



## ATTACHMENT C

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

January 23, 2023

Frank Yanez  
c/o Crown City Billiard's & Lounge  
1312 North Lake Avenue  
Pasadena, CA 91104

**RE: Zoning Administrator's Determination #56  
1312 North Lake Avenue  
Council District #2**

**ZLR2022-00085**

Dear Mr. Yanez:

The Appeal of the **Zoning Administrator's Determination #56** at 1312 North Lake Avenue was considered by the **Board of Zoning Appeals** on **January 19, 2023**.

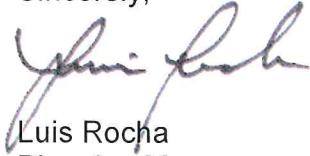
**ZONING ADMINISTRATOR DETERMINATION #56: Appeal of a determination by the Zoning Administrator that the hours of operation for the business, Crown City Billiards & Lounge (aka Jerry's Billiards), are between 7:00 am and 10:00 pm, pursuant to Section 17.40.070 (Limited Hours of Operation) of the Zoning Code.**

At the conclusion of the public hearing, a motion was made to uphold the Zoning Administrator's Determination that the hours of operation for the business, Crown City Billiards & Lounge (aka Jerry's Billiards), are between 7:00 am and 10:00 pm. The motion resulted in a 5-0 vote by the members present. As a result, action was taken to **uphold** Zoning Administrator Determination #56.

You are hereby notified that, pursuant to Pasadena Municipal Code Chapter 17.72, any person affected or aggrieved by the decision of the Board of Zoning Appeals has the right to appeal this decision within **ten days (January 30, 2023)**. The effective date of this decision will be **January 31, 2023**. Prior to such effective date, a member of the City Council may request that it be called for review to the City Council. 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 \$256.47. The Appeal fee for non-profit community-based organizations is \$128.24.

For further information regarding this case please contact me at (626) 744-6747 or [lrocha@cityofpasadena.net](mailto:lrocha@cityofpasadena.net).

Sincerely,

A handwritten signature in black ink, appearing to read "Luis Rocha". The signature is fluid and cursive, with the first name "Luis" and last name "Rocha" clearly distinguishable.

Luis Rocha  
Planning Manager

Enclosure: Attachment A (Zoning Administrator Determination #56)

xc: City Manager, City Clerk, City Council, City Council District Liaison, Building Division, Public Works, Design and Historic Preservation, Department of Transportation, Code Compliance, Case File, Decision Letter File, Planning Commission (9)

**ATTACHMENT A  
ZONING ADMINISTRATOR'S DETERMINATION LETTER  
DATED SEPTEMBER 29, 2022**



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

**VIA REGULAR AND CERTIFIED MAIL**

September 29, 2022

Charles G. Stanislawski  
Stanislawski & Company, Inc.  
729 Mission Street, Suite 100  
South Pasadena, CA 91030

SUBJECT: 1312 N. Lake Avenue, Jerry's Billiard – Hours of Operation

Dear Mr. Stanislawski:

On April 25, 2022, citation CTP2022-00443 was issued by the City's Code Compliance Division to the subject business, Jerry's Billiards, located at 1312 N. Lake Avenue, for operating after 10:00 pm and in violation of Pasadena Municipal Code Section 17.40.070 (Limited Hours of Operation). This section establishes limited hours of operation for certain commercial uses that are located within certain proximity to a residential zoning district. Specifically, commercial uses on a site located within 150 feet of a residential zoning district may only operate between the hours of 7:00 am and 10:00 pm by-right; and may only operate between the hours of 10:00 pm and 7:00 am subject to the issuance of a Conditional Use Permit.

The subject property at 1312 N. Lake Avenue is located adjacent to, and within 150 feet of a residential zoning district to the east. As such, Jerry's Billiards is subject to the limited hours of operation pursuant to Section 17.40.070, unless a Conditional Use Permit is approved. A review of City records determined that no Conditional Use Permit, or any other City document, has been approved to allow the hours of operation at this property to occur after 10:00 pm and before 7:00 am.

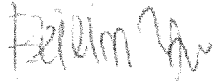
In response to the citation, a "Report on Application for License under Alcoholic Beverage Control Act" dated March 19, 1985 was submitted to the City, by a representative of Jerry's Billiards. This document describes the business as being "... housed in a single-story commercial building, measuring approximately 28' by 128', on a four-lane thoroughfare in a commercial area. Hours of operation are from 11:00 am to 1:00 am, Sunday through Thursday and 11:00 am to 1:30 am, Friday and Saturday. There is no fixed bar. Off-street parking is provided for forty cars. Entertainment consists of a juke-box, recorded music, pool tables, and coin-operated game machines. Applicants understand they may not sell, serve, or allow consumption of alcoholic beverages during the restricted hours, per the attached conditions, though they are open for business during those hours."

Although this report provides a description of the premises, including the hours of operation, the report does not constitute an approval from the City of Pasadena, specifically as it relates to operating hours. As mentioned above, there are no City records indicating approval of the hours beyond those permitted by-right under Section 17.40.070 (Limited Hours of Operation). This letter is to inform you that the business is only permitted to operate between 7:00 am and 10:00 pm daily.

You are hereby notified that, pursuant to PMC Chapter 17.72 (Appeals), any person that believes the Zoning Administrator's determination, on the applicability of the provisions of the Zoning Code, to be in error has the right to appeal this decision within ten days (October 10, 2022). Any appeals will be heard by the Board of Zoning Appeals. The effective date of this determination will be October 11, 2022. The regular appeal fee is \$256.47.

If you have any questions regarding this correspondence you may contact me by telephone at (626) 744-6726 or email at [byu@cityofpasadena.net](mailto:byu@cityofpasadena.net).

Sincerely,



Beilin Yu  
Zoning Administrator

cc: Jennifer Paige, Acting Director of Planning & Community Development  
Israel Del Toro, Neighborhood and Business Services Administrator  
Theresa Fuentes, Assistant City Attorney  
David M. Reyes, Acting Assistant City Manager  
Darla Dyson, District Liaison, Office of Council Member Williams

In areas with the most impacted parking supply, the City should actively pursue shared parking opportunities. In particular, the City should focus on areas where more supply is needed for employee parking off-street, like in Playhouse District. Shared parking could also expand the amount of parking supply in the neighborhoods for residential permits. The City should work with District leaders to identify areas to focus shared parking outreach efforts.

### **Playhouse District**

Of the City's core commercial areas, the Playhouse District has the fewest City-owned off-street parking facilities. The City owns two parking lots, the El-Molino Parking Lot, and the Playhouse Parking Lot. To better understand the parking demand in the district, in 2018 a Playhouse Parking District Strategic Plan was prepared by Nelson Nygaard for the Playhouse District Association. The Plan identified that:

Only 2 percent of off-street parking is City-owned, and there is a significant amount of private supply that the District should leverage if future parking demand warrants it. Knowing only a small portion of the off-street parking in the Playhouse District is publicly owned, and the City is considering repurposing a portion of the El Molino Parking Lot into a community park, the City should pursue shared parking agreements in the Playhouse District to help off-set the anticipated spaces lost and provide additional public parking opportunities within the district.

### **Residential Neighborhoods**

If the City decides to adjust the permit program guidelines to include multifamily housing and provide on-street parking access to all Pasadena residents (see Recommendation A-9 regarding the Attorney General's Opinion) there could be an increase in residential permit parking demand. In areas where on-street supply is impacted by resident parking demand, shared parking agreements could be a way for the City to provide additional off-street parking options for residential permit holders. Ideally, the residential parking permits for shared parking sites would be offered at a lower rate than the standard on-street ones since they may be less convenient.

At a minimum, a shared parking agreement should consider the following:

- **Term and extension:** Evaluates the return on investment and ensures that the contract terms allow for potential redevelopment in the future if needed.
- **Use of Facilities:** Establishes available hours, number of spaces, time limitations and ensures that the base user will retain use at the end of the sharing period.
- **Maintenance:** Evaluates and incorporates the added maintenance and operation costs.
- **Lease costs:** Cost of the lease and any negotiated revenue shares.
- **Operations:** Considers revenue collection operations (if applicable) and enforcement/management strategies.
- **Utilities and Taxes:** Determines the responsible parties and any cost-sharing agreements.
- **Signage:** Considers opportunities for consistency with signage and branding.
- **Enforcement and Security:** Determines who will handle enforcement and towing.
- **Insurance and Indemnification:** Considers litigation with any cost-sharing.
- **Termination:** Identifies the grounds for termination or cancellation.

### **Signage and Branding**

There is also an opportunity to utilize the City's public parking "P" (see Recommendation A-8) at future shared parking sites if they become available for public parking. The use of the City's consistent public parking brand should be dependent on predetermined eligibility criteria to ensure a certain level of service associated with the brand. Additionally, shared parking sites could be incorporated into future wayfinding signage programs to direct drivers to available parking options.