, further discussions between the applicant team and City staff are needed in order to ensure there is no confusion as the project proceeds through the applicable review processes.

**10. Single Room Occupancy (SRO) Facilities (PMC §17.50.300):** The development standards of this Section shall apply. Refer to the Section for more information and the following.

**a. Unit size and occupancy (PMC §17.50.300.C):** The minimum size of a unit shall be 150 square feet and the maximum size shall be 375 square feet which may include bathroom and/or kitchen facilities.

On the submitted plans, four types of single-room occupancy are shown, which range in size from 330 square feet to 375 square feet.

**b. Common area (PMC §17.50.300.D):** A minimum of 10 square feet for each unit or 250 square feet, whichever is greater, shall be provided for a common area. All common area shall be within the structure. Dining rooms, meeting rooms, recreational rooms, or other similar areas approved by the Zoning Administrator may be considered common areas. Shared bathrooms and kitchens shall not be considered as common areas.

The proposed plans indicate a total of 2,884 square feet of 'Open Space' is proposed, although it appears the 'Open Space' term was used interchangeably with the 'Common Space'. On future submittals, the term 'Common Space' can be used instead for clarity and ease of review.

**c. Management (PMC §17.50.300.E):** A single-room occupancy management plan shall be submitted to, reviewed, approved and enforced by the Housing Administrator of the Housing and Development Department. The management plan shall be approved before issuance of a Certificate of Occupancy. The management plan shall be comprehensive and contain management policies and operations, rental procedures and rates, maintenance plans, residency and guest rules and procedures, security procedures and staffing needs including job descriptions. The approved management plan shall be in recordable form as approved by the City Attorney and recorded before issuance of a Certificate of Occupancy. A 24-hour resident manager shall be provided for any single-room occupancy use with 12 or more units.

Please work with the appropriate staff in the Housing and Development Department to ensure compliance.

**d. Kitchen facilities (PMC §17.50.300.H):** Each unit shall be provided a kitchen sink serviced with hot and cold water with a garbage disposal and a counter top measuring a



minimum of 18 inches wide by 24 inches deep. A complete kitchen facility available for residents shall be provided on each floor of the structure, if each individual unit is not provided with a minimum of a refrigerator and a microwave oven.

On the submitted plans kitchen facilities are shown for the single-room occupancy units. Please continue to include the dimension and amenity details, as described above, on future submittals.

- e. **Bathroom facilities (PMC §17.50.300.I):** For each unit a private toilet in an enclosed compartment with a door shall be provided. This compartment shall be a minimum of 15 square feet. If private bathing facilities are not provided for each unit, shared shower or bathtub facilities shall be provided at a ratio of one for every seven units or fraction thereof. The shared shower or bathtub facility shall be on the same floor as the units it is intended to serve and shall be accessible from a common area or hallway. Each shared shower or bathtub facility shall be provided with an interior lockable door.

On the submitted plans compliant private bathroom facilities are shown for the single-room occupancy units.

- 11. **Outdoor Lighting (PMC §17.40.080):** Exterior lighting on private property shall comply with the requirements of this Section. Refer to requirements for any exterior lighting proposed. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable. This may include the provision of a photometric survey.

- 12. **Reflective Surfaces (PMC §17.40.110):** For new structures, mirror or highly reflective glass shall not cover more than 20 percent of a structure's surface visible from a street. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.

- 13. **Refuse Storage (PMC §17.40.120):** A refuse storage area for the collection of trash and recycled goods shall be provided at the time any structure is constructed. Where there are 20 or more units the minimum size of trash storage areas shall be determined by the Director of Public Works, based on the type of use, the size of the refuse area proposed, and the frequency of refuse collection. In each required refuse storage area, space shall be provided for recyclable materials. A separate bin for each type of recyclable material collected in the area in which the site is located shall be provided. The bins shall be clearly marked as to the types of recyclable materials which are to be placed in the bins, and a list of materials for which the bin is provided shall be attached to the bin.

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

There is a labeled 'Trash' area accessible from the western parking area. Please include dimension details on future submittals.



**14. Screening (PMC §17.40.150):** All new exterior mechanical equipment, except solar collectors, shall be screened or located out of view from public rights-of-way. At a minimum, screening materials shall have evenly distributed openings or perforations not exceeding 50 percent of surface area and shall effectively screen mechanical equipment. In addition, aboveground utility meters shall not be located between the building occupancy and a street property line. Refer to the Section for additional requirements. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable. This may include the provision of a line of sight exhibit.

**15. Underground Utilities (PMC §17.40.190):** The project shall provide for the undergrounding of all utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) within the site in compliance with the requirements of this Section. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.

**16. Landscaping (PMC §17.44):** All projects shall provide and maintain landscaping in compliance with the provisions of this Chapter. A preliminary landscape plan shall be submitted as part of an application for any necessary land use entitlement. The preliminary landscape plan shall meet the purpose of this Chapter by exhibiting a design layout that demonstrates the desired landscaping program in terms of function, location, size/scale, theme, and similar attributes. Preliminary landscape plans shall be prepared by a California-registered landscape architect, or the architect that designed the on-site structures and improvements. At a minimum, landscape plans shall include plant names, quantities, sizes, irrigation systems, and plans for tree retention and removal. Landscaping shall be a combination of trees, shrubs, groundcover and turf. All areas not devoted to building coverage, walkways, or driveways shall be landscaped. Refer to the Chapter for additional requirements.

Please note, new construction projects with 500 square feet or more of landscaped area will be subject to compliance with the State Model Water Efficient Landscape Ordinance (MWELo). Additional information regarding compliance is available on the City's website, [www.cityofpasadena.net/planning/water-efficient-landscape-ordinance/](http://www.cityofpasadena.net/planning/water-efficient-landscape-ordinance/). Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

**17. Tree Retention, Removal and Protection (PMC §17.44.090, 17.44.100, 8.52):** Where healthy trees exist on site, maximum effort shall be given for their retention. All existing trees shall be protected during construction in compliance with the City Tree Protection Ordinance. This includes public/street trees located in the public right-of-way. The City's Tree Protection Ordinance includes a list of protected native and specimen species. Removal of protected species and/or mature trees are subject to the approval or a tree removal permit. Mature trees are an otherwise non-protected tree with a diameter-at-breast-height (DBH) of 19 inches or greater ( $\geq 19$ ). A tree removal permit is a discretionary application required of each protected tree planned for removal. Tree removal permits would be reviewed concurrent with any zoning entitlements, or where none were proposed, concurrent with the design review process.

In addition, street trees shall not be removed without first obtaining permission from the Department of Public Works. The City's Tree Protection Ordinance prohibits the applicant from pruning, injuring or removing a public tree located anywhere in the city unless expressly



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

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

According to the plans there are several trees on the site that will remain in place. However, it is not clear if any trees are proposed to be removed. Please submit detailed tree information in future submittals.

**18. Parking (PMC §17.46):** Parking shall comply with all applicable standards of this Chapter, and the project shall adhere to parking standards specified in Zoning Code Section 17.50.340 (Transit-Oriented Development), where applicable.

**a. Number of Off-Street Parking Spaces Required (PMC §17.46.040, Table 4-6):** Table 4-6 identifies the minimum number of required parking spaces by land use category, including residential and non-residential uses. Please note that any disabled accessible parking spaces are included as part of fulfilling off-street parking requirements and are not an additional requirement.

Single-Room Occupancy (Affordable): One parking space for every four single-room occupancy units, plus two spaces for the resident manager.

Single-Room Occupancy (Market Rate): One parking space for every one single-room occupancy unit, plus two spaces for the resident manager.

30 affordable units are proposed, which results in a minimum parking requirement of eight spaces. Adding 50 parking spaces for the 50 market-rate units and two spaces for the resident manager unit results in an overall minimum requirement of 60 parking spaces. 60 parking spaces are proposed.

**b. Compact Parking Spaces Prohibited (PMC §17.46.090):** Compact parking spaces shall not be allowed anywhere in the City. Though compact spaces do not appear to be proposed, please keep this prohibition in mind as the projects progresses through the applicable entitlement and building permit processes.

**c. Dimensional Requirements (PMC §17.46.110, 17.46.120, 17.46.130):** Parking spaces shall measure a minimum of 8.5 feet wide by 18 feet deep (8.5' x 18'). An additional width of one foot shall be provided for each parking space the length of which is contiguous to



a fence, structure, wall, or other obstruction. However, if columns are set back away from the aisles, the one-foot additional width required may be lessened three inches for each foot the columns are set back from the aisles.

At the end of an aisle providing access to a parking space perpendicular to the aisle, the aisle shall extend two feet beyond the side of the last parking space in the aisle. Vertical clearance for all parking spaces, including entrances, shall be a minimum of seven feet in height. Vertical clearance for access to and including handicapped spaces, shall be a minimum of eight feet, two inches (8'-2") in height.

The minimum aisle dimension is based on the size and angle of a parking space pursuant to Table 4-8 (Aisle Dimensions), of Zoning Code Section 17.46.130 (Aisle Dimensions). Parking spaces shall be double-striped. Please refer to the Sections for additional requirements.

The dimensions included on the submitted plans appear to demonstrate compliance with the dimensional requirements. Please continue to show on future submittals so compliance can continue to be verified.

- d. **Parking Access from Street (PMC §17.46.140):** All spaces in a parking facility shall be accessible without reentering a public right-of-way. As proposed, the project is in compliance with this standard, but please be aware as the project progresses through the entitlement and building permit processes, as applicable.
- e. **Driveway Design, Widths, and Clearances (PMC §17.46.150):** The width of each driveway shall comply with the minimum requirements of this Section and also provide a minimum of one foot of additional clearance on each side of the driveway to a vertical obstruction exceeding one-half foot in height. The minimum width for residential projects with 26 or more parking spaces is ten feet for each of two one-way driveways or 12 feet for one two-way driveway.

Two driveways are proposed. The western one has a dimensioned width of 20 feet, and while the eastern one has an overall dimensioned width of 20 feet, it is not clear if the transformer vault is fully below ground or partially above such that it could obstruct the driveway. Please clarify on future submittals, and if it would obstruct the driveways, please demonstrate compliance with minimum driveway width requirements.

- f. **Loading Spaces (PMC §17.46.260):** Off-street loading is not required for residential uses.

There do not appear to be any loading spaces proposed in the project.

- g. **Paving (PMC §17.46.300):** All parking areas, circulation aisles, and accessways shall be paved with Portland cement concrete. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.
- h. **Bicycle Parking (PMC §17.46.320):** Bicycle parking facilities shall be provided for any new structure. Multi-family residential structures (three or more dwelling units) require one bicycle space for every six dwelling units. All required bicycle parking facilities must be



Class 1 bicycle facilities (garages or accessible indoor areas count). Refer to the Section referenced for other facilities that qualify as Class 1 as well as location and design requirements.

Based on 81 units, at least 14 facilities for bicycles are required. The submitted plans indicate that 14 bicycle parking spaces are proposed, but the two indoor bicycle storage rooms (which classify as Class 1 facilities) appear to only show ten bicycles. There is a set of outdoor bicycle racks for four bicycles, but these do not appear to count as Class 1 facilities, as they are outdoor racks. Please add indoor space for at least four bicycles on future submittals.

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

**20. Environmental Review (PMC §17.60.070):** This project will be subject to the California Environmental Quality Act (CEQA). An environmental review will occur after acceptance of a complete application. Depending on the final design, size, location, nature of the construction of the project, an Initial Study may be required to determine whether a Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report (EIR) would be required for the project. Otherwise, the project may qualify for a categorical exemption under CEQA if found not to have a significant effect on the environment. The environmental determination may require the preparation of technical studies (e.g. air quality, noise, cultural resources, biological, etc.).

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

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

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



**23. Estimated Fees (FY2022) (PMC \$17.60.050):** Although no Zoning Code-related entitlements are envisioned at this time, the following application fees are provided as a courtesy.

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

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

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

Plan Reviewer: Edwar Sissi  
Phone: (626) 744-6738  
Email: [esissi@cityofpasadena.net](mailto:esissi@cityofpasadena.net)

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

The project site consists of five adjoining parcels, three developed, and two vacant. A portion of the site, and the two vacant parcels are part of the former Atchison, Topeka, and Santa Fe Railroad right-of-way. The three parcels that front the northern street edge of East Walnut Street are developed with non-residential buildings constructed in 1947, 1967, and 1973 respectively from west to east. Due to the age of the buildings and their proposed demolition, a Historic Resource Evaluation will be required, pursuant to PMC Section 17.62.080, to determine if the buildings are eligible historical resources.

**Demolition without a Building Permit for a Replacement Project:** In addition to the demolition review, the municipal code also prohibits demolition unless the City has already issued a building permit for a replacement project on the site.

The Code allows a developer or property owner to apply for an approval to demolish a building prior to issuance of a building permit for a replacement project through an application for a Relief from Replacement Building Permit Requirement. The application may be approved if the necessary findings can be made to determine that the building does not qualify as a landmark, that the demolition of the building does not result in the loss of habitable dwelling units on a property zoned for residential use, and that the demolition would not disrupt a continuous grouping of significant buildings or create an inappropriate void in the character of the area OR a single



finding may be adopted, that the demolition serves an overriding public benefit and will not be detrimental to surrounding property. The application may be denied if these findings cannot be met. Decisions on these applications may be appealed to or called for review by Historic Preservation Commission or the City Council.

**DESIGN REVIEW:** The project will be subject to design review before the Design Commission because the proposal consists of a new 80-unit SRO residential project along a Major Corridor that is proposed to be over 25,000 square feet in size. The design of the proposed project will be evaluated to ensure compatibility with the City's design guidelines which, for this project will consist of the following:

- The design-related goals and policies outlined in the City's Land Use Element of the General Plan
- The Design Guidelines for Neighborhood Commercial & Multi-Family Residential Districts

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

Design review for this project will be a three-step procedure before the Design Commission:

- 1) **Preliminary Consultation;**
- 2) **Concept Design Review** (schematic-level); and
- 3) **Final Design Review.**

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

**Concept Design Review:** Requires an application with a filing fee and additional materials indicated in the Concept Design Review submittal requirements list. For a project of this scale, we suggest including some or all of the following visual materials:

- 1) A massing model;
- 2) Rendered elevations; and
- 3) An eye-level perspective drawings or computer models, concentrating on all three street elevations.

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



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

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

#### Appeals/Calls for Review

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

#### Preliminary Design Issues

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

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

#### Specific Comments on Proposed New Construction

The Preliminary Consultation review for the project was held on January 11, 2022, by the Design Commission. Please refer to the Preliminary Consultation comment letter, dated January 12, 2022, for the Design Commission comments.

**Additional Information:** Below are links to the design guidelines that apply to the project:

- General Plan Land Use Element:  
<https://ww5.cityofpasadena.net/planning/wp-content/uploads/sites/56/2017/07/Land-Use-Element-2016-01-25.pdf>
- [Design Guidelines for Neighborhood Commercial & Multi-Family Residential Districts](https://www.cityofpasadena.net/wp-content/uploads/sites/30/neighborhood-commercial-and-multi-family-residential-districts.pdf?v=1590176184379)  
<https://www.cityofpasadena.net/wp-content/uploads/sites/30/neighborhood-commercial-and-multi-family-residential-districts.pdf?v=1590176184379>



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**Estimated Fees:** Fees are subject to change and are based on actual rates at the time of formal submittal. A 3% records management charge is added to each fee. The current Fiscal Year 2022 application fees for this project are as follows:

- Preliminary Consultation (w/ Design Commission): \$757.00
- Concept Design Review (w/ Design Commission): \$5,043.00
- Final Design Review (w/ Design Commission): \$2,154.00

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**DEVELOPMENT:**

Plan Reviewer: David Klug  
Phone: (626) 744-6748  
Email: [dklug@cityofpasadena.net](mailto:dklug@cityofpasadena.net)

Comments were not provided. Please contact the division directly to discuss its requirements.

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**FIRE DEPARTMENT:**

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

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

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

**Interior exit stairways:** Interior exit stairways shall terminated at an exit discharge or a public way. CBC Section 1023.3

**Exit discharge:** Exit discharge shall comply with the requirements of CBC Section 1028.1

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

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

**Structures and outdoor parking underneath high voltage lines:** Outdoor parking within easement underneath high- voltage transmission lines shall be limited to combustible material. CFC Section 316.6.2

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



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

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

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

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

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

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

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

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

Fire Department Fire Sprinkler Connections: Shall be comprised of:

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



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

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

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

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**FIRST SOURCE LOCAL HIRING:** Plan Reviewer: Antonio Watson  
Phone: (626) 744-8382  
Email: [awatson@cityofpasadena.net](mailto:awatson@cityofpasadena.net)

**General Comments:** The City of Pasadena has a First Source Local Hiring Ordinance (PMC 14.80). If there is no financial assistance being provided to this project from the City of Pasadena, and it is paying a construction tax to the City; then it would qualify for the City's local hiring incentive. This incentive could result in a rebate of up to 75% of the project's construction tax. Please contact Antonio Watson (626-744-8382) to discuss options for the City's First Source Local Hiring Incentive.

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

Plan submittal to the Health Department will be required for construction of any retail food facility within this development. All food and beverage facilities must comply with PMC 8.12 and the California Retail Food Code. Refer to the Plan Check Construction Guidelines. This document provides an overview of the plan check process and an outline of the structural requirements that the California Retail Food Code requires for all retail food facilities. Contact Food Facility Plan Check Specialist Carly Williams at [CWilliams@cityofpasadena.net](mailto:CWilliams@cityofpasadena.net) or at (626) 744-6061 for details.

Food facilities shall adhere to the regulations established in the Tobacco Use Prevention Ordinance (PMC 8.78). Smoking in outdoor public areas is prohibited throughout the City of Pasadena. Refer to the following link for more information: [8.78.071 - Prohibition of smoking in certain outdoor public places](#).

If pools or spas are planned in this development, plan submittal to Environmental Health is likely to be required. Contact Pool Plan Check Specialist Elaine Zita at [EZita@cityofpasadena.net](mailto:EZita@cityofpasadena.net) or Carmina Chavez at [cachavez@cityofpasadena.net](mailto:cachavez@cityofpasadena.net) or either of them may be reached at (626) 744-6004 for details.



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**HOUSING DEPARTMENT:**

Plan Reviewer: James Wong

Phone: (626) 744-8316

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

- **PPR/AHC Waiver**
- **Rental Housing**
- **Density Bonus**
- **On-Site Inclusionary**
- **No TPO**

The proposed Project consists of the new construction of 81 units of single-room occupancy (SRO) rental housing. Per the Applicant, the applicant is proposing Density Bonus based on an equivalency of California Density Bonus provision under Pasadena Single Room Occupancy. Since there will be no demolition of existing multifamily units, the Project is not subject to the City's Tenant Protection Ordinance.

Per the Applicant, in order to satisfy the affordable housing requirement for a Density Bonus, the Applicant is proposing 24 affordable rental units at Moderate Income, which if approved by Planning, would allow for a 34% density bonus or total of 81 units. The Applicant is proposing 30 total affordable units on-site. The applicant will need to confirm with Planning the number of affordable units, along with the income level/affordability of these units, that would be required to increase project density.

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

Rental projects under the IHR are required to provide a minimum of 20% of the total units as affordable Inclusionary Units. Under the IHR, 5% of the Inclusionary Units shall be rented to Very Low Income households, 5% of these Inclusionary Units shall be rented to Very Low or Low Income households, and 10% shall be rented to Very Low, Low, or Moderate Income households.

Per the applicant, the base density of the Project is 60 units, meaning that **twelve (12) Inclusionary Units** are required under the IHR (20% x 60 units = 12). **Therefore, in order to satisfy the Inclusionary requirements, this Project would need to provide a total twelve (12) affordable units, as follows:**

- **Three (3) units rented to Very Low Income Households at the Inclusionary affordable housing cost standard;**
- **Three (3) units rented to Low (or Below) Income Households at the Inclusionary affordable housing cost standard;**
- **Six (6) units rented to a Moderate (or Below) Income Household at the Inclusionary affordable housing cost standard.**

The Applicant will need to confirm with the Planning Department that the equivalent base density of 60 units is correct. Provided that the 60-unit base density is correct, the applicant's current



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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proposal to provide 3 Very Low Income units, 3 Low Income units, and 24 Moderate Income units would meet the Inclusionary Housing Requirements.

All affordable units shall be restricted by income and rent in perpetuity, in accordance with the IHR. All designated affordable units shall comply with dispersal and unit-type proportionality requirements as set forth in the Inclusionary Housing Requirements and Regulations.

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

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

This SRO project is required to submit for City approval a single-room occupancy management plan ("SRO Management Plan") in accordance with Section 17.50.300E of Zoning Code. The SRO Management Plan will be incorporated in the Inclusionary Housing Agreement.

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

For completed projects with affordable rental units, the City will assess a Compliance Monitoring Fee in the amount of \$175.97 (FY 2022) per affordable rental unit. This fee is not charged for affordable for-sale units.

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**NORTHWEST PROGRAMS:**

Plan Reviewer: Lola Osborne  
Phone: (626) 744-4791  
Email: [losborne@cityofpasadena.net](mailto:losborne@cityofpasadena.net)

Comments were not provided. Please contact the division directly to discuss its requirements.

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**DEPARTMENT OF PUBLIC WORKS:**

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

**Dedication:** Walnut Street along the frontage of the subject property has a substandard sidewalk width of seven (7) feet. In order to provide for a standard ten (10) feet wide sidewalk, the applicant shall dedicate to the City a 3-foot strip of land along the subject frontage for street purposes. The



applicant shall be responsible for all the costs required to complete the dedication. The dedication document and processing fee shall be submitted to this office, at least three to four (3-4) months prior to the issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of the Certificate of Occupancy. The applicant shall construct new concrete sidewalk for all the above-mentioned dedicated areas in accordance with Standard Plans S-421.

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

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

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

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

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

The applicant shall demolish existing and construct the following public improvements along the subject development frontage of Walnut Street, including concrete drive approach per Standard S-403; concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard Plan



S-406. The public improvements shall be completed prior to the issuance of Certificate of Occupancy.

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

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

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

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

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



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

**New Street Trees:** The applicant shall plant a maximum of four (4) Chinese Pistache, *Pistacia chinensis* trees spaced a minimum of 30' apart (center trunk-to-center trunk). All new tree locations must also be consistent with Standard Drawing S-640 New Tree Location, subject to final approval by City staff.

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

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

Prior to issuance of the Certificate of Occupancy, the applicant shall submit a Tree Guarantee Deposit of \$6,000 which equals to the cost of all new trees planted to guarantee that newly planted trees are maintained by the applicant for a minimum of three calendar years. Tree maintenance during this period shall include the following: watering no less than once a week; weed removal; reconstruction of tree wells as needed; re-staking as needed; adjustment to grade of any trees that settle; and any other operations needed to assure normal tree growth. The applicant shall replace any newly planted trees which, for any reason, die or whose health is compromised, within the applicant's three-year establishment period. The three-year tree establishment period shall commence on the day that the Certificate of Occupancy is issued. PNR shall inspect all trees planted by the applicant at the end of the three-year establishment period, and if the trees are found to be in good health, the applicant's deposit will be released. If the trees are found to be in poor health, the establishment period may be extended by PNR and the applicant's deposit shall be held accordingly. Said deposit may be included as part of the construction guarantee if applicable, and is subject to partial refund or additional billing..

**Right-of-Way Guarantee Deposit:** In order to ensure that the developer maintains a clean and safe site during the construction phase of development, the applicant shall place a \$10,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit.



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

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

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

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

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

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

**Estimated Fees:** All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits.



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

**DEPARTMENT OF  
TRANSPORTATION:**

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

The Department of Transportation received an application for the construction of a 4-story 80-unit SRO residential development with 1 caretaker unit at 1501 East Walnut Street. Existing commercial buildings will be demolished.

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

**Traffic Analysis:** Based on the preliminary information provided in the Master Application form, a Category 1 and 2 traffic analysis shall be prepared for this project. When the applicant is ready to proceed, they shall contact Conrad Viana, P.E. at [cviana@cityofpasadena.net](mailto:cviana@cityofpasadena.net) to begin the invoice process. Additional conditions may be required after the completion of the analyses.

**Construction Staging & Traffic Management:** Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works for review and approval. This plan shall show the impact of the various construction stages on the public right-of-way including street occupations, parking space relocation agreements, closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. Permitted hours for construction may be limited due to construction activities bordering the project site.

**Driveway Access:** If a gate will be placed at the parking garage entrance, the gate shall be installed at least 20' back from the property line.

DOT recommends inbound access to be from the easternmost driveway. Appropriate signage shall also be installed in private property to designate driveway access.

Red curb shall be installed on both sides of the two driveways to assist with sight visibility and access. Please contact the Mobility, Planning, Engineering, and Operations Division at (626) 744-8723 for more information and submittal requirements.

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

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



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

- The existing sidewalk on Walnut Street is 7'. A 10' wide sidewalk shall be provided by dedicating an additional 3' strip of land along the project's frontage.

**Traffic Impact Fee:** The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076). This fee will apply to all net new residential, retail, industrial, and office developments. For FY 2022 the fees are:

Land Use	Fee (FY 2022)
New retail use per square foot	\$11.57
Multi-family (per dwelling units)	\$3,697.88

Affordable housing projects may receive fee credits with appropriate documentation from the Pasadena Housing Department.

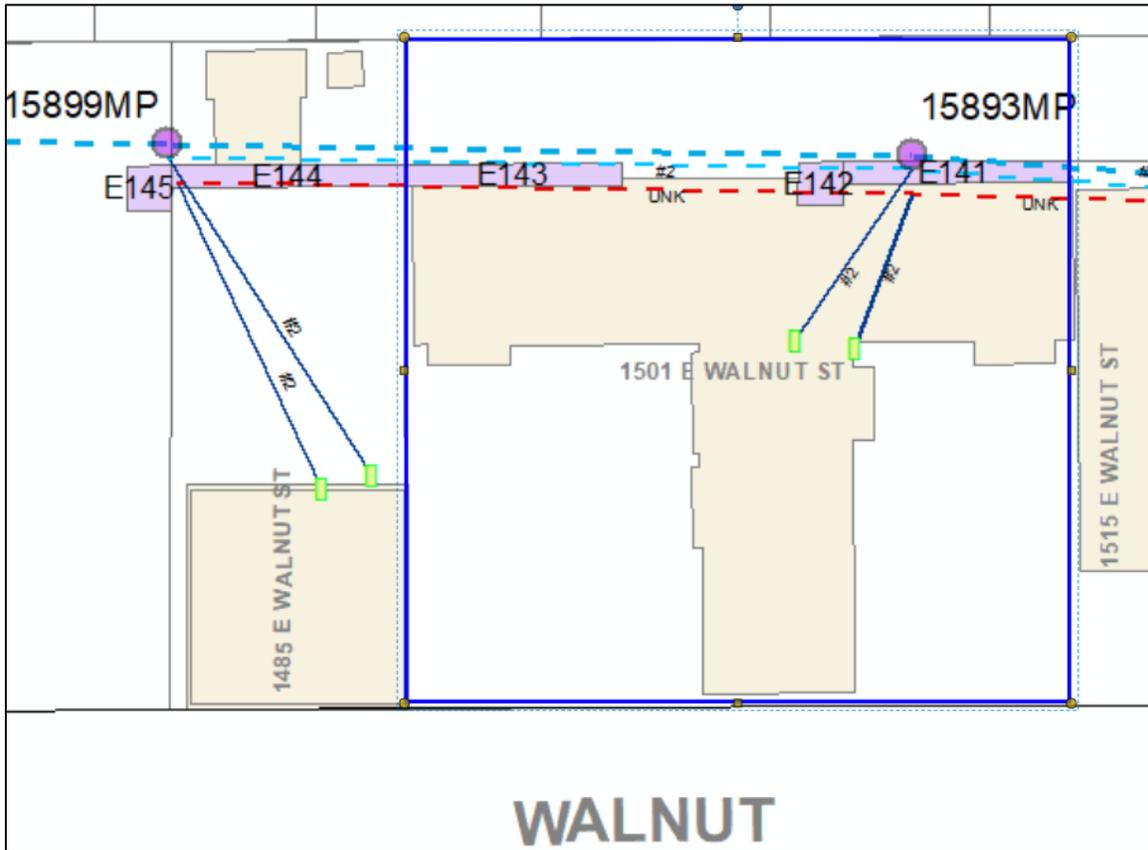
**WATER & POWER DEPARTMENT -  
POWER DIVISION**

Plan Reviewer: Eduard Avakyan  
Phone: (626) 744-7826  
Email: [eavakyan@cityofpasadena.net](mailto: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 4KV overhead distribution facilities located in rear of property.
- Installation of underground pole riser to feed the proposed development will be at the expense of the developer.
- Overhead distribution system upgrades may be required to accommodate the new electrical service. 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 shown below (pole 15893MP).



**Existing Electrical Services:** PWP records indicate two existing overhead services within the proposed development area.

- Developer shall notify PWP of any underground electrical conduits, transformer vaults, or overhead lines in conflict with construction.
- Developer shall submit a demo request to de-energize existing services prior to start of construction.
- A single existing electrical service may be utilized as temporary power for construction should it meet the needs of the developer (contingent upon PWP approval).

**Overhead Power Lines:** PWP records indicate one overhead power pole within the proposed development (15893MP).

- Owner/developer shall maintain existing ingress & egress access for overhead poles/lines. Proper clearances between proposed structure and overhead lines must be maintained at all times including construction scaffolding.

**Easements:** PWP records indicate three utility easements (E141, E142, E143) within the proposed development.



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**Power Delivery Requirements:**

- Owner/developer shall install private property transformer vault, room or enclosure within development area close to the street and in close proximity to PWP overhead distribution facilities.
- The size of 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.
- Transformer room(s) located within a building structure shall be rated for 4-hour fire separation and meet all local Building & Fire Department requirements related to room ventilation and alarming.
- Owner/developer shall be responsible for installing lighting, receptacles, ground rods, and air blowers inside transformer vault.
- Owner/developer shall be responsible for installing vent pipes from transformer vault/room 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 pole riser from back property pole at the developer's expense.
- Owner/developer shall be responsible for picking up and extending primary laterals from to transformer vault.
- Owner/developer shall install secondary service conduits from transformer vault to electrical room.
- 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.



3. 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.

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**WATER & POWER DEPARTMENT -  
WATER DIVISION**

Plan Reviewer: Natalie Ouwersloot

Phone: (626) 744-7011

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

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

- 8-inch cast iron water main in Walnut Street, installed under Work Order 4833 in 1954. This water main is located approximately 16 feet south of the north property line of Walnut Street.

**Moratoriums:**

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

**Water Pressure:**

The approximate water pressure at this site is 60 psi.

**Water Service:**

PWP records reflect there are three (3) water services providing water to the properties:

- ¾-inch copper domestic service installed in 1958 (#14797) for 1501 East Walnut Street
- 1-inch copper domestic service installed in 1958 (#24423) for 1515 East Walnut Street
- ¾-inch copper domestic service installed in 1958 (#16112) for 1523 East Walnut Street

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. The minimum sized service installed by PWP is 1-inch and any services 50 years and older require abandonment.

**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.



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**Water Division Requirements:**

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

**Cross Connection Requirements for Domestic Services:**

- All city cross-connection prevention policies must be adhered to. The developer is required to provide back-flow protection at all connections whereby the plan arrangement or configuration could potentially contaminate the domestic water system.
- There shall be no taps between the meter and the backflow assembly.
- The owner/developer shall provide and install an approved double check valve backflow prevention assembly at each water service if more than one water service serves property. The location of the back-flow prevention assembly shall be above ground within 20-feet of the property line.
- The property owner is responsible for the back-flow prevention assembly. The assembly will be registered and require an annual test certification. All manufacturer warranties shall be transferred upon installation and certification to the property owner.
- The owner/developer is responsible for certifying and testing the assembly after installation by a person that possesses a current and valid license, and must be certified by the County of Los Angeles Department of Health Services.
- The owner/developer shall submit the results of the test to the Water Utility Service Section for approval. Upon approval, the City will maintain domestic water to the property and will automatically register the assembly.
- All water services shall be protected from cross connections by means of approved backflow prevention techniques and assemblies.
- An administrative fee of \$180.94 will be charged for each backflow prevention assembly installed.

**Cross Connection Requirements for Fire Service:**

- The fire service requires a detector meter and back-flow prevention assembly.
- The assembly shall be located in a readily accessible location for meter reading, test and maintenance.
- All fire sprinkler systems require installation of an approved double check valve backflow prevention assembly at the sprinkler lateral off the domestic system.
- Contract service other than PWP, providing the backflow prevention assembly shall contact the Water Utility Services Section to verify assembly approval or contact the University of Southern California foundation for Cross Connection Control and Hydraulic Research for an approve list of assemblies.
- All manufacturer warranties shall be transferred upon installation and certification to the property owner. The property owner shall assume ownership of the back-flow prevention assembly. The assembly will be registered and require an annual test certification.
- If PWP is to provide DCDA for fire service, PWP will install Wilkins, model 450 DA.
- Choose from one of the below listed options and incorporate into the fire sprinkler plans.



- Option 1:
  - Detector meter located on double check detector check assembly (DCDA) outside the structure on private property.
  - The Water Division will install the service tap, lateral, DCDA (optional Wilkins, models 350 DA or 450 DA) and designate the distribution main and service tap.
  - The location of the back-flow prevention assembly shall be a minimum of 12-inches above grade within 10-feet of the property line, on private property. Reference Water Division Plan Check for certification and registration.
  
- Option 2:
  - Detector meter located in a vault within the public right of way with a double check valve backflow prevention assembly (DCA) provided and installed inside or outside the building by the owner/developer.
  - The Water Division will install the service tap, lateral, detector water meter and designate the distribution main and service tap.
  - The location of the back-flow prevention assembly shall be a minimum of 12-inches above grade within 20-feet of the property line on private property. Reference Water Division Plan Check for certification and registration.

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

**Residential Water Metering Requirements:** Senate Bill No. 7 (Housing: water meter: multiunit structures) approved by the Governor September 25, 2016, requires that individual meters or submeters be installed on all new multifamily residential units. Per Senate Bill No. 7: Each water purveyor that sells, leases, rents, furnishes, or delivers water service to a newly constructed multiunit residential structure or newly constructed mixed-use residential and commercial structure for which an application for a water connection, or more than one connection, is submitted after January 1, 2018, shall require a measurement of the quantity of water supplied to each individual residential dwelling unit as a condition of new water service. The law exempts long-term health care facilities, low-income housing, residential care facilities, housing at a place of education, and time-share properties, as well as, other multiunit residential structures deemed infeasible by the Department of Housing and Community Development.

Per the Water Regulations adopted by City Council on June 4, 2012: “The water service will end at the curb, public right of way or property line at the option of PWP. Where the location of the meter box or vault on the City side of the property line is not practicable, the meter box or vault shall be located on the Customer’s premises or such other location that may be agreed upon by PWP at its option. The Customer shall be responsible for the expense of installation and maintenance of the lines on the Customer’s side of the property line connecting to PWP’s service where construction of the Customer’s facilities began.”



The following submetering options are available for PWP customers:

- Option 1: Individual metering located on the parkway.
  - The Water Division will install individual water meters on the parkway in front of the project site, if permitted by available space as per the General Requirements, for each residential unit. The owner/developer shall install an approved double check valve backflow prevention assembly at each domestic water service. All dedicated irrigation services must have a Reduced Pressure Zone Valve Assembly (“RP”). The location of the backflow prevention assemblies shall be above ground within 20-feet of the property line, and the assemblies require registration and annual test certifications. PWP’s responsibility of service ends at the meter and PWP will bill each tenant directly.
- Option 2: Individual metering located on private property.
  - The Water Division will install a service lateral up to the property line with a shut off valve. The owner/developer shall provide and install an approved double check valve backflow prevention assembly after the shut off valve and will install all piping behind the property line. The location of the backflow prevention assembly shall be above ground within 20-feet of the property line, and the assembly requires registration and an annual test certification. The owner/developer will pay for and install all water meters, provided by PWP, to each residential unit. Water meters must be installed horizontally and must be located in an open area or in a garage/parking area and must have a minimum 12-inch above grade in order for meter readers to have unrestricted access to them if needed. All dedicated irrigation services must have a RP. PWP will inspect the individual meters as a condition of providing service. PWP’s responsibility of service ends at the property line and PWP will bill each tenant directly.
- Option 3: Submetering by third party vendor located on private property.
  - The Water Division will install master water meter(s) on the parkway, in front of the project site. The owner/developer must submit a statement on letterhead stating that a Contractor licensed by the California State License Board will install submeters, per Senate Bill No. 7, to all residential units. The owner/developer shall install an approved double check valve backflow prevention assembly on each submeter. All dedicated irrigation services must have a RP. The backflow prevention assemblies require registration and annual test certifications. PWP will inspect the submeters as a condition of providing service. PWP’s responsibility of service ends at the master meter and the owner/developer is responsible for billing each tenant per Senate Bill No. 7.

**Fire Flow and Fire Hydrants:**

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

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

- Fire hydrant 816-12 is located on the south curb of Walnut Street, approximately 50 feet west of Harkness Avenue.



- Fire hydrant 816-7 is located on the south curb of Walnut Street, approximately 45 feet west of Marion Avenue.
- Fire hydrant 816-29 is located on the north curb of Walnut Street, approximately 200 feet west of Sierra Bonita Avenue.

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

**Fire Hydrant Details:**

