



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: June 1, 2022

TO: Hearing Officer

SUBJECT: Time Extension for Minor Conditional Use Permit #6586

LOCATION: 160 E California Blvd

APPLICANT: Mohammad Mushtaq Ahmed

ZONING DESIGNATION: CD-6 (Central District Specific Plan, Arroyo Corridor/ Fair Oaks)

GENERAL PLAN DESIGNATION: Medium Commercial

CASE PLANNER: Fatima Benitez

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachment A to approve the Time Extension for Minor Conditional Use Permit #6586 with the Conditions of Approval in attachment B.

PROJECT PROPOSAL: Time Extension for Minor Conditional Use Permit: To allow for a one-year time extension of Minor Conditional Use Permit #6586, which was approved by the Hearing Officer on March 7, 2018. The approval permitted the alteration of an existing legal, non-conforming, Vehicle Service Station use by allowing the conversion of three existing vehicle service bays in retail space for an expanded convenience store, which operates ancillary to the existing Vehicle Service Station use. The approved expanded convenience store would be approximately 2,224 square feet in size.

ENVIRONMENTAL DETERMINATION: This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, Class 1 §15301, Existing Facilities), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Section 15301 applies

to the alteration of existing facilities that involve negligible or no expansion of existing use. It has further been determined that there are no changed circumstances or new information as part of the proposed Minor Conditional Use Permit Time Extension.

BACKGROUND:

Site characteristics: The subject site is located at the southeast corner of the Arroyo Parkway and California Boulevard intersection. The site is approximately 16,500 square feet in size. The existing vehicle service station was constructed in 1971 and is improved with an existing convenience store and three service bays within the footprint of 2,224 square-foot structure. Existing on-site improvements also include two fuel island canopies with a total of six fuel pumps and surface parking.

Adjacent Uses: North – Retail Sales
South – Food Sales
East – Office, Administrative Business Professional
West – Vehicle Service Station & Car Wash

Adjacent Zoning: North – CD-6 (Central District Specific Plan, Arroyo Corridor/Fair Oaks Sub-district)
South – CD-6 (Central District Specific Plan, Arroyo Corridor/Fair Oaks Sub-district)
East – RM-32 OC LD-17 (Residential Multi-Family City of Gardens, Office Conversion, Landmark District 17)
West – CD-6 (Central District Specific Plan, Arroyo Corridor/Fair Oaks Sub-district)

Previous zoning cases: Minor Conditional Use Permit #6586: To allow for the alteration and enlargement of an existing nonconforming Vehicle Service Station use. The proposed project consists of the conversion of three existing service bays into retail space, expanding the existing convenience store, which operates ancillary to the existing Vehicle Service Station use. Approved with Conditions on March 7, 2018.

PROJECT DESCRIPTION:

The applicant, Mohammad Mushtaq Ahmed, has submitted a one-year time extension for Minor Conditional Use Permit #6586. The Minor Conditional Use Permit (MCUP) was approved by the Hearing Officer on March 7, 2018, to allow the alteration of an existing nonconforming vehicle service station use. Due to the unforeseen pandemic and financial adversity, the owner was not able complete the project before the expiration date of the approved Minor Conditional Use Permit. The request is for a one-year extension from the expiration date of March 20, 2022.

ANALYSIS:

Nonconforming uses

Chapter 17.71 of the Zoning Code (Nonconforming Uses, Structures, and Lots) consists of provisions for the regulation of nonconforming land uses, structures, and lots. Certain land uses, structures, and lots were lawful before the adoption of the current Zoning Code, but are

prohibited, regulated, or restricted differently per current Zoning Code requirements. It is the overall intent of this Chapter to generally discourage the long-term continuance of nonconformities and to establish procedures and criteria for evaluating the allowable enlargement of specific nonconforming uses and structures. However, Section 17.71.080.E also establishes the procedure and criteria for evaluating the allowable enlargement of specific nonconforming uses, by allowing the alteration and enlargement of a nonconforming use with approval of a MCUP.

City records indicate that the existing vehicle service station at 160 East California Boulevard was originally constructed with a building permit in 1971. At that time, Vehicle Service Station land uses were permitted by the Zoning Code. But in 2004, the City Council adopted the Central District Specific Plan, which prohibited vehicle service station uses in the CD-6 zoning district. As a result, the existing vehicle service station use is classified as a nonconforming use and may only be altered per the regulations of Chapter 17.71 of the Zoning Code.

Time Extension Request for Minor Conditional Use Permit #6586: To allow the alteration of an existing nonconforming Vehicle service station

On March 7, 2018 a MCUP for the expansion of a non-conforming use was approved by the Hearing Office. That approval was set to expire on March 20, 2021; however, due to the COVID pandemic, on March 30, 2020 the City Council approved Resolution #9774 authorizing the City Manager to suspend the time limits imposed by the Pasadena Municipal Code. On April 20, 2020, the City Manager extended the time limits for entitlements approved prior to July 1, 2020. Specifically, the 36-month time limit as extended 12 months, for a total of 48 months. As a result, the expiration for this MCUP was automatically extended to March 20, 2022. Prior to that date, an application for a time extension was submitted.

According to the information provided by the applicant, the time extension is requested to allow the vehicle service station additional time to complete the alteration of an existing nonconforming vehicle service station. This is the first request for a time extension to the MCUP.

Per Section 17.64.040.D of the City's Zoning Code, the review authority may approve an application for a time extension only after finding that : 1) the findings and conditions of the original approval still apply; and 2) the proposed project meets the current height, setbacks, and floor area ratio requirements of the Zoning Code and is consistent with the General Plan, any applicable Specific Plan, and the Zoning Map.

The findings and conditions of the original approval still apply as there have been no change in circumstances or new information provided as part of the proposed time extension to warrant the original findings and conditions invalid. The following is an analysis of applicable Zoning Code requirements:

Off-Street Parking:

Section 17.46.040 of the Zoning Code identifies the number of required off-street parking spaces that land uses are to provide. Vehicle Services Station use, with no service bays, are to provide a minimum of one space per 2,000 square feet of lot area; less the footprint of any convenience store; plus 3.3 spaces per 1,000 square feet of convenience store area. Fueling positions may count as parking spaces, provided there are at least three non-fueling parking spaces. The site is located within the CD-6 Zoning District and Transit Oriented Development (TOD) area and

subject to the parking regulation in Section 17.50.340 of the Zoning Code. A service station in the TOD area is subject to a 10 percent parking reduction. The reduction is also the maximum allowed number of parking spaces. The maximum parking spaces that can be provided for the site, following the 10 percent reduction, is 11 parking spaces.

The proposed project would retain 13 existing parking spaces on-site. This includes six existing fueling position spaces and seven existing non-fueling position spaces. In the TOD area, a site may exceed the maximum number of allowable parking spaces when the parking spaces are existing. In this case, the 13 parking spaces were established in 1971 and complies with the parking requirement.

Hours of Operation:

The current hours of operation for the vehicle service station (inclusive of the convenience store) is 24 hours a day, seven days a week, and would remain unchanged. The subject site is situated within the Central District Specific Plan area, and therefore is not subject to the limited hours of operation as prescribed in Section 17.40.070.A.4 of the Zoning Code. The proposed hours of operation are consistent with other existing vehicle service station uses in the Central District area. It is staff's determination that the continuance of the 24-hour operation of both the Service Station fuel pumps and the convenience store (with no alcohol sales) would not be detrimental to adjacent uses and would continue to provide a needed service to the community.

Lighting:

A condition of approval from the original approval requires a detailed lighting plan to be reviewed and approved by the Zoning Administrator prior to issuance of any building permits. All outdoor lighting shall be indirect or diffused, and shall be shielded from adjacent residential districts.

It is staff's assessment that the project complies with applicable development standards, as analyzed above, and meets the findings required for the approval of the time extension for MCUP to allow expansion of a convenience store in conjunction with the existing vehicle service station use. The proposed project is compatible with the surrounding uses. Furthermore, the vehicle service station has been in operation for the last 47 years with no significant adverse impacts to the surrounding neighborhood. The findings and conditions of the original approval still apply as there have been no changes in circumstances or new information provided as part of the proposed time extension. Therefore, staff recommends approval of the time extension for MCUP application to allow for the expansion of the convenience store, ancillary to the primary vehicle service station use.

GENERAL PLAN CONSISTENCY:

The proposed Time Extension for Minor Conditional Use Permit #6586 is consistent with the General Plan Land Use Element Goal 1 (Sustainable Growth), Policy 1.1 (Basic Growth Policy), which encourages growth that is consistent with community values and that complements the scale and character of Pasadena's unique residential neighborhoods, business districts, and open spaces. It is also consistent with Policies 11.1 (Business Expansion and Growth) and 12.1 (Vital Commercial Districts) because the project, as proposed, supports the growth and success of an existing business, contributing to enhancement of the Central District Specific Plan commercial area, consistent with the General Plan. The subject site has been operating as a vehicle service station use since 1971 with no major calls for service and no significant negative impacts on surrounding uses. A gas station with ancillary convenience store provides a vital service to the

residents and visitors of the City of Pasadena and is therefore consistent with General Plan policies.

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, Class 1 §15301, Existing Facilities), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Section 15301 applies to the alteration of existing facilities that involve negligible or no expansion of an existing use. It has further been determined that there are no changed circumstances or new information as part of the proposed Minor Conditional Use Permit Time Extension.

REVIEW BY OTHER DEPARTMENTS:

There have been no changes in circumstances or new information provided to warrant the original conditions invalid. The Building and Safety Division, Design and Historic Preservation Section, Public Works Department, Department of Transportation, Police Department, and the Fire Department have reviewed the project. The Department of Public Works and the Department of Transportation original conditions are included in Attachment B of this report. The proposed project will be subject to review by the Building and Safety Division and compliance with all applicable Building Code requirements during the Building Permit plan check process.

CONCLUSION:

It is staff's conclusion that the findings necessary for approval of the Time Extension for Minor Conditional Use Permit #6586 of one year to allow for the alteration of an existing nonconforming vehicle service station can be made. The subject site has been operating as a vehicle service station since 1971 with no major calls for service and no significant negative impact the surrounding uses. The project is in compliance with all applicable Zoning Code requirements of the CD-6 zoning district. The project is also consistent with the goals and objectives of the General Plan. The findings and conditions of the original approval still apply as there have been no changes in circumstances or new information provided as part of the proposed time extension to warrant the original findings and conditions invalid. Therefore, staff recommends approval of the Time Extension for Minor Conditional Use Permit application to allow for the expansion of the convenience store, ancillary to the primary vehicle service station use.

Attachments:

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

ATTACHMENT A
SPECIFIC FINDINGS FOR TIME EXTENSION FOR
MINOR CONDITIONAL USE PERMIT #6586

Time Extension for Minor Conditional Use Permit: To allow the alteration of an existing nonconforming vehicle service station land use.

1. *The findings and conditions of the original approval still apply. The proposed use is allowed with a Minor Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code.* The modification and alteration of an existing nonconforming vehicle service station use is permitted through the review and approval of a Minor Conditional Use Permit in the Central District Specific Plan, Arroyo Corridor/Fair Oaks (CD-6) zoning district. The site improvements and operating characteristics of the proposed use comply with the applicable development standards 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 CD-6 zoning district is to allow a mix of commercial based uses that are compatible with the commercial, institutional, and residential uses in the surrounding neighborhood. In this case, the site is surrounded by a variety of commercial uses. The proposal includes conversion of the existing three vehicle service bays into an expanded convenience store, within the existing building footprint. With strict adherence to the conditions of approval, the project will be in conformance with the purposes of the CD-6 zoning district. As such, the location of the use complies with the special purposes of this Zoning Code and the purposes of the applicable 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 project is consistent with the General Plan Land Use Element Goal 1 (Sustainable Growth), Policy 1.1 (Basic Growth Policy), which encourages growth that is consistent with community values and that complements the scale and character of Pasadena's unique residential neighborhoods, business districts, and open spaces. It is also consistent with Policies 11.1 (Business Expansion and Growth) and 12.1 (Vital Commercial Districts) because the project, as proposed, supports the growth and success of an existing business, contributing to enhancement of the Central District Specific Plan commercial area, consistent with the General Plan. The subject site has been operating as a vehicle service station use since 1971 with no major calls for service and no significant negative impacts on surrounding uses. A gas station with ancillary convenience store provides a vital service to the residents and visitors of the City of Pasadena and is therefore consistent with General Plan policies.
4. *The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.* The modification and alteration of an existing nonconforming vehicle service station use at this location will be compatible with the adjacent land uses and will not result in any adverse impacts to the surrounding area with the recommended operating conditions. The property has been operating as a vehicle service station use since 1971 with no major negative impact to the surrounding uses. The project will expand the existing convenience store on site, with all other operations continuing as-is. The project is required to comply with all applicable Fire Department and Building and Safety Division standards. Furthermore, the proposed operation will comply with all the

applicable standards of the Zoning Code. With the recommended conditions of approval, the use will not be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood.

5. *The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.* The subject site has operated as a Vehicle service station land use since 1971 with no major or recurring violations recorded with the City. The alteration of the existing structure is required to comply with all applicable life and safety requirements of Building and Fire codes. The project, as proposed, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city since the project is in conformance with the development standards and use requirements of the Zoning Code.

6. *The design location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, scale, and view protection.* The existing Vehicle service station use has been in operation since 1971. The project as proposed would allow expansion of an ancillary convenience store (within an existing building footprint) at an existing vehicle service station in the CD-6 zoning district. The design and scale of the project is compatible with existing development along the CD-6 commercial corridor. Furthermore, the surrounding area is located in a commercially zoned portion of California Boulevard and is developed to accommodate the proposed use. As such, the proposed project will be consistent with the character of the surrounding uses and will not result in any negative aesthetic impacts to the neighborhood. In addition, the proposed conditions of approval will ensure that the operating characteristics of the use would not be detrimental to existing and future land uses.

ATTACHMENT B
RECOMMENDED CONDITIONS OF APPROVAL FOR
TIME EXTENSION FOR MINOR CONDITIONAL USE PERMIT #6586

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

General

1. The site plan, elevations, and building section drawings submitted for building permits shall substantially conform to plans submitted stamped "Received at Hearing, June 1, 2022," except as modified herein.
2. The Zoning Administrator, at any time, can call for a review of the approved conditions at a duly noticed public hearing before the hearing office. These conditions may be modified or new conditions added to reduce any impacts of the use. The Hearing Officer may revoke the Time Extension request for Minor Conditional Use Permit #6586 if such cause is given.
3. In accordance with Section 17.64.040 of the Pasadena Municipal Code, the exercise of the right granted under this application must be commenced prior to March 20, 2023. Otherwise, a new Minor Conditional Use Permit would be required.
4. This approval allows the conversion of the existing three service bays into an expanded convenience store not to exceed 1,416 square feet, with a 472 square foot storage room. The alteration of the existing use shall occur within the existing building footprint and no new square footage is permitted.
5. The on and/or off-site sale of any type of alcoholic beverages shall be prohibited at all times unless a Conditional Use permit is obtained from the City.
6. The applicant or successor in interest shall meet the applicable code requirements of all City Departments.
7. The Hearing Officer's Decision Letter and conditions of approval shall be incorporated in the submitted building plans as part of the building plan check process.
8. The proposed project, Activity Number **ZENT2022-00030**, 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. In addition, the project requires Conditional Mitigation Monitoring. Contact the Planning Case Manager, Fatima Benitez, at (626) 744-6754 to schedule an inspection time.

Planning Division

9. A Lighting Plan shall be submitted and approved by the Zoning Administrator prior to issuance of any building permits. Any on-site, outdoor lighting shall be energy-efficient, and shielded or recessed so that direct glare and reflections are confined to the maximum extent feasible within the boundaries of the site, and shall be directed downward and away from adjoining properties and public rights-of-way.

10. Mobile recycling trucks, and temporary, nonpermanent structures may not be located on a service station site all times.
11. The outdoor storage of inoperative vehicles on the subject site is prohibited at all times.
12. The outdoor storage of, and sale, lease, or rental of trailers, trucks, or similar equipment shall be prohibited at all times.
13. The location of food, cigarette, and/or soft-drink vending machines and Automated Teller Machines (ATM's) shall be shown on the floor plan to be submitted for the building permit plan check review. Game machines shall be prohibited on-site at all times.
14. All restroom entrances shall be screened from view from adjacent properties or street rights of-way.
15. All proposed signage shall be reviewed under a separate Master Sign Plan permit by the Design and Historic Preservation Section.

Public Works

16. The Department of Transportation recommends closure of two existing driveways on California Boulevard and South Arroyo parkway closest to the intersection of South Arroyo Parkway and California Boulevard.
17. In order to provide for an Americans with Disabilities Act (ADA) compliant ramp, the applicant shall reconstruct the southeast corner of California Boulevard and Arroyo Parkway intersection with ADA compliant 15-foot curb return radius with directional ramps per Caltrans Standard A88A. Additional striping, signal work, and/or poles/utility relocations might be necessary. The curb ramps 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 626-744-7311 for the general process.
18. The applicant may submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. Plans for the curb return improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to place a deposit with the Department of Public Works to cover the cost of plan checking. The amount of deposit will be based on the current City's General Fee Schedule. Note that the building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit the curb return improvement plans and the plan check deposit at least two (2) months prior to the issuance of any building or demolition permits.

19. 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 No. S-423) to provide for the minimum clearance required by the Americans with Disabilities Act standards. If so, the applicant shall remove and reconstruct the sidewalk for the dedicated area, per Standard Plan No. S-421. The applicant shall be responsible for all the cost required to complete the dedication, if it is required. The dedication document and processing fee shall be submitted to this office prior to issuance of any permits. The dedication document shall be executed and recorded prior to the issuance of a Certificate of Occupancy.
20. A closed circuit television (CCTV) inspection of the house sewer serving the property shall be performed and a CCTV inspection tape submitted to the Department of Public Works for review. The house sewer inspection shall include footage from the private cleanout to the connection at public sewer main, with no or minimum flow in the pipe during the televising. The property address, date of inspection, and a continuous read-out of the camera distance from the starting point shall be constantly displayed on the video. The applicant shall correct any defects revealed by the inspection. Defects may include, excessive tuberculation, offset joints, excessive root intrusion, pipe joints that can allow water infiltration, cracks, and corrosion or deterioration of the pipe or joint material, damaged or cracked connection to the sewer main, or other defects as determined by the City Engineer. The method of correction of the defects shall be subject to the approval of the City Engineer, and may include partial or total replacement of the house sewer, or installation of a structural or non-structural pipe liner. The applicant shall be responsible for all costs required to obtain the CCTV inspection of the existing sewer connection, and if required, to correct the defects.
21. 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 \$1,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. The deposit may be used for any charges resulting from damage to street trees. A processing fee will be charged against the deposit.
22. 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.
23. In general, all public streets, sidewalks and parkways shall be free and clear of excavations and other construction related activities during the period of November through January of the following year. Specific dates will vary on an annual basis. Accordingly, contractors will be required to shut down construction operations which would impede traffic and pedestrian movements during these periods unless otherwise authorized by the City Engineer. Any existing excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period. The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109,

or at the following link: <https://ww5.cityofpasadena.net/public-works/engineering-andconstruction/engineering/forms-and-applications/> .

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

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

Sewer Facility Charge - Chapter 4.53 of the PMC

The ordinance provides for the sewer facility charge to ensure that new development within the city limits pays its estimated cost for capacity upgrades to the city sewer system, and to ensure financial solvency as the city implements the operational and maintenance practices set forth in the city's master sewer plan generated by additional demand on the system. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant may be subject to a Sewer Facility Charge to the City for the project's fair share of the deficiencies. The Sewer Facility Charge is based on the Taxes, Fees and Charges Schedule and will be calculated and collected at the time of Building Permit Issuance.

Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)

In accordance with Section 12.04.035, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged curb, gutter and sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.

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

The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the support of the Urban Forestry Advisory Committee. No trees shall be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree. Refer to <https://ww5.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.

Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC

The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at <https://ww5.cityofpasadena.net/public-works/streetmaintenance-waste-management/recycling-resources/construction-and-demolitiondebris-recyclers/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:

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

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.

Department of Transportation

25. Traffic Impact Fee: The City Council adopted the Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076). This fee will apply to all net new residential, retail, and office developments.
26. Access and Operations for Parking/Loading/Trash: The parking, loading, and trash/recycling areas shall conform to the requirements of the Pasadena Municipal Code and a plan showing all pertinent dimensions for these areas shall be submitted to the Department of Transportation for review and approval prior to the issuance of the first permit for construction (demolition, grading, or building).
27. To improve pedestrian safety by reducing conflict points with autos, DOT recommends closure of two existing driveways on California Boulevard and South Arroyo Parkway closest to the intersection of South Arroyo Parkway and California Blvd.