

**HEARING OFFICER
STAFF REPORT
August 9, 2007**

SUBJECT: Conditional Use Permit #4895

LOCATION: 3258-80 E. Foothill Blvd.

APPLICANT: Kaiser Permanente

ZONING DESIGNATION: EPSP-d2-CG-B-3 (East Pasadena Specific Plan, Sub-area d2, General Commercial District, B-3)

GENERAL PLAN DESIGNATION: East Pasadena Specific Plan

CASE PLANNER: Jason C. Mikaelian

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** the application with the conditions in Attachment B, Attachment C and Attachment D.

PROJECT PROPOSAL: Minor Conditional Use Permit: To use existing tandem parking spaces for an existing development.
Minor Conditional Use Permit: To establish valet parking at an existing development.
Variance: To reduce the parking requirements for an existing office building.

ENVIRONMENTAL DETERMINATION: 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 1 §15301, Existing Facilities). This section specifically applies to small additions, expansions or alterations to existing structures where there is negligible or no expansion of the use. The use will remain an office building and the parking area will not be enlarged.

BACKGROUND:

Site characteristics: The subject property is located on the southwest corner of Foothill Boulevard and Sierra Madre Villa Avenue and is developed with a 150,141-square-foot building constructed in 1983 with 456 parking spaces.

Adjacent Uses: North – Commercial and Office Uses
East – Mixed-Use with Multi-Family Residential, MTA Gold Line Station
South – 210 Freeway and Commercial Uses
West – Public Storage and Warehouse Use

Adjacent Zoning: North – EPSP-d2-CL (East Pasadena Specific Plan, Sub-area d2, Limited Commercial District)
East – EPSP-d2-CG-B-2 and B-1 (East Pasadena Specific Plan, Sub-area d2, General Commercial District, B-2 and B-1)
South – PS (Public, Semi-Public) and ECSP-CG-6 (East Colorado Specific Plan, Sub-Area 6, The Chihuahuita Area)
West – EPSP-d2-IG-B-4 (East Pasadena Specific Plan, Sub-area d2, General Industrial District, B-4)

Previous Cases: Variance – V #E-10187. Permission to deviate from the minimum size requirements in providing parking for an office building including 182 compact stalls and 100 tandem stalls. Approved on 12/15/1982.

PROJECT DESCRIPTION:

The applicant is requesting Minor Conditional Use Permits to use existing tandem parking spaces and to provide valet parking and a Variance to reduce the parking requirements for an existing office building at the southwest corner of Foothill Boulevard and Sierra Madre Villa Avenue.

The 4-acre property is developed with a 4-story, 150,141-square-foot office building. A total of 456 parking spaces are provided on-site, including 100 double-stacked tandem spaces along the southern property boundary. The tandem spaces were approved in 1982 for a specific use through the Variance process. That use is now changing to a medical office use (Kaiser Permanente) and the Zoning Code now requires a Minor Conditional Use Permit to use the existing tandem spaces. The applicant also proposes to construct a new 400 square foot elevator tower along the western building elevation, increasing the building’s area to 150,541 square feet. Kaiser Permanente will initially occupy 55,433 square feet of the building for medical offices. Kaiser plans to occupy the remaining office space as tenants vacate the building. According to the applicant, it is expected to take several years before Kaiser occupies the entire building.

The case was originally scheduled as a Minor Conditional Use Permit for July 12, 2007 and was continued to the August 9, 2007 Hearing Officer Meeting. The Variance request was not part of the original application. Since the case now includes two Minor Conditional Use Permits and a Variance, it is required to be processed as a Conditional Use Permit. Therefore, new notices were mailed to all property owners within a 500-foot radius of the subject property for the August 9, 2007 Hearing Officer Meeting.

ANALYSIS:

Minor Conditional Use Permits for Tandem Parking and Valet Parking

The existing tandem spaces were approved for a specific use through the Variance process. That use is now changing and the Zoning Code requires a Minor Conditional Use Permit to use the existing tandem spaces. Through the Minor Conditional Use Permit process, staff can review the site plan and movement of vehicles to make sure the tandem spaces do not have a negative impact on the property and surrounding area. For the subject property, the tandem spaces would continue to be located along the southern property boundary. The Zoning Code

permits a maximum of 75 percent of the required off-street parking for nonresidential projects as tandem parking.

The applicant would be required to provide 507 parking spaces with Kaiser initially occupying 55,433 square feet of the building. The 100 tandem spaces would be 19.7 percent of the total number of required parking spaces. As Kaiser occupies more of the building, the required number of parking spaces would increase. The 100 tandem spaces would then be a smaller percentage of the total number of required parking spaces. Through the Variance process, the applicant is requesting that the number of required parking spaces be reduced to 456. The 100 tandem spaces would then be 21.9 percent of the total number of parking spaces. The percentages outlined above are below the maximum 75 percent permitted in the Zoning Code.

The Zoning Code also requires a Minor Conditional Use Permit to establish valet parking. Through the Minor Conditional Use Permit process, staff can review the site plan and movement of vehicles to make sure the valet parking does not have a negative impact on the property and surrounding area. According to the applicant, valet parking would not be provided at all times, but rather during peak periods such as the flu season. The valet parking drop-off and pick-up area would be located at the southern building entrance. Valet attendants could use the tandem spaces or other spaces farthest from the building to park vehicles. Both Kaiser and other office customers would be able to have their vehicles valet parked.

Staff supports the request to use the existing tandem parking spaces and provide valet parking. The tandem spaces already exist and have not had negative impacts on the surrounding area. Valet parking would be considered an added amenity for customers visiting the property. Staff finds the drop-off and pick-up area would not negatively impact traffic flow on the property or block access for emergency vehicles. Conditions of approval have also been added requiring parking attendants for the tandem spaces whenever the main tenant (Kaiser Permanente) is operating.

Variance to Reduce the Parking Standards

The applicant is requesting a Variance to use the reduced parking standards outlined in the Transit-Oriented Development (TOD) section of the Zoning Code for an existing building. Per the Zoning Code, only new developments with buildings over 15,000 square feet in area are subject to the TOD's reduced parking standards. TOD areas include most of the Central District and any property within ¼ mile of a Gold Line light rail station platform.

The existing building was constructed in 1983 when the parking standards for professional and medical offices were 3 spaces per 1,000 square feet of gross floor area. Therefore, for the subject property, 450 parking spaces would be required (which means the property had six surplus spaces). However, in 2005 the requirement for medical offices was increased to 4 spaces per 1,000 square feet of gross floor area. Using the current parking standards, a total of 507 parking spaces would be required for Kaiser to initially occupy 55,433 square feet of the building, leaving the subject property deficient 51 spaces. A total of 601 parking spaces would be required for Kaiser to occupy the entire building, leaving the subject property deficient 145 spaces (see the Parking Table on the following page).

However, new developments in TOD areas are subject to reduced parking standards. This includes a 25 percent parking reduction for professional offices and 10 percent parking reduction for medical offices, subject to approval of a Minor Conditional Use Permit. The subject property is located across the street from the Sierra Madre Villa Avenue Gold Line Light

Rail Station. Incorporating the TOD reductions, a total of 414 parking spaces would be required for Kaiser to initially occupy 55,433 square feet of the building, leaving the subject property with an excess of 42 spaces.

However, even with the TOD reductions, a total of 542 parking spaces would be required for Kaiser to occupy the entire building, leaving the subject property deficient 86 spaces. Therefore, staff and the applicant request that the extent of the Variance be limited to Kaiser's occupying no more than 87,200 square feet of the building. Incorporating the TOD reductions, a total of 456 parking spaces would be required for Kaiser to occupy 87,200 square feet of the building, which is consistent with the number of on-site parking spaces. Once Kaiser needs to occupy more than 87,200 square feet of the building, they would be required to provide additional parking on-site (through re-striping or enlarging the parking lot), provide additional parking off-site (through a parking agreement approved by the Planning Division and Department of Transportation), request a Variance to further reduce the parking standards (through a public hearing before the Hearing Officer) or a combination of the above.

Parking Table.

	Kaiser initially occupying 55,433 sf of 150,541 sf building	Kaiser occupying 87,200 sf of building	Kaiser occupying entire building
Current Parking Requirements for Existing Buildings	507 parking spaces. Would be deficient 51 parking spaces.	539 spaces. Would be deficient 83 spaces.	601 spaces. Would be deficient 145 spaces.
Parking Requirements with TOD Reductions	414 spaces.** Would have an excess of 42 spaces.	456 spaces.** Would match the number of on-site spaces.	542 spaces. Would be deficient 86 spaces. Kaiser would have to return to City to occupy more than 87,200 sf of building.

** Variance request is to reduce parking requirement to these levels.

Staff supports the request to reduce the parking standards. Although the subject property includes an existing building, there are several arguments to support incorporating the TOD reductions. The property is located across the street from a Gold Line Station, which could be used by employees and customers. In addition to providing light rail access, the station is accessed by several Metropolitan Transportation Authority (MTA), Foothill Transit and Pasadena ARTS bus lines. Also, the level of tenant improvements for the new medical office use is significant and involves a full demolition of the interior of the building. Therefore, the extent of improvements is more consistent with new building construction, rather than just a change in use.

In addition, as a Transportation Department condition of approval, a Transportation Systems Management (TSM) Plan would be required (see Attachment D, Condition #2). The plan would include strategies to encourage transit use and ridesharing with potential incentives including pay parking for employees, transit pass and vanpool fare subsidies and reduced-parking for non-solo drivers. The plan would be reviewed and approved by the City's Transportation Department.

Finally, reducing the required number of parking spaces would also be consistent with the City's General Plan and Mobility Element. Section 4.1.4.4 of the Mobility Element states that "policies should discourage excess auto parking in new development, support the use of shared parking and encourage a balanced approach that fosters non-auto travel." In addition, the Mobility Element states that "reduced parking in TODs is appropriate because of the substantial public sector investment in light-rail transit, the extensive network of local bus transit, secure bicycle parking, car-sharing, and encouragement of mixed land uses. All of these non-auto services reduce the need to use a car for local circulation."

ENVIRONMENTAL REVIEW:

The project has been determined to be Categorically Exempt (Class 1) from environmental review pursuant to the guidelines of the California Environmental Quality Act (CEQA), Section 15301 (Existing Facilities). This section specifically applies to small additions, expansions or alterations to existing structures where there is negligible or no expansion of the use. The use will remain an office building and the parking area will not be enlarged.

COMMENTS FROM OTHER DEPARTMENTS:

The project has been reviewed by several City Departments. Comments from the Current Planning Division, Public Works Department and Transportation Department are attached. The Fire Department, Building Division and Design and Historic Preservation Section expressed no concerns with the application and will review the plans through the building permit process.

One Jacaranda tree and four Eucalyptus Desert Gum trees located along the southwest corner of the building may need to be removed to construct a new disabled access ramp. However, none of the trees meet the minimum size requirement to be designated as protected. Therefore, a tree removal application is not required.

CONCLUSION:

It is staff's assessment that the findings can be made for approval of the Minor Conditional Use Permits and Variance for the subject property. The tandem spaces are already existing and the valet parking would provide an added amenity to Kaiser and other office customers. Conditions of approval have been placed on the property to reduce potential impacts on the surrounding area. Therefore, staff recommends that the Hearing Officer approve the application, with the findings in Attachment A and the Conditions of Approval in Attachments B, C and D.

ATTACHMENT A
SPECIFIC FINDINGS FOR CONDITIONAL USE PERMIT #4895

Minor Conditional Use Permit: To Establish Tandem Parking Spaces

1. *The proposed use is allowed with a Minor Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of the Zoning Code.* Tandem parking spaces are permitted in the EPSP-d2-CG-B-3 (East Pasadena Specific Plan, Sub-area d2, Commercial General, B-3) zoning district, subject to the approval of a Minor Conditional Use Permit. In addition, the tandem parking spaces meet the requirements outlined in Section 17.46.080 (Tandem Parking Spaces) of the Pasadena Zoning Code.
2. *The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district* in that the proposal will meet all the required development standards of the Specific Plan including the minimum required number of parking spaces. The request to allow tandem spaces in conjunction with valet and off-site parking for employees would not constitute a deviation from the Code. The proposal would comply with the special purposes of the Zoning Code.
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* in that the City's General Plan advocates the continuation and expansion of businesses in harmony with their surroundings. In addition, the General Plan advocates the promotion of businesses that provide quality employment opportunities. The use of tandem parking spaces will allow the building to be used for medical offices, which generally provide quality employment opportunities.
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* in that the proposed tandem spaces already exist and have been designed to adhere to all building and safety codes. Any new construction associated with the project will be required to comply with all buildings and fire codes through the plan check and inspection process.
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* in that the proposed tandem spaces already exist and have not created any adverse impacts on the surrounding area. Any new construction associated with the project will be required to comply with all building and fire codes through the plan check and inspection process.
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* in that the proposed tandem spaces already exist and are already compatible with the surrounding development. Any new construction associated with the project will be required to meet the development standards of the East Pasadena Specific Plan.

Minor Conditional Use Permit: To Establish Valet Parking

7. *The proposed use is allowed with a Minor Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of the Zoning Code.* Valet parking is permitted in the EPSP-d2-CG-B-3 (East Pasadena Specific Plan, Sub-area d2, Commercial General, B-3) zoning district, subject to the approval of a Minor Conditional Use Permit. In addition, the valet parking meets the requirements outlined in Section 17.46.020 (Basic Parking Requirements) of the Pasadena Zoning Code.
8. *The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district* in that the proposal will meet all the required development standards of the Specific Plan including the minimum required number of parking spaces. The request to establish valet parking in conjunction with tandem and off-site parking for employees would not constitute a deviation from the Code. The proposal would comply with the special purposes of the Zoning Code.
9. *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* in that the City's General Plan advocates the continuation and expansion of businesses in harmony with their surroundings. In addition, the General Plan advocates the promotion of businesses that provide quality employment opportunities. The use of valet parking will allow the building to be used for medical offices, which generally provide quality employment opportunities.
10. *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* in that the parking configuration already exists and valet service would only be an added amenity. The drop-off and pick-up area would not impact the movement of other vehicles or pedestrians in the parking lot.
11. *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* in that the parking configuration already exists and valet service would only be an added amenity. The drop-off and pick-up area would not impact the movement of other vehicles or pedestrians in the parking lot.
12. *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* in that the parking configuration already exists and valet service would only be an added amenity. The drop-off and pick-up area would not impact the movement of other vehicles or pedestrians in the parking lot.

Variance to Reduce the Parking Standards

13. *There are exceptional or extraordinary circumstances or conditions applicable to the subject site that do not apply generally to sites in the same zoning district.* The subject property is located across the street from the Sierra Madre Villa Gold Line Light Rail Station, and therefore, within a Transit-Oriented Development (TOD) area. In addition to light rail trains, the station is accessed by several Metropolitan Transportation Authority (MTA), Foothill Transit and Pasadena ARTS bus lines. Per the Zoning Code, new developments in TOD areas can take advantage of a 25 percent parking reduction for professional offices and 10

percent parking reduction for medical offices. Although the subject property is development with an existing building, the level of tenant improvements for the new medical office use is significant and involves a full demolition of the interior of the building, rather than a simple change in use.

14. *Granting the application is necessary for the preservation and enjoyment of a substantial property right of the applicant and to prevent unreasonable property loss or unnecessary hardship.* The subject property was developed in 1982 when parking standards for professional and medical offices were the same. Since then, the Zoning Code has incorporated higher parking standards for medical offices and parking reductions for new developments in TOD areas. Per the Zoning Code, new developments in TOD areas can take advantage of a 25 percent parking reduction for professional offices and 10 percent parking reduction for medical offices. Although the subject property is development with an existing building, the level of tenant improvements for the new medical office use is significant and involves a full demolition of the interior of the building, rather than a simple change in use.
15. *Granting the application would not be detrimental or injurious to property or improvements in the vicinity of the subject site, or to the public health, safety or general welfare in that in that the proposed parking variance would not create any adverse impacts on the surrounding area.* Any new construction associated with the project will be required to comply with all building and fire codes through the plan check and inspection process. The subject property is located across the street from the Sierra Madre Villa Gold Line Light Rail Station, and therefore, within a Transit-Oriented Development (TOD) area. In addition to light rail trains, the station is accessed by several Metropolitan Transportation Authority (MTA), Foothill Transit and Pasadena ARTS bus lines. In addition, the applicant will be required to complete a Transportation Systems Management Plan would be required, which will further encourage transit use and ridesharing.
16. *Granting the application is in conformance with the goals, policies and objectives of the General Plan and the purpose and intent of any applicable specific plan and the purposes of this Zoning Code, and would not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zone district.* Reducing the required number of parking spaces would also be consistent with the City's General Plan and Mobility Element. Section 4.1.4.4 of the Mobility Element states that "policies should discourage excess auto parking in new development, support the use of shared parking and encourage a balanced approach that fosters non-auto travel." In addition, the Mobility Element states that "reduced parking in TODs is appropriate because of the substantial public sector investment in light-rail transit, the extensive network of local bus transit, secure bicycle parking, car-sharing, and encouragement of mixed land uses. All of these non-auto services reduce the need to use a car for local circulation."
17. *Cost to the applicant of strict compliance with the regulation should not be the primary reason for granting the Variance.* The cost to the applicant has not been considered the primary factor at any time throughout the review of this application.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #4895

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

1. The proposed project shall substantially conform to the site plan submitted with this application and dated "Received at Hearing August 9, 2007", except as modified herein. This approval is for 100 tandem parking spaces along the southern property boundary and for valet parking for the property.
2. The Zoning Administrator, at any time, can call for a review of the approved conditions at a duly noticed public hearing before the Hearing Officer. These conditions may be modified or new conditions added to reduce any impacts of the use.
3. The applicant shall provide the required number of parking spaces as outlined in the Transit-Oriented Development (TOD) section of the Zoning Code. Using the TOD reductions, a maximum of 87,200 square feet of the existing building can be converted to medical offices, with the remaining 63,341 square feet to be used as professional offices. No more than 100 parking spaces shall be tandem.
4. Once more than 87,200 square feet of the building is to be converted to medical offices, the applicant shall provide additional parking on-site (through re-striping or enlarging the parking lot), provide additional parking off-site (through a parking agreement approved by the Planning Division and Department of Transportation), request a Variance to further reduce the parking standards (through a public hearing before the Hearing Officer) or request a combination of the above. The additional parking shall be consistent with the City's General Plan and Mobility Element. The additional parking shall be approved and available prior to the issuance of any building permits that would increase the square footage of the building converted to medical offices greater than 87,200 square feet.
5. A full-time parking attendant for the tandem spaces shall be on duty at all times the main tenant (Kaiser Permanente) is operating. When valet parking is provided, a valet attendant may meet this requirement, provided that the tandem spaces are used for vehicles being valet parked.
6. When valet parking is provided, the drop-off/pick-up area shall be located near the southern side of the building (not the western side). The area shall not block any required fire lanes or emergency access lanes. The applicant shall post directional signs to clearly identify the designated valet drop-off/pick-up area.
7. The applicant shall provide bicycle parking for a minimum 20 bicycles, with a minimum 15 of the spaces for Class I use (a fully enclosed lockable space accessible only to business employees and a minimum 5 of the spaces for Class II use (and outdoor rack near the main building entrance).
8. If the applicant proposes any gates at the parking entrances/exits, a site plan showing all proposed improvements shall be submitted to the City and shall be reviewed and approved by the Fire Department, Planning Division and Transportation Department prior to installation.

9. The applicant or successor in interest shall meet the applicable code requirements of all other City Departments.
10. A copy of the decision letter and conditions of approval shall be attached to any building plan check associated with this approval.
11. The proposed project, Activity Number **PLN2007-00219**, is subject to the City's Condition/Mitigation Monitoring Program and is also subject to Final Zoning inspection. Condition Monitoring is required for your project. Under the Monitoring Program, your project will be inspected by Code Compliance staff to determine compliance with the conditions of approval. The Condition/Mitigation Monitoring inspection will occur during the term of the project. The Final Zoning Inspection will occur at the completion of the project. Required monitoring fees for inspections shall be paid on or after the effective date of this permit, but prior to the issuance of any building permits. Contact the Code Compliance Staff at (626) 744-4633 to verify the fee. All fees are to be paid to the cashier at the Permit Center located at 175 N. Garfield Avenue. The cashier will ask for the activity number provided above. Failure to pay the required monitoring fees prior to initiating your approved land use entitlement may result in revocation proceedings of this entitlement.

ATTACHMENT C

**MEMORANDUM - CITY OF PASADENA
DEPARTMENT OF PUBLIC WORKS**

DATE: July 30, 2007

TO: Denver Miller, Zoning Administrator
Planning and Development Department

FROM: City Engineer
Department of Public Works

RE: Conditional Use Permit No. 4895
3258-3280 East Foothill Boulevard

The Department of Public Works has reviewed the application for Conditional Use Permit No. 4895 at 3258-3280 East Foothill Boulevard. The applicant is proposing to establish tandem parking, valet parking, install a new elevator and receive a variance to reduce parking requirements. The approval of this Conditional Use Permit should be based upon satisfying all of the following conditions:

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1. Foothill Boulevard along the frontage of the subject site is in need of a minor widening to increase capacity for eastbound to southbound right turn traffic. To facilitate this traffic improvement, the applicant shall dedicate a three-foot strip of land along the Foothill Boulevard frontage of the subject property for street purposes. The dedication will be along the full frontage of the parcel along Foothill Boulevard except for approximately 50 feet at the steps to the main building entrance. The widening work will include street reconstruction, removal of street trees, removal and reconstruction of a catch basin, removal and reconstruction of traffic signal poles and equipment, construction of new curb, gutter, sidewalk and curb ramp, and restriping. These improvements will be funded by the City; however the applicant shall dedicate the required area. Modifications to the landscaping and irrigation on the applicant's property will be done at the City's expense. In addition, the applicant shall dedicate to the City the land necessary to provide for a 30-foot radius property line corner rounding at the southwest corner of Foothill Boulevard and Sierra Madre Villa Avenue for street purposes.
 2. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging and Traffic Management Plan to the Department of Public Works for review and approval. The template for the Construction Staging and Traffic Management Plan can be obtained from the Department of Public Works webpage at: <http://www.cityofpasadena.net/publicworks/Engineering/default.asp>. A deposit, based on the General Fee Schedule, is required for plan review. This plan shall show the impact of the various construction stages on the public right-of-way including all street occupations, lane closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. An occupancy permit shall be obtained from the department for the occupation of any traffic lane, parking lane, parkway, or any other public right-of-way.

All lane closures shall be done in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and California Supplement. If the public right-of-way occupation requires a diagram that is not a part of the MUTCD or California Supplement, a separate traffic control plan must be submitted as part of the Construction Staging and Traffic Management Plan to the department for review and approval.

3. Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$1,000 deposit with the Department of Public Works prior to the issuance of any permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, street trees, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for charges due to damage to existing street trees and for City personnel to review traffic control plans and maintain traffic control. A processing fee will be charged against the deposit.
4. All costs associated with these conditions shall be the applicant's responsibility.

Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits.

In addition to the above conditions, the requirements of the following ordinances will apply to the proposed project:

- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)
In accordance with Section 12.04.035, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy or any building permit for work in excess of \$5,000 pertaining to occupancy or construction on the property in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.
- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC
The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the approval of the Urban Forestry Advisory Committee.

If you have questions regarding the above conditions and requirements of the ordinances, please contact Sean Singletary, of this office, at (626) 744-4273.

DANIEL A. RIX
City Engineer

DAR:ss

ATTACHMENT D

**MEMORANDUM - CITY OF PASADENA
DEPARTMENT OF PUBLIC WORKS**

DATE: July 9, 2007

TO: Denver Miller, Zoning Administrator
Planning and Development Department

FROM: Transportation Administrator
Department of Transportation

RE: Conditional Use Permit No. 4895
3258-80 East Foothill Blvd.

The Department of Transportation has reviewed the application for Conditional Use Permit No. 4895 at 3258-80 East Foothill Blvd. The applicant is proposing to establish tandem parking, valet parking, install a new elevator and receive a variance to reduce parking requirements. The approval of this Conditional Use Permit should be based upon satisfying all of the following conditions:

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1. A parking operations plan shall be reviewed by the Department of Transportation which documents the proposed traffic operations of the lot and how it would serve the future development. This plan shall be approved prior to the issuance of the first permit for construction (i.e. demolition, foundation, grading, or building). The plan should be prepared by a registered professional engineer in California selected from the City's pre-qualified traffic engineering consultant list.
 2. Because of the change in ownership and use (from general office building to medical office), a modification to the Transportation Systems Management Plan would be required. The TSM plan shall be reviewed and approved by the Department of Transportation prior to the issuance of the first permit for construction (i.e. demolition, foundation, grading, or building) and thereafter shall be reviewed and approved annually. The TSM program may include but is not limited to the following strategies:
 - Pay parking for employees
 - Private vanpool operations
 - Transit pass and vanpool fare subsidies
 - Reduced-parking fees for non-solo drivers
 - Provision of a certified Employee Transportation Coordinator
 - Commuter matching service for all employees on an annual basis, and for all new employees upon hiring.

Contact Judi Masuda at 744-4111.

3. Should the applicant request any changes to the location and configuration of the driveways or on-street improvements, another application process would be required. Plans shall be reviewed by the Department of Transportation. Additional conditions, such as submittal of a Traffic Impact Study or Parking Study, may be requested and require approval prior to the issuance of the first permit for construction of the improvements. Such changes shall be consistent with the goals of the City of Pasadena Mobility Element.

BAHMAN JANKA
Transportation Administrator

ECS:clv