



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: December 5, 2018

TO: Hearing Officer

SUBJECT: Conditional Use Permit #6670

LOCATION: 971 N. Altadena Drive

APPLICANT: Dean Conklin

ZONING DESIGNATION: PS (Public and Semi-Public)

GENERAL PLAN DESIGNATION: Institutional

CASE PLANNER: Jamie Peltier

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Conditional Use Permit #6670 with the Conditions of Approval in Attachment B.

PROJECT PROPOSAL: Conditional Use Permit: The applicant, Dean Conklin on behalf of Frostig School, has submitted Conditional Use Permit requesting a 441 square-foot addition to an existing 1,438 square-foot administration building for Frostig School, a Private School land use. The site is located in the PS (Public and Semi-Public) zoning district. No other alterations to the existing school or subject site are proposed.

ENVIRONMENTAL DETERMINATION: This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15314, Class 14, Minor Additions to Schools, which exempts projects from environmental review where minor additions to existing schools will not result in an increase of student capacity by more than 25 percent or the addition of 10 classrooms, whichever is less. The project proposes to add 441

square feet to the existing administration building and does not propose an increase in student enrollment or classrooms.

BACKGROUND:

Site characteristics: The subject property is located on N. Altadena Drive and bound by Cooley Place and Dudley Street. The project site is an existing private school campus for kindergarten through 12th grade students. The existing campus is comprised of three parcels (APN: 5743-028-022, -023, -024) totaling 65,128 square feet (1.49-acre) and is currently improved with one 20,814 square-foot building, inclusive of classrooms, administrative offices, and a multi-purpose room, and 15 surface parking stalls.

Adjacent Uses: North – Multi-Family Residential / Single-Family Residential
South – Institutional
East – Institutional
West – Single-Family Residential

Adjacent Zoning: North – RM-32 and RS-6 (Multi-Family Residential and Single-Family Residential)
South – PS (Public and Semi-Public)
East – PS (Public and Semi-Public)
West – RS-6 (Single-Family)

Previous zoning cases on this property: None.

PROJECT DESCRIPTION:

The applicant, W. Pedro Newbern of P-Line Consulting on behalf of Frostig School, submitted an application to allow for a 441 square-foot addition that would expand the existing 1,438 square-foot administrative office building. The project would enclose an existing covered breezeway on the first floor that is immediately adjacent to the existing administrative offices. The expansion of the administration offices would provide a controlled entry, waiting area, accessible restrooms, and a conference room to be used by existing staff and students. The application does not propose an increase in student enrollment or classrooms.

ANALYSIS:

The subject site is utilized by a private school land use for kindergarten through 12th grade students located within the PS (Public and Semi-Public) zoning district. The site consists of educational facilities including, classrooms, administration offices, a multi-purpose room, and an outdoor playground. The applicant is requesting a Conditional Use Permit to allow for a 441 square-foot addition expanding the existing 20,814 square-foot campus building. The administration offices occupy 1,438 square feet of the first floor of the school located mid-campus between the classrooms and multi-purpose room with the main entry facing east, towards the parking lot on Altadena Drive. The proposed project will enclose the existing first floor covered breezeway to create a formal controlled entry, waiting area, accessible restrooms, and a conference room.

The Conditional Use Permit process allows the City to review a project to determine if the proposed project would be compatible with the surrounding area and require compliance with specific conditions related to the operation of a private school. In order to approve a Conditional Use Permit, six specific findings must be made in the affirmative. These findings relate to a project meeting the intent and purpose of the Zoning Code and conformance with the General Plan, not having a negative impact on the surrounding properties, and being compatible with surrounding uses. In this case, the analysis focuses on whether the request to enlarge the existing chapel will create negative impacts to the adjacent residential neighborhood.

Development Standards

Properties located within the PS zoning district are subject to the development standards provided in Section 17.26.040.B - Special Purpose District General Development Standards, which require a Conditional Use Permit or Master Plan to specify the development standards. Development standards shall be as specified by a Conditional Use Permit or Master Plan. Prior to the approval of a Conditional Use Permit or Master Plan, a property within the PS district shall be subject to the development standards of the most restrictive abutting zoning district. In this case, the most restrictive abutting zoning district is RS-6 (Single-Family Residential). Per the provisions in Section 17.26.040.B of the Code, the development standards for the subject site are being established through this Conditional Use Permit. In addition to the general development standards, private school uses are subject to the additional development standards provided in Section 17.50.270 – Schools, Private. All of the applicable development standards are provided in the following analysis.

Setbacks

The proposed area of construction is located in the interior of the campus, and the existing envelope of the building is not expanding to alter the existing setbacks. The front lot line is shortest line of a lot that is abutting a street line. For this site, the front lot line is located along Cooley Place. The remaining lot lines abutting a street line (Altadena Drive and Dudley Street) are corner lot lines. The remaining interior property lines abutting the RS-6 zoning district are interior lot lines. The proposed 441 square-foot addition would not modify the existing setbacks, as the proposed addition is within the envelope of the existing breezeway. Setbacks are established per this Conditional Use Permit and as described below in Table 1.

Table 1 – Setback Standards

Setbacks	Existing Building	Proposed Addition
Front (Cooley Place)	28 feet	127 feet
Corner Side (Altadena Drive)	27 feet, 8 inches	65 feet
Corner Side (Dudley Street)	11 feet, 2 inches	82 feet
Interior Sides	22 feet, 3 inches	53 feet
	11 feet	

Height

The maximum height of a structure shall be measured from the lowest elevation of the existing grade at an exterior wall of the structure to the highest point of the structure. The proposed addition would infill an existing first floor breezeway that is approximately 11 feet in height. The proposed addition would not change the overall height of the existing building and would remain at approximately 28 feet.

Floor Area Ratio

The subject site measures 65,128 square feet. The existing building measures 20,814 square feet for a total floor area ratio (FAR) of 0.32. The proposed 441 square-foot addition would enclose an existing covered breezeway. After the additional square footage, the building will measure 21,255 square feet with a FAR of 0.33.

Site Coverage

Lot coverage is a percentage of a site covered by roofs, soffits or overhangs extending more than three feet from a wall, and by decks more than four feet in height. The existing and proposed site coverage is 20,011 square feet (30 percent). The site coverage would not change since the existing covered breezeway is already being included in the site coverage and the project does not propose any additional covered areas on the site.

Parking

Pursuant to Section 17.46.040 of the Zoning Code – Number of Off-Street Parking Spaces Required – a grammar school is required to provide 1.5 spaces per classroom, plus 1 space for every two employees and members of the faculty. The proposed project does not include an increase in student enrollment, faculty, or classrooms. The additional square footage to the administration offices is to serve the existing enrollment and staff; therefore, there is no additional parking required for this project. The existing 15 surface parking spaces along Altadena Drive will remain, without any proposed alterations to the parking layout.

Additional Development Standards – Private Schools

Private school uses are subject to the additional standards provided in Section 17.50.270. These standards require indoor classroom area of 24 square feet for each child enrolled, a minimum outdoor play area of 75 square feet for each child enrolled, a traffic control plan and compliance with the City's noise regulations of the Pasadena Municipal Code Chapter 9.36.

The project addition will provide an expanded office area with a formal entry, waiting area, accessible restrooms, and a conference room to accommodate existing staff and student enrollment. The project will not result in an increase to student enrollment or staffing, changes to classrooms sizes or the outdoor play area, or other operations of the existing school. As such, the existing additional development standards applicable to a private school use are not applicable to this proposal. Additionally, the Department of Transportation reviewed the proposed project and did not have additional requirements for the project.

GENERAL PLAN CONSISTENCY:

The land use classification for the project site is Institutional. This classification is for uses and facilities owned and operated by the City or by other public and/or private institutions such as schools, libraries, and hospitals. General Plan Land Use Element – Goal 24, Supporting Uses in Residential Neighborhoods identifies the need for supporting uses to provide to the surrounding residential environment. General Plan Policy 2.9 (Institutional Uses) calls for the accommodation of the development of educational, religious, cultural, and similar facilities that enrich the lives of Pasadena's residents. Additionally, the General Plan reaffirms the City's commitment to providing a diverse educational system, responsive to the needs of the community, including Policy 24.2 (Compatible Non-Residential Uses), which allows for the continuation of existing and

development of new child and adult day care, religious, and educational facilities in any land use zone where they are compatible with adjacent uses. Frostig School would continue to operate as a private school at the existing location to serve Pasadena's communities for educational purposes. The proposed addition would further provide support to the existing private school use and meets the needs of the surrounding residential neighborhood; therefore, the proposed project is consistent with the adopted policies.

REVIEW BY OTHER DEPARTMENTS:

The proposed project was reviewed by the City's Department of Transportation, Public Works Department, Building Department, and Design and Historic Preservation Division. The Public Works Department and Building Department provided comments. The comments received from these departments have been incorporated in the conditions of approval and are included in Attachment B of this staff report.

ENVIRONMENTAL REVIEW:

This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15314, Class 14, Minor Additions to Schools, and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Section 15314 exempts projects from environmental review where minor additions to existing schools will not result in an increase of student capacity by more than 25 percent or the addition of 10 classrooms, whichever is less. The project proposes to add 441 square feet to the existing administration building and does not propose an increase in student enrollment or classrooms.

CONCLUSION:

It is staff's conclusion that the findings necessary for approval of the Conditional Use Permit to allow a 441 square-foot addition to the administrative offices can be made. The project is in conformance with the purpose of the Zoning Code, for properties within the PS zoning district. In addition, the project is consistent with the goals and objectives of the General Plan, specifically allowing the continuation and improvement of an existing educational facility where the use is compatible with adjacent residential uses. Based on staff's analysis of the requested infill of the existing breezeway to add 441 square feet to the existing school building, the development and operation of the school would remain compatible with the adjacent land uses and would not result in any adverse impacts to the surrounding area, given that the project does not include a request to increase student enrollment. Therefore, staff recommends that the Hearing Officer approve the application with findings in Attachment A and the Conditions of Approval in Attachment B.

Attachments:

Attachment A: Findings

Attachment B: Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR CONDITIONAL USE PERMIT # 6670

1. *The proposed use is allowed with a Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code.* The proposed addition to the private school is allowed with the issuance of a Conditional Use Permit. The applicant is proposing to enclose an existing breezeway to add 441 square feet to the existing administrative offices. The proposed project does not expand the building footprint or envelope and is consistent with the additional development standards for a private school use, provided in Section 17.50.270 of the Zoning Code.
2. *The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district.* The subject site is located in the PS (Public and Semi Public) zoning district, which is intended to provide large public or semi-public land uses that may not be appropriate in other base zoning districts. The PS zoning district is consistent with and implements the Institutional land use designation of the General Plan. The existing private school use is an institutional use located adjacent to residential zoning districts and other institutional uses in the PS zoning districts. Approval of the conditional use permit, and ultimately the expansion for the administrative offices, will not alter the operation of the existing private school. The project does not propose to increase the student enrollment; nor will it allow the use to operate in a detrimental manner.
3. *The proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan* in that the granting of the requested Conditional Use Permit is consistent with General Plan Land Use Element – Goal 24, Supporting Uses in Residential Neighborhoods, which identifies the need for supporting uses to provide to the surrounding residential environment. General Plan Policy 2.9 (Institutional Uses) calls for the accommodation of the development of educational, religious, cultural, and similar facilities that enrich the lives of Pasadena’s residents. Additionally, the General Plan reaffirms the City’s commitment to providing a diverse educational system, responsive to the needs of the community, including Policy 24.2 (Compatible Non-Residential Uses), which allow for the continuation of existing and development of new child and adult day care, religious, and educational facilities in any land use zone where they are compatible with adjacent uses. Frostig School would continue to operate as a private school at the existing location to serve Pasadena’s communities for educational purposes. The proposed addition would further provide support to the existing private school use and meets the needs of the surrounding residential neighborhood; therefore, the proposed project is consistent with the adopted policies.
4. *The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.* The proposed enhancements to the campus administrative offices will not alter the current operation of the school in a manner that would be detrimental to the surrounding neighborhood, given that the request will not increase student enrollment. Regular activities of the school will continue within the parameters of the existing school campus. Furthermore, the applicant is subject to compliance with all of the conditions of approval, which include requirements to obtain all applicable permits from the Building and Safety division and the Fire Department.
5. *The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.* The

proposed project includes a 441 square-foot addition to enclose a covered breezeway on the first floor to expand the administration offices to provide a controlled entry, waiting area, accessible restrooms, and a conference room to accommodate existing staff and students. The application does not propose an increase in student enrollment or classrooms and is subject to compliance with all of the conditions of approval. As conditioned, it is not expected that the additional square footage will be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

6. *The design location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, scale, and view protection.* The existing private school is consistent with the surrounding land uses. The granting of this Conditional Use Permit will allow the continuation of the existing institutional use and the expansion of the administrative offices to accommodate existing student enrollment. The addition will not alter the existing height, setbacks, or expand the existing building envelope or footprint, in that the project will enclose an existing first floor covered breezeway; therefore the existing building design and characteristics will remain and will not alter the compatibility to the existing and future land uses in the vicinity.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #6670

The applicant or the successor in interest shall comply with the following conditions:

General

1. The site plan and floor plan submitted for building permits and/or future development shall substantially conform to the site/floor plans stamped "Approved at Hearing, December 5, 2018" except as modified herein.
2. In accordance with Section 17.64.040 of the Pasadena Municipal Code, the exercise of the right granted under this application must be commenced within three years of the effective date of the approval, unless otherwise specified in the conditions of approval. The Planning Director can grant a one-year extension of your approval.
3. The approval of this application authorizes a 441 square-foot addition, by enclosing an existing breezeway, to the existing 20,814 square-foot campus building for the administrative offices, in accordance with the plans on file with the Current Planning Division.
4. The Zoning Administrator, at any time, can call for a review of the approved conditions at a duly noticed public hearing. These conditions may be modified or new conditions added to reduce any impacts of the use. The Hearing Officer may revoke the Conditional Use Permit if sufficient cause is given.
5. Any change to these conditions of approval or expansion of the use shall require the modification of this Conditional Use Permit or a new Conditional Use Permit.
6. The applicant or successor in interest shall meet the applicable code requirements of all other City Departments.
7. The final decision letter and conditions of approval shall be incorporated in the building plans as part of the building plan check process.
8. The proposed project, Activity Number **PLN2018-00421**, is subject to a Final Zoning Inspection. A Final Zoning Inspection is required for the project prior to the issuance of a Certificate of Occupancy or its equivalent. Contact the Planning Case Manager, Jamie Peltier at (626) 744-7096 to schedule an inspection appointment time.

Public Works Department

9. A In order to provide for an American with Disabilities Act (ADA) compliant curb ramp, the applicant shall reconstruct the curb ramp at the northwest corner of Altadena Drive and Dudley Street with ADA compliant curb ramp, per Caltrans Standard A88A and City Standard S-414.
10. Additional striping, signal work, and/or poles/utility relocations might be necessary. 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.

11. The applicant shall 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 ramps. 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 place a deposit with the Department of Public Works to cover the cost of plan checking. The amount of deposit will be based on the current City's General Fee Schedule. 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.
12. 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 (a maximum of 20-foot radius per 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 prior to issuance of any permits. The dedication document shall be executed and recorded prior to the issuance of a Certificate of Occupancy.
13. The existing street lighting fronting the subject site is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate the existing street lighting, on or near the frontage of the subject property, with LED lights, per the City requirements and current standards as follow:
 - a. Three (3) existing street lights on Dudley Street
 - b. One (1) existing street light on Altadena Drive
 - c. Street lighting upgrade shall be completed prior to the issuance of a Certificate of Occupancy.
14. 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.
15. A closed circuit television (CCTV) inspection of the house sewer serving the property shall be performed and a CCTV inspection video submitted to the Department of Public Works for review. At the time of the video submittal, a non-refundable flat fee, per the current General Fee Schedule, shall be placed by the applicant to cover the staff cost of video review. The house sewer inspection shall include footage from the private cleanout to the connection at public sewer main, with no or minimum flow in the pipe during the televising. The property address, date of inspection, and a continuous read-out of the camera distance from the starting point shall be constantly displayed on the video. The applicant shall correct any defects revealed by the inspection. Defects may include, excessive tuberculation, offset joints, excessive root intrusion, pipe joints that can allow water infiltration, cracks, and corrosion or deterioration of the pipe or joint material, damaged or cracked connection to the sewer main, or other defects as determined by the City Engineer. The method of correction of the defects shall be subject to the approval of the City Engineer, and may include partial or total replacement of the house sewer, or installation of a structural or non-structural pipe liner.

The applicant shall be responsible for all costs required to obtain the CCTV inspection of the existing sewer connection, and if required, to correct the defects.

16. Any existing street tree(s) proposed to be removed are subject to the approval of the Urban Forestry Advisory Committee (UFAC).
17. 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.
18. 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.
19. The applicant shall at minimum provide the following within a designated TPZ: mulching, irrigation, and protective fencing.
20. 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.
21. 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 4' 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.
22. 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.

23. Prior to issuance of any permit, a sundry 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 sundry deposit is fully refundable, less administrative fees, upon the satisfaction of Public Works prior to the issuance of a Certificate of Occupancy.
24. 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.
25. 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.
26. 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.
27. 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://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/>.
28. 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 at 626-744-3762.
29. 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

30. 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)

31. 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

32. 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://ww5.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.

Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC

33. The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at: <https://ww5.cityofpasadena.net/public-works/street-maintenance-waste-management/recycling-resources/construction-and-demolition-debris-recyclers/> 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.
 - c. 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.

Building Department

34. Comply with the Current Edition of California Building Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, California Green Building Standard Code and the City of Pasadena Municipal Code. The governing edition is based on the date in which the project is submitted to the City of Pasadena for review.
35. Provide a Building Code Analysis on the title sheet. Include the code(s) information for each building proposed: Descriptive scope of work, occupancy, assessor's parcel number, number of stories, type of construction, fire sprinklers, floor area, height, and allowable floor area.
36. Photocopy to plans and complete the BEST MANAGEMENT PRACTICE page 1(form must be signed). Photocopy any other applicable pages and cross reference the location at the site plan, i.e. the material storage, the concrete waste management, etc. These forms can be found at <https://ww5.cityofpasadena.net/planning/building-and-safety/informational-handouts/>
37. Show an exit plan that labels and clearly shows compliance with all required egress features such as, but not limited to, common path of travel, required number of exits, occupant load, required width, continuity, travel distance, etc.
38. Clearly label and identify on plans fire-resistive corridors, exit enclosures, exit passageways, horizontal exits, occupancy separation walls and floors, fire resistive shafts, and firewalls, along with their fire-resistive ratings.
39. Primary accessible path of travel shall include a primary entrance to the building or facility; toilet and bathing facilities serving the area; drinking fountains serving the area; public telephones serving the area, and signs.
40. Provide compliance with accessibility per CBC 11B.
41. Show accessible route within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; public transportation stops to the accessible building or facility entrances. Where more than one route is provide, all routes must be accessible. Accessible route shall be the most practical direct route feasible and may incorporate pedestrian ramps, curbs ramps, etc...
42. Show maneuvering clearance at swing doors, gates, sliding doors, folding doors and doorways without doors.
43. Photocopy to plans and complete the 2016 California Green Building Standards Code with City Of Pasadena Amendments Forms. These forms are being provided attach and can be found at:
<https://ww5.cityofpasadena.net/planning/building-and-safety/informational-handouts/>
44. In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, and grading plans as required. No deferred submittal.
45. Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others.