



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: July 15, 2020

TO: Hearing Officer

SUBJECT: Conditional Use Permit #6815

LOCATION: 1000 East Walnut Street

APPLICANT: Jerry Hill, on behalf of The Salvation Army

ZONING DESIGNATION: CG (Commercial General)

GENERAL PLAN DESIGNATION: Low Commercial (0.0 – 1.0 FAR)

CASE PLANNER: Luis Rocha

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Conditional Use Permit #6815 with the conditions in Attachment B.

PROJECT PROPOSAL: Conditional Use Permit: To establish a Charitable Institution (The Salvation Army) land use. The Charitable Institution land use would be located on the ground floor of a new four-story, Single-Room Occupancy facility with 68 dwelling units to be utilized for supportive housing.

ENVIRONMENTAL DETERMINATION: This project has been determined to be statutorily 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, Article 12.5, §15194 (Affordable Housing Exemption). Section 15194 specifically applies to residential housing projects consisting of 100 or fewer units that are affordable to low-income households. One hundred percent of the total units, exclusive of the managers' units, are for lower income households.

BACKGROUND:

Site characteristics: The 27,095 square-foot site is located at the southwest corner of East Walnut Street and North Catalina Avenue. The site is currently improved with an existing two-story, 20,295 square-foot, commercial building that is currently utilized by a Charitable Institution (The Salvation Army) use and offices. The site has surface parking. All existing improvements would be demolished with the proposed project.

Adjacent Uses: North: Religious Facility and Offices
South: Multi-Family Residential
East: General Commercial and Multi-Family Residential
West: Religious Facility (The Salvation Army, Pasadena Tabernacle Corps) and Multi-Family Residential (The Salvation Army, 75 very low-income units)

Adjacent Zoning: North: CG (Commercial General)
South: RM-48-PK (Multi-Family Residential, 0-48 units/acre, Parking Overlay District)
East: CG (Commercial General)
West: PD-23 (Salvation Army)

Previous cases: None

PROJECT DESCRIPTION:

The applicant, Jerry Hill, on behalf of The Salvation Army, has submitted a Conditional Use Permit (CUP) application to allow the establishment of a Charitable Institution (The Salvation Army) land use. The project site is currently developed with an existing commercial building. The Salvation Army currently operates a Charitable Institution land use at the site, in the existing building. The existing building will be demolished and services currently provided by The Salvation Army will continue in the new project.

The proposed Charitable Institution land use would measure 7,549 square-feet in size and would be located on the ground floor of a new four-story, Single-Room Occupancy (SRO) facility with 68 dwelling units to be utilized for supportive housing. Fifteen surface parking spaces will be provided for the Charitable Institution land use. As discussed further in the report, the establishment of a Supportive Housing land use within a Single-Room Occupancy facility is allowed in the Zoning Code by-right and is not the subject of this CUP.

The Charitable Institution land use would provide social services to area residents facing economic crises, homelessness or a threat of homelessness, and other challenges. Services provided would include food distribution; crisis counseling; cash, utility, and material assistance; homelessness prevention and rapid rehousing assistance for veteran households; and referrals, consistent with the current Salvation Army operation. The office space provided will be utilized by staff for confidential interviews and case management with clients. The format for distribution of food and material assistance will be similar to a traditional food store, where the person in need chooses items on display, rather than the current method of materials being chosen by staff and volunteers and handed to the client.

ANALYSIS:

Zoning and Land Use

A Charitable Institution land use is defined as a not-for-profit use that distributes or facilitates the giving of goods and services for the relief of the needy. This use classification includes, but is not limited to, soup kitchens, regularly staffed drop-off facilities for clothing and household goods and food banks. A Charitable Institution land use is classified as a Public and Semi-Public use in the Zoning Code. One of the general purposes of the Commercial General (CG) zoning district is to provide sites for public and semi-public uses needed to complement commercial development or be compatible with a commercial environment. A Charitable Institution land use is subject to approval of a CUP within the CG zoning district, 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).

Conditional Use Permit

The Hearing Officer may approve a Conditional Use Permit to allow the establishment of a Charitable Institution land use 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.

As noted above, the Charitable Institution land use would measure 7,549 square-feet in size and would be located on the ground floor of the new four-story, SRO facility with 68 dwelling units to be utilized for supportive housing. The proposed floor plan indicates that the primary entrance into the Charitable Institution land use would be from Walnut Street, with a secondary entrance provided from the parking lot at the rear. A lobby area, with seating, would be available within the building, to provide an area for individuals that are waiting to receive services, which would reduce the potential queueing of individuals along the exterior of the building. The majority of the floor plan is dedicated to office and reception areas that would be utilized to manage the use and provide social services to clients. A portion of the use would be dedicated for the shelving of food, including a freezer and refigdertaior for frozen and chilled foods, and similar personal goods. The proposed floor plan would allow for an increase in the amount, and an improvement in the quality of, area from the current services provided.

The proposed use would not collect donations of household goods, furniture, appliances or clothing from the general public; nor have a bin for the drop-off and the collection of donated materials. Furthermore, retail sales of second-hand goods, like clothing, furniture and appliances, is not proposed. Members of the public wanting to make these types of donations would be referred to other Salvation Army facilities that accept donations. As a result, activities and impacts associated with facilities that have a donation center would not occur at the site, such as, but not limited to, outdoor storage, illegal dumping, noise and the constant loading and unloading of furniture and appliances.

Hours of Operation and Noise

The hours of operation, as conditioned, would be from 7:00 a.m. to 5:00 p.m. seven days per week. Although, Section 17.40.070 of the City's Zoning Code limits the hours of operation for

commercial uses located within 150 feet of a residential zoning district to 7:00 a.m. to 10:00 p.m., Public and Semi Public uses, such as the proposed Charitable Institution land use, are not subject to the limited hours of operation.

Based on the proposed operations, the activities, which are similar to those of retail and office uses, would occur entirely indoors. Conditions of approval are recommended to ensure that the waiting area would remain open and available at all times the use is in operation; eliminating the need for visitors to wait or queue outdoors to access the use. As such, staff finds that the hours of operation would not result in an impact on the surrounding uses.

Parking

Pursuant to Table 4-6 (Off-Street Parking Space Requirements) of Zoning Code Section 17.46.040, the off-street parking requirement for a Charitable Institution use is specified through the Conditional Use Permit process. In order to determine the appropriate parking requirement, a parking analysis was prepared by CRAIN Associates on May 18, 2020. Due to the Covid-19 pandemic Safer-at-Home directives, a traditional analysis, based on observing parking demand at the subject site or other comparable sites, was not possible. To specify a parking requirement, the analysis compared the activities of the proposed use with other uses in the Zoning Code that do have a specified parking requirement.

The activities proposed are done in an office environment, where clients receive counseling, material assistance and referrals, which is similar to an administrative business professional office. An administrative business professional office is defined by the Zoning Code as an establishment providing direct, "over-the-counter" services to consumers and office-type facilities occupied by businesses providing professional services and/or engaged in the production of intellectual property. Examples of administrative business professional offices include uses that provide counseling services and employment services; similar to the services of the proposed use. An administrative business professional office use is comparable to the proposed use in terms of activities conducted, and therefore, was utilized to specify a parking requirement.

The area proposed for the Charitable Institution land use would be 7,549 square feet. The parking requirement for an administrative business professional office use is three spaces per 1,000 square feet of gross floor area. The site is located within a Transit Oriented Development (TOD) area and the minimum number of required off-street parking spaces may be reduced by up to 35 percent. Based on these requirements, the required off-street parking would be 15 parking spaces. The proposed site plan indicates that 15 parking spaces will be provided, adequate for the proposed use.

Single-Room Occupancy and Supportive Housing

As indicated, the Charitable Institution land use would be located on the ground floor of a new four-story, SRO facility with 68 dwelling units to be utilized for supportive housing. The establishment of the Charitable Institution requires a CUP. The establishment of a Supportive Housing land use within a Single-Room Occupancy facility is allowed by-right in the Zoning Code and not the subject of this CUP. Although not subject to this application, a description of the SRO facility for supportive housing follows.

A SRO facility is defined as a facility providing dwelling units where each unit has a minimum floor area of 150 square feet and a maximum floor area of 375 square feet. These dwelling units may have kitchen or bathroom facilities and shall be offered on a monthly basis or longer. Supportive

Housing is defined as housing with no limit on length of stay, that is occupied by the target population as defined by the state Government Code Section 65582, and that is linked to an on-site or off-site service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

The proposed building, which would include the Charitable Institution land use on the ground floor, would be four stories in height, with 51,695 square feet in total floor area, and include 68 SRO units to be utilized for supportive housing. 65 of the units would be for very-low income people and three units would be manager units for the programming and management of the SRO facility. The supportive housing would be managed by The Salvation Army, in conjunction with a management firm retained by the Salvation Army.

The maximum permitted Floor Area Ratio (FAR) for the site, pursuant to Section 17.24.040, Table 2-6, of the Zoning Code, is 0.8, or 21,678 square feet, and the proposed FAR of 1.74, or 51,695 square feet exceeds the maximum. A density bonus is required to achieve the proposed FAR.

Density Bonus

Section 17.43 of the Zoning Code implements the State's Density Bonus law as set forth in Government Code Section 65915. This section allows an increase in density, with no maximum, by-right, if the project is located within one-half mile of a major transit stop and one hundred percent of the total units, exclusive of a manager's unit or units, are for lower income households. The project site is located within a quarter-mile distance from the Lake Avenue Gold Line station, which qualifies as a "major transit stop". All the proposed units, exclusive of the three manager units, are for lower income households.

As the SRO facility is considered a residential project under the affordable housing definitions in Section 17.80 of the Zoning Code, it is eligible for the density bonus provisions in Section 17.43. The number of units (density) of a SRO facility is regulated by the FAR. Accordingly, a density bonus offers an increase in FAR for SRO projects above the otherwise maximum allowable FAR.

Density Bonus - Incentives

Section 17.43 of the Zoning Code also implements the incentives in the State's Density Bonus law as set forth in Government Code Section 65915, which allows a height increase of up to three additional stories, or 33 feet. Government Code Section 65915 also eliminates a minimum parking requirement if the project is located within one-half mile of a major transit stop and one hundred percent of the total units, exclusive of a manager's unit or units, are for lower income households. Both of these incentives are allowed by-right.

The maximum height for the site, pursuant to PMC 17.24.040, Table 2-6, is 45'. The project proposes a height of 55'; an increase of 10' above the maximum and within the permitted range described above.

The required parking for the SRO units, pursuant to PMC 17.46.040, Table 4-6, is 18 parking spaces. The project does not propose any parking for the SRO units, which is permitted with the density bonus incentive.

Development Standards

The proposed Charitable Institution land use would be located on the ground floor of a new four-story, 51,694 square-foot building. The building would be located within the CG zoning district and is subject to the development standards contained in Table 2-6 (Commercial and Industrial District General Development Standards) of Zoning Code Section 17.24.040 and 17.24.050 described below.

Floor Area Ratio

The maximum permitted FAR for the site, is 0.8, or 21,678 square feet. The building is proposed with an FAR of 1.74, or 51,695 square feet and exceeds the maximum allowed. As previously discussed, the applicant will seek a density bonus to achieve the proposed FAR.

Height

The maximum permitted height for the site is 45 feet. The building is proposed with a maximum height of 55 feet; an increase of 10 feet above the maximum. As previously discussed, the applicant will seek a density bonus and is eligible for an incentive to achieve the proposed height.

Setbacks

The front and corner side setback requirements for a project with more than 25,000 square feet of floor area are determined as part of the review of the CUP. The proposed Charitable Institution land use would be located on the ground floor of a new building that has more than 25,000 square feet of floor area; therefore, the setbacks for the building would be established by this CUP.

The front lot line is the shortest line of a lot that is abutting a street line. For this site, the lot line abutting Catalina Avenue is therefore the front lot line. A corner side lot line is a street lot line that is not a front lot line. For this site, the lot line abutting Walnut Street is thereby the corner lot line. The building would provide an 8'-0" setback from the front property line. With the exception of a walkway and driveway, the setback area would be landscaped and consistent with the existing setbacks south of the site along Catalina Avenue. The building is proposed to be built at the corner side property line, consistent with the commercial nature of Walnut Street. The setbacks proposed would be compatible with existing and future improvements of adjacent properties that are subject to the same or similar standards of development.

Commercial Frontage and Design Standards

The intent of Section 17.24.050 (Commercial Frontage and Façade Standards) is to provide for pedestrian orientation and traditional building form in the commercial areas of the City. A principal design objective of the Zoning Code is for the street frontages in these areas to have continuous building facades with as few interruptions as possible in the progression of stores and other buildings, creating highly attractive, pedestrian-oriented streetscapes. These requirements apply to proposed development within the CG zoning district.

The Hearing Officer may approve minor variations to these standards below, as deemed appropriate, provided that the Hearing Officer finds that the minor change will still produce a building that complies with the purpose of Section 17.24.050.

Elevation at First Floor: At least 75 percent of the street-fronting length of the first habitable floor of a nonresidential structure is required to be located no more than two vertical feet above or below the sidewalk elevation at any point along the street property line. The property line along Walnut Street is 180' long and slopes to the southeast; resulting in a grade change of approximately five feet along Walnut Street. The building is proposed with 87 percent of the street-fronting length of the first floor located no more than two vertical feet above or below the sidewalk elevation.

Building Treatment, Windows: Clear, untinted glass windows are required to occupy a minimum of 50 percent of the width of the building facade parallel to the public sidewalk, with a minimum height of eight feet, to allow maximum visual interaction between sidewalk areas and the interior of buildings. The building would provide 69 percent of its façade, parallel to Walnut Street, with clear, untinted glass windows, several of which would have a height of eight feet, while the windows along the westerly end of the façade would have a height of 5'-6". These westerly windows necessitate a minor variation.

The minor variation is requested to accommodate the change in grade and would also provide privacy to the office area utilized by the Charitable Institution use for confidential interviews and case management with clients. The minor variation in window height would still result in a window fenestration that exceeds the minimum of 50 percent of the width of the building facade parallel to the public sidewalk, with several windows with minimum height of eight feet, to allow maximum visual interaction between sidewalk areas and the interior of buildings. Staff recommends that this minor variation be approved.

Pedestrian Access to Buildings: The primary entrance of each ground-floor use is required to be located within the primary building frontage, and shall be recessed a minimum of three feet when accessed from the public right-of-way. The primary entrance for the Charitable Institution use would be along the Walnut Street frontage, would be recessed eight feet and accessed directly from the public right-of-way.

Building placement: Each building shall be designed so that its front facade occupies 100 percent of its front property line (Catalina Avenue, at the setback line). The Hearing Officer may grant exceptions for a driveway that is necessary because no side street, alley, or easement can provide access to required parking on the rear of the lot or site. For pedestrian and vehicular safety, the Department of Transportation will not permit a driveway on Walnut Street., and as a result, a driveway is necessary along the Catalina Avenue frontage. Staff recommends that the Hearing Officer grant this exception.

GENERAL PLAN CONSISTENCY:

The proposed Charitable Institution use is in conformance with the following goals, policies, and objectives of the General Plan Land Use and Housing Elements.

Goal HE-4. Adequate housing opportunities and support services for seniors, people with disabilities, families with children, college students, and people in need of emergency, transitional, or supportive housing.

Policy HE-4.4 Service-Enriched Housing. Support and assist organizations in the provision of support services and service-enriched housing for special needs groups, such as seniors, families, disabled people, homeless people, and those with medical conditions.

Policy HE-4.6 Homeless Housing and Services. Provide support and financial assistance to community service organizations that provide housing opportunities and supportive services for people who are homeless.

The proposed Charitable Institution use will be a service-enriched project that integrates support services on the ground floor including counseling and service referral, and the collection and distribution of emergency food, clothing, and goods for formerly homeless persons, needy children, and families. As such, the proposed use is consistent with the City's policies to provide service-enriched housing opportunities for special needs households.

Goal 2 – Land Use Diversity. A mix of land uses meeting the diverse needs of Pasadena's residents and businesses, fostering improved housing conditions, offering a variety of employment and recreation opportunities, and supporting a healthy population while protecting the environment.

Policy 2.7- Civic and Community Services. Provide diverse uses and services supporting Pasadena's residents such as facilities for civic governance and administration, public safety (police and fire), seniors and youth, community gatherings, and comparable activities.

Policy 2.10- Healthy Foods. Promote the development of uses providing healthy and locally-grown food choices for Pasadena's residents (i.e. brick and mortar facilities, community gardens, and farmer's markets).

The existing two-story commercial building located at the project site is currently used by The Salvation Army as a social service center for homeless and low-income/at-risk persons. These services will continue in the proposed Charitable Institution use including an emergency food distribution program that will offer fresh produce and other healthy foods within the facility. These services are entirely enclosed within the building and no outdoor activities or outdoor storage are proposed. Operational conditions imposed through the Conditional Use Permit process will reduce the likelihood of negative impacts on adjoining uses.

GOAL 5 - Pedestrian-Oriented Places. Development that contributes to pedestrian vitality and facilitates bicycle use in the Central District, Transit Villages, Neighborhood Villages, and community corridors.

Policy 5.1- Walkable City. Maintain and improve sidewalks and pedestrian paths in Pasadena's neighborhoods and business districts by incorporating street trees, landscaping, and pedestrian-oriented amenities.

Policy 5.2 – Pedestrian-Oriented Development. Require buildings in the Central District, Transit villages, Neighborhood Villages, and along corridors specific by the adopted specific plans to be located along the street/ sidewalk and designed to promote pedestrian activity. This can be accomplished by incorporating transparent facades, small plazas, and dining areas; while locating parking to the rear or underground and placing primary entries on the street.

The proposed Charitable Institution use on the ground floor features a conference room, lobby and reception area, offices, and a donation receiving room that are oriented towards

East Walnut Street. These rooms incorporate transparent facades buffered with native landscaping, trees, and shade structures. Compared to the existing building, the proposed building would have a colonnade and a recessed entry along Walnut Street resulting in a wider pedestrian path and improved sidewalk conditions that would promote an active pedestrian environment.

GOAL 16. Superior Services. *A superior level of services meeting the needs of Pasadena's diverse residents including schools, hospitals, parks, child and senior facilities and programs, libraries, shelters, public auditoriums, health facilities, social clubs and recreation centers.*

Policy 16.1 – Commitment. *Provide human and community services to all sectors of the City's population in an equitable manner.*

The proposed Charitable Institution use would provide community services to vulnerable individuals and families by catering to persons who are formerly homeless and/or food-insecure. The services and programs associated with the social service center can be beneficial by preventing future homelessness, reducing and preventing hunger, and provide residential stability.

ENVIRONMENTAL REVIEW:

This project has been determined to be statutorily 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, Article 12.5, §15194 (Affordable Housing Exemption). Section 15194 specifically applies to residential housing projects consisting of 100 or fewer units that are affordable to low-income households. As proposed, all of the units, exclusive of the managers' units, are for lower income households. The building, and the Charitable Institution land use proposed on the ground floor, meets Article 12.5's definition of "Residential" (Section 15191(l) of the CEQA Guidelines), as it consists of residential units and primarily neighborhood-serving goods, services, or retail uses that do not exceed 15 percent of the total floor area of the project. In this instance, the 7,549-square-foot nonresidential component of the building would be used for a Charitable Institution use, a neighborhood-serving service use, and comprises 14.6 percent of the total Project floor area.

The City's Department of Transportation (DOT) determined that a Traffic Impact Analysis was required for the Charitable Institution use, as part of the new building for the 68 SRO units to be utilized for supportive housing. The study evaluated the effect the project would have on existing neighborhood traffic volumes along access and neighborhood collector street segments and intersections within the vicinity of the project, and evaluated the existing Pedestrian Environmental Quality Index (PEQI) and Bicycle Environmental Quality Index (BEQI) along key corridors within the vicinity of the project.

In addition, because the Charitable Institution use is proposed in a building that would contain a more than 50 residential units, DOT also conducted a separate analysis (referred to as the CEQA Evaluation) of the City's five vehicular and multimodal performance measures that assess accessibility of different modes of travel when evaluating a project's impact, as well as the project's transportation impact to its community using adopted transportation performance measures that relate to vehicle miles traveled (VMT), vehicle trips (VT), proximity and quality of the bicycle network, proximity and quality of the transit network, and pedestrian accessibility.

The analyses determined that the project is not expected to exceed adopted street segment and intersection caps, and that the project would not cause a significant impact. Furthermore, the pedestrian environment received an indicator score, at minimum, of “average”; no conditions of approval are required when the score is “average” or higher. The bicycle environment received an indicator score of “low”. To improve the bicycle environment, the Department of Transportation included a Condition of Approval to not allow any driveways along the Walnut Street frontage.

The analyses determined that the project’s incremental VMT per capita change does not exceed the adopted threshold of significance under the VMT per capita of 22.6. Therefore, the project does not cause any significant impacts as it relates to VMT. Additionally, the project’s incremental VT per capita does not exceed the adopted threshold of significance under the VT per capita of 2.8. Thus, the project does not cause any significant impacts as it relates to VT. It was also determined that the project increases the service population access to transit and maintains the service population access to bike facilities. Therefore, the project does not cause a significant impact on the existing bicycle network or access to transit facilities. Furthermore, the DOT found that the proposed project does not exceed any of the CEQA thresholds outlined in the City’s transportation guidelines.

REVIEW BY OTHER CITY DEPARTMENTS:

The proposal was reviewed by the Police Department, Fire Department, Department of Transportation, Department of Public Works, Building and Safety Section, and the Design and Historic Preservation Section. Comments and conditions of approval from the Department of Transportation, Department of Public Works, Building and Safety Section, and the Design and Historic Preservation Section are incorporated in Attachment B of this report. No additional comments or conditions were received.

CONCLUSION:

It is staff’s assessment that the findings necessary to approve the Conditional Use Permit to allow the establishment of a Charitable Institution use can be made. The approval would include a minor variation to the window height requirement and exception from the building placement requirement. The use would provide social services to area residents facing economic crises, homelessness or a threat of homelessness, and other challenges. The use would improve the services and commercial character of the property and maintain the purpose of the applicable CG zoning district and Zoning Code. The establishment, maintenance, or operation of the use 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 Charitable Institution use, and its variety of social services, would be in conformance with applicable goals and policies of the General Plan. 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 #6815

Conditional Use Permit – To allow the establishment of a Charitable Institution land use

1. *The proposed use is allowed with a Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code.* The proposed Charitable Institution use is allowed subject to the review and approval of a Conditional Use Permit in the CG (Commercial General) Zoning District. The project is designed to comply with all 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 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 in a manner consistent with the General Plan. To achieve this purpose, the proposed project has been sited in a manner that is consistent with the applicable zoning district. The subject site is located in the CG zoning district. The CG District is intended to provide sites for public and semi-public uses needed to complement commercial development or be compatible with a commercial environment. The subject site fronts Walnut Street to the north; where general commercial uses currently exist. The use would improve the services and commercial character of the property and would be compatible the existing commercial character along Walnut Street. The location of the Charitable Institution use complies with the purpose of the CG zoning district.
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 proposed Charitable Institution use is in conformance with the following goals, policies, and objectives of the General Plan Land Use and Housing Elements.

Goal HE-4. *Adequate housing opportunities and support services for seniors, people with disabilities, families with children, college students, and people in need of emergency, transitional, or supportive housing.*

Policy HE-4.4 Service-Enriched Housing. *Support and assist organizations in the provision of support services and service-enriched housing for special needs groups, such as seniors, families, disabled people, homeless people, and those with medical conditions.*

Policy HE-4.6 Homeless Housing and Services. *Provide support and financial assistance to community service organizations that provide housing opportunities and supportive services for people who are homeless.*

The proposed Charitable Institution use will be a service-enriched project that integrates support services on the ground floor including counseling and service referral, and the collection and distribution of emergency food, clothing, and goods for formerly homeless persons, needy children, and families. As such, the proposed use is consistent with the City's policies to provide service-enriched housing opportunities for special needs households.

Goal 2 – Land Use Diversity. *A mix of land uses meeting the diverse needs of Pasadena’s residents and businesses, fostering improved housing conditions, offering a variety of employment and recreation opportunities, and supporting a healthy population while protecting the environment.*

Policy 2.7- Civic and Community Services. *Provide diverse uses and services supporting Pasadena’s residents such as facilities for civic governance and administration, public safety (police and fire), seniors and youth, community gatherings, and comparable activities.*

Policy 2.10- Healthy Foods. *Promote the development of uses providing healthy and locally-grown food choices for Pasadena’s residents (i.e. brick and mortar facilities, community gardens, and farmer’s markets).*

The existing two-story commercial building located at the project site is currently used by The Salvation Army as a social service center for homeless and low-income/at-risk persons. These services will continue in the proposed Charitable Institution use including an emergency food distribution program that will offer fresh produce and other healthy foods within the facility. These services are entirely enclosed within the building and no outdoor activities or outdoor storage are proposed. Operational conditions imposed through the Conditional Use Permit process will reduce the likelihood of negative impacts on adjoining uses.

GOAL 5 - Pedestrian-Oriented Places. *Development that contributes to pedestrian vitality and facilitates bicycle use in the Central District, Transit Villages, Neighborhood Villages, and community corridors.*

Policy 5.1- Walkable City. *Maintain and improve sidewalks and pedestrian paths in Pasadena’s neighborhoods and business districts by incorporating street trees, landscaping, and pedestrian-oriented amenities.*

Policy 5.2 – Pedestrian-Oriented Development. *Require buildings in the Central District, Transit villages, Neighborhood Villages, and along corridors specific by the adopted specific plans to be located along the street/ sidewalk and designed to promote pedestrian activity. This can be accomplished by incorporating transparent facades, small plazas, and dining areas; while locating parking to the rear or underground and placing primary entries on the street.*

The proposed Charitable Institution use on the ground floor features a conference room, lobby and reception area, offices, and a donation receiving room that are oriented towards East Walnut Street. These rooms incorporate transparent facades buffered with native landscaping, trees, and shade structures. Compared to the existing building, the proposed building would have a colonnade and a recessed entry along Walnut Street resulting in a wider pedestrian path and improved sidewalk conditions that would promote an active pedestrian environment.

GOAL 16. Superior Services. *A superior level of services meeting the needs of Pasadena’s diverse residents including schools, hospitals, parks, child and senior facilities and programs, libraries, shelters, public auditoriums, health facilities, social clubs and recreation centers.*

Policy 16.1 – Commitment. *Provide human and community services to all sectors of the City’s population in an equitable manner.*

The proposed Charitable Institution use would provide community services to vulnerable individuals and families by catering to persons who are formerly homeless and/or food-insecure. The services and programs associated with the social service center can be beneficial by preventing future homelessness, reducing and preventing hunger, and provide residential stability

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 activities and services associated with the Charitable Institution use would occur indoors. A lobby area, with seating, would be available within the building, to provide an area for individuals that are waiting to receive services; this would eliminate the queueing of individuals along the exterior of the building. The proposed use would not collect donations of household goods, furniture, appliances and clothing from the general public; nor have a bin for the drop-off and the collection of donated materials. As a result, activities and impacts associated with facilities that have a donation center would not occur at the site, such as, but not limited, outdoor storage, illegal dumping, noise and the constant loading and unloading of furniture and appliances. Furthermore, a transportation impact analysis determined that the project does not exceed any of the CEQA thresholds of significance for VMT per Capita, VT per capita, proximity and quality of bicycle or transit networks, or pedestrian accessibility, and there is adequate transit capacity to serve the project and that no transit impacts are anticipated. As conditioned, the establishment, maintenance, or operation of the Charitable Institution 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.
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 Charitable Institution use would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City. The use proposed is complementary to existing uses on-site and surrounding sites that have not demonstrated history of detriment or injury. Furthermore, a transportation impact analysis determined that the project does not exceed any of the CEQA thresholds of significance for VMT per Capita, VT per capita, proximity and quality of bicycle or transit networks, or pedestrian accessibility, and there is adequate transit capacity to serve the project and that no transit impacts are anticipated.. In addition, conditions of approval requiring compliance with current building and fire codes and the provision of public improvements are in place to limit any detriment or injury to the general welfare of the City.
6. *The design location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, scale, and view protection in that the proposal does not convey an overdeveloped appearance in this area.* The Charitable Institution use has been designed to comply with all development standards of the Zoning Code. As a result, it is expected that the use will be compatible with future land uses that are subject to the same or similar standards of development. The design of the Charitable Institution use incorporates a colonnade and a recessed entry along Walnut Street resulting in a wider pedestrian path and improved sidewalk conditions that would promote an active pedestrian environment. These characteristics would complement existing and future uses that emphasize commercial and service activities along the street.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #6815

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 stamped "Approved at Hearing, July 15, 2020", except as modified herein.
2. The approval of this application authorizes the establishment of a Charitable Institution (The Salvation Army) land use. The Charitable Institution land use would be located on the ground floor of a four-story, Single-Room Occupancy facility to be utilized for supportive housing.
3. The right granted under this application must be enacted within 48 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.
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 may 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 proposed project, Activity Number PLN2020-00014, 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. In addition, the project requires Condition Mitigation Monitoring. Contact the Planning Case Manager, Luis Rocha at (626) 744-6747 to schedule an inspection appointment time.
8. The final decision letter and conditions of approval shall be incorporated in the building plans submitted for building plan check.
9. The project shall adhere to the City regulations governing hours of construction, noise levels generated by construction and mechanical equipment, and the allowed level of ambient noise as specified in Chapter 9.36 of the Pasadena Municipal Code.

Planning Division

10. Within twelve months of exercising the privileges granted by this application, the applicant shall file an application with the Planning Division for a Hearing Officer Review of this Conditional Use Permit, to be considered at a duly-noticed public hearing. Public notice for the hearing shall be given in the same manner required for this Conditional Use Permit, as well as to any parties who request to be so notified. Said application shall address the effectiveness, and compliance with, all conditions of approval herein.

11. The hours of operation for the Charitable Institution land use shall be limited to 7:00 a.m. to 5:00 p.m., daily. At the twelve-month review hearing, the applicant may request that the Hearing Officer consider a modification to the hours of operation.
12. The 15 proposed parking spaces shall be maintained and kept available for the Charitable Institution land use, at all times. Any change to the land use, including the Single Room Occupancy facility utilized for supportive housing, shall require the modification of this Conditional Use Permit
13. The applicant shall be responsible for addressing potential off-street parking issues for the site. In the event that the site cannot accommodate the generated off-street parking, the applicant, or successor in interest, shall provide additional parking at an off-site location approved by the Zoning Administrator (e.g. The Salvation Army, Pasadena Tabernacle Corps at 960 E. Walnut Ave.). Such additional parking requirement shall be established at a duly noticed public hearing as specified by the Zoning Code to modify conditions of a Conditional Use Permit.
14. The use shall operate as a Charitable Institution land use, as defined by the Zoning Code, except as modified herein.
15. The lobby area, with seating, shall be open and available at all times the Charitable Institution land use is in operation.
16. Staff of the Charitable Institution land use shall actively monitor the exterior of the use and direct people, looking to receive services offered by the use, into the lobby area.
17. Signs indicating "No Loitering" shall be posted near both entrances to the Charitable Institution land use. The size, location and contents of the sign shall be submitted for review and approval by the Zoning Administrator, prior to the issuance of any building permits.
18. A litter clean-up plan shall be submitted for review and approval by the Zoning Administrator, prior to the issuance of any building permits. The plan's objective is to maintain an attractive site, free of litter and discarded material. The litter clean-up plan will cover the entire site including, but not limited to, parking lot area, landscaping area, and walkways. The litter clean-up will identify when the clean-up would occur. At a minimum it will occur three times and would include a clean-up prior to the start of operations and at the end of operations. The plan will also identify the location of exterior trash receptacles.
19. The acceptance of donations of household goods, furniture, appliances or clothing from the general public shall be prohibited.
20. storage, of any material or equipment, shall be prohibited.

Department of Transportation

21. The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to all net new residential, retail, industrial, and office developments and is based on the General Fee Schedule at the time of building permit issuance. Affordable housing projects may receive fee credits. Appropriate documentation is required to receive credit.
22. Pursuant to the adopted Street Design Guide, the applicant shall comply with the following:

- The existing sidewalk width on Walnut Street is 7'. The project shall provide a 16' wide sidewalk along the project frontage by dedicating 3' of right-of-way plus 6' sidewalk dedication or easement along the project's Walnut Street frontage.
 - The existing sidewalk width on Catalina Avenue is 10' and shall be maintained.
 - The existing curb radius at the southwest corner of the Walnut Street at Catalina Avenue intersection is 23'. The project shall reconstruct the southwest corner of the Walnut Street at Catalina Avenue intersection to have a 15' curb radius and ADA compliant directional ramps per Public Works standards. Additional striping, signal work, and/or poles/utility relocations might be necessary.
23. The design plans shall eliminate any Walnut Street driveway.
 24. Red curb shall be painted on Catalina Avenue for a minimum of 20' from the south crosswalk at Walnut Street and a minimum of 25' north of the new driveway on Catalina Avenue.
 25. Install Accessible Pedestrian Signals (APS) at the intersection of Walnut Street and Catalina Avenue.
 26. Replace existing traffic signal controller and cabinet at the intersection of Walnut Street and Catalina Avenue, to accommodate new APS.
 27. 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 from property line to 15' beyond the property line.
 28. If proposed, any parking entry gate shall be setback a minimum 20' from the property line. The gate must be included on the site plan and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).
 29. If required, any project loading/unloading spaces shall be on-site. DOT will not install a loading zone for project use along the project frontage.
 30. All required parking shall be on private property. No permanent, on-street, overnight parking permits will be issued to future residents of this project.
 31. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works for review and approval. This plan shall show the impact of the various construction stages on the public right-of-way including street occupations, parking space relocation agreements, closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. Permitted hours for construction vehicles (delivery, haul) may be limited to non-peak traffic hours between 9:00 AM – 3:00 PM.
 32. Driveways shall be located a minimum 50' away from any intersection and approved by the Department of Transportation prior to the issuance of the first permit for construction (demolition, grading, or building).

Department of Public Works

33. In reference to the Department of Transportation requirement on sidewalk widening along the Walnut Street frontage to 16 feet wide, dated December 4, 2019, the applicant shall be responsible for all the costs required to complete the dedication. The dedication documents and processing fee shall be submitted to this office, at least three to four (3-4) months prior to the issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of a Certificate of Occupancy.
34. In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall verify, and reconstruct if necessary, standard curb ramps at the intersection of Walnut Street and Catalina Avenue per Caltrans Standard A88A or City of Pasadena Standard S-414. The corner(s) in which the applicant is required to reconstruct is subject to be evaluated further by City, upon contractor's survey submittal.

The curb ramp construction shall be completed prior to the issuance of Certificate of Occupancy. A separate permit from the Department of Public Works is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.

The applicant shall submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. Plans for the curb ramp improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and inspection of the improvements. Note that the building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit the curb ramp improvement plans and the plan check fees at least two (2) months prior to the issuance of any building or demolition permits.

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

35. No private improvements may be placed within the public right-of-way, including, but not limited to, soldier beams, tie-backs, utility conduits, backflow preventers, transformers, fire sprinkler valve, decorative sidewalk and applicable parade post holes on Colorado Boulevard per Standard Drawing S-419. Private improvements may only be placed in the public right-of-way by submitting a license agreement, which must be approved by the City. The license agreement application for any private improvement within the public right-of-way shall be submitted to the Department of Public Works for review and shall be approved by the City before any permits are granted.

The applicant shall submit the application, plan and processing fee, associated with processing the license agreement, at least three to four (3-4) months prior to the issuance of any permits. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions.

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

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

36. The existing street lighting fronting Walnut Street of the subject site is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate one (1) existing street lighting with LED lights, per the City requirements and current standards. The renovation shall include but not limited to new LED light(s), conductors, lamp socket, fuse, globe/lantern, globe holder, photocell, and miscellaneous related parts.

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

37. The existing traffic signal at the intersection of Walnut Street and Catalina Avenue shall be upgraded as follow:
- a. To increase energy efficiency and intersection safety, the existing safety lights shall be upgraded to LED HBL's as directed by Public Works Engineering.
 - b. To provide better service for all pedestrians utilizing the intersection, the existing pedestrian push buttons shall be upgraded to an Accessible Pedestrian System (APS) device. All eight push buttons will be upgraded.

38. The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street light and traffic signal modification. Plans for the improvements shall be prepared by a civil engineer, registered in the State of California. Upon submission of improvement plans to the Departments of Public Works for checking, the applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. In addition, there is possibly considerable lead-time for the materials required for the construction and modification. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this street light/traffic signal condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy.
39. No Walnut Street restoration is required, if Walnut Street access is completely eliminated and unused during construction.
40. Catalina Avenue restoration, fronting the subject development, shall be full width (from gutter to gutter) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.
41. The applicant shall demolish existing and construct the following public improvements along the subject development frontage of Walnut Street and Catalina Avenue, including concrete drive approach per Standard S-403; concrete sidewalk per Standard Plan S-421. The public improvements shall be completed prior to the issuance of Certificate of Occupancy.
42. The proposed development shall connect to the public sewer with one or more 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.
43. The applicant is responsible for the design, preparation of plans and specifications, and construction of all required public improvements. Plans for the above improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. Note that building plans approved by the City’s Planning (Building) Department do not constitute approvals for work in the public right-of-way. Independent plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit public improvements plans and the plan check fees at least two (2) months prior to the issuance of any building or demolition permits.
44. On-site drainage, such as roof drain and area drain discharge, shall be contained on-site per LA County Regional Water Quality Control Board’s current permit.
45. A closed circuit television (CCTV) inspection, including heavy cleaning to remove debris, of the culvert at the southwest corner of Walnut Street and Catalina Avenue shall be performed

and a CCTV inspection video submitted to the Department of Public Works for review. At the time of the video submittal, a non-refundable flat fee, per the current General Fee Schedule, shall be placed by the applicant to cover the staff cost of video review. The address, date of inspection, and a continuous read-out of the camera distance from the starting point shall be constantly displayed on the video. The applicant shall correct any defects revealed by the inspection as determined by the City Engineer. The method of correction of the defects shall be subject to the approval of the City Engineer, and may include partial or total replacement of the drainage system. The applicant shall be responsible for all costs required to obtain the CCTV inspection of the existing drainage system connection, and if required, to correct the defects.

46. To protect existing City trees during construction, the applicant shall fully conformed to the Tree Protection Guidelines signed by the City Manager. The full guidelines is available at the following link: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>
47. A Tree Protection Zone (TPZ) shall be established for all existing City trees within the scope of a construction project. The TPZ extends from the base of the tree to four (4) radial feet beyond the dripline of a tree and applies to the entirety of the tree – from the roots to the canopy of the tree.

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

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

48. Prior to the issuance of any permit, the applicant shall submit a Preliminary Tree Protection Plan (PMC Ch. 8.52 – City Trees and Tree Protection Ordinance), prepared by a Landscape Architect or certified Arborist, showing the TPZ and all structures, footings, and grading that may impact City trees shall be submitted to the Department of Public Works, for review and approval. Given that each construction project poses unique conditions, it is the responsibility of the applicant to develop a Tree Protection Plan based off the TPZ standards to the extent feasible. The Plan shall conform to the Tree Protection Standards which specifically require showing the locations of all existing trees, their diameters, canopies, whether the tree is a public tree or private tree, as well as any trees to be planted with their canopy at mature size. The final conditions of the Tree Protection Plan shall be approved by the Forestry Superintendent. A non-refundable flat fee, per the current General Fee Schedule, will be required for staff time to review the Tree Protection Ordinance compliance.
49. Prior to any construction, tree protections including the installation of fencing to protect public trees must be in place. The fencing material shall be chain-link attached to posts inserted into the ground at the edge of the dripline and shall be a minimum of 6' in height. See Standard Plan S-642 – Tree Protection Chain Link Fencing. Fencing shall maintain visual lines of sight in order to avoid vehicle and pedestrian hazards. Fencing shall include a minimum 8.5" x 11" warning sign with the following information: 'Tree Protection Zone'; name and contact information of project owner or authorized representative; 'Please contact the City of Pasadena Citizen Service Center to report any concerns (626) 744-7311'. All protective fencing must be permitted, inspected and approved by Public Works prior to the commencement of any construction.

50. All new drive approaches shall be at least seven (7) feet clear of the existing street trees measured from the edge of the trunk closest to the drive approach. All public trees shall be protected and fenced with a posting on the fences advising of the tree protection.
51. Prior to issuance of any permit, the applicant shall submit a valuation assessment report of the existing public tree(s) along the boundary of their project. The report shall be prepared by a registered Arborist and submitted to PNR for review and approval. If it is determined that the applicant has failed to care for any City tree within their Tree Protection Plan, and the health of the tree(s) was critically compromised requiring its removal, the applicant shall be liable for the following costs: assessed value of tree determined by a PNR Arborist using a current ISA assessment methodology; the removal cost determined by PNR; and any applicable infraction or administrative fines determined by Code Compliance.
52. Prior to issuance of any permit, a deposit in the amount of the applicant's total liabilities based on the aforementioned approved tree assessment report shall be submitted to the City. The deposit is fully refundable, less administrative fees, upon the satisfaction of Public Works prior to the issuance of a Certificate of Occupancy.
53. Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$20,000 deposit with the Department of Public Works prior to the issuance of 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, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. The deposit may be used for any charges resulting from damage to street trees and for City personnel to review traffic control plans and maintain traffic control. A processing fee will be charged against the deposit.
54. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging and Traffic Management Plan to the Department of Public Works for review and approval. The template for the Construction Staging and Traffic Management Plan can be obtained from the Department of Public Works webpage at: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/> . A non-refundable flat fee, based on the current General Fee Schedule, is required for plan review and on-going monitoring during construction. This plan shall show the impact of the various construction stages on the public right-of-way (and the private street) including all street occupations, lane closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. An occupancy permit shall be obtained from the department for the occupation of any traffic lane, parking lane, parkway, or any other public right-of-way. All lane closures shall be done in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and California Supplement. If the public right-of-way occupation requires a diagram that is not a part of the MUTCD or California Supplement, a separate traffic control plan must be submitted as part of the Construction Staging and Traffic Management Plan to the department for review and approval. No construction truck idling or staging, material storage, or construction trailer are allowed in the public right-of-way.
55. In addition, prior to the start of construction or issuance of any permits, the applicant shall conduct a field meeting with an inspector from the Department of Public Works for review and

approval of construction staging, parking, delivery and storage of materials, final sign-off procedure, and any of the specifics that will affect the public right-of-way. An appointment can be arranged by calling 626-744-4195.

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

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

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

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

58. In addition to the above conditions, the requirements of the following ordinances will 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 sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy or any building permit for work in excess of \$5,000 pertaining to occupancy or construction on

the property in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.

o City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC

The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the support of the Urban Forestry Advisory Committee. No trees shall be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree. Refer to <https://www.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.

o Residential Impact Fee Ordinance - Chapter 4.17 of the PMC

The ordinance was established to provide funds to mitigate the impact of new residential development on City parks and park and recreational facilities. A copy of the Residential Impact Fee Information Packet is available at the city webpage at: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>. The Residential Impact Fee is based on the current Taxes, Fees and Charges Schedule (<https://www.cityofpasadena.net/finance/general-fund/fees-tax-schedules/>) and will be calculated and collected at the time of Building Permit Issuance.

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

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

o Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC

The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at: <https://www.cityofpasadena.net/public-works/recycling-resources/construction-demolition-recycling/construction-and-demolition-debris-recycling/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:

- a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
- b. Summary Report with documentation must be submitted prior to final inspection.

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

refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

Building and Safety Division

59. 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.
60. 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.
61. 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://ww5.cityofpasadena.net/planning/building-and-safety/informational-handouts/>
62. Property Line Survey: Per City of Pasadena Policy property line survey is required for new construction.
63. Soils Report: : A soils engineer report is require for all new construction.
64. Grading: Provide a grading plans and show compliance with CBC 2016 Appendix J – Grading with City of Pasadena Amendments. Clearly show the cubic yard quantities for excavation (cuts) and fills; and label if site grading or foundation excavations. A grading permit may not be required per section J103.2 Exemptions.
65. Green Code: Photocopy to plans and complete the 2016 CALIFORNIA GREEN BUILDING STANDARDS CODE WITH CITY OF PASADENA AMENDMENTS FORMS. These forms are being provided attach and can be found at: <https://ww5.cityofpasadena.net/planning/building-and-safety/informational-handouts/>
66. Low Impact Development (LID): Low Impact Development (LID) may be required for this project. Refer to the City of Pasadena link for further information on the requirements and submittal process: <https://ww5.cityofpasadena.net/planning/building-and-safety/low-impact-development/>
67. Means of Egress (Exiting): 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.
68. Fire and Smole 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.

69. Accessibility: Provide compliance with accessibility per CBC Chapter 11A/11B. Provide an analysis for the minimum required units and parking spaces. Label the accessible units/parking spaces.
70. Required Plans and Permit(s): In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, and grading plans as required. No deferred submittal. Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others,