



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: February 21, 2024

TO: Hearing Officer

SUBJECT: Conditional Use Permit #7200

LOCATION: 141 North Grand Avenue

APPLICANT: Pasadena Showcase House for the Arts

ZONING DESIGNATION: RS-4 (Single-Family Residential, 0-4 dwelling units per acre) and RM-16 (Multi-Family Residential, 0-16 dwelling units per acre)

GENERAL PLAN DESIGNATION: Low Density Residential

CASE PLANNER: Katherine Moran

STAFF RECOMMENDATION: Adopt the Environmental Determination and Specific Findings in Attachment A to **approve** Conditional Use Permit #7200 with the conditions in Attachment B

PROJECT PROPOSAL: Conditional Use Permit: To establish a temporary Cultural Institution land use for the 2024 Pasadena Showcase House of the Arts Event within the RS-4 (Single-Family Residential, 0-4 dwelling units per acre) zoning district. The Showcase House is proposed to be open to the public from April 21, 2024, to May 19, 2024.

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, §15301, Class 1, 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 exempts minor alterations to existing structures, that involve negligible or no expansion of an existing use. The Showcase House of the Arts is a temporary event. After the event, the use

on site would revert back to a single-family residential use.

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

The project proposes improvements to the site as part of the temporary establishment of a cultural institution use (the 2024 Pasadena Showcase House of the Arts), such as general landscaping around the property, interior modifications to the residence, and temporary improvements for various food and retail vendors. The proposed project does not include any exterior alterations to the designated buildings on the site and, therefore, will not result in a substantial adverse change to the historic resource.

BACKGROUND:

Site characteristics:

The subject site is a 58,610 square-foot (1.35 acre) rectangular shaped lot with frontage on three streets: West Holly Street to the southwest, Arroyo Terrace to the north, and North Grand Avenue to the east. The property is designated as an individual historic landmark and is presently developed with an 8,917 square-foot English Tudor Revival Style single-family residence originally constructed in 1902. The property also includes two historically designated detached accessory buildings. The 2,100 square-foot two-story building currently used as a guest house was originally constructed as a gate house. There is also a 1,200 square-foot two-story carriage house, which is currently utilized as a garage with caretaker quarters on second floor. The topography of the site is generally flat aside from a large slope descending west toward West Holly Street. A small portion of the property's descending slope, on the southern corner of the property abutting West Holly Street is located within the RM-16 zoning district. The majority of the parcel, including all buildings and the flat yard areas are located within the RS-4 zoning district. All activities of the Pasadena Showcase House operation would occur on the portion of the property within the RS-4 zoning district.

Adjacent Uses: North – Multi-Family Residential, Institutional
South – Multi-Family Residential
East – Single-Family Residential
West – Single-Family Residential, Multi-Family Residential

Adjacent Zoning: North – RM-16 (Multi-Family Residential, 0-16 dwelling units per acre) and OS (Open Space)
South – RM-16 (Multi-Family Residential, 0-16 dwelling units per acre)
East – RS-4 (Single-Family Residential, 0-4 dwelling units per acre)
West – RM-16 (Multi-Family Residential, 0-16 dwelling units per acre)

Previous Zoning Cases on this Property: Tentative Parcel Map #20677 – To create one parcel for residence. Approved on July 15, 1926.

PROJECT DESCRIPTION:

The applicant, Dotty Ewing, on behalf of Pasadena Showcase for the Arts, has submitted a Conditional Use Permit application to establish a temporary Cultural Institution use (2024 Pasadena Showcase House of the Arts Event). The Pasadena Showcase House for the Arts is a non-profit organization whose objective is to raise money to support music programs in the Pasadena area. Annually, the Pasadena Showcase House of the Arts selects a property in the Pasadena area to host a fundraiser event. The property is renovated by Southern California's leading designers, who exhibit the latest concepts in design. This year, the Pasadena Showcase House of the Arts Event selected an existing estate located at 141 North Grand Avenue, an English Tudor Revival Style house.

The Showcase House is a temporary event proposed to be open to the public from April 21, 2024, to May 19, 2024. The public would be able to purchase tickets to tour the house and gardens. The event would include on-site food service and retail vendors. No permanent structures would be constructed as part of this temporary use and no protected trees are proposed to be removed. Parking is proposed at the Hahamongna Watershed Park Trail Head, where shuttles would transport the public to the event site.

The City's Zoning Code classifies a nonprofit institution displaying or preserving objects of interest in one or more of the arts or sciences as a Cultural Institution land use. This use also includes libraries, museums, and art galleries. The site is in the RS-4 (Single-Family Residential, 0-4 dwelling units per acre) zoning district. A Conditional Use Permit is required to establish a Cultural Institution land use within the RS-4 zoning district.

ANALYSIS:

Conditional Use Permit – To establish a temporary Cultural Institution

Pursuant to zoning Code Section 17.22.030 (Residential District Land Uses and Permit Requirements), a Conditional Use Permit is required to establish a Cultural Institution land use, even if temporary, in a residential zoning district. The Hearing Officer may approve a Conditional Use Permit to allow the establishment of a Cultural Institution use only after making six findings identified in the Zoning Code. The general purpose is to evaluate compliance with the Zoning

Code and General Plan, whether the use would be detrimental or injurious to the neighborhood, and compatibility of the operation with existing and future uses. The Conditional Use Permit process is intended to allow for activities and uses which may be desirable in the applicable zoning district and compatible with adjoining land uses, but whose effect on a site and its surroundings cannot be determined before being proposed for a particular location. The process also allows the City to specify development standards and may result in recommended conditions or requirements associated with the operation of the use.

The Pasadena Showcase House for the Arts event would exhibit the latest concepts in design by some of Southern California's leading interior designers which is consistent with the "Cultural Institution" land use. Furthermore, the proceeds of the event would benefit non-profit organizations for music, underwriting of concerts, and the support of theatre, music, and dance programs in local schools.

The applicant proposes improvements to the site, such as general landscaping around the property and interior modifications to the residence. This may occur up until April 21, 2024. During this phase, renovations to the site would be managed by various architects, landscape architects, interior designers, and contractors. In addition, temporary improvements include: a tented eatery located in the side lawn area of the primary residence, near the gatehouse and carriage house/garage; a cafe area located in the existing detached carriage house/garage; retail vendor's tents; and a wine bar with seating located on the lawn along Arroyo Terrace and North Grand Avenue.

The applicant is proposing specific operational standards to ensure that the temporary use remains sensitive to the health, safety, or general welfare of the neighborhood. Security guards would monitor the property when the property is open to the public and when the event is closed to the public, to ensure the site is secure. Temporary toilet facilities would be locked during all hours the event is closed. The applicant also proposes cleanup activities daily for up to one hour, as applicable. All cleanup activities and staff would leave the site by 10:00 p.m. As an additional measure, staff is recommending a condition of approval that the applicant shall provide a minimum of one staff person to patrol the neighborhood (posted 500 foot radius) during the event period (April 21, 2024 through May 19, 2024) to ensure that visitors/attendees, Showcase House staff, and contractors are not parked on public streets. As part of this, staff is recommending a condition of approval requiring that a litter and cleanup plan be provided.

Based on previous event ticket sales, the applicant estimates the event would attract between 800 and 1,200 attendees per day. To limit the number of attendees visiting the property each day, ticket sales are limited to no more than 70 tickets per 15-minute entry time, sold in 15-minute intervals to ensure that the property can safely accommodate all guests. In addition, all attendees are required to enter the site through the offsite parking lot's shuttle service. All shuttle riders are required to have a ticket to the event. This would ensure that the number of visitors to the site per day does not exceed the number allowed through the staggered ticket intervals. Parking would also be prohibited within 500 feet of the site, for all vehicles, other than neighboring residences who have obtained a parking permit through the Department of Transportation. This would prevent attendees from parking in the vicinity and limit impacts to the surrounding neighborhood. The applicant would also not advertise the address of the Showcase House for the Arts event in the materials used to advertise to potential visitors/attendees. This would limit the potential for an increase of vehicular traffic prior to the opening of the event. Although the organizer expects the event to be well attended, certain days of the week, such as weekdays, may have a lower volume of visitors resulting in shorter hours than requested.

In conjunction with the proposed food service, alcohol would be available. Staff recommends several conditions of approval to ensure that the proposed alcohol sales would not become detrimental to the surrounding properties. To serve alcohol, the applicant would be required to obtain a temporary alcohol license from the Department of Alcoholic Beverage Control (ABC). To prevent impacts to surrounding properties, conditions of approval prohibit off-site sales or consumption, require on-site consumption of alcohol cease one-half hour before closing or 9:30 p.m., whichever is earlier, and that food service be available at all times alcohol service is provided.

To showcase the musical focus of the fundraiser, the applicant is proposing limited live music. The music would occur on a 110 square-foot stage within the dining seating area in the northwestern portion of the property along Arroyo Terrace. The applicant would be required to comply with the City's Noise Ordinance and Performance Standards at all times.

The 2024 Pasadena Showcase House for the Arts would be monitored to ensure compliance with the requirements of the City's Municipal Code and the conditions of approval as attached to this report. No permanent structures or expansion of the existing buildings are proposed. Any proposed temporary structures, landscaping, alcohol sales, etc. would be required to obtain any necessary permits and meet the applicable standards of the Zoning Code as well as the requirements of all other City departments and the Department of Alcoholic Beverage Control. Adherence with the recommended conditions of approval would ensure that the use would not deviate from the planned operation reviewed under this application.

Event Schedule and Hours of Operation:

The Pasadena Showcase House for the Arts would occur from April 21, 2024, to May 19, 2024. The property would be open to the public from 9:00 a.m. to 9:30 p.m. Tuesday through Sunday. During the general hours of operation, there would be a variety of activities open to the public such as viewing and touring the residence and gardens, food and beverage service, and retail sales in the Shops Village vendor area. To access the property, an attendee would be required to have a ticket to the event and utilize the shuttle system. Tours of the property are expected to last around an hour in length, however, an attendee may spend additional time experiencing shopping and dining activities outside of the timed tour reservation.

The proposed hours for tours open to the public would generally occur between 9:30 a.m. and 6:30 p.m., Tuesday through Sunday. On Friday and Saturday, tours may continue until 9:30 p.m. if there are participants. Depending on the day of the week, the tours may conclude earlier. In addition to tours, on Wednesdays and Thursdays, private events may occur between the hours of 6:30 p.m. and 9:30 p.m.

Live music may occur between 2:00 p.m. and 5:00 p.m. Tuesday through Thursday, from 2:00 p.m. to 7:00 p.m. on Fridays, and between 2:00 p.m. and 3:30 p.m. on Saturdays and Sundays.

One hour of cleanup would occur at the end of the day for each event to ensure the property and surrounding vicinity is maintained free of litter and waste is being removed from the site. The applicant has contracted with a waste service provider to provide trash pickup and portable toilet servicing daily. According to the applicant, the area outside of the property would be patrolled for litter a minimum of once a day. The event would be closed to the public on Mondays, however, housekeeping, vendor restocking, maintenance, and media photography may take place. Additional housekeeping, restocking, trash pickup, and portable toilet cleaning would occur between 7:00 a.m. and 9:00 a.m. daily.

Based on the proposed event schedule and hours, staff is recommending several conditions of approval. This includes requiring music to cease by 7:00 p.m. Tuesdays through Fridays and by 3:30 p.m. on Saturdays and Sundays. Cleanup activities shall commence by 10:00 p.m. and all members of the public and staff, other than the designated security guard, shall leave the premises by 10:00 p.m.

At the conclusion of the event period on May 19, 2024, the operator would begin returning the site to a single-family use. This phase would conclude no later than June 11, 2024. During this phase, event furnishings would be removed and repairs would be made as necessary.

Parking and Transportation Plan:

When the site is open for tours, public access to the property would be limited only to guests who have shuttle tickets. This would ensure that attendees do not park on neighborhood streets. The attendees may only gain access to the site by taking a designated shuttle to the site from the Hahamongna Watershed Park. The operation would utilize a parking lot at the Hamamongna Trail Head, previously used by the Jet Propulsion Laboratory. The proposed parking plan has been reviewed and approved by the Parks, Recreation, and Community Services Department.

The applicant has submitted a shuttle route that would utilize North Grand Avenue, West Holly Street, Linda Vista Avenue, and North Windsor Avenue as the access route for the event shuttles. The proposed shuttle route has been reviewed and approved by the Department of Transportation is included as Attachment C to this report.

Findings of Consistency with the Secretary of Interior's Standards:

The Design and Historic Preservation Section has reviewed the proposal and provided the following analysis. Pursuant to PMC Section 17.62.090(D)(2), a Certificate of Appropriateness for a major or minor project is not required for properties already entitled for alteration through a land use approval such as the subject Conditional Use Permit, and if a finding of consistency with the Secretary of the Interior's Standards is made, in conjunction with such approval. This section also states that an advisory review by the Director is required, prior to action being taken on the land use approval, and that the Director shall provide comments to the land use approval review authority on compliance of the project with the Secretary of the Interior's Standards, including any recommended conditions of approval that would be necessary to ensure compliance with the Standards.

Due to the proposed project involving temporary improvements and not involving exterior additions or alterations to the buildings on the landmark site, a finding of consistency with the Secretary's Standards is not required by the Design and Historic Preservation Section.

GENERAL PLAN CONSISTENCY:

The subject site is designated as Low Density Residential in the General Plan Land Use Element. Specifically, the proposed use is consistent with General Plan Land Use Element Policy 2.9 (Institutional Uses), which encourages the accommodation of the development of educational, religious, cultural, and similar facilities that enrich the lives of Pasadena's residents. The Pasadena Showcase House for the Arts would provide a facility that would allow Pasadena as well as regional residents the opportunity to tour the designed residence and gardens. In

addition, proceeds from the event would benefit local cultural programs available to Pasadena residents. Furthermore, General Plan Land Use Element Policy 9.7 (Support Cultural Activities) is intended to encourage Pasadena's cultural institutions/organizations to provide and support cultural activities directly and cooperatively with the City, which are of interest and benefit to the public. The proposed project is also consistent with General Plan Land Use Element Policy 14.1 (Tourism and Hospitality) which encourages the growth of cultural assets and entertainment activities that attract visitors. The Pasadena Showcase House for the Arts organization has existed for decades. The non-profit organization has provided a cultural and entertainment opportunity through cultural institutions such as the proposed project, every year, both in Pasadena and neighboring jurisdictions. Over the years, the organization has maintained attraction as a cultural activity and is anticipated to bring specialized tourism to the City. 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, §15301, Class 1, 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 exempts minor alterations to existing structures, that involve negligible or no expansion of an existing use. The Showcase House of the Arts is a temporary event. After the event, the use on site would revert back to a single-family residential use.

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, §15301, Class 1, 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 exempts minor alterations to existing structures, that involve negligible or no expansion of an existing use. The Showcase House of the Arts is a temporary event. After the event, the use on site would revert back to a single-family residential use.

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

The property is an early 20th estate comprised of a 20-room mansion, gatehouse, garage, formal garden terrace and pergola. The estate is named "El Roble" after a large oak tree once located in the back yard. Set on a ridge overlooking the Arroyo Seco, "El Roble" is a three-story English Tudor Revival Style house with an irregular cross gable plan. A three-story (south) wing is set an obtuse angle to the left main wing. The large timber-framed cross gable and projecting front-facing gable of the stair hall present an imposing main facade. The grounds of the property are open and park like. At the main gate off Grand Avenue is an elaborate wrought iron gate and monumental pilasters. Directly adjacent is a two-story gatehouse designed to complement the mansion and displaying similar attention to detail. The gatehouse is a two-story cottage with a steeply pitched slate roof defining a front-facing timber and stucco gable. The garage, located

between the main house and the gatehouse, is also designed to complement the main house. It shares common design features like the steeply pitched slate roof, stone capped buttresses, clinker brick veneer, and false timber framing found on the mansion and gatehouse.

The house, garage and gatehouse retain integrity. The property as a whole has not undergone alterations that have affected the overall character-defining features, and as such, the property continues to portray its significance under the criteria listed in PMC Section 17.62.040.D.2.c. The property was designated as a City of Pasadena landmark in 2004; contributing elements to this designation include the main residence, the garage, and the gatehouse. Landscaping is not described in detail in the designation report; however, a formal garden terrace and pergola are noted.

The project proposes improvements to the site as part of the temporary establishment of a cultural institution use (the 2024 Pasadena Showcase House of the Arts), such as general landscaping around the property, interior modifications to the residence, and temporary improvements for various food and retail vendors. The proposed project does not include any exterior alterations to the designated buildings on the site and, therefore, would not result in a substantial adverse change to the historic resource.

REVIEW BY OTHER CITY DEPARTMENTS:

The Police Department, Fire Department, Public Works Department, Public Health Department, Building and Safety Division, Department of Transportation, Parks and Recreation Department, and the Design and Historic Preservation Section had the opportunity to review the proposal. The Department of Transportation, Fire Department, and Public Health Department provided conditions of approval regarding the application.

CONCLUSION:

It is staff's recommendation that all findings for approval of the Conditional Use Permit can be made. Based on the characteristics of the proposed site and the operational plan of the Pasadena Showcase House of the Arts event, the temporary Cultural Institution use would be consistent with the surrounding land uses and provide a cultural experience for Pasadena residents and tourists. Conditions of approval would ensure that the use would not deviate from the planned operation reviewed under this application. Further the event planned is temporary, with the site returning to a single-family use at the conclusion of activities. Therefore, staff recommends that the Hearing Officer approve the application with the findings in Attachment A and the Conditions of Approval in Attachment B.

Attachments:

Attachment A: Specific Findings of Approval for Conditional Use Permit

Attachment B: Recommended Conditions of Approval for Conditional Use Permit

Attachment C: Proposed Transportation Route

ATTACHMENT A
SPECIFIC FINDINGS FOR CONDITIONAL USE PERMIT #7200

Conditional Use Permit: To establish a temporary Cultural Institution

1. *The proposed use is allowed with a Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code.* The proposed Cultural Institution use is permitted in the RS-4 zoning district with approval of a Conditional Use Permit. The required conditions will ensure the proposed use will operate in accordance with City laws, ordinances, and applicable provisions of the Zoning Code. This includes complies with Performance Standards of the Zoning Code and the City's Noise Ordinance.
2. *The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district.* A purpose of the residential zoning districts is to provide appropriate sites for public and semi-public land uses needed to complement residential development or requiring a residential environment. A Cultural Institution is a type of public and semi-public land use and the operation of the 2024 Pasadena Showcase House for the Arts is an event designed to showcase residential design techniques in a residential setting. Therefore, the location of the temporary event is consistent with the purposes of the Zoning Code and the purposes of the RS-4 (Single-Family Residential, 0-4 dwelling units per acre, Hillside Development Overlay District) zoning district. Further, no expansion to the existing structures on the site are proposed and the 2024 Pasadena Showcase House for the Arts is a temporary event; therefore, the existing residential use will continue on the site at the conclusion of the event.
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 Low Density Residential in the General Plan Land Use Element. Specifically, the proposed use is consistent with General Plan Land Use Element Policy 2.9 (Institutional Uses), which encourages the accommodation of the development of educational, religious, cultural, and similar facilities that enrich the lives of Pasadena's residents. The Pasadena Showcase House for the Arts will allow Pasadena, as well as regional residents the opportunity to tour the designed residence and gardens, and experience a rare example of a Tudor Revival mansion. In addition, proceeds from the event will benefit local cultural programs available to Pasadena residents. Furthermore, General Plan Land Use Element Policy 9.7 (Support Cultural Activities) is intended to encourage Pasadena's cultural institutions/organizations to provide and support cultural activities directly and cooperatively with the City, which are of interest and benefit to the public. The proposed project is also consistent with General Plan Land Use Element Policy 14.1 (Tourism and Hospitality) which encourages the growth of cultural assets and entertainment activities that attract visitors. The Pasadena Showcase House for the Arts organization has existed for decades. The non-profit organization has provided a cultural and entertainment opportunity through cultural institutions such as the proposed project, every year, both in Pasadena and neighboring jurisdictions. Over the years, the organization has maintained attraction as a cultural activity and is anticipated to bring specialized tourism to the City. 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 applicant is proposing specific operational standards to ensure that the temporary use will not be detrimental to the

health, safety, or general welfare of the neighborhood. Such standards include providing on-site security at all times. Three security guards will monitor the property at all times the property is open to the public. When the event is closed to the public, the applicant is proposing to have one security guard on site. In addition, the temporary toilet facilities will be locked during all hours the event is closed. In order to prevent litter impacts to neighboring properties, the applicant is proposing cleanup activities occur daily for up to one hour, as applicable. All cleanup activities and staff will leave the site by 10:00 p.m. Staff is recommending a condition of approval that the applicant shall provide a minimum of one staff person to patrol the neighborhood (posted 500 foot radius) during the event period (April 21, 2024 through May 19, 2024) to ensure that visitors/attendees, Showcase House staff, and contractors are not parked on public streets. In addition, staff is recommending a condition of approval requiring that a litter and cleanup plan be provided.

Based on previous event ticket sales, the applicant estimates the event would attract between 800 and 1200 attendees per day. In order to limit the number of attendees visiting the property per day, standards are proposed to mitigate potential impacts to the surrounding properties. Ticket sales are limited to no more than 70 tickets per 15-minute entry time, sold in 15-minute intervals to ensure that the property can safely accommodate all guests. In addition, all attendees are required to enter the site through the offsite parking lot's shuttle service. All shuttle riders are required to have a ticket to the event. This would ensure that the number of visitors to the site per day does not exceed the number allowed through the staggered ticket intervals. Parking would also be prohibited within 500 feet of the site, for all vehicles, other than neighboring residences who have obtained a parking permit through the Department of Transportation. This would prevent any attendees from parking in the vicinity and limit impacts to the surrounding neighborhood. Although the event generally anticipates a large volume of attendees per day, certain days of the week, such as weekdays, are anticipated to have a lower volume of visitors and may have earlier hours than requested.

In conjunction with the proposed food service, alcohol sales are planned. Staff recommends several conditions of approval to ensure that the proposed alcohol sales would not become detrimental to the surrounding properties and not aggravate potential problems created by the sale of alcohol (e.g., littering, loitering, noise, public drunkenness, and sales to minors). In order to serve alcohol, the applicant would be required to obtain a temporary alcohol license from the Department of Alcoholic Beverage Control (ABC). In order to prevent impacts to surrounding properties, staff is recommending a condition of approval requiring on-site consumption of alcohol cease one-half hour before closing or 9:30 p.m., whichever is earlier. In addition, staff recommended a condition of approval requiring food service to be available at all times alcohol service is provided.

To showcase the musical focus of the fundraiser, the applicant is proposing limited live music. The music would occur on a 110 square-foot stage within the dining seating area in the northwestern portion of the property along Arroyo Terrace. The applicant would be required to comply with the City's Noise Ordinance and Performance Standards at all times.

The 2024 Pasadena Showcase House for the Arts would be monitored to ensure compliance with the requirements of the City's Municipal Code and the conditions of approval as attached to this report. No permanent structures or expansion of the existing buildings are proposed. Any proposed temporary structures, landscaping, alcohol sales, etc. would be required to obtain any necessary permits and meet the applicable standards of the Zoning Code as well as the requirements of all other City departments and the Department

of Alcoholic Beverage Control. Adherence with the recommended conditions of approval would ensure that the use would not deviate from the planned operation reviewed under this application. The submitted shuttle route requires that event attendees must park in a designated parking lot at the Hahamongna Trail Head with transport shuttles to the event. There is no public parking or access permitted at or around the subject site. Staff also recommends a condition of approval that the applicant shall not advertise the address of the Showcase House for the Arts event in the materials used to advertise to potential visitors/attendees. This would limit the potential for an increase of vehicular traffic prior to the opening of the event.

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 site is 1.35 acres and can accommodate all proposed operations of the proposed use. A majority of ancillary activities will be located toward the northern portion of the property along Arroyo Terrace and North Grand Avenue, away from the adjacent multi-family residences to the south. The 2024 Showcase House for the Arts is a temporary use that will conclude on May 19, 2024, after which time the house will revert to a single-family residential use. No permanent structures or expansion of the existing buildings are proposed. No additional lighting is proposed.

Staff is recommending several conditions of approval to limit potential impacts for neighboring properties to ensure that the temporary use will not be detrimental or injurious to property or improvements. Such conditions include requiring music to cease by 7:00 p.m. Tuesdays through Fridays and by 3:30 p.m. on Saturdays and Sundays. All members of the public and staff, other than the designated security guard, shall leave the premises by 10:00 p.m., daily. All activities will be required to comply with the City's Noise Ordinance and Performance Standards. Additional conditions include security being present on-site at all times. In order to prevent impacts to the surrounding property and improvements, staff recommends a condition of approval that the applicant shall not advertise the address of the Showcase House for the Arts event in the materials used to advertise to potential visitors/attendees. This will limit the potential for an increase of vehicular traffic prior to the opening of the event.

All patrons are required to access the site from designated shuttles from the Hahamongna Trail Head parking lots. The roadway within 500 feet of the event site will be designated no parking. The submitted shuttle route will ensure that the event will not impact the neighborhood.

One hour of cleanup will occur at the end of the day for each event to ensure the property and surrounding vicinity is maintained free of litter and waste is being removed from the site. The applicant has contracted with a waste service provider to provide trash pickup and portable toilet servicing daily. According to the applicant, the area outside of the property will be patrolled for litter a minimum of once a day. The event will be closed to the public on Mondays, however, housekeeping, vendor restocking, maintenance, and media photography may take place. Additional housekeeping, restocking, trash pickup, and portable toilet cleaning will occur between 7:00 a.m. and 9:00 a.m. daily.

The 2024 Pasadena Showcase House for the Arts is subject to conditions of approval that are intended to minimize impacts on the surrounding neighborhoods. Therefore, through conditions of approval, the project will not 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.* Any improvements to the residential site for the operation of the 2024 Pasadena Showcase House for the Arts must comply with all applicable code standards. The site at 1.35 acres can accommodate the proposed temporary use and all ancillary operations. The use will remain a single-family residence and the temporary operation of the event will be conditioned to ensure compatibility with the surrounding area. The temporary operation of the 2024 Pasadena Showcase House for the Arts will provide a cultural activity within a residential neighborhood while demonstrating sensitivity to the neighborhood. Several operational characteristics such as the offsite parking requirement, shuttle service, and staggered entry times will limit the amount of attendees on site at one time. The locations of the proposed activities and temporary structures will be placed in locations to comply with all setbacks, height, and safety requirements of several departments. All temporary structures will be buffered by existing fencing and landscape screening to limit visual impacts to surrounding properties. These uses and structures are temporary and no permanent impacts to aesthetic values, character, scale, and view protection are proposed. The conditions of approval will minimize any potential impacts during all three phases of the event.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #7200

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

General

7. The site/floor plans submitted for building permits, and/or future development shall substantially conform to the site plan submitted with this application and dated "Approved at Hearing February 21, 2024", except as modified herein.
8. The approval of this application authorizes a temporary Cultural Institution land use, the "2024 Pasadena Showcase House for the Arts" in a residential zoning district as follows:
 - a. The hours permitted for construction for the Pasadena Showcase House for the Arts shall be consistent with the City's permitted hours of construction which are: 7:00 a.m. to 7:00 p.m. Monday through Friday and on Saturdays from 8:00 a.m. to 5:00 p.m. No construction is permitted on Sundays or specified holidays. All construction related vehicles shall park on-site. No construction activity is permitted to occur outside of the subject site at any time.
 - b. The Pasadena Showcase House for the Arts shall only conduct tours open to the public from April 21, 2024, through May 19, 2024, from 9:30 a.m. to 6:30 p.m. on Sunday, Tuesday, Wednesday and Thursday. On Friday and Saturday, tours may be conducted from 9:30 a.m. to 9:30 p.m. The event shall be closed for public tours on Mondays.
 - c. Private events shall be limited to Wednesday and Thursday from 6:30 p.m. to 9:30 p.m. and shall not exceed 150 persons.
 - d. Music shall cease by 7:00 p.m. Tuesdays through Fridays and by 3:30 p.m. on Saturdays and Sundays.
 - e. Attendees shall be allowed to enter the site up until 30-minutes prior to closing each night. Showcase staff and security personnel are exempt from this requirement.
 - f. All attendees and staff members shall leave the premises by 10:00 p.m.
 - g. Cleanup activities shall commence by 10:00 p.m.
 - h. All Pasadena Showcase House for the Arts temporary structures shall be removed from the premises by 5:00 p.m. on June 11, 2024. An inspection shall be conducted by Zoning staff to ensure compliance.
 - i. The applicant shall provide a minimum of one staff member on the premises throughout the duration of all phases of the project. The contact person, phone number and schedule of staff shall be provided to the Zoning Administrator.
9. The right granted under this application must be enacted within 24 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).

10. The Zoning Administrator, at any time, can call for a review of the approved conditions at a duly noticed public hearing. These conditions may be modified or new conditions added to reduce any impacts of the use. The Hearing Officer may revoke the Conditional Use Permit if sufficient cause is given.
11. The applicant or successor in interest shall meet the applicable Code requirements of all other City Departments.
12. Any change to these conditions of approval or expansion of the use may require the modification of this Conditional Use Permit or a new Conditional Use Permit request.
13. The final decision letter and conditions of approval shall be incorporated as plan sheets in the plans submitted for plan check as part of the building plan check process.
14. The proposed project, Activity Number **ZENT2023-00136**, is subject to a Final Zoning Inspection. A Final Zoning Inspection is required for the project prior to being open to the public (April 11, 2024) to ensure the site plan conforms to this approval. Contact the Planning Case Manager, Katherine Moran at (626) 744-6740 to schedule an inspection appointment time.

Planning Division

15. All alterations to the existing structures, paving and landscape (including fences and walls) on the site shall be required to comply with the development standards and land use regulations of the RS-4 zoning District, and all applicable permits and approvals must be obtained.
16. Tents located within the front yard area of the property shall not be predominately visible from the public right-of-way. No tents shall be located within the required 25'-0" front yard (North Grand Avenue) or 16'-9" corner-side yard (Arroyo Terrace) setback.
17. The applicant shall not advertise the address of the Showcase House for the Arts event in the materials used to advertise to potential visitors/attendees.
18. No parking for visitors/attendees shall be permitted at the Showcase House for the Arts. All visitors/attendees shall park at the Hahamongna Park Trail Head and use the provided shuttle service. Any alternative off-site parking locations, and/or proposed shuttle routes shall be submitted to the Zoning Administrator and Department of Transportation for review and approval. Additional department review may be required, as applicable.
19. The applicant shall provide all property owners and occupants within 500 feet of the site the name and phone number of the Neighborhood Chairman, the person who is responsible for handling all neighborhood questions and/or concerns associated with the event. That person, or his/her designee, shall be available at all times. The contact information for the Neighborhood Chairman shall also be made available to the Case Manager, Katherine Moran, as well as the Code Compliance Manager and Building Official to ensure the event's compliance with the approved conditions of approval.
20. All activities associated with the event shall be contained to the project site. There shall be no loitering, personnel, or equipment permitted in the public right-of-way.

21. The applicant shall contract with a security company to provide 24-hour security for the duration of the event. A minimum of three, 24-hour licensed security officers shall be present on site during the period when the Pasadena Showcase House for the Arts is open to the public (from April 21, 2024 through May 19, 2024).
22. The event shall comply with all provisions of the City's Noise Ordinance (PMC Chapter 9.36) and Performance Standards (PMC Section 8.18.060 and 17.40.090).
23. Any proposed lighting shall comply with Outdoor Lighting (PMC Section 17.40.080).
24. The applicant shall provide a minimum of one staff person to patrol the neighborhood (posted 500 foot radius) during the open to the public period (April 21, 2024 through May 19, 2024) to ensure that visitors/attendees, Showcase House staff, and contractors are not parked on public streets. The name and contact information of this staff person shall be provided to the Zoning Administrator.
25. No vehicles operated by Showcase staff or participants (contractors, designers, etc.) shall be parked upon any public street within 500 feet of the location. Showcase staff and participants shall park on the subject property or use approved off-site parking locations and shuttle to the subject site.
26. A Traffic Control Plan shall be submitted to the Zoning Administrator and Department of Transportation, and not less than 30 days before the opening of the event. The Traffic Control Plan shall also be approved by the City of Pasadena's Police, Public Works, Parks, Recreation, and Community Services Departments. Additional departmental review may be required, as applicable. This Traffic Control Plan shall include the following:
 - a. A shuttle bus service map showing the route(s) to and from the Hahamongna Trail Head parking lot, or approved alternative parking locations, if applicable, and the Pasadena Showcase House for the Arts. This map shall include the speed limits on the surrounding streets. The City reserves the right to reduce speed limits as needed. All delivery/service vehicles shall be required to utilize the approved shuttle route to access the site. No delivery/service vehicles shall operate during the same time the shuttle buses are transporting patrons to the site.
 - b. A copy of a signed parking agreement between the property owner and Pasadena Showcase House for the Arts for said off-site parking prior to issuance of any building permits.
 - c. A complete prohibition of parking within 500 feet of the subject site. The language of the No Parking signs and the placement of the signs shall be approved by the Planning Division and Transportation Department. The applicant is responsible for all costs associated with the signs including posting.
 - d. Provision of off-street parking for all vehicles during construction and removal phases of the project.
 - e. Location of parking and access for all delivery/service vehicles that will access the site for the duration of all three phases of the event.
27. The entire cost of enforcement of the traffic control plan shall be borne by the applicant.

28. No trees shall be removed without written authorization from Zoning staff. If it is determined that a tree is protected, a Private Tree Removal application must be submitted and approved prior to removal of the tree. A tree protection shall be submitted to the Zoning Administrator for review and approval prior to the first day of the event, April 21, 2024.
29. All deliveries and maintenance activity (trash removal, porta potty service etc.) at the site shall be limited to 7:00 a.m. to 5:00 p.m. Monday through Friday, and 8:00 a.m. to 5:00 p.m. on Saturdays. No deliveries or maintenance service is permitted on Sundays. Loading activities in the public right-of-way shall be prohibited and must comply with the location and operations outlined in the approved Traffic Control Plan.
30. Food service shall be available at all times alcoholic beverages are made available for sale. All required licensing and permits for the sale of alcoholic beverages shall be obtained prior to the first day of the event, April 21, 2024.
31. Serving of alcohol shall comply with the California Department of Alcoholic Beverage Control regulations and all applicable licenses for the temporary events.
32. The sale and consumption of alcohol, if any, shall be limited to onsite only. Off-site sale and consumption of alcohol shall be prohibited at all times.
33. On-site consumption of alcohol cease one-half hour before closing or 9:30 p.m., whichever is earlier.
34. There shall be no smoking permitted on the premises while the event is open to the public. In addition, no smoking shall be allowed for the pedestrian path of travel from the shuttle stop to the event site.
35. The site and surrounding area shall be maintained free of litter. A litter clean-up plan shall be submitted to the Zoning Administrator prior to the commencement of public tours. The litter clean-up plan shall include a schedule of time and frequency of litter clean-up activities. A refuse storage area for the collection of trash and recycled goods shall be provided at the time the site is modified/prepared for the duration of the lease period. Upon approval of the plan by the Zoning Administrator, the measures of the plan shall be implemented. This condition may require the operator of the use to post a bond to ensure litter compliance.
36. To ensure that any potential rodent problems are managed appropriately, the services of a rodent exterminator shall be retained on a weekly basis during the open to the public period and one week after the conclusion of the event. The final location of the refuse area shall be approved by the Zoning Administrator.
37. Any above ground mechanical equipment shall be located at least five feet from all property lines and shall comply with the screening requirements of Section 17.40.150 (Screening) of the Zoning Code.
38. The applicant shall provide all Pasadena Showcase House for the Arts affiliated staff and personnel (designers, landscapers, caretakers, security, vendors, etc.) copies of the decision letter.

Department of Transportation

39. The Traffic Control Plan states that the roadway within 500 feet of the event will be designated as no parking, with neighboring residents to receive parking passes during the event. The applicant shall coordinate with Hilda Okereke at the Parking Office at 626-744-4778 to submit the necessary paperwork for this on-street parking restriction.

Fire Department

40. The applicant shall obtain a tent permit for the proposed use of tents. The tent permit application is found at the following website:
<https://www.cityofpasadena.net/fire/fire-prevention/inspection-services/#special-events>

See section called "Special Events" for the tent permit information. For complete code requirements, reference the 2022 California Fire Code (CFC), Chapter 31. When submitting the tent permit application, include the following information:

- a. Provide a detailed site plan of the tent installation:
 - The contents being proposed for installation under the tents needs to be called out (ie: tables/chairs, cooking appliances, decorative materials, etc).
 - Specify if the tents will have sidewalls installed and the locations.
 - Call out the exit locations with the required exit signs.
 - Call out the location of the emergency lights.
 - Call out the location for the "No Smoking" signs to be installed.
 - Call out the fire extinguisher locations.
 - Call out the location of any outdoor heaters being used. Specify if they use propane.
 - Call out the use of any generators and their locations.
 - If cooking appliances are being proposed, specify location and propane location.
- b. Location of Tents:
 - Tent structures shall not be located within 20 feet of lot lines, buildings, other tent structures, parked vehicles or internal combustion engines. See list of exceptions in CFC section 3103.8.2.
- c. Flame Certifications:
 - Decorative materials such as linens, drapes or any other flammable material being proposed for use needs to have a corresponding flame certification provided.
 - Tent flame certifications.

41. Vehicles shall not be parked along driveway to provide unobstructed fire department access and to maintain clearance from the structures and tents.

42. Identify the exits for the structures occupying the public.

43. Provide fire extinguishers at each level of the structures and call out locations.

Public Health Department

44. The operator of the temporary restaurant shall obtain a health permit prior to operating at the event. Contact environmental health technician Roberta Espinoza at (626) 744-6085 or at roespinoza@cityofpasadena.net regarding applying for a temporary food facility permit.

**ATTACHMENT C
PROPOSED TRANSPORTATION ROUTE**

10 min (4.4 miles)

141 N Grand Ave

Take N Grand Ave to W Holly St

Take Linda Vista Ave to N Windor Ave in Altadena

Follow N Windor Ave to your destination

2806 N Windor Ave

