



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: December 20, 2023

TO: Hearing Officer

SUBJECT: Minor Conditional Use Permit #7132

LOCATION: 3475 East Colorado Boulevard

APPLICANT: Cadillac Pasadena

ZONING DESIGNATION: ECSP-CG-6 (East Colorado Specific Plan, The Chihuahuita area)

GENERAL PLAN DESIGNATION: Medium Mixed Use

CASE PLANNER: Katherine Moran

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Minor Conditional Use Permit #7132 with the conditions in Attachment B.

PROJECT PROPOSAL: Minor Conditional Use Permit: To allow alterations to a legal nonconforming Vehicle Services – Sales and Leasing land use. The project proposes to renovate an existing auto sales building and to demolish the existing detached vehicle repair building. A new vehicle repair building would be constructed on the north side of the existing auto sales building. A Minor Conditional Use Permit is required to alter a nonconforming land use.

ENVIRONMENTAL DETERMINATION: This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §15302, Class 2, Replacement or Reconstruction) and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. This exemption applies to the replacement of a commercial structure

with a new structure of substantially the same size, purpose, and capacity. The project proposes to renovate an existing auto sales building and to demolish an existing detached vehicle repair building. The project would construct a new vehicle repair building on the north side of the existing auto sales building. The project would reduce Cadillac's existing aggregate floor area from 31,379 square feet to 27,284 square feet and the number of vehicle repair bays would be reduced from 24 bays to 16 bays. The use of the site would remain auto sales and auto repair. Therefore, the proposal is exempt from environmental review.

BACKGROUND:

Site characteristics:

The project site is approximately 194,565 square feet (4.47 acres) in size and is located on the north side of East Colorado Boulevard between North Halstead Street and Sycamore Avenue. The site is presently organized into two dealership areas that function separately. On the west are the Cadillac showrooms, vehicle service buildings, and surface parking. On the east are the Land Rover showrooms, vehicle service buildings, and surface parking. The jurisdictional boundary between the City of Pasadena and Los Angeles County runs north-south through the eastern portion of the site. The portion of the site within the City of Pasadena contains three parcels (5754-002-037, 5754-002-039, 5754-002-040) and an aggregate land area of 145,403 square feet. The Cadillac dealership is contained entirely within the City of Pasadena. The remaining portions of the site are within Los Angeles County and consist of the Land Rover dealership's surface parking, and a small portion of their vehicle repair building.

Adjacent Uses:

North – 210 Freeway (North of East Walnut Street)
South – Commercial (L.A. County jurisdiction)
East – Commercial (L.A. County jurisdiction)
West – Food Sales

Adjacent Zoning:

North – PS (Public and Semi Public)
South – LA County
East – LA County
West – ECSP-CG-6 (East Colorado Specific Plan, The Chihuahuita area)

Previous zoning cases on this property:

Variance #11448 – Variance to allow the construction of a two-level parking structure with substandard setbacks to the side and rear property lines. Approved September 3, 2003.

Conditional Use Permit #4374 – Conditional Use Permit to allow an addition to the showroom and offices of an existing auto dealer. Approved August 4, 2004.

Conditional Use Permit #6884 – To allow a 3,061 square-foot addition to the front of an existing auto dealer showroom. Approved May 19, 2021.

PROJECT DESCRIPTION:

The applicant, Cadillac Pasadena, has filed a Minor Conditional Use Permit application to allow the alteration of a legal nonconforming 'Vehicle Services - Sales and Leasing' land use legally established in 1971. The project proposes to renovate an existing 19,161 square-foot auto sales building and to demolish the existing detached 12,218 square-foot vehicle repair building, with a 907 unenclosed square-foot portion of the detached building to remain. An additional 3,733 square feet of the auto sales building would also be demolished. The total square footage proposed for demolition is 15,951 square feet. A new vehicle repair addition would be constructed on the north side of the existing auto sales building. The project would reduce the existing aggregate floor area of the Cadillac dealership from 31,379 square feet to 27,284 square feet. Additional improvements consist of an interior remodel, landscaping, and parking lot restriping. The building façade fronting Colorado Boulevard would also be updated while retaining the clear glass style storefront. The subject site is located within one-quarter mile of the Sierra Madre Villa Metro Station in a Transit-Oriented Development (TOD) area. The existing Vehicle Services – Sales and Leasing land use is nonconforming because it is not currently allowed within the TOD area. A Minor Conditional Use Permit is required to alter a nonconforming land use.

The proposed project would occur on portions of the site located within the City of Pasadena. The proposed building renovation and addition would be limited to a single parcel. The two western parcels that are currently used for surface parking by Cadillac would continue to function in the same manner. No trees are located within the property.

ANALYSIS:

Minor Conditional Use Permit: To allow the alteration of a nonconforming use

Zoning Code Section 17.71.080.E (Alteration or enlargement of a nonconforming use shall require a permit) states that a legal nonconforming use may not be altered or enlarged unless a Minor Conditional Use Permit is first obtained, in compliance with Zoning Code Section 17.61.050 (Conditional Use Permits and Master Plans). A nonconforming use is defined in the Zoning Code as a use that was legally established and maintained prior to a change in the permitted land uses for the site (e.g. a Zone Change or change Zoning Code regulations).

The Minor Conditional Use Permit (MCUP) application allows the City to review the project and determine if the proposed alteration would be compatible with the surrounding area. The Hearing Officer may grant a MCUP 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 the surrounding uses. The following analysis focuses on whether the request for an alteration of a nonconforming use would create negative impacts to the surrounding uses, as it relates to conformance with the provisions of the Zoning Code and consistency with the General Plan.

The subject property is located in the ECSP-CG-6 zone (East Colorado Specific Plan, The Chihuahueta area). A purpose of the ECSP-CG-6 zoning district is to implement the East Colorado Specific Plan by balancing and optimizing economic development, historic preservation, and the maintenance of local community culture. Specifically, it aims to identify areas of East Colorado

Boulevard where auto-oriented commercial development should be concentrated. Another purpose of the ECSP zoning districts is to improve the appearance, function, and urban ambiance of East Colorado Boulevard. The existing dealership is located along a commercial corridor, adjacent to the 210 freeway, and is generally concentrated with other vehicle sales and leasing uses. This includes the Land Rover dealership located on the eastern portion of the project site and a Buick/GMC dealership southwest of the subject site. Other uses south of the site include a Holiday Inn Express hotel, a motel, among other commercial businesses. West of the site is an Amazon Fresh grocery store. The applicant has proposed the alterations to modernize and condense the existing operation with the intent of improving the environment around the dealership and meeting local and regional needs. The building frontage along East Colorado Boulevard would be altered and remodeled within the existing building footprint and would provide a new front entry. Although the existing entry doors would be relocated, they would continue to face East Colorado Boulevard which complies with building entry requirements. The existing parking lot would be restriped and enhanced with new landscaping. New parking proposed would be located to the rear, away from East Colorado Boulevard. The proposed alterations would update the appearance and ambiance along East Colorado Boulevard and enhance circulation and access within parking areas, all while reducing the square footage on-site. The relocated vehicle repair building would be attached to the showroom, closer to the center of the site, which would allow for a more cohesive site layout. Additional landscaping along East Walnut Street would create an improved street environment which would complement existing vehicle-related uses within the vicinity. Therefore, the proposed addition is consistent with the intent and purpose of the ECSP zoning district. In addition to the Minor Conditional Use Permit, the proposed project is also subject to a separate process, Design Review, ensuring the project is consistent with the aesthetic values, character, and scale.

The proposed enhancements to the Vehicle Services – Sales and Leasing land use would not alter the current operation of the existing auto dealer in a manner that would be detrimental to the surrounding neighborhood. The circulation of the site would be improved, and new driving aisles and parking dimensions would be code compliant. Regular activities of the auto dealer would continue. Approval of the application would allow the alteration of a nonconforming use within a commercial zoning district on property bounded by public streets on all sides. Furthermore, the project is subject to compliance with all the conditions of approval and would be required to comply with all zoning, building, and fire codes, which would be reviewed through the building permit plan check process. Additionally, the proposed alterations are designed to comply with all applicable development standards.

General Development Standards

Vehicle Services - Sales and Leasing land uses are required to comply with the Zoning Code Sections 17.38.050 (ECSP General Development Standards) and 17.50.360 (Vehicle Sales and Repair Services). For development standard analysis, the 145,403 square-foot portion of the site within Pasadena was used for the lot size. Table A below summarizes the project's compliance with the development standards for the ECSP-CG-6 zoning district:

Table A: ECSP-CG-6 and Vehicle Services – Vehicle/Equipment Repair Development Standards

Development Feature	Required	Proposed	Analysis
ECSP-CG-6 – Nonresidential Development Standards			
<i>Setbacks</i> N. Halstead St. (Front)	5'	101'-8 1/2" (Existing/Proposed)	Existing Nonconforming
E. Colorado Blvd. (Corner-side)	5'	19'-0" (Existing/Proposed)	Existing Nonconforming
E. Walnut St. (Corner-side)	5'	180'-0" (Existing) 86'-8" (Proposed)	Existing Nonconforming
East (Rear & Jurisdictional Line)	None required	214' -10 3/4" (Existing/Proposed)	Complies
Maximum Height	60'	21'-2" (Existing) 30'-11" (Proposed)	Complies
<i>Building Entries</i> Building Entry Orientation	Facing E. Colorado Blvd.	Facing E. Colorado Blvd.	Complies
Street Façade Window Display	Minimum 50% Transparency to a Minimum Height of 8 Feet	78% Transparent	Complies
Vehicle Services – Vehicle/Equipment Repair Development Standards			
Maximum Vehicle Repair Area (including Land Rover)	40% (58,161 SF)	19% (26,975 SF)	Complies

Vehicle Sales and Repair Services

Pursuant to Section 17.50.360 (Vehicle Sales and Repair Services) of the Zoning Code, the vehicle/equipment repair activities of the business are subject to specific operational standards in order to limit potential impacts to surrounding properties. All repair activities and related repair equipment such as hydraulic hoists and pits, equipment for greasing, and lubrication equipment are required to be enclosed entirely within a structure. The project’s proposed design would concentrate all repair activities and equipment within a new enclosed service shop located toward the center of the site, with ingress and egress located at the east and west of the building. The proposed design allows for the entrances to the individual workstation/service bays to be internally located along a drive aisle within the enclosed service building. The service bays are prohibited from facing abutting residential parcels or the public rights-of-way. There are no residential zones or uses located within the immediate vicinity and the proposed service shop is designed so that individual repair bays would be located inside the enclosed repair building, therefore, individual service bays and workstations would not be visible from the public rights of way.

All areas or structures used for vehicle repair are required to be located or soundproofed to prevent annoyance or detriment to surrounding properties. The property to the west would be buffered from the service shop by the project site’s existing parking lot and North Halstead Street, limiting potential impacts to the west. East of the proposed repair areas are the Land Rover portion of the site and the Los Angeles County jurisdictional line. North of the site is the 210 Freeway. The repair area is located to the rear of the existing auto showroom, thus the property to the south of the site would not be affected by the repair activities. As proposed, all vehicle/equipment repair uses and related activities would occur between

the hours of 7:00 a.m. and 7:00 p.m., daily, which complies with the required limited hours of operation allowed by the Zoning Code. In addition, the Zoning Code has several requirements regarding vehicle repair activities in order to limit impacts to surrounding properties. These requirements relate to soundproofing, storage limitations of discarded vehicle parts and equipment, wrecked vehicles, old tires, and size of vehicles to be serviced. According to the applicant, the proposed business would comply with the operational standards and additional conditions of approval are proposed to address these applicable requirements.

Parking

Pursuant to Zoning Code Section 17.46.040 (Number of Off-Street Parking Spaces Required), a Vehicle Services – Sales and Leasing land use is required to provide one parking space per 1,000 square feet of floor area. A Vehicle Services - Vehicle Equipment Repair land use is required to provide four parking spaces per 1,000 square feet of floor area. In conjunction with Section 17.50.340.D (Transit-Oriented Development [TOD]), this nonresidential land use is subject to a 10 percent parking reduction due to its proximity to the Sierra Madre Villa Station. With the proposed project, the 8,999 square-foot auto showroom would require 8 parking spaces and the 18,285 square feet devoted to vehicle repair would require 66 parking spaces. The applicant proposes to restripe existing parking spaces on the west side of the building and would add additional parking spaces to the north side, behind the building. In total, the dealership would provide 12 parking spaces for vehicle sales, and 71 parking spaces for vehicle repair, which complies. To maintain circulation through the parking areas, all parking stalls and drive aisles would be designed to comply with minimum dimensional requirements of the Zoning Code.

GENERAL PLAN CONSISTENCY:

The subject site is designated as Medium Mixed Use in the General Plan Land Use Element (0.0-2.25 FAR) and is within the East Colorado Specific Plan. A general purpose of the ECSP zoning districts is to improve the appearance, function, and urban ambiance of East Colorado Boulevard. The general appearance, function and urban ambiance of the site would be improved for the existing use and would add additional landscaping along the parking lot facing East Colorado Boulevard. The improvements would occur mainly at the rear of the property facing East Walnut Street which would maintain the existing character along East Colorado Boulevard. The proposed renovation, demolition, and construction to the existing Vehicle services - Sales and Leasing use is consistent with multiple General Plan Land Use Element Goals and Policies including the following: Policy 2.3 (Commercial Businesses), Policy 11.1 (Business Expansion and Growth), and Policy 12.4 (Revitalization of Commercial Areas). The proposed project includes a remodel and addition to existing business along a major commercial corridor in the City. The expanded vehicle repair space will allow the existing auto dealer to modernize and serve both local and regional needs. The building frontage along East Colorado Boulevard would be altered and remodeled and the entrance would remain facing East Colorado Boulevard which complies with the building entry requirements. Window glazing and facade material improvements along the East Colorado Boulevard facing facade would comply with the minimum 50 percent transparency requirements. The site's circulation and parking lot would be improved. The relocated vehicle repair building would be attached to the showroom, closer to the center of the site, which will allow for a more cohesive site layout and for adding landscaping within the existing non-landscaped parking. Additional landscaping along East Walnut Street will create an improved street environment which will complement existing vehicle-related uses within the vicinity. In addition, the proposed project along with the existing Land Rover dealership (portions in Pasadena) results in a total floor area ratio (FAR) of 0.29, which is within the maximum range allowed for the Medium Mixed Use designation in the General Plan. Therefore, the proposed project is consistent with the adopted 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, §15302, Class 2, Replacement or Reconstruction) and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. This exemption applies to the replacement of a commercial structure with a new structure of substantially the same size, purpose, and capacity. The project proposes to renovate an existing auto sales building and to demolish an existing detached vehicle repair building. The project would construct a new vehicle repair building on the north side of the existing auto sales building. The project would reduce Cadillac's existing aggregate floor area from 31,379 square feet to 27,284 square feet and the number of vehicle repair bays would be reduced from 24 bays to 16 bays. The use of the site would remain auto sales and auto repair. Thus, the proposed renovation, demolition, and reconstruction of the site is generally within the same size, purpose, and capacity as the existing structures. Therefore, the proposal is exempt from environmental review.

COMMENTS FROM OTHER DEPARTMENTS:

The Design and Historic Preservation Section, Building and Safety Division, Department of Public Works, Department of Transportation, Department of Water and Power, and Fire Department had the opportunity to review the proposal. The Design & Historic Preservation Section conducted a Historic Resource Evaluation of the project under the provisions of Section 17.62.040 (Criteria for Designation of Historic Resources) of the Zoning Code. Based on the information available to staff, the property has been determined ineligible for landmark designation. Based on their review of the project, the Design and Historic Preservation Section, Building and Safety Division, Department of Public Works, Department of Water and Power (Water), and Fire Department provided comments and recommended conditions of approval, which are included in Attachment B.

CONCLUSION:

It is staff's assessment that the findings necessary for approving the Minor Conditional Use Permit can be made. The project results in a reduction to the existing FAR. All proposed setbacks, height, and parking improvements, etc. meet applicable development standards. The project is in conformance with the purpose of the Zoning Code and is consistent with the goals and objectives of the General Plan. Based on staff's analysis of the requested renovation, demolition, and addition, the auto dealer would remain compatible with the adjacent land uses and would not result in any adverse impacts to the surrounding area. As such, staff recommends that the Hearing Officer adopt the environmental determination and the specific findings in Attachment A to approve the application with the conditions in Attachment B.

ATTACHMENTS:

Attachment A: Specific Findings for Minor Conditional Use Permit
Attachment B: Recommended Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR MINOR CONDITIONAL USE PERMIT #7132

Minor Conditional Use Permit –To allow the alteration of a nonconforming use

1. *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 existing vehicle sales use is located within one-quarter mile of the Sierra Madre Villa light-rail station and within a designated transit-oriented development (TOD) area. Vehicle services – Sales and Leasing land uses are not allowed within TOD areas. The alteration of a nonconforming use is allowed with the approval of a Minor Conditional Use Permit as provided in Zoning Code Section 17.71.080.E (Alteration or enlargement of a nonconforming use shall require a permit). The proposed project will comply with applicable provisions of this 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 ECSP-CG-6 zoning district is to implement the East Colorado Specific Plan by balancing and optimizing economic development, historic preservation, and the maintenance of local community culture. Specifically, it aims to identify areas of East Colorado Boulevard where auto-oriented commercial development should be concentrated. Another purpose of the ECSP zoning districts is to improve the appearance, function, and urban ambiance of East Colorado Boulevard. The existing dealership is located along a commercial corridor, adjacent to the 210 freeway, and is generally concentrated with other vehicle sales and leasing uses. This includes the Land Rover dealership located on the eastern portion of the project site and a Buick/GMC dealership southwest of the subject site. Other uses south of the site include a Holiday Inn Express hotel, a motel, among other commercial businesses. West of the site is an Amazon Fresh grocery store. The applicant has proposed the alterations to modernize and condense the existing operation with the intent of improving the environment around the dealership and meeting local and regional needs. The building frontage along East Colorado Boulevard will be altered and remodeled within the existing building footprint and will provide a new front entry. Although the existing entry doors would be relocated, they will continue to face East Colorado Boulevard which complies with building entry requirements. The existing parking lot will be restriped and enhanced with new landscaping. New parking proposed would be located to the rear, away from East Colorado Boulevard. The proposed alterations will update the appearance and ambiance along East Colorado Boulevard and enhance circulation and access within parking areas, all while reducing the square footage on-site. The relocated vehicle repair building will be attached to the showroom, closer to the center of the site, which will allow for a more cohesive site layout and for adding landscaping within the existing non-landscaped parking. Additional landscaping along East Walnut Street will create an improved street environment which will complement existing vehicle-related uses within the vicinity. Therefore, the proposed addition is consistent with the intent and purpose of the ECSP zoning district. In addition to the Minor Conditional Use Permit, the proposed project is also subject to a separate process, Design Review, ensuring the project is consistent with the aesthetic values, character, and scale. The proposed demolition and construction to a legally established nonconforming Vehicle Services – Sales and Leasing use will improve the existing site’s buildings, parking areas, and landscaping while reducing the net square footage, complying with the purpose of the ECSP 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 subject site is designated as Medium Mixed Use in the General Plan Land Use Element (0.0-2.25 FAR) and is within the

East Colorado Specific Plan. A general purpose of the ECSP zoning districts is to improve the appearance, function, and urban ambiance of East Colorado Boulevard. The general appearance, function and urban ambiance of the site would be improved for the existing use and will add additional landscaping along the parking lot facing East Colorado Boulevard. The improvements would occur mainly at the rear of the property facing East Walnut Street which will maintain the existing character along East Colorado Boulevard. The proposed renovation, demolition, and construction to the existing Vehicle services - Sales and Leasing use is consistent with multiple General Plan Land Use Element Goals and Policies including the following: Policy 2.3 (Commercial Businesses), Policy 11.1 (Business Expansion and Growth), and Policy 12.4 (Revitalization of Commercial Areas). The proposed project includes a remodel and addition to existing business along a major commercial corridor in the City. The expanded vehicle repair space will allow the existing auto dealer to modernize and serve both local and regional needs. The building frontage along East Colorado Boulevard will be altered and remodeled. The entrance and glazing will remain facing East Colorado Boulevard which complies with the building entry and transparency requirements. The site's circulation and parking lot will be improved. The relocated vehicle repair building would be attached to the showroom, closer to the center of the site, which will allow for a more cohesive site layout and for adding landscaping within the existing non-landscaped parking. Additional landscaping along East Walnut Street will create an improved street environment which will complement existing vehicle-related uses within the vicinity. In addition, the project proposes a floor area ratio (FAR) of 0.29 which is within the maximum range allowed for the Medium Mixed Use designation in the General Plan. Therefore, the proposed project is consistent with the adopted 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 proposed enhancements to the Vehicle Services – Sales and Leasing land use will not alter the current operation of the existing auto dealer in a manner that would be detrimental to the surrounding neighborhood. The circulation of the site will improve and new driving aisles and parking dimensions will be code compliant. Access will continue to be provided from the same street frontages that have functioned without detriment. All proposed repair activities, servicing of vehicles, and vehicle parts storage will be contained within buildings and comply with applicable standards. The number and design of the proposed parking spaces will comply with applicable requirements for the zone. In addition, there are no residential land uses or sensitive land uses within the vicinity of the site. As proposed, all vehicle/equipment repair uses and related activities will occur between the hours of 7:00 a.m. and 7:00 p.m., daily, which complies with the required limited hours of operation allowed by the Zoning Code. Therefore, as conditioned, the proposed project will not detrimentally affect the surrounding area.
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.* Approval of the application will allow the alteration of a nonconforming use within a commercial zoning district on property bounded by public streets on all sides. Furthermore, the project is subject to compliance with all the conditions of approval and will be required to comply with all zoning, building, and fire codes, which will be reviewed through the building permit plan check process. The Zoning Code has several requirements regarding vehicle repair activities in order to limit impacts to surrounding properties. These requirements relate to operations as soundproofing, storage limitations of discarded vehicle parts and equipment, wrecked vehicles, old tires, and size of vehicles to be serviced. According to the applicant, the proposed business model will comply with the operational standards and additional

conditions of approval are proposed to address these applicable requirements. Regular activities of the existing auto dealer will continue. As conditioned, it is not expected that the project will be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

6. *The design location, operating characteristics, and size of the proposed use 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 Services – Sales and Leasing land use is consistent with the surrounding land uses. A number of large automobile dealerships are present in this sub area. A district filled with many auto dealers, easy freeway access and large retailers, makes this a destination location for neighboring communities and Pasadena residents. The granting of this Minor Conditional Use Permit will allow demolition and an addition to the auto dealer building and the continuation of the existing use. The proposed construction will result in a net reduction of the existing floor area. The proposed construction will comply with all applicable development standards such as maximum height and parking requirements. New landscaping is proposed throughout the project and will enhance the aesthetics of the parking area. The proposed project is subject to Design Review, ensuring the project is consistent with the aesthetic values, character, and scale.

ATTACHMENT B
CONDITIONS FOR MINOR CONDITIONAL USE PERMIT #7132

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

General

1. The site plan and elevations submitted for building permits shall substantially conform to plans submitted with this application stamped "Approved at Hearing, December 20, 2023" except as modified herein.
2. The right granted under this application must be enacted within 36 months from the effective date of approval. It shall expire and become void, unless an extension of time is approved in compliance with Zoning Code Section 17.64.040.C (Time Limits and Extensions-Extensions of Time).
3. The approval of the Minor Conditional Use Permit allows the applicant to alter an existing legally nonconforming Vehicle Services - Sales and Leasing land use (Cadillac Pasadena).
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 Minor Conditional Use Permit if sufficient cause is given.
5. Any change to these conditions of approval or expansion of the use shall require the modification of this Minor Conditional Use Permit or a new Minor Conditional Use Permit.
6. The applicant or successor in interest shall meet the applicable code requirements of all City Departments.
7. The final decision letter and conditions of approval shall be incorporated in the building plans as part of the building plan check process.
8. The proposed project, Activity Number **ZENT2023-00064**, is subject to the Inspection Program by the City. A Final Zoning Inspection is required for your project prior to the issuance of a Certificate of Occupancy or approval of the Final Building Inspection. Contact the case planner, Katherine Moran, Current Planning Section, at kmoran@cityofpasadena.net or (626) 744-6740 to schedule an inspection appointment time.

Planning Division

9. All vehicle/equipment repair uses and related activities shall be limited to between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday.
10. All areas or structures used for vehicle repair shall be located or soundproofed.
11. All vehicles that are repaired and are waiting to be picked up by the owner of the vehicle shall be parked on-site and not in adjoining streets or alleys.
12. All discarded vehicle parts or equipment, or permanently disabled, dismantled, or junked vehicles shall be removed from the premises within 30 days of arrival.

13. No servicing of trucks in excess of one and one-half ton capacity or industrial equipment of any type or character shall be allowed.
14. Where this project meets the threshold for state-mandated water-efficient landscaping, the final landscape plans (inclusive of planting and hardscape plans, the planting pallet, drainage plan, and irrigation system plan(s) and specifications), shall be reviewed by Planning and Community Development Department staff for conformance with the standards and requirements specified within the 2015 California Model Water Efficient Landscape Ordinance (MWELo) prior to the issuance of a building permit. No certificate of occupancy shall be issued until such plans have been deemed compliant with the MWELo and the landscaping has been installed per such approved MWELo-compliant plans to the satisfaction of the Director of Planning and Community Development or his/her designee.
15. The applicant or successor in interest shall comply with all requirements of Municipal Code Chapter 9.36 (Noise Restrictions). Specifically, all construction activities shall adhere to Municipal Code Section 9.36.070 (Construction Projects) and Section 9.36.080 (Construction Equipment).

Design and Historic Preservation

16. Pursuant to PMC Section 17.61.030, Design Review is required for projects located in the East Colorado Specific Plan or on designated Major Corridors (including East Colorado Boulevard) based on the following criteria:
 - a. For new construction of buildings between 5,000 and 25,000 square feet, design review is required if the project has street frontage and is located within a Specific Plan area (staff level).
 - b. For major rehabilitation or substantial alterations of existing structures up to 25,000 square feet in size, with street frontage along designated Major Corridors (staff level).

Due to the project's size, separately for rehabilitation and new construction, along with the project's street frontage location, the project will require Design Review at staff level.

Building and Safety Division

17. Governing Codes: Comply with the Current Edition of California Building Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, *California Green Building Standard Code* and the City of Pasadena Municipal Code. The governing edition is based on the date in which the project is submitted to the City of Pasadena for review.
18. Building Code Analysis: Provide a Building Code Analysis on the title sheet. Include the code(s) information for each building proposed: Descriptive scope of work, occupancy, assessor's parcel number, number of stories, type of construction, fire sprinklers, floor area, height, and allowable floor area.
19. Electrification Ordinance 7398: Ordinance 7398, adopted in August 2022, requires certain categories of newly-constructed buildings to be all-electric, thus prohibiting gas infrastructure. The electrification requirement applies primarily to new construction and certain commercial additions. Existing buildings undergoing alterations or tenant improvements are exempt.

Refer to the City of Pasadena link for further information on the requirements and submittal process:

<https://www.cityofpasadena.net/planning/building-and-safety/electrification-ordinance/#required-to-be-all-electric>

20. Best Management Practices: Photocopy to plans and complete the BEST MANAGEMENT PRACTICE page 1 (form must be signed). Photocopy any other applicable pages and cross reference the location at the site plan, i.e. the material storage, the concrete waste management, etc. These forms can be found at:
<https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>
21. Soils Report Required. A soils engineer report is required for:
 - a. All new constructed single and multi-family residential, commercial, and industrial buildings.
 - b. An addition to a commercial or industrial building. Second story addition to existing one-story building.
 - c. Hillside construction, i.e. decks, retaining walls, and swimming pools. Grading: Show compliance with CBC 2022 Appendix J – Grading with City of Pasadena Amendments.
 - d. 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.
22. Green Code: Photocopy to plans and complete the 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE WITH CITY OF PASADENA AMENDMENTS FORMS. These forms are being provided attached and can be found at: <https://www.cityofpasadena.net/planning/building-and-safety/bs-applications-forms/#informational-handouts>.
23. 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://www.cityofpasadena.net/wp-content/uploads/sites/30/Form-PC.pdf?v=1599178168233>.
24. Means Of Egress (Exiting): Provide an egress plan showing compliance with all requirements for the exit access, the exit and the exit discharged detailed in chapter 10. 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. Primary accessible path of travel shall include a primary entrance to the building or facility; toilet and bathing facilities serving the area; drinking fountains serving the area; public telephones serving the area, and signs.
25. Fire And Smoke Protection Features: Show materials, systems and assemblies used for structural fire resistance and fire-resistance-rated construction separation of adjacent spaces to safeguard against the spread of fire and smoke within a building and the spread of fire to or from buildings.
26. Accessibility: Provide compliance with accessibility per CBC 11B. Show accessible route within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; public transportation stops to the accessible building or facility entrances. Where more than one route is provided, all routes must be accessible. Accessible

route shall be the most practical direct route feasible and may incorporate pedestrian ramps, curbs ramps, etc... Show Maneuvering clearance at swing doors, gates, sliding doors, folding doors and doorways without doors.

27. Required Plans and Permit(S): In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, Energy, PV systems and grading plans as required. No deferred submittal. Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others. New ePermitting services. Visit the City website at: <https://www.cityofpasadena.net/planning/permit-center/permit-center-online/>

Public Works Department

28. There is no record of any permit or drawings to indicate that the property is connected to the Pasadena public sewer system. If there is an existing house sewer, a closed circuit television (CCTV) inspection of the house sewer serving the property 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 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.

If there is not an existing house sewer, the development shall connect to the public sewer with a new six-inch diameter house sewers 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 sewers 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.

29. The applicant shall restore and re-paint all existing metal street light poles along the frontages of the subject property in a manner acceptable to the Department of Public Works. In addition, the painting specification shall be per the Specific Plans and specifications. The cost of the street light pole restoration and painting is the applicant's responsibility.
30. In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall verify, and reconstruct if necessary, a standard curb ramp at all corners of Colorado Boulevard and Halstead Street and of Walnut Street and Halstead Street, if possible, per Caltrans Standard A88A or City of Pasadena Standard No. S-414. 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.

31. 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 submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction 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 return improvement plans and the plan check deposit at least two months prior to the issuance of any building or demolition permits.
32. 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 City 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 months, prior to issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of a Certificate of Occupancy.
33. The proposed removal or relocation of the existing public tree on Colorado Blvd frontage shall be reviewed and supported by the Urban Forestry Advisory Committee, before any design is finalized. The applicant shall separately submit an application to the Department of Public Works in advance.
34. 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 place a deposit with the department to cover the cost of plan checking. The amount of deposit will be based on the current City's General Fee Schedule. Note that 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 public improvements plans and the plan check deposit at least two months prior to the issuance of any building or demolition permits.
35. To protect existing City trees during construction, the applicant shall fully conform 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/>
36. 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.

37. 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 on 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.
38. 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.
39. All new drive approaches shall be at least seven 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.
40. 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.
41. 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.
42. In order to ensure that the developers maintain a clean and safe site during the construction phase of development, the applicant shall place a \$10,000 refundable deposit with the

Department of Public Works prior to the issuance of any permit. This deposit is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/ resurfacing, street trees, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for charges due to damage to existing street trees and for City personnel to review traffic control plans and maintain traffic control.

43. 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.
44. 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.
45. 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.
46. In addition to the above conditions, the requirements of all applicable Pasadena Municipal Code (PMC) will apply and be implemented during the corresponding plan review and permitting. They may include but not limited to: Sidewalk Ordinance - Chapter 12.04. Sewer Facility Charge – Chapter 4.53. Residential Impact Fee – Chapter 4.17. City Trees and Tree Protection Ordinance - Chapter 8.52 . Construction and Demolition Waste Ordinance - Chapter 8.62. Holiday Moratorium of activities within public right-of-way – Chapter 12.24.100
47. If you have questions regarding the above conditions and requirements of the ordinances, please contact me at (626) 744-3762 or email YWu-Bowman@cityofpasadena.net

Water and Power Department

48. Overall Comments: PWP records reflect that there is one 4-inch domestic service serving address 3475 E Colorado Blvd, the service was installed in 1971(#45443). PWP records also reflect that there are one 2-inch domestic service and 4-inch fire service serving address 3485 E Colorado Blvd, the adjacent building in the same property. The 2-inch domestic service was

installed in 1993(#48524), and the 4-inch fire service was installed in 1993 (#48523). If the applicant or the Fire Department requests an upgrade, please reach out to Utility Services Planning at (626) 744-4495. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. All service pipes shall be of suitable capacity as determined by applicable plumbing and fire codes. The minimum sized service installed by PWP is 1-inch and any services 50 years and older require abandonment.

Fire Department

49. These requirements are based on the 2022 Title 24 and are subject to change based on when the building and fire plans are submitted for review and permits.
50. Minimum Fire Flow/Fire Hydrants: All structures shall have the minimum fire flow (GPM) required by Appendix-B and the quantity and spacing of fire hydrants as required by Appendix-C of Title 24, Part 9, California Fire Code.2
51. Automatic Fire Sprinkler System: The structure shall be provided with a fully automatic fire sprinkler per NFPA 13 standards. Shop drawings are to be submitted by contractor for review and approval prior to construction. PMC, CFC Chapter 9.
52. Fire Department Fire Sprinkler Connections: Shall be comprised of:
 - a. FDC shall be located a minimum of 25-feet from the building and within 100-feet of a public fire hydrant.
 - b. (3) 2½" clappered internal swivel outlet X 2½" clappered internal swivel outlet X 2½" clappered internal swivel outlet X 6" FDC.
 - c. Shall be clearly labeled to indicate FDC for fire sprinklers.
 - d. A clear dimension of 3 feet shall be maintained around the perimeter of each fire department appliance.
 - e. Approved protective vehicle bollards are to be installed when fire appliances are subjected to physical damage.
 - f. All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or krylon.
53. Automatic Fire Alarm/Detection System: The structure shall be provided with a fully automatic fire alarm notification system throughout all areas of the building. Shop drawings are to be submitted by the contractor for review and approval prior to construction. All smoke detectors shall be intelligent analog and photoelectric. PMC, CFC Chapter 9.
54. Knox Box: All access gates across roadways or entrances to facilities shall fail unlocked/open in the event of any loss of power. All access gates and main entrance doors shall have a Knox Box or Knox Control Key Switch installed. Obtain Knox Box Applications from the Pasadena Fire Department Permit Desk.