

Rodriguez, Jane

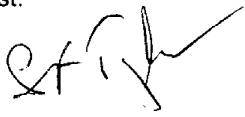
From: Tyler, Sid
Sent: Wednesday, July 28, 2004 10:03 AM
To: Rodriguez, Jane
Cc: Madison, Steve
Subject: Call-up to BOZA of ZHO case #4335: 412 S. Raymond Ave.

Jane: I would like to place on the City Council agenda a call-up to the Board of Zoning Appeals of the decision by the Zoning Hearing Officer last week to deny the CUP application #4335 by the Union Station Foundation.

If this has already been done by Mr. Madison, with whom I have left a telephone message this morning, please disregard this request.

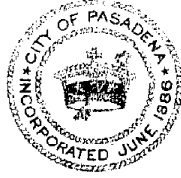
Thank you.

Sid Tyler



7/28/2004

08/02/2004
7.A.1.



PLANNING & DEVELOPMENT DEPARTMENT
PLANNING DIVISION

July 23, 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 **Zoning Hearing Officer** on **July 21, 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 Zoning Hearing Officer made the findings as shown on Attachment A to this letter.

Based upon these findings, it was decided by the Zoning Hearing Officer that the Conditional Use Permit and Variance be **denied** in accordance with submitted plans stamped **July 21, 2004**.

You are hereby notified that, pursuant to Pasadena Municipal Code Chapter 17.104, any person affected or aggrieved by the decision of the Zoning Hearing Officer has the right to appeal this decision within **ten days August 2, 2004**. The effective date of this case will be **August 3, 2004**. 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

Conditional Use Permit #4335

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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 \$1,407.25. The Appeal fee for Non-profit Community-based Organizations pre-registered with Neighborhood Connections is \$703.63.

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, Class 1, §15301, Existing Facilities)

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

Sincerely,



Dave Mercer
Zoning Hearing Officer

Enclosures: Attachment A

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)

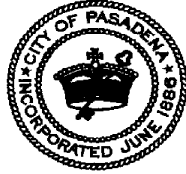
ATTACHMENT A
FINDINGS FOR CONDITIONAL USE PERMIT #4335

Conditional Use Permit – Expansion of Emergency Shelter.

1. *The conditional use will 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.* Public testimony and written correspondence submitted for the record clearly demonstrate that, under current operation of Union Station, the following problems exist: 1). Transient activities such as loitering, sleeping on adjacent private property, unsanitary practices of those waiting for meals at Union Station and related activities are currently impacting neighboring properties. A number of photographs and written/oral testimony demonstrate that the problem is real rather than just perceived. 2). The immediately adjacent school is regularly subjected to problems created by those who frequent Union Station. Staff and parents have testified to unhealthy conditions and activities on a first hand basis. 3). Expansion of a use that currently is unable to address offsite problems related to their current operation can not be permitted to expand which would further impact the health, safety, welfare or neighboring residents or property owners.

Variance – Reduced Parking.

2. *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.



MEMORANDUM - City of Pasadena

DATE: July 14, 2004
TO: Dave Mercer, Zoning Hearing Officer
FROM: David Sinclair, Assistant Planner
RE: Continuance for CUP#4335, 412 South Raymond Avenue

This case (Conditional Use Permit #4335 – 412 South Raymond Avenue) was originally heard on June 2, 2004. Subsequent to public testimony, the Zoning Hearing Officer continued the case to the July 14, 2004 meeting and requested the applicant meet with the neighbors to discuss possible solutions to the concerns of the neighbors as presented at the hearing.

The applicant has provided staff with a copy of changes to the operation of Union Station as proposed to the immediate neighbors (see attached). Staff recommends that the Zoning Hearing Officer incorporate the applicant's proposed changes as additional Conditions of Approval in Attachment C of the staff report.

Staff's recommendation still stands from the last public hearing. Accordingly, staff recommends that the Zoning Hearing Officer acknowledge the Environmental Determination and the Specific Findings in Attachment A to **approve** the Conditional Use Permit application, and **deny** the Variance. The Conditions of Approval for the Conditional Use Permit are included in Attachment B, C, and D.

ZONING HEARING
OFFICER STAFF REPORT
FOR THE ORIGINAL
HEARING ON
JUNE 2, 2004

**ZONING HEARING OFFICER
STAFF REPORT
June 2, 2004**

SUBJECT: Conditional Use Permit #4335
LOCATION: 412 South Raymond Avenue
APPLICANT: Union Station Foundation
ZONING DESIGNATION: CD-11 (Central District, sub-area 11)
**GENERAL PLAN
DESIGNATION:** Central District Specific Plan
PREPARED BY: David Sinclair

STAFF RECOMMENDATION: Acknowledge the Environmental Determination and the Specific Findings in Attachment A to **approve** the Conditional Use Permit application, and **deny** the Variance. The Conditions of Approval for the Conditional Use Permit are included in Attachment B, C, and D.

PROJECT PROPOSAL: Conditional Use Permit – Expansion of Emergency Shelter.
Variance – Reduced Parking

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, Class 1, §15301, Existing Facilities).

BACKGROUND:

- **Site characteristics:** The project site is composed of four parcels on the northeast corner of Bellevue Drive and Raymond Avenue. Currently, the southern two properties are vacant, while the northern two are developed with the Union Station Emergency Shelter. The entire site is approximately 15,200 square feet in size.
- **Adjacent Uses:** North – Child Day Care Center
South – Auto Repair
East – Metro Goldline
West – Manufacturing / Self-Storage
- **Adjacent Zoning:** North – CD-11 (Central District, sub-area 11)
South – CD-11 (Central District, sub-area 11)
East – CD-9 (Central District, sub-area 9)
West – CD-11 (Central District, sub-area 11)
- **Previous Zoning Cases:** UP#1499 – To allow the construction of a two-story, church-sponsored hospitality, counseling, and shelter for the homeless

**CONDITIONAL USE PERMIT #4335
STAFF REPORT – JUNE 2, 2004
PAGE 2**

and hungry. To have seven parking spaces where 15 spaces are required. Approved with conditions 5/21/85.

ANALYSIS:

The applicant, William R. Dorman, on behalf of the Union Station Foundation, has filed an application for a Conditional Use Permit to allow the expansion of the Union Station facility. It is proposed that the 3,956 square foot two-story addition would include an addition to the existing dining room, a conference room, laundry room, 20-bed women's dormitory, and an elevator. The total number of beds would be 56. The addition will occur on a currently vacant property to the immediate south of the existing facility. In front of the addition facing Raymond Avenue the applicant is proposing a landscaped area with trees, and behind the addition an open 'courtyard' area.

The facility is classified as an Emergency Shelter and any expansion requires a Minor Conditional Use Permit. Because the applicant has also submitted Variance application, the Minor Conditional Use Permit has been upgraded to a regular Conditional Use Permit. The requested Variance is to deviate from the parking requirement to only provide four off-street parking spaces where 11 are required.

The existing facility was permitted at this location in 1985 with the approval of Use Permit #1499. Also approved was a Variance to provide seven parking spaces where 15 were required. The facility has been in operation since 1987. Currently, Union Station has 36 beds for single men and women, as well as a dining room/community social area, and a kitchen. Also provided at the facility are 12-step meetings, free community healthcare, and art and handicraft workshops.

Conditional Use Permit – Expansion of Emergency Shelter.

Pursuant to Section 17.33.040 the Central District section of the Zoning Code, a Minor Conditional Use Permit is required for an Emergency Shelter in the CD-11 zoning district, in which the subject site is located. This requirement holds for the expansion of such facilities as well. In order to approve the expansion as proposed, it is required that staff make four specific findings related to Zoning Code and General Plan consistency, as well as public and neighborhood health and welfare.

In this case, the proposed expansion complies with virtually all (see Variance discussion below) of the development standards of the CD-11 zoning district such as height and setbacks. 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 there are no adjacent buildings only an open parking lot, there is no required setback.

The proposed expansion also addresses several Objectives of the City of Pasadena's General Plan. Specifically, Objective 10, *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.

CONDITIONAL USE PERMIT #4335
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There has been community concern surrounding this facility since it was first reviewed by the City in 1985. Several Conditions of Approval from the 1985 approval are relevant to those concerns and should help alleviate them. Specifically, one Condition of Approval required that at least one employee of Union Station walk the neighborhood between the hours of 7:30 AM and 5:30 PM to keep an eye out for any problems caused by residents of Union Station and relay any neighborhood concerns to Union Station management. This Condition of Approval has been modified to extend these hours to 7:30 PM. Another relevant Condition of Approval is to have Union Station pick up litter from public property within a 500 foot radius from the site daily. Finally, all Conditions of Approval from UP#1499 are considered to be in full-force except for I-A, I-E, I-F, II-E, and II-H. See the conditions of approval from UP#1499 (Attachment C).

Staff has also included additional Conditions of Approval that allow the Zoning Administrator to call for a review of the approved conditions by the Zoning Hearing Officer. Further, one year from the effective date of this Conditional Use Permit the Zoning Hearing Officer shall conduct a public hearing to review the effectiveness and compliance with the conditions of approval

Based on the proposal's general compliance with the development standards of the Zoning Code and Objectives of the General Plan, staff is recommending approval of the Conditional Use Permit request subject to the conditions included in Attachments B, C, and D.

Variance – Reduced Parking.

As part of the approval for UP#1499, a Variance for reduced parking was also approved. The facility was allowed up to 40 beds with seven parking spaces where 15 were required. Because the current proposal is to add 20 beds to the current 36 beds, only 16 beds are used to calculate the additional required parking. The Zoning Code requires Emergency Shelters to provide one parking space for every four beds. In this case Union Station would be required to provide four off-street additional parking spaces, for a total of 11.

The plans submitted with the application show four parking spaces on site where seven are currently. According to the applicant, very few of their residents drive to the facility. Many utilize the bus, light-rail, or walk to get to the facility. Further, prior to last August approximately 40 administration employees worked at this site. Last August most of them moved to the Foundation's new facility at 835 East Orange Grove Boulevard. Currently, at the 412 South Raymond Avenue site there are eight full-time day-time employees and four full-time night-time employees. On average there are eight volunteers on a daily basis.

Staff has significant concerns with the reduction of on-site parking. Parking is already in high demand in the area and the reduction of on-site parking could potentially exacerbate this problem. In addition, the Department of Public Works will be widening this portion of South Raymond Avenue with construction tentatively scheduled to begin in May 2005. It is expected that some on-street parking will be lost as a result of the widening project.

In order to approve the Variance staff must find that the property has unique physical characteristics that make strict application of the Zoning Code unreasonable or a hardship to the property owner. In this instance, it is staff's assessment that the property does not have exceptional or extraordinary characteristics. The project site is not unique in relation to surrounding properties in that it is rectangular-shaped and has virtually no slope. While staff acknowledges the positive intent of providing open space for the facility's residents, staff believes there is enough space on the site to provide the seven (7) required spaces, and

**CONDITIONAL USE PERMIT #4335
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possibly the four (4) additional parking spaces in a portion of the open space, as required by the Zoning Code.

However, the Zoning Code does provide an option in the form of leased parking. Property owners in the Central District may satisfy their parking requirement by leasing parking within a 1,000 foot radius from the site.

Therefore, staff recommending denial of the Variance for reduced parking. As a result, a Condition of Approval for the Conditional Use Permit has been included that requires Union Station to keep the existing seven parking spaces on-site and provide a minimum of four parking spaces either on-site or through a parking lease agreement.

CONCLUSION:

It is staff's assessment that the findings for approval of the Conditional Use Permit to allow the expansion of an Emergency Shelter (Union Station) can be made. As conditioned, the expansion would meet all of the applicable development standards of the Zoning Code. Further, the expansion will address several Objectives and Policies of the General Plan, and will not negatively impact the public health and welfare. However, staff is recommending denial of the Variance for reduced parking. It is staff's assessment that there is plenty of space on the site to keep the existing seven parking spaces and provide the required additional four parking spaces either on-site or through a parking lease agreement.

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 June 2, 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 (Attachment C) except 1-A, 1-E, 1-F, 2-E, and 2-H shall remain in full force and effect, unless otherwise modified herein.
6. UP#1499 condition of approval 1-D shall be modified to read (changes are underlined), "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 periodically 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. If persistent problems arise due to the conduct of the patrons of Union Station a group comprised of neighboring property owners, tenants, residents, and city staff shall convene 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 Zoning Hearing Officer shall conduct a public hearing one-year 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.

ATTACHMENT C

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.

CONDITIONAL USE PERMIT #4335
STAFF REPORT – JUNE 2, 2004
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- 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.

ATTACHMENT D

**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.

Denver Miller, Zoning Administrator
Conditional Use Permit No. 4335
May 25, 2004
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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.

13. (Continued)
 - 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.

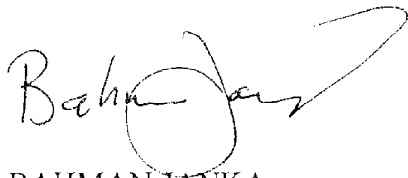
An occupancy permit shall be obtained from the Department of Public Works for the occupation of any traffic lane, parking lane, parkway, or any other public right-of-way. All lane closures shall be done in accordance with the Work Area Traffic Control Handbook (WATCH). If the public right-of-way occupation 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.

Denver Miller, Zoning Administrator
Conditional Use Permit No. 4335
May 25, 2004
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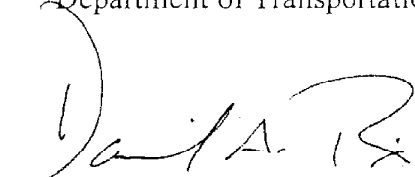
16. All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits.

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

**Union Station
Foundation**

825 E. Orange Grove Blvd.
Pasadena, CA 91104
Tel. 626-240-4550
Fax 626-793-2397
www.unionstationfoundation.org

MEMO

TO: David Sinclair, City of Pasadena
FROM: Rabbi Marvin M. Gross *m. gross*
FAX: 626-396-7663
RE: Union Station Foundation Neighborhood Outreach Plan
DATE: July 14, 2004

Please find attached a copy of the "Neighborhood Outreach Plan" that Union Station Foundation has developed in response to the directive given by Mr. David Mercer at the June 2, 2004 CUP Hearing.

We believe this plan will adequately address the concerns revised by Mr. Michael Wojciechowski and Mr. Nick Plati at the June 2 meeting. In accordance with Mr. Mercer's instructions, I and several of my USF colleagues have met with Mr. Wojciechowski and Mr. Plati on June 23, 2004 and again on June 29 to discuss this plan.

Please note that this plan was actually implemented on June 14, 2004 and has been fully operational since that date. Our "Staff Ambassadors" have kept a log of each visit they have made on a daily basis to all of the local businesses in our area. In addition, they have distributed Union Station "referral cards" (copy attached) to all business owners and others in the area. In this way, we are attempting to enlist the aid of our neighbors to refer potential clients to Union Station in order to obtain services, as well as to communicate directly with our neighbors to discern any issues, concerns, problems, or questions they may have, so as to resolve such issues in a positive and appropriate manner.

Enc.

UNION STATION FOUNDATION

NEIGHBORHOOD OUTREACH PLAN

RESIDENT EFFORT (Greater Raymond Avenue Cleanup Effort, "GRACE"

TEAM): Two to four USF residents will patrol Raymond Avenue in front of the 412 S. Raymond facility from south of Plati German Car Service north to Del Mar on both sides of the street to pick up litter or debris. They will also patrol Bellevue (both sides of the street) from the Gold Line to Fair Oaks Boulevard. They will wear vests that identify them as Union Station representatives.

This will occur once a day, seven days a week in the morning. In addition to picking up litter, they will alert USF staff to any situations that require additional attention.

The GRACE Team will be briefed on basic public health measures, wear latex gloves and use long handled tongs to pick up debris.

STAFF AMBASSADORS: The area consisting of the south side of Del Mar between Fair Oaks and Arroyo Parkway, Raymond Avenue (both sides of street) between Del Mar (south side) and California (north side) and Bellevue (north and south sides) between the Gold Line and Fair Oaks will be patrolled by two USF staff members (e.g. Case Managers, Security Officer and Floor Supervisor). These areas will be covered on foot by USF staff wearing identifiable Union Station polo shirts who will greet merchants and business owners in the area to make their presence known. They will discourage persons who are homeless from loitering or engaging in nuisance activities. When necessary, they will call the Pasadena Police Department, the Hope Team or the Passageways Outreach Team for assistance. These rounds by staff will occur every weekday afternoon.

NEIGHBORHOOD CHECK: In the early morning and early evening on weekdays, Union Station's Passageways Overnight Supervisor will visit Plati German Car Service and the Kids' Klub to discourage loiterers, campers or anyone who is creating a neighborhood nuisance. The staff person will check in with staff at these two businesses to make their presence known.

IMPLEMENTATION: The operational plan described above will take effect June 14, 2004. It will be reviewed every six months by senior staff and continued as necessary.

Union Station Foundation Referral Card

	Walnut	Colorado	Green	Del Mar	Bellevue	California	John Ochs	Glenn
							Raymond	
Passageways					Union Station		Arroyo Pk	
							Maranga	



Case Management Office
 418 South Raymond Avenue
 Pasadena, CA 91108
 (626) 448-4898

Passageways
 1080 E. Arroyo Parkway
 Pasadena, CA 91108
 (626) 408-4888

Case Management Office
 8:30am to 5:30pm
Monday-Friday
 Services Offered:
 Breakfast 9-10am
 Lunch 12-1:30pm
 Shelter
 Case Management
 Recovery Assistance
 Referrals to area services

Passageways
 8:00am-3:00pm
Monday-Friday
 Services Offered:
 (First come, first served)
 Intake for Shelter
 Referrals to other agencies

Other Numbers:
 Pasadena Police Dept.
 (626) 744-4801
 San Gabriel Valley
 Info Line
 (800) 339-6993

Case Management Office
 8:30am to 5:30pm
Lunes-Viernes
 Servicios:
 Desayuno 9-10am
 Almuerzo 12-1:30pm
 Refugio
 Manajo de Casos
 Asistencia de Adicciones
 Referencias a servicios

Passageways
 8:00am-3:00pm
Lunes-Viernes
 Servicios:
 Admisión para refugio
 Referencias a otras
 agencias

Otros Números:
 Pasadena Police Dept.
 (626) 744-4801
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 Info Line
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