



## PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

### STAFF REPORT

**DATE:** December 18, 2019

**TO:** Hearing Officer

**SUBJECT:** Conditional Use Permit #6743

**LOCATION:** 83 S. Hill Avenue

**APPLICANT:** David Landa / St. Philip Apostle Church

**ZONING DESIGNATION:** PS (Public and Semi-Public)

**GENERAL PLAN DESIGNATION:** Institutional

**CASE PLANNER:** Jason Van Patten

**STAFF RECOMMENDATION:** Adopt the Environmental Determination and Specific Findings in Attachment A to **approve** Conditional Use Permit #6743 with the conditions in Attachment B

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**PROJECT PROPOSAL:** 1) Conditional Use Permit: To allow the construction of a two-story, 3,300 square-foot rectory on the St. Philip the Apostle Church campus.

2) Private Tree Permit: To allow the removal of one protected tree (*Schinus terebinthifolius*) on private property.

**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, §15301, Class 1, Existing Facilities) and that there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment or topographical features, involving negligible or no expansion of existing or former use. The proposed rectory would be ancillary to the principle St. Philip the Apostle school and church facilities and constitutes a negligible

expansion of the existing use. Therefore, the project is exempt from environmental review.

**BACKGROUND:**

**Site characteristics:** The project site is located on the south side of Green Street between Holliston Avenue on the west and Hill Avenue on the east. The subject parcel represents one of four parcels that collectively make up the St. Philip the Apostle Church and School campus. The approximate five acre campus is currently developed with buildings for a school and church, and surface parking.

**Adjacent Uses:** North: Public Library, surface parking  
South: Religious facility, single-family and multi-family residential  
East: Pasadena City College  
West: Pasadena City College Child Development Center, multi-family residential

**Adjacent Zoning:** North: PS (Public and Semi-Public) and CG (Commercial General)  
South: RM-48 (Multi-Family Residential, City of Gardens)  
East: PS (Public and Semi-Public)  
West: RM-48 (Multi-Family Residential, City of Gardens) and RM-48-PK (Multi-Family Residential, City of Gardens, Parking Overlay)

**Previous Cases:** Master Development Plan: Establishment of the St. Philip the Apostle Master Development Plan and an amendment to the Zoning Map to change Parcel No. 5736-002-017 from RM-48-PK to PS. Approved July 18, 2005.

**PROJECT DESCRIPTION:**

The applicant, David Landa, has submitted a Conditional Use Permit application to allow the construction of a two-story, 3,300 square-foot rectory on the St. Philip the Apostle Church campus. The structure would be accessory to the principle church and school campus and is proposed in an unused area of the site fronting Green Street. To facilitate the construction, the applicant has proposed the removal of one protected tree on private property. The applicant's proposal would not result in any operational changes to the campus activities or any change to the school population. All existing structures and surface parking would remain.

**ANALYSIS:**

Zoning

The subject property is located in the PS (Public and Semi-Public) zoning district. This district is intended to provide a specific base zoning district for large public or semi-public land uses. This district can be characterized by private institutional schools and churches. The existing St. Philip the Apostle Church campus underwent a series of phased improvements several years ago as part of a Master Plan that was originally approved in 2005. The purpose of the Master Plan was to accommodate changes in church policies, consolidate school activities and growth in the school. Since the proposed rectory was not a part of the prior Master Plan, the Director of Planning & Community Development may allow an applicant to apply for a Conditional Use

Permit, if the permit would be required in the absence of the Master Plan, pursuant to Zoning Code Section 17.61.050.I (Conditional Use Permits and Master Plans, Master Plans). Types of eligible projects include structures 5,000 square feet or less of gross floor area.

In this case, the applicant has proposed a two-story, 3,300 square-foot rectory that would house parish clergy. The structure would consist of bedrooms, bathrooms, and kitchen facilities, typical of a dwelling. The proposed building height is 26'2-1/2" and a minimum five-foot setback is provided to property lines. In the absence of the Master Plan, the proposed rectory would be subject to approval of a Conditional Use Permit based on land use requirements applicable to the PS district. The proposed improvements would maintain consistency with setbacks and height in the Master Plan.

### Conditional Use Permit

The Hearing Officer may approve a Conditional Use Permit to allow the construction of the rectory only after making six findings identified in the Zoning Code. The general purpose is to evaluate compliance with the Zoning Code and General Plan, whether the use would be detrimental or injurious to the neighborhood, and compatibility of the operation with existing and future uses. The Conditional Use Permit process allows the City to specify development standards and may result in recommended conditions or requirements associated with the operation of the use.

In this case, the proposed rectory is allowed with a Conditional Use Permit and complies with applicable provisions in the Zoning Code. The purpose of the Pasadena Zoning Code is to protect and promote the public health, safety and general welfare, and to implement the policies of the General Plan by classifying and regulating the uses of land and structures within the City of Pasadena in a manner consistent with the General Plan. To achieve this purpose, it is the intent of this Zoning Code to in part, maintain and protect the value of property, ensure the provision of adequate open space for light, air, and fire safety, and ensure compatibility between land uses. The applicable PS district is intended to provide a specific base zoning district for large public or semi-public land uses that may not be appropriate in other base zoning districts. The PS district is consistent with and implements the Institutional land use designation of the General Plan. The proposed rectory, would be located on the existing St. Philip the Apostle campus. The accessory use would uphold the institutional character of the property and maintain the purpose of the applicable PS district and Zoning Code.

The proposed rectory would be located on private property in an unused gravel area fronting Green Street. The two-story structure would maintain five feet minimum to all property lines, does not involve a subterranean component, and would maintain a substantial distance from persons residing in the neighborhood as well as adjacent off-site structures. Circulation through and to the site would not be affected as no changes to parking or vehicular and pedestrian access would result. Residential uses located west of the site are buffered by Holliston Avenue and an existing surface parking lot. Further, the entry to the rectory is oriented towards the interior of the subject property away from nearby streets, including Holliston Avenue, Green Street, and Hill Avenue. These circumstances along with existing improvements that are to remain on the subject property would insulate the rectory. The rectory would operate the same as a dwelling with all activities contained indoors. As a result it's anticipated that there would be no detriment to the health, safety, or general welfare of persons residing or working in the neighborhood or to property and improvements.

The approximately 26-foot tall structure would maintain compatibility with existing multi-story structures located on-site and in the vicinity. Existing building heights on the campus vary with none higher than 35 feet. Surrounding properties similarly vary in height. The design incorporates materials present on-site (stucco, tile roof) and in the vicinity, provides a setback from the street property line, and the scale is not out of character. Land uses allowed within the vicinity may consist of more than one-story and are required to be setback from the public right-of-way. It's anticipated that the proposed rectory would be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, and scale.

### Private Tree Removal

The tree inventory prepared for the project identifies 11 trees on private property within the vicinity of the proposed project. Of these trees, one is a protected mature tree (24" DBH *Schinus terebinthifolius*), where the remaining 10 trees are not protected. A mature tree is an otherwise non-protected tree with a diameter-at-breast-height (DBH) of 19 inches or greater. A letter prepared by Certified Arborist Ryan Wagner notes that the protected tree has poor structure due to topping and has decay on the major lower limbs. As such, the applicant has requested the removal of the protected mature tree on private property. Pursuant to Municipal Code Section 8.52.085 (Prohibited acts) of the City's Tree Protection Ordinance, applicants are prohibited from removing native, specimen, or mature trees (as defined in the Ordinance) without a permit. The Hearing Officer may approve a private tree removal permit if one of six findings can be made, pursuant to Municipal Code Section 8.52.075 (Private property tree removal and landmark tree pruning permits, Issuance). The applicant has responded to finding six as part of the application.

- 6) *The project, as defined in Section 17.12.020, includes a landscape design plan that emphasizes a tree canopy that is sustainable over the long term by adhering to the replacement matrix adopted by resolution of the city council and included in the associated administrative guidelines.*

Finding 6, allows the applicant to provide replacement trees according to the City's matrix and a landscape design plan that emphasizes a tree canopy that is sustainable over the long term. The applicant provided a landscape design plan prepared by a licensed landscape architect. According to the City's matrix, required replacement of a mature tree with a DBH between 19-36 inches is four 24-inch box trees, or two 36-inch box trees. The applicant's landscape plan includes two, 36-inch Crape Myrtle trees (*Lagerstroemia indica*), which adheres to the replacement matrix. The replacement trees are proposed within natural soil, sufficiently spaced apart, and would be irrigated. These circumstances would ensure that the tree canopies are sustainable over the long term. Therefore, it is staff's position that finding 6 would be satisfied.

### **GENERAL PLAN CONSISTENCY:**

The project site is designated Institutional in the Land Use Element of the General Plan. This designation is characterized by facilities owned and operated by the City or by other public and/or private institutions such as corporate yards, schools, libraries, and hospitals. The proposed rectory, accessory to an existing church and school campus is in conformance with applicable goals, policies and objectives of the General Plan. In particular, Policies 2.9 (Institutional Uses) and 3.3 (Assembly Facilities). Allowing the addition of the proposed rectory furthers these policies by accommodating the development of an existing institution that exists to enrich the lives of Pasadena's residents. The rectory would provide a residence for parish clergy and function similar to a residential use, while maintaining the principle institutional use.

## **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, §15301, Class 1, Existing Facilities) and that there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment or topographical features, involving negligible or no expansion of existing or former use. The proposed rectory would be ancillary to the principle St. Philip the Apostle school and church facilities and constitutes a negligible expansion of the existing use. Therefore, the project is exempt from environmental review.

## **REVIEW BY OTHER CITY DEPARTMENTS:**

The Building and Safety Division and Design and Historic Preservation Section along with the Departments of Transportation, Fire, Public Works, and Water and Power were asked to comment on the project. Recommended conditions of approval are incorporated in Attachment B.

## **CONCLUSION:**

Staff determined that the findings for approval of the Conditional Use Permit and Private Tree Removal applications can be made. The rectory would operate accessory to an existing school and church campus. The use would uphold the institutional character of the property and maintain the purpose of the applicable PS district and Zoning Code. The establishment, maintenance, or operation of the rectory would not be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood or detrimental or injurious to property and improvements. The rectory would provide a residence for parish clergy and is in conformance with applicable goals and policies of the General Plan. Additionally, the project includes a landscape design plan that emphasizes a tree canopy that is sustainable over the long term by adhering to the adopted replacement matrix. Therefore, staff recommends that the Hearing Officer approve the application with the findings in Attachment A and the Conditions of Approval in Attachment B.

Attachments:

Attachment A: Specific Findings of Approval

Attachment B: Conditions of Approval

**ATTACHMENT A**  
**SPECIFIC FINDINGS FOR CONDITIONAL USE PERMIT #6743**

Conditional Use Permit

1. *The proposed use is allowed with a Conditional Use Permit (Major and Minor) or Hillside Development Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code.* Projects that are inconsistent with an approved Master Development Plan may apply for a Conditional Use Permit, if the permit would be required in the absence of the Master Plan for certain types of projects. Types of eligible projects include structures of 5,000 square feet or less of gross floor area. The applicant has proposed a 3,300 square-foot rectory that would house parish clergy. In the absence of the Master Plan, the proposed rectory would be subject to approval of a Conditional Use Permit based on land use requirements applicable to the PS district. The proposed use complies with applicable provisions 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 purpose of the Pasadena Zoning Code is to protect and promote the public health, safety and general welfare, and to implement the policies of the General Plan by classifying and regulating the uses of land and structures within the City of Pasadena in a manner consistent with the General Plan. To achieve this purpose, it is the intent of this Zoning Code to in part, maintain and protect the value of property, ensure the provision of adequate open space for light, air, and fire safety, and ensure compatibility between land uses. The applicable PS district is intended to provide a specific base zoning district for large public or semi-public land uses that may not be appropriate in other base zoning districts. The PS district is consistent with and implements the Institutional land use designation of the General Plan. The proposed rectory, would be located on the existing St. Philip the Apostle campus. The accessory use would uphold the institutional character of the property and maintain the purpose of the applicable PS district and Zoning Code.
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.* The project site is designated Institutional in the Land Use Element of the General Plan. This designation is characterized by facilities owned and operated by the City or by other public and/or private institutions such as corporate yards, schools, libraries, and hospitals. The proposed rectory, accessory to an existing church and school campus is in conformance with applicable goals, policies and objectives of the General Plan. In particular, Policies 2.9 (Institutional Uses) and 3.3 (Assembly Facilities). Allowing the addition of the proposed rectory furthers these policies by accommodating the development of an existing institution that exists to enrich the lives of Pasadena's residents. The rectory would provide a residence for parish clergy and function similar to a residential use, while maintaining the principle institutional use.
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 rectory would be located on private property in an unused gravel area fronting Green Street. The two-story structure would maintain five feet minimum to all property lines, does not involve a subterranean component, and would maintain a substantial distance from persons residing in the neighborhood. Circulation through and to the site would not be affected because no changes to parking or vehicular and pedestrian access would result. Residential

uses located west of the site are buffered by the Holliston Avenue right-of-way and an existing surface parking lot. Further, the entry to the rectory is oriented towards the interior of the subject property away from nearby streets that include Holliston Avenue, Green Street, and Hill Avenue. These circumstances along with existing improvements that are to remain on the subject property would insulate the rectory. The rectory would operate the same as a single-family dwelling with all activities contained indoors. There would be no detriment to the health, safety, or general welfare of persons residing or working in the neighborhood.

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 rectory would be located on private property in an unused gravel area fronting Green Street. The two-story structure would maintain five feet minimum to all property lines, does not involve a subterranean component, and would maintain a substantial distance from adjacent off-site structures. All off-site structures not associated with the St. Philip the Apostle Church campus would be sufficiently separated from the proposed rectory by public right-of-way and existing improvements on the campus that would remain. There would be no detriment or injury 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 will be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, and scale.* The approximately 26-foot tall structure would maintain compatibility with existing multi-story structures located on-site and in the vicinity. Existing building heights on the campus vary with none higher than 35 feet. Surrounding properties similarly vary in height. The design incorporates materials presents on-site (stucco, tile roof) and in the vicinity, provides a setback from the street property line, and the scale is not out of character. Land uses allowed within the vicinity may consist of more than one-story and are required to be setback from the public right-of-way. It's anticipated that the proposed rectory would be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, and scale.

Private Tree Removal Permit – To remove a Brazilian Pepper tree (*Schinus terebinthifolius*)

7. *Describe how/why the project includes a landscape design plan that emphasizes a tree canopy that is sustainable over the long term by adhering to the adopted replacement matrix.* The mature tree exceeds the minimum protection size and therefore, is protected. The applicant provided a landscape design plan prepared by a licensed landscape architect. The applicant's landscape plan includes two, 36 inch Crape Myrtle trees (*Lagerstroemia indica*), which adheres to the replacement matrix. The replacement trees are proposed within natural soil, sufficiently spaced apart, and would be irrigated. These circumstances would ensure that the tree canopies are sustainable over the long term.

**ATTACHMENT B**  
**CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #6743**

The applicant or successor in interest shall meet the following conditions:

1. The proposed project shall substantially conform to the site plan submitted with this application and dated "Approved December 18, 2019", except as modified herein.
2. In accordance with Section 17.64.040 (Time Limits and Extension) 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 Hearing Officer may grant a one-year extension of your approval.
3. The approval of this application authorizes the establishment of a 3,300 square-foot rectory and the removal of one protected tree on the St. Philip the Apostle Church campus.
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 **PLN2019-00198**, 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. Contact the Planning Case Manager, Jason Van Patten at (626) 744-6760 to schedule an inspection appointment time.

Planning Division

9. The applicant or successor in interest shall submit landscape and irrigation plans as part of any building, grading or zoning permits. Where proposing more than 2,500 square feet of new landscaping, the project shall meet the threshold for state-mandated water-efficient landscaping. Accordingly, the final landscape plans (inclusive of planting and hardscape plans, the planting pallet, drainage plan, and irrigation system plan(s) and specifications), shall be reviewed by Planning and Community Development Department staff for conformance with the standards and requirements specified within the 2015 California Model Water Efficient Landscape Ordinance (MWELo) prior to the issuance of a building permit. No certificate of occupancy shall be issued until such plans have been deemed compliant with the MWELo and the landscaping has been installed per such approved MWELo-compliant plans to the satisfaction of the Director of Planning and Community Development or his/her designee.

10. Prior to final of the building permit, the applicant or successor in interest shall replace the protected tree removed according to the adopted replacement matrix.
11. All exterior mechanical equipment shall be located at least five feet from all property lines and architecturally screened from view of the public right-of-way subject to review and approval by the Zoning Administrator and Design and Historic Preservation staff.

#### Building and Safety

12. 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.
13. Soils Report: Soils report is required for the project.
14. Property land survey is required for the project.
15. Grading: If greater than 50 cubic yard (excluding excavation for foundation), Grading/Drainage plans shall be prepared by a registered engineer. Grading shall confirm to the provisions of Chapter 14.05 of City's Municipal Code.
16. Building Code Analysis: Document on the plans the allowable height and area, occupancy group(s), type of construction, and occupant load.
17. California Disabled Access Requirements: Project to be accessible to the disabled in accordance with Chapter 11A of the CBC.
18. Means of Egress (Exiting): Provide occupant load calculations for all areas and provide an "exit plan." Identify exit separation and travel distance.
19. Permits: Separate permits are required for grading (if applicable), fire sprinkler, mechanical, electrical, and plumbing.

#### Public Works

20. The pavement in Green Street contains asbestos. Any excavation in Green Street shall comply with hazardous materials (Hazmat) removal conditions and requirements of the Department of Public Works. An environmental certified contractor will be required for any pavement removal in the street.
21. The proposed development shall connect to the public sewer with a new six-inch diameter house sewer 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 sewer 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.

22. Past experience has indicated that projects such as this tend to damage the abutting (existing public and private street) 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 \$2,000 deposit with the Department of Public Works prior to the issuance of any 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, street trees, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for charges due to damage to existing street trees and for City personnel to review traffic control plans and maintain traffic control. A processing fee will be charged against the deposit.
23. 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://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/>. 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.
24. 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://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/>.

25. 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.

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://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  
The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at [http://cityofpasadena.net/PublicWorks/Engineering\\_Division/](http://cityofpasadena.net/PublicWorks/Engineering_Division/) 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.

#### Water and Power – Power

26. Proposed structure location interferes with existing power feed to transformer vault. Conduits will need to be relocated.

#### Water and Power – Water

27. Water Service: PWP records reflect a ¾-inch domestic service (13391) and a 2-inch domestic service (43964) 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.

#### 28. 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.

29. 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.

30. 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.

31. 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.

32. 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 is one fire hydrant in close proximity to the project site. Fire hydrant 717-17 is located on the northwest corner of the three-way intersection at Green Street and Hill Avenue.

There is no current fire flow test information available for this fire hydrant. If you would like to request fire flow test information, please contact Marco Sustaita at (626) 744-4498.

Fire Hydrant Details:

