

ATTACHMENT A
PREDEVELOPMENT PLAN REVIEW COMMENTS TO APPLICANT



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: PPR2019-00016 **Date:** March 6, 2020

Project Address: 270-282 N. Los Robles Avenue

Project Description: The proposed project is the construction of a 105-unit, six-story, multi-family residential apartment building with one level of at-grade parking and one level of subterranean parking.

Project Applicant: Bill McKibbin (CDB Investments LP)

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

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

DEPARTMENT / DIVISION	Plan Reviewer	Phone #	Page
Addressing Section	Angie Jackson	626-744-6903	2
Building & Safety Division	Johnny Lee	626-744-6887	3
Community Planning Section	Andre Sahakian	626-744-6916	4
Cultural Affairs	Wendy Miller	626-744-7547	9
Current Planning Section	David Sinclair	626-744-6766	9
Design and Historic Preservation Section	Amanda Landry	626-744-7137	23
Development	Eric Duyshart	626-744-7353	27
Fire Department	Pari Bagayee	626-744-7596	27
First Source Local Hiring	Antonio Watson	626-744-8382	28
Health Department	Carmina Chavez	626-744-6041	29



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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DEPARTMENT / DIVISION	Plan Reviewer	Phone #	Page
Housing Department	Caroline Nelson	626-744-8314	29
Department of Public Works	Yannie Wu-Bowman	626-744-3762	30
Department of Transportation	Conrad Viana	626-744-7424	39
Water & Power: Power Engineering Section	Eduard Avakyan	626-744-7826	41
Water & Power: Water Services Engineering	Sandra Andrade-Hernandez	626-744-4189	43

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

General Comments: The available addresses for the proposed six-story, 105-unit apartment building are 286, 288, 292, 294, 296, 302, 306 or 308 N. Los Robles Avenue. The unit numbers for residential units shall be numbered consecutively, 1st floor unit numbering will be, #100 (assigned to the Leasing Office if you want a number assigned), no residential units on the 1st floor based on the floor plans submitted, 2nd floor numbering will be, #201, 202, 203, etc., 3rd floor unit numbering, #301, 302, 303, etc, and continue this numbering pattern throughout the floors. No fractional numbers or alphabetical designations are allowed for residential and numbers are no allowed to be skipped. In addition, it is the responsibilities of the owner to ensure that directional signage of the units on each floor are located off the elevator lobbies and near any exit stairwells.

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

Governing Codes: Pasadena Municipal Code Chapter 12.20 Building Numbering.

Estimated Fees: The address fee will be calculated after receiving the following: An address application, a current half size or 8 ½" x 11" site plan and a floor plan for each above ground level. The site plan needs to show the main front door entrance into the building, the streets, indicate the N/S direction as well as the orientation of the building to the street. The floor plans need to show path of travel, elevators, stairwells and main front door entry into each unit, each unit needs to be assigned a unit number (see numbering pattern above) before submittal into plan check.



BUILDING & SAFETY DIVISION: Plan Reviewer: Johnny Lee
Phone: (626) 744-6887
Email: johnnylee@cityofpasadena.net

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

FYI – The current edition is the 2019 series starting January 1, 2020 thru December 31, 2022.

Soils Report: Soils report is required for the project (new construction).

Shoring: A building permit is required for shoring. Submit plans and documentation for review & approval.

Grading: If greater than 50 cubic yard (excluding excavation for foundation & basement), Grading/Drainage Plans shall be prepared by a registered engineer.

Low Impact Development (LID) Plan: This project may require the preparation of a LID Plan to demonstrate stormwater management post-construction. LID Plan shall be prepared by a registered engineer.

Building Code Analysis: Document on the plans the Allowable Height & Area, Occupancy Groups, Type of Construction, and Height & Area Increases.

Fire Protection: Provide wall & opening protection for exterior walls & openings near property lines. Provide fire separation between different occupancy groups and each unit of 'R' Occupancy.

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

Fire Protection: Provide wall & opening protection for exterior walls & openings near property lines. Provide fire separation between different occupancy groups and each unit of 'R' Occupancy.

California Disabled Access Requirements: Project to be accessible to the disabled in accordance with Chapter 11A & 11B of the CBC.

Permit(s): Separate permits are required for demolition, grading, fire sprinkler, mechanical, electrical, plumbing, fences/gates, block walls, and work within Public Right-of-Way.



**PLANNING DIVISION –
COMMUNITY PLANNING SECTION:**

Plan Reviewer: Andre Sahakian
Phone: (626) 744-6916
Email: ASahakian@cityofpasadena.net

General Plan Consistency:

According to the General Plan Land Use Diagram, the subject property is designated as Medium Mixed Use (0.0-2.25 FAR; 0-87 du/ac), which is intended to support the development of multi-story buildings with a variety of compatible commercial (retail and office) and residential uses. Development in this land use designation is characterized by shared open spaces, extensive landscaping, small to medium separations between buildings, and shared driveways and parking. Sites may be exclusively commercial or exclusively residential, or with buildings vertically integrating housing with non-residential uses. Where buildings face the street frontage, they shall be designed to enhance pedestrian activity with transparent facades for retail uses and distinctive entries for housing. Parking shall be located below or to the rear of the street. Projects constructed at Medium Mixed Use densities may be required to develop pedestrian-oriented streetscape amenities along their primary street frontages, consistent with the improvement concepts and plans defined by the City.

The project site consists of two lots totaling 39,181 square feet in size, and is currently developed with a surface parking lot. The site is located at the corner of N. Los Robles Avenue and Corson Street, and surrounding lots are developed with multi-family buildings ranging from two to three stories, as well as a six-seven story office building and five-story parking structure. Based on the submitted plans, the project proposes the development of a new urban housing project with 105 residential units and 162 parking spaces. The project would have a maximum height of six stories and approximately 75 feet, utilizing height averaging. The ground floor would consist mostly of one level of parking, with a lobby, leasing office, and amenity space along the N. Los Robles Avenue frontage and a driveway along the Corson Street frontage. A second level of parking would be provided below grade, and all residential units would be located above the ground floor. A large central courtyard is proposed above the ground floor parking garage, as well as various private patios and rooftop open space.

Based on the size of the site, the subject property would allow up to 78 residential units based on the maximum allowable General Plan density of 87 dwelling units per acre. The proposed project includes 105 units, which exceeds the General Plan maximum, however these units are allowable under State density bonus law; therefore the proposed density would not be considered inconsistent with the General Plan. The project plans show a central, open air courtyard located above the ground floor that would be accessible to residents in addition to amenity space located on the ground floor. These amenities are consistent with the Medium Mixed-Use land use designation. The N. Los Robles frontage includes an entry plaza with residential amenity and leasing office uses on either side visible through transparent facades. The Corson Avenue frontage, however, does not provide transparency and consists mostly of at-grade parking and a driveway. This frontage does not meet the land use designation's intent to enhance pedestrian activity with distinctive entries for housing where buildings face the street frontage. Additionally, dedicating the majority of the ground level to parking is not consistent with the intent to locate parking below or to the rear of the street. It is recommended that additional transparency and distinctive features be included to improve the appearance of the building along both street fronting elevations, and locating all parking below grade in order to achieve better consistency with the Medium Mixed-Use land use type for exclusively residential buildings.



The General Plan also established development capacities for each Specific Plan area as part of Policy 1.3. This policy further establishes that the development caps do not apply to affordable housing units. Analysis of the effect of the proposed project on the adopted Development Capacities for the Central District Specific Plan is provided in the table below:

Residential Unit Development Cap	
2015 General Plan Adopted Cap	4,272 units
Remaining Cap Before Project	2,794 units
Remaining Cap After Project	2,689 units

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

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

Policy 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.

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.

Policy 23.1 Character and Design. Design and modulate buildings to avoid the sense of “blocky” and undifferentiated building mass, incorporate well-defined entries, and use building materials, colors, and architectural details complementing the neighborhood, while allowing flexibility for distinguished design solutions.

Policy 23.2 Parking Areas and Garages. Minimize the visibility of parking areas and garages.

Policy 23.3 Landscaped Setbacks and Walkways. Provide appropriate setbacks, consistent with the surrounding neighborhood, along the street frontage and, where there are setbacks, ensure adequate landscaping is provided.

Policy 23.4 Development Transitions. Ensure sensitive transitions in building scale between buildings in multi-family residential areas and lower-scale buildings in adjoining residential areas.



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

While the proposed height of six stories would be taller than several existing buildings in the surrounding area, it is within the maximum allowable height within existing zoning standards utilizing height averaging, and is consistent with the anticipated intensity of development for this area. The design of the building includes a distinct entry along the N. Los Robles frontage, which separates the building massing along that frontage, reducing the “blocky” appearance. The building also features a sizeable central courtyard and roof terrace to comply with the open space requirements of the Zoning Code, consistent with Policy 23.4. However, as described previously, the provision of at-grade parking and a lack of pedestrian orientation along Corson Street should be reconsidered, and careful thought should be given to including landscaping along the setback areas in order to provide shade and improve the pedestrian experience along both street frontages.

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

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

Policy 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.

Housing Element Policy HE-2.1 – Housing Diversity. Facilitate and encourage diversity in types, prices, ownership, and size of single-family homes, apartments, town homes, mixed-uses, transit-oriented developments, and work/live housing, among others.

Housing Element Policy HE 2.4 – Affordable Housing. Facilitate a mix of household income and affordability levels in residential projects and the appropriate dispersal of such units to achieve greater integration of affordable housing throughout the City.

The project site is located within a half mile radius of the Memorial Park Gold Line Station, and the General Plan contemplates the development of a Transit Village with higher development intensities around this station. Although the project site is not immediately adjacent to the station, it is within walking distance, and thus could contribute to the Transit Village dynamic. The proposed density, unit sizes, and affordability of the units would create new housing with affordable units located near transit, and expand the availability of housing choices, which is



consistent with the Transit Villages concept and Housing Element policies relating to housing diversity and affordability.

Specific Plan:

The subject property is located within the Central District Specific Plan (CDSP), specifically within the Ford Place/Fuller Seminary precinct of the Walnut Housing sub-district. This precinct includes a mixture of residential and smaller scale office uses. However, there is a noticeable transition toward higher density urban housing. This trend is intended to be encouraged as it places residential uses in proximity to the Lake Avenue Gold Line station, as well as employment activities along Lake Avenue. While a significant portion of this precinct will be dominated by Fuller Seminary, additional housing, including student housing, local serving commercial, and support services are also among the appropriate uses for the precinct.

Based on the intent of the Ford Place/Fuller Seminary precinct, the proposed use of the subject property for a relatively high density urban housing project is an allowed use and is appropriate, given its proximity to transit and the Fuller Theological Seminary, where it can potentially serve as student housing.

The CDSP provides numerous guidelines and policies relating to site planning and building design that are relevant to the proposed project. A selection of relevant policies relating to site planning are listed below:

SP 5 - Maintain Landscape Traditions. Pasadena, including Downtown, has an outstanding tradition of Mediterranean landscape design. Plazas, intimate courtyards, terraces and gardens contribute to an exceptional outdoor setting, abundant with trees and floral displays. New development should continue to build upon these traditions and qualities found within the local landscape.

BD 2 - Mitigate Massing and Bulk. Large, monolithic buildings negate the qualities particular to the Central District. At their worst, these buildings make Downtown a less humane place. The proper consideration of the scale, massing and detail of individual buildings will contribute to a coherent streetscape and satisfying public environment.

UR 1 - Respect Urban Development Patterns. Residential buildings should add to the character and quality of the Downtown community. This begins with a strong relationship between the building and the street; street-oriented development will support compatibility among an active mixture of Downtown uses. Nonetheless, urban housing must provide for minimum levels of privacy required of any living environment. A layered transition from public to private space is critical.

UR 2 - Create Appealing Street Scenes. Streets throughout Downtown should be sociable places that offer a sense of security, and residential building projects should make a positive contribution to the life of the street. Porches and stoops will communicate a sense of arrival and allow opportunities for informal social interaction; balconies and windows animate the street and create a self-policing environment.

UR 3 - Incorporate Functional Communal Spaces. Communal open spaces areas should be a part of all urban residential projects, but these spaces need to be functional and



therefore, integrated with the overall design. Communal open spaces are intended as spaces where residents may interact; they may also provide recreational opportunities that are not otherwise conveniently found Downtown. Outdoor furnishings, recreational facilities, and other site amenities, coupled with attractive planting and landscape design will make communal space domestic, inviting, and useable.

UR 5 - Compose Attractive Residential Facades. Downtown housing should be visually attractive. A residential building should also clearly communicate its domestic function. Well-composed building facades and intimately-scaled architectural elements such as balconies, bay windows, and trim details add residential character and make urban housing appealing and comfortable for its inhabitants.

The submitted plans indicate that more effort can be made to ensure consistency with these guidelines, particularly with respect to creating more appealing street character, and composing an attractive residential façade. The applicant should consult with the Design and Historic Preservation section of the Planning Division regarding implementation of these and other design guidelines.

Master Plan:

The project site is made up of two properties: 270 N. Los Robles Avenue (5723-005-029) and 282 N. Los Robles Avenue (5723-005-044). Although both properties are within the boundaries of the 2006 Fuller Theological Seminary Master Plan, only 282 N. Los Robles Avenue was owned by Fuller at the time of the approval of the Master Plan, and related Development Agreement, in December 2006. As such, only that property is subject to the regulations and limitations in the Master Plan and Development Agreement.

Specifically, the site was envisioned to be developed in conjunction with the two properties to the immediate east (285 and 303 N. Oakland Avenue) with two buildings for student housing. The student housing would total 196 in the two buildings, with parking for 216 cars, and a total size of 138,000 square feet.

As for the Development Agreement, it calls for the provision of specific benefits to both the City and Fuller (e.g. Fuller-constructed parking to be made available for public use and construction of a 50,000 square foot library addition). It also stipulated that any net new housing units in the Fuller Master Plan would be affordable and would be used exclusively by Fuller. No allowance for market-rate or non-Fuller use of net new housing units was provided for in either the Master Plan or the Development Agreement.

Therefore, in order to construct the proposed project, the site would need to be removed from the Fuller Master Plan and Development Agreement. As part of the PPR application, the applicant has acknowledged that the project site is within the Fuller Master Plan and that it is their intent to work with Fuller Seminary to remove the site from the Master Plan, for which there are two options available:

- Submit applications to amend the Master Plan and Development Agreement for this just this project site; or



- Partner with Fuller Seminary to submit applications to amend the Master Plan and Development Agreement for the entire Fuller Master Plan.

In addition, were Fuller Seminary to pursue their own Master Plan and Development Agreement amendment process, the applicant could wait for the completion of that process before proceeding with the proposed project.

Planned Development:

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

Neighborhoods:

The proposed project is located within the following neighborhood associations:

- Council District 3
Councilmember John J. Kennedy
City Council Liaison: Susan Porras
- Downtown Pasadena Neighborhood Association

Estimated Fees (FY2020) (PMC \$17.60.050):

- Master Plan Amendment (\$20,333.00)
- Environmental Study/Reviews: At cost
- Records Management Fee: 3% added to total fees

Fees are subject to change and are based on actual rates at the time of formal submittal. Rates referenced run through June 30, 2020.

CULTURAL AFFAIRS DIVISION:

Plan Reviewer: Wendy Miller
Phone: (626) 744-7547
Email: wmillers@cityofpasadena.net

Based on the information provided, this project is not subject to the Public Art Requirement, as it is a multi-family residential development outside the Downtown/Old Pasadena/Northwest Program Areas.

**PLANNING DIVISION –
CURRENT PLANNING SECTION:**

Plan Reviewer: David Sinclair
Phone: (626) 744-6766
Email: dsinclair@cityofpasadena.net

General Comments: The application acknowledges that the project site is located within the Fuller Theological Seminary Master Plan, and is therefore bound to the restrictions in the Master Plan and associated Development Agreement. The application also acknowledges the developer's interest in removing the project site from the Master Plan and Development Agreement. [Please see the comments prepared by Community Planning about the process to amend both documents.] As such, the following comments on the proposed project are prepared from the stand-point that the project site would no longer be bound by the Master Plan and



Development Agreement. Further, it is assumed that the development standards applicable to the project would be those in the current CD-3 zoning district, as described in the Zoning Code.

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

- Title 17 – Zoning Code
- Chapter 17.40 – General Property Development and Use Standards
- Chapter 17.44 – Landscaping
- Chapter 17.46 – Parking and Loading
- Chapter 8.52 – City Trees and Tree Protection Ordinance

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

1. **Zoning District (PMC §17.30):** The project site 270 N. Los Robles Avenue (5723-005-029) and 282 N. Los Robles Avenue (5723-005-044) is located in the Walnut Housing subdistrict of the Central District Specific Plan (CD-3). This subdistrict is intended to promote the development of a high-density residential area north of Colorado Boulevard and in close proximity to the Lake Avenue Light Rail Station, as well as to balance the institutional growth and historic preservation activities of Fuller Seminary, prominently located within the subdistrict. Refer to the Central District Specific Plan for concepts and guidelines applicable to this area of the City.
2. **General Plan (Land Use Diagram, Land Use Element):** The site is designated Medium Mixed Use (0.0-2.25 FAR, 0-87 du/acre) in the Land Use Diagram of the General Plan. Refer to the Community Planning comments for additional information and the Land Use Element of the General Plan.
3. **Overlay Zoning Districts / TOD (PMC §17.28, 17.50.340):** The property is not located in an overlay zoning district. However, the property is located in the Central District Transit-Oriented Area (Figure 3-5, 17.30.040) and is subject to the requirements of Zoning Code Section 17.50.340 (Transit-Oriented Development [TOD]).
4. **Land Use (Table 3-1, PMC §17.30.030):** The proposed residential project consists of two or more dwelling units and is classified multi-family housing/urban housing, which is permitted in CD-3. Specific regulations in Zoning Code Section 17.50.350 (Urban Housing) apply, and are in addition to the other general standards of the Zoning Code. Where the project complies with all applicable zoning requirements, no zoning entitlement would be required. The project would proceed directly to Design Review.
5. **Pedestrian-Oriented Areas (Figure 3-3, PMC §17.30.030):** The ground floor along the streets identified on Figure 3-3 (Central District - Pedestrian-Oriented Use Areas), Zoning Code Section 17.30.030 shall be limited to pedestrian-oriented uses for at least 50 percent of a building's street frontage; the remaining 50 percent may contain uses otherwise



permitted and/or accommodate pedestrian and vehicular access. However, this requirement is not applicable because the project site is not located along a street identified as a pedestrian-oriented use area on Figure 3-3.

6. **Housing/Density (Figure 3-4, 3-6, PMC §17.30.040):** The project site is located within an area (Area 1) that permits housing on-site. The maximum residential density allowed is 87 dwelling units per acre. Based on a lot size of 39,181 square feet (per plan), the property is limited to a maximum residential density of 78 units where a density bonus is not proposed. However, because a density bonus is proposed (see Density Bonus comments below), the maximum base residential density is 79 units (not including units granted as a density bonus); in accordance with State Density Bonus Law maximum density requirements are rounded up to the next whole number when calculating a density bonus. Please note that if a street dedication is required, density shall be calculated using the size of the project site prior to the street dedication.
7. **Inclusionary Housing (PMC §17.42):** This Chapter applies to new construction of a project consisting of 10 or more multi-family units, where a minimum of 20 percent of the total number of dwelling units in a residential project shall be developed, offered to, and sold or rented to households of very low, low, and moderate-income, at an affordable housing cost.

If the units are for sale, a minimum of 20 percent of the total number of units shall be sold to households of very low, low, and moderate-income. Because the proposed project is a rental project however, the rental requirements are: five percent of the units must be rented to very low income households; five percent rented to very low or low income households; and 10 percent rented to very low, low, or moderate income households.

According to the application and plan, the project would include eight very-low income units on site for rental in the following configurations: studio (1); one bedroom (3); and two bedrooms (4). The proposed total of eight units represents only five percent of the 105 proposed units, which does not meet the complete Inclusionary Housing requirement. If the developer does not wish to provide the full 20 percent of on-site Inclusionary Housing units, options such as an in-lieu fee, off-site units, and land donation are options. Please read 17.42.050 (Alternatives to Units with Project) of the Zoning Code for more information. Finally, please demonstrate compliance in all future submittals.

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



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

According to the application and plan, the project provides eight very-low income units, which represents ten percent of the base 79 unit density. Pursuant to Table 4-3 (Increase in Allowable Density for Very Low-Income Units) and State law, a project proposing 10 percent very low-income units qualifies for a 32.5 percent density bonus. As a result, up to 26 additional units could be allowed through a density bonus. The project proposes 26 units in addition to the 79-unit base density, which is in compliance with the Density Bonus allowances.

In addition to an increase in the number of units through Density Bonus, a project such as this one that provides 10 percent of the units for very-low income households is eligible for two concessions or other incentives. The application materials indicate the project has been designed such that it would exceed the maximum allowable size (i.e. floor area ratio) which is discussed later. The applicable method by which to receive this concessions is an Affordable Housing Concession Permit (17.43.050 – Concessions and Other Incentives).

However, the applicant is encouraged to examine the Affordable Housing Concession Menu (17.43.055) option, whereby a project that complies with the Inclusionary Housing Requirement for on-site units may receive up to two pre-determined concessions without going through the Affordable Housing Concession Permit process. Such a project would effectively be 'by-right'. The pre-determined concessions are:

- a. An increase in the maximum allowable height by up to 12 feet over no more than 60 percent of the footprint of the building;
- b. An increased in the maximum allowable floor area ratio by no more than 0.5; and
- c. A reduction in the side or rear setback by no more than 50 percent;
- d. Elimination from any off-street loading requirement; and
- e. A reduction in the parking requirement by no more than 50 percent, providing the project site is within the Central District Transit Oriented Development, or any portion of the project is within one-half mile radius from any Metro Gold Line station (except for Sierra Madre Villa).

As proposed, the project does not comply with the on-site Inclusionary Housing requirements and the excess floor area ratio is 0.61, neither of which would comply with the Affordable Housing Concession Menu option. Regardless, the applicant is encouraged to explore this option as a way shorten the entitlement processing timelines.

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

- E. Corson St:..... Minimum 10-foot setback required (Setback Type 3)
- N. Los Robles Ave:..... Minimum five-foot setback required; may set back up to 10 feet (Setback Type 2)
- Side and Rear:..... Minimum 10 foot setback required



See Section 17.40.160 for setback measurement, allowed projections into setbacks, and exceptions to setbacks.

According to the plans provided, the proposed building is labeled as being set back a minimum of ten feet from E. Corson Street, five feet from N. Los Robles Avenue, and ten feet from the interior (side/rear) property lines, which would comply with the minimum requirements listed above. However, because the building walls are not precisely parallel to the property lines, additional dimensions must be included in all future submittals to demonstrate complete compliance with all set back requirements. In addition, due to basic nature of the architectural drawings provided, staff cannot determine whether the proposed building would include encroaching elements at the ground level or upper floors. Please additional detailed drawings in future submittals so compliance can be determined.

- 10. Height (Figure 3-8, PMC §17.30.040, §17.40.060):** The maximum allowed building height is 60 feet. This limit may be exceeded through a process called height averaging. Height averaging is a process that allows additional building height (up 75 feet) over no more than 30 percent of the building footprint on a development parcel, provided that the average height over the entire footprint does not exceed the otherwise required 60-foot maximum building height. Height averaging shall not be applied to parking and/or accessory structures. Height averaging is subject to the approval of the Design Commission and pursuant to Zoning Code Section 17.30.050.B (CD Exceptions to General Development Standards – Height limit exceptions).

Height is measured from the lowest elevation of the existing grade at an exterior wall of the structure to the highest point of the structure pursuant to Zoning Code Section 17.40.060.C (Height Requirements and Exceptions – Height measurement). The highest point of the structure shall be considered its highest ridge or parapet. Refer to Zoning Code Section 17.40.060.D for height limit exceptions.

According to the plans provided, the lowest elevation of the building to the highest point is labeled as 74'-11" and the height to the parapet it 66'-1". However, without more information about which elements are being measured to, as well as roof coverage information for each of the roof elements, compliance with the height and height averaging requirements cannot be determined. Please include all necessary information to determine compliance in all future submittals.

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

In addition, to achieve correlation between the development caps identified in the Land Use Element of the General Plan and the FAR's assigned by this Chapter, floor area devoted to parking facilities shall not apply in the calculation of permissible building floor area provided that parking shall comply with the following requirements: 1) each parking structure shall



comply with all applicable design guidelines of the Central District Specific Plan (see CDSP Section 9: Private Realm Design Guidelines); and 2) meet the requirements of 17.46.250. Be advised, if a street dedication is required, the calculation shall be based on the total area of the lot before the street dedication. Based on a lot size of 39,181 square feet (per plan), the maximum allowed gross floor area is 88,157 square feet for the purpose of FAR.

According to the plans provided, the total area devoted to the residential units is 93,910 square feet. Additionally, area identified as lobby/mail room, leasing office, circulation, club room/fitness, and amenity space totals 17,969 square feet. This result in an overall of 111,879 square feet, far in excess of the allowable gross floor area. This extra 23,722 square feet equates to excess FAR of 0.61 (rounded from 0.605). While this is close to the extra 0.6 FAR identified on the plans, the exact square footage does not equate the two. This must be clarified/corrected in all future submittals. In addition, although the individual totals identified for the units and other areas (e.g. lobby, circulation, etc.) are helpful, not enough information was provided on the plans to verify these sizes were correctly measured. Please provide sufficient information in all future submittals so the sizes of these areas can be confirmed.

- 12. Sidewalk Width (Figure 3-10, PMC §17.30.050):** The minimum sidewalk width along N. Los Robles Avenue is 10 feet and tree grates are recommended for new street trees except where there is an existing tree lawn. Existing sidewalk widths in excess of the specified minimum shall not be reduced. Existing landscaped parkways shall be retained and not paved. In areas where the existing sidewalk does not meet the minimum width, development projects are required to be set back as necessary to adhere to the minimum sidewalk width standard. Based on the plans submitted, staff cannot determine the width of the existing sidewalks, nor if it is proposed to widen them. Please include the necessary information on all future submittals so compliance can be determined.

In addition, please refer to Public Works/Transportation comments regarding sidewalk widths. Further, any City/departmental requirements mandating wider sidewalks and/or specific requirements than the Zoning Code require shall supersede requirement(s) in the Zoning Code. In addition, where a wider sidewalk is required, setbacks shall be measured after, not prior to, any dedication or easement. The plan shall distinguish any new property lines, dedications, or easements for sidewalk purposes.

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

- 14. Public Art Requirement (PMC §17.40.100):** This Section implements the policies of the Pasadena General Plan that call for provisions for the arts and other cultural resources in new development. Refer to the Section and comments from the Cultural Affairs Division regarding public art. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.

- 15. Reflective Surfaces (PMC §17.40.110):** For new structures, mirror or highly reflective glass shall not cover more than 20 percent of a structure's surface visible from a street. Plans



should provide a level of detail that demonstrates compliance with these standards, where applicable.

16. Refuse Storage (PMC §17.40.120): A refuse storage area for the collection of trash and recycled goods shall be provided at the time any structure is constructed. Multi-family residential uses with 20 or more dwelling units, and nonresidential uses with 25,000 square feet of gross floor area or more, 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. In each required refuse storage area, space shall be provided for recyclable materials. A separate bin for each type of recyclable material collected in the area in which the site is located shall be provided. The bins shall be clearly marked as to the types of recyclable materials which are to be placed in the bins, and a list of materials for which the bin is provided shall be attached to the bin. Refer to the Section for additional requirements. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.

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

18. Fence, Walls, and/or Gates (PMC §17.50.350.I): All heights shall be measured from the existing grade to the top of the wall, fence or gate in order to prevent the artificial raising of the grade in order to allow for a higher wall or fence. Where the existing grade changes the fence height shall change with the grade. The height shall be measured in a continuum at each point along the wall or fence. Refer to the Section for additional requirements. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.

Fences and walls located within rear and interior side setbacks are limited to six feet in height. Portions of any wall located in the front setback shall have a minimum of 50 percent transparency and step down to four feet in height. The intent is for solids and voids. Additionally, at the ground level, private open space patio enclosures that encroach within setbacks are subject to fence and wall standards in this Section.

According to the plans submitted, no perimeter fences or walls are proposed, although it's not clear if this is indeed the case or whether the basic architectural plans do not include that level of detail. If fences or walls are proposed, please include the necessary details and dimensions in order to determine compliance with applicable standards.

19. Underground Utilities (PMC §17.40.190): The project shall provide for the undergrounding of all utility facilities (e.g., cable television, data network, electrical, telephone, and similar distribution lines providing direct service to the site) within the site in compliance with the



requirements of this Section. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.

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

Please note, new construction projects with 500 square feet or more of landscaped area will be subject to compliance with the State Model Water Efficient Landscape Ordinance (MWELO). Additional information regarding compliance is available on the City's website, <https://ww5.cityofpasadena.net/planning/water-efficient-landscape-ordinance/>. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.

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

In addition, street trees shall not be removed without first obtaining permission from the Department of Public Works. The City's Tree Protection Ordinance prohibits the applicant from pruning, injuring or removing a public tree located anywhere in the city unless expressly exempted. When removal is absolutely necessary, trees shall be replaced in a manner consistent with the prevailing pattern on the street, as determined by the Department of Public Works. Refer to Sections referenced and comments from the Public Works Department.

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



provide a level of detail that demonstrates compliance with these standards where applicable (e.g. tree protection plan).

Although there are trees on and around the site, a tree inventory was not provided with the application, therefore staff cannot determine whether any of the existing trees qualify for protection. Please submit the necessary tree information in all future submittals.

22. Parking (PMC §17.46): Parking shall comply with all applicable standards of the Chapter. In addition, the project shall adhere to parking standards specified in Zoning Code Sections 17.30.050.E (CD Exceptions to General Development Standards – Parking) and 17.50.340, where applicable. Based on the location of the project site within a TOD area and the application of density bonus provisions, there are two parking standards that may be used.

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

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

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

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

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

According to the plan, although the project includes a density bonus, it would utilize the TOD parking standards, and not the available alternative parking standards. As such, the project would include 13 parking spaces for the 13 units less than 650 square feet in size, 138 parking spaces for the 92 units greater than or equal to 650 square feet in size, and 11 guest parking spaces, for a total of 162 parking spaces. The parking would be provided in one at-grade level (70 spaces) and one subterranean level (92).

- a. **Location Requirements for Multi-Family Projects (PMC §17.46.020.K, 17.50.350.H.1):** All subterranean parking shall comply with location requirements of these Sections. In particular, requirements that pertain to partially subterranean or fully subterranean parking, as underground parking is proposed. These requirements place limitations on parking based on the type proposed. Definitions are provided for reference:



Partially Subterranean Parking. A parking structure where the existing grade at the required front setback line is more than one foot above the grade at the centerline of the site on the sidewalk side of the property line, the top of the partially subterranean parking garage structure may be two feet above the existing grade measured at the required front setback line.

Fully Subterranean Parking. A parking structure the top of which is at least two feet below existing grade.

According to the plans submitted, both the at-grade and subterranean parking levels appear to comply with the minimum setback requirements described above, although it's not clear from the sections whether or not the subterranean parking level meets the definition of 'Fully Subterranean Parking' and described above. In particular, the top of the parking must be at least two feet below existing grade. Areas not covered by building volume (e.g. setbacks, courtyard, etc.) shall be covered by soil with a minimum depth of two feet, recreating the natural grade before construction. Please demonstrate compliance by submitting detailed drawings in all future submittals. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable. This includes sections and elevations that reference the line of existing grade, depth of parking structure below existing grade, and soil depth above.

- b. Tandem Parking (PMC §17.46.080):** Tandem parking is permitted for multi-family projects, provided that no more than 30 percent of the total number of parking spaces provided in tandem configuration, that both tandem stalls are assigned to the same units, and the stalls meet or exceed the minimum dimensions of nine feet wide by 34 feet in length

According to the submitted plans, a total of 36 tandem spaces are proposed (32 in the subterranean level and four in the at-grade level), or 22 percent. Additional information is necessary to determine compliance with the assignment and dimensions requirements.

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

- d. Dimensional Requirements (PMC §17.46.110, 17.46.120, 17.46.130):** Parking spaces shall measure a minimum of 8.5 feet wide by 18 feet deep (8.5' x 18'). Tandem spaces shall measure a minimum of nine feet wide by 34 feet deep (9' x 34'). 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 may be lessened three inches for each foot the columns are set back from the aisles. At the end of an aisle providing access to a parking space perpendicular to the aisle, the aisle shall extend two feet beyond the side of the last parking space in the aisle. Vertical clearance for all parking spaces, including entrances, shall be a minimum of seven feet in height. Vertical clearance for access to and including handicapped spaces, shall be a minimum of eight feet, two inches (8'-2") in height. The minimum aisle dimension is based on the size and angle of a parking space



pursuant to Table 4-8 (Aisle Dimensions), of Zoning Code Section 17.46.130 (Aisle Dimensions). Parking spaces shall be double-striped. Refer to the Sections for additional requirements. All plans submittal for subsequent reviews must provide the sufficient level of detail needed to demonstrate compliance with these standards, where applicable.

According to the submitted plans, it appears the parking stalls (single and tandem) and aisle widths are generally in compliance. However, on all future submittals please include dimensions and labels on the plans. Please also demonstrate that the parking stalls will be double-striped. Please also number all stalls and/or identify counts by row. Finally, disabled accessible parking spaces are included as part of fulfilling off-street parking requirements.

- e. **Parking Access from Street (PMC §17.46.140):** All spaces in a parking facility shall be accessible without reentering a public right-of-way. As proposed, the project is in compliance with this standard, but please be aware as the project progresses through the entitlement and building permit processes, as applicable.
- f. **Driveway Design, Widths, and Clearances (PMC §17.46.150, 17.50.350.H.7):** The width of each driveway shall comply with the minimum requirements of this Section and also provide a minimum of one foot of additional clearance on each side of the driveway to a vertical obstruction exceeding one-half foot in height. The minimum width for residential uses with 26 or more parking spaces is 18 feet for two way drive. In addition, the driveway leading from the street into the parking area shall be located not more than five feet from a side property line. The review authority (i.e., Design Commission, Planning Director) may modify the location of a driveway to preserve a street tree or tree located on the site.

According to the submitted plans, all parking would be access via one two-way driveway to/from E. Corson Street. Although not labeled on the plans, the width of garage door opening is 20 feet, which exceeds the minimum-required width. However, it also appears that the driveway leading from the street is located more than five feet (approximately 20 feet) from a side property line. It is not clear from the submitted plans if this is due to the preservation of an on-site or off-site tree. In all future submittals, please bring this element of the project into compliance or disclose the reason for the deviation.

- g. **Central District Additional Standards for Parking (PMC §17.46.250):** Parking within the CD zoning district shall comply with the requirements of this Section, where applicable. Refer to the Section for additional requirements. Plans should provide a level of detail that demonstrates compliance with these standards, where applicable.
- h. **Loading Spaces (PMC §17.46.260, 17.50.350.L):** Off-street loading is not required for residential uses. However, if the loading and unloading of furniture and household goods for residential dwelling units is to occur on the street, it shall be limited to the hours of 9:00 a.m. to 2:00 p.m. and 7:00 p.m. to 10:00 p.m. on weekdays and 9:00 a.m. to 10:00 p.m. on weekends.
- i. **Ramps (PMC §17.46.270):** All parking plans involving ramps shall be accompanied by a profile showing the ramp, ramp transitions, and overhead and adjacent wall clearances.



The length of a ramp is defined as that portion of the ramp from the beginning of the transition at one end of the ramp to the end of the transition at the opposite end of the ramp. For ramps 65 feet or less in length, the ramp grade shall not exceed 16 percent, with the first and last 10 feet of the ramp not exceeding eight percent. For ramps longer than 65 feet the ramp grade shall not exceed 12 percent, with the first and last eight feet of the ramp not exceeding six percent. Finally, the slope of all parking areas shall not exceed five percent, excluding ramps.

Although the length of the ramp is not dimensioned on the plans, it appears the length exceeds 65 feet in length (~90 feet). The slope of ramps, and transitions is not shown on the plans. Please the necessary information on all future submittals on the drawings for both parking levels, as well as all section drawings that show the ramp.

- j. **Paving (PMC §17.46.300):** All parking areas, circulation aisles, and accessways shall be paved with Portland cement concrete. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.
- k. **Bicycle Parking (PMC §17.46.320):** Bicycle parking facilities shall be provided for any new structure. Multi-family residential structures (3 or more dwelling units) require one bicycle space for every six dwelling units. All required bicycle parking facilities must be Class 1 bicycle facilities (garages or accessible indoor areas count). Refer to the Section referenced for other facilities that qualify as Class 1 as well as location and design requirements.

The submitted plans do not indicate any bicycling parking in the project. Please show parking for at least 18 bicycles (Class 1) on all future submittals.

23. 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.

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

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

According to the plans submitted, there are no residential units on the ground floor of the project, and therefore none that would be adjacent to either street. If this changes in future submittals, please be aware of the street access requirement.

- b. **Open Space (PMC §17.50.350.E):** A minimum of 30 percent of the net floor area of the structure shall be provided as open space. Net floor area is the total floor area of a structure, but excluding garages, hallways, lobbies, elevators and other common spaces. The minimum dimension of any open space shall be six feet in any direction. Private balconies, at-grade patios, rooftop gardens (including upper level terraces), and the portion of a front or corner side yard setback that is greater than the minimum



requirement may be counted as open space. Not more than 35 percent of the total open space may be met by counting balconies.

Although not specifically identified on the submitted plans, it appears the net floor area is 93,910 square feet, 30 percent of which is 28,173 square feet. According to the cover sheet on the plans, a total of 30,745 square feet of open space is proposed, composed of side yard areas, courtyards and gardens, roof terraces, and private decks and balconies. However, it is not clear from the plans which areas of the project fall into these categories. Dimensions and labels are also not included, so the dimensional requirements also cannot be confirmed. Please include detailed information in all future submittals in order to confirm compliance with the open space requirement.

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

According to the plan, a ground-floor 'plaza' measuring a 33 feet by 20 feet is proposed at the front entry on the west side of the project, facing N. Los Robles Avenue. Although this appears to meet the letter of the requirement (although it is not level area as portions of the plaza are occupied by entry steps and it is not landscaped), it does not appear to meet the intent and purpose of the requirement – it functions more as a paved entry area and not an actual courtyard. It is acknowledged that a more traditional courtyard is located on the second level, but as it is not on the ground-level and therefore does not satisfy the requirement. The applicant is encouraged to reexamine the design and layout of the project and design a true ground-floor courtyard for the residents and their guests.

- d. **Courtyard Opening (PMC §17.50.350.G):** For structures with 75 feet or more of street frontage or more, the street side of the structure shall have an opening into a landscaped courtyard. This opening shall be a minimum of 50 percent of the overall height of the structure but not more than 25 feet. The width of the opening shall be a minimum of 10 feet. If the depth of the structure opening is more than 30 feet, the minimum width of the opening shall be increased by one foot for every three feet of depth above 30 feet. Any gate placed across the courtyard opening shall have a minimum of 75 percent transparency. The street frontage on N. Los Robles Avenue is more than 160 feet in width, therefore this requirement is applicable.

According to the submitted plans, the entry plaza (which appears to be intended to satisfy the courtyard requirement above) facilitates access to the main courtyard on the second floor via steps. However, the elevated nature of the courtyard makes its visual connection from the street sidewalk minimal at-best. Although the entry is uncovered and open to the sky, and its depth appears to be less than 30 feet, this element of the project does not comply with the courtyard opening standard. As with the courtyard element above, the applicant is encouraged to revise the design and massing of the project in order to fully meet the courtyard and courtyard visibility requirements.

- e. **Parking and Driveways (PMC §17.50.350.H):** Refer to section for additional requirements pertaining to the location of parking and driveways.



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

According to the submitted plans, there are private decks on the upper floor units. However, as no dimensions or labels were included on the plans, staff cannot conclusively determine compliance with the encroachment allowances identified above.

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

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

26. 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.



27. Health Risk Assessment (HRA): A construction-related health risk assessment is a required component due to the site's proximity to the Interstate 210 freeway. This will be required as part of any land use entitlement.

28. 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.

29. Estimated Fees (FY2020) (PMC \$17.60.050):

- Affordable Housing Concession Permit (\$2,679.00)
- Environmental Study/Reviews: At cost
- Records Management Fee: 3% added to total fees

Fees are subject to change and are based on actual rates at the time of formal submittal. Rates referenced run through June 30, 2020.

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

Plan Reviewer: Amanda Landry
Phone: (626) 744-7137
Email: alandry@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.

DEMOLITION ALTERNATIVE STATEMENTS:

Because the building at 270 North Los Robles Avenue is not designated as a historic resource and does not appear to be eligible for such designation, a Certificate of Appropriateness is not required to demolish the building.

Demolition without a Building Permit for a Replacement Project:

In addition to the demolition review, the municipal code also prohibits demolition unless the City has already issued a building permit for a replacement project on the site.

The code allows a developer or property owner to apply for an approval to demolish a building prior to issuance of a building permit for a replacement project. This application would require review by Planning staff applications because the building to be demolished is ineligible for a historic designation]. Staff 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 City Council.



DESIGN REVIEW

Because the project consists of more than 5,000 square feet and 10 or more residential units design review is required, with the Design Commission being the reviewing authority. The applicable design guidelines for the project are the Private Realm Design Guidelines of the Central District Specific Plan.

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

Design review is a three-step procedure: 1) Preliminary Consultation and 2) **Concept (schematic-level) Design Review**; and 3) **Final Design Review**. Concept design review is a noticed public hearing before the Design Commission. Notification for this hearing may be combined with notification for any zoning entitlements, and the zoning and design review hearings may be scheduled concurrently, with the zoning hearing to precede the design hearing.

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

Concept Design Review: Requires an application with a filing fee and additional materials indicated in the Concept Design Review submittal requirements list. (If applicable:) For a project of this scale, we suggest including some or all of the following visual materials: a) a massing model; b) rendered elevations; and c) an eye-level perspective drawings or computer models, concentrating on all three street elevations.

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

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

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



Appeals/Calls for Review

Any person affected by 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 scale, massing, materials, solid-to-void relationships, the interplay of horizontal and vertical elements of the new construction and the modulation of the exterior walls facing public streets.
- The introduction of design features that are “human scaled” and inviting to pedestrians. The treatment of private entrances and common entrances facing the streets is part of this review.
- The quality of materials and finishes, the proportions of window/door openings, the modulation of building walls, shade and shadow.
- Landscaping—especially in the setbacks along the sidewalks—and screening of mechanical equipment.
- The inclusion of local references (termed “Pasadena elements” in the code) and an element of “craftsmanship.” [for multi-unit residential projects in RM districts]
- Views from the interior of the site (and elevations facing the interior courtyard).

Specific Comments on Proposed New Construction

Massing: The proposed project is six-stories in height, with the majority of the ground floor occupied by at-grade parking. The project also proposes to utilize height averaging to achieve the proposed maximum height. Because the building is “U” shaped around a centralized courtyard, the publicly facing elevations appear as large blocky rectangular masses. The opening on the west elevation, facing Los Robles Avenue, does little to alleviate the appearance of mass, as perceived at the pedestrian level, because the central courtyard is elevated one story above the street and is flanked by a large double height leasing space to the north and is partially enclosed by solid landscaped walls and a broad flight of stairs.

Future submittals should more clearly address how the project massing is compatible with the surrounding lower scaled context to the south and east, and how the project is consistent with the height averaging purposes and findings, as specified in PMC Section 17.30.050.B.1 which states that additional building height is counterbalanced by lower heights across or elsewhere on a development site to punctuate important intersections or other prominent locations; this will contribute to a more visually compelling skyline. As submitted, none of the publicly visible elevations represent a visual transition in height, and it is unclear if the repetitious asymmetrical angled projections on the north elevation is intended to be considered “visually compelling.”

Future submittals should strive to clearly demonstrate how the project satisfies the requirements for height averaging and how the facades are articulated

Siting: The proposed project occupies nearly the entirety of the site, with the ground floor primarily being at grade parking. The Central District Private Realm Design guidelines strongly



emphasize minimizing service and parking impacts on design, and encourage locating parking to reduce its visibility from the street either below grade or toward the interior of the block of residential developments. Above the ground floor, the building is configured in a “U” shape around a central courtyard. Also within interior of the site, towards the northeast interior corner, is an atrium open to the sky. The location of this atrium is not perceptible from the public-realm. Consider revising the concept of the atrium space in future submittals so that the open space is incorporated into the north facing elevation, which will help provide additional articulation of the mass of the elevation and add visual interest.

Compatibility: The Central District Specific Plan Private Realm Guidelines clearly envision a walkable, pedestrian oriented community with activated ground floor uses and visually attractive housing. Well-composed building facades and intimately scaled architectural elements such as balconies, bay windows and trim details add residential character. However, it is unclear how this project re-enforces these ideas as almost the entirety of the ground floor facing Corson Street is occupied by parking and there is only one access point for pedestrian travel to and from the building facing Los Robles Avenue. The submitted plans also do not incorporate enough detail to understand if the project incorporates architectural elements that clearly establish a strong residential character. Future submittal should include a revised design that clearly demonstrates consistency with the Central District Specific Plan Private Realm design guidelines, as well as an accompanying narrative that clearly explains how the project is consistent with these guidelines.

Landscaping: While specific landscape design is not reviewed until later phases of the design review process, the project courtyard and ancillary open spaces should be programmed to ensure their usability by the project residents. The courtyards should be designed to include useful amenities and features such as shading devices appropriate to their solar exposure, seating and cooking facilities, water features, etc. The landscape and hardscape design should reflect the local climate and landscape traditions and should also relate to the design of the building

Materials: The materiality of the building will be an important consideration in the design review process and will be crucial to its compatibility with its surroundings. The applicable design guidelines encourage use of high-quality, durable materials that are consistent with the design of the project. Any proposed masonry or stone should be detailed as bearing walls. Windows should be recessed to create a feeling of depth and solidity and should be arranged in a clear pattern on the façade.

Following is a link to the design guidelines that apply to the project:

www.cityofpasadena.net/planning/planning-division/design-and-historic-preservation/design-review/

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

Preliminary Consultation (Commission): \$750.00

Concept Design Review (101,000+ sq. ft. new construction): \$12,725.00

Final Design Review (Commission): \$2,134.00



DEVELOPMENT:

Plan Reviewer: Eric Duyshart
Phone: (626) 744-7353
Email: eduyshart@cityofpasadena.net

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

FIRE DEPARTMENT:

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

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

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

Emergency escape or rescue window: In dwelling units and every sleeping room below the fourth story shall have at least one operable window or door approved for emergency escape or rescue that shall open directly into public street, public alley, yard or exit court. The emergency door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools. (CBC Sec. 1029). A minimum of 5 feet clearance on the ground shall be provided for rescue windows and doors located in first and second floor and 10 feet if located on third floor.

Interior Exit Stairways: Interior exit stairways shall lead directly to the exterior of the building or shall be extended to the exterior of the building with an exit passageway. CFC section 1023.

Occupied Roof: assembly occupancy at the roof top shall comply with the requirements of CBC Table 504.4 for type of construction and means of egress shall comply with Section 1007.

Atrium: Atrium shall comply with the requirements of CBC Section 404

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

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

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

Fire Apparatus Access Road: Fire Department Access shall be provided to within 150-feet of all exterior portions of any structure. All access roads exceeding 150-feet shall be provided with



an approved Fire Department Hammerhead or Turnaround. Fire department access shall be constructed of an all weather surface to support a minimum of 75,000 pounds, with a minimum of 20-feet wide and unobstructed height of 13'-6", with No Parking on Either Side. No roadway way shall exceed 10% slope.

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

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

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

Fire Department Fire Sprinkler Connections: Shall be comprised of:

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

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

Emergency Vehicle Traffic Signal Preemption Systems: Traffic signaling systems serving this complex are required to have emergency vehicle signal preemption controls installed. The specific signals requiring this system is to be determined by both Pasadena Fire Department and Pasadena Department of Transportation. The fees for these systems will be determined based on the quantities and types of traffic signals being used and/or being retrofitted for the emergency vehicle controls.

FIRST SOURCE LOCAL HIRING:

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

The City of Pasadena's First Source Local Hiring Ordinance (14.80) offers a financial incentive for private development projects that voluntarily hire Pasadena residents for construction related work. In this instance the City will pay 50% of the salary and benefits up to 75% of the Project's



construction tax. If this Project is not receiving any "Financial Assistance" (as defined in the ordinance), and it is paying a construction tax, it is eligible for a Voluntary Local Hiring Agreement. For more information, contact Antonio Watson at 626-744-8382.

HEALTH DEPARTMENT:

Plan Reviewer: Carmina Chavez
Phone: (626) 744-6041
Email: cachavez@cityofpasadena.net

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

HOUSING DEPARTMENT:

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

The proposed Project consists of the new construction of 105 units of residential rental housing. The Project is seeking a density bonus. Since there will be no demolition of existing multifamily units, the Project is not subject to the City's Tenant Protection Ordinance.

Per the Project Plans, in order to satisfy the affordable housing requirement for a density bonus, the Applicant is proposing eight (8) Very Low Income units, which, if approved by Planning, would allow for a 32.5% density bonus or a total of 105 units.

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

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

The base density of the Project per the Project Plans is 79 units, meaning that sixteen (16) Inclusionary Units are required under the IHR ($20\% \times 79 \text{ units} = 15.80$ rounded up to 16). Therefore, in order to satisfy both the Density Bonus and Inclusionary requirements, this Project would need to provide a total of sixteen (16) affordable units, as follows:

- Eight (8) units rented to Very Low Income Households at the State affordable housing cost standard (this includes four units required for the density bonus); and
- Eight (8) units rented to a Moderate (or Low or Very Low) Income Household at the Inclusionary affordable housing cost standard.

The Applicant's proposed Residential Units Mix shown on page 3 of the Supplement to Master Application will need to be revised to reflect the provision of 16 Inclusionary units as set forth



above. Also, the units mix by number of bedrooms should generally reflect the proportionality of the 105-unit project.

All affordable units shall be restricted by income and rent in perpetuity, in accordance with the IHR.

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

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

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 \$174.29 (FY 2020) per affordable rental unit. This fee is not charged for affordable for-sale units.

**DEPARTMENT OF
PUBLIC WORKS:**

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

General Statement

Predevelopment Plan Review for the construction of a six-story apartment building with 105 units and 162 parking spaces in an underground garage. The following conditions are in response to a pre-development plan review and intended to be used only for this purpose. The conditions, as intended, are general in nature and are to be used as points of general discussion. Should this proposed development continue beyond the pre-development plan review process, the Department of Public Works will review the proposed development for specific recommended conditions to be approved, which could also include other conditions.



Department of Transportation Requirement

In reference to the Department of Transportation requirement, dated January 30, 2020, on sidewalk widening along Los Robles Avenue and Corson Street frontages, 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 three to four (3-4) months prior to the issuance of any permits. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions.

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

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

ADA Compliance curb ramp

In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall verify, and reconstruct if necessary, a standard curb ramp at the south east corner of Los Robles Avenue and Corson Street, if possible, per Caltrans Standard A88A or City



of Pasadena Standard No. S-414. The curb ramp construction shall be completed prior to the issuance of Certificate of Occupancy. A separate permit from the Department of Public Works is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.

The applicant may submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. Plans for the curb return 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 the 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 the curb return improvement plans and the plan check deposit at least two (2) months prior to the issuance of any building or demolition permits.

Upon review of the curb ramp improvement plans, the applicant may need to dedicate to the City for street purposes the land necessary at the property line corner rounding (Per City Standard Plan S-423) to provide for the minimum clearance required by the Americans with Disabilities Act standards. If so, the applicant shall remove and reconstruct the sidewalk for the dedicated area, per Standard Plan No. S-421. The applicant shall be responsible for all the cost required to complete the dedication, if it is required. The dedication document and processing fee shall be submitted to this office, at least three to four (3-4) months, prior to issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of a Certificate of Occupancy.

Public Improvement Restorations

A portion of Los Robles Avenue is a concrete street. If this portion of the street is excavated for utility connections, extensive restoration of the concrete pavement, including removal and replacement of the entire panel from joint to joint and per Standard Drawing No. S-417, will be required.

The asphalt concrete portion of Los Robles Avenue restoration shall be a half width (from centerline to gutter) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.

Corson Street restoration, fronting the subject development, shall be a full width (from gutter to gutter) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415. Coordination with Caltrans on any necessary permits is required. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.

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



and gutter per Standard Plan S-406. The public improvements shall be completed prior to the issuance of Certificate of Occupancy.

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

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

Street Lighting

The existing street lighting fronting the subject site are substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate the following, per the City requirements and current standards. :

1. One (1) existing street light along Los Robles Avenue frontage
2. Two (2) existing street lights along Corson Street frontage

The renovation shall include but not limited to new LED light, conductors, lamp socket, fuse, photo cell, and miscellaneous related parts.

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



The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights renovation. Plans for the improvements shall be prepared by a civil engineer, registered in the State of California. Upon submission of improvement plans to the Departments of Public Works for checking, the applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. In addition, there is possibly considerable lead-time for the materials required for the construction and renovation. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this street light condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy

Drainage

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

New Tree Planting

The applicant shall plant (1) *Quercus* oak species tree, the officially designated street tree, per the City's approved Master Street Tree Plan on Los Robles Avenue frontage of the project. The Department of Public Works will confirm eligible planting sites and will provide the applicant the location.

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

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

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



deposit shall be held accordingly. Said deposit may be included as part of the construction guarantee if applicable, and is subject to partial refund or additional billing.

Existing City Tree Protection

To protect existing City trees during construction, the applicant shall fully conformed to the Tree Protection Guidelines signed by the City Manager. The full guidelines is available at the following link: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>

All new drive approaches shall be at least seven (7) feet clear of the existing street trees measured from the edge of the trunk closest to the drive approach. All public trees shall be protected and fenced with a posting on the fences advising of the tree protection.

The proposed driveway on Los Robles Ave frontage may be too close to existing street tree. If alternate driveway location is not feasible, applicant must submit a public tree removal request subject to review by the Urban Forestry Advisory Committee (UFAC). Applicants for public tree removal requests are responsible for the application fee; and if the removal is approved, the tree replacement fee and removal cost.

A Tree Protection Zone (TPZ) shall be established for all existing City trees within the scope of a construction project. The TPZ extends from the base of the tree to four (4) radial feet beyond the dripline of a tree and applies to the entirety of the tree – from the roots to the canopy of the tree.

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

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

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

Prior to any construction, tree protections including the installation of fencing to protect public trees must be in place. The fencing material shall be chain-link attached to posts inserted into the ground at the edge of the dripline and shall be a minimum of 6' in height. See Standard Plan S-642 – Tree Protection Chain Link Fencing. Fencing shall maintain visual lines of sight in



order to avoid vehicle and pedestrian hazards. Fencing shall include a minimum 8.5" x 11" warning sign with the following information: 'Tree Protection Zone'; name and contact information of project owner or authorized representative; 'Please contact the City of Pasadena Citizen Service Center to report any concerns (626) 744-7311'. All protective fencing must be permitted, inspected and approved by Public Works prior to the commencement of any construction.

Prior to issuance of any permit, the applicant shall submit a valuation assessment report of the existing public tree(s) along the boundary of their project. The report shall be prepared by a registered Arborist and submitted to PNR for review and approval. If it is determined that the applicant has failed to care for any City tree within their Tree Protection Plan, and the health of the tree(s) was critically compromised requiring its removal, the applicant shall be liable for the following costs: assessed value of tree determined by a PNR Arborist using a current ISA assessment methodology; the removal cost determined by PNR; and any applicable infraction or administrative fines determined by Code Compliance.

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

Right-of-Way Guarantee Deposit

Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$20,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and 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, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. The deposit may be used for any charges resulting from damage to street trees. A processing fee will be charged against the deposit.

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 arranged by calling 626-744-4195.

Holiday Moratorium (November through January)

In preparation for the New Year Rose Parade and Rose Bowl Game, the Department of Public Works will suspend all works within the public right-of-way during the holiday season in accordance to PMC 12.24.100 and City Policy.

In general, all public streets, sidewalks and parkways shall be free and clear of excavations and other construction related activities during the period of November through January of the following year. Specific dates will vary on an annual basis. Accordingly, contractors will be required to shut down construction operations which would impede traffic and pedestrian movements during these periods unless otherwise authorized by the City Engineer. Any existing excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period.

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>.

Requirements by Ordinance:

In addition to the above conditions, the requirements of the following ordinances may apply to the proposed project:

- Sewer Facility Charge - Chapter 4.53 of the PMC
The ordinance provides for the sewer facility charge to ensure that new development within the city limits pays its estimated cost for capacity upgrades to the city sewer system, and to ensure financial solvency as the city implements the operational and maintenance practices set forth in the city's master sewer plan generated by additional demand on the system. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant may be subject to a Sewer Facility Charge to the City for the project's fair share of the deficiencies. The Sewer Facility Charge is based on the Taxes, Fees and Charges Schedule and will be calculated and collected at the time of Building Permit Issuance.
- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)
In accordance with Section 12.04.035, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged curb,



gutter and sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.

- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC
The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the support of the Urban Forestry Advisory Committee. No trees shall be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree. Refer to <https://www.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.
- Residential Impact Fee Ordinance - Chapter 4.17 of the PMC
The ordinance was established to provide funds to mitigate the impact of new residential development on City parks and park and recreational facilities. A copy of the Residential Impact Fee Information Packet is available at the city webpage at: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>. The Residential Impact Fee is based on the current Taxes, Fees and Charges Schedule (<https://www.cityofpasadena.net/finance/general-fund/fees-tax-schedules/>) and will be calculated and collected at the time of Building Permit Issuance.

The building plans shall include, preferably on the title sheet, a summary of all living units to capture the number of different units; number of bedrooms in each unit; and types of units (Regular, Workforce housing, Skilled nursing unit, Student housing, Residential care facility for the elderly, Affordable Housing). The definitions on the different types of units are available in the abovementioned Residential Impact Fee Information Packet as well as in the Pasadena Municipal Code.

The estimated Residential Impact Fee based on the current tax schedule and the submitted information in the application for this project. This amount is a rough estimate and for informational purposes only. The exact amount will be calculated at the time of Building Permit issuance.

- Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC
The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at: <https://www.cityofpasadena.net/public-works/recycling-resources/construction-demolition-recycling/construction-and-demolition-debris-recycling/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
 - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
 - b. Summary Report with documentation must be submitted prior to final inspection.



A security performance deposit of three percent of the total valuation of the project or \$30,000, whichever is less, is due prior to permit issuance. For Demolition Only projects, the security deposit is \$1 per square foot or \$30,000, whichever is less. This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

Estimated Fees:

All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits. A Public Works permit is required for all construction and occupancies in the public right-of-way. If construction vehicles and equipment are parked off-site in the public right of way, the permit fee for street and sidewalk occupancy will be based on the area and duration corresponding to the current City's General Fee Schedule. For more information, please contact Yannie Wu-Bowman at 626-744-3762.

**DEPARTMENT OF
TRANSPORTATION:**

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

The Department of Transportation received an application for the construction of 105 residential units with subterranean parking at 270-282 North Los Robles Avenue. Garage access is off Corson Street.

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

Transportation Analysis: Based on the preliminary information provided in the Master Application form, a Category 2 traffic analysis shall be prepared for this project. When the applicant is ready to proceed, they shall submit a deposit of \$10,000* (subject to partial refund or additional billing) payable to the City of Pasadena. Please contact Conrad Viana, P.E. at cviana@cityofpasadena.net to initiate the invoice process. Additional and appropriate traffic impact measures will be determined in conjunction with the Public Works' street improvements and dedications.

*Based on the current General Fee Schedule.

The following link provides more information regarding our traffic study process:
<http://ww5.cityofpasadena.net/transportation/wp-content/uploads/sites/6/2015/12/Current-Practice-and-Guidelines.pdf>

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



- The existing sidewalk width on Los Robles Avenue is 10'. Provide a 15' wide sidewalk width by additional 5' sidewalk easement along the project's frontage on Los Robles Avenue.
- The existing sidewalk width on Corson Street is 10. Provide a 14' wide sidewalk width by additional 4' sidewalk easement along the project's frontage on Corson Street.

Per the Street Design Guide key transit facility improvements have been identified to support this project:

- The development shall fund the purchase and installation of a real-time bus arrival device (LED sign mounted on the bus stop post) within the existing bus zone along the northeast side of Los Robles Avenue and Walnut Street intersection.
- The development shall fund the purchase and installation of a real-time bus arrival device within the existing bus zone along the northwest side of Los Robles Avenue and Walnut Street intersection.

With the funds collected, the City will be responsible for the purchase and installation of the transit amenities. For more information, please contact the Transit Division at (626) 744-4055.

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

To understand the TDM Plan requirements and associated review fees* for the report submittal, contact the Complete Streets Division at (626) 744-7526 to arrange a pre-design meeting.

** Based on the Current General Fee Schedule. Fees are subject to change.*

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

Access: The driveway to the residential parking area shall be a minimum 20' wide to allow adequate passing of two-way traffic.

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

Loading: DOT will not install a loading zone along the project frontage.



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

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 General Fee Schedule at the time of building permit issuance. For FY 2020 the fees are:

Land Use	Fee (FY 2020)
Multi-family (per dwelling units)	\$3,662.53

Affordable housing projects may receive fee credits.

**WATER & POWER DEPARTMENT -
POWER DIVISION**

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

The City of Pasadena Water and Power Department (Department) shall provide electric service to the proposed development at 270-282 N Los Robles Ave on the following basis:

1. Owner/developer shall provide a private property transformer vault room located inside parking level below grade (northwest or southwest corner preferred near existing conduit infrastructure). Exact location to be coordinated with PWP. The size of the transformer vault will vary depending on the size of the electrical service.
2. Larger electrical services will require a vault room that is min of 11' in height, adjacent (sharing a wall) with the electrical room and will require a bus duct installation.
3. Transformer vault shall both door access from parking level and an access hatch from ground level (open to sky). The hatch shall have drivable PWP truck access for equipment installation purposes.
4. A utility easement shall be required if the electrical service crosses/feeds multiple parcels.
5. Any required transformer room(s) located within a building structure shall be rated for 4-hour fire separation and meet all local Building & Fire Department requirements related to room ventilation and alarming.
6. Owner/developer shall be responsible for the maintenance of the transformer vault, provide protection for the equipment in the transformer room, and allow access to the transformer room at all times to Department personnel and vehicles in accordance with the Department Electric Service Requirements Regulation 21. If necessary, Department shall install concrete-encased primary service laterals from a street vault to the property at the owner/developer's expense. The number and location of the service laterals varies according to the size of the electrical service.



7. Owner/developer shall pick-up new primary service laterals at the property line and install concrete-encased conduits to the transformer vault within the development area. The number and location of the conduits varies according to the size of the electrical service.
8. It shall be the owner/developer's responsibility to build vault room with proper ventilation, lighting, and grounding as specified by PWP and install secondary service conduits within the development area.
9. Department shall install electrical service transformers, cables, and electric meters.
10. All Department installation costs including street work shall be paid by the customer and are included in the cost.
11. Owner/developer must identify and notify the Department of any conflict with existing overhead lines / poles and maintain existing ingress / egress access for overhead lines / poles. Proper clearances between the proposed structure and overhead lines / poles must be maintained.
12. Owner/developer must identify and notify the Department if there is any underground electrical conduit and transformer vault within the proposed development area in conflict with the construction.
13. Owner/developer installed distributed generation resources that will be interconnected to the Pasadena Electric Distribution System shall be installed in accordance with the Department Distributed Generation Interconnection Requirements Regulation 23. In addition, all customer installed solar photovoltaic (PV) resources shall meet all of the requirements of both the local Building & Fire Department and the Pasadena Solar Initiative Program.
14. In order to determine the specific requirements of the electrical service for this project, the following items will need to be included in the Submittal Drawing Set (2 sets of electrical plans required): service size & voltage, main service disconnect, scaled site plan, elevation plan, proposed transformer room location, electrical meter / panel location, single-line diagram, load calculations, and proposed construction schedule.
15. Total estimated cost for providing electric service to this development will depend on service size and the extent of civil work required in the public right of way. A cost estimate shall be provided to the owner/developer after the Submittal Drawing Set has been provided to the Department. The Department estimate and comments are valid for ninety (90) days.
16. All comments are preliminary and are based on the limited description provided. Please arrange a meeting with Electric Service Planning personnel for further information and detailed requirements at (626) 744-4495.



**WATER & POWER DEPARTMENT -
WATER DIVISION**

Plan Reviewer: Sandra Andrade-Hernandez
Phone: (626) 744-4189
Email: sandrade-hernandez@cityofpasadena.net

Water Mains:

Pasadena Water and Power (“PWP”), Water Division can serve water to this project. There are two water mains surrounding this project. There is an 8-inch cast iron water main in Los Robles Avenue, installed under Work Order 2780 in 1932. The location of this water main varies approximately between 36 and 47 feet west of the east property line of Los Robles Avenue. There is an 8-inch cast iron water main in Corson Street, installed under Work Order 5600-226 in 1973. This water main is located approximately 7 feet north of the south property line of Corson Street.

Moratoriums:

Verify with Public Works Department (“PWD”) regarding any street construction moratorium affecting this project.

Water Pressure:

The approximate water pressure at this site is 80 psi.

Water Service:

PWP records reflect three 1-inch domestic services (1104, 1105, and 46008) serving this project. 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. Additionally, 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. 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.

Cross Connection Requirements for Domestic Services:

- All city cross-connection prevention policies must be adhered to. The developer is required to provide back-flow protection at all connections whereby the plan arrangement or configuration could potentially contaminate the domestic water system.
- There shall be no taps between the meter and the backflow assembly.
- The owner/developer shall provide and install an approved double check valve backflow prevention assembly at each water service if more than one water service serves property. The location of the back-flow prevention assembly shall be above ground within 20-feet of the property line.
- The property owner is responsible for the back-flow prevention assembly. The assembly will be registered and require an annual test certification. All manufacturer warranties shall be transferred upon installation and certification to the property owner.
- The owner/developer is responsible for certifying and testing the assembly after installation by a person that possesses a current and valid license, and must be certified by the County of Los Angeles Department of Health Services.
- The owner/developer shall submit the results of the test to the Water Utility Service Section for approval. Upon approval, the City will maintain domestic water to the property and will automatically register the assembly.
- All water services shall be protected from cross connections by means of approved backflow prevention techniques and assemblies.
- An administrative fee of \$194.00 will be charged for each backflow prevention assembly installed.

Cross Connection Requirements for Fire Service:

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



Option 1:

Detector meter located on double check detector check assembly (DCDA) outside the structure on private property.

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

Option 2:

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

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

All Other Cross Connection Requirements:

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

Residential Water Metering Requirements:

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

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

The following submetering options are available for PWP customers:



Option 1:

Individual metering located on the parkway.

The Water Division will install individual water meters on the parkway in front of the project site, if permitted by available space as per the General Requirements, for each residential unit. The owner/developer shall install an approved double check valve backflow prevention assembly at each domestic water service. All dedicated irrigation services must have a Reduced Pressure Zone Valve Assembly (“RP”). The location of the backflow prevention assemblies shall be above ground within 20-feet of the property line, and the assemblies require registration and annual test certifications. PWP’s responsibility of service ends at the meter and PWP will bill each tenant directly.

Option 2:

Individual metering located on private property.

The Water Division will install a service lateral up to the property line with a shut off valve. The owner/developer shall provide and install an approved double check valve backflow prevention assembly after the shut off valve and will install all piping behind the property line. The location of the backflow prevention assembly shall be above ground within 20-feet of the property line, and the assembly requires registration and an annual test certification. The owner/developer will pay for and install all water meters, provided by PWP, to each residential unit. Water meters must be installed horizontally and must be located in an open area or in a garage/parking area and must have a minimum 12-inch above grade in order for meter readers to have unrestricted access to them if needed. All dedicated irrigation services must have a RP. PWP will inspect the individual meters as a condition of providing service. PWP’s responsibility of service ends at the property line and PWP will bill each tenant directly.

Option 3:

Submetering by third party vendor located on private property.

The Water Division will install master water meter(s) on the parkway, in front of the project site. The owner/developer must submit a statement on letterhead stating that a Contractor licensed by the California State License Board will install submeters, per Senate Bill No. 7, to all residential units. The owner/developer shall install an approved double check valve backflow prevention assembly on each submeter. All dedicated irrigation services must have a RP. The backflow prevention assemblies require registration and annual test certifications. PWP will inspect the submeters as a condition of providing service. PWP’s responsibility of service ends at the master meter and the owner/developer is responsible for billing each tenant per Senate Bill No. 7.

Fire Flow and Fire Hydrants:

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

There are two fire hydrants in close proximity to the project site. Fire hydrant 516-13 is located on the west side curb of Los Robles Avenue, approximately 155 feet south of the south property line of Corson Street. Fire hydrant 516-21 is located on the southeast corner of Corson Street and Los Robles Avenue. There is no current fire flow test information available for these



hydrants. If you would like to request a fire flow test, please contact Marco Sustaita at 626-744-4498.

Project Site Location and Fire Hydrants Details:

