

Steve Madison - revised call up request--#4335

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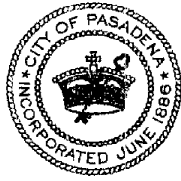
From: Steve Madison
To: jrodriguez@cityofpasadena.net
Subject: revised call up request--#4335

I wish to agendize for call up to the council the cup for the expansion of union station, #4335, 412 South Raymond. Fax and original of a signed copy of this e-mail to follow. Let me know if any further information is needed. Thanks.

CC: Tsuzuki@cityofpasadena.net



9/13/2004
7.A.3.



PLANNING & DEVELOPMENT DEPARTMENT
PLANNING DIVISION

August 26, 2004

William R. Dorman
100 E. Montecito Avenue
Sierra Madre, CA 91024

**RE: Conditional Use Permit # 4335
412 South Raymond Avenue
Council District #6**

Dear Mr. Dorman:

Your application for a **Conditional Use Permit** at **412 South Raymond Avenue**, was considered by the **Board of Zoning Appeals** on **August 24, 2004**.

CONDITIONAL USE PERMIT: To allow the expansion of an Emergency Shelter (Union Station).
VARIANCE: To reduce parking.

After careful consideration of this application, and with full knowledge of the property and vicinity, the Board of Zoning Appeals made the findings as shown on Attachment A to this letter.

Based upon the findings, the Board of Zoning Appeals decided to **overrule** the decision of the Zoning Hearing Officer and **approve** the Conditional Use Permit, and **sustain** the decision to **deny** the Variance. The conditions listed in Attachment B and C were made part of the approval.

For your convenience the Conditions of Approval for UP#1499 have been included for your reference. Be advised that condition 1-D has been modified per condition #6 of this approval.

In accordance with Section 17.80.050 of the Pasadena Municipal Code, the exercise of the right granted under this application must be commenced within two years of the effective date of the approval, unless otherwise specified in the conditions of approval.

Appeal of Conditional Use Permit #4335
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The Zoning Administrator can grant a one-year extension of your approval. Such a request and the appropriate fee must be received before the expiration date. The right granted by this approval may be revoked if the entitlement is exercised contrary to the conditions of approval or if it is exercised in violation of the Zoning Code.

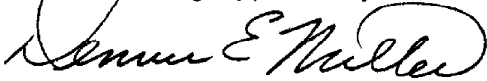
You are advised that an application for a building permit is not sufficient to vest the rights granted by this approval. The building permit must be issued and construction diligently pursued prior to the expiration of this approval. It should be noted that the time frame within which judicial review of the decision must be sought is governed by California Code of Civil Procedures, Section 1094.6

You are hereby notified that the decision of the Board of Zoning Appeals is not subject to further appeal. This decision becomes effective on the eleventh day from the date of the decision. The effective date for this case is **September 8, 2004**. However, prior to the effective date, a member of the City Council may stay the decision and request that it be called for review to the City Council.

Projects, which are denied, are statutorily exempt from the California Environmental Quality Act. Please note that the time within which judicial review of this action must be sought is governed by Section 1094.6 of the California Code of Civil Procedure.

For further information regarding this case please contact **David Sinclair** at **(626) 744-6766**.

Board of Zoning Appeals, by



DENVER E. MILLER
Zoning Administrator

DEM:ds:cb

Enclosures: Attachment A, Attachment B, Attachment C, Attachment D

xc: City Clerk, City Council, Building Division, Public Works, Power Division, Water Division, Design and Historic Preservation, Hearing Officer, Code Enforcement-Ellen Clark, Case File, Decision Letter File, Planning Commission (9).

ATTACHMENT A
SPECIFIC FINDINGS FOR CONDITIONAL USE PERMIT #4335

Conditional Use Permit – Expansion of Emergency Shelter.

1. *The location of the conditional use is in accord with the special purposes of Title 17 of the Pasadena Municipal Code and the purposes of the CD-11 (Central District, sub-area 11) district in which the proposed project is located. The current use is permitted in CD-11 with the approval of a Minor Conditional Use Permit. Further, the proposed expansion meets the development standards of the Zoning Code for construction in CD-11. Specifically, the proposed height of 25 feet is less than the maximum allowed of 36 feet, and because the minimum required setback is the average of the two adjacent properties, and the only adjacent property is a parking lot, there is not a required setback.*
2. *The location of the conditional use and the conditions under which it would be operated or maintained will be consistent with the General Plan. Objective 10 of the General Plan, Diverse Economy, specifically supports the continuation and expansion of existing businesses in the City. Objective 13, Adequate Services, supports businesses and institutions that serve the needs of Pasadena residents and shelters are specifically identified. Finally, Objective 15, Housing Conditions, promotes shelter beds with appropriate services for the homeless.*
3. *The conditional use will not be detrimental to the public health, safety, or welfare of persons residing, or working in or adjacent to the neighborhood of such use, or injurious to properties or improvements in the vicinity. This existing facility meets the current development standards for CD-11, such as height and setbacks, as will the proposed expansion. As conditioned, the expansion will provide the additional required parking. Several Conditions of Approval from the original approval in 1985, such as trash pickup and neighborhood patrol are still in full-force and shall be continued. These conditions will help ensure that Union Station will not negatively impact the surrounding neighborhood.*
4. *The conditional use will comply with the provisions of Title 17, including any specific conditions required for the district in which it would be located. Noncompliance with any of the conditions of approval or any of the provisions of Title 17 would suspend issuance of permits to allow the proposed project.*

Variance – Reduced Parking.

5. *There are no exceptional or extraordinary circumstances or conditions applicable to the development site that do not apply generally to sites in the same zoning district. The existing project site is a conventional rectangular-shaped site with virtually no slope. The circumstances that have led the applicant to apply for the parking Variance are a self-imposed hardship. UP#1499 allowed the applicant to provide seven on-site parking spaces for 40 beds. To increase the number of beds while reducing the number of on-site parking spaces cannot be justified.*

ATTACHMENT B
CONDITIONS FOR CONDITIONAL USE PERMIT #4335

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

1. The site plan, floor plan, and building elevations, submitted for building permits shall substantially conform to the plans submitted with this application and stamped "Received at Hearing August 24, 2004", except as modified herein.
2. The applicant shall maintain the seven (7) existing parking spaces on-site. The applicant shall also provide a minimum of four (4) additional spaces on-site unless a parking lease agreement for these four spaces is obtained on property within a 1,000 foot radius of the subject site.
3. The total number of beds shall not exceed 56.
4. The proposed trash enclosure at the South Raymond Avenue property line shall be re-located away from the property line to another location such that the doors are not visible from the public right-of-way.
5. All conditions of approval of from UP#1499 shall remain in full force and effect, except 1-A, 1-D, 1-E, 2-E, and 2-H, unless otherwise modified herein.
6. Union Station shall provide a minimum of one staff person during the hours of 7:30 a.m. and 7:30 p.m. each day to regularly walk the neighborhood (Green St. to California Blvd. & Arroyo Parkway to Fair Oaks Ave.), Central Park, and Del Mar Station to enforce the conduct rules of Union Station amongst its patrons, and to communicate with the neighbors and management of Union Station with respect to any problems neighbors experience with Union Station patrons.
7. A group comprised of Union Station Foundation representatives, neighboring property owners, tenants, residents, and city staff shall convene monthly to discuss these problems and create solutions.
8. The Zoning Administrator, at any time, can call for a review of the approved conditions at a duly noticed public hearing before the Zoning Hearing Officer. These conditions may be modified or new conditions added to reduce any impacts of the use.
9. The Board of Zoning Appeals shall conduct a public hearing six, twelve, and eighteen months from the effective date of Conditional Use Permit #4335 to ensure the effectiveness of and compliance with the conditions of approval.
10. The applicant or successor in interest shall meet the applicable code requirements of all other City Departments.
11. The proposed project, Case No. **PLN2004-00093** shall comply with all conditions of approval, subject to the Condition and Mitigation Monitoring Program by the City. A Final Zoning Inspection is required for your project prior to the issuance of a Certificate of Occupancy. Contact the Code Compliance Staff at (626) 744-6433 to schedule an inspection appointment time.
12. Applicant's current staffing of a single security guard eight (8) hours a day seven (7) days a week shall remain in full force and effect until further review at the public

hearings conducted by the Board of Zoning Appeals held six, twelve, and eighteen months from the effective date of this Conditional Use Permit.

ATTACHMENT C
MEMORANDUM - CITY OF PASADENA
Department of Public Works

DATE: May 25, 2004

TO: Denver Miller, Zoning Administrator
Planning and Development Department

FROM: City Engineer
Department of Public Works

RE: Conditional Use Permit No. 4335
412 South Raymond Avenue

The Department of Public Works and the Department of Transportation have reviewed the application for Conditional Use Permit No. 4335 at 412 South Raymond Avenue. The applicant is proposing to expand a 2-story building to the south by expanding the dining room and adding an elevator, conference rooms, 20-bed women's dormitory, laundry room, rest rooms and showers. The applicant is also proposing a Variance to allow for reduced parking at the subject property. The approval of this conditional use permit should be based upon satisfying all of the following conditions:

Department of Public Works Conditions:

1. The applicant shall dedicate to the City the land necessary to provide a 20-foot radius property line corner rounding at the northeast corner of the intersection of Raymond Avenue and Bellevue Drive for street purposes to provide for intersection improvements.

Bellevue Drive has an existing 9-foot parkway on the north side. The applicant shall dedicate to the City a one-foot strip of land along the north side of Bellevue Drive to provide a 10-foot parkway for street purposes.

The applicant shall begin the dedication process prior to the issuance of any building permit and complete the dedication prior to the construction of the City's project to widen Raymond Avenue which is tentatively scheduled to begin in May 2005. Contact Andy Muth, Principal Engineer, (626) 744-4332, for details on the schedule of the City's project. The dedication will require the approval of the City Council prior to the issuance of a Certificate of Occupancy.

2. The applicant shall construct sidewalk improvements in conjunction with the above dedication of a one-foot strip of land along the north side of Bellevue Drive to provide a 10-foot parkway for street purposes.
3. Raymond Avenue will be widened as part of a City Capital Improvement Project for the mitigation of the 710 Freeway. Construction of this mitigation project is tentatively scheduled to begin in May 2005. All construction activities for the development shall be coordinated with the City's mitigation project. Contact Andy Muth, Principal Engineer, (626) 744-4332, for details on the schedule of the City's mitigation project.
4. Bellevue Drive was resurfaced in November 2001. If the street is excavated for utility connections prior to November 2006, repaving of the street will be required.

Excavations in the streets for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations.
5. The drive approach on Raymond Avenue shall be widened, in accordance with Standard Drawing No. S-403, to a minimum of 24 feet width for two-way entry/exit.
6. The applicant shall repair any existing or newly damaged sidewalk on the Raymond Avenue frontage and close any unused drive approach on Bellevue Drive with standard concrete curb, gutter and sidewalk and shall repair any existing or newly damaged curb, gutter and sidewalk, without cutting the asphalt pavement along the Bellevue Drive frontage prior to the issuance of a Certificate of Occupancy. Sawcutting shall be done along the flowline. Existing street trees shall be protected using the City's Tree Protection Standards available from the Parks and Natural Resources Division (744-4514).
7. The project shall comply with the Tree Protection Ordinance (TPO) that provides protection for specific types of trees on private property as well as all trees on public property.
8. The applicant shall submit a \$850 deposit, subject to refund or additional billing, to the Department of Public Works for the City's Parks and Natural Resources Division crew to plant and maintain, for a period of three years, the officially designated street trees, one tree on Raymond Avenue and two trees on Bellevue Drive, per the City approved master street tree plan on the subject frontages. The applicant shall install and permanently maintain an irrigation system for those trees. Locations will be finalized in the field by Department of Public Works.

9. If drainage patterns are altered, the applicant shall provide an approved method of controlling storm water runoff. Approval shall be made by the Planning and Permitting Department and the Department of Public Works prior to issuance of a grading or building permit for this site.
10. The applicant shall comply with the current NPDES (National Pollutant Discharge Elimination System) Permit requirements for Development Planning and Development Construction through the Planning and Development Department of the City.
11. If the existing street lighting system along the project frontage is in conflict with the proposed development/driveway, it is the responsibility of the applicant to relocate the affected street lights, including conduit(s), conductors, electrical services, pull boxes and miscellaneous appurtenant work in a manner that complies with the requirements and receives the approval of the Department of Public Works.
12. The proposed development shall be connected to the public sewer by a method approved by the Department of Public Works. The sewer connection shall be 6-inch diameter vitrified clay or cast iron pipe with a minimum slope of 2 percent, unless otherwise approved by the City Engineer.
13. The applicant shall submit the following plan and form which are obtainable from the Recycling Coordinator, (626) 744-4721, of the Department of Public Works for approval:
 - a. C & D Recycling & Waste Assessment Plan - Submit plan prior to issuance of the grading permit. A list of Construction and Demolition Recyclers can be obtained from the Recycling Coordinator.
 - b. Monthly reports must be submitted throughout the duration of the project.
 - c. Summary Report with documentation must be submitted prior to final inspection.
14. Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$5,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/ resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. A processing fee will be charged against the deposit.

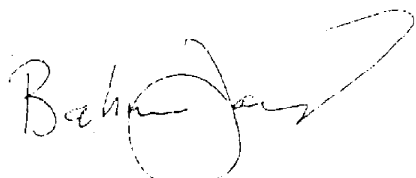
15. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging and Traffic Management Plan to the Department of Public Works and the Department of Transportation for review and approval. This plan shall show the impact of the various construction stages on the public right-of-way 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 of Public Works 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 Work Area Traffic Control Handbook (WATCH). If the public right-of-way occupation requires a diagram that is not a part of the WATCH manual, a separate traffic control plan must be submitted as part of the Construction Staging and Traffic Management Plan to the two departments for review and approval.

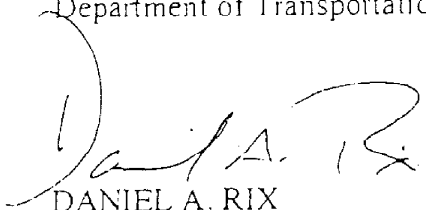
16. All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits.

Department of Transportation Conditions and Comments:

1. The loading, parking and trash/recycling enclosure areas shall conform to the requirements of the Pasadena Municipal Code and a plan showing all pertinent dimensions for these areas shall be submitted to the Department of Public Works and the Department of Transportation for review and approval prior to the issuance of a building permit.
2. The applicant shall provide off-street parking through a shared parking agreement per the Pasadena Municipal Code.
3. The project is not subject to the City's Transportation Demand Management (TDM)/Trip Reduction Ordinance (TRO) requirements.



BAHMAN JANKA
Transportation Administrator
Department of Transportation



DANIEL A. RIX
City Engineer
Department of Public Works

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I. CONDITIONS OF APPROVAL FOR USE PERMIT #1499

- A. Union Station shall limit the number of patrons utilizing beds at the site during any twenty-four hour period to 40 persons.
- B. The number of persons served food or beverage on site in any 24-hour period will be made up of 40 who are assigned beds at the site, 20 who are assigned beds at the depot, 140 with a Pasadena residence and 25 others. If the number of beds at the site and/or at the depot are reduced, an equal number of Pasadena residents may be added but not transients or others. At no time will the number served at the site exceed 225 persons in any 24-hour period. Food and beverage shall be served and consumed on site.
- C. Union Station shall pick up and remove litter from public property within a five hundred foot radius of the site daily.
- D. Union Station shall provide a minimum of one staff person during the hours of 7:30 a.m. and 5:30 p.m. each day to periodically walk the neighborhood (Green St. to California Blvd. & Arroyo Parkway to Fair Oaks Ave.), to enforce the rules of Union Station amongst its patrons, and to communicate with the neighbors and management of Union Station with respect to any problems neighbors experience with Union Station patrons.
- E. The grounds of the Castle Green and the Green Hotel apartments will be dealt with by the Advisory Panel as a 24-hour, seven day a week priority need for security as the occasion demands.
- F. The City of Pasadena shall monitor on a continuing basis the compliance of Union Station with respect to Conditions A through D, above, and agrees to appoint an Advisory Panel composed of the following persons: The City Manager or Deputy City Manager, a Police Department representative responsible directly to the Chief of Police, one field representative from each of City Director Districts Six and Seven, and four representatives each from Union Station and the Central Park Neighbors.

All Saints agrees to voluntarily discontinue serving its patrons and permanently discontinue operations at the site whenever seven members of the Advisory Panel, by action taken during a regularly scheduled meeting, vote to recommend revocation of the use permit, providing that such vote will be taken only after Union Station has been given an opportunity to respond to the charge or charges of violations of one or more of the conditions numbered A through D of Section I hereof.

If Union Station fails to voluntarily discontinue serving its patrons and permanently discontinue operations at the site when such action is recommended by the Advisory Panel, the City shall immediately initiate all steps necessary to hold a hearing to determine if the use permit should be revoked and, to the maximum extent possible, shall set such hearing before the Board of Directors in the first instance, or shall review the decision pursuant to any rights of appeal or review allowed by law.

II. ADDITIONAL CONDITIONS

- A. The applicant shall record a covenant tying any change in use of the building to the provision of Code required parking.
- B. Final building elevations, including material of construction, shall be submitted to and approved by the Zoning Administrator prior to issuance of any building permits.
- C. A trash enclosure shall be provided in accordance with the requirements of Section 17.54.170 of the Municipal Code. The location of such enclosure shall be approved by the Zoning Administrator and the Public Works Department.
- D. The proposed improvements shall comply with all Code requirements with the exception of parking (as granted herein).
- E. The parking requirement set forth in these conditions shall be reviewed by the Board of Zoning Appeals at a public hearing to be noticed six months from the date of issuance of a Certificate of Occupancy. The Board of Zoning Appeals retains full jurisdiction to modify such parking conditions as may be necessary to support by substantial evidence the granting of the parking variance. Thereafter, there shall be annual review by the Zoning Administrator of the parking conditions.
- F. The applicant shall meet the requirements of all other City departments.
- G. There shall be no in-and-out privileges for persons using the facility between 10:00 p.m. and 6:00 a.m.
- H. The applicant shall provide a minimum of seven (7) parking spaces, one (1) space which may also be used as a loading space.