



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: February 1, 2023

TO: Hearing Officer

SUBJECT: Variance for Historic Resources #11964

LOCATION: 731 East Washington Boulevard

APPLICANT: Greg Crawford

ZONING DESIGNATION: CL-SP-1b (Commercial Limited, North Lake Specific Plan, subarea 1b)

GENERAL PLAN DESIGNATION: Medium Mixed Use (0.0-2.25 FAR, 0-87 du/acre)

CASE PLANNER: Katherine Moran

STAFF RECOMMENDATION: Adopt the Environmental Determination and Specific Findings in Attachment A to **approve** Variance for Historic Resources #11964 with the conditions in Attachment B.

PROJECT PROPOSAL: Variance for Historic Resources: To allow uncovered residential parking spaces where covered parking spaces are required. The request for relief is associated with the adaptive reuse of an eligible historic resource that is being converted from a nonresidential use to a mixed-use project consisting of an office use and two residential units.

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, §15303, Class 3, New Construction or Conversion of Small Structures). There are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Section 15303 specifically exempts the conversion of small structures. The proposed project would facilitate the adaptive reuse of an existing commercial

building as a mixed-use project, no expansion to the existing building is proposed.

Pursuant to Section 15300.2.f of the California Environmental Quality Act (CEQA) Guidelines, a categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource. A substantial adverse change includes demolition, destruction, relocation, or alteration such that the significance of an historical resource would be impaired. The CEQA Guidelines also further provide that a project that demolishes or alters those physical characteristics of an historical resource that convey its historical significance (i.e., its character-defining features) can be considered to materially impair the resource's significance.

The former drive-in market building at 731 East Washington Boulevard meets Criterion C for designation as a landmark pursuant to Zoning Code Section 17.62.040.D.2 because it embodies the distinctive characteristics of a locally significant property type, architectural style, and period, and it represents the work of an architect whose work is of significance to the City. As conditioned, the design of the proposed exterior alterations is compatible with the existing building in form and detailing. The proposed change in use will require minimal modification of the building's distinctive materials, features, spaces, and spatial relationships. The historic character of the property will be retained and preserved, as the proposed project will not remove any distinctive materials or alter any original exterior features, spaces, or spatial relationships that characterize the building. The proposed modifications to previously altered openings and installation of new windows and doors in place of non-original fenestration will not have potential to destroy extant original materials or features. As conditioned, the project will not create a false sense of historical development or design, as the proposed fenestration, light fixtures, and accent tiles will be differentiated as modern alterations. If removed in the future, the proposed alterations would leave the essential form and integrity of the historic building unimpaired. Thus, the project as proposed, is not anticipated to cause a substantial adverse change to a historical resource.

BACKGROUND:

Site characteristics:

The project site is a rectangular-shaped corner lot bounded by East Washington Boulevard to the south and Rutan Way to the east. The 8,448 square-foot parcel is improved with a 3,795 square-foot single-story commercial building and surface parking lot. The site has one access driveway from East Washington Boulevard and two access driveways from Rutan Way. The existing L-shaped Art Deco style building was originally constructed in 1930 as a drive-in market by Glenn Elwood Smith and is an eligible historic resource. The building is composed of reinforced masonry coated in plaster and

has a flat roof. Along the east-facing elevation, six individual bays are separated by Art Deco-style decorative engaged pilasters. The building previously was occupied by an auto repair use.

Adjacent Uses: North – Single-Family Residential
South – Open Space/Park, Banquet Hall
East – Commercial/Office
West – Commercial/Retail, Single-Family Residential

Adjacent Zoning: North – RS-6 (Single-Family Residential)
South – CL-SP-1b (Commercial Limited, North Lake Specific Plan, subarea 1b) and OS-LD-4 (Open Space, Landmark Overlay District (Washington Square))
East – CL-SP-1b (Commercial Limited, North Lake Specific Plan, subarea 1b)
West – CL-SP-1b (Commercial Limited, North Lake Specific Plan, subarea 1b)

Previous zoning cases on this property: None.

PROJECT DESCRIPTION:

The applicant, Greg Crawford, on behalf of property owner 731 East Washington Blvd., LLC, has submitted a Variance for Historic Resources application to allow uncovered residential parking spaces where covered parking is required. The request for relief is associated with the adaptive reuse of an eligible historic resource that is being converted from a nonresidential use to a mixed-use project consisting of an office use and two residential units.

BACKGROUND:

In 1992, the building was surveyed and found to be eligible for designation as an individual historic landmark.

On December 15, 2009, Dale Trader submitted an application to the Design and Historic Preservation Section requesting individual landmark designation for the subject property.

On September 20, 2010, the Historic Preservation Commission unanimously disapproved the application due to opposition from the former property owner and the fact that the property was well maintained and did not face any immediate threats.

On November 18, 2022, Greg Crawford, on behalf of property owner 731 East Washington Blvd., LLC, submitted an application for landmark designation.

On December 5, 2022, the subject Variance for Historic Resources application was submitted to allow uncovered residential parking.

On January 17, 2023, the Historic Preservation Commission unanimously approved the application for landmark designation.

The landmark designation is tentatively scheduled for review by the City Council in 2023.

ANALYSIS:

Zoning and Land Use

The subject property is located in the CL-SP-1b (Commercial Limited, North Lake Specific Plan, subarea 1b) zoning district. This subdistrict is intended to promote a commercial character and allows a variety of commercial uses, including mixed-use and work/live units. Residential uses are allowed in this subdistrict. Mixed-use projects that include office uses are permitted by-right pursuant to Table 2-5 (Allowed Uses and Permit Requirements for Commercial and Industrial Zoning Districts) of Zoning Code Section 17.24.030 (Commercial and industrial District Land Uses and Permit Requirements) and Chapter 17.34 (North Lake Specific Plan).

Development Standards

The project consists of the conversion and adaptive reuse of the existing 3,795 square-foot commercial building into a mixed-use project with office and residential uses. The conversion of the commercial space into a mixed-use project would occur solely through the interior remodel and creation of one 1,406 square-foot commercial office space and two new residential units (782 square feet and 1,607 square feet). No modifications to the existing building footprint, floor area ratio (FAR), setbacks, or height are proposed. Proposed exterior improvements are limited to new windows, doors, paint, perimeter fencing, landscaping, and parking lot restriping. The existing surface parking lot will be restriped and reconfigured to maintain the seven existing parking spaces to comply with applicable Zoning standards. The site has three driveways; one driveway from East Washington Boulevard in addition to two driveways from Rutan Way. As a part of the project, the existing driveway from East Washington Boulevard and the existing southernmost driveway along Rutan Way will be removed.

The proposed project is subject to development standards specified in Zoning Code Chapter 17.24 (Commercial and Industrial Zoning Districts), Chapter 17.34 (North Lake Specific Plan), and those specific to mixed-use projects, Section 17.50.160 (Mixed-Use Projects). Parking for the proposed use is subject to applicable requirements in Zoning Code Chapter 17.46 (Parking and Loading). The table below lists project compliance with these standards among other applicable requirements.

Table A: CL-SP-1b General Development Standards and Mixed-Use Project Standards

Development Feature	Requirement	Proposed Project	Analysis
<i>CL-SP-1b– Mixed-Use and – General Development Standards</i>			
Density	6 units	2 units	Complies
Commercial Uses Along Street Frontages			
Front Corner Side	50' minimum 50' minimum	28'-4" (existing) 50' (proposed)	Nonconforming Complies
Parking	4 covered residential and 3 commercial parking spaces	7 uncovered parking spaces	Complies *VHR request for 4 uncovered residential parking spaces
Community Space	minimum of 150 square feet per dwelling unit (300 square feet)	674 square feet	Complies

Variance for Historic Resources

Pursuant to Zoning Code Section 17.61.080.H (Variances – Variances for Historic Resources), a Variance for Historic Resources is intended to accommodate historic resources that are undergoing adaptive reuse. This unique type of Variance is designed to provide relief from the strict compliance with the development standards of this Zoning Code that may impair the ability of a historic resource to be properly used for adaptive reuse. Adaptive use is the reuse of a structure with a new use different from that for which the structure was originally constructed. The Variance only applies if the property has a historic designation or if the property is determined to be eligible for designation by the Design and Historic Preservation Section and completes the landmark designation process. At this time, the property is determined as eligible for designation and the applicant has filed the required application for landmark designation with the Design and Historic Preservation Section. A condition of approval requiring the landmark designation is listed in Attachment B. The Hearing Officer may approve a Variance for Historic Resources to provide relief from the residential covered parking requirement only after making three findings identified in the Zoning Code:

- 1) *The Variance for Historic Resource is necessary to facilitate the appropriate use of an existing designated historic structure;*
- 2) *The Variance for Historic Resource would not adversely impact property within the neighborhood or historic district; and*
- 3) *Granting the Variance for Historic Resource application would be in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan.*

The proposed conversion and adaptive reuse of the eligible historic resource would transition a structure historically built for service-type businesses (most notably auto use with automobile bays) to a mixed-use project. The mixed-use project is an appropriate use in the applicable CL-SP-1b zone because it supports the commercial character while promoting the pedestrian character of the neighborhood. The existing pedestrian entrance is proposed to remain along East Washington Boulevard which will maintain the pedestrian character of the street. In addition, the driveway along East Washington Boulevard will be removed as conditioned by the Department of Transportation, and the potential for additional pedestrian connection will result from the creation of a new sidewalk. Additionally, the mixed-use project is intended to maintain and reinforce the historic character of the area by preserving historic materials, features, and form present at the historic structure.

Allowing uncovered residential parking is necessary to preserve existing views of the historic building from Rutan Way. Requiring the covered parking for the four residential parking spaces would result in an approximately 800 square-foot covered parking structure that would block the historic resource and impact views of the structure from the public right-of-way. Relief from the covered residential parking requirement is necessary to facilitate a mixed-use project that also enables preservation of an eligible historic resource.

The primary purpose of the SP-1 (North Lake Specific Plan) Overlay District is to provide an environment that encourages people to walk, by creating spaces for pedestrian activity and minimizing vehicle intrusions into pedestrian areas. The proposed project is a conversion of an existing single-story building and is not proposing to modify the existing building footprint or increase the existing height which minimizes the potential for adverse effects on the nearby residential uses. The North Lake Specific Plan encourages development that contributes to the pedestrian character of the street. The proposed conversion of the existing building will maintain

the existing street character and the closing of two of the existing driveways will provide the opportunity for more pedestrian activity along East Washington Boulevard and Rutan Way.

Granting the Variance for Historic Resources would not impact property within the neighborhood. The project would maintain its existing setbacks, heights which will not affect views, sight lines, bulk, and mass. The number of parking spaces provided on-site would also continue to comply with the Zoning Code. The project mainly consists of interior renovations except for new exterior improvements such as paint, windows, doors, parking restriping, landscaping, and fencing. The proposed exterior improvements comply with the applicable requirements. It is anticipated that the relief from the covered residential parking requirement would have no noticeable effect on surrounding properties because the rehabilitation of the existing historic resource and conversion to the mixed-use project would occur in compliance with all applicable building and fire codes, as well as Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings.

Design and Historic Preservation Analysis and Recommendation

Findings of Consistency with the Secretary of Interior's Standards

The Design and Historic Preservation Section reviewed the proposed project due to its eligibility for designation as an individual historic resource. Pursuant to PMC Section 17.62.090(D)(2), an advisory review by Design & Historic Preservation staff is required prior to action being taken on the land use approval, and the staff shall provide comments to the land use approval review authority on compliance of the project with the Secretary of the Interior's Standards, including any recommended conditions of approval that would be necessary to ensure compliance with the Standards.

The proposed project meets the definition of a minor project in Section 17.62.030(V); therefore, a finding of consistency with the Secretary's Standards is required. The applicable standards and or this project are the following:

The Secretary of the Interior's Standards for Rehabilitation

- Standard 1: A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- Standard 2: The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
- Standard 3: Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- Standard 5: Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- Standard 6: Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials.

Replacement of missing features will be substantiated by documentary and physical evidence.

Standard 9: New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

Analysis

With the recommended conditions of approval in Attachment B, the design of the proposed exterior alterations is compatible with the existing building in form and detailing. The proposed change in use will require minimal modification of the building's distinctive materials, features, spaces, and spatial relationships. The historic character of the property will be retained and preserved, as the proposed project will not remove any distinctive materials or alter any original exterior features, spaces, or spatial relationships that characterize the building. The proposed modifications to previously altered openings and installation of new windows and doors in place of non-original fenestration will not have potential to destroy extant original materials or features. As conditioned, the project will not create a false sense of historical development or design, as the proposed fenestration, light fixtures, and accent tiles will be differentiated as modern alterations. If removed in the future, the proposed alterations would leave the essential form and integrity of the historic building unimpaired. Thus, the project as proposed, is not anticipated to cause a substantial adverse impact to a historical resource.

Staff of the Design and Historic Preservation Section (DHP) recommends additional conditions of approval (Attachment B) to ensure consistency of the project with the applicable standards and guidelines, which shall be subject to DHP staff review prior to issuance of a building permit, unless otherwise stated. DHP staff recommends that the review authority include these conditions of approval in the decision and make a finding that the project is consistent with the Secretary of the Interior's Standards for Rehabilitation.

Recommendation

The proposed project is consistent with the Secretary of the Interior's Standards and the City's Design Guidelines for Historic Districts. With the recommended conditions of approval (Attachment B), the proposed project complies with the applicable guidelines. The proposed exterior alterations will be compatibly designed with the original form and detailing of the building, and therefore, will pose an adverse impact to its significant character-defining features.

Tree Protection Ordinance

The applicant provided a tree inventory, which identified no existing trees on private property. Six existing trees located within the public right-of-way would be retained. Through the Building Permit plan check process, staff from the Public Works Department would verify that the existing street trees are retained and protected.

GENERAL PLAN CONSISTENCY:

The site is designated Medium Mixed-Use (0.0-2.25 FAR, 0-87 du/acre) in the General Plan Land Use Element. Sites with this designation are intended to support the development of multi-story

buildings with a variety of compatible commercial and residential uses. The proposed mixed-use project is consistent with this designation because it provides a mix of office and residential uses within the existing building. The existing FAR of 0.7 will remain and the proposed density is less than 87 dwelling units per acre. A Guiding Principle of the Land Use Element of the General Plan is that Pasadena's historic resources will be preserved. Goal 8 (Historic Preservation) of the General Plan seeks the preservation and enhancement of Pasadena's cultural and historic buildings as valued assets and important representations of its past. The adaptive reuse of the site will ensure the preservation of a surviving early example of a particular building type. Policy 10.6 (Adaptive Reuse) of the General Plan encourages adaptive reuse of structures, including non-historic structures, as a means of supporting environmental sustainability. The project site includes an eligible historic resource, which will be adaptively re-used as part of the proposed project. This approach respects the General Plan's goals of not only protecting historic resources, but restoring and enabling continued economic and environmental value of such resources. The proposed project will allow the existing resource to be rehabilitated and appropriately modernized to reduce the risk of deterioration that may otherwise occur. Finally, the design of the exterior improvements demonstrate architectural sensitivity to the existing architectural style.

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, §15303, Class 3, New Construction or Conversion of Small Structures). There are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Section 15303 specifically exempts the conversion of small structures. The proposed project would facilitate the adaptive reuse of an existing commercial building as a mixed-use project, no expansion to the existing building is proposed.

Pursuant to Section 15300.2.f of the California Environmental Quality Act (CEQA) Guidelines, a categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource. A substantial adverse change includes demolition, destruction, relocation, or alteration such that the significance of an historical resource would be impaired. The CEQA Guidelines also further provide that a project that demolishes or alters those physical characteristics of an historical resource that convey its historical significance (i.e., its character-defining features) can be considered to materially impair the resource's significance.

The former drive-in market building at 731 East Washington Boulevard meets Criterion C for designation as a landmark pursuant to Zoning Code Section 17.62.040.D.2 because it embodies the distinctive characteristics of a locally significant property type, architectural style, and period, and it represents the work of an architect whose work is of significance to the City. As conditioned, the design of the proposed exterior alterations is compatible with the existing building in form and detailing. The proposed change in use will require minimal modification of the building's distinctive materials, features, spaces, and spatial relationships. The historic character of the property will be retained and preserved, as the proposed project will not remove any distinctive materials or alter any original exterior features, spaces, or spatial relationships that characterize the building. The proposed modifications to previously altered openings and installation of new windows and doors in place of non-original fenestration will not have potential to destroy extant original materials or features. As conditioned, the project will not create a false sense of historical development or design, as the proposed fenestration, light fixtures, and accent tiles will be differentiated as modern alterations. If removed in the future, the proposed alterations would leave

the essential form and integrity of the historic building unimpaired. Thus, the project as proposed, is not anticipated to cause a substantial adverse change to a historical resource.

REVIEW BY OTHER CITY DEPARTMENTS:

The Building and Safety Division, Design and Historic Preservation Section, and Departments of Fire, Transportation, Public Works, and Water and Power had the opportunity to review the proposal. Based on their review of the project, the Building and Safety Division, Design and Historic Preservation Section, Department of Transportation, and Department of Water and Power (Water) provided comments and recommended conditions of approval, which are included in Attachment B.

CONCLUSION:

It is staff's assessment that the findings necessary for approving the Variance for Historic Resources can be made. With the exception of the request to allow uncovered residential parking, the proposed mixed-use project meets all applicable development standards required by the Zoning Code. Granting the request would facilitate the appropriate use of an existing eligible historic structure without adversely impacting property in the neighborhood or historic district. The proposed project does not include modification to the existing building footprint or the addition of new square footage. There is no proposed modification to the existing floor area ratio (FAR), setbacks, and height; therefore, the project meets applicable development standards required by the Zoning Code. Furthermore, the project is consistent with the goals and policies of the General Plan. As such, staff recommends that the Hearing Officer adopt the environmental determination and the specific findings in Attachment A to approve the application with the conditions in Attachment B.

ATTACHMENTS:

Attachment A: Specific Findings of Approval
Attachment B: Recommended Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR VARIANCE FOR HISTORIC RESOURCES #11964

Variance for Historic Resources

1. *The Variance for Historic Resource is necessary to facilitate the appropriate use of an existing designated historic structure.* The proposed conversion and adaptive re-use of the eligible historic resource would transition a structure historically built for service-type businesses (most notably auto use with automobile bays) to a mixed-use project. The mixed-use project is an appropriate use in the applicable CL-SP-1b zone because it supports the commercial character while promoting the pedestrian character of the neighborhood. The existing pedestrian entrance is proposed to remain along East Washington Boulevard which will maintain the pedestrian character of the street. In addition, the driveway along East Washington Boulevard will be removed as conditioned by the Department of Transportation and the potential for additional pedestrian connection will result from the creation of a new sidewalk. Additionally, the mixed-use project is intended to maintain and reinforce the historic character of the area by preserving historic materials, features, and form present at the historic structure. Allowing uncovered residential parking is necessary to preserve views of the historic building from Rutan Way. Requiring the covered parking for the four residential parking spaces would result in an approximately 800 square-foot covered parking structure that would block the historic resource and impact views from the public right-of-way. Relief from the covered residential parking requirement is necessary to facilitate a mixed-use project that also enables preservation of an eligible historic resource. A condition of approval is required for the building to be designated as a historic landmark.

2. *The Variance for Historic Resource would not adversely impact property within the neighborhood or historic district.* Granting this Variance for Historic Resources for uncovered residential parking would impact property within the neighborhood. The project will maintain its existing setbacks and height which will not affect views, sight lines, bulk, and mass. The number of parking spaces provided on-site would also continue to comply with the Zoning Code. The project mainly consists of interior renovations except for new exterior improvements such as paint, windows, doors, parking restriping, landscaping, and fencing. The proposed exterior improvements comply with the applicable requirements. The site has historically functioned with uncovered parking and would continue to function with uncovered parking through the adaptive reuse of the site. It is anticipated that allowing uncovered residential parking would have no noticeable effect on surrounding properties because the rehabilitation of the existing historic resource and conversion to the mixed-use project would occur in compliance with all applicable building and fire codes, as well as Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings.

3. *Granting the Variance for Historic Resource application would be in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan.* The site is designated Medium Mixed-Use (0.0-2.25 FAR, 0-87 du/acre) in the General Plan Land Use Element. Sites with this designation are intended to support the development of multi-story buildings with a variety of compatible commercial and residential uses. The proposed mixed-use project is consistent with this designation because it provides a mix of office and residential uses within the existing building. The existing FAR of 0.7 will remain and the proposed density is less than 87 dwelling units per acre. A Guiding Principle of the Land Use Element of the General Plan is that Pasadena's historic resources will be preserved. Goal 8 (Historic Preservation) of the General Plan seeks the preservation and enhancement of Pasadena's cultural and historic buildings as valued assets and

important representations of its past. The adaptive reuse of the site will ensure the preservation of a surviving early example of a particular building type. Policy 10.6 (Adaptive Reuse) of the General Plan encourages adaptive reuse of structures, including non-historic structures, as a means of supporting environmental sustainability. The project site includes an eligible historic resource, which will be adaptively re-used as part of the proposed project. This approach respects the General Plan's goals of not only protecting historic resources, but restoring and enabling continued economic and environmental value of such resources. The proposed project will allow the existing resource to be rehabilitated and appropriately modernized to reduce the risk of deterioration that may otherwise occur. The primary purpose of the SP-1 (North Lake Specific Plan) Overlay District is to provide an environment that encourages people to walk, by creating spaces for pedestrian activity and minimizing vehicle intrusions into pedestrian areas. The North Lake Specific Plan encourages development that contributes to the pedestrian character of the street. The proposed conversion of the existing building will maintain the existing street character and the closing of two of the existing driveways will provide the opportunity for more pedestrian activity along East Washington Boulevard and Rutan Way. Finally, the design of the exterior improvements demonstrate architectural sensitivity to the existing architectural style.

Consistency with the Secretary of Interior's Standards

4. *The proposed project is consistent with the Secretary of the Interior's Standards and the City's Design Guidelines for Historic Districts.* The proposed project is consistent with the Secretary of the Interior's Standards and the City's Design Guidelines for Historic Districts. With the recommended conditions of approval, the proposed project complies with the applicable guidelines. The proposed exterior alterations will be compatibly designed with the original form and detailing of the building, and therefore, will not pose an adverse impact to its significant character-defining features.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR VARIANCE FOR HISTORIC RESOURCES #11964

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

General

1. The site plan, floor plan, elevations, and building sections submitted for building permits shall substantially conform to plans stamped "Approved at Hearing, February 1, 2023," except as modified herein.
2. The right granted under this application must be enacted within 36 months from the effective date of approval. It shall expire and become void, unless an extension of time is approved in compliance with Section 17.64.040.C of the Zoning Code.
3. The approval of this application allows uncovered residential parking in conjunction with the adaptive reuse of an existing 3,795 square-foot historic building for a mixed-use project as depicted on the approved site plan.
4. The applicant or successor in interest shall meet the applicable code requirements of all City Departments.
5. The final decision letter and conditions of approval shall be incorporated in the submitted building plans as part of the building plan check process.
6. The proposed project, Activity Number **ZENT2022-00159** is subject to the Inspection Program by the City. A Final Zoning Inspection is required for your project prior to the issuance of a Certificate of Occupancy or approval of the Final Building Inspection. Contact Katherine Moran, Current Planning Section, at (626) 744-6740 to schedule an inspection appointment time.

Planning Division

7. Parking required of the project shall comply with Zoning Code Chapter 17.46 (Parking and Loading).
8. Should this project meet the threshold for state-mandated water-efficient landscaping, 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.
9. The applicant or successor in interest shall comply with all requirements of Municipal Code Chapter 9.36 (Noise Restrictions). Specifically, all construction activities shall adhere to Municipal Code Section 9.36.070 (Construction Projects) and Section 9.36.080 (Construction Equipment).

10. Any above-ground mechanical equipment shall be located at least five feet from all property lines and shall comply with the screening requirements of Section 17.40.150 (Screening) of the Zoning Code.
11. City Permits for overnight parking on City streets shall not be issued. Residential tenants shall be advised of the unavailability of on-street overnight parking permits.
12. Residents of the mixed-use 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.

Design and Historic Preservation Section

13. A door and window schedule shall be provided in the Building Plan Check submittal indicating the proposed specifications and materials.
14. A study shall be undertaken to determine the possibility of repairing the existing tile accents on the south elevation. The study will include removal of the non-original paint finish to examine the original finish, material, and condition, and consultation with Design & Historic Preservation staff regarding the condition that is exposed. New tiles may be installed only if the existing tiles are too damaged to be repaired, subject to staff review and approval. The replacement tiles shall match the original appearance as closely as possible.
15. The proposed tile accents at the bulkheads and door surrounds will be further differentiated from existing original tile accents to distinguish them as a modern alteration. This could be achieved through a different tile shape, material, finish, or other method proposed by the applicant and agreed to by staff.
16. A final, on-site inspection (100% inspection point) and sign-off by staff of the Design and Historic Preservation Section shall be required to ensure that all work performed is consistent with the approved plans and the applicable standards and guidelines as noted herein.

Building and Safety Division

17. Governing Codes: Comply with the Current Edition of California Building Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, California Green Building Standard Code and the 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. Clarify the scope of work to include the change of occupancy and clearly specify the occupancy groups for each unit and occupant load accordingly. Important: New 2022 Codes will be in effect starting on January 1st 2023. All construction documents shall be prepared by a registered design professional; stamp and sign all plans.
18. Building Code Analysis: Provide a Building Code Analysis on the title sheet. Include the code(s) information for each building proposed: Descriptive scope of work, occupancy, assessor's parcel number, number of stories, type of construction, fire sprinklers, floor area, height, and allowable floor area.

19. Best Management Practices: Photocopy to plans and complete the BEST MANAGEMENT PRACTICE page 1 (form must be signed). Photocopy any other applicable pages and cross reference the location at the site plan, i.e. the material storage, the concrete waste management, etc. These forms can be found at <https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>.
20. Green Code: Photocopy to plans and complete the 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE WITH CITY OF PASADENA AMENDMENTS FORMS. These forms are being provided attach and can be found at <https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>.
21. Energy: Submit the current, applicable residential and non-residential energy documentation using either the "Prescriptive Standard" or the "Performance Standard". Photocopy form to plans, include the mandatory measures.
22. Means Of Egress (Exiting): Provide an egress plan showing compliance with all requirements for the exit access, the exit and the exit discharged detailed in chapter 10.
23. Clearly label and identify on plans fire-resistive corridors, exit enclosures, exit passageways, horizontal exits, occupancy separation walls and floors, fire resistive shafts, and fire walls, along with their fire-resistive ratings as applicable.
24. Fire And Smoke Protection Features: Show materials, systems and assemblies used for structural fire resistance and fire-resistance-rated construction separation of adjacent spaces to safeguard against the spread of fire and smoke within a building and the spread of fire to or from buildings.
25. Accessibility: Provide compliance with accessibility per CBC Chapter 11B. Provide an analysis for the minimum required units and parking spaces. Provide the minimum VAN accessible parking required. Fully dimension and detail to show compliance.
26. Required Plans And Permit(S): In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, PV systems and grading plans as required. No deferred submittal. Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others.

Department of Transportation

27. Loading: Any project loading/unloading spaces shall be on-site. DOT will not install a loading zone for project use along the project frontage.
28. Parking: No permanent, on-street, overnight parking permits will be issued to future residents of this project. Future tenants shall be advised by the property management/owner of the unavailability of permanent, on-street, overnight parking permits. In addition, no residential exempt T-District preferential parking permits will be issued to this project.
29. Temporary overnight parking permits are available for purchase.

30. Driveway Location: Driveways shall be located a minimum distance of 50' from any intersection and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).
31. The East Washington Boulevard driveway and the southernmost Rutan Way driveway at the intersection of Rutan Way and East Washington Boulevard shall be closed.
32. Any unused driveway shall be replaced with sidewalk in accordance with Public Works Standard Plan S-421, or as required by the Public Works construction inspector.
33. Visibility triangle: Views adjoining both sides of driveways at the property line shall not be obstructed with landscaping, block wall, or non-porous fencing greater than 2.5' in height.
34. Traffic Impact Fee: The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to all net new residential and office developments and is based on the Fee Schedule at the time of Certificate of Occupancy issuance. For FY 2023 the fees are:

Land Use	Fee (FY 2023)
Office use per square foot	\$9.35
Retail use per square foot	\$12.42
Multi-family (per dwelling units)	\$3,971.48

35. Affordable housing projects may receive fee credits.

Water and Power (Water)

36. Water Mains: Pasadena Water and Power (PWP), Water Division can serve water to this project. The following water mains can serve the properties:
 - a. 12-inch ductile iron water main in Washington Boulevard, installed under Work Order 53667 in 2020. This water main is located approximately 16 feet south of the north property line of Washington Boulevard.
 - b. 6-inch ductile iron water main in Rutan Way, installed under Work Order 02143 in 2000. This water main is located approximately 18 feet west of the east property line of Rutan Way.
37. Moratoriums: Verify with Public Works Department regarding any street construction moratorium affecting this project.
38. Water Pressure: The water pressure at this site is 80-90 psi.
39. Water Service: PWP records reflect there are one (1) water service providing water to the property:
 - a. 1-inch copper domestic service installed in 2001 (#19259).
 - b. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. All service pipes shall be of suitable capacity as determined by applicable plumbing and fire

codes. The minimum sized service installed by PWP is 1-inch and any services 50 years and older require abandonment.

40. Water Main Charge: If it is determined that a water main must be upgraded due to size, age, pressure deficiencies, and/or the integrity of the existing water main; the upgrade will be paid for by the owner/developer. A deposit will be requested for the water main design and a cost estimate will be provided to the owner/developer for the new water service installations, main design, and main construction. The owner/developer must be aware that the design of a new water main will take 3 to 4 months after the initial deposit is made by the owner/developer. Also, an additional 4 to 6 months will be needed for the construction of the water main after the balance of the estimate is paid in full by the owner/developer. The design and construction estimated time depends on the size and length of the water main and other mains in the queue. For this reason, it is imperative that the initial deposit be submitted promptly. Also, the owner/developer will pay in full any street restoration that is required by PWD. PWD determines the limits of the street restoration.

41. Water Division Requirements:

- a. 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.
- b. The Water Division will install the service tap, lateral, water meter and designate the distribution main and service tap.
- c. All services not in use must be abandoned at the distribution main at the applicable rate.
- d. For subdivided lots with one unit behind the existing, show easement documentation and assessor parcel map showing the subdivision.
- e. 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.

42. Cross Connection Control Requirements for Domestic Services:

- a. 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.
- b. There shall be no taps between the meter and the backflow assembly.
- c. 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.

- d. 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.
- e. 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.
- f. 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.
- g. All water services shall be protected from cross connections by means of approved backflow prevention techniques and assemblies.
- h. An administrative fee of \$180.94 will be charged for each backflow prevention assembly installed.

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

- a. The fire service requires a detector meter and back-flow prevention assembly.
- b. The assembly shall be located in a readily accessible location for meter reading, test and maintenance.
- c. All fire sprinkler systems require installation of an approved double check valve backflow prevention assembly at the sprinkler lateral off the domestic system.
- d. 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.
- e. 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.
- f. If PWP is to provide DCDA for fire service, PWP will install Wilkins, model 450 DA.
- g. Choose from one of the below listed options and incorporate into the fire sprinkler plans.
- h. Option 1: Detector meter located on double check detector check assembly (DCDA) outside the structure on private property.
 - i. 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.
 - ii. 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.

- i. 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.
 - i. The Water Division will install the service tap, lateral, detector water meter and designate the distribution main and service tap.
 - ii. 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.
44. 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.
45. 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:
- a. 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.
 - b. 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.

- c. 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.

46. Fire Flow and Fire Hydrants: The Pasadena Fire Department (PFD) has jurisdiction and establishes the requirements for fire protection within the City of Pasadena. PFD must be consulted in this regard. Any cost incidental to providing adequate fire protection for the project must be paid for by the owner/developer. A Fire Plan approved by the Pasadena Fire Department is required prior to water service installations. There is one fire hydrant in close proximity to the project site:

- a. Fire hydrant number 613-13 is located on the northeast corner of Washington Boulevard and Palm Terrace.
- b. There are no current fire flow tests available for this hydrant. If you would like to request a fire flow test, please contact Linette Vasquez at (626) 744-4495.

47. Fire Hydrants Details:

