

Flores, Silvia

From: Nagahiro, Lorain
Sent: Wednesday, October 01, 2008 1:58 PM
To: Beck, Michael
Cc: Flores, Silvia; Jomsky, Mark; 'Chris Holden'
Subject: FW: Conditional Use Permit

Mr. Beck,

Mayor Bogaard asked that I notify you of this request from Councilmember Chris Holden to place this item on the next City Council agenda. Thank you.

Lorain

From: Chris Holden [mailto:holden88@msn.com]
Sent: Monday, September 29, 2008 12:58 PM
To: Nagahiro, Lorain
Subject: FW: Conditional Use Permit

Lorain,

Can you let the mayor and city manager know I would like this matter placed on the next council agenda to discuss possible call-up to the BOZA. Thanks-Chris

Date: Sun, 28 Sep 2008 20:43:55 -0700
From: fmbiz1969@sbcglobal.net
Subject: Conditional Use Permit
To: holden88@msn.com
CC: vondog13@hotmail.com; dbailey@engre.com; bensondrl@aol.com; jdbbrookhart@yahoo.com; pasadenanaacp@aol.com; jbrown3659@aol.com; charlest@ctbryant.com; PASTORJEAN@EARTHLINK.NET; VDeLaCuba@cityofpasadena.net; jemerson@cityofpasadena.net; pastorkaren@communitybiblecdc.org; sharpi30@sbcglobal.net; vgonzalez@cityofpasadena.net; vgordo@cityofpasadena.net; dhall@elmonteca.gov; jhutt@engre.com; fatcizzle@sbcglobal.net; terrimacg@earthlink.net; macquarrie@earthlink.net; jmcintyre@cityofpasadena.net; gwmosley@sbcglobal.net; losborne@cityofpasadena.net; gretchenpalmer@dicksonpodley.com; mpistillo@pacbell.net; mponline@pacbell.net; Ralph.M.Richardson@erac.com; jacquerobinson@cityofpasadena.net; CALVARYCME@SBCGLOBAL.NET; marcia.sola@us.ibm.com; rcarr3@lausd.net; tami@crowncitynews.com; CWALKER@MAXXDISTRIBUTION.COM

September 26, 2008

Councilman Chris Holden
100 N. Garfield Ave.
Pasadena Ca 91109

Dear Mr. Holden:

On September 22, 2008 John Spalding, Hearing Officer for the Planning and Development Division for the City of Pasadena issued a letter of approval, for a Conditional Use Permit to Michael Paul's

10/06/2008

7.B.3.

10/1/2008

Associates, representatives of the Goodwill organization, to operate a drop-off and pick-up donation center at 745 N Orange Grove Boulevard.

The issuance of a Conditional Use Permit for this type of service was vehemently opposed at all hearing meetings by members of the Northwest Commission, Fair Oaks Project Area Committee, Fair Oaks Orange Grove Specific Plan Implementation Team and various neighborhood associations, business owners and affected residents, stating the type of proposed usage was not desired in the community.

On September 23, 2008, at the monthly meeting of the Fair Oaks Project Area Committee, a motion was made and carried to make a request to the District 3 councilman to initiate a stay on the decision and request that it be called for review to the Board of Zoning Appeals.

During the past month, you have received several emails and have communicated with community residents, business owners and various organization and association leaders who have stated to you the reasons why they oppose the usage.

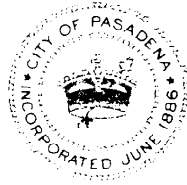
The location for this service has been designated in the specific plan as one of three gateway beautification projects in an attempt to redevelop and bring a positive image to the area. Your assistance in this matter is appreciated and will assist Northwest Pasadena from being the dumping grounds for undesirable projects.

Per the notice, the Hearing officer has a right to appeal this decision within ten days (October 2, 2008). The effective days of the case will be October 3, 2008.

Sincerely,

Ishmael Trone,
Co-Chair Fair Oaks Project Area Committee

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PLANNING & DEVELOPMENT DEPARTMENT
PLANNING DIVISION

September 22, 2008

Michael Paul's Associates
Attn : Michael Pauls
203 Argonne Avenue, Ste. #141
Long Beach, CA 90803

Subject: Conditional Use Permit #5084 PLN#2008-00238
745 North Orange Grove Boulevard
Council District #3

Dear Mr. Pauls:

Your application for a **Conditional Use Permit** at **745 North Orange Grove Boulevard** was considered by the **Hearing Officer** on **September 11, 2008**.

CONDITIONAL USE PERMIT: To establish a Charitable Institutions use (Goodwill Donation Center). The proposed use will occur within an existing 1,198 square foot front building and 2,015 square foot rear building. No new square footage or retail sales is proposed.

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

Based upon these findings, it was decided by the Hearing Officer that the Conditional Use Permit be **taken under advisement**. On September 22, 2008 the hearing officer **approved** the application with conditions listed in Attachments B, C and D and in accordance with submitted plans stamped **September 11, 2008**.

In accordance with Section 17.64.040 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. 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.

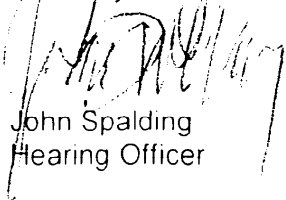
You are hereby notified that, pursuant to Pasadena Municipal Code Chapter 17.72, any person affected or aggrieved by the decision of the Hearing Officer has the right to appeal this decision within **ten days (October 2, 2008)**. The effective date of this case will be **October 3, 2008**. Prior to such effective date, a member of the City Council or Planning Commission may stay the decision and request that it be called for review to the Board of Zoning Appeals. However, if the tenth day falls on a day when City offices are closed, the appeal deadline shall be extended through the next day when offices are open. The decision becomes effective on the eleventh day from the date of the decision. The regular Appeal fee is \$2,967.25. The Appeal fee for Non-profit Community-based Organizations pre-registered with Neighborhood Connections is \$1,483.63.

Any permits necessary may be issued to you by the Building Division on or after the effective date stated above. A building permit application may be submitted before the appeal deadline has expired with the understanding that should an appeal be filed, your application may, at your expense, be required to be revised to comply with the decision on the appeal. **You should call the Current Planning office at 626-744-6777 to find out if any appeal or call for review has been filed before you submit your building permit application.** A copy of this decision letter (including conditions of approval and any mitigation monitoring program) shall be incorporated into the plans submitted for building permits.

The Hearing Officer adopted the environmental determination that the project is exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, Class 1, Section 15301, Existing Facilities. The establishment of a charitable institutions use within existing structures is considered a negligible expansion.

For further information regarding this case please contact **Kent Lin** at **(626) 744-6817**.

Sincerely,



John Spalding
Hearing Officer

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

xc City Clerk, City Council, City Manager, Acting City Manager, 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
FINDING FOR CONDITIONAL USE PERMIT #5084

Conditional Use Permit: To establish a Charitable Institutions land use (Goodwill Donation Center).

1. *The proposed use is allowed with a Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of the Zoning Code in that the proposed Charitable Institutions use is conditionally permitted within the designated Fair Oaks Orange Grove Specific Plan (FGSP-C-3d) Zoning District. The proposed Goodwill donation center will not result in the enlargement of the existing buildings and is conditioned to comply with all applicable provisions of the Zoning Code. The use is also conditioned to the limited hours of operation between 7:00 AM to 7:00 PM, daily. The parking lot is conditioned to be repaved and double-striped. The perimeter of the parking lot will feature new landscaped planters and new trees to improve the aesthetic character of this corner lot and eliminate blight conditions that currently exist on-site. New fencing and gates will be constructed along the Lincoln Avenue street frontage and the Orange Grove Boulevard driveway to prevent the illegal dumping of goods and trash and to discourage loitering on-site. Further, the operation of the business is conditioned so that the use complies with the Fair Oaks Orange Grove Specific Plan and the Pasadena Municipal Code (PMC) that relates to such use.*
2. *The location of the proposed use complies with the special purposes of this Zoning Code and purposes of the applicable zoning district in that in that the subject site is designated as Fair Oaks Orange Grove Specific Plan (FGSP-C-3d) Zoning District. Table 3-14 of the Zoning Code allows the Charitable Institutions use in the FGSP-C-3D zone through the approval of a Conditional Use Permit. The Charitable Institutions use is conditionally permitted by the Zoning Code following the review of potential impacts on the surrounding area. As conditioned, the Goodwill donation center will not result in any significant impacts on adjacent uses. The Goodwill donation center use is situated in an area that promotes a mix of uses and this use is compatible with other uses in the immediate area. As conditioned, the use complies with all applicable Zoning Code and Specific Plan requirements.*
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 in that the proposed Charitable Institutions use is consistent with the General Plan Objective 10 Diverse Economy, Policy 10.6 – New Business: To recruit new business to provide retail and other services, and employment and other opportunities for Pasadena residents and visitors. With Objective 11 Job Opportunities, Policy 11.1 – Diversity: To support employment opportunities appropriate to the diversity of the City's varied population, and Policy 11.7 – Increase Jobs: Increase the number of job opportunities for the underemployed and unemployed Pasadena residents. With Objective 13 Adequate Services, Policy 13.1 – Support of Organization: To support the needs of the public, private, and voluntary organizations and associations that provide important services to Pasadena's diverse community. The project is in compliance with these objectives and 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 in that the Charitable Institutions use seeks to operate a non-profit donation center within the existing*

structures on-site. Retail sales and new construction are not proposed. The perimeter of the parking lot will feature new landscaped planters and new trees to improve the aesthetic character of this corner lot and eliminate blight conditions that currently exist on-site. New fencing and gates will be constructed along the Orange Grove Boulevard and Lincoln Avenue street frontage to prevent the illegal dumping of goods and trash and to discourage loitering on-site.

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 in that the new Charitable Institutions use will take place within the existing structures on-site and no new construction is proposed. The use shall operate in accordance with the City's laws and ordinances ensuring continuing compatibility of neighboring uses and protecting other land uses in the area from adverse impacts. The new use will occupy a corner lot and two existing buildings that have been vacant since July 2005, which has resulted in a blight condition of the subject site. The new use with new landscaping, trees, fencing and gates will improve the aesthetic character and safety of the neighborhood, eliminate blight conditions, and improve 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 in that the Charitable Institutions use will occupy the existing buildings that have been vacant for the past three years. The Goodwill donation center is conditioned to paint the existing structures with a color pallet approved by the Design and Historic Preservation section prior to issuance of a Code Compliance Certificate. New landscape planters and trees shall be planted on-site to improve the aesthetic character of the property. In addition, a new perimeter fence and gate will be installed in compliance with the Zoning Code to prevent the drop-off of goods during non-business hours, the illegal dumping of trash and debris, and to improve overall security of the site.*

**ATTACHMENT B
CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #5084**

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

1. The site/floor plans to be submitted for Code Compliance Certificate shall substantially conform to the site/floor plans stamped "Received at Hearing September 11, 2008, except as modified herein.
2. This Conditional Use Permit allows the establishment of a Charitable Institutions use at the subject site. The primary use shall be the collection and temporary storage of donated goods only. Ancillary office use is permitted on-site. No retail sale is permitted. The use shall occupy the existing 1,198 square foot front building and at the rear 2,015 square feet structure. No enlargement of the existing buildings is permitted unless approved through a modification to this Conditional Use Permit.
3. 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 application if sufficient cause is given.
4. The hours of operation shall be limited to 7:00 AM to 7:00 PM, daily. This condition is subject to Condition Monitoring.
5. The Goodwill donation center is permitted to accept personal and household goods (clothing, shoes, books, accessories, consumer electronics, and related household items). Vehicles, automotive parts, chemicals, hazardous materials, and trash shall not be accepted. Non-working electronic and computers shall be accepted for recycling purposes only. This condition is subject to Condition Monitoring.
6. A minimum of one Goodwill Industries employee shall be present at the donation center during business hours.
7. A minimum of nine on-site parking spaces shall be provided in accordance with a detailed plan to be submitted to and approved by the Zoning Administrator prior to issuance of the Code Compliance Certificate.
8. The existing handicap space located along the north wall of the front building shall be removed and maintained as a driveway for parking space access.
9. The subject site's parking area shall be repaved and double-striped in compliance with the Zoning Code requirements prior to the issuance of a Code Compliance Certificate
10. The temporary and permanent storage of vehicles (automotive, trucks, trailers, boats, motorcycles, etc.) shall be prohibited on the subject site at all times. This condition is subject to Condition Monitoring.

11. Landscaping and irrigation shall be installed in accordance with a detailed plan to be submitted to and approved by the Zoning Administrator prior to issuance of any Code Compliance Certificate. Said plan shall include drought-resistant plant materials and low-volume irrigation where practicable. The plan shall be prepared by a licensed landscape architect and shall meet the requirements of Chapter 17.44 of the Zoning Code.
12. A perimeter fence and gate shall be installed along the interior property line abutting adjacent commercial building to the north and along the Orange Grove Boulevard and Lincoln Avenue street frontages.
13. The maximum height of the fence and gate located in the front and corner side setback shall be four feet when the fence and gate is located in front of a structure. The maximum height of the fence and gate in the front and corner side setback not located in front of a structure (e.g. front of parking lot) is six feet. The maximum height of the fence in along the interior side property line is six feet.
14. The fence and gate material used for the front and corner side setback shall be a minimum of 50 percent open.
15. The fence and gate shall be set back a minimum of five feet from the front and corner side property lines, with landscaping in the setback area. Fencing shall be designed to discourage loitering and sitting in the setback area.
16. Fencing shall be well designed and may include art elements. Materials, finishes and colors for fence and gate shall complement with the material and design of the primary building on the site.
17. Chain-link, spikes, barbed wire, concertina wire, and razor wire as fence and gate materials shall not be allowed.
18. A one square foot informational sign shall be posted on the new security gate along Orange Grove Boulevard driveway indicating the hours of operation and a statement that the drop-off of goods is prohibited during non-business hours and the illegal dumping of trash and debris is strictly prohibited at all times.
19. The designated trash area shall be screened from the public right-of-way. The trash area shall be enclosed on all sides by a six foot tall wall with a solid six foot gate. Trash within the enclosure shall not accumulate or exceed the height of the enclosure. No trash shall be stored in any section of the site except within the enclosed structure. The operator shall call for an immediate trash pickup on the same day when the trash enclosure is full.
20. If at any time it is determined by the Zoning Administrator that trash, litter, and debris has become a problem, the operator shall submit a litter clean-up plan to the Zoning Administrator for review. The litter clean-up plan shall include a schedule of time and frequency of litter clean-up activities. Upon approval of the plan by the Zoning Administrator, the measures of the plan shall be implemented. This condition may require

Conditional Use Permit #5084

Page 7

the operator of the use to post a bond to ensure trash and litter compliance. This condition is subject to Condition Monitoring.

21. Donated goods collected at the subject site shall be picked up and transported to Goodwill Industries sorting facilities on a daily basis. If trucks are not available, then the temporary storage of goods is permitted to be stored inside the existing two building structures. This condition is subject to Condition Monitoring.
22. Collected goods shall not be stored outdoors. The subject site shall be maintained free and clear of trash and debris at all times. Deliveries, goods, and trash pick-up shall not occur between the hours of 7:00 PM to 7:00 AM, daily. This condition is subject to Condition Monitoring.
23. All loading and unloading shall occur within the subject site.
24. The existing structures shall be painted with a color pallet approved by the Design and Historic Preservation Section prior to the issuance of the Code Compliance Certificate.
25. An exterior lighting plan, including specifications of the proposed fixtures, shall be submitted to the Zoning Administrator prior to the issuance of the Code Compliance Certificate. The lighting shall comply with the standards of Section 17.40.080 (Outdoor Lighting) of the Zoning Code. All new lighting shall be properly shielded to avoid glare and spill of light to surrounding properties.
26. No public pay telephone shall be maintained on the interior or exterior of the premises.
27. Any modification to the approved plans will require the review and approval of a new or modified Conditional Use Permit application.
28. The City of Pasadena Refuse Storage regulations (§17.40.120 of the Pasadena Municipal Code) shall be complied with at all times.
29. The applicable code requirements of the Zoning Code and of all other City Departments shall be met at all times.
30. The final decision letter and conditions of approval shall be incorporated into the submitted building plans for plan check review.
31. An electronic surveillance system shall be installed to enable monitoring of site activities during all hours of the day and throughout the year. The plan and specifications for the system shall be submitted to and approved by the Zoning Administrator prior to issuance of any Code Compliance Certificate.
32. The proposed project, **PLN2008-00238**, is subject to the City's Condition Monitoring Program and is also subject to Final Zoning inspection. Condition Monitoring is required for your project. Under the Monitoring Program, your project will be inspected by Code Compliance staff to determine compliance with the conditions of approval. The Condition/Mitigation Monitoring inspection will occur during the term of the project. The

Final Zoning Inspection will occur at the completion of the project. Required monitoring fees for inspections shall be paid on or after the effective date of this permit, but prior to the issuance of any building permits. Contact the Code Compliance Staff at (626) 744-4633 to verify the fee. All fees are to be paid to the cashier at the Permit Center located at 175 N. Garfield Avenue. The cashier will ask for the activity number provided above. Failure to pay the required monitoring fees prior to initiating your approved land use entitlement may result in revocation proceedings of this entitlement.

ATTACHMENT C

MEMORANDUM - CITY OF PASADENA
Department Of Public Works

DATE: July 28, 2008

TO: Denver Miller, Zoning Administrator
Planning and Development Department

FROM: City Engineer
Department of Public Works

RE: Conditional Use Permit No. 5084
745 North Orange Grove Boulevard

The Department of Public Works has reviewed the application for Conditional Use Permit No. 5084 at 745 North Orange Grove Boulevard. The proposal is to reuse the existing two buildings for a Goodwill Donation Center. The approval of the Conditional Use Permit should be based upon satisfying all of the following conditions:

1. Orange Grove Boulevard and Lincoln Avenue have existing 10-foot wide parkways. The northwest corner of the intersection of Orange Grove Boulevard and Lincoln Avenue has an existing 15-foot radius property line corner rounding. In order to provide for an American with Disabilities Act (ADA) compliant curb ramp, the applicant shall dedicate to the City the land necessary to provide a 30-foot radius property line corner rounding at the northeast corner of the intersection of Orange Grove Boulevard and Lincoln Avenue for street purposes. The dedication will require the approval of the City Council. The applicant shall be responsible for all the costs required to complete the dedication. The dedication must be approved by City Council prior to the issuance of a Certificate of Occupancy.
2. The intersection of Orange Grove Boulevard and Lincoln Avenue has a concrete pavement. No excavation in the intersection for utility connections will be permitted. Excavations may be made in the asphalt pavement sections of Orange Grove Boulevard and Lincoln Avenue. Excavation in the streets for utility connections shall be as close as possible to each other to minimize the limits of new paving and the pavement shall be restored contiguously between extreme excavations. Any excavations in concrete pavement areas will require the removal of concrete panels from existing construction joint to joint.
3. The applicant shall plant and maintain, for a period of three years, a maximum of two (2) officially designated street trees per the City approved master street tree plan on the subject frontage and install and permanently maintain an irrigation system for the tree. Location will be finalized in the field by the Department of Public Works. Tree must meet the City's tree stock standards and be planted according to the details provided by

- the Parks and Natural Resources Division. The tree shall be approved by the Forestry Supervisor prior to the issuance of a Certificate of Occupancy. Plans for the irrigation system shall be prepared by a landscape architect registered in the State of California and submitted to the Department for review and approval.
4. The applicant shall construct public improvements along the frontages of the subject property in accordance with the Fair Oaks/Orange Grove Specific Plan. The improvements include installing street furnishings, such as street lights, trash receptacles and tree grates, planting street trees, landscaping, and other necessary related work. For additional information on the specific plan requirements, please visit the Community Planning and Development Department's website at <http://www.ci.pasadena.ca.us/planning/deptorg/commplng/GenPlan/sp.asp>.
 5. 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 Departments of Public Works and Transportation 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: <http://www.cityofpasadena.net/publicworks/Engineering/default.asp>. A deposit, based on the General Fee Schedule, is required for plan review. 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 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 two departments for review and approval.
 6. Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$1,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/ resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for any charges as a result of damages to street trees and for City personnel to review traffic control plans and maintain traffic control. A processing fee will be charged against the deposit.
 7. 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.

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

- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)
In accordance with Section 12.04.031, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy or any building permit for work in excess of \$5,000 pertaining to occupancy or construction on the property in accordance with Section 12.04.035, entitled "Inspection required for Permit Clearance" of the PMC.
- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC
The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the approval of the Urban Forestry Advisory Committee.
- Stormwater Management and Discharge Control Ordinance – Chapter 8.70 of the PMC
This project is subject to the requirements of the City's Storm Water and Urban Runoff Control Regulation Ordinance which implements the requirements of the Regional Water Quality Control Board's Standard Urban Storm Water Mitigation Plan (SUSMP). Prior to the issuance of any demolition, grading or construction permits for this project, the developer shall submit a detailed plan indicating the method of SUSMP compliance. Information on the SUSMP requirements can be obtained from the Permit Center's webpage at <http://www.cityofpasadena.net/permitcenter/plansubreq/cndord.asp>.
- Construction and Demolition Waste Ordinance. Chapter 8.62 of the PMC
The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at <http://www.cityofpasadena.net/permitcenter/plansubreq/cndord.asp> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a building permit:
 - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the 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.

A security performance deposit of three percent of the total valuation of the project or \$30,000, whichever is less, is due prior to permit issuance. This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project

If you have questions regarding the above conditions and requirements of the ordinances, please contact Sean Singletary of this office, at (626) 744-4273

A handwritten signature in black ink, appearing to read "Daniel A. Rix". The signature is fluid and cursive, with the first name "Daniel" being the most prominent.

DANIEL A. RIX

City Engineer

DAR:G

ATTACHMENT D

**MEMORANDUM - CITY OF PASADENA
Department Of Transportation**

DATE: June 16, 2008


TO: Denver Miller, Zoning Administrator
Planning and Development Department

FROM: Transportation Administrator, Department of Transportation

RE: Conditional Use Permit No. 5084
745 North Orange Grove Blvd – Goodwill donation center

The Department of Transportation (DOT) has reviewed the application for Conditional Use Permit No. 5084 located at 745 North Orange Grove Blvd. The applicant is proposing to construct a Goodwill donation only center with no retail sales. As use of this site is unique, pursuant to the request from DOT, the applicant provided parking and staffing information from three sites with similar use and square footage. The applicant is proposing 12 parking spaces on the existing parking lot, and will have a maximum of two employees. Based on the proposed use for this site, review of existing site information of similar size, use, and staffing, Department of Transportation approval of Conditional Use Permit No. 5084 shall be based upon satisfying all of the following conditions:

1. The project shall provide a minimum of 9 parking spaces for this proposed use.
2. Driveway access to the project site shall be limited to the existing driveway along Orange Grove Blvd. The project shall close the existing driveway along Lincoln Ave. that previously served this site with complete curb, gutter, and sidewalk per City of Pasadena Department of Public Works Standard Plans.


BAHMAN JANKA

Transportation Administrator