

ATTACHMENT A
Incomplete Letter dated June 9, 2022



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

June 9, 2022

DC Lake Holdings, LLC
ATTN: James Li
150 E. Colorado Boulevard, Suite 302A
Pasadena, CA 91105-1937

Via email: jl.pillc@gmail.com

NOTICE OF INCOMPLETE APPLICATION
Application for Concept Design Review
141 S. Lake Avenue

Date of Application Submittal: May 10, 2022
Case #: DHP2022-00231

Council District 7

Dear Mr. Li:

Staff of the Design and Historic Preservation Section has reviewed your application for Final Design Review for the construction of a new 6-story, 139,241 square-foot mixed-use (134 residential units and 3,954 SF commercial) building at the above-referenced address. Based on the materials submitted, the application has been deemed **incomplete** for processing. The following additional application materials needs to be submitted, as specified in the Submittal Checklist for Concept Design Review in Attachment A):

1. **Application Fees.** Provide payment of application fees based on invoice emailed on June 7, 2022 and attached invoice for Private Tree Removal application fees.
2. **Notification Packet.** Provide the public hearing notification material as specified in Attachment B.
3. **Density Bonus Concessions and Incentives.** Provide a response on the Submittal Checklist, on page 4 of Attachment A, as it pertains to concessions and density bonus projects. As indicated on the form, if the project seeks a concession or incentive(s) as allowed pursuant to State Density Bonus law, please submit documentation showing that the requested incentive or concession will result in identifiable and actual cost reductions to provide for affordable housing costs or rents.

Additional clarifications and/or corrections are required for the following items:

1. Provide additional photographs of the project site from various angles from both S. Lake and Hudson Avenues street frontages.

2. The site plan needs to show all building footprints within one block, in all directions of the project site, must identify any known designated or eligible historic resources, show adjacent streets, street lights, and street trees. For both street lights and trees, notate as appropriate whether they are to be retained or removed. For street trees, show the trees with accurate canopies and overlap, if any, between proposed building footprints and canopy/root system of existing street trees.
3. Provide a preliminary landscape palette associated with the landscape plans.
4. Label drive aisle width for each level of the parking garage.
5. Label all unit plans on the floor plans.
6. The master application and title sheet specifies a project that includes approximately 4,000 SF of commercial space. The ground floor plan identifies about 800 SF of commercial space. Please verify and correct the application and/or floor plans accordingly.
7. Identify the enclosed area in front of the lobby (along Lake Ave.) and its corresponding square footage on Sheet A-1.2.
8. Identify/label the conceptual locations of mechanical equipment on the roof plan. If solar panels are proposed, identify their conceptual location.
9. Specify the conceptual window and exterior door materials on the elevation notes.
10. Specify building height measured from lowest point of existing grade on the colored elevations.
11. The project is utilizing height averaging. Submit height averaging exhibit(s) that demonstrates compliance with this provision.
12. The master application indicates a project with 134 residential units, 3,954 square feet of commercial space and 282 parking spaces, while the Private Tree Removal Request form identifies a project with 89 residential units, 10,000 square feet of commercial space, and 225 parking spaces. Please correct and make all applications consistent.
13. The applicant or agent must sign Page 2 of the Private Tree Removal Request form.
14. The project is proposing to utilize finding #6 in association with the private tree removal request. Demonstrate compliance with the Tree Replacement Matrix on the proposed landscape plan. The proposed tree (#11 – sweetgum tree) to be removed is a protected specimen tree and has a 21-inch DBH. If the DBH of the removed tree is 19"- 36", it must be replaced with 8, 24-inch box or 4, 36-inch box trees. Also note that the replacement tree must be protected specimen or native trees.
15. This project is subject to CEQA. It is possible that the project may be eligible to use a Class 32 Categorical Exemption pertaining to infill development; however, technical studies by a qualified professional consultant are required to support the use of such exemption. Although the application is deemed incomplete, staff will initiate a competitive bidding process to select and engage with a qualified professional to perform the technical studies. The applicant will be responsible for submitting a deposit to the City to fund the studies. The deposit amount will be determined through the competitive bidding process and you will be informed when that has been determined so that you may submit payment. In addition, contact the Department of Transportation to initiate the required transportation analysis.
16. Provide responses to demonstrate compliance with the Climate Action Plan (CAP) using the CAP Consistency Checklist in Attachment C.

Please be advised that comments provided by the Current Planning Section are included in Attachment E. The project shall be revised to show compliance with the Zoning Code in order to receive Design Review approval. If it is determined that a Zoning entitlement is needed (e.g.

variance, zoning code/specific plan amendment...etc.), the Zoning entitlement would need to be obtained for the project to receive Design Review approval. Please note the following two notable comments, with the remainder in Attachment E:

1. **Density Calculation**

- a. The proposed project utilizes a base residential density of 87 dwelling units per acre and is not consistent with the density that is permitted by the Zoning Code.
- b. Per Zoning Code Section 17.30.040, Figure 3-6 "Central District Maximum Residential Density (dwelling units/acre)", the proposed site is subject to two different residential densities.
 - i. The portion of the site that fronts on Hudson Avenue is subject to a maximum residential density of 60 dwelling units per acre.
 - ii. The portion of the site that fronts on Lake Avenue is subject to a maximum residential density of 48 dwelling units per acre.
- c. Revise the project to be consistent with Zoning Code Section 17.30.40.
- d. The proposed project would otherwise require approval of a text amendment of the Zoning Code and text amendment of the Specific Plan to change the base density to 87 dwelling units per acre. These amendments can only be initiated by Council Action, Commission Action or by the City Manager pursuant to Zoning Code Section 17.74.030 (Initiation of Amendments).

2. **Floor Area Ratio:**

- a. Compliance with the maximum FAR cannot be verified as submitted. Please provide a FAR analysis for the Lake Avenue and Hudson Avenue frontage separately.
- b. Analysis regarding the concession for the percentage of commercial and residential floor area on Lake Avenue cannot be conducted without this FAR information for each frontage presented separately.
- c. The total amount of residential floor area on the Lake Avenue side is required to understand the reduction in development standard as it relates to the requested concession.
- d. In addition, provide a dimensioned exhibit in the set identifying areas counted towards gross floor area by level. 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.

James Li
141 South Lake Avenue (DHP2022-00231)
Page 4 of 4

This project requires a public hearing before the Design Commission. Due to the need for CEQA documentation to be completed, a tentative hearing date will be scheduled upon completion of the CEQA documentation.

If a response to this letter is not received within 120 days, the application may be deemed withdrawn and no further processing will occur. Additional information may also be requested during the course of processing to clarify, correct or otherwise supplement the information provided. Please feel free to contact me should you have any questions or comments regarding this letter.

Sincerely,



Rathar Duong
Senior Planner
Design and Historic Preservation Section
Tel 626-744-7346
Email: rduong@cityofpasadena.net

Attachments:

- A. Submittal Checklist for Concept Design Review
- B. Notification Packet
- C. CAP Consistency Checklist
- D. Invoice for Private Tree Removal Fees
- E. Current Planning Comments

cc: address file; Energov; Burke Farrar (via email: bfarrar@odysseypasadena.com)

**Submittal Checklist for
CONCEPT DESIGN REVIEW**

Concept Design Review is the primary step in the Design Review process. Applications for Concept Design Review normally address the basic design of a project, including compatibility with surroundings, massing, proportion, siting, solid-to-void relationships, and compliance with applicable design guidelines.

All applications for Design Review shall adhere to applicable City design guideline documents, which can be viewed and downloaded from the following website: <http://cityofpasadena.net/guidelines>. Projects may also be subject to public art requirements in Section 17.40.100: Public Art Requirements and Design Standards of the City of Pasadena Zoning Code.

*This checklist should be reviewed together with a planner at the Permit Center and must be submitted with the complete application. **Incomplete applications will not be accepted.***

MINIMUM SUBMITTAL REQUIREMENTS:

The Preliminary Consultation phase of Design Review must be completed prior to filing an application for Concept Design Review. Refer to the submittal requirements for Preliminary Consultation for further details: http://www.ci.pasadena.ca.us/Planning/Design_Review/.

Listed below are the minimum submittal requirements for Concept Design Review. If there are multiple entitlements, they may be combined under one submittal.

 ELECTRONIC SUBMITTAL

All required submittals listed below shall be provided in electronic format via flash drive, email or file transfer to dhpquestions@cityofpasadena.net.

 MASTER APPLICATION – One (1) printed copy

- a) Cover Sheet with applicant signature
- b) Environmental Assessment
- c) Tree Inventory
- d) Taxpayer Protection Act Disclosure Form

 APPLICATION FEES

Application fees are required for all projects. See the adopted fee schedule (viewable at <https://www.cityofpasadena.net/finance/general-fund/fees-tax-schedules/>) or consult with Design & Historic Preservation staff to determine the amount of the application fee. Application fee may be paid online once an invoice is created by staff:

https://mypermits.cityofpasadena.net/EnerGov_Prod/SelfService#/payinvoice

 OWNERSHIP VERIFICATION – One (1) printed copy

- a) Copy of Grant Deed, Deed Trust, or Title Report showing ownership
- b) Written Consent from property owner to authorize representative, if applicable

 NOTIFICATION PACKET – Electronic submittal only

Access public notification packet submittal requirements via this link:

<https://cityofpasadena.net/planning/wp-content/uploads/sites/30/Notification-Packet-1.pdf?v=1652481770971>



Submittal Checklist for
CONCEPT DESIGN REVIEW

- VISUAL CONTEXT PHOTO MONTAGE** - *One (1) printed 11”X17” copy*

The visual context photo montage is intended to demonstrate how the proposed project fits within the surrounding neighborhood context. Supporting text/narrative explanation may be provided to further explain how the project responds to its surroundings, however, it is not required.

 - a) Color photographs of existing buildings on the site and existing buildings on both sides of the street between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets.
 - b) A minimum of four (4) colored photos of varied angles of the project site, showing walls, trees, and existing structures.

- RESPONSE TO PRELIMINARY CONSULTATION REVIEW NARRATIVE** - *One (1) printed 11”X17” copy and electronic submittal must contain the narrative responses in Microsoft Word format. Supporting diagrams and photographs may be provided in PDF format.*
 - a) Written narrative describing how the project’s design concept responds to comments and recommendations provided by the Design Commission and staff during the Preliminary Consultation process.
 - b) Written narrative describing what green building measures, including passive environmental control strategies and/or active environmental control systems, are incorporated into the building’s design.

- CONCEPT DESIGN PLANS** - *One (1) full-size copy and one (1) 11”X17” copy.*

The level of detail expected for this submittal is typically referred to as design development, wherein the architect expands upon the schematic design studies to develop more detailed drawings. The following drawings and criteria should be included in the submittal:

 - VICINITY MAP**
 - a) ½-mile radius street system with project site highlighted

 - COVER SHEET**
 - a) Total area of site in square footage
 - b) Number of buildings and dwelling units to be removed (including sizes and construction dates)
 - c) Number of proposed new buildings with total square footage for each (including parking structures)
 - d) Square footage for each building’s footprint and the percentage of the site covered by the building
 - e) Number of stories for each building
 - f) Landscaped areas and percentage of the total site dedicated for landscaping
 - g) Number of parking and loading spaces (including existing, proposed, and required by zoning) and percentage of the total site covered by parking
 - h) Paved area and percentage of the total site dedicated for hardscape/paving (i.e., driveways, walkways, courtyards, and trash storage)
 - i) Existing and proposed UBC occupancy group and the type of construction
 - j) Existing zoning and land use designation



Submittal Checklist for
CONCEPT DESIGN REVIEW

- SITE PLAN** (fully dimensioned)
 - a) A survey of the existing conditions on the site and footprint of adjacent buildings
 - b) Demolition plans
 - c) Proposed site plan, including exhibit, showing proposed site plan within context of building footprints, within one block, in all directions. Indicate any designated or eligible historic resources.
 - d) Property line and setback dimensions
 - e) Adjacent streets
 - f) Existing and proposed building locations and dimensions
 - g) Topography and/or any existing site-specific conditions that must be addressed
 - h) Dimensions of driveway widths, existing and proposed curb cuts, parking spaces (use arrows to indicate traffic circulation)
 - i) Sidewalks and walkways (include existing and proposed). Indicate existing paved areas to be removed.
 - j) Walls and fences (include materials and dimensions for existing and proposed). Indicate walls and fences to be removed.
 - k) Street lights (include existing and proposed). Indicate existing proposed for removal.
 - l) Trees: show existing trees with accurate canopies and overlap, if any, between proposed building footprints and canopy/root system of existing street trees or large mature trees on the site (and on adjoining properties, which may overlap onto the project site).
 - m) Indicate conceptual location of electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, etc.

- FLOOR PLANS**
 - a) Proposed plans and existing plans (if to be retained), including perimeter dimensions and openings in exterior walls

- ROOF PLAN**
 - a) Roof pitch and material
 - b) Preliminary location of all exterior mechanical equipment, if applicable

- ELEVATIONS**
 - a) All building elevations (in color and black and white)
 - b) Building heights
 - c) Preliminary proposed materials
 - d) Elevations of existing buildings adjacent to front elevation
 - e) Conceptual locations of signs

- SECTIONS** (cross and longitudinal)
 - a) Building walls (including freestanding walls)
 - b) Floor-to-floor dimensions
 - c) Cuts and fills, as required

- PHASING PLAN** (for multi-phased projects)



Submittal Checklist for
CONCEPT DESIGN REVIEW

- PRELIMINARY LANDSCAPE PLAN**
- a) Softscape (including trees and shrubs)
 - b) Hardscape (identify proposed materials)
 - c) Preliminary Landscape Palette

- DIGITAL MASSING MODEL**
- a) Simple, digital building form/massing model (i.e., no internal building elements, landscaping, people, cars) of the project as a geo-referenced Google Earth (.kml/.kmz) file for use in placing and viewing the project within the City's digital model of existing buildings in the City.
 - b) The City can provide surrounding models in the area of interest for context purposes, if desired. To assist in the creation and placement of a digital model for the project, please contact the Department of Information Technology or the Project Manager to obtain digital models of existing buildings in the vicinity of the project:

- DENSITY BONUS CONCESSIONS AND INCENTIVES**
Does the project seek a concession or incentive(s) as allowed pursuant to State Density Bonus law?

Yes **No**

- a) If yes, provide documentation showing that the requested incentive or concession will result in identifiable and actual cost reductions to provide for affordable housing costs or rents.
 - Provide documentation.
- b) The City must grant a requested concession or incentive unless it finds the following:
 - The concession or incentive does not result in identifiable and actual cost reductions to provide for affordable housing costs or rents.
 - Granting the concession or incentive would have a specific adverse impact on public health or safety or on property listed on the California historical register, which cannot be mitigated; or
 - The concession or incentive would be contrary to state or federal law.

- APPLICATION FEES – See adopted fee schedule, viewable at:**
http://cityofpasadena.net/Finance/Fees_and_Tax_Schedules/



NOTIFICATION PACKET PREPARATION

Applications which require a **Public Notice** must include a mailing list of property owners within a required mailing radius of the project site as stipulated by the Pasadena Municipal Code. The mailing list preparation requirements are listed below.

- 1) **RADIUS MAP** (two sets) – A radius map (scaled) must be prepared showing the mailing radius (300 feet or 500 feet, depending on type of application) from the subject property or properties. Each lot/parcel must be newly numbered (1 through 99...), beginning with the project site as number "①" (*written within a circle*). *Note: If the radius line touches a lot, or simply a lot line, that lot must be included on the mailing list.*
- 2) **OWNERSHIP LIST** (two sets) – The typed ownership list of the property owners within the required mailing radius. The first name on the list shall correspond to the lot newly numbered "①" on the radius map, the second name corresponding to lot number "②", etc. The list must also contain the assessor's parcel number for each lot. The property owner names and address must be obtained from the latest assessor's records. Property ownership information can be obtained from the following County Assessor's offices:

Los Angeles County Assessor Offices

<p>(1) County Hall of Administration #205 500 West Temple Street Los Angeles (213) 974-3211</p>	<p>(2) 1190 South Durfee Avenue South El Monte (626) 579-8589 (626) 579-8590</p>
<p>(3) 13800 Balboa Boulevard Sylmar (818) 833-6000</p>	

- 3) **MAIL MERGE EXCEL SPREADSHEET** – Applicant shall provide the ownership list in Excel Spreadsheet form for mail merge purposes. The spreadsheet shall include the following columns in the following order: Radius Map Reference No. (corresponding to the radius map and ownership list); Property Owner's Full Name; Street Address; City; State; and Zip Code (zip code may or may not include the +4). Type all information in **CAPS ONLY** (*see sample of spreadsheet attached*). Applicant, owner of the site and/or architect shall be included in this list. Each property owner within the radius should be listed only once. Simply reference each property as described above. The spreadsheet shall be saved on a USB flash drive and submitted as part of the notification packet.
- 4) **ON-SITE POSTING REQUIREMENTS** – A sign shall be posted, at least 14 days before the public hearing. The sign will be provided by the City and given to the applicant. The applicant would then staple or nail the sign to the plywood or posts or locate the sign on a storefront window.

The following requirements shall be met:



NOTIFICATION PACKET PREPARATION

- (1) For corner lots, signs shall be posted on each street frontage.
 - (2) The sign(s) shall be located in a conspicuous place on the property abutting a street and be located five feet from the property line but not more than 10 feet from the property line.
 - (3) The sign(s) may be posted in windows when there is an existing structure on site that is not setback from the street.
 - (4) The Zoning Administrator may approve deviations to these requirements in order to meet the intent of these noticing provisions.
 - (5) Each sign shall comply with the following:
 - (a) The sign shall be 12 feet square in sign area, generally measuring three feet by four feet.
 - (b) The sign shall not exceed six feet in height from the ground level; provided, that if the property is surrounded by fences, walls, or hedges at or near the street property line, additional height may be provided as necessary to ensure visibility of the sign from the public right-of-way.
 - (c) The sign shall not be illuminated.
 - (d) The sign shall include all of the factual information about the pending application in compliance with Subsection A. (Contents of notice), above.
 - (e) The size, style, and color of the sign's lettering shall be the specifications approved by the Zoning Administrator.
 - (f) Support elements for the sign shall be made of four-inch by four-inch wood posts.
 - (g) A Building Permit shall not be required for the posting of a sign, installed in compliance with this Subparagraph.
 - (h) The sign shall remain in place until the expiration of the appeal period following a decision by the review authority. If the application has been appealed or called for review, the sign shall remain in place with the new hearing date noted until the final decision is rendered. The sign shall be removed within 10 days of either of the appeal period or the final decision, whichever applies.
 - (i) The applicant shall submit to the Zoning Administrator an affidavit verifying that the signs were posted on the subject site in a timely manner in compliance with this Subparagraph.
 - (6) Failure to post the sign, to include the required information, or to comply with applicable placement or graphic standards or requirements may result in the delay of the required public hearing.
- 5) AFFIDAVIT** – The affidavit is to be signed and dated, verifying that the information on the radius map and ownership list is accurate and obtained from the latest assessor's records.

MAIL MERGE EXCEL SPREADSHEET

RADIUS MAP REFERENCE NO.	TO: (PROPERTY OWNER)	STREET ADDRESS	CITY	STATE	ZIP CODE (MAY OR MAY NOT INCLUDE +4)
1	HARRY & DEBRA CONNICK JR.	100 N. GARFIELD AVENUE	PASADENA	CA	91101-1726
2	WILLIAM JOEL	123 JUMP STREET	HOLLYWOOD	CA	90047
3	BOBBY DARIN	3200 S. SPLASH AVENUE	FOREST HILLS	CA	91009
4	MR. AND MRS. ARMAN ASANTI	60 ROMA COURT	PASADENA	CA	91109
5	ROBERT & JOSEPHINE DINERO	723 MILANO AVENUE	VENICE	CA	90803
6	ALBERTO & ANGELA PACINO	434 PORTOFINO PLACE	PASADENA	CA	91101
7	SONNY PUTRINO	1 CALABRIA BOULEVARD	PASADENA	CA	91104
8	DELTA & GERALD MCRAINEY	1234 LINDA VISTA	PASADENA	CA	91103

OWNERSHIP LIST

PROJECT ADDRESS: 4321 Newhome Street

PROJECT # CUP-4000

Applicant: Harry Connick Jr.

Date: April 17, 1997

No.	Assessor Parcel #	Name	Address
1	5423-040-009	Harry & Debra Connick Jr.,	100 N Garfield Ave, Pasadena 91103
2	5423-040-010	William Joel,	123 Jump Street, Hollywood CA 90047
3	5736-230-005	Bobby Darin,	3200 S Splash Avenue, Forest Hills CA 91109
4	5736-230-006	Bobby Darin,	3200 S Splash Avenue, Forest Hills CA 91109
5	5724-025-111	Mr & Mrs Armand Asanti,	60 Roma Court, Pasadena CA 91109
6	5628-034-003	Roberto & Josephine DiNero,	723 Milano Avenue, Venice CA 90803
7	5628-034-006	William Joel,	123 Jump Street, Hollywood CA 90047
8	5628-034-007	Sonny Putrino,	One Calabria Boulevard, Pasadena CA 91104
9	5628-034-010	Delta & Gerald McRaney,	1234 Linda Vista, Pasadena CA 91103
	etc.	etc.	



OWNERSHIP LIST AND RADIUS MAP AFFIDAVIT

PROJECT ADDRESS: _____

PROJECT # _____

I, _____ hereby certify that on the _____ day of _____, 201____, we prepared an ownership list and radius map, including properties entirely and partially within _____ feet of the most exterior boundaries of the property being considered in the above referenced project known as (Property Address) _____.

The property owner names and addresses listed on the ownership list and mail merge spreadsheet were taken from the latest records of the Los Angeles County Assessor. Such names are recorded in the records of the County Assessor as being the present owner or owners of both the subject property and the property/properties within the required mailing radius of the subject property.

We certify that said ownership list and radius map are correct and accurate to the best of my knowledge. We also acknowledge that any errors in this information will constitute an incomplete application and may invalidate its approval.

SIGNATURE: _____

Date: _____



INSTALLATION OF PUBLIC HEARING SIGN AFFIDAVIT

Please complete the following affidavit and mail or deliver to:

City of Pasadena, Planning Division
175 North Garfield Avenue
Pasadena, CA. 91101

I, _____ (name) hereby certify that on _____ (date of posting) I installed a Notice of Public Hearing at the property known as _____ (site address), for which _____ (case type and number) is being considered by the _____ (hearing body) on _____ (hearing date).

By signing this, I have posted the sign(s) in a conspicuous place on the property abutting a street frontage no more than 10 feet inside the property line but no closer than five feet to a property line, or the sign has been posted in a window when there is an existing structure on site that is not setback from the street.

I hereby submit a photo(s) of the sign(s) as it was installed on the property and will submit additional certifications and photos of the sign for any subsequent public hearings.

Furthermore, failure to adequately post and maintain the required sign(s) on the property, **fourteen (14) days** prior to the hearing date will result in an automatic **delay** of the application.

SIGNATURE: _____ Date: _____

<input type="checkbox"/>	
<u>For Office Use Only</u>	
Checked by: _____	Date: _____
Hearing Date: _____	Photos Attached: _____

APPENDIX D

CLIMATE ACTION PLAN

CONSISTENCY CHECKLIST

Climate Action Plan Consistency Checklist

Introduction

The Climate Action Plan Consistency Checklist (Checklist) is intended to be a tool for new development projects to demonstrate consistency with Pasadena’s Climate Action Plan (CAP), which is a qualified greenhouse gas (GHG) emissions reduction plan in accordance with California Environmental Quality Act (CEQA) Guidelines Section 15183.5. This Checklist has been developed as part of the CAP implementation and monitoring process and will support the achievement of individual CAP measures as well as Pasadena’s overall GHG reduction goals. In addition, this Checklist will further Pasadena’s sustainability goals and policies that encourage sustainable development and aim to conserve and reduce the consumption of resources, such as energy and water, among others.

CEQA Guidelines Section 15183.5 allows lead agencies to analyze the impacts associated with GHG emissions at a programmatic level in plan-level documents such as CAPs, so that project-level environmental documents may tier from the programmatic review. Projects that meet the requirements of this Checklist will be deemed to be consistent with Pasadena’s CAP and will be found to have a less than significant contribution to cumulative GHG (i.e., the project’s incremental contribution to cumulative GHG effects is not cumulatively considerable), pursuant to CEQA Guidelines Sections 15064(h)(3), 15130(d), and 15183(b). Projects that do not meet the requirements in this Checklist will be deemed to be inconsistent with Pasadena’s CAP and must prepare a project-specific analysis of GHG emissions, including quantification of existing and projected GHG emissions and incorporation of the measures in this Checklist to the extent feasible.

Applicability

This Checklist is only required for discretionary projects¹ that are subject to and not exempt from CEQA. Projects that are exempt from CEQA are deemed to be consistent with Pasadena’s CAP, and no further review is necessary, with the exception of the Class 32 “In-Fill Development Projects” categorical exemption (CEQA Guidelines Section 15332), for which Projects are required to demonstrate consistency with the CAP through this Checklist.

¹ In this context a project is any action that meets the definition of a “Project” in Section 15378 of the State CEQA Guidelines.

Climate Action Plan Consistency Checklist Application Form

When required, the Checklist must be included in the project submittal package. The requirements in the Checklist will be included in the project’s conditions of approval. The applicant is required to provide supporting documentation on how the proposed project will implement the measures identified in the Checklist to the satisfaction of the Planning & Community Development Department.

Step 1: Complete a Master Land Use Application Form (separate attachment)

Step 2: Demonstrate consistency with the Land Use Element of the General Plan

The growth projections outlined in the 2015 General Plan Land Use Element were used in Pasadena’s CAP to estimate community-wide GHG emissions over time. Therefore, new development projects must be consistent with the Land Use Element to be consistent with Pasadena’s CAP. In order for City staff to determine a project’s consistency with the Land Use Element, please answer the following question and provide explanation with supporting documentation for each response.

Is the proposed project consistent with the existing land use designation of the Land Use Element?

Yes No

If “Yes,” proceed and complete Step 3 of the Checklist.

If “No,” the proposed project may not tier from this document and must prepare a comprehensive project-specific analysis of GHG emissions and incorporate the measures in this Checklist to the extent feasible.

Step 3: Demonstrate consistency with Pasadena’s CAP

Proposed projects which complete one of the following three options will be deemed to be consistent with Pasadena’s CAP and will be found to have a less than significant contribution to cumulative GHG emissions (i.e., the project’s incremental contribution to cumulative GHG effects is not cumulatively considerable), pursuant to CEQA Guidelines Sections 15064(h)(3), 15130(d), and 15183(b).

Please select one of the following options:

- Option A: Sustainable Development Actions – Demonstrate that the proposed project is consistent with the Pasadena CAP by incorporating applicable actions intended to ensure that the project contributes its fair share to the City’s cumulative GHG reduction goals
- Option B: GHG Efficiency - Demonstrate that the proposed project is consistent with Pasadena’s per person GHG efficiency thresholds
- Option C: Net Zero GHG Emissions – Demonstrate that the proposed project would not result in a net increase in GHG emissions

Option A: Sustainable Development Actions

In order to complete this option, a proposed project must incorporate applicable Sustainable Development Actions to the satisfaction of the applicable City Departments. Incorporating these actions will ensure that the project is reducing its fair share of GHG emissions and support the achievement of Pasadena’s overall GHG emissions reduction goals. For each action selected, please submit the requested documentation. If a mandatory action is not applicable to the project, please provide a description as to why that action cannot be implemented.

Mandatory Actions (all of the actions below are required)

GHG Reduction Strategy (Measure in Pasadena’s CAP)	Sustainable Development Actions	Yes	N/A
		Check the appropriate box and provide explanation	
T-1.2: Continue to improve bicycle and pedestrian safety	Bicycle Storage: Does the project provide bicycle storage lockers, racks, or other bicycle storage facilities for residents/employees? Check “N/A” only if the project does not include residents or employees.		
T-3.1: Decrease annual commuter miles traveled by single occupancy vehicles	Transportation Demand Management (TDM): Does the project include a TDM plan? A TDM plan is required for the following projects: multifamily residential development that are 100 or more units; mixed-use developments with 50 or more residential units or 50,000 square feet or more of non-residential development; or non-residential projects which exceed 75,000 square feet. If applicable, please submit the TDM plan for review.		
T-4.1: Expand the availability and use of alternative fuel vehicles and fueling infrastructure	Alternative Vehicle Fueling Wiring: For projects with more than three parking spaces, does the project provide wiring for at least one 240V Type II electric car charger? Please include specifications on the project plans. Check “N/A” only if the project does not include more than three parking spaces.		
E-1.2: Encourage the use of energy conservation devices and passive design concepts that make use of the natural climate to increase energy efficiency	Passive Design Features: Does the project utilize passive design techniques such as awnings or overhangs on the east, west, and south facing windows which block the high summer sun but allow in lower winter sun? Please include specifications on the project plans.		
WC-1.1: Reduce potable water usage throughout Pasadena	Irrigation Efficiency: Will the project utilize drought tolerant landscaping and/or drip irrigation and/or weather controllers to reduce outdoor water use? Please include specifications on the project plans. Check “N/A” only if the project does not include any landscaping.		
WR-1.1: Continue to reduce solid waste and landfill GHG emissions	Facilitate Recycling: Does the project include a space for separate trash and recycling bins as well as provide informational signage/handouts for residents/employees outlining materials to be recycled? Please include specifications on the project plans.		

Selective Actions

In addition the mandatory actions, the proposed project must implement the following:

- One additional action in the Energy Efficiency and Conservation category
- One additional action in the Sustainable Mobility and Land Use category
- Three additional actions from any category



Energy Efficiency and Conservation (select a minimum of one action)

GHG Reduction Strategy (Measure in Pasadena’s CAP)	Sustainable Development Actions	Yes	No
E-1.1: Increase energy efficiency requirements of new buildings to perform better than 2016 Title 24 Standards	Zero-Net Energy (ZNE): Does the project generate 100% of electricity required on site? ZNE calculations must be provided.		
E-1.1: Increase energy efficiency requirements of new buildings to perform better than 2016 Title 24 Standards	Energy Efficiency (Exceed 2016 Title 24): Does the project exceed the 2016 Title 24 Efficiency Standards by at least 5%? Please include Title 24 energy model.		
E-4.1: Increase city-wide use of carbon-neutral energy by encouraging and/or supporting carbon-neutral technologies	Renewable Energy: Does the project generate at least 60% of the building’s projected electricity needs through renewable energy? Please include specifications on the project plans.		



Sustainable Mobility and Land Use (select a minimum of one action)

GHG Reduction Strategy (Measure in Pasadena’s CAP)	Sustainable Development Action	Yes	No
T-1.1: Continue to expand Pasadena’s bicycle and pedestrian network	End-of-Trip Bicycle Facilities (Commercial Development): Does the project provide at least one shower for every 50 employees? Please include these specifications on the project plans.		
T-1.1: Continue to expand Pasadena’s bicycle and pedestrian network	Bike Share: Does the project include a bike share station? Please include these specifications on the project plans.		
T-3.1: Decrease annual commuter miles traveled by single occupancy vehicles	Car Sharing: Does the project provide/facilitate car sharing by providing a designated car share space on or within the immediate vicinity of the project site? Examples of car share options include ZipCar, PitCarz, and Getaround. Please include these specifications on the project plans.		
T-3.1: Decrease annual commuter miles traveled by single occupancy vehicles	Parking De-Coupling: Does the project separate the cost of parking from the cost of commercial space and/or residential housing by charging for each individually? Please include these specifications on the project plans.		
T-3.1: Decrease annual commuter miles traveled by single occupancy vehicles	Transportation Demand Management (TDM): Does the project include a TDM plan? Please submit the TDM plan for review (Note: this measure cannot be combined with the mandatory measure that requires a TDM plan for projects that meet certain size thresholds.)		
T-4.1: Expand the availability and use of alternative fuel vehicles and fueling infrastructure	Alternative Vehicle Fueling Infrastructure: Does the proposed project include functioning 240V Type II electric car chargers at 3% of parking spaces (at least one charger) AND conduit to allow for future charger installation to 25% of spaces?		
T-5.1: Facilitate high density, mixed-use, transit-oriented, and infill development	Transit Oriented Development: Is the project located within 0.25 mile of a major transit stop as defined in the Zoning Code. Please include a map outlining the nearest transit stop.		
T-6.1: Reduce GHG emissions from heavy-duty construction equipment and vehicles	Reduce GHG emissions from heavy-construction equipment: Will the project utilize at least 30% alternative fueled construction equipment (by pieces of equipment) and implement an equipment idling limit of 3 minutes? Please provide idling limit plan including implementation strategies along with the total pieces of equipment and those utilizing alternative fuels.		

Water Conservation

GHG Reduction Strategy (Measure in Pasadena's CAP)	Sustainable Development Action	Yes	No
WC-1.1: Reduce potable water use throughout Pasadena	Indoor Water Efficiency: Will the project achieve at least a 35% reduction in indoor water use per the LEED V4 Indoor Water Use Reduction Calculator? Please attach the calculator output.		
WC-2.1: Increase access to and use of non-potable water	Rainwater Capture and Reuse: Does the project utilize a rainwater capture and reuse system to reduce the amount of potable water consumed on site? Please include these specifications on the project plans.		
WC-2.1: Increase access to and use of non-potable water	Indoor & Outdoor Recycled Water: Will the project be plumbed to utilize recycled water for either indoor or outdoor water use? Please include these specifications on the project plans.		
WC-2.1: Increase access to and use of non-potable water	Greywater: Will the project be plumbed to take advantage of greywater produced on site such as a laundry to landscape system or another on-site water reuse system? Please include these specifications on the project plans.		
WC-3.1: Improve storm water to slow, sink, and treat water run-off, recharge groundwater, and improve water quality	Permeable Surfaces: Is at least 30% of the hardscape (e.g., surface parking lots, walkways, patios, etc.) permeable to allow infiltration? Please include these specifications on the project plans.		
WC-3.1: Improve storm water to slow, sink, and treat water run-off, recharge groundwater, and improve water quality	Stormwater Capture: Is the project designed to retain stormwater resulting from the 95 th percentile, 24 hour rain event as defined by the Los Angeles County 95 th percentile precipitation isohyetal map? Please provide the engineered stormwater retention plan with the project plans (http://dpw.lacounty.gov/wrd/hydrologygis/)		

Waste Reduction

GHG Reduction Strategy (Measure in Pasadena's CAP)	Sustainable Development Action	Yes	No
WR-1.1: Continue to reduce solid waste and landfill GHG emissions	Recycled Materials: Does the project utilize building materials and furnishings with at least 50% (pre- or post-consumer) recycled content or products which are designed for reuse? At a minimum, projects must show at least 10% of the material by cost meets the recycled content requirement? Please submit the plan for review.		
WR-3.1: Implement a city-wide composting program to limit the amount of organic material entering landfills	On-Site Composting: Does the project include an area specifically designated for on-site composting? Please include these specifications on the project plans.		

Urban Greening

GHG Reduction Strategy (Measure in Pasadena's CAP)	Sustainable Development Action	Yes	No
UG-1.1: Continue to preserve, enhance, and acquire additional green space throughout Pasadena to improve carbon sequestration, reduce the urban heat-island effect, and increase opportunities for active recreation	Greenspace: Does the project include at least 500 sq. ft. of public use greenspace (landscaped yards, parklets, rooftop garden, etc.)? At a minimum, 50% of the required greenspace must include softscape landscaping (e.g., trees, plants, grass, etc.).		
UG-2.1: Continue to protect existing trees and plant new ones to improve and ensure viability of Pasadena's urban forest	Trees: Does the project result in a net gain of trees? Please include these specifications on the project plans.		

Total Actions Taken

Sector	Actions Selected (#)	Actions Required
Mandatory Actions		6
Energy Efficiency and Conservation		1
Sustainable Mobility and Land Use		1
Water Conservation		0
Waste Reduction		0
Urban Greening		0
Total # of Actions Selected		
<i>Total Required</i>	<i>11</i>	

Supporting Documentation

Use the section below to provide supporting information describing how each selected Sustainable Development Action will be implemented in the proposed project. Additional information such as model outputs, invoices, and project plans should be noted below and attached to this submittal as needed.

Sustainable Development Action	Description of Project Implementation

Sustainable Development Action	Description of Project Implementation

Option B: GHG Efficiency

The efficiency threshold assesses the GHG efficiency of a proposed project on a service person (residents + full time employees) basis. This method recognizes that highly efficient projects (e.g., compact and mixed-use development) with relatively high mass emissions may nevertheless meet the local and State GHG reduction goals/targets. Using the demographic projections developed for the CAP, Pasadena has developed service person efficiency thresholds for the years of 2020, 2025, 2030 and 2035 which are consistent with Pasadena’s GHG emission goals included in the CAP and the State targets it is designed to achieve (AB 32, SB 32, and substantial progress towards EO S-3-05). Applicants may decide to assess their proposed project’s GHG emissions relative to Pasadena’s GHG efficiency thresholds in lieu of completing the Sustainable Development Actions. Applicants should utilize standard GHG modeling techniques (such as CalEEMod²) to estimate total GHG emissions associated with the proposed project. Models should include all construction emissions (amortized over 30 years) and operational emissions. Total annual emissions should be divided by the proposed project’s service population (residents + full time employees) to determine the efficiency of the proposed project using the following equation:

$$\text{Proposed Project's GHG Efficiency} = \text{Annual GHG Emissions} / \text{Service Population (Residents + Full Time Employees)}$$

The proposed project must be able to demonstrate a GHG efficiency which is less than or equal to the threshold listed below for the projects first operational year to be considered consistent with the Pasadena CAP and State targets it is designed to achieve. Refer to Appendix B for a complete description of the methodology used to calculate the efficiency thresholds.

Project First Operational Year	Threshold
2017 – 2020	5.63 MT CO ₂ e/Service Person
2021 – 2025	4.56 MT CO ₂ e/Service Person
2026 – 2030	3.57 MT CO ₂ e/Service Person
2031 – 2035	2.73 MT CO ₂ e/Service Person

² The California Emissions Estimator Model® (**CalEEMod**) is a statewide land use emissions computer model designed to provide a uniform platform for assessing air quality and GHG impacts associated with construction projects. Available at: <http://www.caleemod.com/>

Option C: Net Zero GHG Emissions

In lieu of Option A or B, applicants can demonstrate consistency with this CAP by demonstrating their proposed project would result in no net increase of GHG emissions. A proposed project can reduce its GHG emissions through the purchasing of carbon offsets issued by Climate Action Reserve³ or other validated carbon offset registry to a level which results in zero net GHG emissions. The following methodology must be followed to prove zero net GHG emissions.

1. The applicant must model the proposed project’s annual emissions using the most recent version of CalEEMod or equivalent model accepted by SCAQMD and/or CARB for CEQA purposes. Each model must include all emissions associated with the project including land clearing, demolition, earth moving, construction activities and operational related emissions such as energy use, water use, waste generation, transportation, area sources, and vegetation change, if applicable. The total annual operational emissions over 30 years as projected by the model should then be summed and added to the construction emissions to estimate the total lifetime GHG emissions associated with the project. CalEEMod is able to estimate operation related emissions over time taking into account changes to grid mix and vehicle fleet mandated by state legislation such as Renewable Portfolio Standard (RPS) and Pavley. Applicants should use CalEEMod forecasting to show overall GHG emissions and existing conditions (if applicable) should be modeled separately using CalEEMod for operations only and then subtracted from the project total to show the net change in GHG emissions.

Example:

Construction Emissions (1,000 MT of CO₂e) + Sum of Annual Emissions over 30 years (90,000 MT of CO₂e) – Existing Conditions (500 MT CO₂e) = 90,500 MT of CO₂e

2. The total emissions for the project must then be offset by Climate Reserve Tonnes or CRT’s through the Climate Action Reserve marketplace. In the above example, the proposed project would be required to purchase 90,500 CRT’s through the carbon marketplace. Offsets cost between \$12-\$15 as of September 2017 but prices are subject to changes in the carbon market. The marketplace can be found here:
<http://www.climateactionreserve.org/how/crt-marketplace/>

The full CalEEMod output and verification of the CRT’s purchased must be provided to the City of Pasadena as part of the review process.

³ The Climate Action Reserve can be considered a bank which holds credits that amount to 1 metric ton of CO₂e per Climate Reserve Tonne (CRT). These credits get their reduction value through projects which reduce GHG emissions such as renewable energy development or through carbon sequestration. Those projects can sell CRT’s equal to the amount of GHG emissions reduced. Other projects, can then purchase those CRT’s to offset their own emissions. For more information see the Technical Appendix B of the Climate Action Plan

**INVOICE (INV0030664)
FOR CITY OF PASADENA**

BILLING CONTACT

JAMES LI
DC LAKE HOLDING, LLC
150 E Colorado BLVD Suite 302A
Pasadena, CA 911011937



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV0030664	06/07/2022	06/07/2022	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
DHP2022-00231	Concept Design Major 100,001 plus SqFt New Constr. Records Management 3% Surcharge	\$12,847.00 \$385.41
141 S Lake Ave Commercial Building Pasadena, CA 91101		SUB TOTAL \$13,232.41

TOTAL \$13,232.41

REMITTANCE INFORMATION

PAY ONLINE: [CLICK HERE](#) OR SCAN CODE BELOW

By Mail:
City of Pasadena
175 N. Garfield Ave
Attn: Invoice Processing
Pasadena, CA 91101

(Please write invoice number on check)



ATTACHMENT D

ATTACHMENT E

MEMORANDUM

DATE: 6/9/22
TO: RATHAR DUONG, DESIGN & HISTORIC PRESERVATION
FROM: JENNIFER DRIVER, CURRENT PLANNING
RE: DHP2022-00231
Zoning Review for Concept Design Review
141 South Lake Avenue

The Pasadena Current Planning Section has finished reviewing the above referenced project. The following Zoning corrections and/or comments shall be addressed by the applicant in order received Design Review approval.

1. General Corrections.

- a. Include the following additional sheets in future submittals:
 - i. Architectural Site Plan with dimensions and a building footprint outlined
 - ii. Commercial Tenant Space Floor Plan
 - iii. Community Space Diagram
- b. Show boundary line for the two subdistricts on all floor, site, landscape and elevations.

2. Topographic Survey:

- a. Include the lot area of each parcel.
- b. Include clear outline of the property lines.
- c. The survey shall be signed and stamped with a valid, current date. This survey will verify the lot size to be used throughout the application and building process.
- d. On a separate plan, include an outline of the proposed footprint and identify the lowest existing grade abutting the proposed structure.

3. Density Calculation

- a. The proposed project utilizes a base residential density of 87 dwelling units per acre and is not consistent with the density that is permitted by the Zoning Code.
- b. Per Zoning Code [Section 17.30.040](#), [Figure 3-6](#) "Central District Maximum Residential Density (dwelling units/acre)", the proposed site is subject to two different residential densities.
 - i. The portion of the site that fronts on Hudson Avenue is subject to a maximum residential density of 60 dwelling units per acre.
 - ii. The portion of the site that fronts on Lake Avenue is subject to a maximum residential density of 48 dwelling units per acre.
- c. Revise the project to be consistent with Zoning Code Section 17.30.40.
- d. The proposed project would otherwise require approval of a text amendment of the Zoning Code and text amendment of the Specific Plan to change the base density to 87 dwelling units per acre. These amendments can only be initiated by Council Action, Commission

Action or by the City Manager pursuant to Zoning Code Section 17.74.030 (Initiation of Amendments).

4. Project Data:

- a. The data analysis provided does not analyze the proposed project according to Zoning Code Section 17.30.040 (CD General Development Standards) and its corresponding Figures 3-6 through 3-9.
- b. Please conduct analysis separately for all development standards for the portion fronting on Hudson Avenue and Lake Avenue separately as they have separate applicable standards. These standards include: density, FAR, setbacks, height, parking, community space, among other standards.

5. Subdivision: The proposal involves floor area that extends across two separate parcels 5734-035-031 and 5734-035-029. The calculation for maximum floor area ratio (FAR) uses the aggregate site area. The Zoning Code requires that a series of lots must be considered a single lot in order for FAR to apply singly. To consolidate the two parcels, submit an application for a certificate of exception (lot line adjustment) or a tentative parcel map. Be advised the subdivision must be recorded prior to building permit issuance.

6. Floor Area Ratio:

- a. Compliance with the maximum FAR cannot be verified as submitted. Please provide a FAR analysis for the Lake Avenue and Hudson Avenue frontage separately.
- b. Analysis regarding the concession for the percentage of commercial and residential floor area on Lake Avenue cannot be conducted without this FAR information for each frontage presented separately.
- c. The total amount of residential floor area on the Lake Avenue side is required to understand the reduction in development standard as it relates to the requested concession.
- d. In addition, provide a dimensioned exhibit in the set identifying areas counted towards gross floor area by level. 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.

7. Setbacks

- a. Building setbacks from property lines for the structure are not clearly identified and the following are required:

Setbacks:	Requirement	
Lake Avenue (Front)	0 - 5	Feet
Hudson Avenue (Front)	10	Feet
Interior Side (North and South):	None Required	

- b. On the site plan, clearly outline the property lines and show the required setbacks from the property lines. As submitted, the proposed setback on Hudson Avenue does not appear to be shown within the property lines.
- c. Include the dimensions for the front setbacks for both Hudson and Lake Avenues. Setback shall be shown from the building frontage.
- d. The applicant may request an exception to the front setback requirement per PMC 17.30.050.A (Setback exceptions), which allows for an increased front setback to allow for pedestrian paseos or arcades on the Lake Avenue side.
- e. Balconies may project a maximum of four feet into the front setback (17.50.160.I.1). Eaves/roof overhangs may project a maximum of three feet into the front setback (Table 4-1, 17.40.160).

8. Height:

a. Height Maximums:

- i. Per [Figure 3-8](#) of Zoning Code [Section 17.30.040](#), the maximum allowed height on the subject site on the Lake Avenue frontage is 75 feet, with up to 90 feet allowed if utilizing height averaging; and, 50 feet on the Hudson Avenue frontage, with up to 65 if utilizing height averaging.
- ii. Height Averaging is requested for the Hudson Avenue and Lake Avenue sides and must be approved by the Design and Historic Preservation Division.
- iii. Additional information may be requested in order to determine compliance with height averaging based on the identification of the singular lowest existing grade at an exterior wall.

b. Height Measurement:

- i. Per Zoning Code [Section 17.40.060.C](#), 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."
- ii. As the project includes a single structure, the height is measured from the singular lowest existing grade abutting the proposed structure. In this case, the lowest existing grade abutting the structure appears to be located towards the Lake Avenue frontage and plans indicate that it is 797.8'.
- iii. All height measurements shall be taken from this low existing grade.
- iv. The reference to the low existing grade on the Hudson Avenue frontage is not pertinent to this project as there is only one structure being evaluated. Please remove the existing grade notation of 801.79' for the Hudson Avenue side.
- v. Identify on the existing topographic survey the low existing grade abutting the footprint of the proposed structure.

- (1) Previous submittals (e.g. for AHCP 11907) for this site identify a lowest existing grade on the Lake Avenue frontage as being 796.92' as opposed to the currently noted 797.8'. Please verify on the stamped topographic survey.
- vi. Label and identify the location of the existing grade across all elevations and cross-sections to distinguish between existing and finished grades.

c. Height Exceptions:

- i. Per Zoning Code [Section 17.40.060.D](#), for commercial (or Mixed-Use) structures, appurtenances covering not more than 25 percent of the roof area may exceed the height limit established by the applicable zoning district by a maximum of 15 feet.
- ii. Clearly identify any appurtenances and indicate all dimensions to verify compliance with this requirement.
- iii. An appurtenance is defined as a tower, spire, cupola, chimney, penthouse, water tank, flagpole, theater scenery loft, radio or television antenna, transmission tower, fire equipment, or other similar structure that is attached to a structure and not intended for human occupancy.

9. Mixed-Use Projects (Zoning Code [Section 17.50.160](#))

a. Commercial Uses along Street Frontages:

- i. The subject site is a double-frontage lot and Zoning Code Section 17.50.160.E includes the following standards for commercial uses on a double-frontage lot:
 - (1) "Commercial uses shall be located along street frontages and have a minimum depth of 50 feet. The Zoning Administrator may reduce the commercial uses for a secondary street.
 - (2) The Zoning Administrator shall determine the primary frontage for purposes of compliance with this subsection.
 - (3) On Double-frontage lots, commercial uses shall be located along both street frontages.
 - (4) Projects within the Central District shall comply with Figure 3-4 (Ground Floor Concept) in Zoning Code Section 17.30.040."
- ii. Proposed project plans include a commercial use on the Lake Avenue frontage but no commercial use is proposed on the Hudson Avenue frontage.
- iii. Per subsection (3) above, on double-frontage lots, such as this site, commercial uses are required on both frontages and shall have a minimum depth of 50 feet.
- iv. Revised plans shall address the above requirement for commercial uses along both street frontages.
- v. In addition, include the depth of the commercial tenant space on Lake Avenue and document the required 50-foot depth. It appears as if this depth is not met and project plans will need to be revised.

b. Ground floor residential units allowed:

- i. Per Zoning Code Section 17.50.160.F, ground floor residential dwelling units located along secondary streets are allowed only if the structure is located on a corner lot.
- ii. The subject site is not a corner lot and as a result ground floor residential use on Hudson Avenue is not permitted.
- iii. Please revise project to address the above requirement.

c. Ground Floor Height (PMC 17.30.040):

- i. The minimum height of the ground floor of all nonresidential buildings (including mixed use projects) shall be 15 feet. This height shall be measured from the floor of the first story to the floor of the second story. Portions of the ground floor that are devoted exclusively to residential or parking areas are not required to adhere to this requirement, because the height is deemed not necessary for the viability of these uses.
- ii. The nonresidential portion of the project on Lake Avenue appears to comply with this requirement.
- iii. Compliance with the Hudson Avenue frontage will be evaluated upon submittal of revised plans complying with “commercial uses along street frontages”.

d. Community Space:

- i. Per Zoning Code Section 17.50.160.H, Mixed-Use Projects require at least 150 square feet of community space for each dwelling unit, or 20,100 square feet for the subject 134-unit project. In addition, this Code section requires the following as it pertains to Community Space:
 - (1) An indoor recreational room of up to 600 square feet may be credited toward fulfilling this requirement.
 - (2) Community space can be in the form of private open space (e.g., balconies) or common open space (e.g., pool or side or rear setback areas).
 - (3) Required front and corner side setbacks do not count toward this requirement.
 - (4) Private open space:
 - (a) Private open space shall not exceed 30 percent of the total requirement for community space, or 35 percent of the total if determined necessary during Design Review.
 - (i) For this site, no more than 30 percent, or 6,030 square feet, can be classified as private open space.
 - (b) The minimum dimension of private open space shall be six feet in both directions.

- (5) Community open space shall have at least one minimum dimension of 15 feet and the other dimensions shall be at least six feet, except for private open space (e.g., balconies or patios).
- ii. Include a “Community Space” diagram for each floor.
 - (1) Simply listing areas used as open space is not sufficient. Each area must be identifiable and dimensions verifiable on the floor plans as well as the Community Space diagram.
- e. **Balconies:**
 - i. Zoning Code Section 17.50.160.I states balconies:
 - (1) May project no closer than six feet to an interior or rear property line and four feet into a front or corner side setback.
 - (2) Shall have a minimum dimension of six feet in order to count as required private open space.
 - (3) If designed to project over the public right-of-way shall have prior approval from the Department of Public works.
 - ii. Compliance with this requirement cannot be determined at this time. Provide clearer details showing dimensions of any balconies and distances from property lines.
- f. **Inclusionary housing requirements.** Per Zoning Code Section 17.50.160.J, Mixed-use projects shall be subject to the inclusionary housing requirements of Zoning Code Section 17.42.040 (“Inclusionary Unit Requirements”).
 - i. Please demonstrate compliance with Zoning Code Section 17.42.040.
 - ii. Per Zoning Code Section 17.42.040, 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 as follows:
 - (1) Units for sale. If the project consists of units for sale, a minimum of 20 percent of the total number of units in the project shall be sold to very low, low, or moderate-income households.
 - (2) Rental units. If the residential project consists of rental units, a minimum of five percent of the units shall be rented to very low-income households, five percent of the units shall be rented to very low or low-income households, and 10 percent of the units shall be rented to very low, low, or moderate-income households.
 - (3) Rounding of quantities in calculations. Per Zoning Code Section 17.42.040.B, in calculating the required number of inclusionary units, fractional units of 0.75 or above shall be rounded-up to a whole unit if the residential project consists of 10 to 20 units; and fractional units of 0.50 or above shall be rounded-up to a whole unit if the project consists of 21 or more units. Notwithstanding the foregoing, the minimum requirement for any project shall not be less than one unit for very low, low or moderate-income households and one unit for very low or low-income households.

10. Parking

a. Labeling:

- i. "Commercial Stalls" 21-24 on P1 are labeled as "residential" as opposed to commercial.
- ii. Update P1 to note that there are 2 stalls in tandem

b. Tandem Parking:

- i. Include dimensions of tandem spaces and required aisle depth.

c. Parking stall dimensions:

- i. Minimum parking stall dimensions is 8'6" x 18'. Additional width required as follows:
 - (1) Per Zoning Code [Section 17.46.120](#), an additional width of one foot shall be provided for each parking space the length of which is contiguous to a fence, structure, wall, or other obstruction. Except if columns are set back away from the aisles, the one-foot additional width required by this Subsection may be lessened three inches for each foot the columns are set back from the aisles.
- ii. 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.
- iii. Identify the width and depth of the provided parking stalls or note "standard" size.
- iv. Identify the distance that the columns are set back from the aisles and verify the respective parking stall widths, per the above regulation.
- v. Identify the end of aisle stalls and the required additional 2 feet.

d. Aisle Depth:

- i. Minimum aisle depth for standard width parking spaces is 24 feet.
- ii. Identify the aisle width for all aisles. Plans are only sporadically dimensioned.
- iii. For P1, the aisle width between commercial stalls 1-7 and 8-15 is shown as 22 feet. Include the stall width and demonstrate that each stall is at least 9 feet in width to correspond to the table below from Zoning Code [Section 17.46.130](#).

TABLE 4-8 - AISLE DIMENSIONS					
Minimum Aisle Width for Specified Parking Angle (feet)					
Increase in Parking Size Width	90°	75°	60°	45°	30° or less
.00	24	22	18	13	12
.25	23	21			
.50	22	20			
.75	21	19			
1.00	20				

e. Driveway Width:

- i. Per Zoning Code [Section 17.46.150.B](#) the minimum driveway width is 22 feet for a two-way driveway accessing more than 15 parking spaces. As proposed, the 24-foot wide driveway appears to comply.
- ii. Be sure to identify the driveway width on all three parking levels and verify that each is at least 22 feet in width.

f. Driveway Visibility:

- i. Per Zoning Code [Section 17.46.170](#), each driveway for a nonresidential use shall comply with the following requirements.
 - (1) View corridor. A view corridor shall adjoin both sides of a driveway crossing a street property line. The view corridor shall be a minimum depth of five feet at the edge of the driveway and a width measured on both sides of the driveway of 50 feet, or the distance to the intercepting property line, whichever is less.
 - (2) Visibility. The view corridor shall not be blocked between a height of 2.5 feet and seven feet.
 - (3) Landscaping. At least 50 percent of the view corridor shall be landscaped. The landscaping shall meet the visibility requirement identified in Subsection B., above.
 - (4) Modifications by Directors of Public Works and Transportation. The Director of Public Works and the Director of Transportation may modify the requirements of this Section.
- ii. Project plans do not demonstrate compliance with the above and do not have approval from the Directors of Public Works and Transportation to deviate from these standards.
- iii. Please show the view corridor from the property lines.

g. Loading Space:

- i. Per Table 4-15 in Zoning Code [Section 17.46.260](#), developments with less than 20,000 square feet of restaurant floor area, require one loading space.
- ii. Loading space dimensions: In addition to the minimum required, there are several specifications that loading spaces have to comply with in Zoning Code Section 17.46.260. Specifically, the loading spaces shall be designed and maintained so that vehicles do not back in from, or onto, a public street and any loading spaces or areas visible from a street shall be screened on three sides by a fence, hedge, or wall a minimum of six feet in height. In addition, the following table summarizes the requirements for the proposed project:

Space	Stall Size	Vertical Clearance	Turning Radius
1	12' x 30'	14'	45'

- iii. Loading space is included on the parking plans, but no dimensions are provided.
- iv. In future submittals identify the dimensions (width, depth and height) and turning radius of the proposed loading space.

h. Driveway Ramps:

- i. Zoning Code [Section 17.46.270](#) regulates the size and slope of ramps in parking facilities. All parking plans involving ramps shall be accompanied by a profile showing the ramp, ramp transitions, and overhead and adjacent wall clearances in order to determine compliance with this Code section.

(1) For ramps 65 feet or less in length, the ramp slope shall not exceed 16 percent, with the first and last 10 feet of the ramp not exceeding eight percent.

(2) For ramps longer than 65 feet, the ramp grade shall not exceed 12 percent, with the first and last eight feet of the ramp not exceeding six percent.

- ii. Ramp length or slope information is not shown on each parking level so compliance with these requirements cannot be determined at this time.
- iii. Provide a profile of the ramp leading to the parking levels showing ramp transitions and overhead and adjacent wall clearances.

- i. **Parking Area Slope:** Pursuant to Zoning Code [Section 17.46.270](#), the slope of all parking areas shall not exceed five percent, excluding ramps. Identify the slope of all parking areas.

j. Bicycle parking:

- i. Bicycle parking shall be provided per the requirements set forth in Zoning Code [Section 17.46.320](#). Please refer to Section 17.46.320.E for location and design of bicycle facilities.

- ii. For nonresidential structures less than 15,000 square feet, four, Class 2 bicycle spaces are required and one, Class 1 bicycle space is required for every six dwelling units.

- iii. As a result, four Class 2 spaces are required for the less than 15,000 square-foot of nonresidential use and 22 Class 1 spaces are required for the 134 residential units.

- iv. Application notes that 3 Class 2 spaces and 24 Class 1 spaces are provided. The proposed number of Class 2 spaces is not satisfied as only 3 are proposed, where 4 are required.

- v. Identify location, number and design of the required bicycle parking spaces. Demonstrate compliance with the specific design standards outlined in Zoning Code Section 17.46.320.

- 11. Sidewalk Width (Figure 3-10, PMC 17.30.050):** Minimum sidewalk widths within the Central District are referenced below. In areas where the existing sidewalk does not meet the minimum width, development projects are required to be set back as necessary to adhere to the minimum sidewalk width standard.

CD Minimum Sidewalk Width Requirements

Lake Avenue	15' minimum width; tree grates are recommended for new street trees, except where there is an existing tree lawn.
Hudson Avenue	12' minimum width; existing sidewalk widths in excess of the specified minimum should not be reduced. Existing landscaped parkways shall be retained and not paved.

Compliance with this standard cannot be determined, as plans do not reference existing and/or proposed sidewalk widths. Plans should provide a level of detail that demonstrates compliance with these standards. Please refer to Public Works/Transportation comments regarding street dedication and sidewalk width. Be advised, any City/departmental requirements mandating wider sidewalks and/or specific requirements shall supersede this standard.