



## PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

### STAFF REPORT

**DATE:** October 5, 2022

**TO:** Hearing Officer

**SUBJECT:** Tentative Parcel Map #83861

**LOCATION:** 3450 E. Sierra Madre Boulevard

**APPLICANT:** John O. Johnson

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

**GENERAL PLAN DESIGNATION:** Institutional

**CASE PLANNER:** Alison Walker

**STAFF RECOMMENDATION:** Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Tentative Parcel Map #83861 with the Conditions of Approval in Attachment B.

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**PROJECT PROPOSAL:** Tentative Parcel Map: To subdivide an existing 348,990 square-foot parcel into two parcels.

**ENVIRONMENTAL DETERMINATION:** It has been determined that the project is Categorically Exempt from CEQA (Section 15315, Class 15, Minor Land Divisions), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Class 15 allows the division of property in urbanized area where no variances are required. The project consists of the division of one parcel into two parcels with no variances required; and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances.

**BACKGROUND:**  
**Site characteristics:** The subject site is located on the south side of Sierra Madre Boulevard and east of Sierra Madre Villa Avenue. The irregularly shaped parcel (5757-005-005) consists of 348,990 square feet is relatively flat in topography. Existing uses on the site include a two-story office building and a two-story church building. Existing access to the site is provided from East Sierra Madre Boulevard on the north and Sierra Madre Villa Avenue on the west.

**Adjacent Uses:** North – Single-Family Residential, Eaton Canyon Golf Course  
South – Financial Institution  
East – Single-Family Residential  
West – Single-Family Residential

**Adjacent Zoning:** North – RS-6 (Single-Family Residential, 0-6 units/acre)  
South – CO (Commercial Office)  
East – RS-6 (Single-Family Residential 0-6 units/acre)  
West – RS-6 (Single-Family Residential 0-6 units/acre)

**Previous zoning cases on this property:** Conditional Use Permit #2533 – To construct a two-story, 15,118 square-foot club house facility in the PS zoning district. Approved October 7, 1992.

Conditional Use Permit #1277 – To construct a 248 square-foot storage structure on the northwest side of the parcel on Sierra Madre Villa, at the rear of the existing main building; and to allow the maintenance of a 6-foot chain link fence in the required front yard on Sierra Madre Boulevard. Approved September 15, 1982.

Conditional Use Permit #1262 – To install a satellite receiving station (antenna) at the south side of the existing church building. No structures were removed. The applicant revised his proposal at the public hearing to locate the antenna in the patio area. Approved May 19, 1982.

Conditional Use Permit #961 – To expand an existing building by 2,125 square-feet to accommodate additional office space, restrooms, and closet space. Approved October 20, 1977.

Variance #8266 – To install two 35-foot light pole standards in the parking lot on the property located at 770 N. Sierra Madre Villa. Approved March 30, 1971.

Conditional Use Permit #475 – To construct a 300 square-foot dressing area at the rear of the church and approximately 700 square-feet of office area consisting of three offices in the patio area. Approved January 8, 1970.

Conditional Use Permit #55 – To construct a church and recreational facilities (including softball, badminton, horseshoes, etc.) and off-street parking area at 750 Sierra Madre Villa Avenue. Approved August 10, 1954.

Conditional Use Permit #23 – Church, Sunday School, and parking facilities. Approved April 24, 1951. Appeal sustained June 4, 1951.

## **PROJECT DESCRIPTION:**

The applicant, John O. Johnson, on behalf of the property owner, has submitted a Tentative Parcel Map application to subdivide an existing 348,990 square-foot parcel into two parcels. Through the subdivision process, an existing two-story office building and surface parking lot would occupy Parcel #1, which would measure 65,633 square feet in area. An existing two-story church building, baseball field, and surface parking lot would occupy Parcel #2, which would measure 283,357 square feet in area. No new development is proposed with this application. The subject site is located within the PS (Public and Semi-Public) zoning district.

## **ANALYSIS:**

The subject site is located within the PS (Public and Semi-Public) zoning district, which does not specify minimums for lot width or area. Abutting zoning districts include RS-6 (Single-family residential) to the north, east, and west, and CO (Commercial Office) to the south. Minimum lot area in RS-6 is 12,000 square feet and minimum width is 75 feet. Minimums in the CO zoning district are 7,200 square feet and 55 feet respectively. The proposed subdivision would split the existing parcel, thereby creating a north parcel (Parcel #1) and a south parcel (Parcel #2). Proposed Parcel #1 would measure 65,633 square feet in area and would maintain an existing width of 193 feet along Sierra Madre Boulevard. Proposed Parcel #2 would measure 283,357 square feet in area and would maintain an existing width of 616 feet along Sierra Madre Villa Avenue.

Existing uses on the site include a two-story church building, a baseball field, and a two-story office building that would remain after the subdivision. No changes are proposed to the site and the existing uses. The existing two-story office building on Parcel 1 would maintain approximately 350 feet from the new interior parcel line and the existing two-story church building on Parcel 2 would maintain approximately 200 feet from the new interior parcel line. All existing uses will remain unchanged after the subdivision.

Tentative Maps are subject to seven findings contained in the City's Subdivision Ordinance, Municipal Code Chapter 16.20 (Tentative Maps). Generally, the purpose of these findings is to ensure the design of the subdivision is suitable for the site; consistent with the goals and policies of the general plan, zoning ordinance, and subdivision ordinance; and will not cause environmental damage or public health problems. The proposed subdivision will not cause substantial environmental damage as the site has been previously developed with institutional and office uses. The site is physically suitable for the proposed project as the site is located in an urban area, is primarily flat, and does not contain any significant environmental resources. The existing uses on the site will be maintained and will continue to function in compliance with City standards. Access to the site will continue to be provided from the public right-of-way and the existing parking will remain and continue to provide for uses on site. The design of the subdivision would not cause substantial environmental damage because the property is located in an urbanized area, not near any sensitive habitat, and does not contain any significant environmental resources. The design of the subdivision allows each of the two existing buildings and the associated surface parking lots on the property to be located on separate parcels. As such, the proposed tentative map meets all required findings.

### Tenant Protection Ordinance

There will be no demolition of any existing residential units; therefore, the project is not subject to the City's Tenant Protection Ordinance.

### Inclusionary Housing

Chapter 17.42 (Inclusionary Housing Requirements) of the Zoning Code applies to projects with 10 or more new dwelling units. Since the request does not involve the development of any new dwelling units, the project is not subject to the City's Inclusionary Housing requirements.

### **GENERAL PLAN CONSISTENCY:**

The Tentative Parcel Map is consistent with Policy 2.7 (Civic and Community Services), of the City's General Plan Land Use Element, as the existing uses would continue to provide diverse uses and services that support Pasadena's residents such as facilities for seniors and youth, community gatherings, and comparable activities. The Tentative Parcel Map is also consistent with Policy 2.9 (Institutional Uses) as the existing uses, including a religious facility and recreational space, would continue to accommodate the development of educational, religious, cultural, and similar facilities that enrich the lives of Pasadena's residents.

### **TREE PROTECTION ORDINANCE:**

The Tentative Parcel Map does not propose the removal of any protected trees on private or public property.

### **ENVIRONMENTAL REVIEW:**

It has been determined that the project is Categorical Exempt from CEQA (Section 15315, Class 15, Minor Land Divisions), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Class 15 allows the division of property in urbanized area where no variances are required. The project consists of the division of one parcel into two parcels with no variances required; and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances.

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

The City's Building and Safety Division, Public Works Department, Design and Historic Preservation Section, and Department of Water and Power have reviewed the proposal. The Public Works Department provided recommended conditions of approval that are included in Attachment B of this staff report. No other comments or conditions were provided.

### **CONCLUSION:**

The proposed Tentative Parcel Map to subdivide one lot into two lots is consistent with the land use policies of the General Plan and applicable sections of the City's Subdivision Ordinance. Therefore, staff recommends approval of the application based on the findings in Attachment A and the conditions in Attachment B.

### Attachments:

Attachment A: Specific Findings for Tentative Parcel Map

Attachment B: Recommended Conditions of Approval

**ATTACHMENT A**  
**SPECIFIC FINDINGS FOR TENTATIVE PARCEL MAP #83861**

Tentative Parcel Map: To subdivide an existing 348,990 square-foot parcel into two parcels

1. *The proposed map is consistent with applicable general as specified in Section 65450.* The proposed subdivision of the Tentative Parcel Map is in compliance with the provisions of the Land Use Policies of the General Plan the City's Zoning Code for Public, Semi-Public zoning districts and Institutional land uses. The Tentative Parcel Map is also consistent with the following General Plan Policies: Policy 2.7 (Civic and Community Services), and 2.9 (Institutional Uses). The Tentative Parcel Map is consistent with Policy 2.7, Civic and Community Services, of the City's General Plan Land Use Element, as the existing uses would continue to provide diverse uses and services that support Pasadena's residents such as facilities for seniors and youth, community gatherings, and comparable activities. The Tentative Parcel Map is also consistent with Policy 2.9, Institutional Uses, as the existing uses would continue to accommodate the development of educational, religious, cultural, and similar facilities that enrich the lives of Pasadena's residents.
2. *The site is physically suitable for the type of development.* The site is located in an urban area, is primarily flat, and does not contain any significant environmental resources. The existing uses on the site will be maintained and will continue to function in compliance with City standards. Access to the site will continue to be provided from the public right-of-way, and circulation will remain consistent with the existing path of travel. The existing parking will remain and will continue to be provided onsite.
3. *The design of the subdivision or the proposed improvements will not cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat.* The property is located in an urbanized area, not near any sensitive habitat, and does not contain any significant environmental resources. The proposal will not cause substantial environmental damage as the site has been previously developed with institutional and office uses. No new developments are proposed as part of the Tentative Parcel Map application. Further, the project has been reviewed for compliance with the California Environmental Quality Act and determined to be exempt. There are no changed circumstances or new information found as part of the proposed Tentative Parcel Map application that necessitate further environmental review, and there are no features that distinguish this project from others in the exempt class.
4. *The design of the subdivision or the proposed improvements is not likely to cause serious health problems in that the subdivision is compatible with existing residential land uses in the vicinity.* The design of the subdivision allows each of the two existing buildings and the associated surface parking lots on the property to be located on separate parcels. Existing access to each parcel will be maintained from a public street. The existing institutional, office, and recreational uses on the subject site will be maintained with no changes proposed. Therefore, the proposed subdivision is not likely to cause serious health problems.
5. *The proposed map meets the requirements of Title 16 as applicable.* The proposal to subdivide one lot into two lots will comply with the applicable standards of Title 16. The Tentative Parcel Map was prepared by a registered engineer, obtained a map number assigned by the County, references the locations of adjacent streets and other public

properties, identifies easements, and references means of vehicular access. Copies of the Tentative Parcel Map were provided to relevant reviewers including the Water and Power Department, Public Works Department, and Building & Safety Department as required by Title 16.

6. *The discharge of waste from the proposed subdivision into existing sewer system would not add to or result in violation of existing water quality control standards.* There are no proposed changes to the existing land uses. As such, the proposed subdivision will not result in a violation of the existing water quality control standards.
7. *The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision.* The design of the subdivision and improvements proposed will not conflict with easements acquired by the public because the application request does not propose any new developments that may otherwise conflict with any existing easements on the property.

**ATTACHMENT B**  
**CONDITIONS OF APPROVAL FOR TENTATIVE PARCEL MAP #83861**

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

General

1. The final map to be recorded with the Los Angeles County Recorder shall substantially conform to the Tentative Parcel Map submitted with this application and dated "Approved at Hearing October 5, 2022," except as modified herein.
2. The plans submitted for building permits shall be in general conformance to site plan submitted and stamped "Approved at Hearing, October 5, 2022," except as modified herein.
3. This approval allows Tentative Parcel Map #83861 to subdivide one lot into two lots. The lot subdivision shall occur substantially as shown on the Tentative Parcel Map, except as modified herein and shall comply with the applicable land use regulations and development standards of the Pasadena Municipal Code subject to the approval of the Hearing Officer.
4. In accordance with Section 16.18.060.A of the Pasadena Municipal Code, the exercise of the right granted under this application must be commenced within two years of the effective date of the approval. It shall expire and become void, unless an extension of time is approved in compliance with Section 16.18.060 of the Municipal Code.
5. The applicant or successor in interest shall comply with the attached conditions of approval from other City Departments.
6. The Tentative Parcel Map, Activity Number **ZENT2022-00088**, is subject to the recordation of the Final Map requirements by the Los Angeles County and by the City of Pasadena Public Works Department.

Public Works Department

7. Prior to submission of the final map to the City for approval, the applicant shall pay a non-refundable flat fee (based on the current General Fee Schedule) to cover the cost of processing the final map. The applicant shall complete all required conditions of approval before City's approval, or provide a guarantee to cover all unfinished public improvements as quantified in an approved cost.
8. Prior to submission of the final map to the City, the applicant's engineer shall set boundary monuments on the proposed subdivision per Pasadena Municipal Code, Section 16.24, and furnish to the City a set of field notes that have been recorded with Los Angeles County Department of Public Works. The monuments shall be independently inspected by a third party licensed surveyor; with a certified report submitted to the City.