

ATTACHMENT B
CONDITIONS OF APPROVAL FOR MINOR CONDITIONAL USE PERMIT #7318

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

General

1. The proposed project shall conform to the site plan submitted with this application and dated "Approved at Hearing, November 17, 2025", except as modified herein.
2. In accordance with Section 17.64.040 (Time Limits and Extension) of the Pasadena Municipal Code, the exercise of the right granted under this application must be commenced within 36 months of the effective date of the approval, unless otherwise specified in the conditions of approval. The Director may grant two one-year extensions of the approval.
3. The approval of this application authorizes the establishment of a Safe Parking land use on an existing religious facility site for a maximum of 25 total participants at any one time within a maximum of 25 vehicles at any one time.
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 Minor Conditional Use Permit or a new Minor Conditional Use Permit.
6. The applicant or successor in interest shall meet the applicable code requirements of all other City Departments.
7. The project shall adhere to the City regulations governing the allowed level of ambient noise as specified in Chapter 9.36 of the Pasadena Municipal Code.

Planning Division

8. The hours of operation for the Safe Parking land use shall be limited to 7:00 p.m. to 7:00 a.m. Overnight stays are limited to the program hours and participants must enter and exit the site in accordance with the hours of operation.
9. All activities associated with the use shall be conducted within the areas identified on the approved site plan.
10. Prior to operation, the applicant shall provide a copy of the final written management plan that is distributed to program participants to the Zoning Administrator. The management plan shall include a copy of the approved site plan, specify hours of operation, total number of vehicles served on-site, maximum size of vehicles service on-site, monitoring and oversight program, and neighborhood communication strategy that includes contact information for the facility.
11. A Live representatives of both All Saints Church and Shower of Hope ~~the program responsible for the activities occurring on-site~~ shall be available during all hours of operation and able to take and respond to calls as part of the Neighborhood Communication Strategy Plan. A

~~response to calls shall be provided within a reasonable time, not to exceed 48 hours. The name and telephone number of the individual, owner, or designated representatives responsible shall be posted on a sign visible from the public right-of-way on the premises in accordance with the Pasadena Municipal Code, kept on record in the office of the religious facility, and on All Saints Church's website. The information shall also be furnished to the Zoning Administrator and be presented to any City official for review upon request.~~

12. Water, trash, and restroom facilities shall be provided, maintained, and accessible to clients during Safe Parking facility hours and they shall be separate and apart from the Safe Haven facilities. The portable restroom facility shall be accessible to the Safe Parking program participants only (i.e. locked and equipped with a key code mechanism). ~~The portable restroom serving Safe Parking shall be separate from the restroom serving the Safe Haven temporary homeless shelter. The restrooms shall be located so that participants of both programs do not cross paths utilizing their designated restroom. Prior to operation of the Safe Parking land use, a site plan indicating the location of both restrooms shall be submitted for review and approved by the Zoning Administrator. Participants from the Safe Haven temporary homeless shelter shall utilize a restroom that is not located in the parking lot and is within the church facility. If a second portable restroom is proposed it must be located or screened where it is not visible from the public right of way.~~
13. The portable restroom facility shall be maintained in a clean and sanitary manner at all times.
14. The Program Operator shall ensure that only vehicles registered in the program are parked overnight during program hours. Vehicles without a parking pass are prohibited from the program. A parking pass shall be provided to all clients and shall be displayed in vehicle windows during Safe Parking facility hours in a form approved by the Zoning Administrator.
15. Only clients who have entered into a written agreement with the Program Operator shall be allowed to use parking spaces overnight.
16. Every six months, the Program Operator shall provide the signed written agreements for the active participants in the Safe Parking program to the Zoning Administrator. The signed written agreements for the active participants shall also be available within the office of the religious facility, and upon request by the Zoning Administrator or any City official.
17. The premises, sidewalk, and street shall be maintained in a litter and graffiti free manner. All litter shall be removed from the property and surrounding sidewalk and street after Safe Program hours daily. Any graffiti that should appear on the site shall be removed within 48 hours. If at any time the Zoning Administrator determines that trash, litter, and debris have become a problem, the operator shall be required submit a litter clean-up plan. The litter clean-up plan shall address litter clean-up on-site and off-site and shall include, but not be limited to, a litter pick-up schedule and a map of the clean-up area. Upon approval of the plan by the Zoning Administrator, the measures of the plan shall be implemented. This condition may require the operator to post a bond to ensure trash and litter compliance.
18. The existing outdoor lighting shall be subject to Section 17.40.080 (Outdoor Lighting) of the Zoning Code to ensure its compliance with the requirements to avoid glare and reflection impacts on adjoining properties and public-rights-of-way.
19. Outdoor storage shall be prohibited. Personal belongings shall be stored only within the participant vehicles. No music may be played that is audible outside of participants' vehicles.

No cooking or food preparation shall be performed by participants outside or inside of their vehicles. Camping tarps, tents, or other related equipment attached to or beyond the participants' vehicles are prohibited.

20. These conditions of approval must be made available for public viewing at the religious facility site on a continuous basis for the duration of this Minor Conditional Use Permit, beginning on the date the Minor Conditional Use Permit is in effect.
21. Recreational vehicles (e.g. motorhomes, travel trailers, camper vans, etc.) shall not be allowed to be used for the Safe Parking program.
22. Within six months of exercising the privileges granted by this application, the applicant shall file an application with the Planning Division for a Hearing Officer Review of this Minor 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 Minor Conditional Use Permit, as well as to any parties who request to be so notified. The purpose of the public hearing is to ensure the effectiveness, and compliance with, all conditions of approval herein. These conditions may be modified or new conditions added to reduce any impacts of the use. The Hearing Officer may revoke the Minor Conditional Use Permit pursuant to the procedures in Zoning Code Section 17.78.090.

Police Department

23. A minimum of one state certified security guard shall be present on-site during the Safe Parking hours each night. The security guard shall ensure that participants comply with the regulations of the program, monitor the safety of the participants, monitor the on-site restroom, confirm that vehicles display valid parking passes, and ensure that non-participants do not enter the premises during the Safe Parking facility hours. The security guard shall exclusively monitor the Safe Parking program, this is in addition to the security required for the Safe Haven temporary shelter.