

ATTACHMENT D

**MEMORANDUM - CITY OF PASADENA
DEPARTMENT OF TRANSPORTATION**

DATE: October 8, 2008

TO: Denver Miller, Zoning Administrator
Planning and Development Department

FROM: Transportation Administrator
Department of Transportation

RE: Conditional Use Permit No. 5094
27-71 S. Fair Oaks Avenue and 26-40 Mills Place Alley

The Department of Transportation has reviewed the application for Conditional Use Permit No. 5094 located at 27-71 S. Fair Oaks Avenue and 26-40 Mills Place Alley. The project is a proposed three-story, multi-use project with restaurant and retail land use components totaling 53,222 sf on an existing surface parking lot. The existing 21,190 sf of retail, restaurant, and office space will also remain on-site.

The project will generate approximately 1,842 net daily trips with 114 net trips in the AM peak hour and 158 net trips in the PM peak hour after taking into consideration walk-in and pass-by adjustments.

The study analyzed fourteen intersections and one street segment. The intersections analyzed were:

- Pasadena Avenue at Colorado Boulevard
- Pasadena Avenue at Green Street
- De Lacey Avenue at Union Street
- De Lacey Avenue at Colorado Boulevard
- De Lacey Avenue at Green Street
- Fair Oaks Avenue at Walnut Street
- Fair Oaks Avenue at Union Street
- Fair Oaks Avenue at Colorado Boulevard
- Fair Oaks Avenue at Green Street
- Fair Oaks Avenue at Del Mar Boulevard
- Raymond Avenue at Green Street
- Marengo Avenue at Walnut Street
- Marengo Avenue at Green Street
- Fair Oaks Avenue at Holly Street

None of the fourteen study intersections would be impacted by the project.

The street segment analyzed was Green Street west of Fair Oaks Avenue. The Green Street segment analyzed would have a 6.1% segment volume growth with the project related traffic.

The approval of this conditional use permit should be based upon satisfying all of the following conditions:

1. The project shall pay the newly established Traffic Reduction and Transportation Improvement Fee (TR-TIF).

Fee: \$473,143.58*

**The amount of the TR-TIF is subject to change based upon the final scope at the time of project approval. This payment shall be made at Window #8 in the Permit Center located at 175 N Garfield Ave, Pasadena CA 91109.*

2. The applicant shall fund the purchase and installation of one traffic monitoring station for Green Street between Mills Place Alley and Fair Oaks Avenue as part of the development and implementation of the Citywide Traffic Monitoring Program. This fund shall be collected by the Department of Transportation prior to the issuance of the first permit for construction (foundation, grading, or building).

Amount: \$2,500.00

3. The project is subject to the City's Transportation Demand Management (TDM)/ Trip Reduction Ordinance (TRO) requirements. The purpose of the trip reduction requirement is to reduce the demand for automobile commute trips by ensuring that the design of major nonresidential developments projects accommodates facilities for alternative modes of transportation. A TDM plan shall be completed to address the project's programs to promote alternative modes of transportation **prior to the issuance of the first permit for construction (foundation, grading, or building) and shall meet the following requirements:**

- a. Carpool and Vanpool Parking. A minimum of 10% of the employee parking spaces shall be reserved for and designated as preferential parking for carpool and vanpool vehicles. Such parking area shall be in a location more convenient to the place of employment than parking spaces for single occupant vehicles, and shall be located as close as practical to the employees' entrances.
- b. Bicycle Parking. 11 bicycle parking spaces shall be provided on-site. The location(s) of the bicycle parking spaces shall be shown on the plans and approved by the Department of Transportation prior to the issuance of the first permit for construction (foundation, grading, or building). In addition, the bicycle parking shall be located near the employee entrance and shall be conveniently accessible from the external circulation system.
- c. Transportation Information Display. A transportation information display bulletin board or kiosk shall be located on the development site in a location visible to all employees. Information displayed shall include Employee Transportation Coordinator's name and telephone number, Guaranteed Ride Home Program, current local and regional transit routes, schedules and maps serving the development; ridesharing marketing materials on alternative commute modes; bicycle routes and bicycle facility information (parking/ shower locations).


Along with the submittal of the TDM plan, the owner/ developer shall place a **\$1,916* deposit** with the Department of Transportation (Attention: Judi Masuda) **prior to the issuance of the first permit for construction** for plan review. This deposit is subject to

a partial refund or additional billing in the event that the deposit amount is not sufficient to cover the cost of the review. The developer shall pay an annual Transportation Demand Management (TDM) status report review fee of \$403.74* in compliance with the requirements of the Trip Reduction Ordinance.

In order to minimize and prevent last minute building design changes, it is highly imperative that the applicant, prior to the commencement of building or parking layout design efforts, contact DOT for TRO/ TDM Plan requirements so that trip reduction considerations are designed and incorporated early into the building and parking layout plans to avoid any unnecessary time delays and potential costs associated with late design changes. Please contact Judi Masuda, TDM Planner at (626) 744-4111 to arrange a pre-design meeting to finalize the TDM Plan requirements for the project.

* Based on the Current General Fee Schedule. Fees are subject to change.

4. Pursuant to the City Zoning Code parking requirement for this project, the project shall provide a minimum of 213 but no greater than 255 parking spaces.
5. The loading zone for this project shall be reviewed and approved by the Planning Department and Department of Transportation prior to the issuance of the first permit for construction (foundation, grading, or building). An on-site vehicular turn-around area shall be provided for loading and unloading to prevent service vehicles to not back into or back out from any public street.
6. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works for review and approval. This plan shall show the impact of the various construction stages on the public right-of-way including street occupations, parking space relocation agreements, closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. Permitted hours for construction may be limited due to construction activities bordering the project site.



BAHMAN JANKA
Transportation Administrator

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**ATTACHMENT E
MITIGATION MONITORING AND REPORTING PROGRAM MATRIX**

CONDITIONAL USE PERMIT #5094

Mitigation Measure	Mitigation Monitoring Timing	Responsible Monitoring Entity	Mitigation Measure Complete?	Effectiveness
Impact 1 – Biological Resources				
<u>Mitigation Measure BIO-1:</u> Prior to the removal of the Indian laurel fig tree along Green Street, the applicant is required to pay the City of Pasadena the assessed value of the tree, the removal cost of the tree and the replacement cost of the tree.	Prior to removal of tree	Public Works		
Impact 2 – Cultural Resources				
<u>Mitigation Measure CULT-1:</u> If archaeological resources are encountered during project construction, all construction activities in the vicinity of the find shall halt until an archeologist certified by the Society of Professional Archeologists examines the site, identifies the archaeological significance of the find, and recommends a course of action. Construction shall not resume until the site archaeologist states in writing that the proposed construction activities will not significantly damage archaeological resources.	During grading of the project site.	Planning and Development		
<u>Mitigation Measure CULT-2:</u> If paleontological resources are encountered during project construction, all construction activities in the vicinity of the find shall halt until a paleontologist meeting the satisfaction of the Natural History Museum of Los Angeles County identifies the paleontological significance of the find, and recommends a course of action. Construction shall not resume until the site paleontologist states in writing that the proposed construction	During grading of the project site.	Planning and Development		

Mitigation Measure	Mitigation Monitoring Timing	Responsible Monitoring Entity	Mitigation Measure Complete?	Effectiveness
activities will not significantly damage paleontological resources.				
Impact 3 – Transportation Impacts				
Mitigation Measure TRAF-1: The applicant shall participate in the funding of the Citywide Transportation Performance Monitoring Network.	Prior to issuance of Building Permits	Transportation Department		