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CITY CLERK

CITY COUNCIL  
JACQUE ROBINSON  
VICE MAYOR  
DISTRICT 1

March 24, 2014

Mark Jomsky  
City Clerk  
City of Pasadena  
100 N. Garfield Avenue  
Pasadena, CA 91109

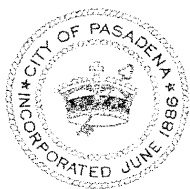
Re: Minor Conditional Use Permit #6118 – 1231 Lincoln Avenue-Council District 1

Dear Mr. Jomsky:

I request that the decision of the hearing officer on the matter referenced above be placed on the next City Council agenda for consideration of a call for review to the Board of Zoning Appeals.

Sincerely,

Jacquie Robinson  
Vice Mayor



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

March 21, 2014

Domingo Gavino Cazales  
1102 N Summit Ave  
Pasadena, CA 91103

**Subject: Minor Conditional Use Permit #6118  
1231 Lincoln Avenue  
Council District #1**

**PLN2013-00492**

Dear Mr. Cazales:

Your application for a **Minor Conditional Use Permit at 1231 Lincoln Avenue** was considered by the **Hearing Officer on March 19, 2014.**

**MINOR CONDITIONAL USE PERMIT: To allow the establishment of a Religious Facilities Use totaling 2,459 square feet with 850 square feet of assembly/worship area. Per the Zoning Code, a Minor Conditional Use Permit is required for the establishment of a Religious Facilities Use within the CG-1 zoning district.**

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 **Minor Conditional Use Permit be approved** with the conditions in Attachment B and in accordance with submitted plans stamped **March 19, 2014.**

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 three years of the effective date of the approval. This approval is eligible for two one-year extensions. Each one year extension is required to be reviewed and approved by the Hearing Officer at a noticed public hearing. In order for a project to be eligible for a time extension, the applicant is required to submit the required fee and time extension application to the Permit Center prior to the expiration date of the land use entitlement. 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 to completion 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.

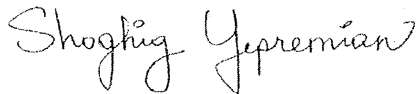
You are hereby notified that, pursuant to Pasadena Municipal Code Chapter 17.72, any person affected or aggrieved by the decision of the Hearing Officer has the right to appeal this decision within **ten days (March 31, 2014)**. The effective date of this case will be **April 1, 2014**. Prior to such effective date, a member of the City Council or Planning Commission may request that it be called for review to the Board of Zoning Appeals. However, if there is a request for a call for review, the appeal period will continue to run. 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 \$1,728.65. The Appeal fee for Non-profit Community-based Organizations pre-registered with Neighborhood Connections is \$864.32.

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. 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.

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 3 §15303, New Construction or Conversion of Small Structures). This exemption applies to the conversion of existing structures from one use to another where only minor modifications are made to the structure. The proposal is to add a religious assembly use within an existing commercial building.

For further information regarding this case please contact **Luis Rocha** at **(626) 744-6747**.

Sincerely,



Shoghig Yepremian  
Hearing Officer

Enclosures: Attachment A, Attachment B

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

**ATTACHMENT A**  
**FINDINGS FOR MINOR CONDITIONAL USE PERMIT #6118**

Minor Conditional Use Permit: To Establish a Religious Facilities Use.

1. *The proposed use is allowed with a Minor Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code. The proposed Religious Facilities use is permitted with a Minor Conditional Use Permit in the CG-1 (Commercial General, Lincoln Corridor) zoning district. The project as proposed meets all applicable regulations of the Zoning Code, including off-street parking. The Minor Conditional Use Permit would permit the establishment of a religious facility in a portion of a building that was most recently used as an office.*
2. *The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district. The proposed project is consistent with the special purposes of the zoning district, in that one of the purposes is to provide sites for businesses serving the daily needs of nearby residential areas while establishing development standards that prevent significant adverse effects on residential uses within and adjoining the CG-1 district. Furthermore, as conditioned, it is not anticipated that the activities associated with the use will generate unreasonable noise or other impacts that will be detrimental to nearby residential areas.*
3. *The proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan. The establishment of a Religious Facilities use on the subject site will be consistent with the goals of the General Plan. Specifically, the General Plan's Land Use Element Objective 13 will be met through the support of an institution that will meet the needs of Pasadena's diverse resident and families. Policy 13.1 will be met by supporting the needs of public, private, and voluntary organizations and associations that provide important services to Pasadena's diverse community. Furthermore, the proposed Religious Facility is an allowed use under the recently adopted Lincoln Avenue Specific Plan, with a Conditional Use Permit; therefore, the granting of this Minor Conditional Use Permit would not conflict with the Specific Plan.*
4. *The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use. The project will not be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use since the project is in conformance with the development standards and use requirements of the Zoning Code. Based on the proposed project, it is not anticipated that the activities associated with the use will generate noise or other impacts that will be detrimental. To this end, a condition has been included that prohibits any sound that exceeds the City noise ordinance standard.*
5. *The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City. The project will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City since the project is in conformance with the development standards and use requirements of the Zoning Code. In addition, the proposed activities will all be conducted indoors, reducing any potential impacts to adjacent property. Furthermore, all parking will be provided on-site and activities for the use will be conducted during non-peak traffic hours.*

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.* The design and size of the existing building onsite will remain unchanged. Furthermore, the surrounding area is located in a commercially zoned portion of Lincoln Avenue and is developed to accommodate the proposed use with minimal impact to surrounding uses. As such the proposed project will be consistent with the character of the surrounding uses and will not result in any negative aesthetic impacts to the neighborhood.

**ATTACHMENT B**  
**RECOMMENDED CONDITIONS FOR MINOR CONDITIONAL USE PERMIT #6118**

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

General

1. The site plan and floor plan submitted for building permits shall substantially conform to plans submitted with this application stamped "Received at Hearing, March 19, 2014, except as modified herein".
2. This approval allows the establishment of a Religious Facility Use with 850 square feet of seating area within the 2,459 square foot tenant space within an existing commercial building as shown on Sheet 2 on the stamped approved plans.
3. Pursuant to Chapter 17.78 of the Zoning Code, the Zoning Administrator can call for a review of the approved conditions at a duly noticed public hearing if it can be reasonably shown that there are grounds for revocation or modification of this Minor Conditional Use Permit. These conditions may be modified or new conditions may be added to reduce any impacts of the use.
4. The applicant or successor in interest shall meet the applicable code requirements of all City Departments.
5. The final decision letter and conditions of approval shall be incorporated in the submitted building plans as part of the building plan check process.
6. The proposed project, Activity Number **PLN2013-00492**, is subject to the Inspection Program by the City. A Final Zoning Inspection is required for your project prior to the issuance of a Certificate of Occupancy or approval of the Final Building Inspection. Contact Luis Rocha, Current Planning Section, at (626) 744-6747 to schedule an inspection appointment time.

Planning Division

7. The hours of operation for the specified activity shall not exceed the following:
  - Services: Monday, Wednesday and Friday from 7:00 p.m. to 9:00 p.m. and on Sundays from 6:00 p.m. to 8:00 p.m.
  - Band Practice: Thursdays from 6:00 p.m. to 8:00 p.m.
  - Bible Study: Only on the first Saturday of each month from 6:00 p.m. to 8:00 p.m.
8. The seating area shall not exceed 850 square feet in the worship area.
9. All parking areas shall conform to the requirements of Chapter 17.46 (Parking and Loading) of the Pasadena Zoning Code.
10. Compliance with the City of Pasadena Refuse Storage regulations (Section 17.40.120 of the Pasadena Municipal Code) shall be maintained at all times.
11. The site and parking area shall be maintained with free of debris at all time. 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 the operator of the use to post a bond to ensure trash and litter compliance.

12. To alleviate potential noise impacts during services, all exterior doors shall remain closed. Compliance with the City of Pasadena Noise Ordinance (Chapter 9.36 of Pasadena Municipal Code) shall be maintained at all times.
13. Within 30 days of this approval, all outdoor storage of materials, storage bins, containers and debris located at the rear of the site shall be removed.
14. Within 30 days of this approval, all razor wire shall be removed from the existing block wall at the rear of the site.

#### Building and Safety Division

15. The project shall comply with the current edition of the CBC, CMC, CEC, CPC, California Energy Code, and Cal Green. The governing edition is based on the date in which the building permit application is submitted to the City. Specifically, provide Building Code analysis for exiting plan and conformity to the California Disabled Access requirements.

#### Fire Department

16. Pursuant to the Pasadena Municipal, the applicant shall install an automatic fire sprinkler system throughout the building due to the change of occupancy.

#### Hearing Officer Added Conditions

17. Expansion of the proposed use, such as, but not limited to, hours of operation, days of operation, activities provided/conducted, and additional floor area shall require modification or approval of a new minor conditional use permit.
18. The applicant shall designate twelve (12) parking spaces for the proposed use and label each space accordingly. All fourteen (14) on-site parking spaces shall be accessible and available for the uses on the property.
19. The renting, leasing or using of the church for weddings, parties, receptions and similar events shall be prohibited.
20. All church-related activities shall be conducted indoors.