



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

September 30, 2025

Erica S. Tamblyn
132 N. Euclid Avenue
Pasadena, CA 91101

Re: Minor Conditional Use Permit #7318
202 North Euclid Avenue
Council District #3

ZENT2025-00039

Dear Ms. Tamblyn:

The application for a **Minor Conditional Use Permit #7318** at **202 North Euclid Avenue** was considered by the **Board of Zoning Appeals** on **September 25, 2025**.

MINOR CONDITIONAL USE PERMIT: To allow a Safe Parking use in conjunction with a religious facility site (All Saints Church). The Safe Parking program would allow up to 25 unhoused individuals or families to park on-site overnight in up to 25 vehicles.

At the conclusion of the public hearing, and with full knowledge of the property and vicinity, a motion was made that resulted in a 5-0 vote by the members present. As a result, action was taken to:

1. Adopt the Environmental Determination, that the project is 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, §15301, Class 1, Existing Facilities), and there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances; and
2. Adopt the findings in Attachment A and uphold the Hearing Officer's decision and approve Minor Conditional Use Permit #7318 with the conditions of approval in Attachment B, and in accordance with submitted plans stamped **September 25, 2025**.

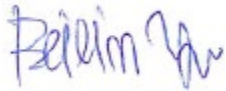
In accordance with Section 17.64.040 (Time Limits and Extensions) of the Pasadena Municipal Code (PMC), the exercise of the right granted under this application must be commenced within three years of the effective date of the approval, unless otherwise specified in the conditions of approval. This approval is eligible for two one-year extensions. Each one-year extension is required to be reviewed and approved by the Planning and Community Development Director. 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.

Please be advised that pursuant to Section 17.64.040.B (Exercise of permit) of the PMC, the rights granted by this approval is vested when a building permit has been issued and construction diligently pursued to completion; or when a Certificate of Occupancy has been issued by the City; or if no building permit is required, when the use has commenced; or for project that also requires Design Review, when an application for Concept Design Review has been filed and determined complete within 12 months from the effective date 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 Chapter 17.72 of the Pasadena Municipal Code, any person affected or aggrieved by the decision of the Board of Zoning Appeals has the right to appeal this decision to the City Council within **ten days**, with the decision being effective the following day. 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 last date to appeal this case will be **October 6, 2025**, and the effective date will be **October 7, 2025**. Prior to the effective date, a member of the City Council may stay the decision and 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. The regular Appeal fee is \$1,624.31. The Appeal fee for non-profit community-based organizations is \$812.16.

For further information regarding this case, please contact **Alison Walker** at **(626) 744-6742** or **awalker@cityofpasadena.net**.

Sincerely,



Beilin Yu
Zoning Administrator

Enclosure: Attachment A (Specific Findings), Attachment B (Conditions of Approval),
Attachment C (Site Plan)

xc: City Manager, City Clerk, City Council, City Council District Liaisons, Planning Commission, Hearing Officer, Building Division, Public Works Department, Design and Historic Preservation Section, Department of Transportation, Department of Water and Power, Fire Department, Code Compliance, Director of Planning and Community Development, Deputy Director of Planning and Community Development, Case File

ATTACHMENT A
SPECIFIC FINDINGS FOR MINOR CONDITIONAL USE PERMIT #7318

1. *The proposed use is allowed with a Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code.* The Safe Parking use in conjunction with a religious facility is allowed subject to approval of a Minor Conditional Use Permit (MCUP) within the PS zoning district. The proposed use will comply with specific requirements in Zoning Code Section 17.50.265 (Safe Parking), including provision of a management plan and in compliance with performance standards.
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 Safe Parking program will occur in the PS zoning district on a religious facility site within the existing surface parking lot. A general purpose of the Public and Semi-Public Zoning District is to provide a specific base zoning district for large public or semi-public land uses that may not be appropriate in other base zoning districts.

The Destination Hope Safe Parking program at All Saints Church will provide safe and secure sleeping area and case management services to up to 25 vehicles with a maximum of 25 total participants who are experiencing homelessness. The Safe Parking program provides an opportunity for those who otherwise do not have a consistent location to park and sleep in their vehicles each night, to have access to a secure parking lot, restrooms, and services from Shower of Hope. The PS Zoning District features a variety of institutional uses that serve the community; therefore, the use complements other community-service uses in the area, such as the existing religious facility. The use will ensure that participants sleep in a secure environment, rather than on sidewalks or in other public areas of the City. As such, the proposed Safe Parking use at an existing religious facility site is consistent with the PS Zoning District.

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 subject property is designated Institutional in the Land Use Element of the General Plan. The existing use is a religious facility which aligns with the general plan designation which is characterized by facilities owned and operated by the City or by other public and/or private institutions such as corporate yards, schools, libraries, and hospitals. The proposed Safe Parking use is in conformance with the following goals, policies, and objectives of the General Plan Housing and Land Use elements. As proposed, the Safe Parking use is consistent with General Plan Housing Element Policies HE-4.4 (Service Enriched Housing) and HE4.6 (Homeless Housing and Services), as the intent of the proposed use is to provide services and a safe and secure sleeping area for community members experiencing homelessness. The proposed use also aligns with Land Use Policy 2.7 (Civic and Community Services), 16.1 (Commitment), and 16.7 (Shared Facilities) which are related to the provision of community services, partnership between organizations and existing facilities, and providing superior level of services to meet the diverse needs of Pasadena residents. The proposed use provides services to a particular group of community members through the partnership of All Saints Church and Shower of Hope. The proposed use, location, design, and operation are consistent with the goals and policies in the General Plan Land Use Element, and the purpose of the applicable 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. All activities associated with the Safe Parking use will occur a minimum of 300 feet from residential uses across East Walnut Street and North Euclid Avenue. Additionally, the residential uses located 500 feet to the south will be buffered by the existing religious facility buildings. The Safe Parking use will allow participants to sleep inside their vehicles and use the church building restroom facilities; therefore, fewer individuals will be parking or sleeping in residential areas or on public sidewalks or streets. In addition, no activities associated with the Safe Parking use will occur in the public right-of-way.

As stated in the Destination Hope Safe Parking Program Rules and Guidelines, no outdoor activity, including storage, sleeping, cooking, or music will be allowed. This written agreement includes program specific requirements, as well as the City's performance standards contained in Zoning Code Section 17.50.265.D.4 (Safe Parking). Should any participant violate the Destination Hope Safe Parking Rules and Guidelines, they may be removed from the Safe Parking program. In addition, compliance with the City's Noise Ordinance (Chapter 9.36) is required, as noted in the recommended conditions of approval. To ensure compliance with these requirements, a condition of approval is recommended that a representative of the program be available during all hours of operation to receive phone calls if any issues arise. Additionally, a security guard will be present on the property during program hours nightly. As conditioned, the establishment, maintenance, or operation of the Safe Parking 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.

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. There is no proposed change in floor area of the existing religious facility site and all activities related to the proposed Safe Parking use will occur on-site in the existing parking lot away from residential uses. In addition, conditions of approval are included to require that premises, sidewalk, and street be maintained in a litter and graffiti free manner. No outdoor activity, including storage, sleeping, cooking, or music will be allowed. Therefore, the proposed use and operational characteristics will prevent detriment or injury to property and improvements in the neighborhood.*
6. *The design, location, operating characteristics, and size of the proposed use will be compatible with the existing and future land uses in the vicinity in terms of aesthetic values, character, and scale. The proposed use will be located on an existing religious facility site and there will be no addition or alteration of the building or expansion of the site with this approval. As it relates to the operating characteristics of the use, all activities associated with the use will occur a minimum of 300 feet from residential uses across East Walnut Street and North Euclid Avenue to the northwest, and 500 feet from the residential use to the south of the church site. To prevent any noise amplification, the participants are required to make any music inaudible from the exterior of their vehicles. In addition, compliance with the City's Noise Ordinance (Chapter 9.36) is required, as noted in the recommended conditions of approval. Camping, cooking, or storage of personal items outside of the participant vehicles will not be allowed. Participants will also be required to sign a written agreement ensuring compliance with requirements that limit adverse impact on surrounding uses. If a participant violates the written agreement, they may be removed from the program. Therefore, the operation of the Safe Parking use will comply with all applicable standards and requirements of the Zoning Code.*

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 substantially conform to the site plan submitted with this application and dated "Approved at Hearing, September 25, 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 with a maximum of 25 participant vehicles and a maximum of 25 total participants parked 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 from 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. 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 representative of the program responsible for the activities occurring on-site shall be available during all hours of operation and be able to take and respond to calls. 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 representative 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. 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.
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 permit are prohibited from the program. A parking permit 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. 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 of their vehicles. Cooking inside of participant vehicles is prohibited unless the vehicle was manufactured with cooking appliances. 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, and ensure that non-participants do not enter the premises during the Safe Parking facility hours.

ATTACHMENT C
SITE PLAN

