

ATTACHMENT B
CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #7114

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

General

1. The proposed Clubs, Lodges, Private Meeting Hall use shall substantially conform to the floor plan submitted with this application and dated "Approved at Hearing April 7, 2025", except as modified herein.
2. The right granted under this application must be enacted within 36 months from the effective date of approval. It shall expire and become void unless an extension of time is approved in compliance with Section 17.64.040.C of the Zoning Code.
3. The approval of this application authorizes the establishment of a Clubs, Lodges, Private Meeting Hall land use within the Maxwell House (55 South Grand Avenue) and adjacent outdoor patio areas. Events associated with this use shall be confined to the areas shown on the approved floor plan.
4. 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 Conditional Use Permit if sufficient cause is given.
5. Any change to these conditions of approval or expansion of the use shall require the modification of this Conditional Use Permit or a new Conditional Use Permit.
6. The applicant shall meet the applicable code requirements of all other City departments including the Building and Safety Division and the Fire Department.
7. The final decision letter and conditions of approval shall be incorporated in the building plans as part of the building plan check process, if applicable.
8. The proposed project, **ZENT2023-00033**, is subject to periodic condition monitoring. Your project will be inspected by Code Compliance staff, without notice, at least four times per calendar year to determine compliance with the conditions of approval. A monitoring deposit fee for inspections shall be paid on or after the effective date of this permit, but prior to the commencement of any group events, and every calendar year thereafter. Contact Joseph Weaver, Planner, to verify the fee. Failure to pay the required monitoring fee prior to initiating your approved land use entitlement may result in revocation proceedings of this entitlement.

Planning Division

9. The conditions of approval included in this Conditional Use Permit shall be in addition to the conditions of approval of Conditional Use Permits #2423, #4270, and #5419.
10. This Conditional Use Permit allows a maximum of 21 events per calendar year. These events include weddings, celebrations, and similar life celebration events. These events are not associated with the Western Justice Center primary business activities.
11. Events in calendar year 2025 and beyond shall not occur on consecutive weekends.
12. Events in calendar year 2025 and beyond shall not exceed the number of events per month or weekends per month as identified in the table below. The maximum number of events in a calendar year shall be 21. Events shall occur throughout no more than 14 weekends per calendar year. The schedule of events for a calendar year can be altered by rescheduling two events in September to one weekend in August, resulting in the same number of events and same number of weekends in a year.

Month	Number of Weekends	Maximum Number of Events
January	0	0
February	1	2
March	2	4
April	2	4
May	1	2
June	1	2
July	1	2
August	0	0
September	2	4
October	2	4
November	1	2
December	1	2
TOTAL	14 Weekends	21 Events

13. The events shall only take place on Saturdays and Sundays between the hours of 9:00 a.m. and 11:00 p.m.
14. Set up shall not occur before 9:00 a.m. on the day of an event. Removal of equipment shall occur only between the hours of 9:00 a.m. and 5:00 p.m. the day of or the day after an event, to avoid noise late at night. Clean up of trash and debris may occur after event but no later than 11:00 p.m.

15. The administrative office use and associated activities shall remain as the primary use of the site.
16. At no time shall the administrative office use operate at the same time as the events.
17. The events shall not be open to the general public and shall only be open to invited guests of private events in addition to Western Justice Center staff, security, and vendors.
18. The outdoor garden patio shall only be used for wedding ceremonies. The outdoor small patio and oak tree area shall only be used for photography. No reception is allowed within any outdoor area.
19. Use of the outdoor garden patio, outdoor small patio, and oak tree area shall be limited to a maximum two-hour period between the hours of 1:00 p.m. and 6:00 p.m.
20. A minimum of 37 parking spaces for the use shall be provided within the parking lot at 116 South Grand Avenue. The applicant shall obtain authorization from the United States Court of Appeals for the use of the parking lot prior to each event. Copies of these documentations shall be provided to any City representative upon request.
21. The applicant shall notify the United States Court of Appeals located at 125 South Grand Avenue prior to large events exceeding 125 people. Proof of notification shall be provided to the City upon request.
22. The applicant shall maintain a record of the number of attendees for each event which shall be made available upon request of the Zoning Administrator. At least 75% of the events per calendar year shall have a maximum attendance of 125 people. The remainder of events (no more than 25%) shall not exceed 150 people.
23. The number of attendants for each event shall meet all occupancy requirements (Fire Department, Building and Safety Division, and general health and safety) for the subject site or 150 people, whichever is less.
24. The applicant shall maintain a public website which includes a schedule of events along with a contact person and phone number for any questions or concerns during these events. The schedule of events shall contain information of each event including proposed dates and hours. Other methods of notification may be accepted to the satisfaction of the Zoning Administrator.
25. A Western Justice Center representative shall be in attendance at each event to ensure compliance with conditions of approval. The representative shall have a phone number listed with the City and available on a public website.

26. A Western Justice Center representative shall be present at the front of the Maxwell House during the arrival and departure of guests to ensure that they park in the designated lot.
27. A third-party security personnel shall be present at each event to monitor all areas including outdoor patios. The security shall be easily identifiable (e.g. clothing, vest, etc.). The security personnel shall ensure compliance with conditions of approval, including but not limited to ensuring windows and doors remain closed to the maximum extent feasible to limit sound from escaping the building to outdoor areas; and that guests do not loiter within the outdoor patio areas beyond the permitted times of use.
28. For events where alcohol is served or that exceed 125 people, an additional third-party security personnel shall be provided to supervise the event and ensure compliance with alcohol restrictions. The security shall be easily identifiable (e.g. clothing, vest, etc.).
29. Amplified music shall be limited to indoor areas only and shall be prohibited after 10:00 p.m.
30. Only acoustic music and soft background music is permitted in the outdoor garden patio. A microphone may be used for the exchange of vows during ceremonies. Any speakers used outside shall face to the east away from the rear property line.
31. Any outdoor music or use of microphone shall cease by 6:00 p.m.
32. All sound (voices, music, etc.) from the events shall comply with the City's Noise Restrictions Ordinance (Pasadena Municipal Code Chapter 9.36).
33. The sale and consumption of alcohol shall be in compliance with the California Department of Alcoholic Beverage Control regulations and all applicable licenses for each event.
34. The sale and consumption of alcohol shall be limited to on-site only. Off-site sale and consumption of alcohol shall be prohibited at all times.
35. The applicant shall procure and maintain all minimum insurance coverages required by City's current document entitled, "Insurance Requirements – Rental of Facilities" (attached hereto as Exhibit A and incorporated herein by this reference) and adhere to all other requirements in said document.
36. The site, street, sidewalk and immediate vicinity shall be kept clean of trash and debris at all times.
37. The activities associated with the use shall not disrupt or obstruct any vehicular or pedestrian traffic in the vicinity.

38. Twelve (12) months from the date of the first event granted under this approval, and every twelve (12) months thereafter, the applicant shall file an application with the Planning Division for a Hearing Officer Review of this Conditional Use Permit, to be considered at a duly-noticed public hearing. Public notice for the hearing shall be given in the same manner required for this Conditional Use Permit, as well as to any parties who request to be so notified. Said hearing shall address the effectiveness of and compliance with all the conditions of approval. These conditions may be modified or new conditions added to reduce any impacts of the use.

Fire

39. GOVERNING CODES:

- Comply with the current edition of the California Fire Code and referenced NFPA standards and the Pasadena Municipal Code

40. FIRE AND LIFE SAFETY PROTECTION SYSTEMS:

- Any Fire and Life Safety Protection Systems existing on the property, including but not limited to fire sprinklers, fire alarms, hood extinguishing systems, private fire hydrants, radio coverage systems, etc. shall be maintained in accordance with the California Fire Code and referenced NFPA Standards.

41. EGRESS and ACCESS

- Means of egress shall be maintained unobstructed.
- Fire Department access shall be maintained.

42. PERMITS

- Individual special event permits may be required for each event. Check with Supervising Fire Inspector Jose Enriquez at jenriquez@cityofpasadena.net at least three weeks before any event for a determination on whether a special event permit is required from the fire department in addition to any other special permits such as candle or tent permits.