



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

May 21, 2024

Victor Tang  
c/o 615 S Catalina Ave LLC  
330 Goddard  
Irvine, CA 92618

**RE: Appeal of Concept Design Review Incompleteness Determination  
615 S. Catalina Avenue  
DHP2024-00099  
Council District #7**

Dear Mr. Tang:

The appeal of a determination that an application for **Concept Design Review** is incomplete for processing at **615 South Catalina Avenue** was considered by the **Board of Zoning Appeals (BZA)** on **May 16, 2024**.

At the conclusion of the public hearing, a motion was made to deny the appeal and uphold the determination that the submitted Concept Design Review application is incomplete by a vote of 3-0. As a result, action was taken to **uphold** the determination that the application is incomplete.

The BZA's determination was based on the staff report and all attachments and on the oral and written testimony presented at the hearing and included in the record. In summary, the BZA found that the application was incomplete because the following items listed on the City's application form had not been provided to the City:

**1. Application Fees**

*Application fees are required to review and process the Concept Design Review application. No application fees had been paid at the time of the BZA's decision.*

**2. Design Evolution Information**

*Preliminary Consultation is the first step of the three-step design review process (Pasadena Municipal Code (PMC) Section 17.61.030.C.). Concept Design Review is the second step. Applicants are required to demonstrate visually and in writing how the Concept Design Review application (second step) addresses the comments provided during Preliminary Consultation (first step).*

*Your application for Concept Design Review was submitted before Preliminary Consultation was completed. Consequently the "Design Evolution Exhibits" listed in the BZA staff report were not submitted to the City.*

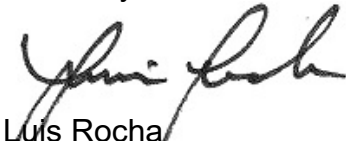
### 3. Zoning Code Compliance

*PMC Section 17.60.060.A.5.a provides that an application shall not be accepted as complete unless it is in compliance with all zoning district requirements or an application for a Variance or Zoning Map Amendment has been filed. The Predevelopment Plan Review found that the project does not comply with the applicable development standards in the Zoning Code. The Concept Design Review Application therefore cannot be found complete until an application is made for a Variance or Zoning Map Amendment.*

You are hereby notified that, pursuant to Pasadena Municipal Code Chapter 17.72, any person affected or aggrieved by the decision of the Board of Zoning Appeals has the right to appeal this decision within ten days of the decision of the BZA. Prior to that date, a member of the City Council may request that it be called for review to the City Council. However, if there is a request for a call for review, an appeal may still be filed within the appeal period. If the tenth day falls on a day when City offices are closed, the appeal deadline shall be extended through the next day when offices are open. The decision becomes effective on the eleventh day from the date of the decision. Based on the above, the last day to file an appeal is May 28, 2024. The effective date of this case will be May 29, 2024. The appeal fee is \$2,481.01.

For further information regarding this case please contact **Rathar Duong** at **(626) 744-7346** or [rduong@cityofpasadena.net](mailto:rduong@cityofpasadena.net).

Sincerely,



Luis Rocha  
Planning Manager

Enclosure: Attachment A (Concept Design Review Incomplete Notice)

cc: City Manager, City Clerk, City Council, Planning Commission, City Council District 7 Liaison, Director of Planning & Community Development; Deputy Director of Planning & Community Development, Case File

**ATTACHMENT A**  
**Incomplete Letter Dated April 3, 2024**



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

April 3, 2024

Victor Tang  
c/o 615 S Catalina Ave LLC  
330 Goddard  
Irvine, CA 92618

Via email: victor@socal-realty.com

**RE: 615 South Catalina Avenue, Pasadena, CA  
Preliminary Consultation and  
Notice of Incomplete Application for Concept Design Review**

Dear Mr. Tang:

This letter is in response to your email dated March 19, 2024. In the email, you provided a timeline for your project at 615 South Catalina Avenue. Missing from the timeline is the letter issued by the California Department of Housing and Community Development (HCD), on March 10, 2023, to the City of Pasadena. In the letter, HCD confirmed that the housing element adopted by the City and received by HCD on January 11, 2023, was in substantial compliance with State Housing Element Law (Article 10.6 of the Gov. Code). The letter is attached for your reference.

Your SB330 preliminary application for a "Builder's Remedy" project was submitted on February 15, 2023, after the adopted, substantially compliant, housing element was provided to HCD on January 11, 2023. As such, your project is required to be consistent with both the Zoning Ordinance and General Plan; State law allows projects to be approved that do not conform to a city's zoning ordinance and general plan only if the city has not *adopted* a housing element conforming with state law. (Gov't Code § 65589.5(d)(5).) Because the City had adopted a housing element in conformance with state law before the preliminary application was submitted, the "Builder's Remedy" does not apply to your project.

As indicated in your Preliminary Plan Review (PPR) Comments dated March 14, 2024 (Attachment 4), the proposed housing development project is inconsistent with various provisions of the Zoning Ordinance and General Plan. As your project moves through the Design Review process, you will be required to submit plans that comply.

Furthermore, we cannot deem the Concept Design Review application you submitted on March 4, 2024 complete until the Preliminary Consultation phase is completed, as outlined in Pasadena Municipal Code (PMC) Section 17.61.030.C, which outlines the sequence of steps in the Design Review process. To complete the Preliminary Consultation phase, staff will provide you the Preliminary Consultation comments by April 25, 2024. The submittal checklist for the Concept Design Review application is attached. One key submittal requirement is demonstrating visually and in writing how the application addresses the comments provided during Preliminary

Consultation. As your project moves through the Design Review process, you will be required to submit plans that respond to the comments provided during Preliminary Consultation.

Based on Design & Historic Preservation staff's review of the materials submitted with the Concept Design Review application, it has been deemed **incomplete**. The following items need to be submitted to deem your application complete:

- 1) As noted on Page 3, under Design Evolution Exhibit section, provide a written and illustrated exhibit (before and after imagery; e.g., story boards) describing how the project's design concept responds to each of the comments and recommendations provided by the Design Commission and/or staff during the Preliminary Consultation process.
- 2) As noted on Page 3, under Design Evolution Exhibit section, provide images of studies conducted to address the Preliminary Consultation comments, including cases where comments were not implemented in the design;
- 3) As noted on Page 3, under Design Evolution Exhibit section, written and illustrated exhibit describing how the previously presented Site Planning and Building Design Concepts have developed since the Preliminary Consultation;
- 4) Payment of application filing fees pursuant to the invoice provided in Attachment 3; and
- 5) Pursuant to PMC Section 17.60.060.5.a, an application shall not be accepted as complete unless, or until the Director determines that, it is in compliance with zoning district requirements applicable to the site, except for a Zoning Map Amendment or Variance filed in compliance with Chapter 17.74 (Amendments). As provided to you in the Predevelopment Plan Review (PPR) process, the project has been found to be non-compliant with a number of zoning district requirements applicable to the site and an application for a Zoning Map Amendment or Variance has not been filed. Please refer to Attachment 4, PPR Comments, pages 11-21 for a review of the project's compliance with the zoning district requirements applicable to the site.

As noted on page 1 of the Concept Design Review Submittal Checklist, prior to submitting an application for Concept Design Review, applicants are required to consult with the Current Planning Section to ensure that the proposed project complies with the development standards in the Zoning Code. Applications not in compliance cannot receive Concept Design Review approval unless they obtain any necessary land use permit first (i.e., variance or Zoning Map Amendment). The PPR found that the project did not comply with the development standards in the Zoning Code, and the project cannot be approved or found complete until either variances or a Zoning Map Amendment are obtained.

If the additional items required in this letter are 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](mailto:rduong@cityofpasadena.net)

Attachments:

1. Letter from HCD dated March 10, 2023
2. Submittal Checklist for Concept Design Review
3. Concept Design Review Invoice
4. PPR Comments

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500  
Sacramento, CA 95833  
(916) 263-2911 / FAX (916) 263-7453  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



March 10, 2023

David Reyes, Assistant City Manager  
City of Pasadena  
100 North Garfield Avenue, Suite 228  
Pasadena, CA 91101

Dear David Reyes:

**RE: City of Pasadena's 6<sup>th</sup> Cycle (2021-2029) Adopted Housing Element**

Thank you for submitting Pasadena's (City) housing element adopted July 18, 2022 and received for review on January 11, 2023, including modifications authorized by Resolution Number 9935. Pursuant to Government Code section 65585, subdivision (h), the California Department of Housing and Community Development (HCD) is reporting the results of its review. In addition, HCD considered comments from Pasadena Affordable Housing Coalition, Josh Albrekston and Abundant Housing LA and YIMBY Law pursuant to Government Code section 65585, subdivision (c).

HCD is pleased to find the adopted housing element, including modifications, in substantial compliance with State Housing Element Law (Article 10.6 of the Gov. Code). The adopted element addresses the statutory requirements described in HCD's October 14, 2022 review.

Additionally, the City must continue timely and effective implementation of all programs including but not limited to the following:

- Program 2 (Northwest Pasadena)
- Program 6 (Housing Sites)
- Program 7 (Mixed Use/TOD Strategy)
- Program 9 (Removal of Constraints)
- Program 10 (Regulatory Incentives)
- Program 11 (Alternative Housing Opportunities)
- Program 12 (Financial Assistance)
- Program 20 (Fair Housing)
- Program 21 (Education and Monitoring)
- Program 23 (Zoning Code Updates)

The City must monitor and report on the results of these and other programs through the annual progress report, required pursuant to Government Code section 65400. Please be aware, Government Code section 65585, subdivision (i) grants HCD authority to review any action or failure to act by a local government that it determines is inconsistent with an adopted housing element or housing element law. This includes failure to implement program actions included in the housing element. HCD may revoke housing element compliance if the local government's actions do not comply with state law.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB1) Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City now meets housing element requirements for these and other funding sources.

HCD appreciates the hard work, cooperation, and responsiveness the City's housing element team provided throughout the housing element review and update. HCD wishes the City success in implementing its housing element and looks forward to following its progress through the General Plan annual progress reports pursuant to Government Code section 65400. If HCD can provide assistance in implementing the housing element, please contact Reid Miller, of our staff, at [Reid.Miller@hcd.ca.gov](mailto:Reid.Miller@hcd.ca.gov).

Sincerely,



Paul McDougall  
Senior Program Manager





## Submittal Checklist for CONCEPT DESIGN REVIEW

Concept Design Review is similar to what is commonly known in the architectural profession as “Design Development” and is the second of three phases of the Design Review process for new development projects as required by Pasadena Municipal Code (PMC) Section [17.61.030](#), which states, “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.” Identification of major conceptual exterior materials is also considered at this stage of the process. Applicants will need to demonstrate visually and in writing how the revised design addresses the comments provided during Preliminary Consultation. The Concept Design Review process results in a formal decision and may be reviewed by staff or by the Design Commission at a public hearing based on the design review thresholds in PMC Section 17.61.030. For more information about Design Commission hearings and presentation requirements, refer to the [Appendix: Guidance to Applicants for Design Commission Presentations](#). The Commission may approve, approve with conditions, continue to a subsequent meeting, or disapprove applications for Concept Design Review and may establish a subcommittee to conduct additional reviews. Following Concept Design Review approval, [Final Design Review](#) is required to complete the design review process.

**All applications for Design Review shall adhere to applicable City design guideline documents, which can be viewed and downloaded [here](#).**

To avoid delays, applicants should coordinate with the following city agencies (unless a land-use entitlement or environmental review has already been completed) prior to submitting an application for Concept Design Review:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Consult with the <a href="#">Current Planning Section</a> to ensure that the proposed project complies with the <b>development standards</b> in the Zoning Code. (626) 744-6777; Window 3, Permit Center; or <a href="mailto:zoningquestions@cityofpasadena.net">zoningquestions@cityofpasadena.net</a> . If a Zoning Entitlement is not required for the proposed project, a Preliminary Plan Check will be formally conducted by Current Planning Staff upon submittal of an application for Concept Design Review. Projects that are found to be out of compliance with Zoning Code requirements or inconsistent with a previously approved Entitlement will not be scheduled for a Concept Design Review hearing or issued a staff decision until found to be in compliance. |
| <input type="checkbox"/> | Contact the <a href="#">Department of Transportation</a> to begin preparation of any required <b>traffic assessment</b> or traffic study prior to submitting an application for Concept Design Review. (626) 744-7478  |
| <input type="checkbox"/> | Projects subject to the <b>Public Art</b> requirement must have concept art plan submitted to the <a href="#">Cultural Affairs Division</a> before a hearing date can be scheduled for Concept Design Review or a staff decision issued. (626) 744-7062  |
| <input type="checkbox"/> | Projects subject to the <b>Inclusionary Housing</b> requirement must have an Inclusionary Housing Plan submitted to the <a href="#">Housing Department</a> and approved by the City Manager before a hearing date can be scheduled for Concept Design Review or a staff decision issued. (626) 744-8314  |
| <input type="checkbox"/> | Projects proposing <b>removal of public trees</b> should submit an application for Public Tree Removal to <a href="#">Urban Forestry</a> before a hearing date is scheduled for Concept Design Review or a staff decision issued. <a href="mailto:forestry@cityofpasadena.net">forestry@cityofpasadena.net</a> or (626) 744-3846   |



## Submittal Checklist for CONCEPT DESIGN REVIEW

In addition, all applications for Concept Design Review are subject to the [California Environmental Quality Act \(CEQA\)](#), unless the CEQA analysis has been completed as part of a separate entitlement. Upon review of the submitted application, staff will determine what action is required to demonstrate compliance with the CEQA regulations. If additional analysis is required, staff will initiate a competitive bidding process to select and engage with a qualified professional to perform the analysis and the applicant will be required to submit a deposit to the City to fund the analysis.

### **MINIMUM SUBMITTAL REQUIREMENTS:**

Listed below are the minimum submittal requirements for Concept Design Review. **Submit this completed checklist with your application materials.** This checklist should be reviewed together with a planner at the Permit Center prior to submittal. **Substantially incomplete applications will not be accepted.** Additional documentation not included in this checklist should not be included in the Concept Design Review submittal.

- PRELIMINARY CONSULTATION**  
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.
- ELECTRONIC SUBMITTAL**  
All required submittals listed below shall be provided in electronic format via flash drive, email or file transfer to [dhpquestions@cityofpasadena.net](mailto:dhpquestions@cityofpasadena.net).
- PLANNING DIVISION MASTER APPLICATION FORM** - One printed copy  
Please complete all information on the application forms.
  - 1) Cover Sheet with applicant signature
  - 2) Applicant Authorization for Reproduction of Application Materials
  - 3) Environmental Assessment Forms
  - 4) Tree Inventory
  - 5) Taxpayer Protection Act Disclosure Form
  - 6) [Private Tree Removal Application](#) for each protected tree proposed to be removed to accommodate the project (if not previously approved)
- APPLICATION FEES**  
Application fees are required for all projects. Applications for Concept Design Review may also be charged a fee for Preliminary Plan Check, which will be conducted by staff of the Current Planning Section, as well as the 3% Records Management Surcharge. See the [adopted fee schedule](#) or consult with Design & Historic Preservation staff to determine the amount of the application fees. Application fees may be [paid online](#) once an invoice is created by staff.
- OWNERSHIP VERIFICATION – One printed copy**
  - 1) Copy of Grant Deed, Deed Trust, or Title Report showing ownership
  - 2) Written Consent from property owner to authorize representative, if applicable
- NOTIFICATION PACKET** - Electronic submittal only; for Design Commission reviews only.



*Submittal Checklist for*  
**CONCEPT DESIGN REVIEW**

- VISUAL CONTEXT PHOTO MONTAGE** - *One (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).*  
This is intended to demonstrate how the proposed project fits within the surrounding neighborhood context. Supporting text/narrative explanation should be provided to explain how the project responds to its surroundings.
  - 1) Project Site Context: Color photographs of the existing project site taken from various vantage points from the street and from within the project site showing the existing structure(s), tree(s), and other existing site improvements. Provide full elevation photographs of all site structures including detailed images of affected architectural features proposed for alteration, if applicable.
  - 2) Neighborhood Context: Color photographs of existing buildings on both sides of the street on which the project is proposed, 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.
  - 3) Photographic Key Map indicating from where and at what angle the photographs were taken. All photographs provided should be labeled to correspond to the locations on the photographic key map.
  
- BUILDING PROGRAM NARRATIVE** - *One (1) 8 ½" X 11" printed copy, or incorporate into a sheet in the Concept Design Plans.*  
Describe in narrative format the applicant's programmatic goals for the project in approximately 100 words or less. Note any programmatic changes that have been made since the Preliminary Consultation.
  
- DESIGN EVOLUTION EXHIBIT** - *One (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).*
  - 1) Written and illustrated exhibit (before and after imagery; e.g., story boards) describing how the project's design concept responds to each of the comments and recommendations provided by the Design Commission and/or staff during the Preliminary Consultation process.
  - 2) Provide images of studies conducted to address the Preliminary Consultation comments, including cases where comments were not implemented in the design.
  - 3) Written and illustrated exhibit describing how the previously presented Site Planning and Building Design Concepts have developed since the Preliminary Consultation. The exhibit should clearly visually depict the design evolution.
  
- PERSPECTIVE RENDERINGS** - *One (1) full-size copy and one (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal).*
  - 1) Street level perspective renderings or virtual illustrations (in color) depicting the massing of the project, the elevations visible from the street and the building in its context. Provide as many views as necessary to fully convey how the project relates to its context. Photorealistic renderings are not required at this stage.



*Submittal Checklist for*  
**CONCEPT DESIGN REVIEW**

- 2) Shade/Shadow study or animation depicting shade and shadows cast by the proposed project over the course of a year. Static study images should show shadows for the solstice and equinox at 9:00 A.M., 12:00 Noon, and 3:00 P.M., occurring on the following dates: June 21st or 22nd (summer solstice), September 21st and March 21st (winter solstice). Utilize correct sun angle altitude and azimuth, with sun direction clearly illustrated.

- CONCEPT DESIGN PLANS** - One (1) full-size copy and one (1) 11" x 17" copy (Additional 11"x 17" copies may be required for Design Commission reviews, subsequent to initial application submittal). All plans and elevations shall be drawn to scale and shall include the preparer's contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations. All elevations and renderings shall be labeled with cardinal direction of view AND any street names for any views facing street frontages.

- Vicinity Map showing ½-mile radius street system with project site highlighted.

- Cover Sheet with a project data table containing the following information:

- 1) Total area of site in square footage.
- 2) Gross and Net building area calculations:
  - a. Existing and proposed square footage.
  - b. Existing and proposed number of buildings and dwelling units.
- 3) Existing building construction dates.
- 4) Existing and proposed vehicular parking and bicycle parking spaces with minimum required by the Zoning Code.
- 5) Existing and proposed loading spaces and size, including minimum standard required by the Zoning Code.
- 6) Existing and proposed Floor Area Ratio, including maximum allowed by the Zoning Code.
- 7) Existing and proposed Lot Coverage, including maximum allowed by the Zoning Code.
- 8) Existing and proposed building heights and number of stories.
- 9) Total area of project site proposed to be dedicated towards landscaping.
- 10) Total area of project site proposed to be dedicated towards hardscape/paving.
- 11) Existing zoning and land use designation.
- 12) Existing and proposed UBC occupancy group and construction type.

- Survey of the existing conditions on the site, including topography, trees, on-site structures and footprints of adjacent buildings.

- Existing/Demolition Site Plan in color including the following information and clearly indicating any structures, building walls, trees and other existing site features proposed to be removed:

- 1) Property lines and adjoining sidewalks, streets/alleys, curb cuts/driveways and public facilities along the property frontage(s) including utility poles, street lights, transit stops, trash receptacles, etc.
- 2) Existing structures - location, outside dimensions and use of all existing buildings and structures including building features such as elevated porches and outside stairs.



*Submittal Checklist for*  
**CONCEPT DESIGN REVIEW**

- 3) Existing trees with accurate canopies depicted, numbered to correspond to the tree survey provided and indicating those that are protected by the Tree Protection Ordinance and those that are proposed to be removed, retained or relocated. Include street trees and trees on adjoining properties that may overlap onto the project site.
- 4) Existing landscaped areas.
- 5) Existing paved areas.
- 6) Existing fences, walls or retaining walls.
- 7) Footprints of adjacent buildings on abutting property(ies).

Proposed Site Plan in color including the following information:

- 1) All information listed on the Existing Site Plan that is proposed to remain.
- 2) If on-site structure or tree relocation is proposed, depict the proposed new locations.
- 3) For additions and new construction, clearly indicate location, outside dimensions and use of proposed new construction including primary and accessory structures and site features.
- 4) Locations and dimensions of driveways and walkways.
- 5) Landscaped areas including existing trees to remain and new trees to be planted.
- 6) Walls and fences.
- 7) Conceptual locations of ground-mounted mechanical equipment/utilities.

Proposed Circulation Plan depicting vehicular and pedestrian paths of travel from the public realm to parking areas, common-use areas and private spaces within the proposed project.

Proposed Floor Plans: Dimensioned architectural plans, fully coordinated with the proposed elevations and sections, for each floor of proposed new building(s) and any existing building(s) to be retained or relocated, including the following information:

- 1) Exterior and interior walls and uses of rooms.
- 2) Attached exterior features such as awnings, canopies or balconies.
- 3) Locations and sizes of all window and door openings.
- 4) Callouts to locations of [Proposed Building and Site Sections](#) provided.
- 5) For any existing building(s) proposed to remain or be relocated, provide existing/demolition and proposed floor plans for each floor of existing building(s) clearly indicating any walls, windows, doors or other building elements proposed to be removed or altered.

Roof Plan for new building(s) or existing building(s) proposed to be retained or relocated, including the following information:

- 1) Ridges and valleys.
- 2) Direction and pitch of roof slopes.
- 3) Roof materials.
- 4) Eaves or parapets, including dimensions and any exposed rafters, beams, brackets fasciae, gutters and other features of the roof.
- 5) Conceptual locations of solar panels and mechanical equipment and screening.



*Submittal Checklist for*  
**CONCEPT DESIGN REVIEW**

- 6) For any existing building(s) proposed to remain or be relocated, provide existing/demolition and proposed roof plans clearly demonstrating components of the roof proposed to be modified.

- Building Elevations that convey in an appropriate visual form, in color and black and white, the proposed building facades, including courtyard or other secondary elevations, with the following information:

- 1) Accurate depiction of each proposed building facade including roof form, eaves or parapets, building walls, window and door openings and detailing, foundations and all architectural features of the façade including awnings, canopies, bulkheads, cornices, gutters, downspouts, rooftop mechanical screening, light fixtures, etc.
- 2) Depict and call out all conceptually proposed exterior façade materials and features (detailed specifications not required at this stage).
- 3) Call out building heights, depicting measurement from lowest point of existing grade.
- 4) Include shading that accurately conveys depth, dimensionality and modulation.
- 5) For additions, clearly demarcate the location of existing walls and new walls.
- 6) Street elevation drawing or photographic rendering of proposed street-facing elevation(s) and adjacent building(s) on abutting property(ies), to scale.
- 7) For alterations of existing buildings to remain on the site, provide existing/demolition and proposed elevations of each affected façade that clearly indicate how the facades are proposed to change, including all information listed above for the proposed building elevations.

- Proposed Building and Site Sections (cross and longitudinal, for new construction, referenced to callouts provided on the [Proposed Floor Plans](#)), including the following information:

- 1) Building walls (including freestanding walls).
- 2) Floor-to-floor dimensions.
- 3) Cuts and fills, as required.

- Preliminary Landscape Plan in color that includes the following information:

- 1) Planting Plan with Preliminary Landscape Palette (including trees, shrubs and groundcovers) with images of proposed plant materials.
- 2) Hardscape Plan (identify conceptual paving materials and amenities).
- 3) Existing trees proposed to remain (trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast height) numbered according to the submitted tree inventory.



*Submittal Checklist for*  
**CONCEPT DESIGN REVIEW**

**DIGITAL MASSING MODEL**

- Simple digital building form/massing model (i.e. no internal building elements, landscaping, people, cars, etc.) 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.

Note: 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 at [citygis@cityofpasadena.net](mailto:citygis@cityofpasadena.net) to obtain digital models of existing buildings in the vicinity of the project.

- Signed 3D Model Usage Policy. This can be obtained using this link: <https://www.cityofpasadena.net/planning/permit-center/applications-forms#design-review-submittal-requirements>

- Digital animations/fly-throughs for presentation at the Concept Design Review hearing are encouraged but not required (note: time limit for entire applicant presentation at the public hearing is 15 minutes, including any animations/fly-throughs).

**ADDITIONAL DOCUMENTATION**

- Additional documentation may be required at the City’s discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals, historical drawings or images, samples of existing materials, etc.



**APPENDIX:  
GUIDANCE TO APPLICANTS FOR DESIGN COMMISSION PRESENTATIONS**

The applicant's presentation to the Design Commission is an extremely important component of the design review process and should be given significant attention to ensure that the Commission understands the proposed project's design concept, how that concept was developed, and how the Commission's previous comments have been studied and addressed. This appendix is intended to outline general hearing procedures and provide guidance to allow applicants to develop high quality presentations that provide the Commission with the essential information they will need to provide feedback and make a decision.

**Hearing Format**

At the scheduled hearing, there will typically be multiple items and project reviews on the Commission's agenda. The agenda order is set by staff and may be modified by the Commission at the start of the meeting. Applicants should provide their presentations to staff in Power Point format by noon on the day of the hearing and should arrive to the meeting at least 15 minutes early to ensure their presentation is functioning properly. Animations/fly-throughs may also be provided in advance of the hearing. When the item is called the following will occur, in this order:

1. Staff presentation.
2. Commission questions to staff.
3. Applicant presentation (15 minutes maximum for all presenters and presentation components, including animations/fly-throughs; additional time may be requested in advance for more complex projects).
4. Commission questions to applicant.
5. Public comment (3 minutes maximum per person).
6. Applicant rebuttal (5 minutes maximum).
7. After the Commission closes the public hearing, no further public or applicant comment is allowed unless specifically requested by the Commission.
8. Commission deliberation and action.

**Staff Presentation**

The staff presentation will include the following information:

1. Overview of purpose of current design review phase of the project.
2. Project location, current site conditions and surrounding context.
3. Brief project description & history.
4. A brief summary of staff's review of responses to previous comments (stating simply whether staff finds the previous comments have been satisfactorily addressed and whether conditions are recommended to ensure they are fully addressed as the project advances in the process).
5. Overview of design proposed, using imagery from the submitted application package and generally summarizing the written staff report.
6. Staff recommended conditions.
7. Brief indication of Zoning Code compliance and next steps.
8. Staff recommended action.





### **Guidelines for Applicant Presentations**

The applicant's presentation should explain how the current design was developed, how the project is designed and how it has evolved in response to the Commission's comments from Preliminary Consultation. In addition, if there are any concerns with the Concept Design Review conditions recommended by staff, those concerns should be noted in the applicant's presentation. Design content provided in the presentation should not differ from the design content included in the plans that are submitted with the application, although additional views and models of the same design may be included. Images should be clear and include pedestrian perspective renderings of the project in context with surrounding existing buildings. Due to the potential length of time between review phases, applicants should expect that Commission membership may change between reviews. As such, each presentation should include a brief summary of the project program and opportunities and constraints of the site. Note that the time for questions and answers between the Commission and applicant is generally not limited; therefore, presentations should be structured to provide an overview of the most important considerations and responses, as determined by the applicant team, with more minor items being reserved for the Q&A period if the Commission has questions about those items. Specific guidelines for applicant presentations for the Final Design Review phase are noted below:

1. Provide a brief reminder of the building program and primary site opportunities and constraints.
2. Describe how the project has changed to address the Commission's Preliminary Consultation comments. Explain studies that were conducted and provide before and after imagery for each substantive comment. Similar comments may be grouped in the presentation.
3. Describe further development of the design since Preliminary Consultation, such as landscape design concept, conceptual exterior materials, building sections, etc.
4. Explain any concerns with the staff report, including staff's recommended conditions.

**INVOICE (INV0060511)  
FOR CITY OF PASADENA**

**BILLING CONTACT**

615 S Catalina Avenue LLC  
330 Goddard  
Irvine, CA 92618



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV0060511	04/02/2024	04/02/2024	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
DHP2024-00099	Concept Design Maj 50,001 to 100k SqFt New Constr. Records Management 3% Surcharge	\$9,635.00 \$289.05
615 S Catalina Ave Sfr Pasadena, CA 91106		<b>SUB TOTAL</b> \$9,924.05

**TOTAL** **\$9,924.05**

**REMITTANCE INFORMATION**

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

Online Payments:  
[https://mypermits.cityofpasadena.net/EnerGov\\_Prod/SelfService/#/payinvoice](https://mypermits.cityofpasadena.net/EnerGov_Prod/SelfService/#/payinvoice)

In-Person Payments (Do Not Mail Check):  
City Hall  
100 N. Garfield Ave, Room N106  
Pasadena, CA 91101





**PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

www.cityofpasadena.net

**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:** PPR2023-00009 **Date:** March 14, 2024

**Project Address:** 615 S. Catalina Avenue (5327-018-007)

**Project Description:** Predevelopment Plan Review for a new 7-story multifamily residential project consisting of 49 units (rental, 10 low-income units), and 35 parking spaces at the ground level.

**Applicant:** 615 S. Catalina Avenue LLC  
949-278-6682  
[victor@socal-realty.com](mailto:victor@socal-realty.com)

**Case Manager:** Jason Van Patten  
626-744-6760  
[jvanpatten@cityofpasadena.net](mailto:jvanpatten@cityofpasadena.net)

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

<b>DEPARTMENT / DIVISION</b>	<b>PAGE</b>
Building Division, Addressing	2
Building & Safety Division	3
Community Planning	5
Cultural Affairs Division	11
Current Planning	11
Design & Historic Preservation	21
Fire Department	27
Local Development Area	29
Housing & Career Services Department	29
Public Works Department	31



# PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Transportation Department	35
Water & Power, Power Division	36
Water & Power, Water Division and Water Services Engineering	39

## **BUILDING DIVISION – ADDRESSING:**

Contact: Carlos Chacon  
 Phone: (626) 744-7140  
 Email: [addressing@cityofpasadena.net](mailto:addressing@cityofpasadena.net)

**General Comments:** The addresses for the newly proposed 49-unit multi-family housing will be determined based on the pedestrian path of travel leading up to the main front door entrance into the proposed units, from the public right of way. In the case of this redeveloped lot, its current addresses formally known as 615 S. Catalina Avenue will more than likely be retired and new addresses will be issued that coincide with the future access layout of the proposed building.

For the creation of the new units' addresses, it will be determined once we have received the 8 ½ x 11" site map showing the main entrance into the proposed residence. The site map must comply with the following:

- Site map must be 8 1/2" x 11" in size (not a reduction of submitted site plan).
- Site map must show all public right of ways, including any alleys or streets in clear print and bold with North Arrow clearly labeled.
- Identify all structures and the location of the driveways on the parcel area that includes the neighboring buildings. Show where the main front door entrance of the proposed buildings will be located as well as the existing buildings in the vicinity.
- Site map must show the pedestrian path of travel from the public sidewalk leading up to the main front door entrance into the proposed buildings will be located as well as the existing buildings in the vicinity.
- Site map must be accompanied with the required addressing fee per address requested.

Once a building permit has been issued, the letter that authorizes the applicant to utilize the address will be issued. Please note that a letter will not be issued until after all the requirements listed below are met and only after the building permit has been issued. Copies of the address assignment letter will be sent to the relevant agencies within and outside of the City of Pasadena.

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

**Estimated Fees:** If applicable, the address fees will be determined after receiving the aforementioned site map, addressing application and associated fees are received. The fees per address are estimated to be \$316 per address assignment, not including a 3% Records management fee surcharge.



---

**BUILDING & SAFETY DIVISION:**

Plan Reviewer: Alex Haddad

Phone: (626) 744-6876

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

**1. GOVERNING CODES:**

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

**2. BUILDING CODE ANALYSIS:**

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

**3. FYI: ELECTRIFICATION ORDINANCE 7398:**

- [Ordinance 7398](#), adopted in August 2022, requires certain categories of newly constructed buildings to be all-electric, thus prohibiting gas infrastructure. The electrification requirement applies primarily to new construction and certain commercial additions. Existing buildings undergoing alterations or tenant improvements are exempt. Refer to the City of Pasadena link for further information on the requirements and submittal process:  
<https://www.cityofpasadena.net/planning/building-and-safety/electrification-ordinance/#required-to-be-all-electric>

**4. BEST MANAGEMENT PRACTICES:**

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

**5. PROPERTY LINE SURVEY REQUIRED.**

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

**6. SOILS REPORT REQUIRED.**

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



**7. GRADING:**

- Show compliance with CBC 2022 Appendix J – Grading with City of Pasadena Amendments.
- Clearly show the cubic yard quantities for excavation (cuts) and fills; and label if site grading or foundation excavations. A grading permit may not be required per PMC Section J103.2 Exemptions.

**8. GREEN CODE:**

- Photocopy to plans and complete the 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE WITH CITY OF PASADENA AMENDMENTS FORMS. These forms are being provided attach and can be found at <https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>.

**9. LOW IMPACT DEVELOPMENT (LID):**

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

**10. MEANS OF EGRESS (EXITING):**

- Provide an egress plan showing compliance with all requirements for the exit access, the exit and the exit discharged detailed in chapter 10.
- Clearly label and identify on plans fire-resistive corridors, exit enclosures, exit passageways, horizontal exits, occupancy separation walls and floors, fire resistive shafts, and fire walls, along with their fire-resistive ratings as applicable.
- Primary accessible path of travel shall include a primary entrance to the building or facility; toilet and bathing facilities serving the area; drinking fountains serving the area; public telephones serving the area, and signs.
- Roof terraces shall comply with all the applicable code provisions, i.e. exiting, type of construction, & accessibility.

**11. FIRE AND SMOKE PROTECTION FEATURES:**

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

**12. ACCESSIBILITY:**

- Provide compliance with accessibility per CBC Chapter 11A and 11B accordingly.
- Provide an analysis for the minimum required units and parking spaces. Label the accessible units/parking spaces.
- Provide the minimum vertical clearance for VAN accessible to basement and garage per 11A and/or 11B accordingly.
- Show Maneuvering clearance at swing doors, gates, sliding doors, folding doors and doorways without doors.
- Show compliance with the accessible EV parking. Note on plans if using any exceptions.



### 13. REQUIRED PLANS AND PERMIT(S):

- In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, PV systems and grading plans as required. No deferred submittal.
- Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others.
- New ePermitting services. Visit the city website at:  
<https://www.cityofpasadena.net/planning/permit-center/permit-center-online/>

---

**PLANNING DIVISION – COMMUNITY  
PLANNING SECTION:**

Plan Reviewer: Martin Potter  
Phone: (626) 744-6710  
Email: [mpotter@cityofpasadena.net](mailto:mpotter@cityofpasadena.net)

### General Plan Consistency:

Per the General Plan Land Use Diagram, the site is designated as Low Density Residential (0-6 dwelling units per acre). The Low Density Residential land use designation is characterized by single-family residential development with lot sizes ranging from 7,200 square feet to 40,000 square feet and one to two story buildings. These lots are characterized by a variety of single-family dwellings, ample open space, extensive landscaping, and separations between single-family dwellings and/or accessory buildings. Single-family dwellings are typically some distance from the street, with large front, side, and rear yard setbacks.

The proposed project encompasses one existing parcel (APN# 5327-018-007) with a total area of 14,100 square feet. The existing one-story residential structure would be demolished and replaced with a new 7-story, 49,941 square-foot, 49-unit residential apartment building. Ten of the residential units are proposed to be affordable to low-income households. The project also proposes 35 parking spaces at the ground level. The property is bounded by Meneely Alley and three-story multi-family residential buildings to the north, South Catalina Avenue to the east, and one-story, single-family residential buildings to the south and west.

The proposed project is inconsistent with the Low Density Residential land use designation of the General Plan. The Land Use Element provides the following policies that are relevant to the proposed project:

#### Objectives and policies that deserve further consideration:

*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.*

The proposed seven-story project is out of scale with surrounding residential and institutional uses, which range from one to three stories in height. The applicant is encouraged to work with Zoning and Design & Historic Preservation staff to ensure that the proposed project satisfies all applicable requirements in relation to contextual and compatible development.

*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*



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

*commercial and industrial properties, especially within the Central District, Transit Villages, Neighborhood Villages, and along selected corridors.*

The proposed project would be developed within an existing residential neighborhood on a parcel designated in the General Plan and zoned for single-family residential development. The General Plan accommodates opportunities for new residential development within the City's eight Specific Plan areas and encourages such development to be located close to public transit. The applicant is encouraged to consider the context of this site and relative distance from public transit options.

*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 strong 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.*

The proposed project provides opportunities for additional housing, including affordable housing. However, the General Plan does not specify the level of housing density proposed by the project at this location. The project would be developed within an existing residential neighborhood on a parcel designated on the General Plan Land Use Diagram and zoning map for single-family residential development. The General Plan accommodates opportunities for higher-density multifamily residential development within and adjacent to the City's eight Specific Plan areas and encourages development to be located close to public transit and commercial development to establish a customer base for retail, office, and other commercial uses.

*Policy 4.1 – Sustainable Urban Form. Provide an overall pattern of land uses and densities that encourages sustainable development; offers convenient alternatives to auto travel; ensures compatibility among uses; enhances livability and public health; sustains economic vitality; and reduces air pollution, greenhouse gas emissions, and energy consumption.*

The proposed project consists of a 49-unit residential development that would be developed on a parcel designated on the General Plan Land Use Diagram and zoning map for single-family residential development. The proposed development is incompatible with surrounding uses at this density and does not conform to the pattern of land uses identified on the General Plan Land Use Diagram. The proposed project additionally does not provide individual units with private open space (such as patios or balconies) or reduce energy consumption by including sustainable energy sources such as solar panels, all of which support the goals of enhancing livability, public health and reducing energy consumption.

The General Plan accommodates opportunities for higher-density multifamily residential development within the City's eight Specific Plan areas and encourages development to be located close to public transit and commercial development to ensure access to alternative modes of transit and support the vitality of commercial districts. The applicant is encouraged to consider the proposed project in relation to the aforementioned goals.

*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*





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

*with the vision of the area and the need for buildings to engage the street and create a distinct urban edge.*

The applicant is encouraged to work with Design & Historic Preservation staff to ensure that the proposed project satisfies all applicable requirements in relation to contextual and compatible development.

*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.*

The proposed project consists of a 7-story, 49-unit residential development that would be developed on a parcel currently improved with a one-story residential structure and surrounded by one- to three-story residential and institutional uses. The proposed project includes vehicle access from Meneely Alley which is consistent with Policy 4.11. However, the applicant is encouraged to work with Zoning and Design & Historic Preservation staff to revise the proposed project to ensure that new development is context-appropriate in terms of building scale, massing, and orientation and provides appropriate setbacks and buffering from adjacent structures. The applicant is also encouraged to consider providing private open spaces for potential residents as well as quality landscaping throughout the project site.

*Policy 4.12 – Transitions in Scale. Require that the scale and massing of new development in higher-density centers and corridors provide appropriate transitions in building height and bulk and are sensitive to the physical and visual character of adjoining lower-density neighborhoods.*

The proposed project would be developed on a parcel currently designated as Low Density Residential in the General Plan Land Use Diagram, with Low Density Residential to the south and west, and Medium-High Density Residential sites to the north across Meneely Alley. The General Plan encourages transitions in scale, with taller structures situated adjacent to major corridors and other high-density development and scaling down towards lower-density development. The proposed project would interrupt the orderly transition in scale defined by the General Plan and inappropriately situate a seven-story structure between a three-story structure and one-story structures. The applicant is encouraged to work with Zoning, Community Planning, and Design & Historic Preservation staff to ensure that proposed construction on the site is developed appropriately to complement and respond to surrounding development.

*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.*

The proposed project does not demonstrate a contextual relationship with the surrounding neighborhood in terms of building massing and height as well as the provision of open space areas such as courtyards. The applicant is encouraged to work with Zoning, Community Planning,



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

and Design & Historic Preservation staff to ensure that the proposed project is situated and developed appropriately to complement and respond to surrounding development.

*Policy 6.2 – Established Neighborhoods. Preserve, protect, and enhance established residential neighborhoods by providing appropriate transitions between these and adjoining areas. Require new development to complement and respond to the existing physical characteristics that contribute to the overall character and livability of the neighborhood.*

The proposed project does not demonstrate a contextual understanding of existing physical characteristics within the neighborhood. The applicant is encouraged to work with Zoning, Community Planning, and Design & Historic Preservation staff to ensure that the proposed project is situated and developed appropriately to complement and respond to surrounding development.

*Policy 7.1 – Architectural Quality. Design each building as a high quality, long term addition to the City's urban fabric; exterior design and building materials shall exhibit permanence and quality, minimize maintenance concerns, and extend the life of the building.*

The applicant is encouraged to work with Design & Historic Preservation staff to ensure that the proposed structure exhibits a high level of architectural quality.

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

The proposed project is significantly taller and more massive than surrounding structures and includes minimal building modulation and architectural detailing. The applicant is encouraged to work with Design & Historic Preservation staff to ensure that the proposed structure is contextually appropriate in terms of built form, massing, scale, modulation, and architectural detailing.

*Policy 10.4 – Sustainable Building Practices. Foster sustainable building practices and processes specified by the City's Green Building Code by incorporating energy and water savings, toxic and solid waste reduction strategies into the building of new structures and remodeling of existing structures.*

The applicant is encouraged to work with Building Department staff to comply with the Green Building Code and strongly encouraged to incorporate on-site alternative energy generation, energy and water conservation devices, and passive design concepts that make use of the natural climate and increase energy efficiency. The applicant is additionally encouraged to reference the City's Climate Action Plan (CAP) and the Climate Action Plan consistency checklist as guiding documents for sustainable practices. For more information on the CAP and consistency checklist, please visit the City's website at [www.cityofpasadena.net/planning/planning-division/community-planning/pasadena-climate-action-plan/](http://www.cityofpasadena.net/planning/planning-division/community-planning/pasadena-climate-action-plan/).

*Policy 10.13 – Urban Forest. Maintain and plant additional trees along the City's sidewalks, civic places, parks, and in private developments to support the health and diversity of wildlife, sequester GHG emissions, and contribute to the reduction of the urban heat-island.*



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

The proposed project appears to provide new trees of an unspecified species, located on an upper roof deck. The applicant is encouraged to incorporate shade trees with sufficient canopy size at maturity to offer shade for residents, sequester GHG emissions, and provide passive cooling to the structure. The applicant is additionally encouraged to incorporate additional green space and trees at ground level for the benefit of pedestrians and to further support the City's urban forest.

*Policy 10.21 – Sustainable Energy. Reduce the use of coal-generated power by new development through building design and sustainable practices.*

The applicant is strongly encouraged to incorporate on-site alternative energy generation, energy conservation devices, and passive design concepts that make use of the natural climate and increase energy efficiency. The applicant is additionally encouraged to reference the City's Climate Action Plan (CAP) and the Climate Action Plan consistency checklist as guiding documents for sustainable practices.

*Policy 19.6 – Unbundled Parking. Encourage practices that separate the cost of parking from commercial lease rates, the costs of housing, and – where feasible – the price of goods and services to ensure that non-car owners do not pay for parking they do not need and help people weigh the true cost of driving in lieu of transit.*

The applicant is encouraged to consider unbundling the cost of parking spaces from unit rental costs to allow residents to pay for parking only when needed or desired, incentivize the use of alternative modes of transit such as bicycling, and promote affordability.

*Policy 19.7 – Reduced Demand for Parking. Reduce the demand for parking by encouraging businesses and residential development to incentivize walking, biking, and use of transit through practices such as subsidized Metro passes, exchanging parking for Metro passes, and other creative incentives.*

The applicant is encouraged to consider parking incentives designed to reduce the demand for parking and encourage residents to walk, bike, or take public transit to nearby shopping, dining, workplace, and educational destinations.

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

The applicant is encouraged to work with Zoning staff to ensure that the proposed project incorporates a front yard setback that is compatible with surrounding development.

*Policy 21.5 – Housing Character and Design. Encourage the renovation of existing housing stock in single- and multi-family neighborhoods. When additions or replacement housing is proposed, these should reflect the unique neighborhood character and qualities, including lot sizes, building form, scale, massing, and relationship to street frontages; architectural design and landscaped setbacks.*

The proposed project consists of a 7-story, 49-unit residential development that would replace an existing one-story residential structure. The project site is surrounded by existing one- to three-



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

story residential and institutional uses, with landscaped setbacks generally ranging between 20 and 30 feet. The applicant is encouraged to work with Zoning and Design & Historic Preservation staff to revise the proposed project to ensure that new development is context-appropriate in terms of building form, scale, and massing as well as a similar relationship to the street frontage and appropriate setbacks.

*Policy 21.7 – Safety. Require residential developments to facilitate and enhance neighborhood safety by including design features such as front porches or large front windows.*

The proposed project does not incorporate porches, large front windows, or other measures such as balconies along the street-facing façade. The applicant is strongly encouraged to work with Zoning and Design & Historic Preservation staff to integrate these or similar features into the project to enhance neighborhood safety and create a more pedestrian-friendly experience.

*Policy 22.2 – Garages and Accessory structures. Locate and design garages and accessory structures so that they do not dominate the appearance of the dwelling from the street.*

While the proposed project appropriately provides vehicle garage access from Meneely Avenue and is separated from the street by a lobby area, the proposed 7-story development (including the ground-level garage) would be inappropriately located in a neighborhood designated for Low Density Residential development. The garage would be visible from the public right-of-way and is a dominant feature of the proposed structure. The applicant is encouraged to work with Design & Historic Preservation staff to ensure that proposed parking areas are appropriately situated.

**Specific Plan:** The project site is not part of a Specific Plan area.

**Master Plan:** The project site is not subject to a Master Plan.

**Planned Development:** The proposed project is not located within a Planned Development (PD) area.

### **Neighborhoods:**

#### **Council District 7**

Councilmember Jason Lyon

City Council District Liaison: Pam Thyret

- Below are neighborhood organizations in the vicinity of the project:
- Mentor Catalina Neighborhood Association
- Pasadena Neighborhood Coalition



---

**CULTURAL AFFAIRS DIVISION:**

Plan Reviewer: Corey Dunlap

Phone: (626) 744-7547

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

The project is not subject to the City's Public Art Requirement.

---

**PLANNING DIVISION – CURRENT  
PLANNING SECTION:**

Plan Reviewer: Jason Van Patten

Phone: (626) 744-6760

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

**General Comments:** The information provided herein is general due to the general content of the information submitted. Staff advises that in addition to the comments below, the proponent thoroughly review the Zoning Code and each chapter/section specified. Comments provided herein are intended to alert the applicant of applicable zoning standards. The applicant is required to demonstrate compliance with all applicable standards.

- [Title 17](#) – Zoning Code
- [Chapter 17.22](#) – Residential Zoning Districts
- [Chapter 17.40](#) – General Property Development and Use Standards
- [Chapter 17.42](#) – Inclusionary Housing Requirements
- [Chapter 17.44](#) – Landscaping
- [Chapter 17.46](#) – Parking and Loading
- [Chapter 8.52](#) – City Trees and Tree Protection Ordinance

1. **Project Site and Zoning District ([PMC §17.22](#)):** The project site consists of a single parcel (5327-018-007) that is located in the RS-6 (Single-family Residential, 0-6 dwelling units per acre) zoning district (see map on following page). The site is 14,100 square feet in area and is located on the west side of Catalina Avenue, south of California Boulevard and north of Cornell Road. The property is accessible from Catalina Avenue to the east and Meneely Alley to the north. The topography is relatively flat. According to the application, a 506 square-foot single-story building exists on the property that would be demolished and replaced with the new project.
2. **General Plan and Specific Plan ([Land Use Element](#), [Land Use Diagram](#)):** The site is designated Low Density Residential (0-6 du/acre) on the General Plan Land Use Diagram. Properties with this designation are characterized by single-family residential development with lot sizes ranging from 7,200 square feet to 40,000 square feet and one to two story buildings. These lots are characterized by a variety of single family dwellings, ample open space, extensive landscaping, and separations between single-family dwellings and/or accessory buildings. Single-family dwellings are typically some distance from the street, with large front, side, and rear yard setbacks. Applications involving discretionary review require demonstration that the project and its components are consistent with the General Plan. Refer to additional comments from Community Planning.



3. **Land Use (PMC §17.22.030):** The proposed use is classified as multifamily residential because it consists of two or more dwelling units on a lot (49 proposed). Multifamily housing with up to two primary residences (two-unit developments) may be permitted in the RS zone.
4. **Density (PMC §17.22.030):** In the RS zone, up to two primary residences (Two-Unit Developments) may be developed subject to the underlying zoning district standards as well as PMC Section 17.22.050.G and PMC Section 17.22.050.H. The applicant proposes 49 units, which exceeds the maximum allowed.
5. **Inclusionary Housing (PMC §17.42):** This Chapter applies to new construction of a project consisting of 10 or more multi-family units. Where the proposed multifamily use is allowed, 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.

According to the application and plan, the project proposes to construct 49 new units with at least 20 percent designated low-income units. The units are proposed to be rental units with 10 designated as low, and 39 designated as market rate. Refer to the referenced Chapter and comments from the Housing and Career Services Department regarding satisfaction of the inclusionary housing requirements.



6. **Setbacks and Exceptions (PMC §17.22.040, §17.22.050, §17.40.160):** The project shall maintain each required setback open and unobstructed from the ground upward, except for trees and other plant materials. Setbacks shall be measured at right angles from the property line to the nearest portion of the structure. Where any dedication or easement for sidewalk and/or street purposes is proposed/required, the setback shall be measured after. See PMC Section 17.40.160 for setback requirements, allowed projections and encroachments into setbacks, and exceptions to setbacks. For two-unit developments in single-family residential zones refer to 17.22.050.G for setback requirements.

a. **Front (Catalina Avenue):** Where 40 percent or more of the lots on a blockface in the same zoning district (excluding corner yards of reversed corner lots) are developed with primary structures (including the existing setback of the proposed development site), the minimum front setback shall be the average of the front setbacks of the developed lots, but not less than 25 feet. In calculating the blockface average, measurement shall be from the front property line to the primary structure. Building projections and unenclosed porches shall not be used as the reference point for this measurement.

For this calculation, the blockface includes all properties (including subject) zoned RS-6 on the west side of Catalina Avenue between Cornell Road and Meneely Alley (approximately 13 parcels). The property at 1000 East California Boulevard (north of Meneely Alley; 5327-018-056) is on the blockface but is not included in the calculation because it is in a different zone (RM-32). As part of future submittals, plans shall include an exhibit identifying the existing setbacks at developed properties on the blockface and an average calculation. The plan proposes a five-foot front setback at each level, which does not comply.

b. **Side (North and South):** The required setback is equal to 10 percent of the lot width, with a minimum of five feet and a maximum of 10 feet. Lot width is measured across the lot (horizontal distance between side property lines of a lot) at the required front setback. Based on existing conditions on the block, and the subject site dimensions, the required side setback may be six feet minimum. The north side is proposed with a minimum setback of 2'6", which does not comply. The south side is proposed with a zero-foot minimum setback, which does not comply.

c. **Rear (West):** The required setback shall be 25 feet minimum. The west side or rear is proposed with a minimum setback of five feet, which does not comply.

As part of future submittals, the applicant shall demonstrate all new construction complies with setback requirements. In addition, plans shall reference lot lines, easements, dedications and setbacks at each level. Please refer to Public Works for any required easements or dedications (e.g., Meneely Alley).

7. **Site Coverage (PMC §17.22.040):** The maximum site coverage for a site 12,000 square feet or more is 35 percent or 4,800 sf, whichever is greater; any additional coverage over 35 percent shall be single-story only. Based on a lot size of 14,100 square feet, the maximum allowed site coverage is 4,935 square feet (35%). Site or lot coverage is the percentage of a site covered by roofs, soffits or overhangs extending more than three feet from a wall, and by



decks more than four feet in height. Roofs with openings or perforations 50 percent or greater of their surface area, pools, or hot tubs shall not be included in lot coverage calculations. According to the plan, the proposed site coverage is 11,760 square feet or 83.5 percent, which exceeds the maximum allowed.

8. **Floor Area (PMC §17.22.040):** The maximum allowed gross floor area for a site between 12,000 and 24,000 square feet in area is equal to 20 percent of the lot size plus 1,700 square feet. Based on a lot size of 14,100 square feet, the maximum gross floor area allowed is 4,520 square feet. For projects subject to the RS development standards, "gross floor area" means the floor area between the floor and roof above it, as measured from the outside edge of the exterior walls of the main structure and all accessory structures, including required parking (either garage or carport). Any portion of a structure, including stairwells, over 17 feet in interior height, is counted twice for purposes of computing floor area.

According to the plan, the proposed gross floor area without parking is 46,188 square feet. The parking at the ground level accounts for 11,760 square feet. When combining the figures, the total proposed is 57,948 square feet. However, this total appears to account for only six of the seven levels of the building and may be missing a floor between the third and seventh levels. In the RS zone, parking is counted as gross floor area. As proposed, the project exceeds the maximum allowed gross floor area. As part of future submittals, an exhibit shall be provided identifying gross floor at each floor of the project.

9. **Height and Encroachment Plane (PMC §17.22.040, §17.40.060, §17.40.160):** The maximum allowed height on a site less than 75 feet wide is 28 feet maximum, and within the encroachment plane. The maximum top plate height of the first story is 10 feet, as measured from the front plane of the primary structure and within the encroachment plane. The maximum top plate height of the second story is 20 feet and within the encroachment plane. Principal structures within the RS zoning districts shall not be located within a side setback encroachment plane sloping upward and inward to the site at a 30-degree angle measured from the vertical, commencing six feet above the existing grade along the interior side property line.

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. The highest point of the structure is its highest ridge or parapet.

According to the plan, the proposed top of parapet reaches a height of 75'6". Two separate enclosed stairwells and elevator shafts reach a height of 82'6". The height of the first story reaches 12 feet, and the second story reaches 22 feet. The encroachment plane is not shown from either side property line (north or south). As proposed the building height exceeds the maximum allowed (overall and top plate maximums) and may not comply with the encroachment plane. As part of future submittals, the applicant shall identify/label the lowest elevation of the existing grade at the exterior of the structure, top plate heights (elevations), overall heights (elevations), and encroachment planes. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

10. **Two-Unit Developments (PMC §17.22.050.G and H):** Up to two primary residences (Two-Unit Developments) may be developed in RS zones subject to the underlying zoning district





standards (17.22.040) as well as PMC Sections 17.22.050.G and 17.22.050.H. Short-term rentals of less than 30 days are prohibited. Construction of Two-Unit Developments in single-family residential zones pursuant to Government Code Section 65852.21 is prohibited on historic sites and sites that fall within historic districts. Proposed adjacent or connected primary residences (Two-Unit Developments) shall be permitted if they meet building code standards, are designed sufficient to allow separate conveyance, and comply with the development standards of the underlying zoning district or additional standards prescribed by this Section, as applicable. If any existing dwelling unit is proposed to be demolished, the applicant will comply with the replacement housing provisions of Government Code Section 66300(d). The standards of 17.22.050.G and H are for new construction of an additional primary residence on a site with an existing primary residence or for up to two new primary residences where no primary residence is present. In cases where the following standards preclude development of an 800 square-foot primary residence, the plan check review process shall only allow deviations sufficient to accommodate such development.

11. **Outdoor Lighting (PMC §17.40.080):** Exterior lighting on private property shall comply with the provisions of this Section. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable. This includes the provision of a photometric survey.
12. **Public Art Requirement (PMC §17.40.100):** Refer to comments from the Cultural Affairs Division and Zoning Code Section referenced for additional information, where applicable.
13. **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.
14. **Refuse Storage (PMC §17.40.120):** An area for the storage of trash shall be provided with minimum clear dimensions of five feet by seven feet for all multi-family residential uses of four to 19 dwelling units. Multi-family residential uses with 20 or more dwelling units shall provide trash storage areas with the minimum size 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. Refer to this Section for specific information regarding design standards.

According to the plan, a refuse storage area is proposed at the ground level between the lobby and the alley. However, there is not enough information to determine whether compliant with design standards of this Section. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

15. **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. Refer to this Section for specific information. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.
16. **Walls and Fences (PMC §17.40.180, §12.12.020):** All proposed walls and fences, shall comply with the requirements of these Sections. In the RS zone, between the front property line and the occupancy frontage, the maximum wall or fence height shall be four feet. Walls and fences in the front setback shall be at least 50 percent open and any concrete block materials shall have a finished stucco appearance. Fences shall be set back a minimum of 18



inches from the front property line. Beyond the front setback, the maximum height is six feet. Where the driveway meets the alley, the maximum height shall be 30 inches within a triangular driveway zone. In addition, at the corner formed by the alley and Catalina Avenue, it is unlawful to install, set out or maintain, or to allow the installation, setting out or maintenance of, any sign, hedge, shrubbery, natural growth or other obstruction to the view, higher than 2'6" as set forth in PMC Section 12.12.020 (Obstructing view prohibited).

According to the plan, six-foot tall CMU fences are proposed along the south side property line and seven-foot-tall metal fences are proposed along the north and west property lines. No fence or wall is identified along the east (front) property line. The proposed seven-foot-tall fence exceeds the maximum height allowed within the zone. In addition, the seven-foot-tall fence along the north property line may not comply with visibility requirements at the edge of the driveway that leads into the parking area, or at the corner where the alley and Catalina Avenue meet. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

**17. Underground Utilities (PMC §17.40.190):** Proposed development shall provide for the undergrounding of utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) in compliance with the requirements of this Section unless subject to an exemption.

**18. Landscaping (PMC §17.44):** All projects shall provide and maintain landscaping in compliance with the provisions of this Chapter. 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. Irrigation plans shall provide information regarding irrigation system efficiency and equipment. Be advised, 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 <https://ww5.cityofpasadena.net/planning/water-efficient-landscape-ordinance/>.

Compliance with this Chapter and MWELo applicability is unknown because a landscape plan was not provided. As part of future submittals, please provide a preliminary landscape plan that provides a level of detail that demonstrates compliance with these standards where applicable.

**19. 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. The City's Tree Protection Ordinance includes a list of protected native and specimen species. Removal of protected trees on private property is subject to the approval of a private tree removal permit. 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, concurrent with the Design Review application. 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. Please refer to Public Works comments regarding street tree protection and retention requirements.

The tree inventory prepared by Certified Arborist Javier Cabral (WE9194) includes 17 trees (2 street trees, 1 off-site, 14 on-site). Based on the inventory, all 14 on-site trees are proposed for removal. The two street trees and one off-site tree would remain. Of the trees proposed for removal, none are protected by the City. The three trees to be retained are protected by the City. As part of future submittals, the applicant shall provide a tree protection plan for private property tree 17. This tree while located off-site, appears to overhang the rear of the site and is approximately five feet from the new project. In addition, the plans identify a seven-foot tall metal fence along the west property line that would pass through or near the trunk of the tree. The protection plan shall address all phases of development (eg. demolition, grading, construction, etc.), measures for protection during all phases, and location of protection fencing, among other information demonstrating sufficient protection. For street tree protection, refer to Public Works requirements.

- 20. Parking ([PMC §17.46](#)):** Parking shall comply with all applicable standards of the Chapter. Parking shall be permanently available, marked, and properly maintained for the use they are intended to serve. Disabled accessible parking spaces required shall count toward fulfilling off-street parking requirements. Where three or more units are allowed, the required parking is two covered spaces per unit 650 square feet or larger ( $\geq 650$  sf), one covered space per unit less than 650 square feet ( $< 650$  sf), and one guest parking space for each 10 units. The guest space shall be clearly marked for "Guest Parking Only." For two-unit developments in single-family residential zones refer to 17.22.050.G. For single-family uses, two covered spaces are required per unit within a garage or carport.

According to the plan, the 49-unit project provides 35 total parking spaces that are accessible from the alley via two-way drive. This includes a mix of 22 standard stalls, 12 stall arranged in a tandem configuration (34% of total), and one accessible stall. Based on the information available, the parking count does not satisfy on-site requirements.

- 21. Garage and Carport Requirements ([PMC §17.22.050.B](#)):** A garage proposed on a blockface, including reverse corner lots, where 50 percent or more of the existing garages are located behind the primary structure shall also be located behind the primary structure. If the garage is required to be located to the rear of the primary structure and is attached, the garage shall be located so that the garage door is not visible from the street and the garage shall be the closest portion of the structure to the rear property line. Carports shall be completely screened from view from the street and shall be located between the primary structure and the rear property line, so as to not be within the view down the driveway from the street. A carport is defined as a permanently covered building open on one or more sides used for automobile shelter and storage.

According to the plan, parking is located on the ground floor behind the lobby, and directly beneath the floors above. The parking facility is covered, with the sides appearing open to the exterior. As part of future submittals, the applicant shall provide additional information regarding the design of the parking facility. In addition, the parking facility shall be located to the rear of the primary structure (between the rear of the structure and the rear property line). An exhibit and calculation regarding the location of garages on the blockface may be required if the parking facility is enclosed on three sides with a garage door.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- a. **Tandem Parking (PMC §17.46.080):** Multifamily projects with three or more units may have tandem parking. Up to 30 percent of the total off-street parking spaces provided may incorporate tandem parking. Both tandem spaces shall be assigned to the same dwelling unit. Two parking spaces in tandem shall have a combined minimum dimension of nine feet in width by 34 feet in length.

According to the plan, 34 percent of the stalls are arranged in a tandem configuration, which exceeds the maximum allowed for multi-family projects. Tandem stall widths are shown at 8'6" and 8'9", and depths are at 34 feet. Tandem stall widths do not comply with minimum dimensions.

- b. **Dimensional Requirements (PMC §17.46.090, §17.46.110):** Compact parking spaces are not allowed anywhere in the City. All nonparallel parking spaces shall measure a minimum of eight and one-half feet wide by 18 feet deep (8.5' x 18'). The parking plan identifies standard stalls ranging between 8'9" and 9 feet in width, and depths of 18 feet.
- c. **Application of Dimensional Requirements (PMC §17.46.120):** Additional dimensional requirements apply to stalls adjacent to obstructions and/or located at the ends of aisles as follows:

*If contiguous to an obstruction.* 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.

*If located at end of aisle.* 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.

The 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 in height. All parking spaces shall be double-striped.

According to the plan, several stalls appear contiguous to an obstruction (column or wall) and would require additional widths. For example, several standard stalls are adjacent to columns that are setback one-foot from the aisle. In such instances, the stall width adjacent to the column shall be a minimum of 9'3". In addition, there are stalls adjacent to the electrical room, elevators and stairs, and lobby/leasing office/trash room that would necessitate a wider stall. The drive aisle shall also extend two feet beyond the last stalls nearest the lobby/leasing office. As part of future submittals, the parking plan shall be fully dimensioned. This includes stall widths, depths, drive aisle dimensions, distance columns are setback from aisles, vertical clearances, parking slopes, etc. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

- d. **Aisle Dimensions (PMC §17.46.130):** The minimum aisle dimension is based on the size and angle of a parking space pursuant to Table 4-8 (Aisle Dimensions), of PMC Section



17.46.130 (Aisle Dimensions). The minimum aisle width adjoining a 90 degree stall is 24 feet. Aisle widths decrease as parking stalls increase in width.

The plan identifies 90-degree stalls and aisle widths for a majority of stalls that range between 23 and 31 feet. There are however two stalls (8'9" widths) nearest to the lobby that have a drive aisle that is less than 23 feet. No aisle width was provided. An aisle width of 23 feet is acceptable for a stall with a minimum width of 8'9". Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

- e. **Parking Access from Street (PMC §17.46.140):** Parking access shall comply with requirements of this Section. Refer to this Section and Department of Transportation comments for additional information.
- f. **Driveway Design, Widths, and Clearances (PMC §17.46.150.A):** The width of each driveway (includes the ramp) 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 of a driveway serving a residential use with 26 or more parking spaces is as follows:

Number of Spaces	Minimum Driveway Width
26 or more parking spaces	10' (one way drive)
	18' (two way drive)

According to the plan, vehicular access into the 35-space parking area is from the alley on the north. The width of the opening into the parking area is not provided, but may be as wide as 31 feet. The plan shall specify width to demonstrate compliance. Refer to the Section referenced for additional information.

- g. **Paving (PMC §17.46.300):** All parking areas, circulation aisles, and accessways shall be paved with Portland cement concrete.
- h. **Bicycle Parking (PMC §17.46.320):** Bicycle parking facilities shall be provided in compliance with Table 4-16 (Minimum Number of Bicycle Spaces Required), PMC Section 17.46.320 (Bicycle Parking Standards) as follows:

Use	Minimum Number Required
Multi-family residential	1 space for every six dwelling units

Fractional requirements for bicycle parking over 0.5 are to be rounded up. Each bicycle parking space shall be no less than six feet long by two feet wide. All bicycle parking facilities (100%) for multi-family residential structures shall be Class 1. A Class 1 bicycle facility includes any of the following: a) a fully enclosed lockable space accessible only to the owner/operator of the bicycle; b) attendant parking with a check-in system in which bicycles are accessible only to the attendant; or c) a locked room or office inside a structure designated for the sole purpose of securing the bicycles. Refer to the Section referenced for location and design requirements applicable to bicycle facilities.



Based on 49 units proposed, a minimum of eight bicycle parking spaces are required. The proposed plan identifies 39 bicycle parking spaces on the west side of the building. Four additional bicycle parking spaces are located in front of the building along Catalina Avenue. While the count complies, additional information is needed regarding access and security to verify compliance with the Class 1 bicycle facility requirements. As part of future submittals, plans shall provide a level of detail that demonstrates compliance with standards where applicable.

- 22. 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.
- 23. Residential Uses – Accessory Uses and Structures ([PMC §17.50.250](#)):** Proposed accessory uses and structures shall comply with the requirements of this Section. Accessory structures shall be limited to uses which are accessory to the main use, including but not limited to, cabanas, gazebos, pergolas, pools, or hot tubs and related equipment. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.
- 24. 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. The environmental review will occur concurrent with any zoning entitlement, or where none, through the Design Review process. 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. Be advised, a categorical exemption may not be used for any project that requests a Variance (including Minor Variance). The environmental determination may require the preparation of technical studies (e.g., air quality, noise, cultural resources, biological, greenhouse gas etc.). A transportation analysis will also be required by the Department of Transportation according to their comments.
- 25. 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.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

**26. 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.

**27. Estimated Fees (FY2024) (PMC §17.60.050):** Please inquire when proposing a zoning entitlement for base application fees. Common supplemental fees are provided below:

- Private Tree Removal Application: \$1,031 and up
- 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, 2024.

---

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

Plan Reviewer: Rathar Duong  
Phone: (626) 744-7346  
Email: [rduong@cityofpasadena.net](mailto:rduong@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 includes demolition of an existing building that was constructed in 1953 that has not been previously evaluated for eligibility as a landmark. Thus, a Historic Resource Evaluation (HRE) is required and the Director would be the review authority. Depending on the outcome, an environmental study may also be required in conjunction with the design review process outlined below.

### **Demolition without a Building Permit for a Replacement Project:**

In addition to the demolition review, the PMC 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. This application would require review by Planning staff, which may approve the application if it adopts findings 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 it may adopt the single finding that the demolition serves an overriding public benefit and will not be detrimental to surrounding property. Staff may deny the application if these findings cannot be met. Decisions on these applications may be appealed to or called for review by the Design Commission or the City Council.

### **DESIGN REVIEW**

Because the project consists of new construction of a new building over 25,000 square feet in size, design review is required with the Design Commission as the review authority. The proposed project is construction of a new seven-story 46,188 sf multi-family residential building. The



applicable design guidelines for the project are the Citywide Design Principles in the Land Use Element of the General Plan and the purposes of design review in PMC Section 17.61.030.A.

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 Department of Transportation to begin preparation of any necessary traffic assessment or study that may be required. At a minimum, air quality and noise/vibration studies will likely also be required for the project. The full scope of the CEQA review will be determined upon submittal of an application for Concept Design Review.

Design review is a three-step process: 1) **Preliminary Consultation** (commonly known in the architectural profession as “Sketch or Schematic Design”) to review the preliminary building massing, 2) **Concept Design Review** (commonly known in the architectural profession as “Design Development”); and 3) **Final Design Review** (commonly known in the architectural profession as “Construction Documentation.” Concept Design Review is a noticed public hearing before the Design Commission. If zoning entitlements are required for the project, approval of them must be issued and effective prior to a Concept Design Review hearing being scheduled.

**Preliminary Consultation:** Requires an application with a filing fee and materials indicated in the Preliminary Consultation submittal requirements list, including photographs of the site and surrounding context, a building program narrative, schematic design plans, urban design diagrams, site planning concept, building design concept, design evolution exhibits, and a conceptual digital 3D model. 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. Projects proposing removal of public trees are required to submit an application for Public Tree Removal to Urban Forestry before a hearing date is scheduled for Preliminary Consultation.

**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, the required submittal documents include photographs of the site and surrounding context; building program narrative; design evolution exhibit; perspective renderings; concept design plans; and digital massing model.

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 which include photographs of the site and surrounding context; building program narrative; design evolution exhibit; perspective renderings; final design plans with architectural details; material specifications; final landscape plans; and a digital massing model. You may file for building plan check (for possible building and fire safety corrections) while awaiting review for the application for Final Design review.





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

Final Design review focuses on compliance with the conditions of approval of Concept Design Review and on construction details, paint colors, finishes, doors and windows, landscaping, exterior lighting, location/screening of mechanical equipment, etc.

### Appeals/Calls for Review

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

### Preliminary Design Issues

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

- The proposed project is inconsistent with many of the goals, policies and objectives of the Land Use Element of the General Plan, as outlined in the Planning Division – Community Planning Section comments.
- The scale, massing, materials, solid-to-void relationships, the interplay of horizontal and vertical elements of the building as well as the modulation of the exterior walls facing public streets and along the side elevations and cohesiveness among all elevations. The design should also achieve appropriateness of the fenestration pattern that reinforces and the architectural concept.
- Consideration of various design features and architecture treatments that are sensitive to and achieve an appropriate human scale at the ground plane and are inviting to the pedestrian experience. The treatment of common and private entrances, including circulation areas within the building and facing the street are part of this review as well as how the building addresses the street and communicate with nearby development.
- The quality of materials/finishes and color, the proportions of window and door openings, the modulation of building walls, shade and shadow, and light and air circulation.
- Landscaping - especially in the setbacks adjoining the sidewalk and shared driveway and screening of mechanical equipment. Landscaping should also complement and reinforce the building's architecture and achieve a seamless transition between the public and private realm.
- Views from the interior of the site, including elevations facing the interior courtyard spaces.
- Careful consideration of the interior layout and placement/configuration of units, amenities and common open spaces that enhance the building design and livability, maximize open spaces and program, and provide an efficient circulation in and around the building.

### Specific Comments on Proposed New Construction

Per the General Plan Land Use Diagram, the site is designated as Low Density Residential (0-6 dwelling units per acre). As previously noted, the proposed project is inconsistent with many of the goals, policies and objectives of the Land Use Element of the General Plan, as outlined in the Planning Division – Community Planning Section comments. A multi-family project has been proposed for the site. The comments provided below are in response to the submitted project.

**Architectural Design:** For a design to be successful, it must be rooted in and supported by a strong architectural concept and design precedent. While a contemporary design may be consistent with the immediate surroundings, consider an overall simplification of the design and treatment of the façades that is supported by high quality material and color palette as ways to



strengthen and achieve clarity to the design. The building should have a clear base that is cohesive with the design concept and will help anchor the building to its site. Reconsider whether a two-story base and double height volume with large openings in the parking area as seen on the side and rear elevations is an appropriate design approach in creating a clear and attractive base design that is also consistent with adjoining developments and sensitive to the human scale.

The arrangement of the public spaces/rooms, and vertical circulation on the ground floor could be improved and assist the project in achieving a more seamless transition between the private-public realm, activation of the street and creation of additional design opportunities to achieve a more transparent and welcoming front façade. For example, consider swapping the location of the leasing office and mail room to allow the leasing office to be street-facing and help activate the public realm. Additionally, consider a unique design that encapsulates the stair tower located at the front property line with a well-defined form and/or treatment that enhances and appears integral to the design of the front elevation. Similar treatments should be explored for the community room and fitness center located on the second floor that are also fronting the street to achieve the same transition and visual connection to the street.

The proposed design also employs framed elements on the east, north and south facades to create design moments that are visually different. The rear or west elevation appears more conventional and relies on its fenestration and materials to communicate the design intent. If the framed features are important to and support the overall design concept, they should be purposeful, meaningful and fully integrated so that the contemporary building design can be elevated and consistent with the architectural language for the project. The placement, shape, size, method, and features to be framed need to also be carefully considered.

The common outdoor space on the roof deck should be appropriately programmed to accommodate various active and passive uses that appeal to all residents. Due to the adjoining lower-density development, consider a sensitive design for the roof deck and placement of uses within the spaces to minimize noise, privacy and view impacts onto the adjoining buildings to the south of the project site away from the roof edge with planters or similar features to create a buffer. Ensure that all mechanical and rooftop equipment are sufficiently screened.

**Massing:** Due to the existing context, development pattern, and zoning designation of the project site, the proposed 7-story building appears out of character within the surrounding neighborhood. Study how the massing and architectural character of the development is sensitive with the existing, surrounding context, and neighborhood character. The building should also take cues from nearby buildings to achieve complementary massing and scale. To that end, carefully consider the proportions of window and door openings, the modulation of building walls, shade and shadow, and light and air circulation. The preliminary design offers minimal modulation of the façades on the third to seventh floors on the north and west elevations and should seek similar modulation complementary to the south elevation, which has a significant break in the wall plane midway through the building. The introduction of receding and projecting volumes, balconies, and variation in the roofline could also help reduce the overall mass and ensure greater compatibility with the neighborhood. The lack of modulation and similar design techniques along the elevations coupled with size of the development, exaggerate the perceived mass and scale of the project within this neighborhood. A careful study of the final materials palette in regards to where or how they are applied on the building could help to visually scale the building down and create engaging and cohesive facades.



Another consideration to improve the massing of the building is to restudy the roofline to achieve architectural interest, such as a stepped roofline or through the use of material and/or detailing. As the project develops, further explanation of the massing, as it relates to the overall design concept will be required at the Preliminary Consultation phase and the presentation of various design studies or architectural schemes that were considered in the design process is required. Also consider placing the 35 at-grade parking spaces underground. This alternative would allow residential units to be located on the ground floor and create an opportunity to reduce the number of stories and be more sensitive to the existing neighborhood character. The proposed building should strive to achieve an overall massing and scale that is compatible with existing development in this single-family neighborhood and zoning district in which it is located.

The design of the first and second floors along the side and rear elevations show the greatest divergence from the architectural concept through their composition, porous treatment and large openings. As a result, the upper floors appear to be floating and top-heavy. If the design approach is intended to create a clear and readable base, alternative design treatment should be explored to achieve consistency and complementary design with the overall building, such as screening panels, size/width and placement of the columns.

**Siting:** The design-related goals and policies in the Land Use Element of the General Plan, specifically Policy 21.5, place importance on achieving and maintaining compatibility with existing residential neighborhoods through a number of goals and policies, such as housing character and design that include consideration of a project's site planning, relationship to the street and setbacks. The proposed development generally extends to all property lines with the exception of a five-foot setback on the east (front), west (rear), and south property lines and approximately three feet from the north property line. Location and arrangement of buildings on a project site play an important role and could have design impacts on the development pattern, how buildings project does not achieve compatibility with the character of the existing neighborhood where there are greater setbacks along the front, side, and rear property lines. Unlike the single-family development adjoining the property, parking is a significant component of the proposed project and is unnecessarily emphasized. Consider screening the parking garage or placing parking underground in a subterranean level. Similarly, consider providing bicycle parking areas in multiple locations to facilitate usability and accessibility. Reconsider the project's overall site planning to achieve compatibility with the existing development pattern and neighborhood character as specified by design-related goals and policies to achieve sensitivity to and respect the existing contextual setting.

**Compatibility:** Goal 7 of the Land Use Element of the General Plan encourages an architecturally distinguished city with a diversity of building styles and require new development to be supported by a variety of materials, forms and construction techniques while demonstrating contextual relationship to its surrounding; while Policy 7.4 requires design review for new and redeveloped projects to assure compatibility with community character, while also promoting creativity, innovation and design quality. Policy 21.3, places importance on maintaining neighborhood character through the maintenance of elements of residential streets that unify and enhance the character of the neighborhood, including parkways, street trees, and compatible setbacks. Additionally, Policy 21.5 strives to maintain housing character and design by requiring replacement housing to be reflective of the unique neighborhood character and qualities, including lot size, building form, scale, massing, and relationship to street frontages, architectural design and landscaped setbacks. A contemporary design can be compatible within the surrounding



neighborhood due to an existing mix of architectural styles because it expands on the architectural diversity within the surrounding area. However, due to its size, scale, height, use and site planning/setback, the project is not consistent or compatible with the surrounding context and development pattern within the RS-6 zoning district, which is intended for single-family residential development. Buildings should improve the environment for the public, residents and visitors, while also responding to their context, should be compatible to the surroundings and should be supported by high quality and durable materials. A unique and creative proposal that references its specific site conditions would provide housing, improve the livability and walkability of the area while also adding interest and vitality to the neighborhood. Similarly, restudy the fenestration pattern throughout the project to achieve a clear hierarchy in window type, size, placement, and alignment that helps reinforce the architectural concept and the building's compatibility with its surroundings.

**Landscaping:** The proposed project should carefully consider its site landscaping and hardscape design as an opportunity to complement the architectural design and highlight important building features as well as support and create attractive, inviting and usable outdoor spaces that can be enjoyed by all residents. Areas that are outside of the building footprint or walkways, such as setback areas should be fully landscaped to enhance the building's visual quality. The types and placement of plant species and hardscape design should facilitate safe and attractive paths of travel throughout the site and create a seamless transition between the public and private realms at the sidewalk edge. Further consider the appropriateness of the landscape planter on the third floor of the south elevation relative to the enhancement of the building design, accessibility and maintenance. A large open roof deck above the seventh floor is proposed with a mix of spaces for different uses, such as a dog park. The roof deck should be carefully designed, landscaped, and programmed to encourage year-round use and enjoyment by all residents. In addition to the roof deck, additional landscaped areas are proposed at the ground floor within the front setback and along the south property line as well as in planters on the third level.

**Signage:** Signage issues will be considered at Final Design Review; however, consideration should be given to the location and type of signage that will help identify the building and assist in wayfinding while appropriately responding to the design aesthetic of the building and the surrounding urban context without impact to the building design. Since the proposed is not a commercial or mixed-use building, careful consideration should be given to the quantity and types of signs that are necessary to identify the building and facilitate wayfinding.

**Materials:** Materials are reviewed at the Final Design Review stage. Some general questions about the primary materials and color scheme may be discussed during Concept Design Review. Early consideration of the building materials should be studied by the design team preliminarily to ensure the design incorporates a variety of high quality and durable materials along with an attractive color palette. Materials and colors should be carefully employed and in areas of the façades that will strengthen the architectural concept and achieve a cohesive design throughout the building. Additionally, exterior finishes should not be reflective and changes in materials and colors should not create in-plane transitions, but terminate/wrap at/along the inside corners or similar natural stopping points.

The link below provides the design guidelines that apply to the project:

Citywide Design Principles of the Land Use Element of the General Plan:

<http://www.ci.pasadena.ca.us/planning/deptorg/dhp/designguidelines/designguidelines.asp>



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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

Preliminary Consultation (Commission Review):	\$813.00
Concept Design Review, 25,000 to 50,000 Square Feet New Construction:	\$5,416.00
Final Design Review (Commission Review):	\$2,313.00

---

### **FIRE DEPARTMENT:**

Plan Reviewer: Joseph Morelli

Phone: (626) 744-7187

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

It shall be the responsibility of the applicant to ensure compliance with all applicable Pasadena Municipal Codes, California Fire and Building Codes and referenced standards; the governing editions are based on the date in which the project is submitted to the City of Pasadena for review. The following list of items is not an all inclusive list of requirements applicable to the project but is provided as a courtesy to the applicant in identifying overall project requirements that must be adhered to during the development process:

1. GOVERNING CODES:
  - a. Comply with the current edition of the California Fire Code and referenced NFPA standards and the PMC.
2. FIRE AND LIFE SAFETY PROTECTION SYSTEMS:
  - a. The installation of a fire sprinkler system complying with the currently adopted California Fire Code, PMC and applicable NFPA standard is required.
  - b. The installation of a fire alarm system complying with the currently adopted California Fire Code, PMC and NFPA 72 standard is required.
  - c. A Standpipe system is required in accordance with the California Fire Code and NFPA Standard. Hose connections shall be provided within every 150' of travel throughout all areas of the building.
  - d. Smoke alarms. Provide approved interconnected hardwired smoke alarms, with battery backup, in each sleeping room, areas serving the sleeping rooms and at the top of stairways.
3. An Emergency Responder Radio Coverage System shall be provided in accordance with CFC Chapter 5 and as per the City of Pasadena requirements.
4. Include plan for compliance with Chapter 33, Fire Safety During Construction, in the building plan set prior to plan approval.
5. FIRE ACCESS
  - a. A fire road shall extend into the property so that no portion of the exterior of the structure is more than 150 feet from the fire road. Show dimensions on re-submitted plan (on site plan) to demonstrate compliance. **The current plan does not demonstrate compliance with this requirement. Note: Alternative materials and methods of construction proposed by the applicant can be reviewed for consideration. Please contact [jmorelli@cityofpasadena.net](mailto:jmorelli@cityofpasadena.net) if additional information is needed.**



- b. Provide emergency escape and rescue openings in accordance with the California Building and Fires Codes. Provide area around the building for laddering locations (to access all emergency escape and rescue openings to bedrooms) so that the climbing angle does not exceed 75 percent. The current plan does not demonstrate compliance with this requirement. **Note: Group R-2 occupancies constructed of Type I, IIA, Type IIIA or Type IV construction equipped throughout with an approved automatic sprinkler system in accordance with CFC Section 903.3.1.1 (an NFPA 13 compliant systems) are exempt from this requirement.**
  - c. Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet, approved aerial fire apparatus access roads shall be provided.
    - i. Aerial apparatus access roads are required to be a minimum of 26' of unobstructed width and clear to the sky, and the proximity to the building shall be not less than 15' and not greater than 30' from the building, and shall be positioned parallel to the entire side of the longest side of the building. **The current plan does not demonstrate compliance with this requirement. Alternative materials and methods of construction proposed by the applicant can be reviewed for consideration. Note: Where approved by the fire code official, buildings of Type IA, IB, or Type IIA construction equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1 and having fire fighter access through an enclosed stairway with a Class I standpipe from the lowest level of fire department vehicle access to all roof surfaces.**
    - ii. Obstructions. Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Any other obstructions must be shown for Fire Department review and consideration for approval.
6. FIRE HYDRANTS AND FIRE FLOW
- a. Fire Hydrant spacing and fire flow shall be provided in accordance with the California Fire Code and PMC.
7. EGRESS
- a. Egress shall comply with Chapter 10 of the California Building Code and the California Fire code for exit path and means of egress.
  - b. A minimum of two means of egress are required from each floor. Additional exits may be required as per the California Building Code.
8. Fire Master Plan: A Fire Master Plan shall be included in the building plan as part of the architectural plan submittal and shall show compliance with Fire Department access (fire road access, access to roof where required, entry points into building) and laddering location requirements as well as key fire protection system features (i.e. proposed Fire Control room location, FDC location, summary of fire protection systems to be installed under deferred submittals) and other items as required by the Pasadena Fire Department.
9. FIRE AND SMOKE PROTECTION FEATURES: • Show materials, systems and assemblies used for structural fire resistance and fire-resistance- rated construction separation of adjacent spaces to safeguard against the spread of fire and smoke within a building and the spread of fire to or from buildings.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

---

### LOCAL DEVELOPMENT AREA:

Plan Reviewer: Teresa Sharlene Garcia

Phone: (626) 744-4073

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

### First Source Hiring Program

Pasadena's First Source Hiring Program creates jobs for Pasadena residents, incentivizes new development, and recirculates dollars in the local economy. The program encourages, and in some cases requires, developers of construction projects to hire locally for skilled and unskilled labor.

**Voluntary:** Developers of private construction projects costing more than \$50,000 can participate by hiring Pasadena residents to fill construction jobs. Voluntary participants are eligible for a construction tax rebate of 50 percent of the salary and benefits paid to each Pasadena resident, up to 75 percent of the total construction tax paid.

**Mandatory:** Developers receiving city financial assistance (loans, grants, financing, revenue sharing, or other form of financial assistance) are required to participate in the First Source Hiring program. Local resident hiring requirements are determined on a project-by-project basis, taking into consideration the nature of the project, the duration of construction, and the level of city financial assistance.

For more information, visit:

<https://www.cityofpasadena.net/economicdevelopment/workforce/first-source-hiring-program/>

---

### HOUSING AND CAREER SERVICES DEPARTMENT:

Plan Reviewer: Caroline L. Nelson

Phone: (626) 744-8314

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

- **PPR Review**
- **Rental Housing**
- **No Density Bonus**
- **No TPO**

As the residential component of this development consists of ten or more new units, the Project is subject to the City's Inclusionary Housing Requirements (IHR) per PMC Chapter 17.42.

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

Therefore, in order to satisfy the Inclusionary requirements, this Project would need to provide a total of ten units, as follows (Base Density of 49 x 20% = 9.80 rounded up to 10):

- **3 units rented to Very Low Income Households at the applicable State or Inclusionary affordable housing cost standard;**



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- **2 units rented to Low (or Below) Income households at the Inclusionary affordable housing cost standard; and**
- **5 units rented to Moderate (or Below) Income households at the Inclusionary affordable housing cost standard.**

The current proposal to provide all of the affordable units to Low Income households **does not** meet the IHR.

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., MCUP, Concept Design). Please contact Caroline Nelson at the Housing Department via email at [cnelson@cityofpasadena.net](mailto:cnelson@cityofpasadena.net) or phone at (626) 744-8314, 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 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 (or qualified organization) at affordable sales prices or affordable rents that do not exceed the applicable affordable housing cost limits.

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 \$198.62 (FY 2024) per affordable rental unit. This fee is not charged for affordable for-sale units.





# PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

**PUBLIC WORKS DEPARTMENT:**

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

**Project Address:** 615 S Catalina Ave

**Project Name:** Catalina Apartments

**Project Description:** (Please describe demolitions, alterations and any new construction) DEMOLISH EXISTING TEMPORARY MODULAR CLASSROOM  
NEW CONSTRUCTION OF 49-UNIT 7-STORY MULTIFAMILY DWELLING W/ 20% LOW INCOME UNITS BY USING BUILDER'S REMEDY PER SB-330  
APPLICATION SUBMITTED ON FEB. 15, 2023

**Zoning Designation:** RS-6 **General Plan Designation:** Low density residential

**Estimated Valuation (Cost of Project):** \$4,618,800

### Dedication

Meneely Alley is currently 20 feet wide and is to be used as a main vehicular access to this site. The applicant shall dedicate 2 feet strip of land along Meneely Alley frontage for street purposes. The applicant shall be responsible for all the costs required to complete the dedication. The dedication documents 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 a Certificate of Occupancy.

### 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 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**

Meneely Alley restoration shall be a full width (from property line to new property line) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415. The applicant shall reconstruct the alley approach at Catalina Avenue, per City Standards. All 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 Catalina Avenue, including concrete drive approach (if applicable) 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 submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. Note that building plans approved by the City’s Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit public improvements plans and the plan check fees at least two months prior to the issuance of any building or demolition permits.

### **Existing City Tree Protection**

Pruning of street trees may be required to facilitate the construction of the project. The work shall be done by the City’s crew. The applicant shall be responsible for the cost of pruning the street trees and submit to the Department of Public Works the appropriate fee per General Fee Schedule, for the City crew to prune the street trees.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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

To protect existing City trees during construction, the applicant shall fully conformed to the Tree Protection Guidelines signed by the City Manager. The full guidelines are available at the following link:

<https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>

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

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

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

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

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

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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

following costs: assessed value of tree determined by a PNR Arborist using a current ISA assessment methodology; the removal cost determined by PNR; and any applicable infraction or administrative fines determined by Code Compliance.

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

### **Right-of-Way Guarantee Deposit**

In order to ensure that the developer maintains a clean and safe site during the construction phase of development, the applicant shall place a \$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's website.

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



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

In addition to the above conditions, the requirements of all applicable PMC sections 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.

---

### **TRANSPORTATION DEPARTMENT:**

Plan Reviewer: Ribeka Toda, P.E.

Phone: (626) 744-7494

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

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:

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

**Transportation Analysis:** Based on the preliminary information provided in the Master Application form, a Local Mobility Analysis shall be prepared for this project. When the applicant is ready to proceed, they shall contact the Mobility, Planning, Engineering, and Operations Division at (626) 744-7526 to begin the invoice process.

Appropriate traffic impact measures will be determined in conjunction with the Public Works' street improvements and dedications.

The following link provides more information regarding our traffic study process: <https://www.cityofpasadena.net/transportation/wp-content/uploads/sites/20/City-of-Pasadena-TIA-Guidelines.pdf>

**Parking:** 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/owner of this condition.



**PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

www.cityofpasadena.net

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

**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.

**Traffic Impact Fee:** The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to all net new residential, retail, industrial, and office developments and is based on the Fee Schedule at the time of Certificate of Occupancy issuance. The fees are subject to change. For FY 2024 the fees are:

Land Use	Fee (FY 2024)
Multi-family (per dwelling units)	\$4,173.98

Affordable housing projects may receive fee credits.

**Loading:** Any project loading/unloading spaces shall be on-site. DOT will not install a loading zone for project use in public right-of-way.

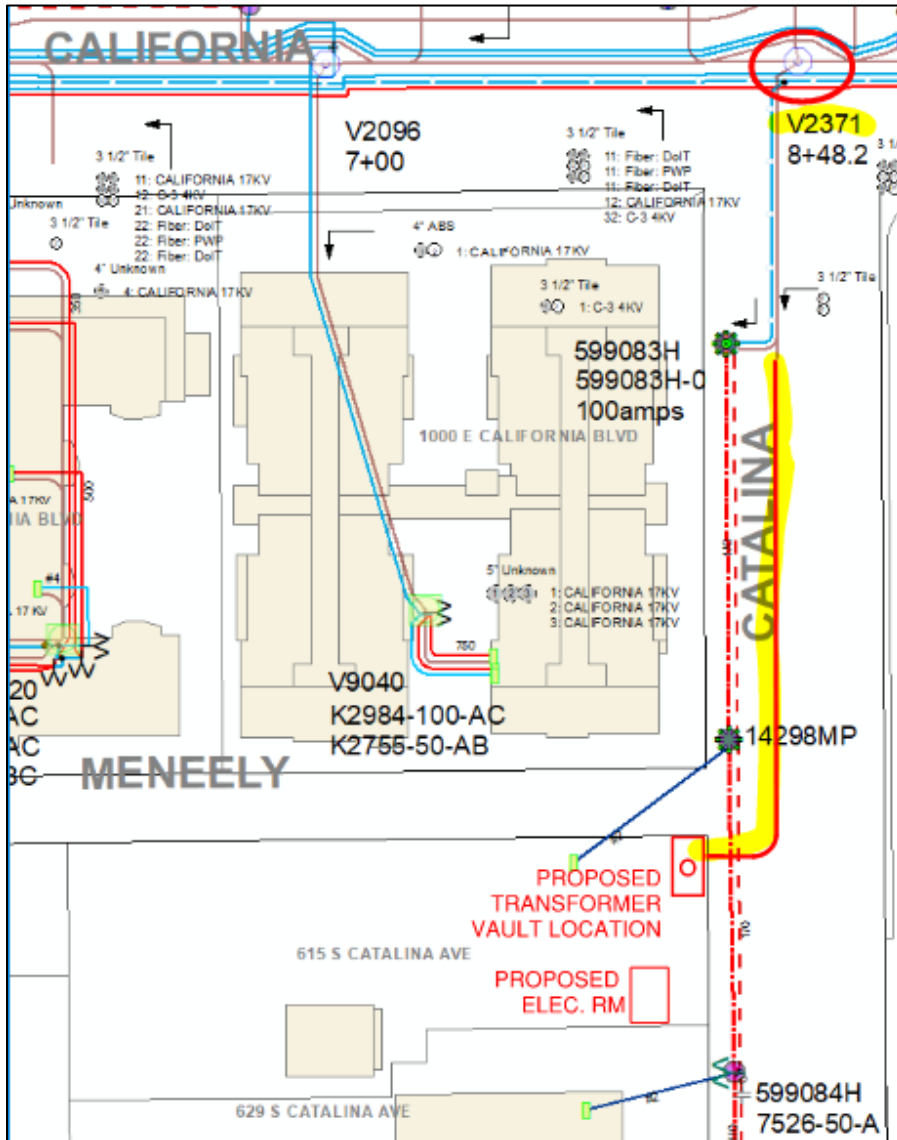
**WATER & POWER DEPARTMENT -  
POWER DIVISION**

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 17KV underground distribution facilities in close proximity (located along California Blvd) of the proposed project location.
- Extension the underground conduit infrastructure to the property line to feed the proposed development will be at the expense of the developer.
- Underground distribution system upgrades may be required to accommodate large electrical services. System upgrades that are triggered by the development will be at the expense of the developer.
- Proposed power feed point for new electrical service is indicated below (street vault V2371).



**Existing Electrical Services:**

PWP records indicate one overhead service 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.

**Overhead Power Lines:**

- 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.



**Easements:**

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

**Power Delivery Requirements:**

- Owner/developer shall install private property transformer vault or pad within development area close to the street and in close proximity to PWP underground distribution facilities (see map for proposed location).
- Size and number of transformer vaults shall be determined by PWP based on the size of electrical service.
- Transformer vault/room 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/room.
- 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 service laterals from the street vault to the property line (if necessary) at the developer's expense.
- Owner/developer shall be responsible for picking up and extending primary service laterals from the property line to the transformer vault/room.
- Owner/developer shall install secondary service conduits from transformer vault/room 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.
  - \$5,643.76 Deposit





## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

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.

---

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

Plan Reviewer: Yan Qu  
Phone: (626) 744-7478  
Email: [yanqu@cityofpasadena.net](mailto:yanqu@cityofpasadena.net)

### **Water Mains:**

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

- 8-inch ductile iron water main in Catalina Ave, installed under Work Order 03054 in 2012. This water main is located approximately 17 feet east of the west property line of Catalina Ave.

### **Moratoriums:**

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

### **Water Pressure:**

The water pressure at this site is approximately 80 psi.

### **Water Service:**

PWP records reflect there is one (1) water service providing water to property:

- 1-inch copper domestic service (#19052) installed in 2012 from 8-inch water main in Catalina Ave.

Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. 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.

**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.
- Pursuant to the PWP Water Regulation Section XI 'A water service and meter may be evaluated for its continuing integrity. Should PWP find a service, meter, vault or other appurtenance to be substandard and no longer suitable for continued use, replacement and/or construction of new facilities may be required. PWP may require that a portion or all of the costs of such replacement and/or construction be paid or contracted for by the Applicant or Customer prior to construction.' The property owner is responsible for the replacement cost.

**Cross Connection Control 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 Control Requirements for Fire Service (if required):**

- 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.



## PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofpasadena.net

- 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. A Fire Plan approved by the Pasadena Fire Department is required prior to water service installations.

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

- Fire hydrant number 619-8 is located on the south curb of California Blvd, approximately 20 feet west of west property line of Catalina Ave.

There is no current fire flow test available for this hydrant. If you would like to request a fire flow test, please contact Linette Vasquez at (626) 744-4495.

**Fire Hydrants Details:**

