



**CITY OF SOUTH PASADENA  
PLANNING COMMISSION**

**AGENDA  
REGULAR MEETING  
TUESDAY, AUGUST 11, 2026 AT 6:30 P.M.**

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

**South Pasadena Planning Commission Statement of Civility**

*As your appointed governing board we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Planning Commission Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

The Meeting will be available:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena
- Via Zoom: <https://us02web.zoom.us/j/83530439651> **Meeting ID: 8353 043 9651**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in the following methods below.

- Go to the Zoom website, <https://Zoom.us/join> and enter the Zoom meeting information; or
- Click on the following unique Zoom meeting link:  
<https://us02web.zoom.us/j/83530439651>

**CALL TO ORDER:** Chair Amitabh Barthakur

**ROLL CALL:** Chair Amitabh Barthakur  
Vice-Chair Jason Claypool  
Commissioner Mark Gallatin  
Commissioner Arnold Swanborn  
Commissioner James Martin  
Commissioner Matthew Horton  
Commissioner Joseph Williams  
Youth Commissioner Batia Lou

**COUNCIL LIAISON:** Mayor Sheila Rossi

**APPROVAL OF AGENDA**

Majority vote of the Commission to proceed with Commission business.

**DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS**

Disclosure by Commissioners of site visits and ex-parte contact for items on the agenda.

**PUBLIC COMMENT GUIDELINES** (Public Comments are limited to 3 minutes)

The Planning Commission welcomes public input. If you would like to comment on an agenda item, members of the public may participate by one of the following options:

Option 1:

Participate in-person at the Council Chambers, 1424 Mission Street, South Pasadena.

Option 2:

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

Option 3:

Email public comment(s) to [PlanningComments@southpasadenaca.gov](mailto:PlanningComments@southpasadenaca.gov). Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on, and
- 3) Submit by no later than 12:00 p.m., on the day of the Planning Commission meeting.



NOTE: Pursuant to State law, the Planning Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Planning Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

## **PUBLIC COMMENT**

### **1. Public Comment – General (Non-Agenda Items)**

## **CONSENT CALENDAR ITEMS**

- 2. Minutes from the Regular Meeting of June 9, 2026**
- 3. Minutes from the Regular Meeting of July 14, 2026**

## **PUBLIC HEARING ITEMS**

- 4. PROJECT NO. CUP26-0001 – A request for a Conditional Use Permit (CUP) for an enclosed, self-drop off recycling kiosk located within an existing commercial parking lot located at 1401 Huntington Drive (APN: 5319-009-037); and to make a determination of exemption under the California Environmental Quality Act (CEQA), Section 15301, Class 1 (Existing Facilities).**

### **Recommendation:**

Staff recommends that the Planning Commission:

1. Find the project exempt under California Environmental Quality Act (CEQA) Guidelines, Section 15301 (Existing Facilities); and
  2. Approve Project No. CUP26-0001 subject to conditions of approval.
- 
- 5. PROJECT NO. CUP26-0002 – A request for a Conditional Use Permit (CUP) to allow an existing 69-space surface parking lot to operate as a stand-alone public pay parking facility at 900 S. Fair Oaks Avenue (APN: 5318-015-017) and to make a determination of exemption under the California Environmental Quality Act (CEQA), Section 15301, Class 1 (Existing Facilities).**

**Recommendation:**

Staff recommends that the Planning Commission:

1. Find the project exempt under California Environmental Quality Act (CEQA) Guidelines, Section 15301 (Existing Facilities); and
2. Approve Project No. CUP26-0002 subject to conditions of approval.

**ADMINISTRATION**

6. **Comments from City Council Liaison**
7. **Comments from Subcommittees**
8. **Comments from Planning Commissioners**
9. **Comments from Staff**

**ADJOURNMENT**

10. **Adjourn to the Regular Planning Commission meeting scheduled for September 8, 2026 at 6:30 p.m.**

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Planning Commission meeting agenda packets are available online at the City website:

<https://www.southpasadenaca.gov/Your-Government/Boards-Commissions/Planning-Commission>

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**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that

reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

8/6/2026

Date



Robert (Dean) Flores, Senior Planner



**DRAFT**

**CITY OF SOUTH PASADENA  
Planning Commission  
Meeting Minutes**

**June 9, 2026, 6:30 PM  
Amedee O. "Dick" Richards Jr. Council Chambers  
1424 Mission Street, South Pasadena, CA 91030**

**CALL TO ORDER**

A Regular Meeting of the South Pasadena Planning Commission was called to order by Vice-Chair Jason Claypool on Tuesday, June 9, 2026, at 6:30 p.m. The meeting was held at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**Present:** Vice-Chair: Jason Claypool  
Commissioners: Mark Gallatin, Arnold Swanborn, James Martin,  
Matthew Horton, Joseph Williams  
  
Youth Commissioner: Batia Lou  
  
Council Liaison: Mayor Sheila Rossi

**City Staff**

**Present:** Serita Young, Esq., Deputy City Attorney  
Nick Kimball, Assistant City Manager and Chief Financial Officer  
Erika Ramirez, Community Development Department Director  
Lillian Estrada, Administrative Secretary

**APPROVAL OF AGENDA**

Vice-Chair Claypool recommended reordering the Agenda, with Item 2 following Items 3, 4, and 5.

**Approved, 6-0.**

**DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS**

None.

## **PUBLIC COMMENT**

### **1. Public Comment – General (Non-Agenda Items)**

None.

## **PRESENTATION**

### **3. City Budget Presentation – Assistant City Manager Nick Kimball**

Assistant City Manager and Chief Financial Officer Nick Kimball introduced himself, provided a detailed explanation of the City's budget process, and presented the City's budget, highlighting a balanced 2026-2027 budget.

#### **Questions for Staff:**

The Commissioners asked about the portion of property taxes the City receives and the impact of Proposition 13, the utility user tax, and the inclusion of streaming services.

## **DISCUSSION**

### **4. Discussion and Direction Regarding Citywide Multifamily and Mixed-Use Objective Design Standards (ODS)**

#### **Recommendation:**

Staff recommends that the Planning Commission receive and discuss the presentation related to Citywide Multifamily and Mixed-Use Objective Design Standards and provide feedback as appropriate:

1. Receive and file the presentation and Staff Report; and
2. Provide feedback on the three proposed ADU sizes, configurations, and architectural styles, as appropriate.

#### **Staff Presentation:**

Community Development Director Erika Ramirez introduced Neal Payton of Torti Gallas & Partners, the City's consultant working with the Planning Commission's subcommittee on Objective Design Standards.

#### **Questions for Staff:**

The Commissioners asked about building types, including stacked flats, walkups, and the redefined hybrid court.

#### **Commissioner Discussion:**

The Commissioners and Mayor Sheila Rossi engaged in a robust, spirited discussion. The Commissioners emphasized the need for clear, community-approved architectural styles, particularly for Mission Street, and for guidelines that

avoid overly restricting developers, with Mayor Rossi stressing the importance of community input and understanding.

Consultant Payton suggested presenting a wide range of images for community feedback and refining the standards based on that input. He proposed using style boards or preference surveys to gauge community feedback on architectural styles.

The Commissioners expressed concerns about the feasibility of historic architectural styles due to cost constraints, suggested focusing on elements such as brick and window depth, and inquired about different pricing for different styles.

The Commissioners discussed the potential for using historical examples from other cities to inform the design standards.

Mayor Rossi reiterated the need for a clear and understandable vision for Mission Street for the community.

**Public Comment:**

Dwight Bond, a resident and an architect of the Mission Bell project, suggested that future presentations should be more specific to communicate effectively with the community.

Tucker Nelson, a resident, proposed standards for sustainable building practices, such as no natural gas piping, secure bicycle parking, and permeable pavement.

**Continued Commissioner Discussion:**

Consultant Payton explained the challenge of defining styles and the potential for objective design standards to be overly restrictive. The Consultant agreed with the Commissioners that focusing on stylistic elements rather than specific styles is a good approach and emphasized the importance of clear communication with the community.

The Commissioners agreed that brevity in the presentation could be detrimental to meaningful discussion.

**5. Comments from City Council Liaison**

Council Liaison was unavailable.

## **CONSENT CALENDAR ITEM**

### **2. Minutes from the Regular Meeting of May 12, 2026**

Commissioner Gallatin asked the Staff to review the comments from Dr. Albrektson, as his recollection differed from the reported comments.

**Approved, 5-0-1.**

## **ADMINISTRATION**

### **6. Comments from Subcommittees**

Commissioner Martin provided updates on the Objective Design Standards Subcommittee and the ADU Program Subcommittee and remarked that the consultants are working hard and have been involved in extensive community outreach.

Director Ramirez provided updates on the timeline for the ODS draft and the ADU Subcommittee's public events.

Director Ramirez explained that the current plan is to make the draft standards publicly available and seek community input. The Commissioners expressed concern about the public's exposure to the draft standards before the Commission and Council have the opportunity to review them and asked whether Commissioners could review the administrative draft of the ODS separately from a public hearing.

Deputy City Attorney Serita Young clarified that any discussion or direction given to Staff outside of a public meeting could violate the Brown Act.

### **5. Comments from City Council Liaison**

Council Liaison Mayor Rossi provided updates on SB 79, including the upcoming Regional Council vote and the importance of community engagement. She mentioned the approval of infrastructure projects on Huntington Drive and Fremont Avenue.

### **7. Comments from Planning Commissioners**

Commissioner Gallatin reported on his attendance at the American Planning Association (APA) Virtual Conference in late May, shared that the State conference will be in Los Angeles, and offered to share session recordings with interested Commissioners.

### **8. Comments from Staff**

None. However, Vice-Chair Claypool asked Director Ramirez about the timing of the alternative plan for SB 79 and the potential for significant changes. Director

Ramirez remarked that they are scheduled to go before Council on July 15. The Staff is still able to take the direction that the Planning Commission provided and adjust the numbers and the maps accordingly.

**ADJOURNMENT**

**9. Adjournment to the regular Planning Commission meeting scheduled for Tuesday, July 14, 2026, at 6:30 p.m.**

There being no further matters, Vice-Chair Claypool adjourned the meeting at 9:00 p.m.

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Amitabh Barthakur, Chair





**DRAFT**

**CITY OF SOUTH PASADENA  
Planning Commission  
Meeting Minutes**

**July 14, 2026, 6:30 PM  
Amedee O. "Dick" Richards Jr. Council Chambers  
1424 Mission Street, South Pasadena, CA 91030**

**CALL TO ORDER**

A Regular Meeting of the South Pasadena Planning Commission was called to order by Chair Amitabh Barthakur on Tuesday, July 14, 2026, at 6:30 p.m. The meeting was held at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**Present:** Chair: Amitabh Barthakur  
Vice-Chair: Jason Claypool  
Commissioners: Mark Gallatin, James Martin, Matthew Horton,  
Joseph Williams

Council Liaison: Mayor Sheila Rossi

**City Staff**

**Present:** Serita Young, Esq., Deputy City Attorney  
Erika Ramirez, Community Development Department Director  
Robert (Dean) Flores, Senior Planner  
Lillian Estrada, Administrative Secretary

**APPROVAL OF AGENDA**

Approved, 6-0.

**DISCLOSURE OF SITE VISITS AND EX-PARTE CONTACTS**

None.

**PUBLIC COMMENT**

1. **Public Comment – General (Non-Agenda Items)**  
None.

**CONSENT CALENDAR ITEM**

**2. Minutes from the Special Meeting of May 19, 2026**

Approved, 6-0.

**DISCUSSION**

**3. Discussion and Direction Regarding Planning Commission Chair Review Process**

**Recommendation:**

Staff recommends that the Planning Commission receive the report, discuss the current Chair Review process, and provide direction on potential process improvements to facilitate timely and efficient review of Chair Design Review applications while maintaining high-quality design review.

**Staff Presentation:**

Community Development Director Erika Ramirez gave a presentation addressing the Chair Review process, highlighting the types of applications subject to review, the current challenges, and suggesting potential improvements, including the use of an electronic permitting system and office hours for Chair Reviews.

**Questions for Staff:**

The Commissioners inquired about the types of applications subject to Chair Review, noting that most are residential additions.

The Commissioners asked about tree removal requests, which are part of the application process but not subject to the Chair Review process.

**Public Hearing:**

No comments.

**Commissioner Discussion:**

The Commissioners discussed the feasibility of Staff's suggestions and expressed support for the electronic system and office hours.

Commissioner Martin and Vice-Chair Claypool shared their experiences with Chair Reviews, noting that most are straightforward, but some require multiple interactions.

The Commissioner discussed the need for a master tracker to monitor Chair Reviews and ensure timely completion. Director Ramirez confirmed that the electronic system can set up email reminders and provide a report on the new

OpenGov system. The Commissioners suggested using the system to remind applicants to resubmit plans, if necessary.

The discussion highlighted the need for clear deadlines and follow-up reminders to ensure timely completion of Chair Reviews.

4. **Consideration of dissolving the existing Planning Commission Objective Design Standards (ODS)/Accessory Dwelling Unit (ADU) Ad Hoc Subcommittee and establishing a new Planning Commission ADU Ad Hoc Subcommittee**

**Recommendation:**

Staff recommends that the Planning Commission:

1. Dissolve the existing Objective Design Standards (ODS)/Accessory Dwelling Unit (ADU) Ad Hoc Subcommittee; and
2. Establish a new three-member Planning Commission ADU Ad Hoc Subcommittee to continue working with the Consultant through completion of the Pre-Approved ADU Program.

**Staff Presentation:**

Director Ramirez presented the recommendation to dissolve the existing Planning Commission Subcommittee and establish a new one for ADU pre-reviewed programs, explaining that the City Council has established an Objective Design Standard Subcommittee, so the Planning Commission subcommittee is no longer needed.

**Questions for Staff:**

To the Commissioners' questions regarding the composition of the new subcommittee, Director Ramirez clarified that the new subcommittee could retain the current subcommittee members. Commissioners Martin and Horton acknowledged that they would like to continue on both subcommittees.

Mayor Rossi remarked that the ODS subcommittee will be using an aggressive timeline, expecting to have the Objective Design Standards for Mission Street completed by August.

Director Ramirez remarked that the two subcommittees are separate with separate consultants and the timeline for the ADU Program Committee is the end of November.

The discussion highlighted the need for clear deadlines and follow-up reminders to ensure timely completion of Chair Reviews.

**Commission Motion and Action:**

MOVED BY CHAIR BARTHAKUR, SECONDED BY COMMISSIONER WILLIAMS, to dissolve the existing Objective Design Standards/Accessory Dwelling Unit Ad Hoc Subcommittee, and to establish a new three-member Planning Commission ADU Ad Hoc Subcommittee with Commissioner Horton, Commissioner Martin, and Commissioner Swanborn as members of the Subcommittee to continue working with the Consultant for completion of the Pre-Approved ADU Program.

**AYES:** Gallatin, Horton, Martin, Williams, Claypool, Barthakur  
**NOES:** None  
**ABSENT:** Swanborn  
**ABSTAINED:** None

*Motion carried, 6-0.*

**5. Discuss and Provide Feedback on Three (3) Proposed Accessory Dwelling Unit (ADU) Floor Plans, Amenities and Exterior Features**

**Recommendation:**

Staff recommends that the Planning Commission:

1. Receive and file the presentation and Staff Report; and
2. Provide final comments and feedback on the proposed Pre-reviewed ADU Floor Plans, amenities and exterior features, as appropriate.

**Staff Presentation:**

Associate Planner Michael Donovan introduced Consultant Olivia Arena, Senior Urban Planner with Office of: Office, to guide the presentation for the Commission. She introduced Office of: Office Director Elizabeth Temmi and Senior Architect Drew Lords.

The Consultants presented the three (3) proposed ADU floor plans, amenities and exterior features, including the Cottage, Loft and Townhouse styles, each with Craftsman, Spanish Revival and Modern designs.

The presentation highlighted the research and community engagement that informed the design of the plans. The plans aim to provide flexible and affordable housing options while preserving South Pasadena's architectural character.

**Questions for Staff:**

The Commissioners asked several in-depth questions, including, but not limited to: did these plans allow for any deviation; could a homeowner choose a style that is not compatible or consistent with their main home; about HVAC systems; off-the-shelf window selections; the costs of the differing plans; whether the Assembly Bill requires any accessibility or any other codes above and beyond the Residential Code being used; and whether a plan could be mirrored.

**Public Comments:**

None.

**Questions for Consultants:**

The Commissioners reviewed the slides presented, asked detailed questions, and provided comprehensive feedback and comments, including suggestions for porch designs, materials, and accessibility features.

Director Ramirez and Consultant Lords clarified the plan check process and the potential for adjustments based on site-specific conditions.

The Commissioners commended the scope of work but expressed concerns about the feasibility of creating unique plans for three (3) different styles and suggested maintaining consistency in details across plans to reduce workload and establish rules for refining details. They highlighted the need for unique roof forms and details to clearly nod to architectural styles.

The Consultants explained the fees associated with increasing square footage, which could substantially increase costs and property taxes.

The Commissioners discussed the need for interim reviews of the ADU plans before final approval. The Commissioners discussed the role of the Subcommittee. They expressed confidence in their ability to address the Commission's concerns and ensure the quality of the ADU plans and compliance with State law and community needs.

Director Ramirez emphasized the budget and contract limitations for revisions to the ADU plans.

The Commissioners thanked the Consultants for all their hard work.

**Public Comment:**

Mayor Rossi expressed concerns about the size, space, and appropriateness of the porches suggested for the Craftsman ADUs.

**Commissioner Discussion:**

The Commissioners expressed concerns that the Pre-Approved ADU floor plans, amenities, and exterior features will be finalized without further review from the Commission. The Commissioners discussed the Subcommittee's role and remarked that it is highly qualified to relay the Commission's concerns to the Consultants.

The Commissioners inquired about SB-9 potential. Director Ramirez explained the SB-9 application as it relates to ADUs.

**ADMINISTRATION**

**6. Comments from City Council Liaison**

Mayor Rossi shared that City Council will review SB-79 at its next meeting and will make decisions on delayed effectuation ordinances. She emphasized the urgency of implementing objective design standards and referenced the City of Pasadena's process and the implementation of their standards and possible collaboration with them. She also announced that Director Ramirez will hold public meetings for SB-79 on July 27 and July 30 to explain what SB-79 is, explain the decisions being made, and the alternatives being evaluated.

**7. Comments from Subcommittees**

None.

**8. Comments from Planning Commissioners**

Vice-Chair Claypool remarked that he wants the ADU plans to be something the Commission can be proud of, feels like we're far from it right now, and emphasized the need for consistent architectural styles across the different plans. He is excited to see what the Subcommittee can do to work with the Consultant to accomplish that.

Commissioner Gallatin reminded the Commissioners that the California Chapter of the American Planning Association's (APA) conference will be in Los Angeles this year, October 3-6 at the JWMarriott Hotel at LA Live, and early bird registration closes July 29.

Chair Barthakur remarked that the FIFA Watch Parties at Garfield Park were a lot of fun and well attended. It was a great initiative to bring the community together at the park, and he thanked the event organizers.

**9. Comments from Staff**

Director Ramirez remarked that she and the Mayor attended a dinner at which the City of South Pasadena and Rangwala Associates received the APA California

Chapter Los Angeles Section 2026 Award of Excellence Neighborhood Planning Award for the Downtown Specific Plan.

Director Ramirez shared that community meetings on the senior project for the neighboring residents and businesses were recently held. Members of the subcommittee and the City's contracted architect also attended and provided feedback. The project will come before the Planning Commission, even though it will be a ministerial project.

### **ADJOURNMENT**

#### **10. Adjournment to the regular Planning Commission meeting scheduled for Tuesday, August 11, 2026, at 6:30 p.m.**

There being no further matters, Chair Barthakur adjourned the meeting at 8:45 p.m.

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Amitabh Barthakur, Chair



# Planning Commission Agenda Report

ITEM NO. 4

**DATE:** August 11, 2026

**FROM:** Erika Ramirez, Community Development Director

**PREPARED BY:** Tatianna Marin, Assistant Planner

**SUBJECT:** **Project No. CUP26-0001– A request for approval of a Conditional Use Permit (CUP) for an enclosed, self-drop off recycling kiosk located within an existing commercial parking lot located at 1401 Huntington Drive (APN: 5319-009-037); and making the determination of exemption under the California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1 (Existing Facilities).**

**APPLICANT:** Emiliano Torres, RMS Inc.

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## Recommendation

It is recommended that the Planning Commission adopt a Resolution:

1. Finding the project exempt under California Environmental Quality Act (CEQA) Guidelines, Section 15301 (Existing Facilities).
2. Approving Project No. CUP26-0001 subject to the conditions of approval as stated in the resolution.

## Executive Summary

The applicant, Emiliano Torres of RMS Inc., requests approval of Conditional Use Permit (CUP) Project No. CUP26-0001 to establish an enclosed, self-service recycling kiosk located within an existing commercial parking lot at 1401 Huntington Drive. The proposed 160 square feet will be located in the Grocery Outlet parking lot and will operate unattended, automated facility accepting California Redemption Value (CRV) beverage containers. No exterior alterations, expansion of existing buildings, or other site modifications are proposed.

The recycling kiosk is proposed to operate Monday, Tuesday, Thursday, and Friday from 8:30 a.m. to 6:30 p.m., and Saturday and Sunday from 10:00 a.m. to 4:00 p.m. The facility will be closed on Wednesdays for scheduled maintenance and cleaning. The kiosk will occupy fewer than 3 existing parking spaces and will operate as an unattended, automated self-service facility. No cash redemption or payout will occur on-site, and no mechanical processing of CRV beverage containers is proposed. Staff finds the proposed use to be compatible with the Commercial General (CG) and Mixed-Use Overlay (MU) zoning designations. The project supports General Plan 2040 policies that encourage convenient neighborhood-serving commercial uses and promotes recycling opportunities while advancing the City's sustainability objectives.



The project qualifies for a CEQA Exemption (Class 1 – Existing Facilities) because it involves minor tenant improvements with no expansion of use or building area. Conditions of approval ensure compliance with operational standards and ongoing maintenance of safety and noise controls.

Staff recommends that the Planning Commission adopt a Resolution finding the project exempt from CEQA and approving Project No. CUP26-0001 subject to the attached Conditions of Approval.

### Background

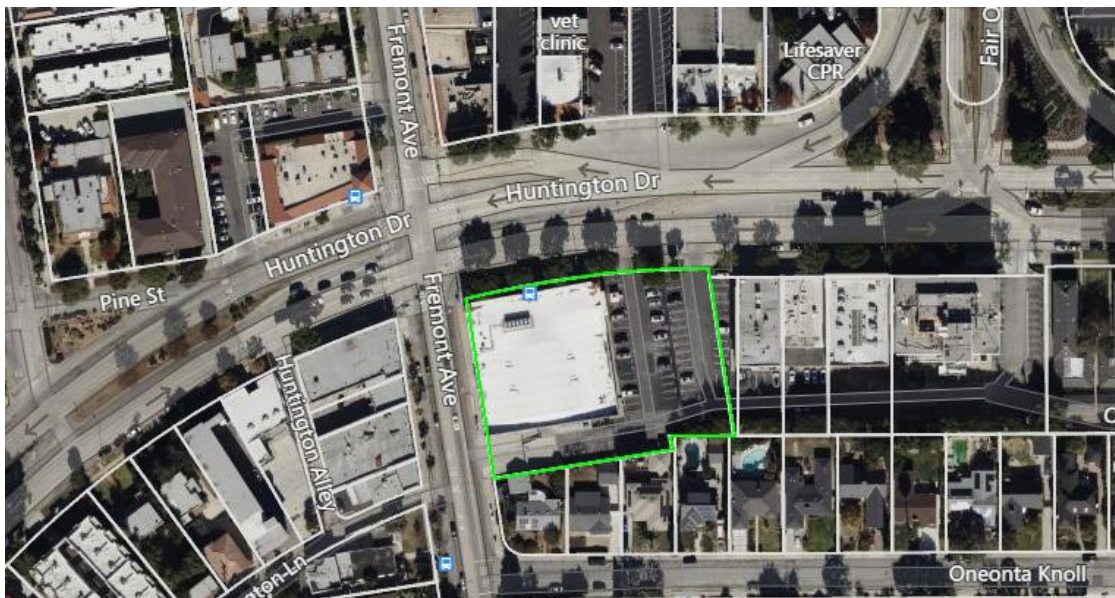
- On January 30, 2026, Emiliano Torres (Applicant), filed a Conditional Use Permit (CUP) application to establish an enclosed, self-service recycling kiosk located within an existing commercial parking lot located at 1401 Huntington Drive (Project).
- The application was deemed complete on June 24, 2026.

### Site Characteristics

The commercial building at 1401 Huntington Drive was originally constructed in 1938 and is currently occupied by Grocery Outlet. The approximately 22,200-square-foot building is served by an existing surface parking lot. The subject site consists of a single parcel totaling approximately 53,464 square feet (1.2 acres).

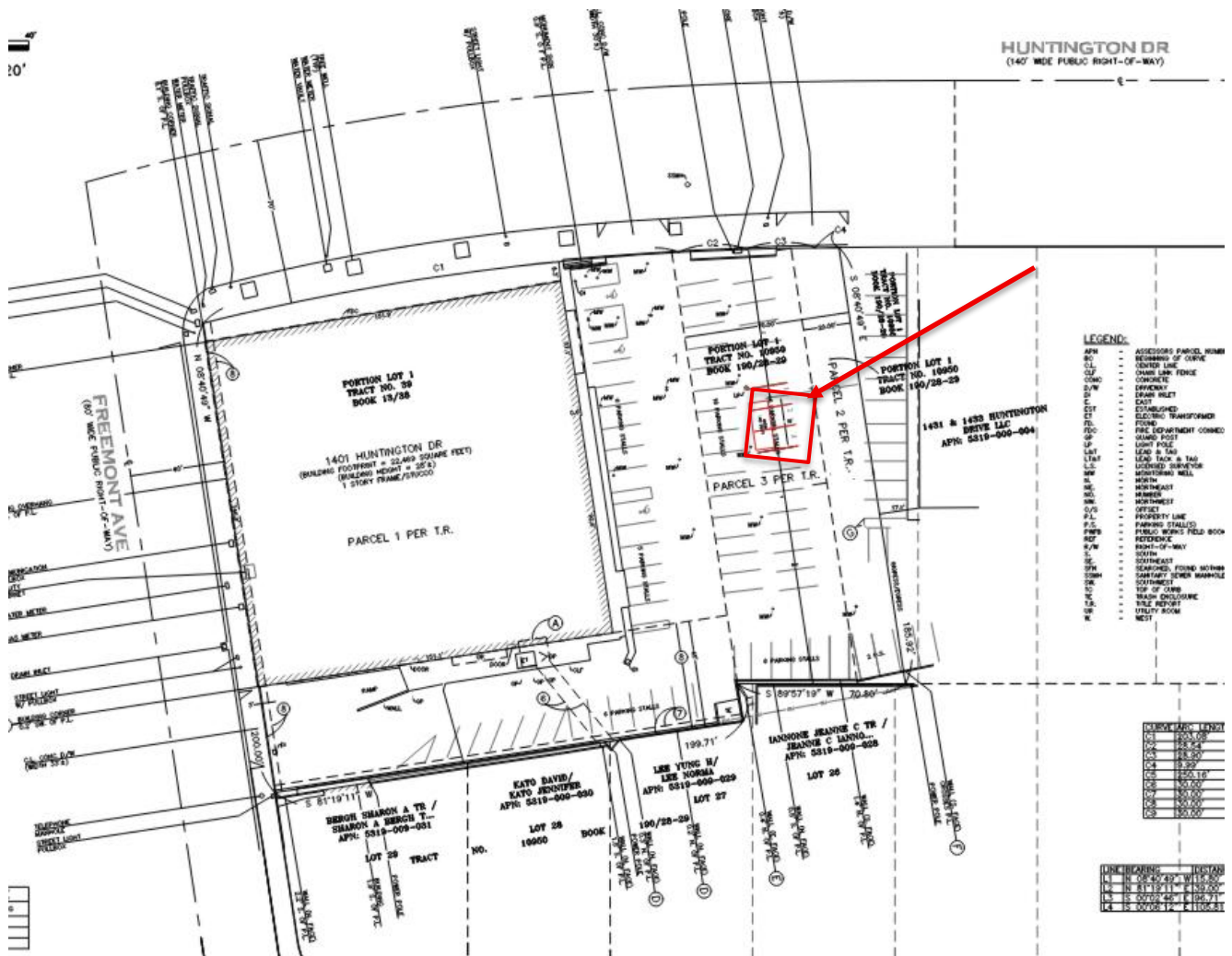
The Project site is rectangular-shaped lot located south of Huntington Drive, east of Fremont Street. An aerial image showing the parcel as outlined in green is provided below in **Figure 1**.

**Figure 1: Aerial View of Project Site**



**Figure 3** shows the site plan of the existing commercial building and where the proposed kiosk is to be located, as outlined in red.

Figure 3: Site Plan



Surrounding Area/General Plan/Zoning

As shown in **Table 1**, the subject site is surrounded by mostly commercial uses with single family uses located to the south of the project site.

**Table 1: Surrounding Land Use Characteristics**

| Direction | General Plan             | Zoning                              | Existing Land Use        |
|-----------|--------------------------|-------------------------------------|--------------------------|
| North     | Mixed-Use Core           | Commercial General with MUC Overlay | Commercial Buildings     |
| South     | Low Density Neighborhood | Residential Low Density             | Single Family Residences |
| East      | Mixed-Use Core           | Commercial General with MUC Overlay | Commercial Buildings     |
| West      | Mixed-Use Core           | Commercial General with MUC Overlay | Commercial Buildings     |

The project site is designated Mixed-Use Core in the General Plan and is located in the Commercial General zoning district with the Mixed-Use Overlay, which permits the operation of a recycling facility with an approval of a CUP, pursuant to South Pasadena Municipal Code (“SPMC”) Section 36.350.040. The project site is listed in the Housing Element Sites Inventory. The project site is also located within a transit priority corridor and is not listed on the City’s Inventory of Historic Resources.

#### Project Description

The project proposes to establish an enclosed, self-service recycling kiosk located within an existing commercial parking lot associated with the operation of a grocery store (Grocery Outlet). As illustrated in the Project Plans (Attachment 5), the Project entails no changes to the existing commercial building. Construction will be limited to installation and operation of the recycling kiosk on the parking lot. The kiosk will be located on the east side of the project site, fronting the existing commercial building entrance, and will occupy less than 3 parking spaces as required in SPMC Section 36.350.160 (B) (2).

The Planning Commission is the final review authority for the entitlement listed below unless appealed to the City Council.

- i. A Conditional Use Permit (CUP) to allow the operation of an enclosed, self-drop off recycling kiosk located within an existing commercial parking lot located at 1401 Huntington Drive.

#### **Project Analysis**

A Conditional Use Permit (CUP) is a discretionary entitlement intended to evaluate proposed uses that, while generally compatible with the applicable zoning district, may have the potential to create impacts that warrant additional review. The CUP process allows the City to assess the appropriateness, design, and operation of a proposed use in relation to its surroundings, and to ensure that it is consistent with the General Plan, Zoning Code, and applicable specific plans. Through this process, the Planning Commission may impose conditions of approval to mitigate potential impacts and ensure that the use operates in a manner that protects the public health, safety, and welfare and maintains the character and integrity of the community.

The requested CUP will allow the operation of a fully enclosed, self-service recycling kiosk within the existing parking lot of Grocery Outlet. The Project includes the acceptance of glass, plastic and metal CRV beverage containers and will not have any cash redemption or payout for the containers. The subsections below summarize how the project complies with the development standards of SPMC Section 36.350.160 – Recycling Facilities.

#### Site Operations

The proposed hours of operation are:

- Operating hours:
  - 8:30 a.m. – 6:30 p.m. Monday, Tuesday, Thursday, and Friday,
  - 10:00 a.m. – 4:00 p.m. on weekends
  - Closed on Wednesdays for scheduled maintenance and cleaning

The proposed operating hours of the kiosk are consistent with SPMC Section 36.350.160 (B) (4) (e), which allows recycling facilities to operate and have materials picked up between the hours of 7:00 a.m. to 7:00 p.m. on weekdays and 9:00 a.m. and 7:00 p.m. on weekends if the facility is located within 500 feet of residential uses. The proposed project is within 500 feet of residential uses; therefore, the proposed hours of operation are consistent with the aforementioned municipal code section. Condition

of Approval, COA#5 has been included to ensure that the pickup of recycling materials from the kiosk is consistent with the aforementioned municipal code section.

The CRV materials are removed from the kiosk by the operator, RMS staff, by using a standard cargo van that enters the site via the existing driveway on Huntington Drive and will park in an existing parking stall adjacent to the kiosk. There will be no specialized loading equipment, pallet jacks or large vehicles to remove the CRV materials as identified in **Attachment 2 – Project Narrative**. All materials are transported to a CalRecycle-certified processing facility following each pick up.

On the designated non-operating day (Wednesdays), on-site staff will provide a thorough cleaning of the kiosk and surrounding pavement by using pressure washing with EPA certified water reclamation system that captures, filters and recycles all wash water on-site without contributing to the parking lot drains, gutter or public storm drain as identified in **Attachment 5 – Water Capture Plan**.

#### Site Access, Location and Appearance

The site's main entrance is accessed through Huntington Drive. The kiosk is proposed to be in location that does not encroach on any fire lane/ access and does not extend into vehicular travel lanes. Customers will have the ability to use the existing parking on site to drop off their materials through the three customer facing drop doors. There will be no drive through component to the kiosk.

The kiosk as proposed, will be setback 100 feet from the residential uses to the south of the Project site, setback 65 feet from the public right of way and setback 40 feet from the adjacent property east of the Project site. As required in SPMC Section 36.350.160 (B) (1), small recycling facilities shall not be located within 100 feet of residential uses and setback at least 10 feet from the public right of way. As proposed, the Project is consistent with these requirements.

The kiosk is designed as self-contained, fully enclosed structure with all materials being contained within the structure and will not be visible from the exterior. There are no exterior bins or cages a part of this proposal. The kiosk will be constructed with waterproof and rustproof materials as required by Section 36.350.160 (B) (4) (c) and identified in **Attachment 2 – Project Narrative**. The enclosed design of the kiosk eliminates possible visual impacts to the surrounding uses and is consistent with the surrounding commercial developments.

#### Parking

Pursuant to Section 36.350.160, no additional parking shall be required for customers of a small collection facility located in an established parking lot of the main use. The Project site is located within the established parking lot of an existing commercial use; therefore, no additional parking is required for the proposed use.

The existing Grocery Outlet has a shared parking agreement with the adjacent commercial property to the east of the site, occupied by Fashion Dry Cleaners. Between the two properties, 38 parking stalls are shared for a total of 107 parking stalls available for Grocery Outlet. The total number of parking spaces required for the grocery store use is 88 parking stalls. For the dry cleaning use, one parking space is required for every 500 square feet of retail area. The Fashion Dry Cleaners building is 5,052 square feet, therefore, 11 parking stalls are required. Between the two uses, the number of shared parking available exceeds the total number of parking required for both uses. As proposed, the kiosk and its use will not reduce the available parking spaces below the minimum required for the main use.

### Security

The kiosk is accessed by the public through a deposit opening that is designed as a one-way entry point for material deposit only. The access doors will automatically relock after each deposit and no materials are accessible from the exterior.

### Noise

The kiosk is expected to generate noise levels of approximately 35 to 40 dBA at the property line, as provided by the applicant from previous experience of operating kiosks and according to **Attachment 2 – Project Narrative**, which is consistent with the threshold outlined in the SPMC of 50 dBA at the property line for small recycling facilities.

### General Plan Consistency

The current General Plan land use designation of the site is Mixed-Use Core and is designated in the Zoning Code as Commercial General with the Mixed -Use Overlay designation. Per the General Plan (2040), which was adopted in 2023, the Mixed-Use Core is intended to “...encourage a wide range of building types based on neighborhood characteristics that house a mix of functions, including commercial, entertainment, office, and housing.” The proposed project is consistent with the following policies and actions of the General Plan:

- *P5.16 Support reuse of discarded materials through waste prevention, recycling, and composting.*
- *A5.16b Require multi-family and commercial properties to have on site recycling containers as well as an organics recycling program*

The proposed project supports the goals, policies, and actions of the General Plan by allowing an enclosed recycling kiosk as an amenity to residents within an existing commercial zone. The kiosk will serve as an alternative method for residents to properly dispose of CRV beverage containers while having an amenity that is accessible to pedestrians, residents and patrons of surrounding commercial businesses. The project is also consistent with the General Plan’s policies and actions by encouraging recycling, waste diversion and zero-waste initiatives while creating recycling opportunities for commercial properties.

### **Environmental Analysis**

This project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (Class 1 – Existing Facilities). Class 1 exemptions apply to the operation, permitting, leasing, licensing, or minor alteration of existing public or private facilities involving negligible or no expansion of the existing or former use. The proposed project consists of the approval of a Conditional Use Permit (CUP) to allow the operation of an enclosed, self-service recycling kiosk within an existing commercial parking lot associated with Grocery Outlet. The project does not include construction of a new building, expansion of the existing commercial structure, grading, or other substantial physical modifications to the site.

The proposed recycling kiosk will occupy a small portion of the existing paved parking lot and will utilize existing vehicular access, circulation, and utility infrastructure. The kiosk is fully enclosed, unattended, and designed to accept California Redemption Value (CRV) beverage containers without on-site mechanical processing or cash redemption. The use will operate within the hours established by the South Pasadena Municipal Code and will be subject to conditions of approval governing maintenance, material collection, and site operations. Because the project involves only the continued use of an existing developed commercial site with negligible physical changes and no expansion of the existing commercial use, it falls squarely within the scope of the Class 1 exemption.

Furthermore, staff has considered the exceptions to the use of categorical exemptions set forth in CEQA Guidelines Section 15300.2 and finds that none apply. Accordingly, the project is exempt from environmental review under CEQA Guidelines Section 15301 (Class 1 – Existing Facilities).

### **Key Performance Indicators and Strategic Plan**

The project supports the City's Strategic Plan Priority 4: Enhance community sustainability through investment in infrastructures and environmental management programs.

### **Staff Recommendation**

Based on the above analysis, staff recommends that the Planning Commission adopt a Resolution:

1. Finding the project exempt from environmental review under California Environmental Quality Act (CEQA) Guidelines, Section 15301 (Existing Facilities).
2. Approving Project No. CUP26-0001, subject to the conditions of approval as stated in the resolution.

### **Alternatives**

If the Planning Commission does not agree with staff's recommendation, the following options are available:

1. Approve the project with modified condition(s); or
2. Continue the project, providing the applicant with clear recommendations to revise the proposal;  
or
3. Deny the project if it finds that the project does not meet the City's CUP requirements set forth in SPMC Sections 36.410.060(F)(1)-(6).

### **Public Notification of Agenda Item**

A Public Hearing Notice was published on July 31, 2026, in the *South Pasadena Review*. Hearing notices were sent to all properties within a 300-foot radius on July 30, 2026. In addition, the public was made aware that this item was to be considered at a public hearing by virtue of its inclusion on the legally publicly noticed agenda, and the posting of the same agenda and reports on the City's website.

### **Attachments**

Attachment No. 1 - P.C. Resolution with Exhibit "A" - Conditions of Approval  
Attachment No. 2 - Project Narrative  
Attachment No. 3 - Project Plans  
Attachment No. 4 - Maintenance Plan  
Attachment No. 5 - Water Capture Plan  
Attachment No. 6 - Renderings  
Attachment No. 7 - Neighborhood & Site Images

**P.C. RESOLUTION NO. 26-XX**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA APPROVING PROJECT NO. CUP26-0001 – A REQUEST FOR APPROVAL OF A CONDITIONAL USE PERMIT (CUP) FOR AN ENCLOSED, SELF-DROP OFF RECYCLING KIOSK LOCATED WITHIN AN EXISTING COMMERCIAL PARKING LOT LOCATED AT 1401 HUNTINGTON DRIVE (APN: 5319-009-037); AND MAKING THE DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES, SECTION 15301, CLASS 1 (EXISTING FACILITIES).**

**WHEREAS**, on January 30, 2026, Emiliano Torres of RMS Inc. (Applicant), filed a Conditional Use Permit (CUP) application to permit an enclosed, self-drop off recycling kiosk located within an existing commercial parking lot located at 1401 Huntington drive (APN: 5319-009-037); and

**WHEREAS**, the proposed project is categorically exempt from the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15301, Class 1 – Existing Facilities; and

**WHEREAS**, the Planning Division evaluated the project for consistency with the City's General Plan, South Pasadena Municipal Code ("SPMC"), and all other applicable state and local regulations; and

**WHEREAS**, on July 30, 2026, the public hearing notice was mailed to each property owner within a 300-foot radius of the project site in accordance with the requirements of SPMC declaring the project review by the Planning Commission for the hearing on August 11, 2026; and

**WHEREAS**, on July 31, 2026, the City of South Pasadena Planning Division, published a legal notice in the *South Pasadena Review*, a local newspaper of general circulation, indicating the date, time, and location of the public hearing in compliance with state law concerning Project No. CUP26-0001; and

**WHEREAS**, the South Pasadena Planning Commission held a duly noticed public hearing on August 11, 2026, at which time it considered the staff report, oral report, the testimony, and the written evidence submitted by and on behalf of the applicant and by members of the public concerning Project No. CUP26-0001 and considered the proposed Conditional Use Permit for an enclosed, self-drop off recycling kiosk located within an existing commercial parking lot located at 1401 Huntington Drive (Assessor's Parcel Number: 5319-009-037).



**NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:**

**SECTION 1: ACKNOWLEDGEMENTS**

The foregoing recitals are true and correct and are incorporated and made an operative part of this Resolution.

**SECTION 2: ENVIRONMENTAL REVIEW FINDING**

This project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (Class 1 – Existing Facilities). Class 1 exemptions apply to the operation, permitting, leasing, licensing, or minor alteration of existing public or private facilities involving negligible or no expansion of the existing or former use. The proposed project consists of the approval of a Conditional Use Permit (CUP) to allow the operation of an enclosed, self-service recycling kiosk within an existing commercial parking lot associated with Grocery Outlet. The project does not include construction of a new building, expansion of the existing commercial structure, grading, or other substantial physical modifications to the site.

The proposed recycling kiosk will occupy a small portion of the existing paved parking lot and will utilize existing vehicular access, circulation, and utility infrastructure. The kiosk is fully enclosed, unattended, and designed to accept California Redemption Value (CRV) beverage containers without on-site mechanical processing or cash redemption. The use will operate within the hours established by the South Pasadena Municipal Code and will be subject to conditions of approval governing maintenance, material collection, and site operations. Because the project involves only the continued use of an existing developed commercial site with negligible physical changes and no expansion of the existing commercial use, it falls squarely within the scope of the Class 1 exemption.

Furthermore, staff has considered the exceptions to the use of categorical exemptions set forth in CEQA Guidelines Section 15300.2 and finds that none apply. Accordingly, the project is exempt from environmental review under CEQA Guidelines Section 15301 (Class 1 – Existing Facilities).

**SECTION 3: CONDITIONAL USE PERMIT FINDINGS**

Based upon the entire record made available at the August 11, 2026 public hearing, including the public hearing, the staff report, the oral presentation, and related documents submitted to the Planning Commission prior to and at the public hearing, the Planning Commission finds and determines that the proposed project is consistent with all applicable findings for approval of a Conditional Use Permit for small recycling facilities pursuant to South Pasadena Municipal Code Section 36.410.060, as follows:



- 1. The proposed use is allowed with Conditional Use Permit approval within the applicable zoning district and complies with all applicable provisions of this Zoning Code;**

The project site is zoned Commercial General with a mixed-use overlay designation, which is intended for the development of a wide range of commercial, mixed-use, and multifamily residential uses. Small recycling facilities are permitted in the Commercial General zone with approval of a Conditional Use Permit. The proposed Conditional Use Permit is for a fully enclosed, self-service recycling kiosk within an existing commercial parking lot. The project meets all standards in the zoning district under SPMC Section 36.350.160 such as, occupying less than 500 square feet, occupying less than 3 parking stalls, limited to CRV beverage containers, setback at minimum of 100 feet from the nearest residential use, operating within allowable operating times and will not use power driven processing equipment. Furthermore, as discussed in the staff report, the proposal meets all applicable zoning standards for small recycling facilities.

- 2. The proposed use is consistent with the General Plan and any applicable specific plan.**

The current General Plan land use designation of the site is Mixed-Use Core and is designated in the Zoning Code as Commercial General with the Mixed-Use Overlay designation. Per the General Plan (2040), which was adopted in 2023, the Mixed-Use Core is intended to "...encourage a wide range of building types based on neighborhood characteristics that house a mix of functions, including commercial, entertainment, office, and housing." The proposed project is consistent with the following policies and actions of the General Plan:

- *P5.16 Support reuse of discarded materials through waste prevention, recycling, and composting.*
- *A5.16b Require multi-family and commercial properties to have on site recycling containers as well an organics recycling program*

The proposed project supports the goals, policies, and actions of the General Plan by allowing an enclosed recycling kiosk as an amenity to residents within an existing commercial zone. The kiosk will serve as an alternative method for residents to properly dispose of CRV beverage containers while having an amenity that is accessible to pedestrians, residents and patrons of surrounding commercial businesses. The project is also consistent with the General Plan's policies and actions by encouraging recycling, waste diversion and zero-waste initiatives while creating recycling opportunities for commercial properties.

- 3. 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.**

The kiosk is proposed within an existing commercial shopping center in the Commercial General (CG) zoning district, where recycling facilities are conditionally permitted and are intended to serve commercial areas. The kiosk is fully enclosed and designed with one-way deposit openings that automatically relock after each use, preventing unauthorized access to deposited materials and eliminating the need for exterior storage bins or containers. No cash redemption, mechanical processing, or crushing of recyclable materials will occur on-site, minimizing the potential for noise, litter, odors, or other operational impacts commonly associated with recycling facilities. The kiosk is also located approximately 100 feet from the nearest residential property, meeting the required setback established by the South Pasadena Municipal Code.

The project has been designed to maintain safe circulation throughout the site. The kiosk will not obstruct pedestrian walkways, parking lot circulation, fire lanes, or emergency vehicle access, and will utilize existing vehicular access and parking facilities. Recyclable materials will be collected using a standard cargo van during hours permitted by the Municipal Code, and projected noise levels of approximately 35 to 40 dBA at the property line are below the City's maximum allowable noise standard for small recycling facilities. In addition, the Conditions of Approval limit the hours of operation and material collection, ensuring compatibility with nearby residential uses.

Ongoing maintenance requirements further protect the surrounding neighborhood. The kiosk and adjacent pavement will be inspected and cleaned on a regular basis, with all CRV beverage containers removed from the site at the close of each operating day to prevent the accumulation of materials, odors, or litter. Weekly pressure washing will utilize an EPA-certified water reclamation system that captures, filters, and recycles wash water, preventing runoff from entering gutters or the public storm drain system. Collectively, the operational characteristics of the project and the Conditions of Approval ensure that the facility will operate in a safe, orderly, and well-maintained manner and will not be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood.

- 4. 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.**

Approval of the Conditional Use Permit as conditioned, would not be detrimental or injurious to the property and improvements in the

neighborhood or to the general welfare of the City. The proposed use consists of a fully enclosed, unattended, self-service recycling kiosk located within an existing commercial parking lot. The project does not include mechanical processing of recyclable materials, cash redemption, or outdoor storage of materials, all of which minimizes the potential for noise, visual impacts, and operational disturbances. The kiosk is located approximately 100 feet from the nearest residential property, exceeding the minimum setback required by the South Pasadena Municipal Code, and is expected to generate noise levels of approximately 35 to 40 dBA at the property line, which is below the City's maximum allowable noise standard for small recycling facilities.

In addition, the Conditions of Approval require the facility to operate only during hours permitted by the South Pasadena Municipal Code, require material collection to occur only during allowable pickup hours, and ensure the kiosk and surrounding area are regularly maintained and cleaned. The project will utilize existing site access and parking facilities without altering traffic circulation or requiring substantial physical modifications to the site. Collectively, these operational limitations and conditions ensure that the proposed use will operate in a manner that is compatible with surrounding commercial and nearby residential uses and will not be detrimental or injurious to neighboring properties or the general welfare of the City.

- 5. The subject site is adequate in terms of size, shape, topography, and circumstances and has sufficient access to streets and highways which are adequate in width and pavement type to carry the quantity and quality of traffic expected to be generated by the proposed use.**

The proposed request for the enclosed, self-service recycling kiosk is proposed in a location that will not alter existing emergency access lanes or will block existing vehicular traffic lanes or driveways. The project will not alter or modify the existing commercial building at that site. Therefore, the project site is adequate in size and has sufficient access to existing streets to accommodate the recycling facility use.

- 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 aesthetics, character, scale, impacts on neighboring properties.**

The proposed recycling kiosk is a 160-square-foot, fully enclosed, self-contained structure located within the existing parking lot of the Grocery Outlet shopping center in the Commercial General (CG) zoning district. The kiosk is appropriately scaled for the site and occupies a small portion of an existing paved parking area without requiring expansion of the commercial development or substantial site modifications. The kiosk is positioned to avoid interference with pedestrian circulation, vehicular travel

aisles, and emergency access while maintaining the required setbacks from the public right-of-way and nearby residential properties.

The kiosk has been designed to minimize visual and operational impacts. All recyclable materials are deposited through one-way access openings into a fully enclosed structure, preventing materials from being visible or accessible from the exterior. The structure will be constructed of durable, waterproof, and rustproof materials that are intended to maintain an attractive appearance over time, and no exterior storage bins, cages, or processing equipment are proposed. Regular weekly maintenance and cleaning, combined with the daily removal of recyclable materials, will ensure the facility remains clean, orderly, and free of litter, odors, or visual clutter.

The proposed operation complies with the development and operational standards for small recycling facilities established in South Pasadena Municipal Code Section 36.350.160, including limitations on facility size, required setbacks from residential uses and the public right-of-way, allowable hours of operation, and maximum noise levels. Because the project is located within an existing commercial center, introduces no new building area or expansion of commercial activity, and incorporates operational characteristics designed to minimize impacts on surrounding properties, the proposed recycling kiosk will be compatible with the existing commercial character of the area and future land uses envisioned by the General Plan. Accordingly, the project will not adversely affect the aesthetics, character, scale, or function of the surrounding neighborhood.

#### **SECTION 4: RECORD OF PROCEEDING**

The documents and other materials that constitute the record of the proceedings upon which the Planning Commission's decision is based, which include, but are not limited to, the staff reports, as well as all materials that support the staff reports for the proposed project, and are located in the Community Development Department of the City of South Pasadena at 1414 Mission Street, South Pasadena, CA 91030. The custodian of these documents is the City Clerk of the City of South Pasadena.

#### **SECTION 5: DETERMINATION**

Based upon the findings outlined in Sections 2 and 3 above and provided during the public hearing, the Planning Commission of the City of South Pasadena hereby conditionally approves Project No. CUP26-0001 consisting of a Conditional Use Permit for an enclosed self-service recycling kiosk located at 1401 Huntington Drive (APN: 5319-009-037) subject to the Conditions of Approval attached hereto as Exhibit "A."

#### **SECTION 6: APPEALS**

Any interested person may appeal this decision or any portion of this decision to the City Council. Pursuant to the South Pasadena Municipal Code, any such appeal must be filed with the City, in writing, and with appropriate appeal fee, no later than (15) days, following the date of the Planning Commission's final action.

**SECTION 7: CERTIFICATION OF THE RESOLUTION**

The Secretary shall certify that the foregoing Resolution was adopted by the Planning Commission of the City of South Pasadena at a duly noticed regular meeting held on the 11<sup>th</sup> day of August 2026.

**PASSED, APPROVED, AND ADOPTED** this 11<sup>th</sup> day of August 2026 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Ambitah Barthakur, Planning Commission Chair

**ATTEST:**

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Planning Commission Secretary

## **EXHIBIT A**

### **Conditions of Approval**

EXHIBIT A  
RESOLUTION NO. 26-XX  
PLANNING CASE NO. CUP26-0001  
1401 Huntington Drive

| NO.            | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Agency                                                          | Compliance Verification |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------|
| <b>GENERAL</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                 |                         |
| 1.             | This approval and all rights hereunder shall terminate within twenty-four (24) months of the effective date of approval by the <b>Planning Commission</b> unless otherwise conditioned and/or unless a Building Permit is issued and substantial construction has begun, or the use is established, or action is taken.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Planning<br><b>Standard</b>                                     |                         |
| 2.             | <p>The use and development of the Property shall be in substantial conformance with the plans and materials submitted with the application for the Land Use Permit as reviewed by the <b>Planning Commission</b> (<i>at its meeting</i>) on <b>August 11, 2026</b> except as modified by these Conditions of Approval.</p> <p>All site improvements resulting from these entitlement and the applicant's business operations shall conform to all applicable standards and requirements, including sign and encroachment standards.</p>                                                                                                                                                                                                                                                                                                         | Planning<br><b>Standard</b>                                     |                         |
| 3.             | <p>Approval by the <b>Planning Commission</b> does not constitute a building permit. All other requirements of any law, ordinance, or regulation of the State of California, City of South Pasadena, and any other government entity shall be complied with.</p> <p>The use and development of the Property shall comply with these Conditions of Approval and all applicable local, special district or authority, county, state and federal statutes, codes, standards, regulations, guidelines and policies, including, but not limited to, Building Division, Fire Department, Planning Division and Public Works Department requirements, and shall comply with all applicable City Code requirements and all comments made during the City's building permit plan check review process (collectively, "Applicable Rules"). Failure to</p> | Planning,<br>Building, Public<br>Works, Fire<br><b>Standard</b> |                         |



EXHIBIT A  
RESOLUTION NO. 26-XX  
PLANNING CASE NO. CUP26-0001  
1401 Huntington Drive

| NO.            | CONDITIONS OF APPROVAL                                                                                                                                                                                                                             | Agency                              | Compliance Verification |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------|
| <b>GENERAL</b> |                                                                                                                                                                                                                                                    |                                     |                         |
|                | comply with Applicable Rules may result in reconstruction work, demolition, stop work orders, withholding of certificate of occupancy, revocation of land use permit approval and/or any other remedies available to the City in law or in equity. |                                     |                         |
| 4.             | Compliance with the City's Performance Standards of Section 36.300.110, which also include the Noise Standards (Chapter 19A), of the South Pasadena Municipal Code (SPMC) shall be adhered to at all times.                                        | Police<br><b>Standard</b>           |                         |
| 5.             | The recycling kiosk shall operate between the hours of 7:00 a.m. to 7:00 p.m. on weekdays and 9:00 a.m. to 7:00 p.m. on weekends.                                                                                                                  | Planning<br><b>Project Specific</b> |                         |
| 6.             | Scheduled pick up of recycling materials from the kiosk shall occur during the allowable hours of 7:00 a.m. to 7:00 p.m. on weekdays and 9:00 am to 7:00 p.m. on weekends as defined by SPMC Section 36.350.160 (B) (4) (e).                       | Planning<br><b>Project Specific</b> |                         |

| NO.                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                             | Agency                              | Compliance Verification |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------|
| <b>PRIOR TO BUILDING PERMIT APPLICATION</b> |                                                                                                                                                                                                                                                                                                                                    |                                     |                         |
| 7.                                          | See link below to Building Division construction related information and forms:<br><a href="https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Community-Development/Building-Division">https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Community-Development/Building-Division</a> | Building<br><b>Standard</b>         |                         |
| 8.                                          | Installation of a new electrical receptacle at the exterior of the existing building or alteration to an existing outlet to serve any equipment including but not limited to "Donation Cube" requires an electrical permit.                                                                                                        | Building<br><b>Project Specific</b> |                         |
| 9.                                          | The recycling kiosk shall be placed no closer than 10 feet to the adjacent property line or no closer than 20 feet to an adjacent structure.                                                                                                                                                                                       | Building<br><b>Project Specific</b> |                         |
| 10.                                         | The recycling kiosk designed for drop-off and                                                                                                                                                                                                                                                                                      | Building                            |                         |

EXHIBIT A  
RESOLUTION NO. 26-XX  
PLANNING CASE NO. CUP26-0001  
1401 Huntington Drive

| NO.                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                      | Agency                                | Compliance Verification |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------|
| <b>PRIOR TO BUILDING PERMIT APPLICATION</b> |                                                                                                                                                                                                                                                                                                                             |                                       |                         |
|                                             | collection purposes shall not be used as occupiable spaces for the public or employees. No utilities such as water, sewer, or electrical lines which require a permit from the Building Division shall be connected to the kiosk.                                                                                           | <b>Project Specific</b>               |                         |
| <b>11.</b>                                  | The second sheet of building plans shall list all conditions of approval and include a copy of the Planning Commission Decision letter. This information shall be incorporated into the construction plans prior upon the initial submittal to the Building Division for Plan Check review.                                 | <b>Building Standard</b>              |                         |
| <b>12.</b>                                  | All sheets shall be stamped and signed by the appropriate persons in responsible control of plans, specifications, and instruments of service per California Business and Professions Code (CBPC). All sheets must be signed and stamped by either a California Professional Engineer and/or California Licensed Architect. | <b>Building Public Works Standard</b> |                         |
| <b>13.</b>                                  | All construction plans shall comply with the codes in effect at the time of plan submittal to the Building Division.                                                                                                                                                                                                        | <b>Building Standard</b>              |                         |
| <b>14.</b>                                  | Separate application and plan review is required for Electrical, Mechanical, and Plumbing plans.                                                                                                                                                                                                                            | <b>Building Standard</b>              |                         |
| <b>15.</b>                                  | Project shall comply with the CalGreen mandatory requirements for Residential, Non-Residential, or Mixed Use developments.                                                                                                                                                                                                  | <b>Building Standard</b>              |                         |
| <b>16.</b>                                  | The project is subject to the following required Code References: Current South Pasadena Municipal Code (SPMC); 2025 California Fire Code (CFC); Current California Building Code and NFPA Applicable Standards.                                                                                                            | <b>Fire Standard</b>                  |                         |
| <b>17.</b>                                  | In accordance with Section 503.1.1 and Appendix D, Section D102.1 of the 2022 California Fire Code (CFC), approved fire apparatus access roads shall be provided for                                                                                                                                                        | <b>Fire Standard</b>                  |                         |

EXHIBIT A  
RESOLUTION NO. 26-XX  
PLANNING CASE NO. CUP26-0001  
1401 Huntington Drive

| NO.                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Agency                       | Compliance Verification |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------|
| <b>PRIOR TO BUILDING PERMIT APPLICATION</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |                         |
|                                             | <p>every facility, building, or portion of a building constructed or moved into or within the jurisdiction. Access roads shall be located such that the horizontal distance from the nearest edge of the fire apparatus access road to all portions of the exterior walls of the first story of the building does not exceed 150 feet, as measured by an approved hose pull route around the exterior of the building. Plans shall include the pull hose distance.</p> <p>The applicant shall provide a plan to maintain fire access to the parking lot during high volume situations where lines of vehicles or people may extend into the fire access area.</p> <p>The applicant shall provide a drawing for review and approval to the Fire Department prior to issuance for permits.</p> |                              |                         |
| <b>18.</b>                                  | The applicant shall obtain oversize/overload permits from the Public Works Department for any oversized equipment used during the stages of construction, including, but not limited to demolition; clearing and grubbing; grading; material disposal; drilling for piles and/or caissons; trenching for footings; excavation for retaining walls; core sampling of soils; etc.                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Public Works Standard</b> |                         |
| <b>19.</b>                                  | <p>The applicant shall comply with all requirements of the City of South Pasadena Low Impact Development Ordinance. The applicant shall include the necessary Best Management Practices (BMP) measures and a Standard Urban Storm Water Mitigation Plan (SUSMP) for construction and post-construction phases as part of the LID plan per SPMC Section 23.14. The applicant shall provide a copy of the approved plan from the Building &amp; Safety Department.</p> <p>The applicant shall submit a Stormwater Pollution Prevention Plan (SWPPP) and file</p>                                                                                                                                                                                                                               | <b>Public Works Standard</b> |                         |

EXHIBIT A  
RESOLUTION NO. 26-XX  
PLANNING CASE NO. CUP26-0001  
1401 Huntington Drive

| NO.                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Agency | Compliance Verification |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------|
| <b>PRIOR TO BUILDING PERMIT APPLICATION</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |                         |
|                                             | <p>a Notice of Intent with the State Water Quality Control Board. A Waste Discharge Identification Number (WDID#) must be obtained prior to any construction work onsite.</p> <p>The applicant shall provide a copy of the Notice of Intent (NOI), a Waste Discharge Identification Number (WDID), and a Storm Water Pollution Prevention Plan (SWPPP) developed by a certified Qualified SWPPP Developer (QSD) per SPMC Section 23.12(b). Provide a copy of the approved plan from the Building &amp; Safety Department.</p> |        |                         |

| NO.                                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Agency                                              | Compliance Verification |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------|
| <b>PRIOR TO DEMOLITION/GRADING/BUILDING PERMIT ISSUANCE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                     |                         |
| <b>20.</b>                                                  | <p>A Comprehensive Construction Management Plan (CMP) shall be submitted to Building Division as part of the Building Permit plan check approval process and shall be approved prior to issuance of the Demolition and / or Building Permit. The comprehensive CMP shall include all plans specified in the conditions of approval. In addition, the plan will identify the areas of construction staging, temporary power, portable toilet, and trash and material storage locations.</p> <p>The CMP shall show all areas of the public right-of-way which may be affected by the construction of the project. Unless otherwise approved by the Public Works Director, sidewalk access shall always be maintained along the project's frontage.</p> <p>In addition to the above, the CMP shall include the following components:</p> | Building, Public Works, Planning<br><b>Standard</b> |                         |

EXHIBIT A  
RESOLUTION NO. 26-XX  
PLANNING CASE NO. CUP26-0001  
1401 Huntington Drive

| NO.                                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Agency | Compliance Verification |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------|
| <b>PRIOR TO DEMOLITION/GRADING/BUILDING PERMIT ISSUANCE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |                         |
|                                                             | <p>a. <u>A Pedestrian Protection Plan</u> shall identify all areas of pedestrian protection and indicate the method of pedestrian protection or pedestrian diversion when required. When pedestrian diversion is required, the Pedestrian Protection Plan must also be approved by the City Engineer.</p> <p>b. <u>A Construction Traffic Management Plan</u><br/>The Construction Traffic Management Plan shall be reviewed and approved by the City Engineer and Planning Manager prior to the issuance of any Project demolition, grading, or excavation permit. The Construction Traffic Management Plan shall also be reviewed and approved by the City's Fire and Police Departments. The City Engineer and Planning Manager reserve the right to require that the Plan be prepared by an engineer. The Construction Traffic Management Plan shall contain, but not be limited to, the following:</p> <p>A. The name and telephone number of a contact person that can be reached 24 hours a day regarding construction traffic complaints or emergency situations.</p> <p>B. An up-to-date list of local police, fire, and emergency response organizations and procedures for the continuous coordination of construction activity, potential delays, and any alerts related to unanticipated road conditions or delays, with local police, fire, and emergency response agencies. Coordination shall include the assessment of any alternative access routes that might be required through the Property, and maps</p> |        |                         |

EXHIBIT A  
RESOLUTION NO. 26-XX  
PLANNING CASE NO. CUP26-0001  
1401 Huntington Drive

| NO.                                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Agency | Compliance Verification |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------|
| <b>PRIOR TO DEMOLITION/GRADING/BUILDING PERMIT ISSUANCE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |                         |
|                                                             | <p>showing access to and within the Property and to adjacent properties.</p> <p>C. The location, times, and estimated duration of any roadway closures, traffic detours, use of protective devices, warning signs, and staging or queuing areas.</p> <p>D. The location and travel routes of off-site staging and parking locations.</p> <p>E. Estimated number of trucks per hour for dirt hauling, concrete pouring, deliveries, etc.</p> <p>c. <u>Demolition Debris Recycling-</u> Reasonable efforts shall be used to reuse and recycle construction and demolition debris, to use environmentally friendly materials, and to provide energy efficient buildings, equipment and systems. All C &amp; D waste shall be taken by Athens or an approved facility. Contact Public Works to arrange for permitting and containers.</p> <p>d. <u>A vector/pest control abatement plan</u> prepared by a pest control specialist licensed or certified by the State of California shall outline all steps to be taken prior to the commencement of any demolition or construction activity in order to ensure that any and all pests (including, but not limited to, rodents, bees, ants and mosquitoes) that may populate the Property do not relocate to or impact adjoining properties.</p> <p>e. The CMP shall address implementation of the following measures if applicable, during construction:</p> <p>i Foundation Shoring Plan demonstrating use of noise dampening design methods.</p> |        |                         |

EXHIBIT A  
RESOLUTION NO. 26-XX  
PLANNING CASE NO. CUP26-0001  
1401 Huntington Drive

| NO.                                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Agency                           | Compliance Verification |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------|
| <b>PRIOR TO DEMOLITION/GRADING/BUILDING PERMIT ISSUANCE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                  |                         |
|                                                             | ii Construction Rules Sign that includes contact names and telephone numbers.<br>iii Daily maintenance of construction site.<br>iv Dust control by regular watering.<br>v Construction worker and contractor offsite parking.<br>vi Staging and storage of construction equipment on-site only.<br>vii Compliance with noise standards.                                                                                                                                                                            |                                  |                         |
| <b>21.</b>                                                  | The applicant shall pay all applicable City fees including Public Works Department plan review fee and permit fees per the current adopted Master Fee Schedule, which can be found on the City's website. This includes all costs incurred by the Public Works Department for the use of professional services or consultants in the review, investigation, and/or plan check of the public improvement plans. The applicant shall provide receipts of all applicable fees paid prior to Building Permit Issuance. | <b>Public Works Standard</b>     |                         |
| <b>22.</b>                                                  | The applicant shall be required to apply for a City Business License prior to the issuance of permits.                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Planning Project Specific</b> |                         |

| NO.                        | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                 | Agency                                                   | Compliance Verification |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------|
| <b>DURING CONSTRUCTION</b> |                                                                                                                                                                                                                                                        |                                                          |                         |
| <b>23.</b>                 | Construction activity within a residential zone or within 500 feet thereof shall only occur Monday through Friday between 8:00am to 7:00pm, Saturday between 9:00am and 7:00pm, and on Sunday and city recognized holidays between 10:00am and 6:00pm. | <b>Planning, Building, Public Works, Police Standard</b> |                         |



EXHIBIT A  
RESOLUTION NO. 26-XX  
PLANNING CASE NO. CUP26-0001  
1401 Huntington Drive

| NO.                        | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Agency                                                    | Compliance Verification |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------|
| <b>DURING CONSTRUCTION</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                           |                         |
| <b>24.</b>                 | <p>The applicant shall be responsible for posting a project sign at the entrance to the project site displaying the City's construction hours per SPMC Section 19A.13. The project sign shall be 24" x 36" and made of durable weather-resistant material. The applicant shall provide a 24-hour emergency contact number for the designated contact who will be responsible for maintaining the public right-of-way during the all stages of construction until the project is complete.</p> <p>During all phases of construction, a "Construction Rules Sign" that includes contact names and telephone numbers of the Developer, Property Owner, construction contractor(s), and the City, shall be posted on the Property in a location that is visible to the public. These names and telephone numbers shall also be made available to adjacent property owners and occupants to the satisfaction of the Planning Manager and Building Official.</p> | Public Works,<br>Building,<br>Planning<br><b>Standard</b> |                         |
| <b>25.</b>                 | All vehicles including workers' vehicles shall be parked on-site and not be parked near the construction site. The applicant shall provide a shuttle service if necessary for approved off-site construction related parking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Public Works<br><b>Standard</b>                           |                         |

| NO.             | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                | Agency                      | Compliance Verification |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------|
| <b>ON-GOING</b> |                                                                                                                                                                                                                                                                                                       |                             |                         |
| <b>26.</b>      | The use and development of the Property shall be in substantial conformance with the plans and materials submitted with the application for the Land Use Permit as reviewed by the Planning Commission at its meeting on <b>August 11, 2026</b> , except as modified by these Conditions of Approval. | Planning<br><b>Standard</b> |                         |
| <b>27.</b>      | The applicant shall maintain contact                                                                                                                                                                                                                                                                  | Planning                    |                         |



EXHIBIT A  
RESOLUTION NO. 26-XX  
PLANNING CASE NO. CUP26-0001  
1401 Huntington Drive

| NO.        | CONDITIONS OF APPROVAL                                                                                                  | Agency                       | Compliance Verification |
|------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------|
| ON-GOING   |                                                                                                                         |                              |                         |
|            | information for the operator on site at all times.                                                                      | <b>Project Specific</b>      |                         |
| <b>28.</b> | All graffiti shall be removed from the Property within 48 hours of its application.                                     | Planning <b>Standard</b>     |                         |
| <b>29.</b> | The Property Owner shall <b>maintain</b> all street trees along the property frontage at his/her sole cost and expense. | Public Works <b>Standard</b> |                         |

## **EXHIBIT A – PROJECT NARRATIVE**

Conditional Use Permit Application

**Small Collection Facility – Enclosed Recycling Kiosk / Bag Drop**

**1401 Huntington Drive, South Pasadena, CA 91030**

**Zoning: CG – Commercial General**

The proposed project consists of a Small Collection Facility in the form of a fully enclosed recycling kiosk located at 1401 Huntington Drive within an existing commercial property in the CG (Commercial General) zoning district. The purpose of the kiosk is to provide a convenient, clean, and secure method for the collection of California Redemption Value (CRV) beverage containers while maintaining compatibility with surrounding commercial uses and nearby residential neighborhoods.

The facility is intentionally designed to operate at a limited scale and without on-site processing. Its design and operational characteristics minimize visual, noise, and nuisance impacts and are consistent with the intent of the South Pasadena Municipal Code.

The proposed use qualifies as a Small Collection Facility pursuant to SPMC Section 36.350.160. The facility will occupy less than 500 square feet, will utilize three existing parking spaces, and will not utilize any power-driven processing equipment. Materials accepted at the kiosk will be limited exclusively to CRV beverage containers.

The kiosk operates as an unattended, automated self-service facility. Only glass, plastic, and metal CRV beverage containers will be accepted. There will be no cash redemption or payout of any kind, and no sorting, crushing, baling, or other mechanical processing will occur on site. The kiosk will be available for public use Monday, Tuesday, Thursday, and Friday from 8:30am to 6:30pm, Saturday and Sunday from 10:00am to 4:00pm. The facility is closed on Wednesdays for scheduled maintenance and deep cleaning.

From time to time, RMS Sustainability staff may conduct brief on-site educational outreach to assist customers with proper use of the kiosk. These activities consist of a staff member stationed near the kiosk entrance during operating hours to answer customer questions and demonstrate the deposit process. Outreach visits are expected to occur no more than two to four times per month, are limited to two hours per visit, and do not involve the acceptance of materials outside the kiosk or any

change to the operational characteristics of the facility. No tables, tents, signage, or temporary structures will be used during outreach visits.

Public access to the kiosk is controlled through a secure access system. Each deposit opening is designed as a one-way entry point for material deposit only and remains locked at all times except when temporarily unlocked for deposit. Access doors automatically re-lock after each use and no materials are accessible from the exterior of the kiosk.

The kiosk is designed as a fully enclosed, architecturally integrated structure. At no time will CRV materials be visible from the exterior, and no exterior bins, cages, or exposed containers will be present. The design avoids the appearance of a traditional recycling facility, and materials and finishes are selected to be compatible with the Huntington Drive commercial corridor.

The kiosk is anticipated to generate noise levels of approximately 35 to 40 dBA at the property line, which is below the 50 dBA threshold required by SPMC Section 36.350.160(4)(d) for facilities adjacent to residentially zoned or occupied properties.

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## **EXHIBIT B – OPERATIONS AND MAINTENANCE SUMMARY**

The recycling kiosk will operate only during hours permitted under SPMC Section 36.350.160 and consistent with the operating hours of the primary on-site commercial use.

The facility operates as an unattended, automated self-service station. All materials are deposited directly into the enclosed kiosk through secured deposit openings. No exterior handling, sorting, or staging of materials occurs on site.

### **Material Collection and Pickup**

Collected CRV materials are removed from the kiosk by RMS Sustainability staff using a standard cargo van. The van enters the site via the existing driveway access on Huntington Drive, parks in an available standard parking space adjacent to the kiosk, and staff transfer the collected materials from the kiosk interior directly into the van. No specialized loading equipment, pallet jacks, or large vehicles are required. The entire pickup process is brief, typically completed within 15 to 30 minutes, and occurs during permitted operating hours only. Pickup frequency will be adjusted based on volume to ensure the kiosk does not reach capacity between service visits. All collected materials are transported to a CalRecycle-certified processing facility following each pickup.

### **Maintenance Schedule**

On each scheduled operating day, staff conduct a site inspection and surface maintenance of the kiosk and the immediately surrounding area at the close of operations. Every Wednesday, the designated non-operating day, a thorough cleaning of the kiosk and surrounding pavement is performed, including pressure washing using an EPA certified water reclamation system that captures, filters, and recycles all wash water on-site with zero stormwater discharge.

### **Security and Access**

Security is provided through controlled, locked deposit access that prevents unauthorized access to stored materials. No cash is stored or exchanged on site. The enclosed design and secure access system together reduce the potential for unauthorized activity at the facility.

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## **EXHIBIT C – DESIGN AND SCREENING DESCRIPTION**

The recycling kiosk is designed as a self-contained, fully enclosed structure that eliminates the need for traditional open recycling containers or external screening. All materials are fully contained within the structure and no materials are visible from the exterior at any time. No exterior bins or cages are proposed.

### **Materials and Weatherproofing**

The kiosk structure is constructed to meet the waterproof and rustproof requirements applicable to small collection facilities. Specific materials include:

- Primary structural frame: welded aluminum base and tube frame, which is inherently corrosion-resistant and rustproof under all weather conditions
- Wall, roof, and floor panels: 1.5-inch thick Edura 407 insulated composite panels, a closed-cell foam core panel system designed for exterior commercial applications that is fully waterproof, dimensionally stable, and resistant to moisture infiltration
- Roof sealing: continuous TPO (thermoplastic polyolefin) roofing tape applied at all panel seams, providing a watertight seal across the entire roof surface
- Exterior trim: AZEK cellular PVC trim board at all roof edges and door openings, a material that is 100 percent waterproof, rotproof, and impervious to moisture
- Exterior corners: aluminum angle extrusions with paintable sealant at all vertical joints, eliminating any gap where water could infiltrate

- Floor finish: non-skid commercial floor sealer applied to the floor panel and 4 inches up all wall bases, providing a continuous waterproof surface at the floor level

The combination of aluminum framing, composite panel construction, TPO roof sealing, and PVC trim results in a structure that is fully waterproof and rustproof in compliance with applicable requirements. All materials are selected to withstand exterior Southern California conditions for the duration of the permit without degradation.

### **Lighting**

Exterior lighting consists of dark sky compliant LED wall sconces rated for wet locations, shielded and directed downward to ensure safe operation while avoiding light spillover onto adjacent properties. Lighting levels are limited to the minimum necessary for safe customer use during operating hours.

### **Compatibility and Aesthetics**

Materials, colors, and finishes are selected to be compatible with the existing commercial development at 1401 Huntington Drive and appropriate for the Huntington Drive commercial corridor. The scale and placement of the kiosk are consistent with surrounding development patterns and integrate with existing site circulation and pedestrian access. The enclosed design eliminates visual impacts commonly associated with recycling facilities and maintains a clean, visually appealing presence consistent with South Pasadena commercial design expectations.

---

## **EXHIBIT D – CUP FINDING 1**

### **Finding:**

The proposed Small Collection Facility, consisting of a fully enclosed recycling kiosk for the collection of California Redemption Value (CRV) beverage containers, is a use that may be permitted within the CG (Commercial General) zoning district with approval of a Conditional Use Permit pursuant to the South Pasadena Municipal Code, including Section 36.350.160.

The project complies with applicable development and operational standards for a Small Collection Facility. The kiosk occupies less than 500 square feet, utilizes three existing parking spaces, and does not include power-driven processing equipment. Materials accepted are limited to CRV beverage containers and are fully enclosed

within the kiosk.

Accordingly, the proposed use is permitted with approval of a Conditional Use Permit and complies with the applicable provisions of the Zoning Code.

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## **EXHIBIT E – CUP FINDING 2**

### **Finding:**

The proposed project is consistent with the goals and policies of the South Pasadena General Plan. The kiosk is located within an existing commercial site and functions as a low-intensity, ancillary use that complements surrounding commercial development.

The enclosed design, absence of exterior storage, and limited operational characteristics ensure the project maintains the visual quality and functionality of the Huntington Drive commercial corridor. The project also supports General Plan objectives related to sustainability and resource conservation without creating land use conflicts.

Therefore, the proposed use is consistent with the South Pasadena General Plan.

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## **EXHIBIT F – CUP FINDING 3**

### **Finding:**

The proposed Small Collection Facility will not be detrimental to the public health, safety, or welfare. The kiosk is fully enclosed, operates without cash redemption, and does not include on-site processing or mechanical equipment.

Material deposit occurs through three small, secure deposit openings that do not function as pedestrian entrances. All materials are contained within the kiosk and are inaccessible from the exterior. Material pickup is performed by a cargo van during operating hours, a process that is brief, contained, and compatible with normal parking lot activity.

Regular servicing and maintenance will prevent overflow and maintain site cleanliness. Due to its limited scale and controlled operation, the project will not create adverse conditions affecting public health, safety, or welfare.

---

## **EXHIBIT G – CUP FINDING 4**

### **Finding:**

The proposed project will not be injurious to property or improvements in the vicinity. The kiosk is visually subordinate to existing development and does not introduce exterior storage, noise, or operational impacts that would affect nearby properties.

The use of three existing parking spaces does not disrupt site circulation or reduce parking availability below acceptable levels. The enclosed design eliminates visual impacts and prevents material exposure. The waterproof and rustproof construction materials ensure the structure maintains its appearance and integrity over time without adverse effect on the surrounding commercial environment.

Accordingly, the project will not adversely affect surrounding properties or improvements.

---

## **EXHIBIT H – CUP FINDING 5**

### **Finding:**

The site is adequate in size, shape, access, and circulation to accommodate the proposed Small Collection Facility. The kiosk is located within an existing commercial parking lot with established vehicular and pedestrian access.

The kiosk utilizes three existing parking spaces and does not interfere with drive aisles, pedestrian paths, or site circulation. Material pickup is performed by a standard cargo van that parks in an available adjacent space during the brief service visit, requiring no modification to site access or parking layout.

Therefore, the site is adequate to support the proposed use.

---

## **EXHIBIT I – CUP FINDING 6**

### **Finding:**

The design, location, size, and operating characteristics of the proposed Small Collection Facility are compatible with surrounding commercial uses. The kiosk is limited in scale, fully enclosed, and designed to integrate with existing development

along Huntington Drive.

Operational characteristics are intentionally limited, including unattended automated operation, CRV-only materials, no cash redemption, and no on-site processing. The waterproof and rustproof material construction ensures long-term compatibility with the surrounding commercial environment without maintenance-related impacts on neighboring properties.

The project maintains site character, minimizes visual impacts, and supports an orderly streetscape consistent with the surrounding commercial environment.

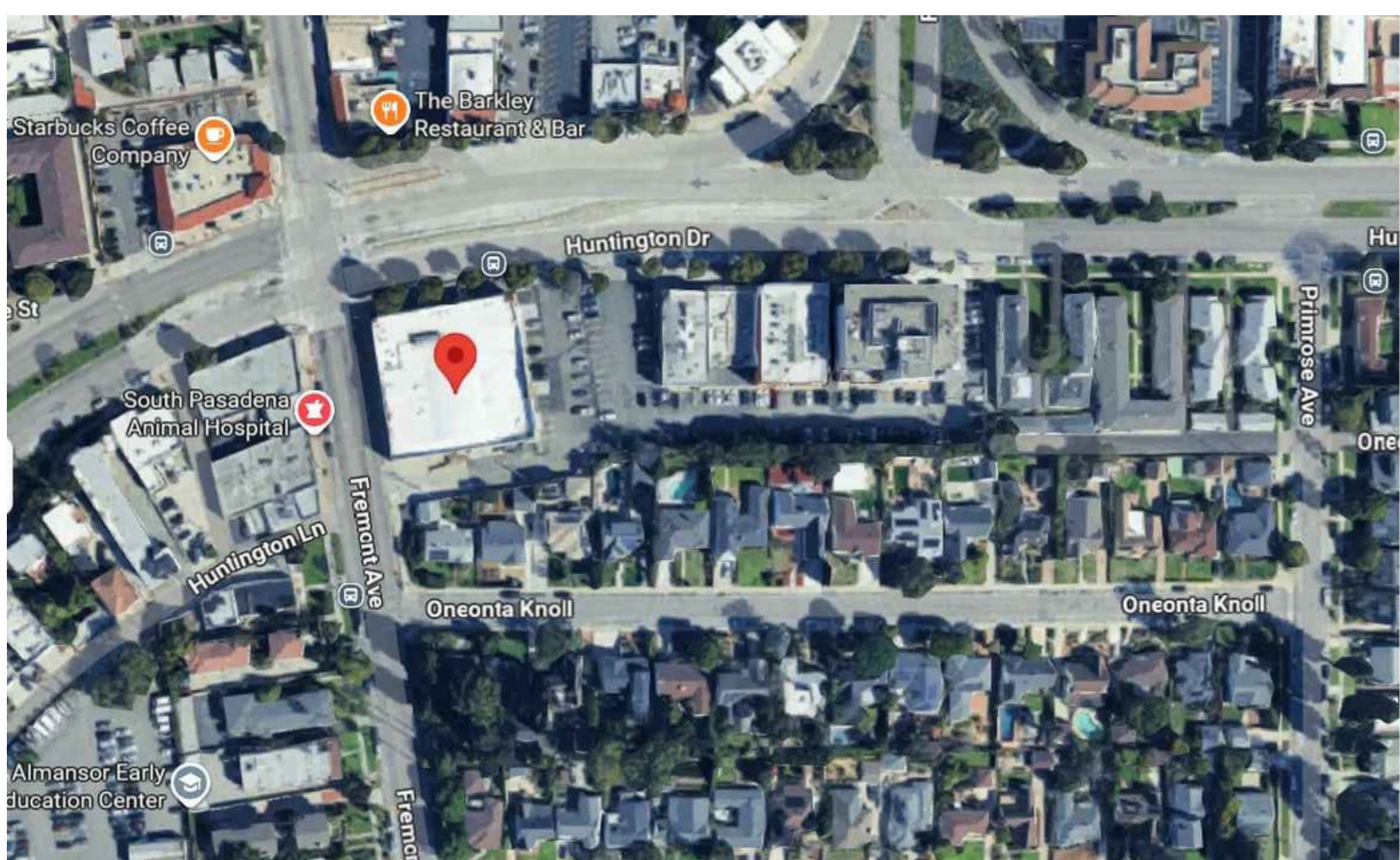


# PROPOSED KIOSK DRAWINGS

## 1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030, USA

| SHEET INDEX |                                           |
|-------------|-------------------------------------------|
| A.0.0       | Project Information and 3d View           |
| A0.1        | Title Survey                              |
| A0.2        | Proposed Site Plan                        |
| A0.3        | Fabrication Detail                        |
| A0.4        | Panel Cut Sheet                           |
| A0.5        | Panel and Detail                          |
| A0.6        | Exterior Elevations                       |
| A0.7        | Exterior Elevations                       |
| A0.8        | Section and Detilas                       |
| A0.9        | Cross Section and Details                 |
| A0.10       | Interior Elevations                       |
| A0.12       | Misc. Aluminum and Tech. Cab. Fabrication |
| A0.12       | Solar Panel Dimensions                    |
| A0.13       | Lighting Spec Sheet                       |
| A0.14       | Render                                    |
| A0.15-A0.21 | Photos                                    |

### VICINITY MAP



PROJECT ADD:  
1401HUNTINGTONDRIVE, SOUTH PASADENA, CA 91030, USA NOT TO SCALE

### SCOPE OF WORK

- Proposed Floor Plan of Kiosk

### APPLICABLECODES

- California BuildingConstruction Code2025 Based on the2024International Building Codes (IBC) with California amendments (Title 24, Part 2)
- California Residential Code 2025 Based on the 2024 International Residential Codes (IRC) with California amendments (Title 24, Part 2.5)
- California Existing Building Code 2025 Based on the 2024 International Existing Building Codes (IEBC) with California amendments (Title 24, Part 10)



1 3D VIEW

CLIENT:

(KIOSK)

PROJECTS:

RECYCLING STATION

1401HUNTINGTONDRIVE,SOUTHPASADENA, CA 91030

Revisions:  
NO. DATE

DESCRIPTION

Professional Seal:

Project No:

Designer:

Drawn:

Checked:

Date: 04/01/26

Scale: N.T.S

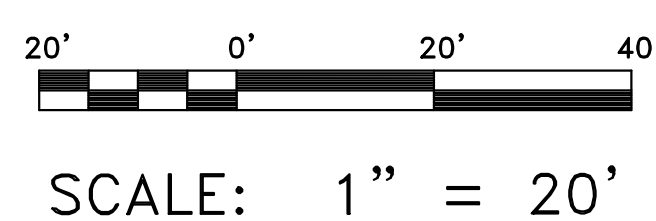
Drawing Title:

COVER PAGE

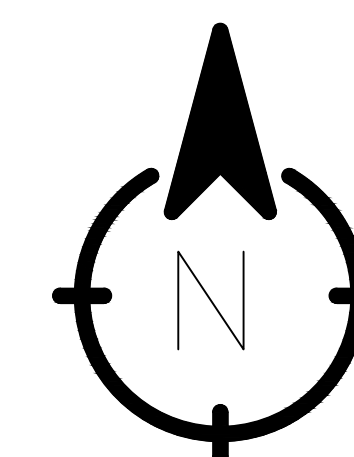
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1401 HUNTINGTON DRIVE,  
SOUTH PASADENA, CALIFORNIA



CLIENT:

(KIOSK)

PROJECTS:

## RECYCLING STATION

1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030

Revisions:

[illegible]

Professional Seal:

Project No:

Designer:

Drawn: \_\_\_\_\_

Checked: \_\_\_\_\_

Date: \_\_\_\_\_

Scale: 04/01/26

Drawing Title:

# TITLE SURVEY

Sheet No:

# A0.1

| TYPE OF SPACE | TOTAL EXISTING |
|---------------|----------------|
| STANDARD      | 63             |
| HANDICAP      | 3              |
| TOTAL         | 66             |

| CURVE | ARC LENGTH | RADIUS   | DELTA ANGL |
|-------|------------|----------|------------|
| C1    | 203.08'    | 1076.01' | 10°48'45"  |
| C2    | 28.54'     | 1362.47' | 1°12'00"   |
| C3    | 28.90'     | 1839.91' | 0°54'00"   |
| C4    | 9.99'      | 2794.84' | 0°12'17"   |
| C5    | 250.16'    | 1146.01' | 12°30'24"  |
| C6    | 30.00'     | 1432.47' | 1°12'00"   |
| C7    | 30.00'     | 1909.91' | 0°54'00"   |
| C8    | 30.00'     | 2864.84' | 0°36'00"   |
| C9    | 30.00'     | 5729.61' | 0°18'00"   |

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | N 08°40'49" W | 15.80'   |
| L2   | N 81°19'11" E | 39.00'   |
| L3   | S 00°02'46" E | 96.71'   |
| L4   | S 00°06'12" E | 105.81'  |

|          |                  |                             |                                                      |                                                                                                                  |                               |
|----------|------------------|-----------------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------|
| SHEET 2  | SCALE: 1" = 20'  | ALTA/NSPS LAND TITLE SURVEY | JRN CIVIL ENGINEERS                                  | PHONE (949) 248-4685<br>232 AVENIDA FABRICANTE, STE. 107<br>SAN CLEMENTE, CALIFORNIA 92672<br>FAX (949) 248-4687 | REVISIONS                     |
| OF 2     | DATE: 11/11/2019 |                             |                                                      |                                                                                                                  |                               |
|          |                  |                             |                                                      |                                                                                                                  |                               |
| FILE NO. |                  | ADDRESS:                    | 1401 HUNTINGTON DRIVE,<br>SOUTH PASADENA, CALIFORNIA |                                                                                                                  |                               |
| 18739    |                  | CLIENT:                     | M.D. PROPERTIES, BUENA PARK                          | SUBJECT: COORDINATES                                                                                             | ISSUED: 11/11/2019 CIVIL CONA |

4-35









(KIOSK)

# RECYCLING STATION

1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030

PROJECTS:

Revisions:

Professional Seal:

Project No:

Designer:

Drawn: \_\_\_\_\_

Checked:

Date: \_\_\_\_\_

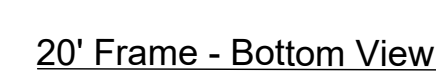
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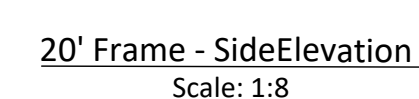
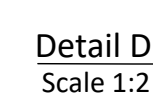
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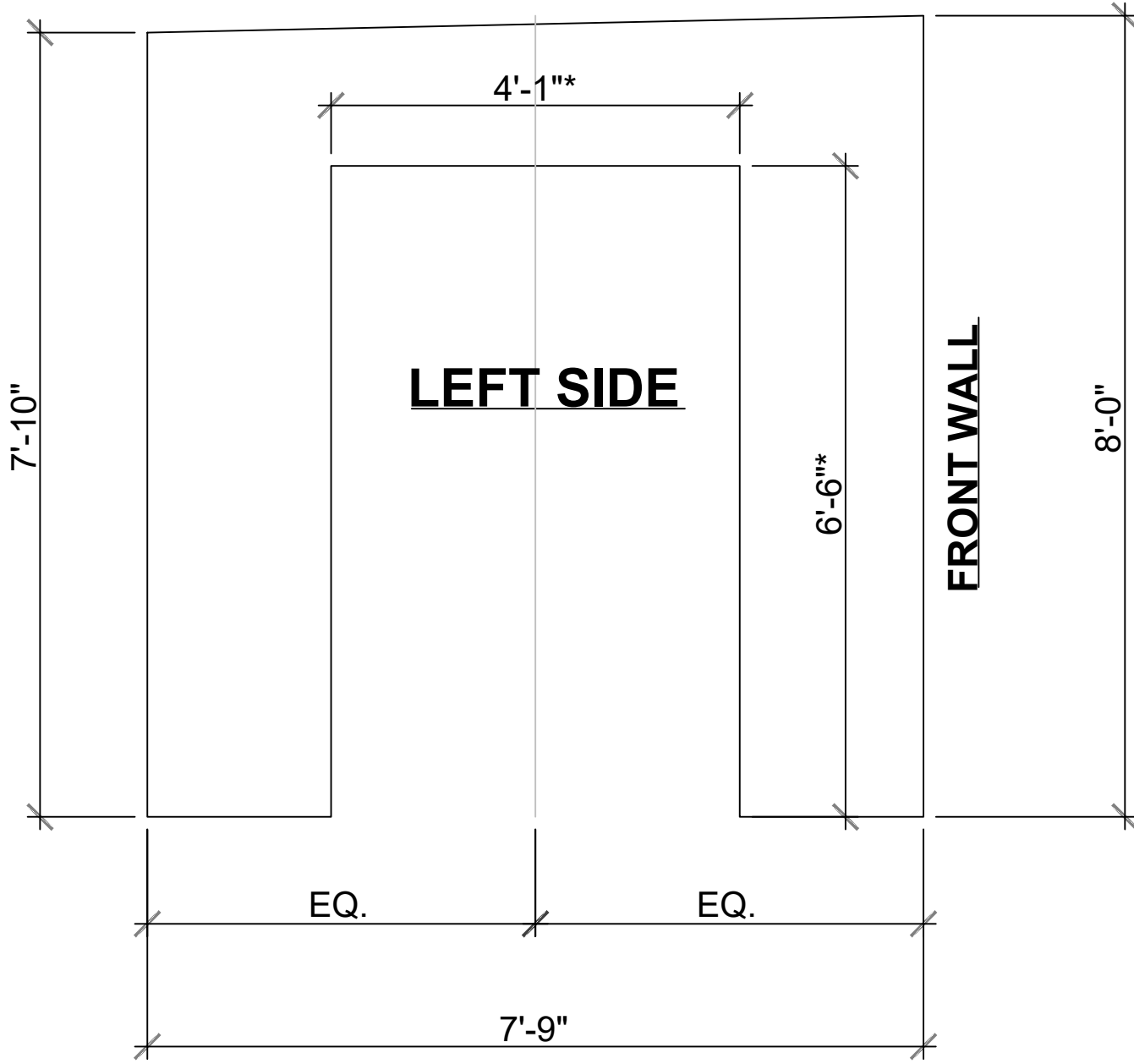


Scale: 3/4" = 1'-0"

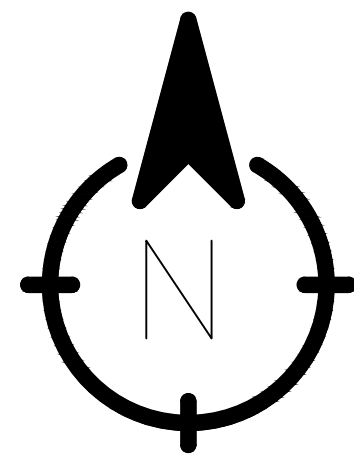
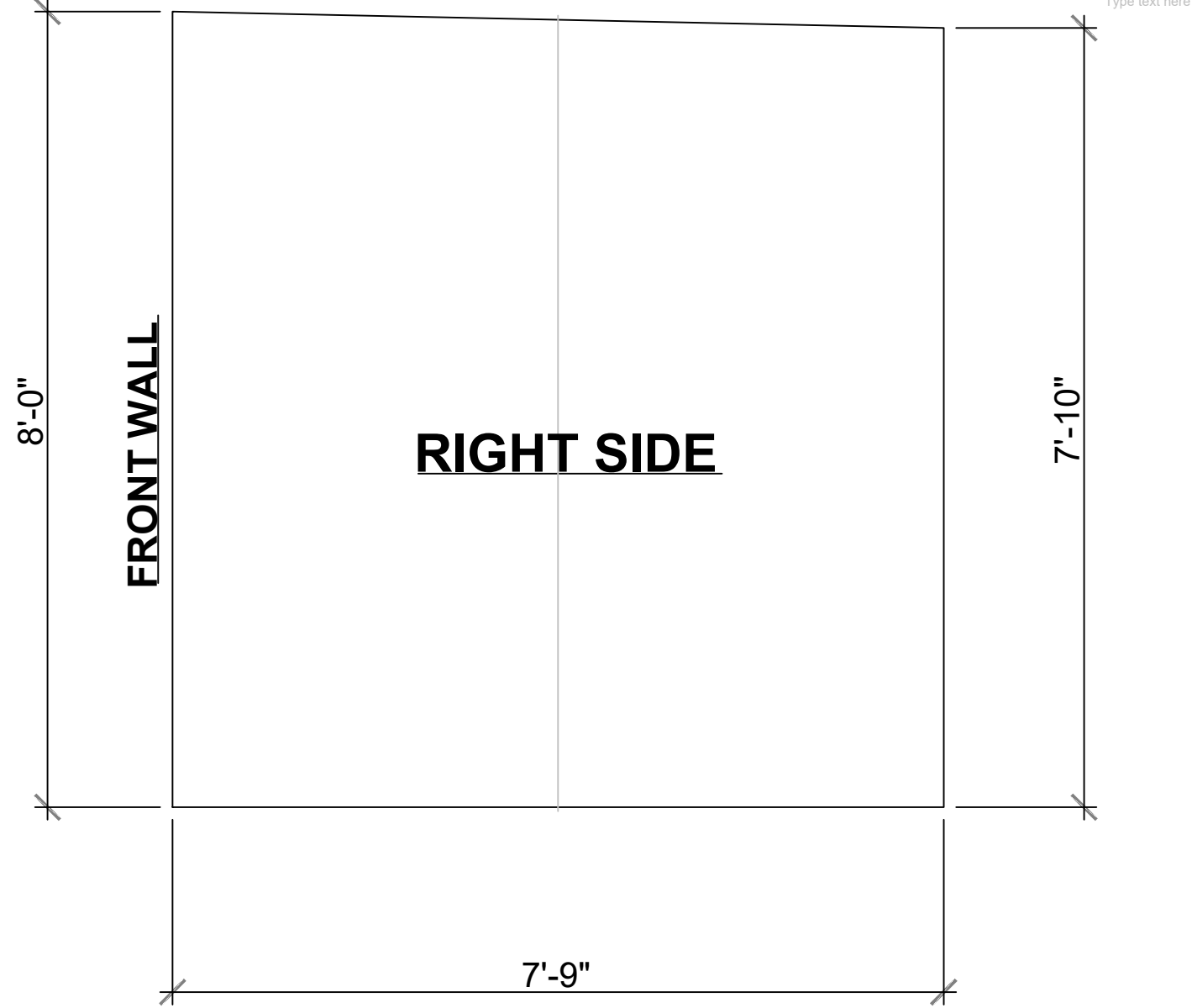
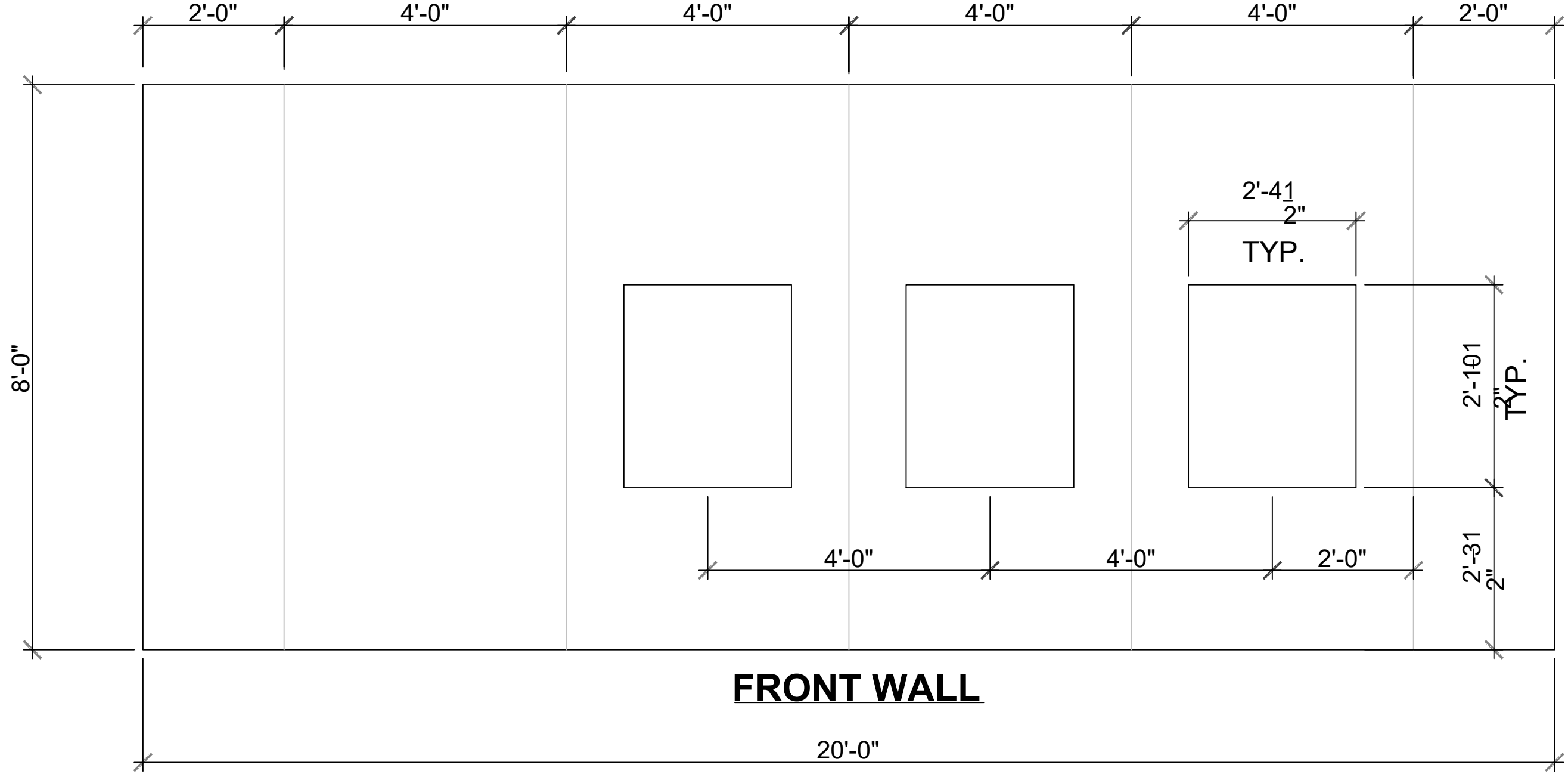
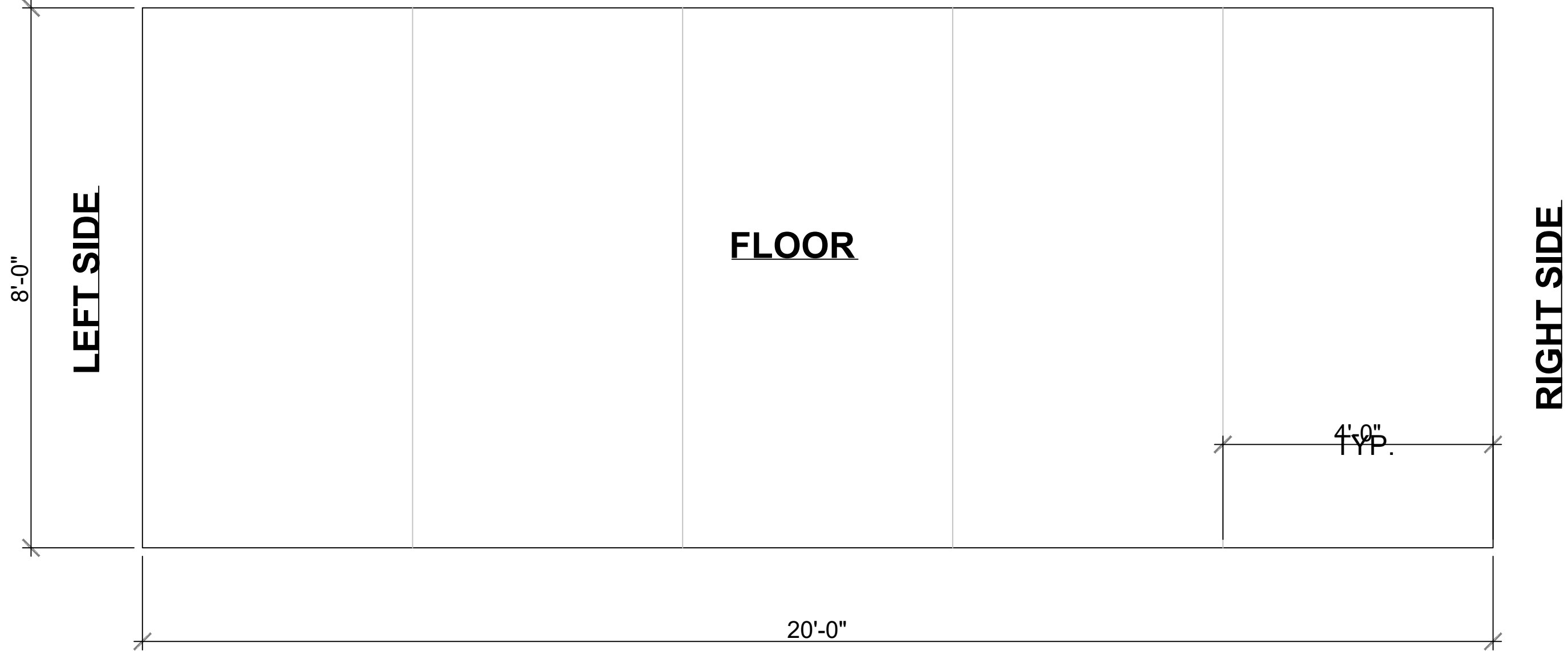
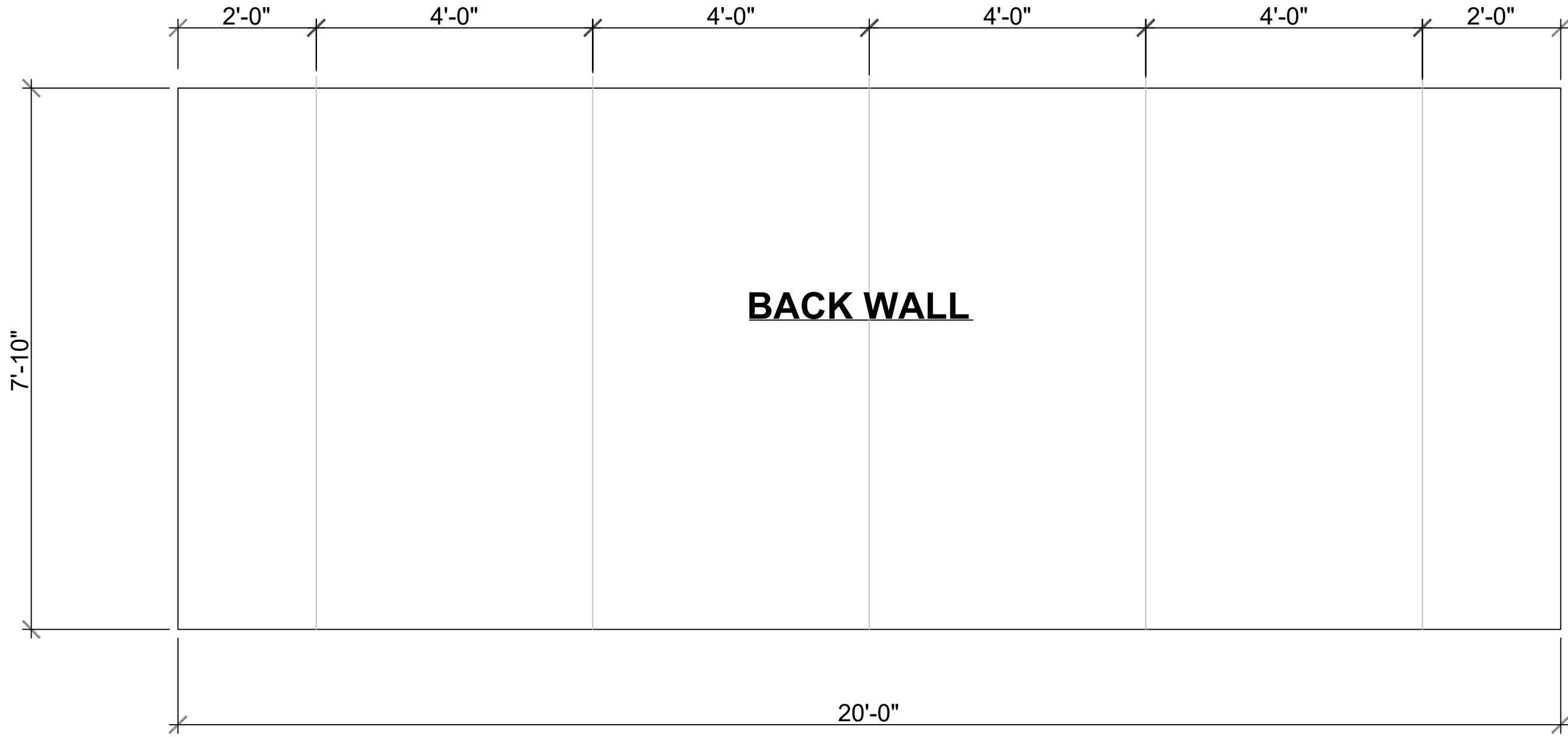
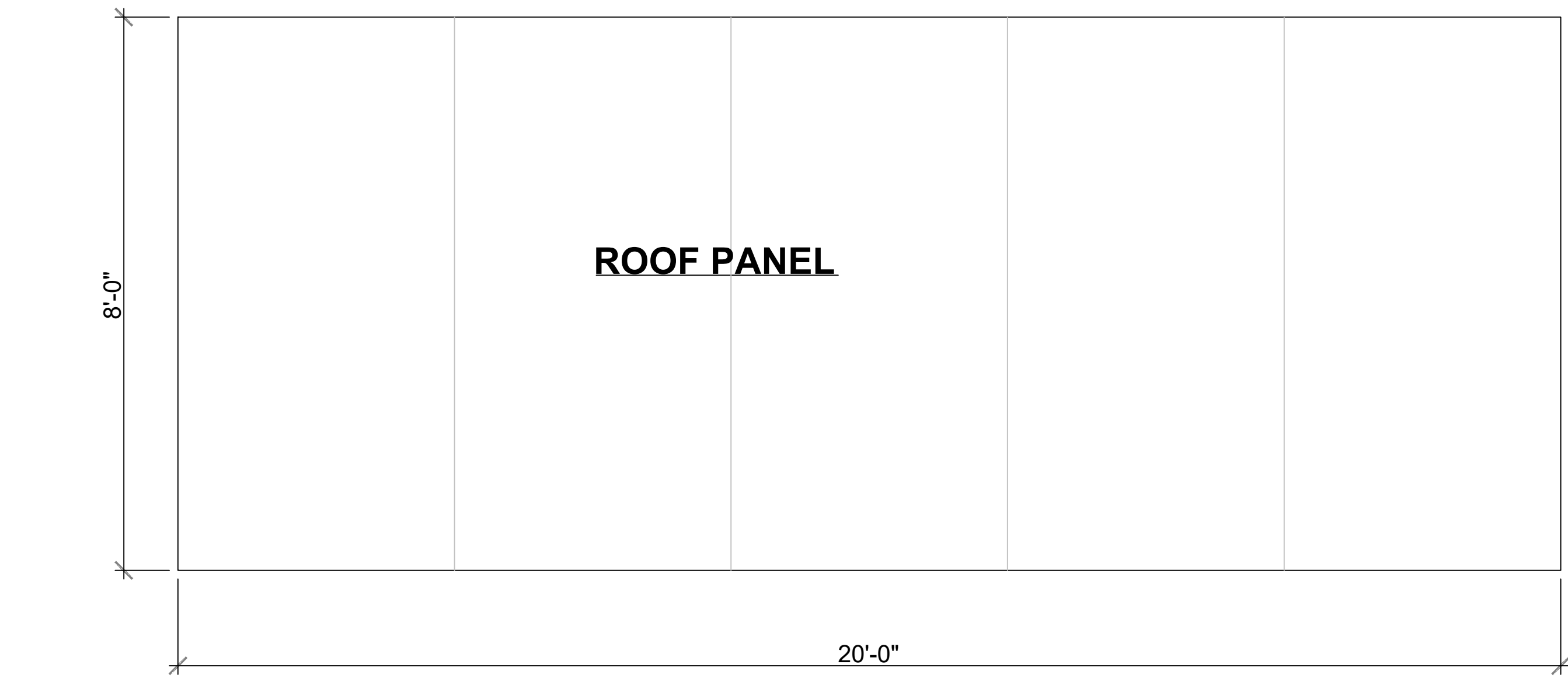
Note: Top angle frame not shown for clarity

4-37





\* VERIFY DIMENSIONS WITH  
DOOR MANUF. INSTALLATION  
GUIDE PRIOR TO CUTTING



CLIENT:

(KIOSK)  
PROJECTS:  
**RECYCLING STATION**  
1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030

Revisions:

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Checked:  
Date:  
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3/4"=1'-0"

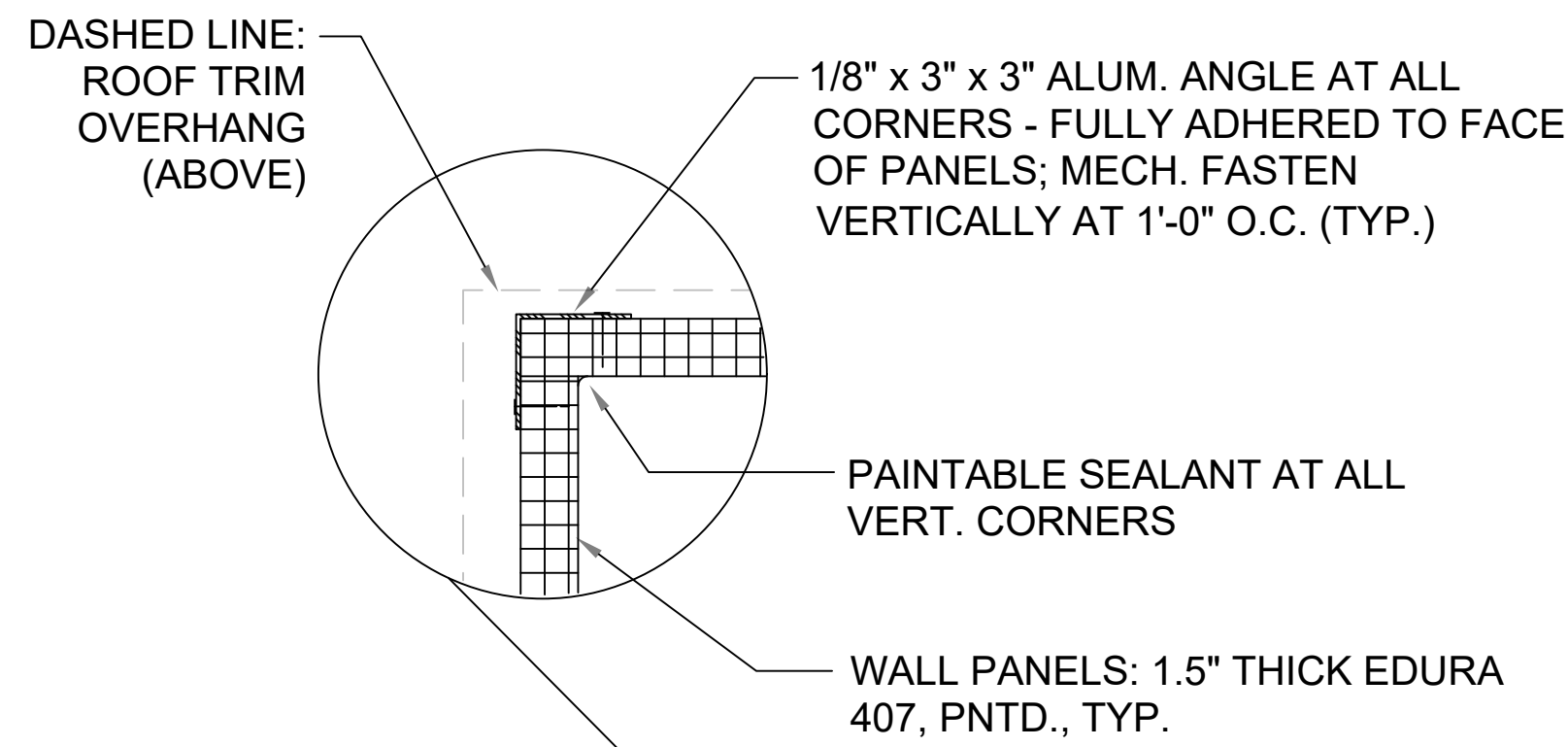
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PANEL CUT SHEET

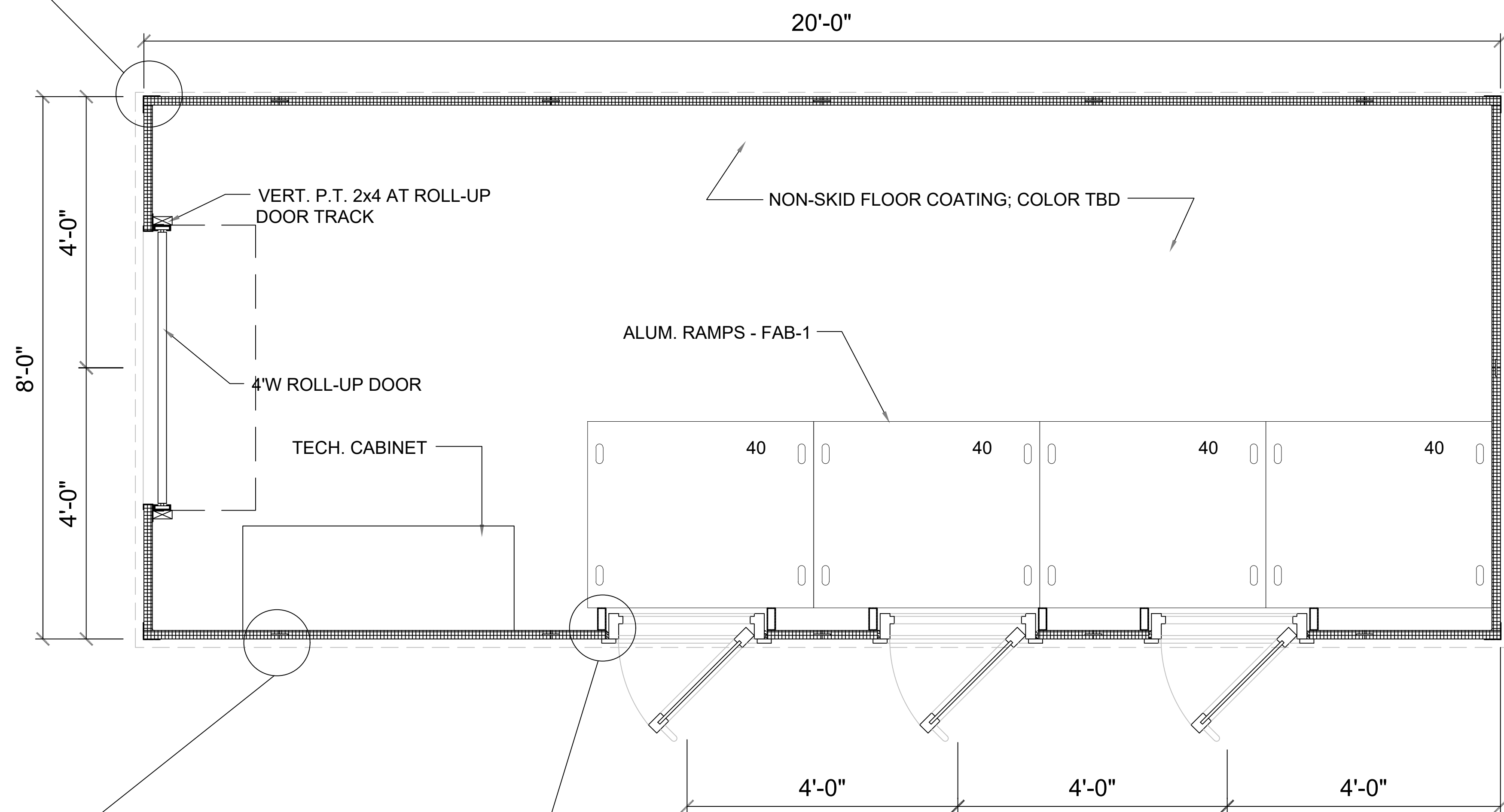
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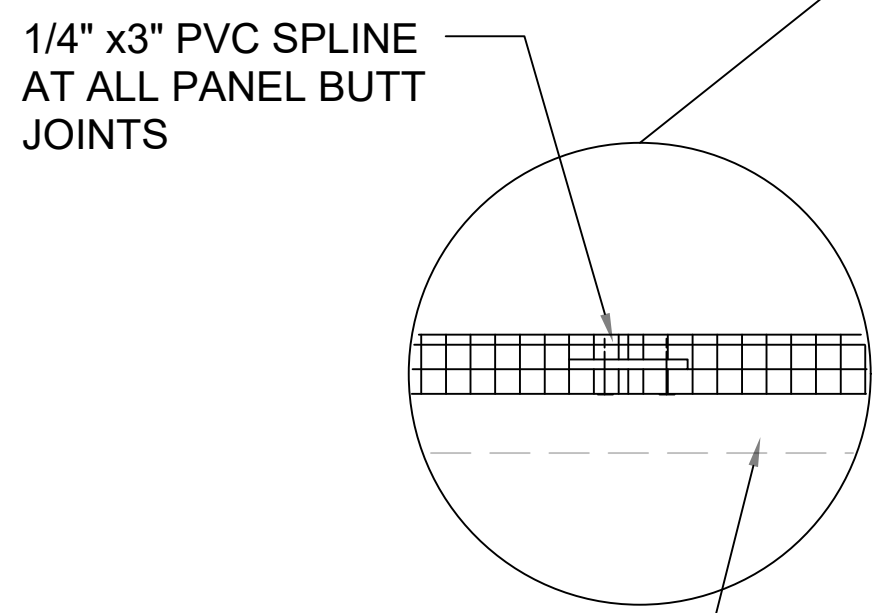




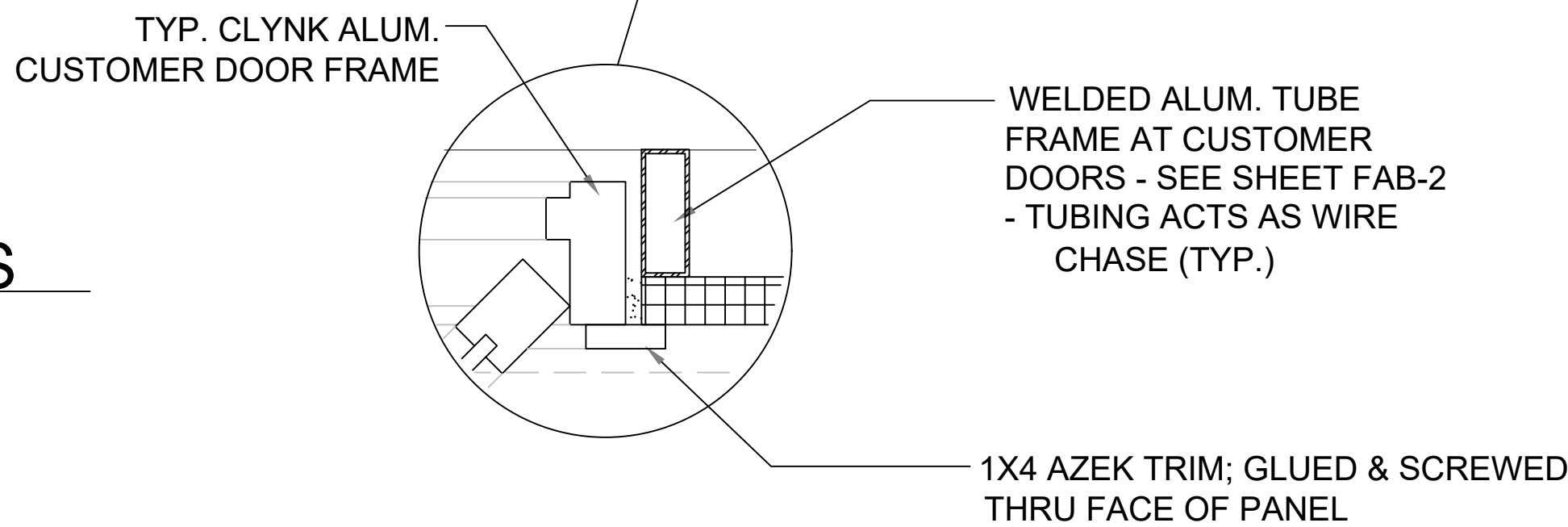
2 PLAN DETAIL: TYPICAL CORNER CONSTRUCTION



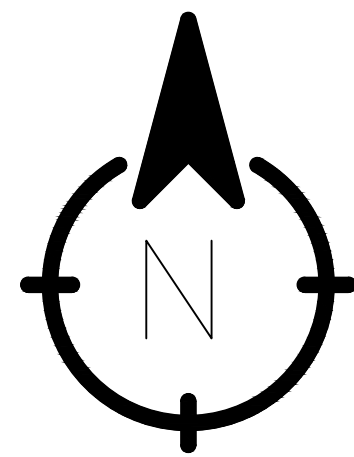
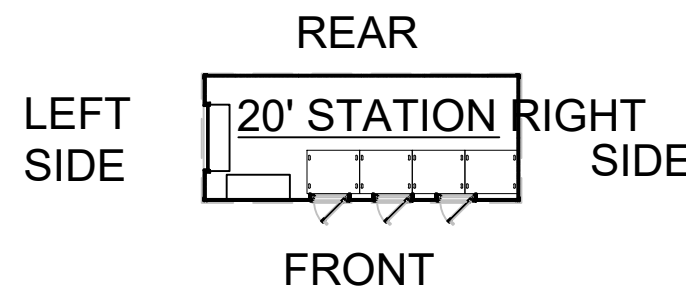
1 FLOOR PLAN  
SCALE: 1" = 1'-0"



3 PLAN DETAIL: PANEL JOINTS  
SCALE: 1-1/2" = 1'-0"



4 PLAN DETAIL: WINDOW FRAME & TRIM  
SCALE: 1-1/2" = 1'-0"



CLIENT:

PROJECTS:  
**RECYCLING STATION**  
1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030

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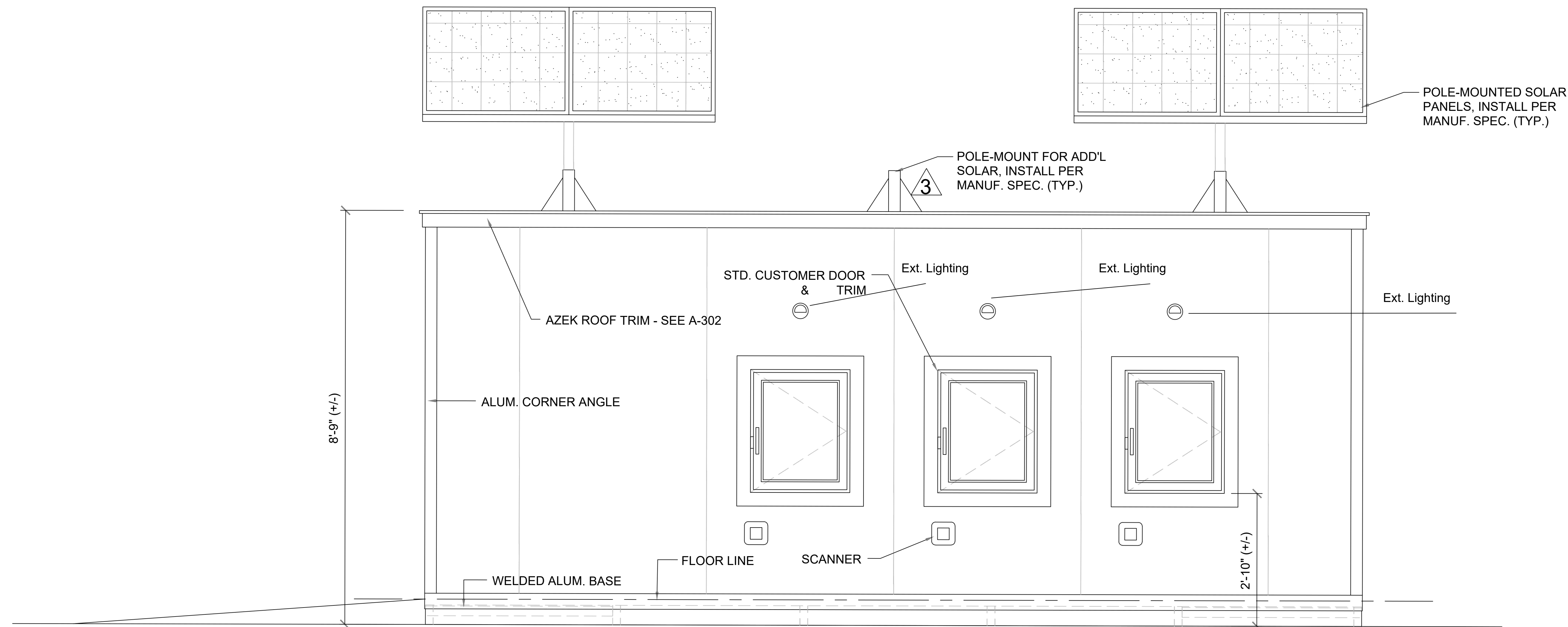
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**PLAN & DETAILS**

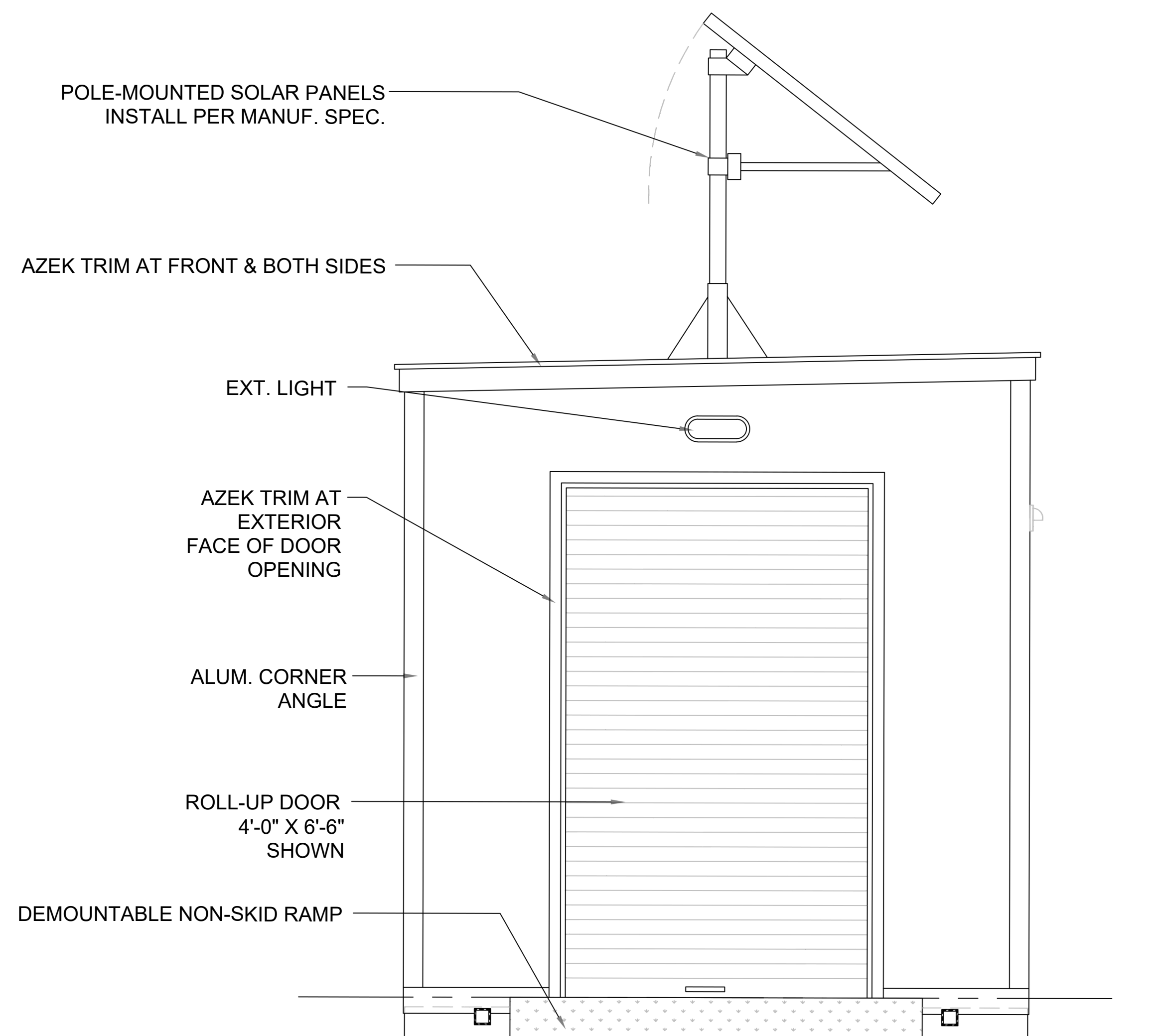
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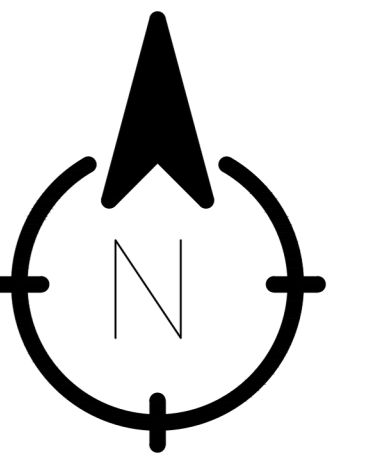
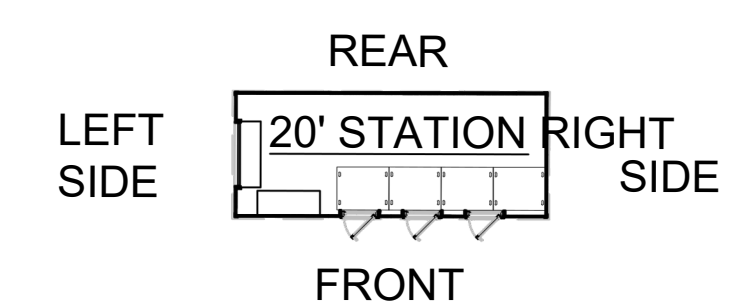




1 EXTERIOR ELEVATION AT FRONT (CUSTOMER SERVICE SIDE)



2 EXTERIOR ELEVATION AT SERVICE SIDE  
SCALE: 1" = 1'-0"



CLIENT:

PROJECTS:

Revisions:

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Date:

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1"=1'-0"

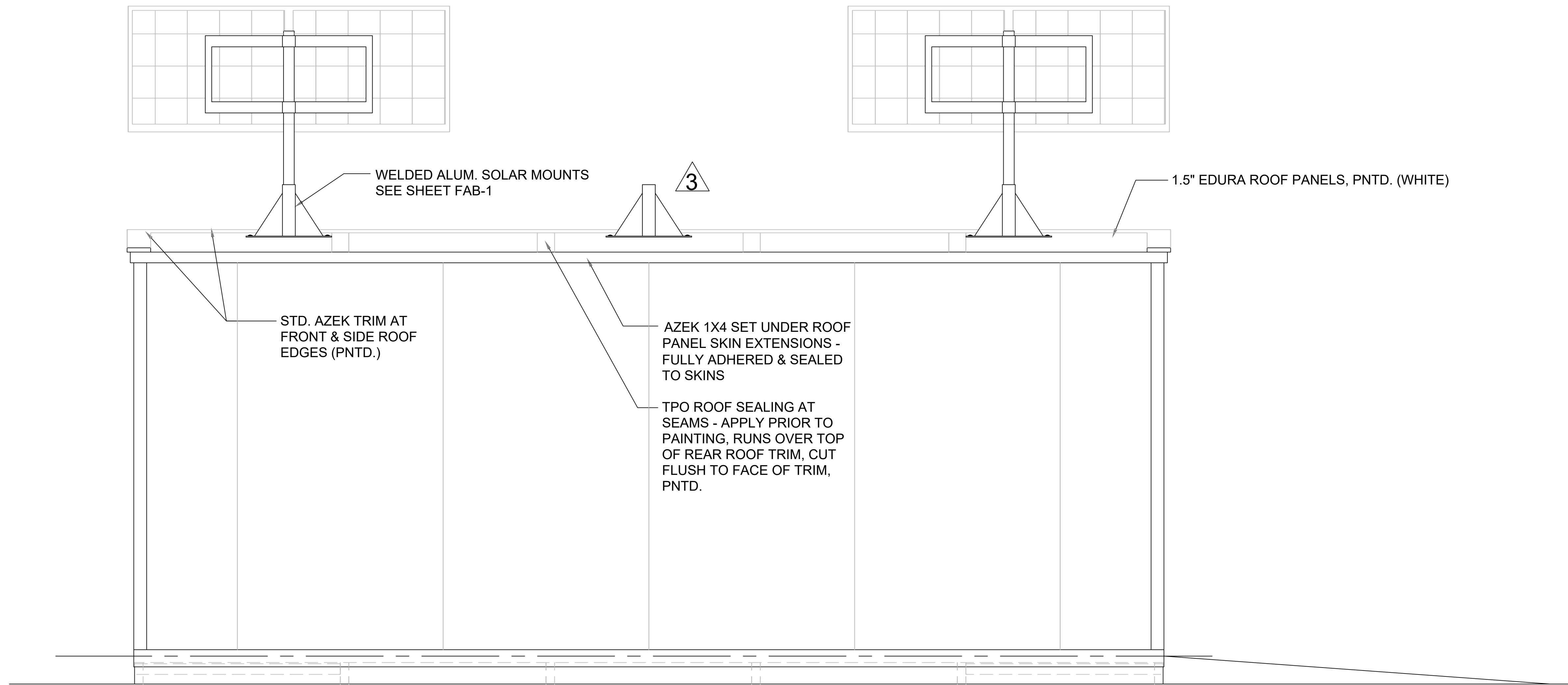
Drawing Title:

EXTERIOR  
ELEVATIONS

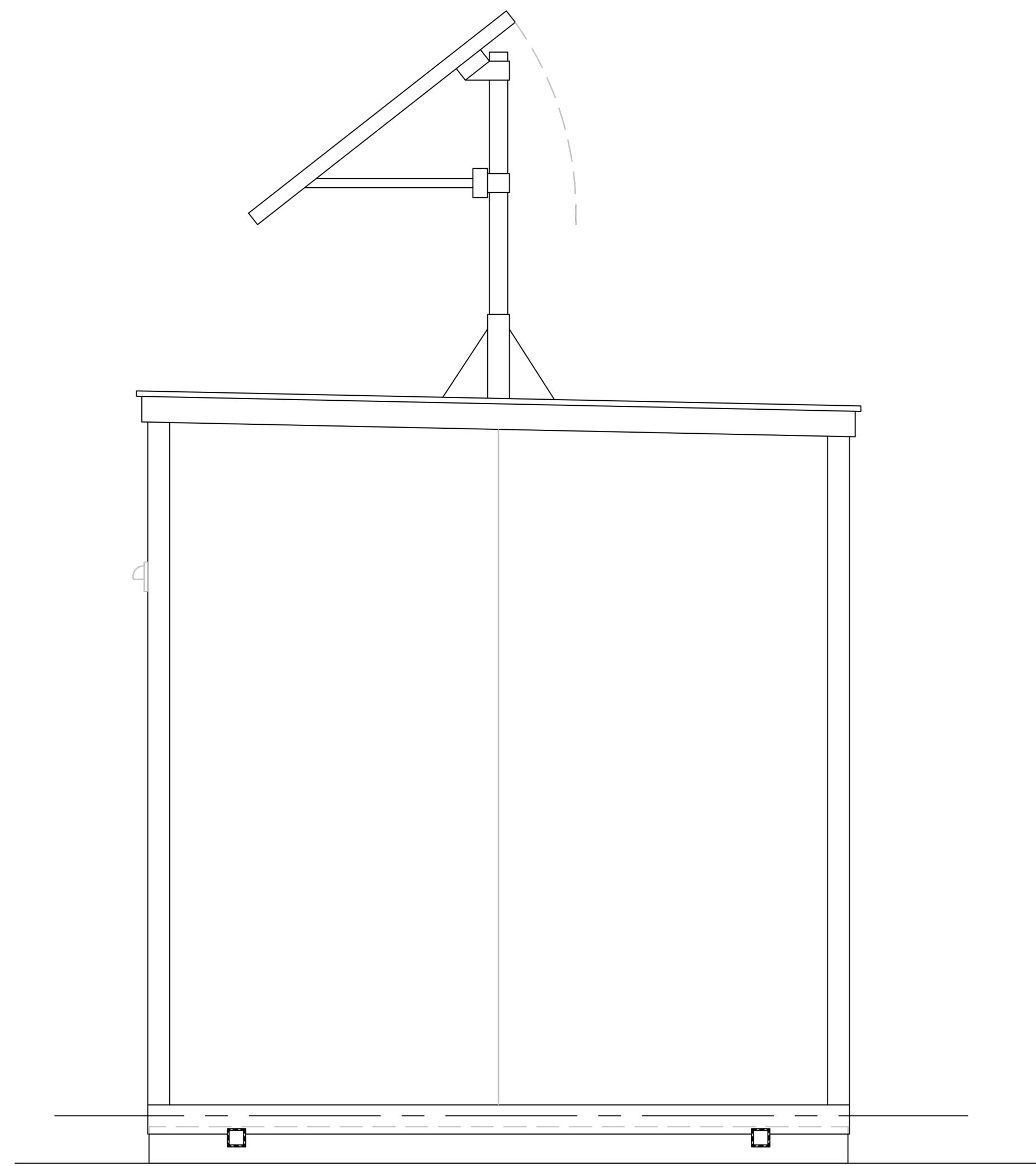
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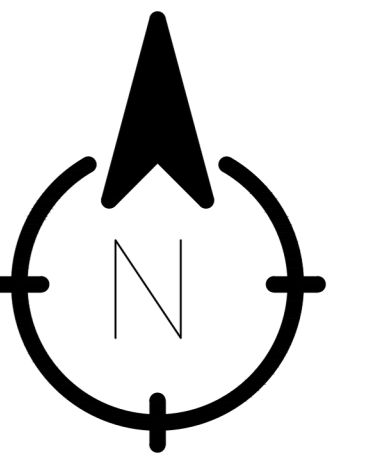
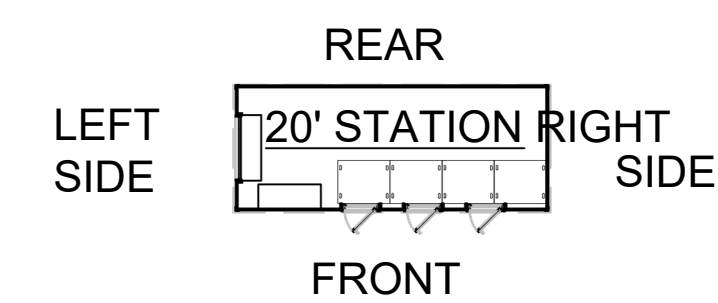




1 EXTERIOR ELEVATION AT REAR  
SCALE: 1" = 1'-0"



2 EXTERIOR ELEVATION AT RIGHT SIDE  
SCALE: 1" = 1'-0"



CLIENT:

(KIOSK)

PROJECTS:

RECYCLING STATION

1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030

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Date:

04/01/26

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1"=1'-0"

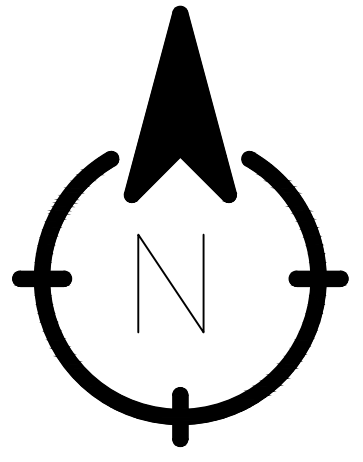
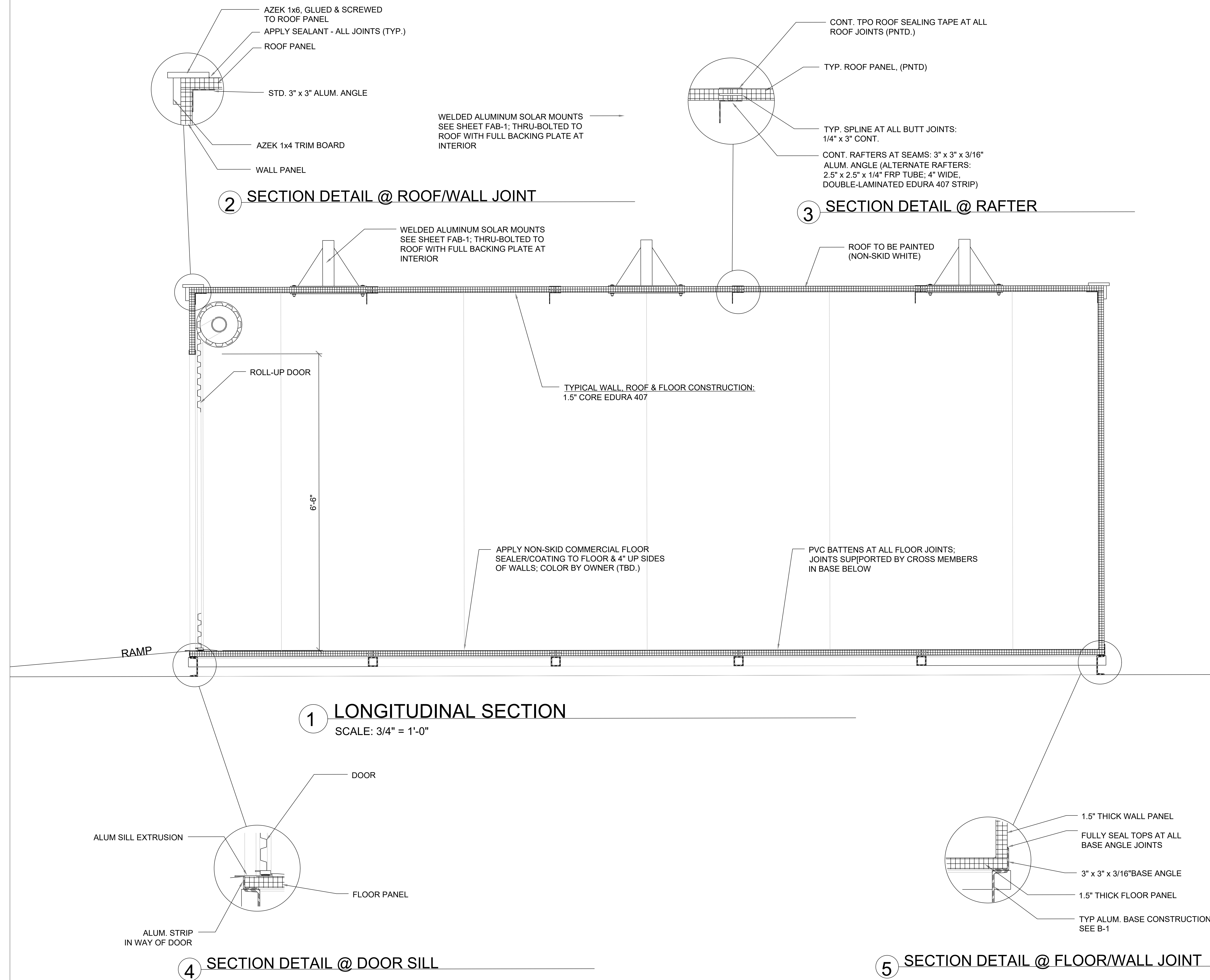
Drawing Title:

EXTERIOR  
ELEVATIONS

Sheet No:

A0.7





CLIENT:

(KIOSK)

PROJECTS:

**RECYCLING STATION**

1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030

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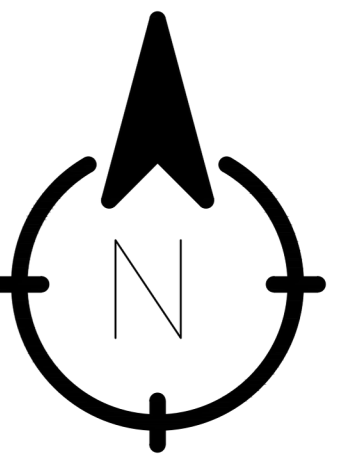
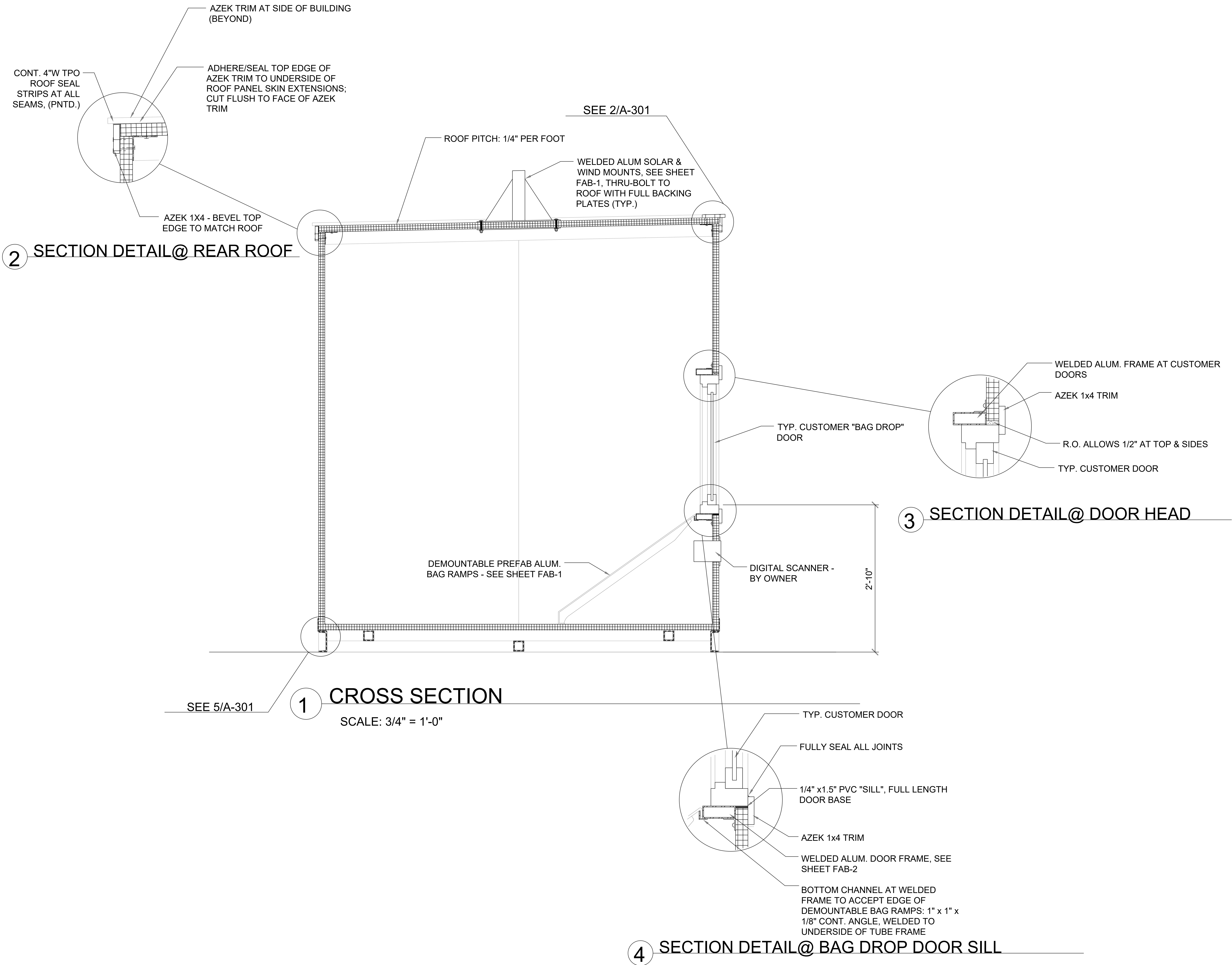
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**SECTION AND  
DETAIL**

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CLIENT:

(KIOSK)

PROJECTS:

**RECYCLING STATION**

1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030

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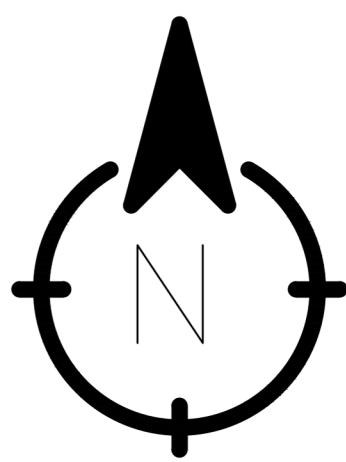
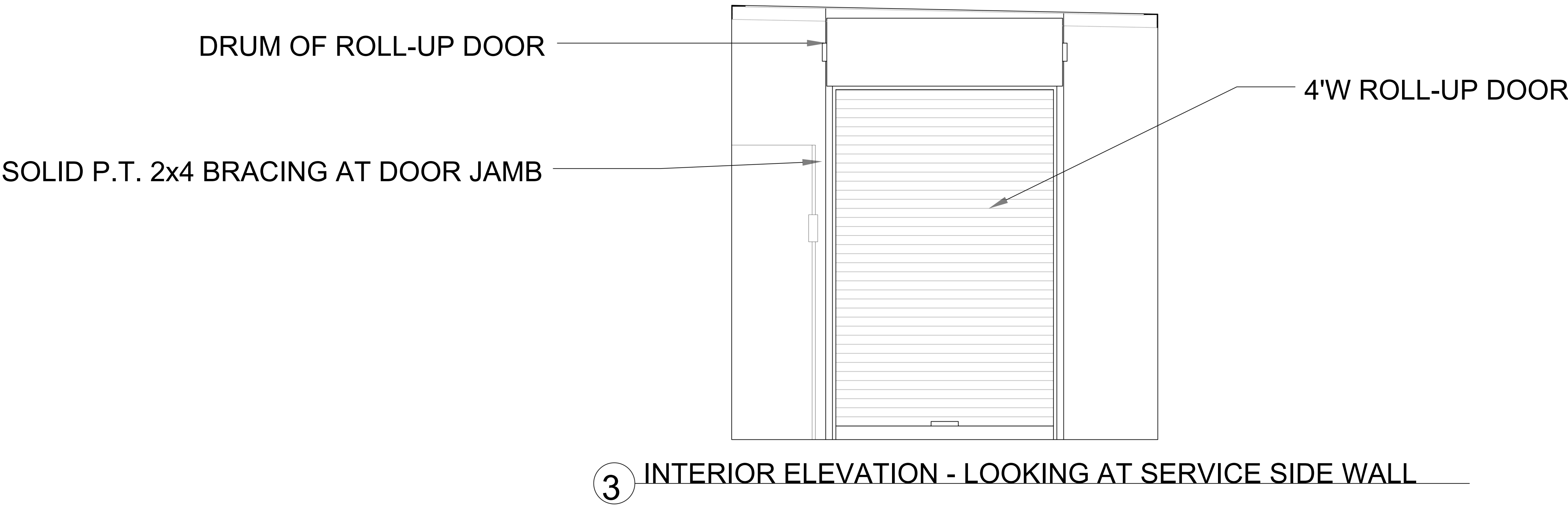
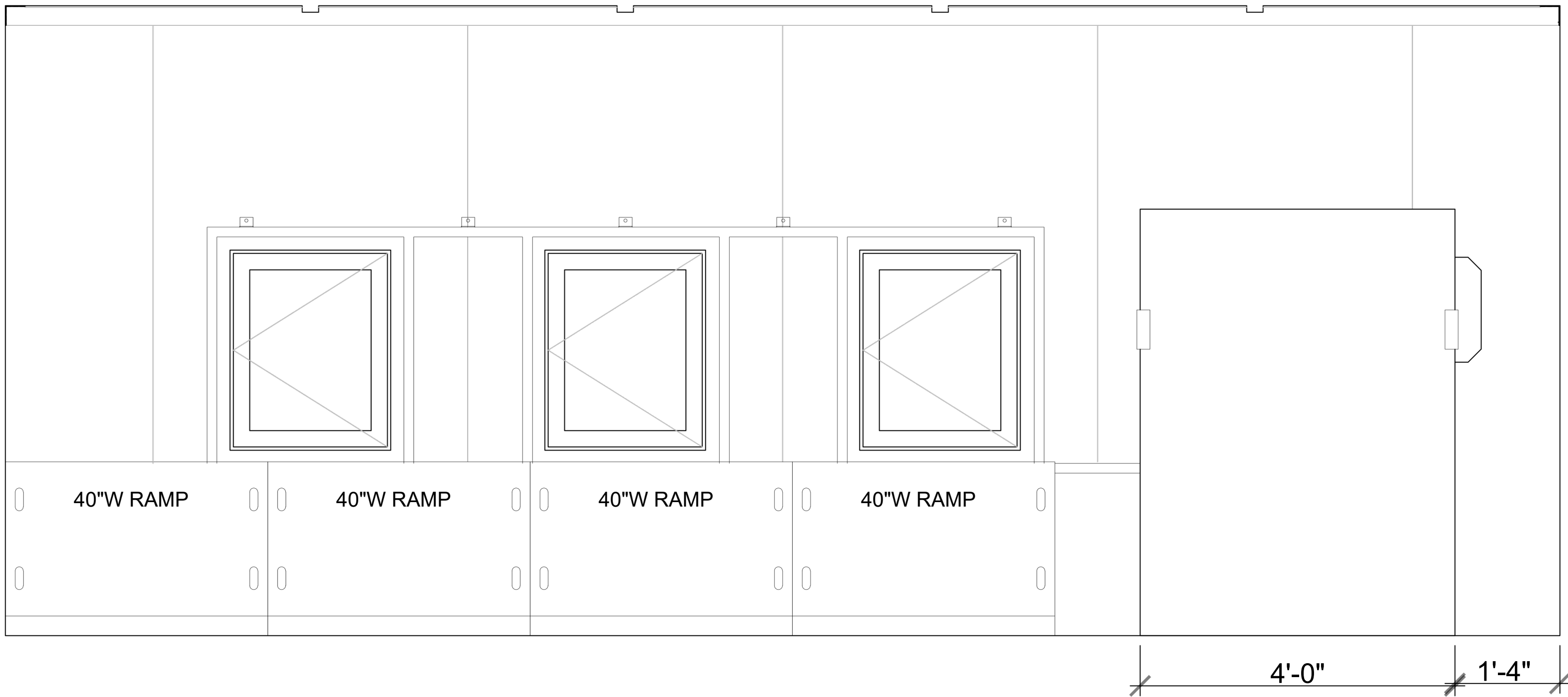
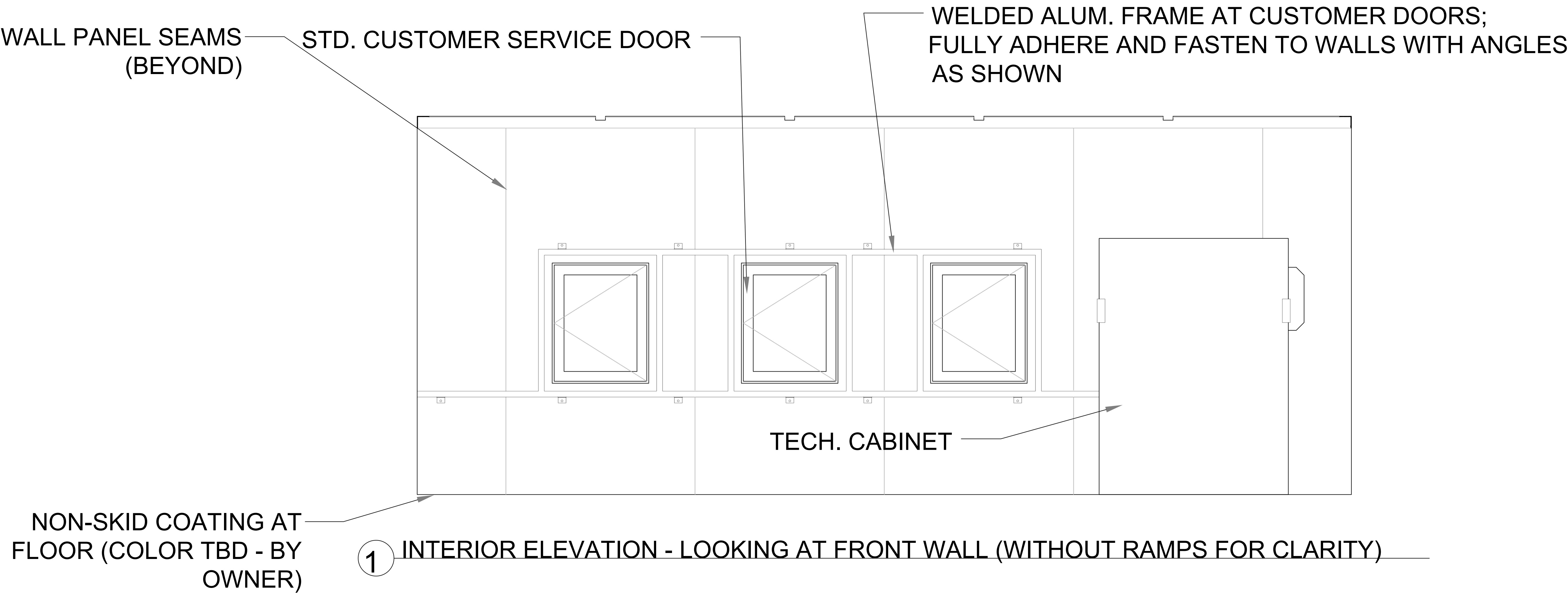
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**CROSS SECTION  
AND DETAIL**

Sheet No:

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CLIENT:

(KIOSK)

PROJECTS:

**RECYCLING STATION**

1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030

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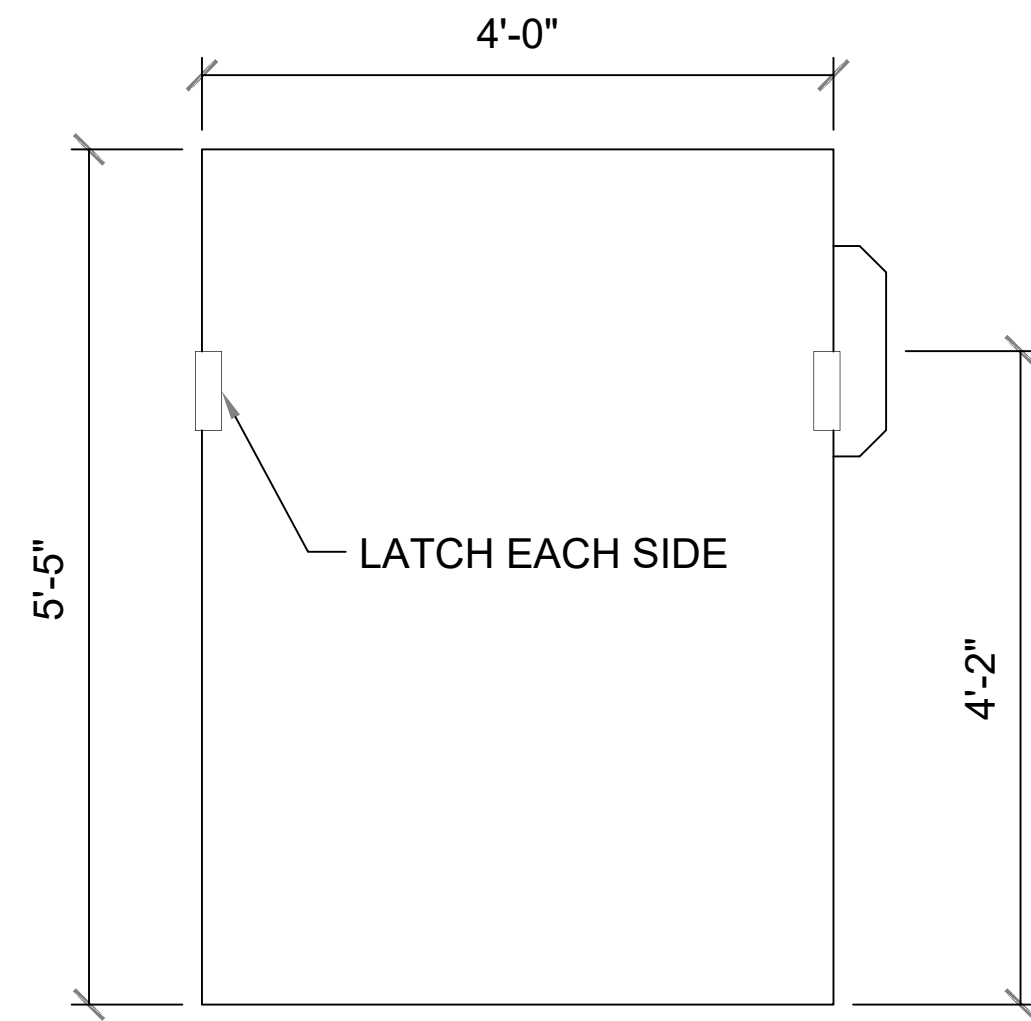
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**INTERIOR  
ELEVATIONS**

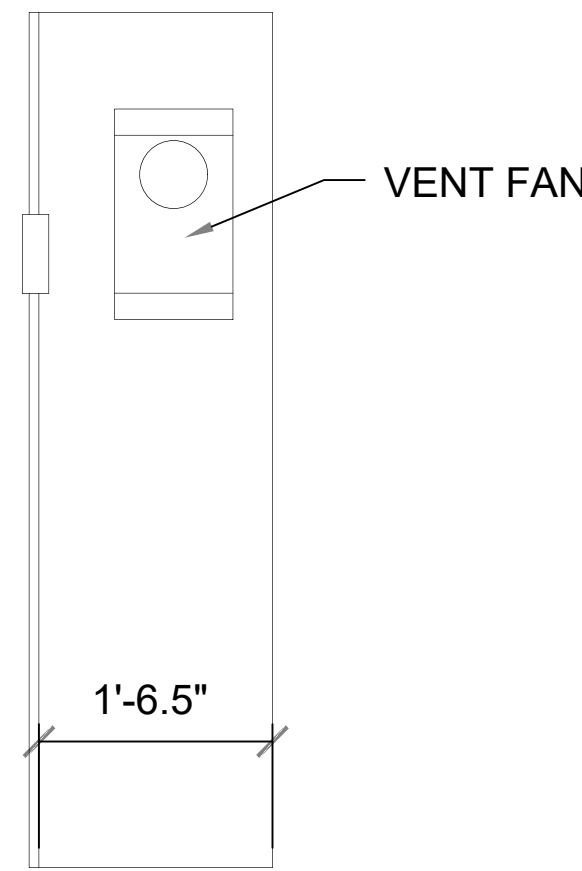
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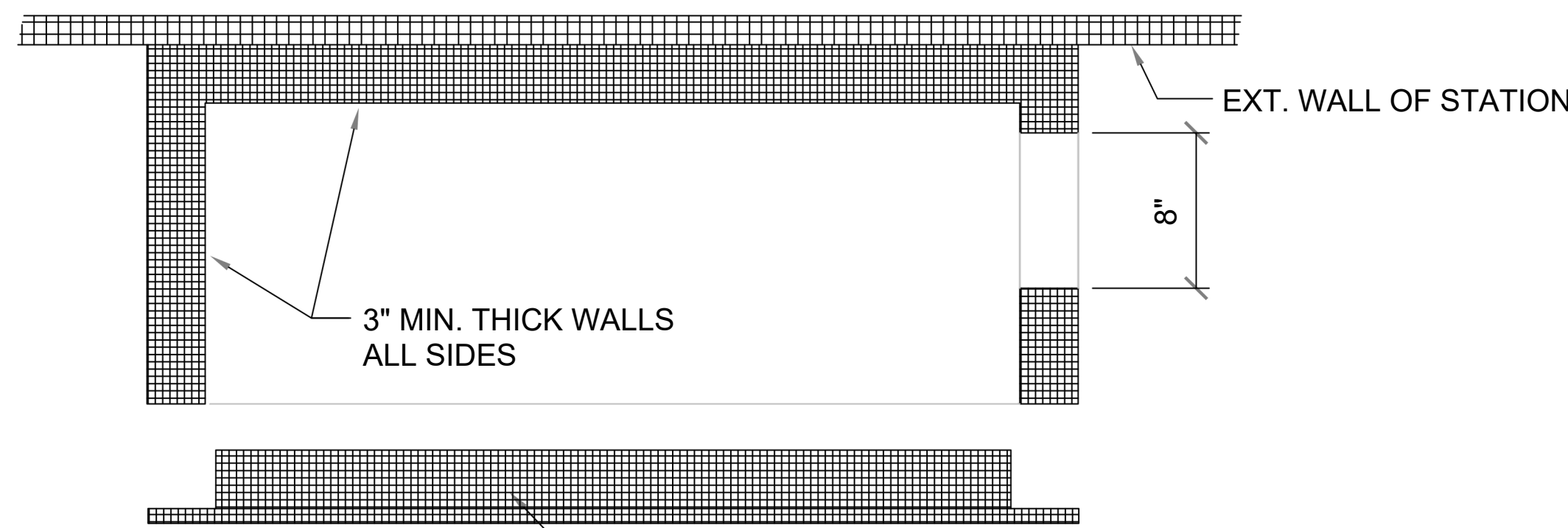




TECH CABINET FRONT ELEVATION  
SCALE: 1/2" = 1'-0"

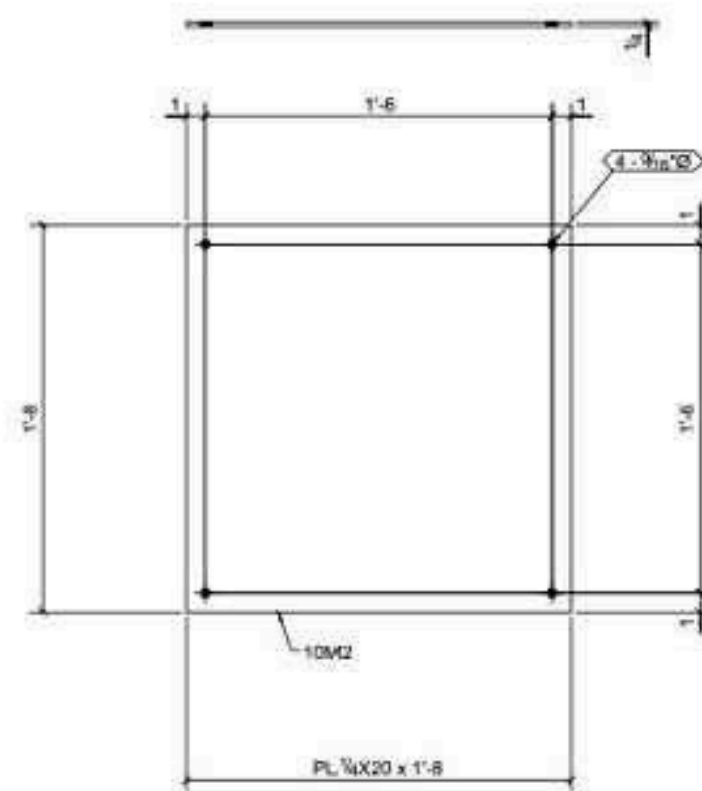
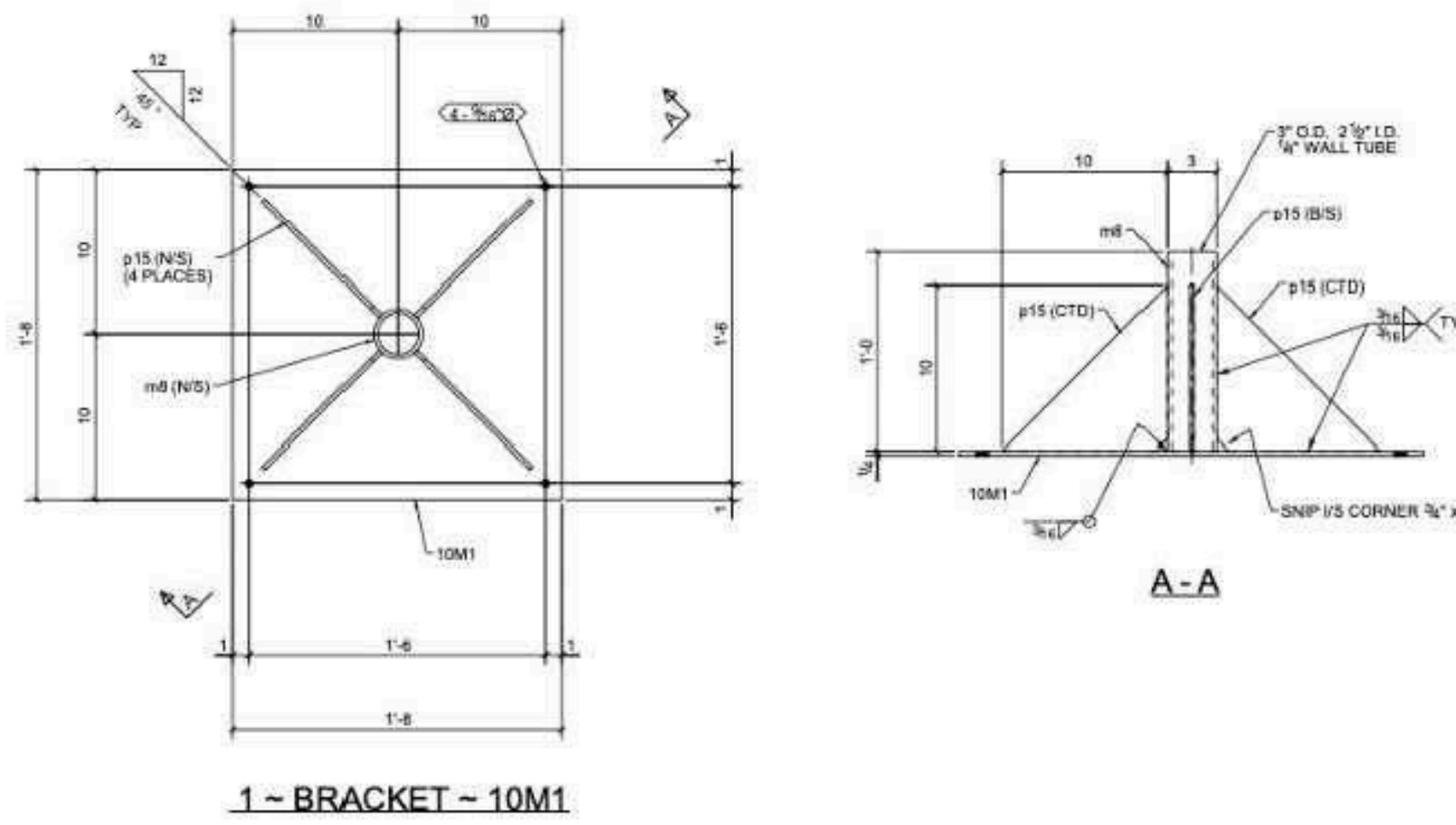


TECH CABINET SIDE ELEVATION  
SCALE: 1/2" = 1'-0"

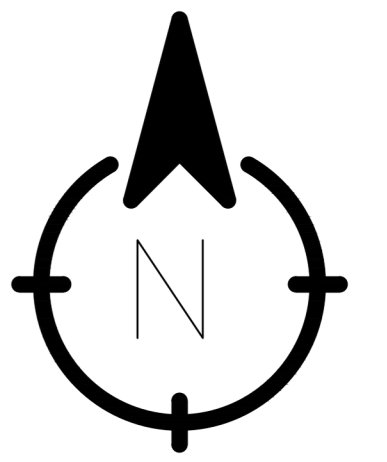


TECH CABINET PLAN DETAIL  
SCALE: 1-1/2" = 1'-0"

## 1 TECH CABINET



## 2 ROOF EQUIP. MOUNT



CLIENT:

(KIOSK)  
PROJECTS:  
**RECYCLING STATION**  
1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030

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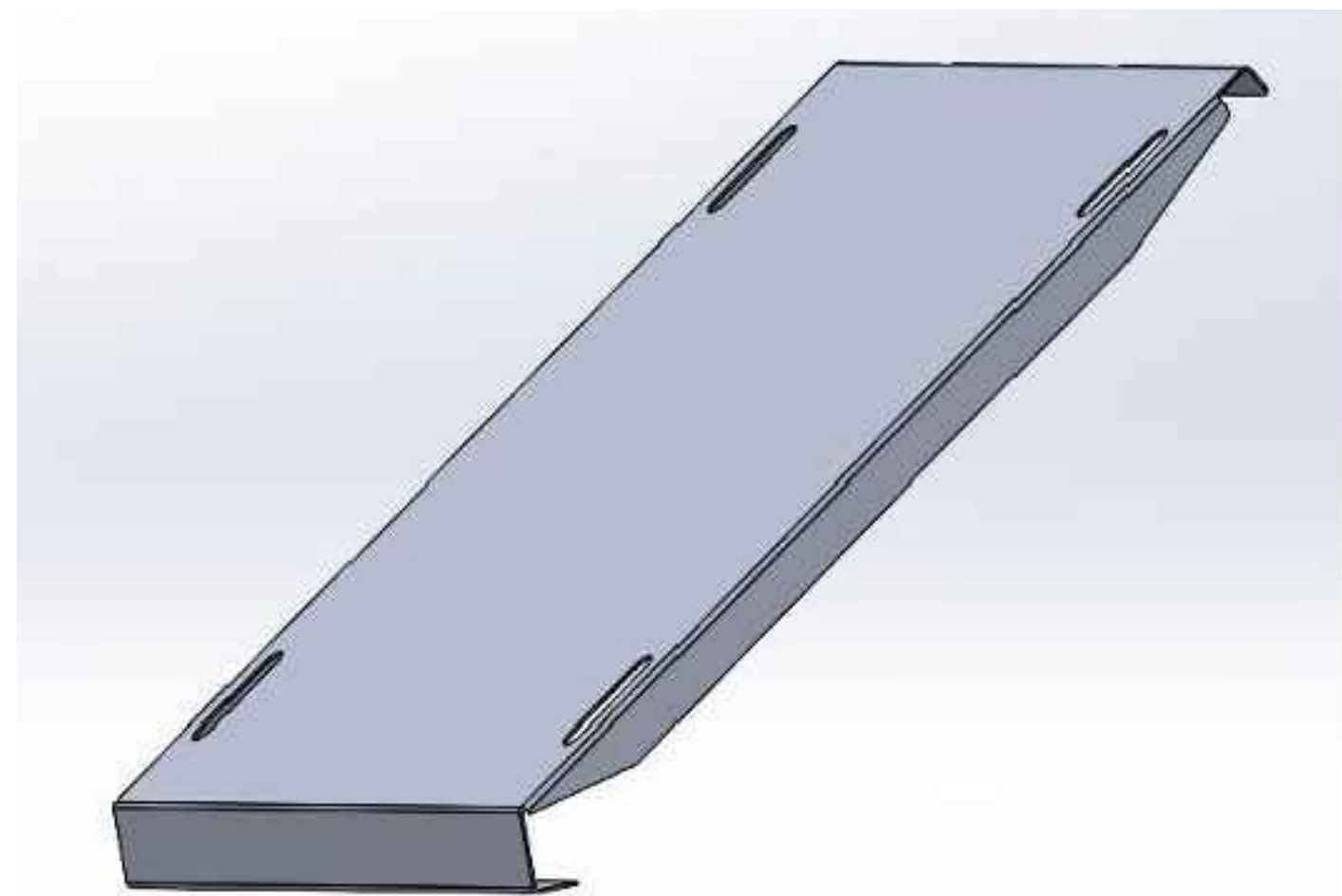
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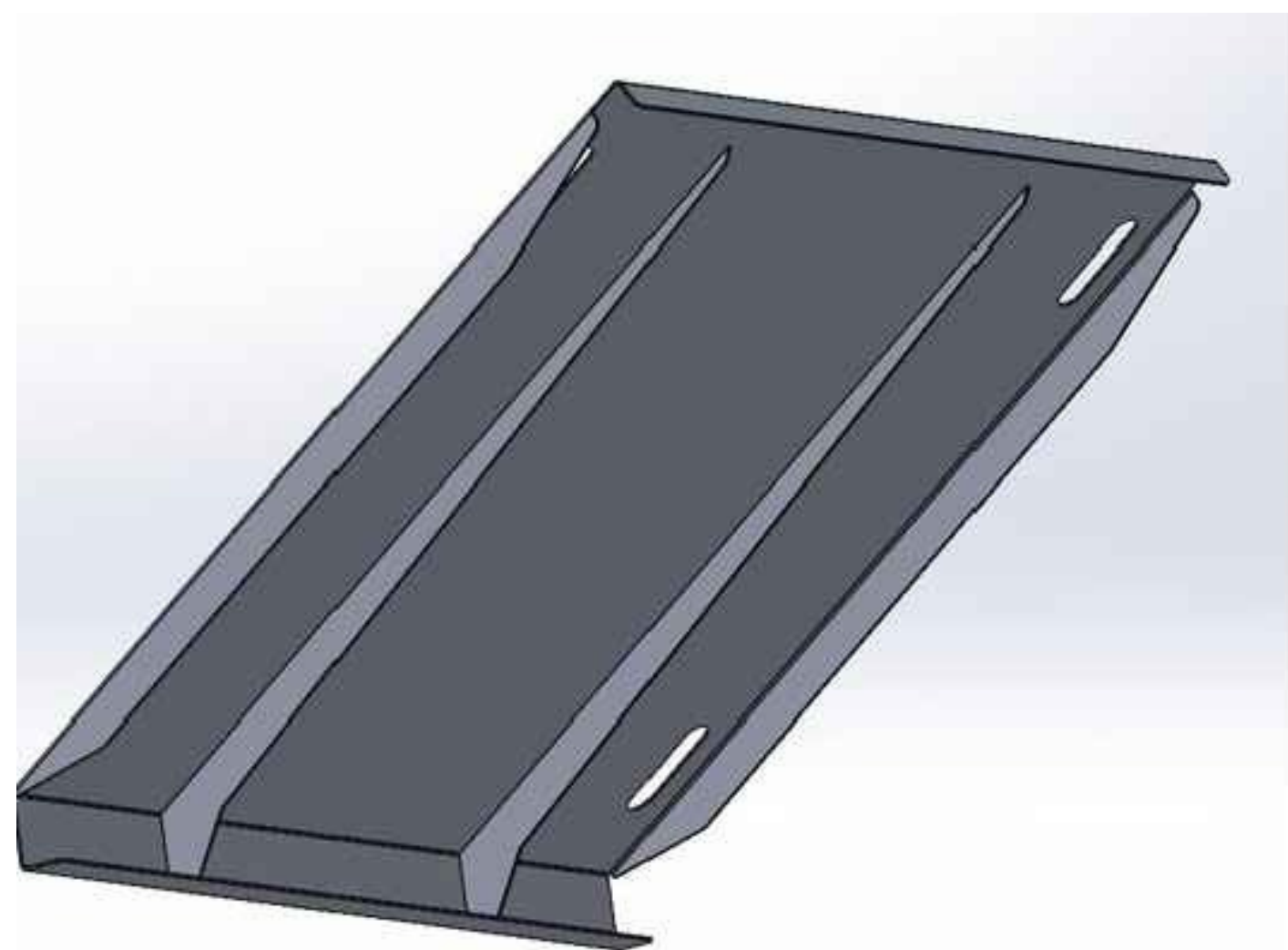
**MISC. ALUMINUM  
AND TECH. CAB.  
FABRICATION**

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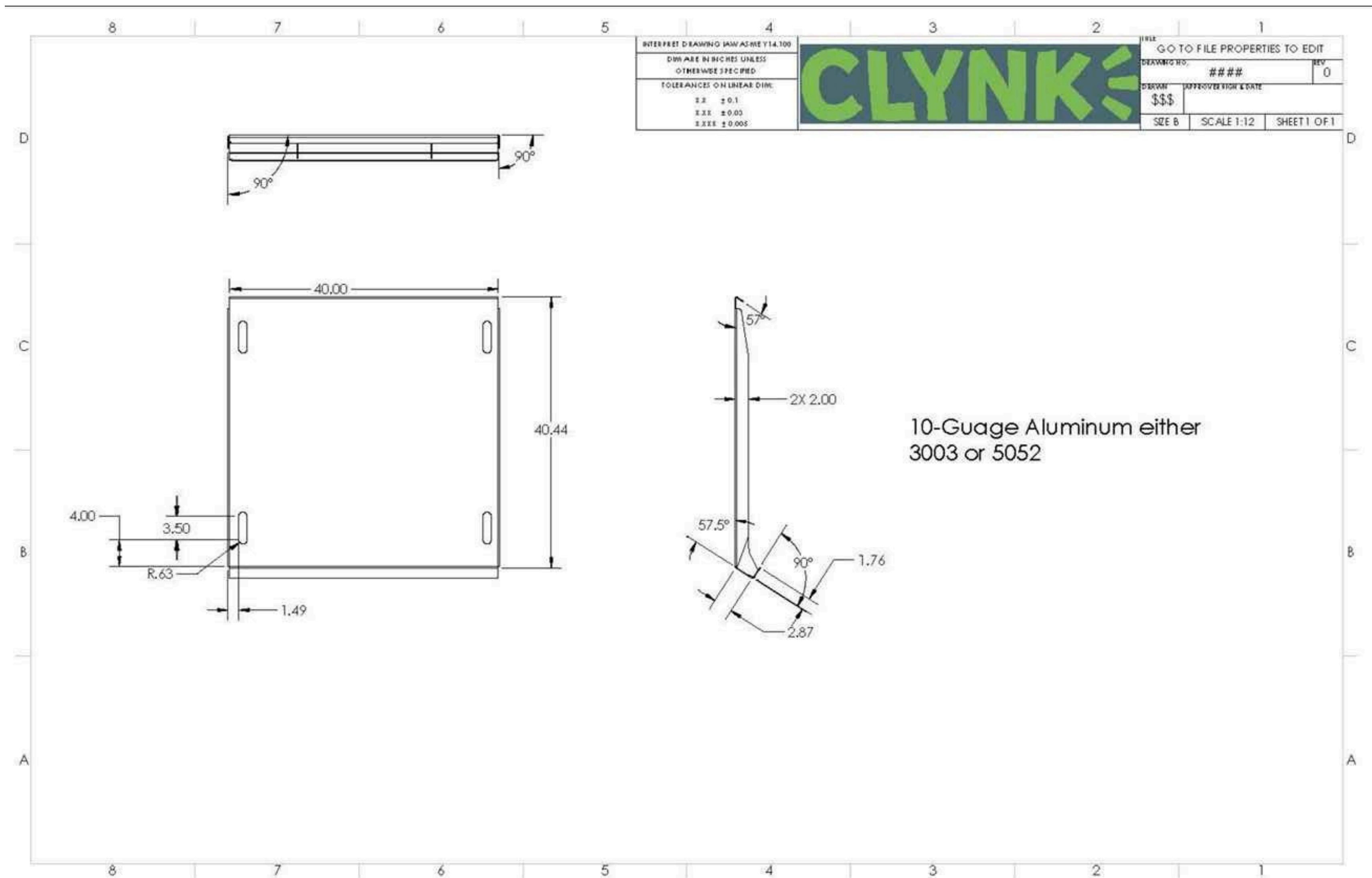
**A0.11**



VIEW OF RAMP: ABOVE



VIEW OF RAMP: BELOW

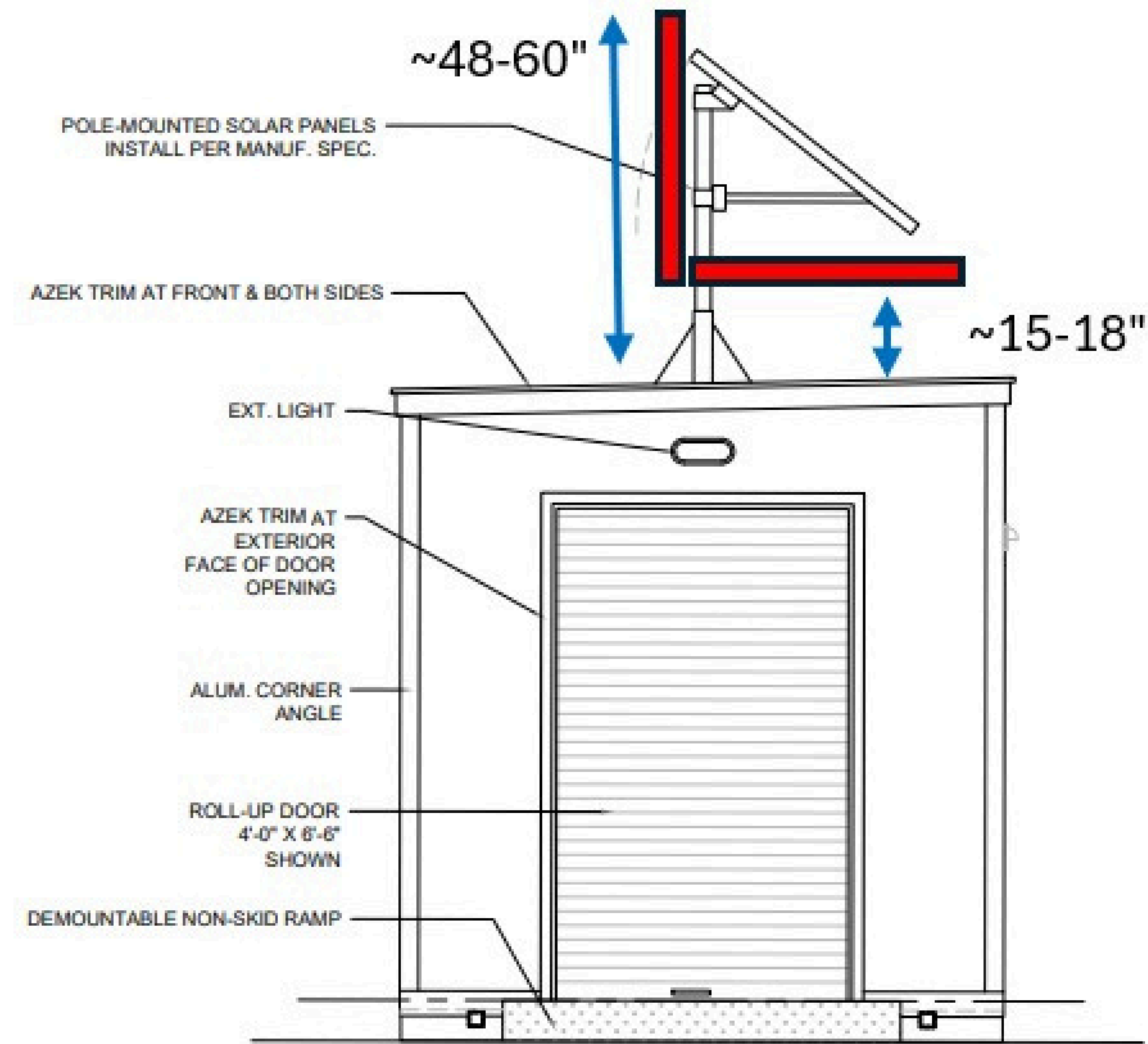


## 3 ONE-PIECE BAG RAMP CONSTRUCTION

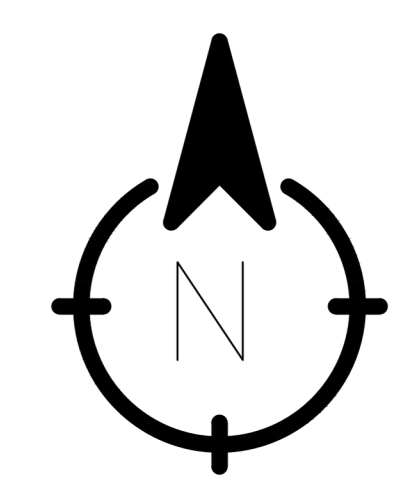
SCALE: NO SCALE



# California Kiosk Solar Dimensions



**2 EXTERIOR ELEVATION AT SERVICE SIDE**  
SCALE: 1" = 1'-0"



CLIENT:

(KIOSK)  
PROJECTS:  
**RECYCLING STATION**  
1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030

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AS NOTED

Drawing Title:

Solar Panels

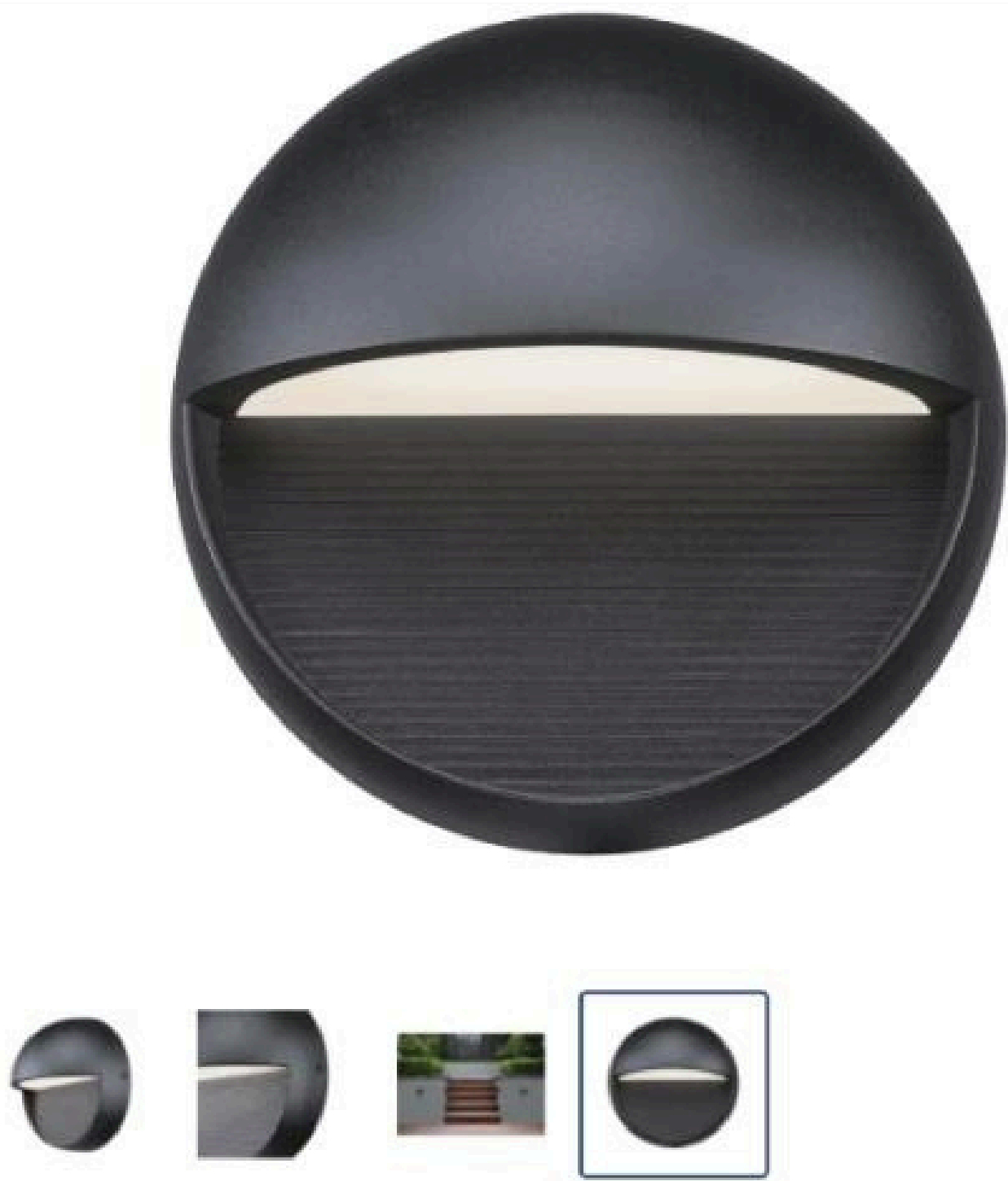
Sheet No:

**A0.12**



# Westinghouse Winslett 6" Tall LED Outdoor Wall Sconce or Similar

Model: 6579000



## Features

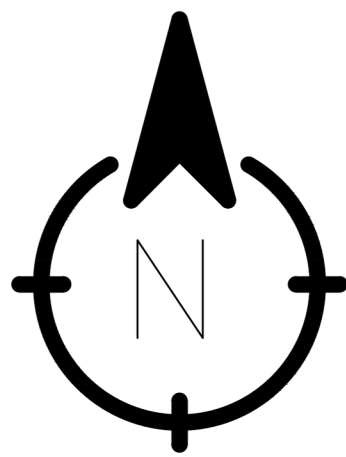
- Energy-saving LED outdoor wall sconce adds an element of safety to paths and porches, dimmable when used with a compatible dimming switch
- Integrated 12 Watt LED provides brightness equivalent to one 40 Watt incandescent bulb, no bulbs to replace, 3000K (warm white light)
- Constructed of aluminum
- Includes a frosted glass shade
- Integrated 12 watt LED lighting
- Dimmable with compatible dimmers
- Intended for outdoor use
- ETL rated for wet locations
- Dark Sky compliant
- Covered under a 5 Year Limited manufacturer warranty

## Dimensions

- Height: 6-1/4"
- Width: 6-1/4"
- Extension: 3-1/2"
- Product Weight: 1.45 lbs
- Backplate Height: 6-1/4"
- Backplate Width: 6-1/4"
- Backplate Depth: 3-1/2"

## Electrical Specifications

- Lumens: 300
- Color Temperature: 3000K
- Color Rendering Index: 80 CRI
- Wattage: 12 watts
- Average Hours: 2500



CLIENT:

(KIOSK)

PROJECTS:

RECYCLING STATION

1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030

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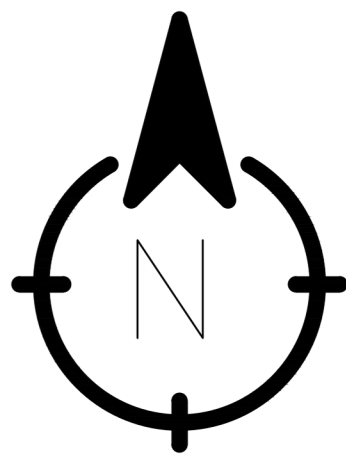
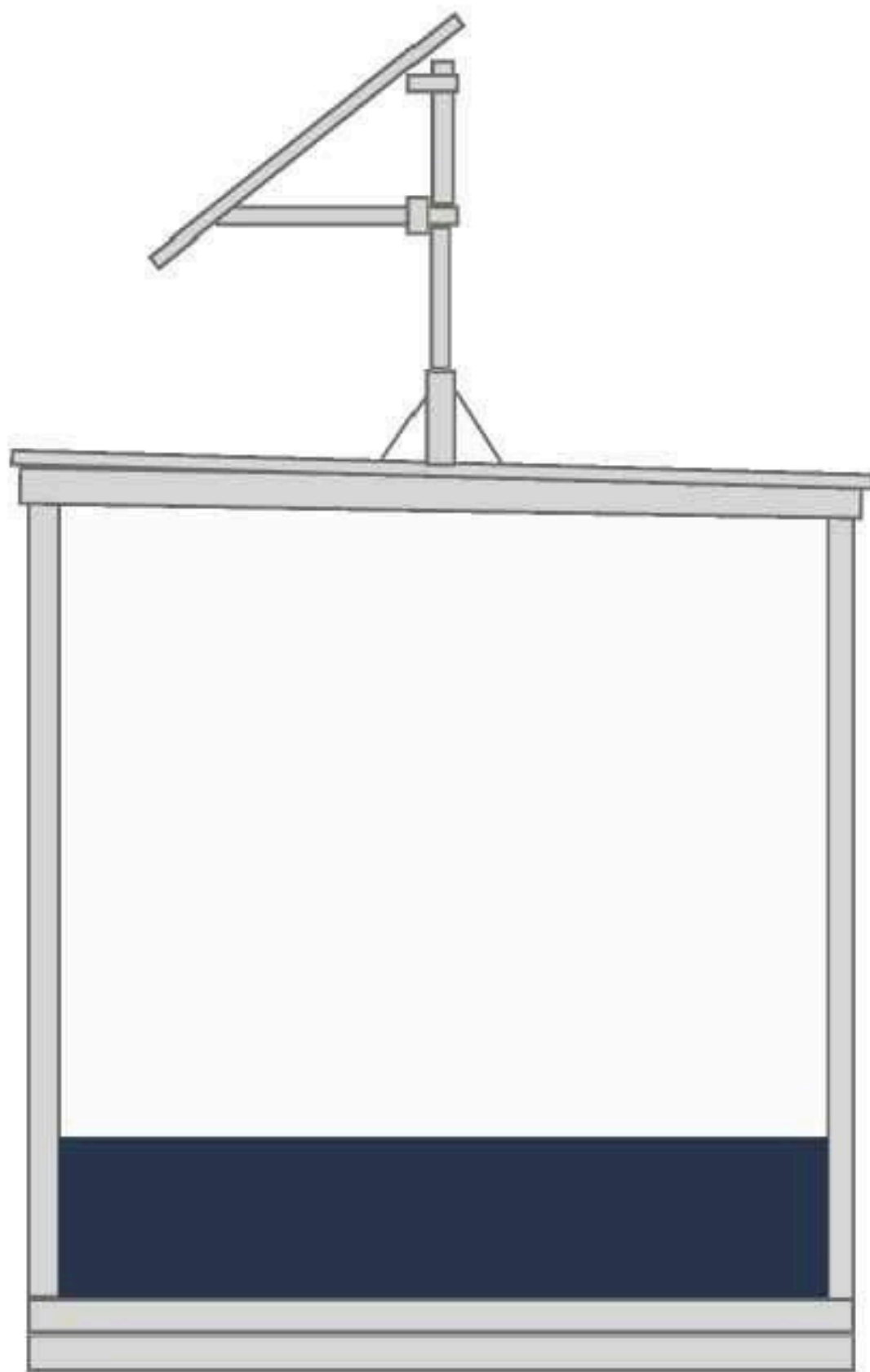
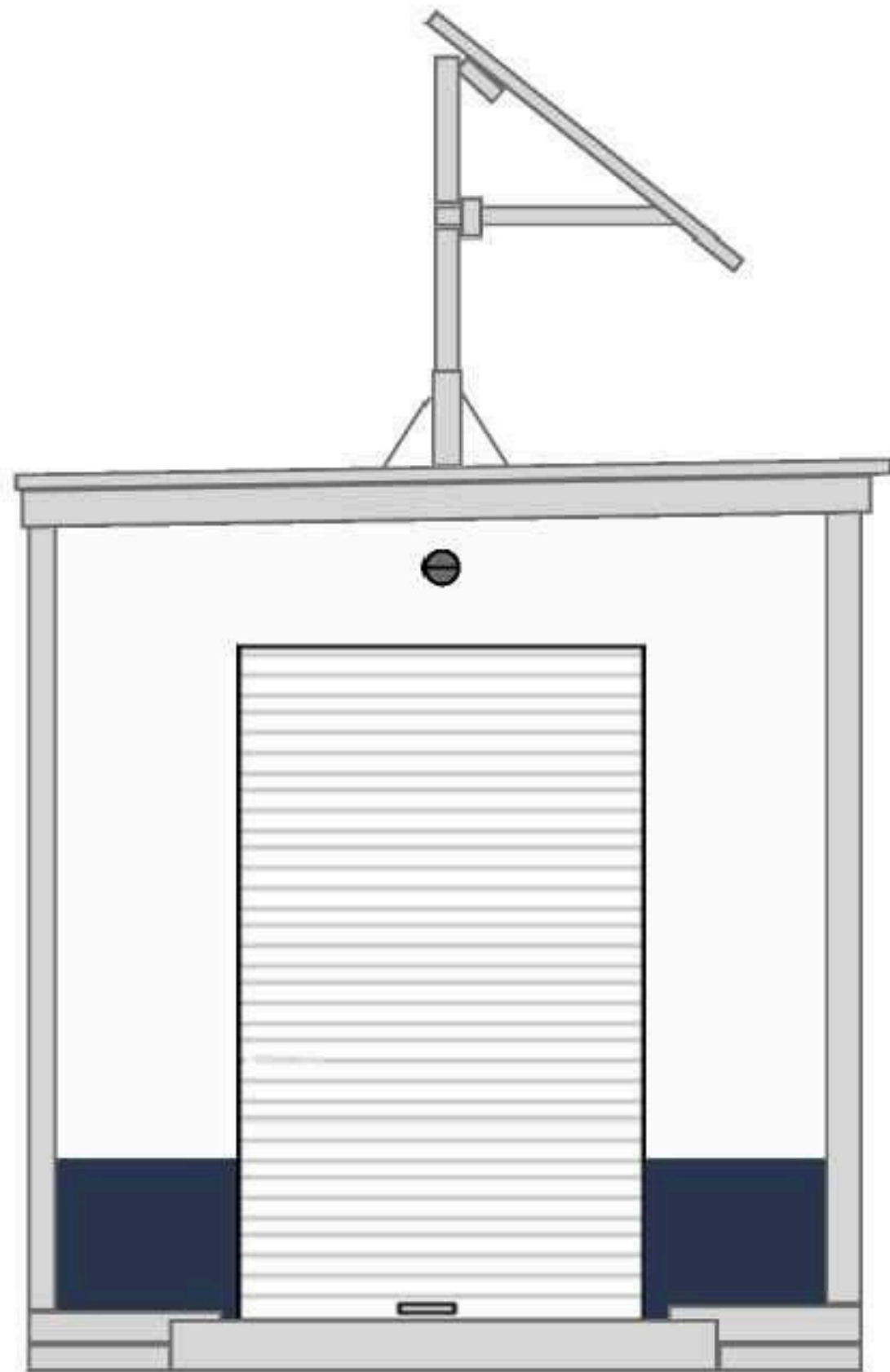
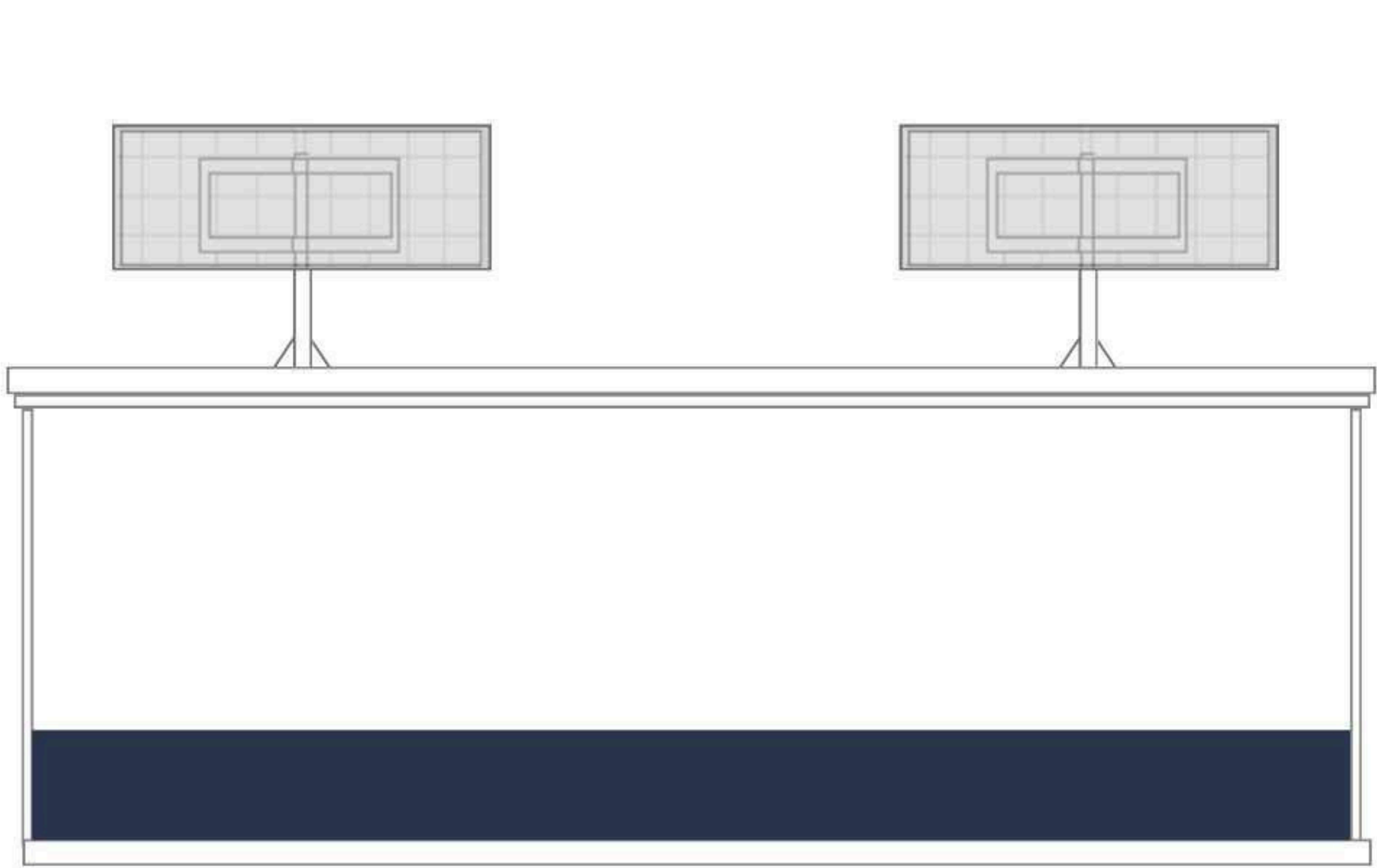
Drawing Title:

Lighting

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CLIENT:

(KIOSK)

PROJECTS:

RECYCLING STATION

1401 HUNTINGTON DRIVE, SOUTH PASADENA, CA 91030

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RENDERS

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# Site Maintenance and Odor Control Program

CUP26-0001 | RMS Sustainability | 1401 Huntington Drive, South Pasadena, CA 91030

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**Project:** CUP26-0001 | CRV Recycling Kiosk | 1401 Huntington Drive

**Date:** May 2026

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## Operations Overview

---

The CRV recycling kiosk at 1401 Huntington Drive operates as an unattended, automated self-service facility. All collected CRV beverage containers are removed from the site at the close of every operating day and transported to a CalRecycle-certified processing facility. No CRV material remains on-site overnight. The kiosk is an enclosed, self-contained unit and the surrounding area is maintained in a clean and orderly condition at all times.

## Routine Maintenance

---

On each scheduled collection day, RMS Sustainability staff will conduct a site inspection and surface maintenance of the kiosk and the immediate surrounding area at the close of operations. This includes clearing the customer service area of any residual packaging, inspecting the containment mat along the base of the unit, and ensuring all materials are secured inside the enclosed kiosk before departure.

## Weekly Deep Cleaning

---

Every Wednesday, which is the designated non-operating day, a thorough cleaning of the kiosk and surrounding pavement will be performed. Wednesday deep cleaning includes:

- Full interior surface cleaning with an EPA registered odor-neutralizing solution
- Inspection and servicing of all containment components
- Pressure washing of the kiosk exterior, ramp, and surrounding pavement area using an EPA certified water reclamation system that captures, filters, and recycles all wash water on-site with zero stormwater discharge

## Odor Management

---

Because all CRV material is removed daily and the kiosk is a fully enclosed structure, odor accumulation is not anticipated during normal operations. As an additional measure, an EPA

registered odor-neutralizing agent will be applied to interior surfaces on a weekly basis as part of the Wednesday cleaning protocol. Staff are trained to maintain the site in a condition consistent with the standards of the host retail environment.

### **Responsible Party**

---

Emiliano Torres, Division Lead at RMS Sustainability, is the designated maintenance compliance contact for this facility. Any questions or concerns from the City of South Pasadena, the host property, or neighboring businesses may be directed to RMS Sustainability and will be addressed promptly.

# Fire Apparatus Access Plan

CUP | RMS Sustainability | 1401 Huntington Drive, South Pasadena, CA 91030

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**Project:** CUP | CRV Recycling Kiosk | 1401 Huntington Drive

**Date:** May 2026

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## Kiosk Placement

---

The proposed CRV recycling kiosk is a self-contained unit measuring 20 feet in length and 8 feet in width. It is sited within the existing parking lot of Grocery Outlet at 1401 Huntington Drive in a location that does not encroach on any fire lane, fire hydrant, or fire department connection. The kiosk occupies a defined number of parking stalls as shown on the site plan and does not extend into any vehicle travel lane. The unit can be relocated within 24 hours at the direction of the Fire Department.

## Nature of Operations

---

The kiosk is an automated, self-service recycling station. Customers park in existing spaces, walk to the unit, deposit their bagged CRV materials through the customer-facing drop doors, and return to their vehicles. All customer activity is brief and pedestrian in nature. There is no drive-through component, no vehicle staging, and no queuing that extends into any travel lane. The kiosk does not generate congregate activity or extended occupancy of the surrounding area.

## Emergency Access

---

The kiosk is positioned within a designated stall area and does not reduce the width of any surrounding drive aisle beyond what the existing parking configuration already establishes. Emergency vehicle access to the building and surrounding property is maintained through the existing travel lanes, none of which are obstructed by the kiosk placement. In the event of an emergency, the kiosk structure itself presents no barrier to fire apparatus access along established routes.

## Contact and Coordination

---

A direct contact number for RMS Sustainability will be posted on the exterior of the kiosk at all times. Emiliano Torres, Division Lead at RMS Sustainability, is the designated point of contact for Fire Department coordination and can be reached to address any access concerns or to facilitate relocation of the unit if ever required.

# Water Capture and Drainage Management Plan

CUP | RMS Sustainability | 1401 Huntington Drive, South Pasadena, CA 91030

**Project:** CUP | CRV Recycling Kiosk | 1401 Huntington Drive

**Date:** May 2026

## Approach

The CRV recycling kiosk at 1401 Huntington Drive is designed and operated to produce zero stormwater discharge. The kiosk itself is a fully enclosed, sealed-floor structure that contains all activity within its footprint. All scheduled pressure washing of the kiosk exterior and surrounding pavement is performed exclusively with an EPA certified water reclamation system, ensuring that no wash water reaches the parking lot drain, gutter, or public storm drain at any point.

## EPA Certified Water Reclamation System

All exterior cleaning at this site will be conducted using an EPA certified water reclamation system designed for commercial surface washing in environments where stormwater discharge is prohibited. The system operates as a closed loop:

- Pressurized water is applied to the surface while a separate vacuum system running alongside the sprayer draws all water and particulates off the surface and into an onboard holding tank
- Recovered water passes through an onboard filtration system removing solids and contaminants
- Filtered water is recirculated for continued use within the same cleaning cycle
- No water, residue, or runoff exits the system or contacts the storm drain infrastructure at any time

Documentation of the system make, model, and EPA certification will be maintained on-site and available to Public Works or City inspectors upon request.

## Kiosk Structure and Incidental Liquid

The kiosk is constructed on a welded aluminum base frame with a sealed floor panel. The enclosed structure prevents any incidental liquid from migrating across the pavement surface. The kiosk base is inspected and serviced as part of the weekly Wednesday cleaning protocol.

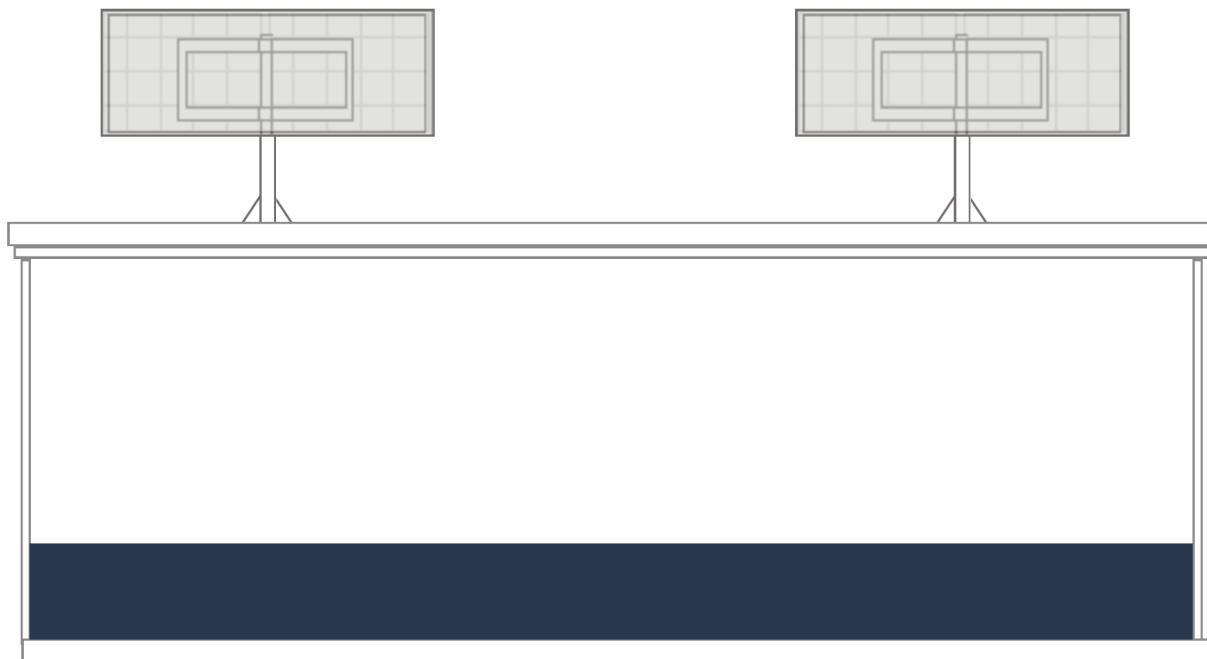
## Commitment

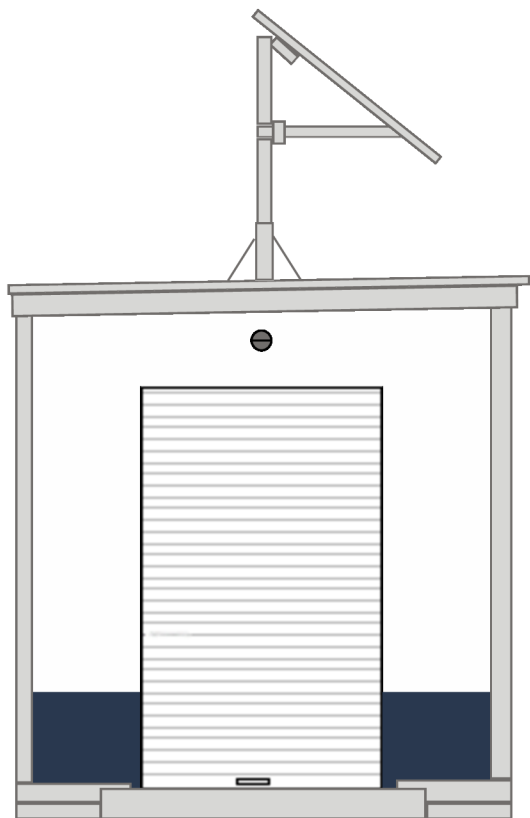
RMS Sustainability is committed to operating this facility in full compliance with the City of South Pasadena's stormwater requirements. No liquid generated by kiosk operations will reach the street or public storm drain system at any time.



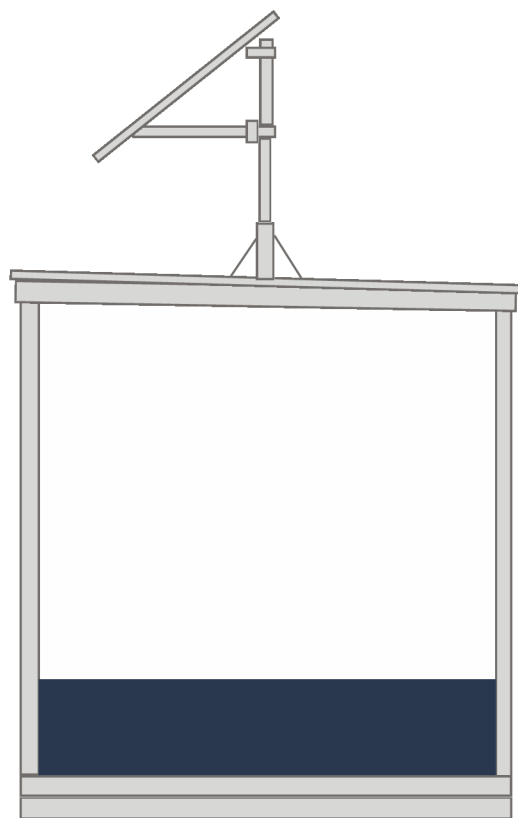






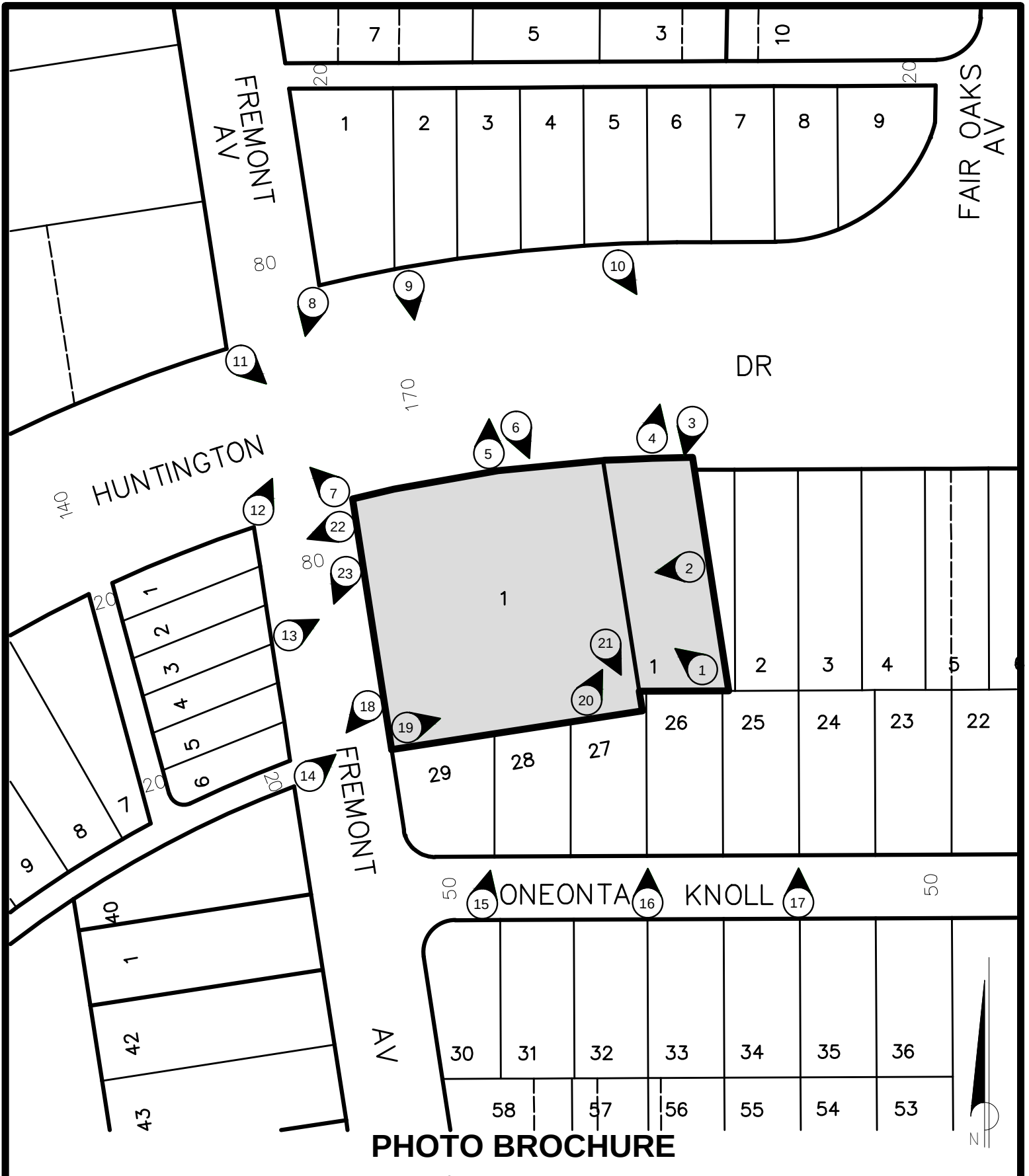


4-56



# PHOTO BROCHURE

SUBJECT SITE:  
1401 HUNTINGTON DR.,  
SOUTH PASADENA



## PHOTO BROCHURE

### GC MAPPING SERVICE, INC.

3055 WEST VALLEY BOULEVARD  
ALHAMBRA CA 91803  
(626) 441-1080  
gcmapping@radiusmaps.com

SITE:  
1401 HUNTINGTON DR.

4-58

CASE NO.

DATE: 01 - 20 - 2026  
SCALE: 1" = 100'

**PHOTO MAP**



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**DATE:** August 11, 2026

**FROM:** Erika Ramirez, Community Development Director

**PREPARED BY:** Stephen Peterson, Senior Planner

**SUBJECT:** **Project No. CUP26-0002 – A request for a Conditional Use Permit (CUP) to allow an existing 69-space surface parking lot to operate as a stand-alone public pay parking facility at 900 S. Fair Oaks Avenue (APN: 5318-015-017) and to make a determination of exemption under the California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1 (Existing Facilities).**

**APPLICANT:** Mike Shelton & Erik Garcia, Arts District Parking, Inc.

---

**Recommendation**

It is recommended that the Planning Commission conduct a public hearing and adopt a Resolution:

1. Finding the project exempt under California Environmental Quality Act (CEQA) Guidelines, Section 15301 (Existing Facilities); and
2. Approving Project No. CUP26-0002 subject to conditions of approval.

**Executive Summary**

The proposed project consists of a request for approval of a Conditional Use Permit (CUP) to allow an existing 69-space surface parking lot at 900 Fair Oaks Avenue, located adjacent to the former Rite Aid drugstore, to operate as a stand-alone, paid public parking facility. The request is necessitated by the closure of the Rite Aid store and termination of the shared parking agreement that allowed the lot to serve as the store's required parking. The proposed use requires approval of a CUP approval under the Downtown Specific Plan (DTSP) for independent parking operations.

Staff finds the project consistent with General Plan policies and the Downtown Specific Plan (DTSP) objectives that encourage shared parking resources, improved public access to parking, and support for a walkable commercial district. The project also aligns with economic development goals by supporting nearby businesses and community activity.

The project qualifies for a Class 1 Categorical Exemption under the California Environmental Quality Act (CEQA), as it involves the permitting of an existing facility with no expansion of use and only extremely minor physical alterations to the site.

Based on the analysis, staff recommends that the Planning Commission adopt a resolution approving the CUP (Project No. CUP25-0004), subject to conditions of approval and finding the project exempt from CEQA.



## Background

- On August 24, 2025, the Rite Aid store also with the address of 900 S. Fair Oaks Avenue despite being located independently on the adjacent parcel (APN 5318-015-036) permanently ceased operation. This terminated a shared parking agreement entered by both property owners in 1980, that had allowed the subject parcel to serve as the required parking lot for the drugstore.
- On March 3, 2026, Mike Shelton (Applicant), filed a Conditional Use Permit (CUP) application to allow the existing parking lot to function as a stand-alone public pay parking facility as required under Downtown Specific Plan, Part C, Section 3.
- The application was deemed complete on May 21, 2026.

## Site Characteristics

The 26,837 square-foot (.62 acre) subject site at 900 Fair Oaks Avenue is developed with a paved blacktop 69-space parking lot and no structures. It is surrounded by a 4-foot -tall red-brick wall on the north (Mission Street), east (Brent Avenue) and south (El Centro Street) sides and bordered to the west by Raymond Lane a public right-of-way (alley).

An aerial image showing the parcel as outlined in green is provided below in **Figure 1**.

**Figure 1: Aerial View of Project Site**



Surrounding Area/General Plan/Zoning

As shown in **Table 1**, the subject site is surrounded by a mix of uses including commercial uses, a library, mixed-use and multi-family residential.

**Table 1: Surrounding Land Use Characteristics**

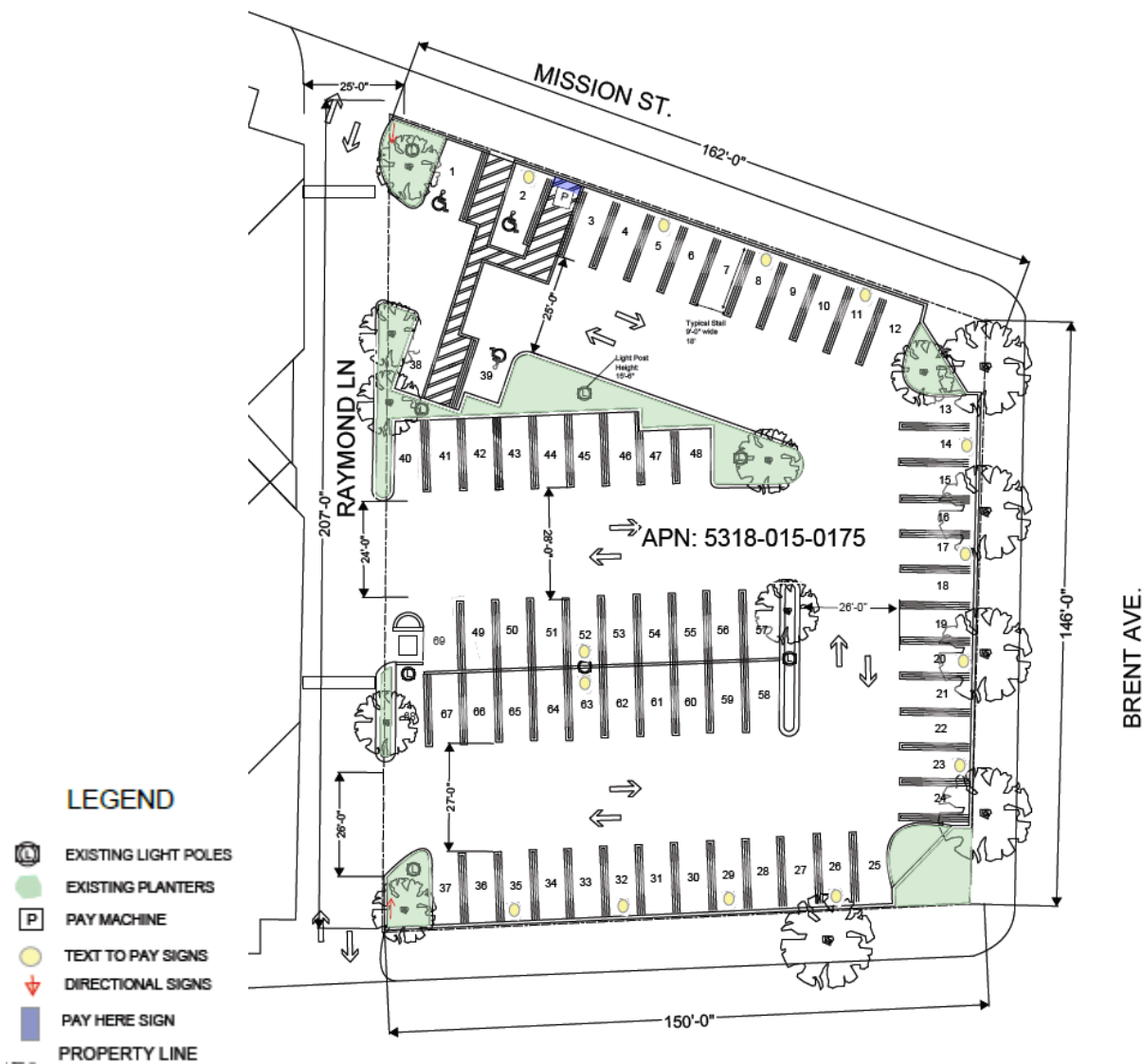
| <b>Direction</b> | <b>General Plan</b> | <b>Zoning</b>                   | <b>Existing Land Use</b>                         |
|------------------|---------------------|---------------------------------|--------------------------------------------------|
| North            | Mixed-Use Core      | Mixed-Use Core within the DTSP  | Surface parking lot and multi-family residential |
| South            | Mixed-Use Core      | Mixed-Use Core within the DTSP  | Surface parking lot                              |
| East             | Mixed-Use Core      | Residential Medium Density (RM) | Multi-family residential                         |
| West             | Fair Oaks Corridor  | Mixed-Use Core within the DTSP  | Surface parking lot                              |

The project site is designated Mixed-Use Core in the General Plan and is located in the DTSP Zone, which permits the operation of a stand-alone parking lot with approval of a Conditional Use Permit, pursuant to Downtown Specific Plan Section C3.1.

Project Description

The applicant is requesting CUP approval for operation of a paid commercial parking lot on the property and is proposing only minor alterations to the site including the installation a pay kiosk and 14 text-to-pay signs along with restriping of the ADA accessible parking spaces and a removal of a 7-foot length of the surrounding brick wall to provide ADA accessible path of travel to the right of way. No further alterations to the parking lot are proposed. The 8 existing light poles would remain. As per the Operations Plan (**Attachment 3**), the parking lot would operate seven days a week between 8:00 a.m. and 2:00 a.m. with customer payment occurring via QR code, text-to-pay, and mobile web portal options as posted on 15 interior signs in the parking lot. At the request of the Police Department, no overnight parking will be allowed between 2:00 a.m. and 6:00 a.m. The lot features 69 parking spaces in total, including 3 accessible spaces. The lot features 7 existing planter areas, containing 8 trees and totaling approximately 2,046 square feet of landscaped space. No changes or enhancements to landscaping are proposed. Ingress and egress would be provided via Raymond Lane, a public right of way, that connects to Mission and El Centro Streets.

**Figure 2: Proposed Parking Lot Layout**



### Project Analysis

Pursuant to SPMC Section 36.410.060(D), the Planning Commission may grant a Conditional Use Permit (CUP) for any use listed in Article 2 of Chapter 36 (Zoning) and the DTSP Land Use Table as requiring a CUP.

A Conditional Use Permit (CUP) is a discretionary entitlement intended to evaluate proposed uses that, while generally compatible with the applicable zoning district, may have the potential to create impacts that warrant additional review. The CUP process allows the City to assess the appropriateness, design, and operation of a proposed use in relation to its surroundings, and to ensure that it is consistent with the General Plan, Zoning Code, and applicable specific plans. Through this process, the Planning Commission may impose conditions of approval to mitigate potential impacts and ensure that the use operates in a manner that protects the public health, safety, and welfare and maintains the character and integrity of the community. SPMC 36.410.060 outlines 6 Findings that the Planning Commission must

make to approve a CUP. **Attachment 1:** Findings and Conditions of Approval outlines how the project satisfies each of those findings.

#### ADA Accessibility Compliance

Collaboration between the Building Division and the applicant to develop an ADA compliant layout for accessible parking spaces and path of travel to the pay machine and public right of way has resulted in the design before the Planning Commission. The Building Division has reviewed and provided preliminary sign-off on the layout as provided. Final review and any further minor refinement will take place during the building permit/plan check process as required by Condition of Approval #12.

#### Compliance with Parking Lot and Landscaping Standards

As per SPMC Section 36.360.020 any nonconforming use may be maintained and continued; provided, there is no increase or enlargement of the area, space or volume occupied by or devoted to the nonconforming use and provided that the use has not ceased for a continuous period of 180 days. As the CUP proposal does not include any increase or enlargement of the parking use, and the parking use has been operated continuously with no abandonment or discontinuance, the use qualifies as legal nonconforming. As a qualified legal nonconforming use, adherence to current parking lot design and landscaping standards contained in SPMC 36.310.080 and 36.330 and DTSP C8.E is not required. However, staff reviewed the project in reference to these standards and found the proposal to be in compliance with safety and circulation-based standards for stall size and aisle widths, while not being in compliance with standards governing provision of bicycle parking spaces, number of trees within the parking lot or provision of a ten-foot landscape buffer around the edges of the lot. A Condition of Approval has been added to require provision of Bicycle Parking spaces (Condition #29). At present the parking lot is fully landscaped and well maintained, with no noticeable gaps in landscaping and 8 existing mature trees.

#### Circulation

The Police and Public Works departments both reviewed and signed-off on the CUP proposal in light of the fact that the parking lot has been in operation since 1978, and no particular safety issues have been observed at the site. The Public Works department did not require preparation of a full Traffic Study. However, Public Works did require that during the building review plan check process a Traffic Site Distance Evaluation Study be prepared by a licensed civil engineer (Condition #22) and that the applicant be responsible for implementing any safety measures that it recommends.

#### Operations

Proposed parking lot operational details are established in **Attachment 3**, the Operations Plan. The parking facility will be routinely monitored by on-site personnel to ensure payment compliance, site cleanliness, and general security. Daily maintenance will include: sweeping and trash pickup, graffiti removal, inspection and maintenance of equipment and signage and landscaping upkeep. Periodic maintenance will include stall restriping, crack and pothole repair and power washing as needed.

Payment will occur via a fully-integrated Text-to-Pay and Pay Station system, where customers will pay by license plate and payments are verified electronically to the vehicle. Using license-plate scanning technology, personnel can verify active parking payments, distribute warnings and initiate towing as necessary. Customers can pay via cash, credit card, Apple Pay or Google Pay. The lot will operate daily from 6am to 2am. Overnight parking will only be available to residential customers in the area with an established long-term overnight parking contract with the operator. On the recommendation of the Police Department, overnight parking is not available to the general public and unauthorized vehicles left overnight may be towed.



### Signage

The interior site signage plan is shown on Sheet A1.1 of the Plan Set and includes 14 internal text-to-pay signs, 2 directional signs and 1 pay station identification sign. Photos and dimensions of the proposed internal signs are shown in **Attachment 3 – Operations Plan**. The large number of text-to-pay signs is necessary because these signs are small in size (12" x 18"), placed low on the internal side of the surrounding block wall and are intended to catch a customer's eye when they pull into a parking space and allow them to complete online payment prior to exiting their car and without requiring them to locate or interact with the pay station.

**Figure 3: Internal Signage**



Directional Sign



Text-to-pay Sign



Pay Station Identification Sign

### Lighting

No changes to the existing lighting are proposed. At present, eight 14-foot-tall pole lights exist. The lights are compliant with City Parking Lot Lighting standards under SPMC 36.310.080.I as they are under 16-foot in height and they are shielded and downward facing to prevent light trespass offsite.

### Neighborhood Compatibility

The parking lot has existed and has been in operation since 1978 in its present form including lighting, configuration and landscaping. No expansion of the parking area is proposed and for the first time ever a prohibition on overnight parking would be enforced through this CUP. No additional lighting is proposed. The City's Code Enforcement Division has not received any complaints about the site or its current operation. The police department has reported no safety concerns with the site in the year since Rite Aid closed and it has been operating informally as parking lot for adjacent businesses. It is anticipated that conversion of the lot into a regulated pay parking facility would actually reduce its use and any impact on the surrounding neighborhood.

### Notable Conditions of Approval:

- 1) The applicant shall provide a traffic sight distance evaluation prepared by a CA licensed civil engineer for vehicular ingress and egress from the proposed driveways. The applicant shall be responsible for implementing safety measures based on the sight distance study. (Condition #22)
- 2) The applicant shall add two bicycle parking spaces. (Condition # 29)
- 3) The applicant shall provide at least six trash cans distributed throughout the parking lot and ensure they are emptied on a weekly basis. (Condition #40)

### General Plan Consistency

The current General Plan land use designation of the site is Mixed-Use Core and is in the Downtown Specific Plan (DTSP) Mixed-Use Core Zone as well. Per the General Plan (2040), which was adopted in 2023, the Mixed-Use Core is intended to “...encourage a wide range of building types based on neighborhood characteristics that house a mix of functions, including commercial, entertainment, office, and housing.”

The proposed project is consistent with the following policies and actions of the General Plan:

- *A2.2 Leverage locational strengths to reduce cost of new infill development. These should include...creating shared parking resources among proximate properties and/or public facilities.*
- *P4.13: Proactively manage public and private parking supply within a common area as a shared resource...and explore opportunities to increase availability of public parking through private development.*
- *A5.17d: Implement strategies to increase parking availability without increasing supply including a parking in lieu program, the revenues from which could be used to lease private parking for public use...*

The proposed project supports the goals, policies, and actions of the General Plan by creating a shared parking resource and allowing public use of an existing but formerly private parking lot.

### Zoning Code/DTSP Compliance

A stand-alone parking lot is allowed in the DTSP area with approval of a Conditional Use Permit. CUPs are intended to allow for activities whose effect on a site and its surroundings can only be determined after the review of the configuration, design, location, and potential impacts of the proposed use and the suitability of the use to the site. That said, the proposed use is consistent with the following DTSP policy:

- *DTSP A2.2: The plan encourages private infill development to facilitate public access to parking for a fee. Providing public parking in this manner allows the City to reduce its own expenditures on public parking spaces. It also serves to distribute public parking throughout the district and makes private development a part of the solution by providing for the needs of a walkable commercial district.*

### **Environmental Analysis**

This project is exempt from California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15301, Class 1 – Existing Facilities. This categorical exemption applies to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, involving negligible or no expansion of existing or former use. The CUP does not

authorize new development or expansion of the parking lot. The proposed project consists of operating an existing 69-space surface parking lot as a stand-alone paid public parking facility following termination of the shared agreement with the adjacent former Rite Aid store. No expansion of the parking lot or increase in parking capacity is proposed. Physical improvements are limited to installation of a pay kiosk, payment signage, ADA restriping and removal of a small section of the existing brick wall to provide an accessible path of travel. Existing circulation, landscaping, lighting, and site layout will remain substantially unchanged. Accordingly, the project qualifies for the Class 1 categorical exemption. Furthermore, none of the exceptions set forth in CEQA Guidelines Section 15300.2 apply.

### **Key Performance Indicators and Strategic Plan**

The project supports the City's Strategic Plan Priority 2: Create a strong economic development strategy to strengthen local business.

### **Staff Recommendation**

Based on the above analysis, staff recommends that the Planning Commission adopt a Resolution and:

1. Find the project exempt from environmental review under California Environmental Quality Act (CEQA) Guidelines, Section 15301 (Existing Facilities).
2. Approve Project No. CUP26-0002, subject to the conditions of approval as stated in the resolution.

### **Alternatives**

If the Planning Commission does not agree with staff's recommendation, the following options are available:

1. Approve the project with modified condition(s); or
2. Continue the project, providing the applicant with clear recommendations to revise the proposal; or
3. Deny the project if it finds that the project does not meet the City's required CUP findings set forth in SPMC Sections 36.410.060.F. If the Commission wishes to deny the project, it should identify which findings cannot be made and why.

### **Public Notification of Agenda Item**

A Public Hearing Notice was published on Friday July 31, 2026, in the *South Pasadena Review*. Hearing notices were sent to all properties within a 300-foot radius on July 30, 2026. In addition, the public was made aware that this item was to be considered at a public hearing by virtue of its inclusion on the legally publicly noticed agenda, and the posting of the same agenda and reports on the City's website.

### **Attachments**

Attachment No. 1 - Resolution with Exhibit "A" – Findings and Conditions of Approval  
Attachment No. 2 - Project Plans (including surrounding neighborhood photos)  
Attachment No. 3 - Operations Plan

**P.C. RESOLUTION NO. 26-10**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA APPROVING PROJECT NO. CUP26-0002 A REQUEST FOR APPROVAL OF A CONDITIONAL USE PERMIT (CUP) TO ALLOW A STAND-ALONE PUBLIC PAY PARKING FACILITY AT 900 FAIR OAKS AVENUE (APN: 5318-015-017); AND MAKING THE DETERMINATION OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES, SECTION 15301, CLASS 1 (EXISTING FACILITIES).**

**WHEREAS**, on March 3, 2026 Mike Shelton (Applicant), filled a Conditional Use Permit (CUP) application to allow a stand-alone public pay parking lot at 900 S. Fair Oaks Avenue (Assessor's Parcel Number: 5318-015-017); and

**WHEREAS**, the proposed project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Class 1 – Existing Facilities; and

**WHEREAS**, the Planning Division evaluated the project for consistency with the City's General Plan, Downtown Specific Plan ("DTSP"), South Pasadena Municipal Code ("SPMC"), and all other applicable state and local regulations; and

**WHEREAS**, on July 30, 2026, the public hearing notice was mailed to each property owner within a 300-foot radius of the project site in accordance with the requirements of SPMC declaring the project review by the Planning Commission for the hearing on August 11, 2026; and

**WHEREAS**, on July 31, 2026, the City of South Pasadena Planning Division, published a legal notice in the *South Pasadena Review*, a local newspaper of general circulation, indicating the date, time, and location of the public hearing in compliance with state law concerning Project No. CUP26-0002; and

**WHEREAS**, the South Pasadena Planning Commission held a duly noticed public hearing on August 11, 2026, at which time it considered the staff report, oral report, the testimony, and the written evidence submitted by and on behalf of the applicant and by members of the public concerning Project No. CUP26-0002 and considered the proposed Conditional Use Permit to allow a stand-alone public pay parking lot at 900 S. Fair Oaks Avenue (Assessor's Parcel Number: 5318-015-017).

**NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:**

**SECTION 1: ACKNOWLEDGEMENTS**



The foregoing recitals are true and correct and are incorporated and made an operative part of this Resolution.

## **SECTION 2: ENVIRONMENTAL REVIEW FINDING**

The Planning Commission determines that the proposed project is exempt from California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 15301, Class 1 – Existing Facilities. This categorical exemption applies to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, involving negligible or no expansion of existing or former use. The CUP does not authorize new development or expansion of the parking lot. The proposed project consists of operating an existing 69-space surface parking lot as a stand-alone paid public parking facility following termination of the shared agreement with the adjacent former Rite Aid store. No expansion of the parking lot or increase in parking capacity is proposed. Physical improvements are limited to installation of a pay kiosk, payment signage, ADA restriping and removal of a small section of the existing brick wall to provide an accessible path of travel. Existing circulation, landscaping, lighting, and site layout will remain substantially unchanged. Accordingly, the project qualifies for the Class 1 categorical exemption. Furthermore, none of the exceptions set forth in CEQA Guidelines Section 15300.2 apply.

## **SECTION 3: CONDITIONAL USE PERMIT FINDINGS**

Based upon the entire record made available at the August 11, 2026 public hearing, including the public hearing, the staff report, the oral presentation, and related documents submitted to the Planning Commission prior to and at the public hearing, the Planning Commission finds and determines that the proposed project is consistent with all applicable findings for approval of a Conditional Use Permit pursuant to South Pasadena Municipal Code Section 36.410.060.F, as follows:

- 1. The proposed use is allowed with Conditional Use Permit approval within the applicable zoning district and complies with all applicable provisions of this Zoning Code;**

The project site is zoned Mixed-Use Core in the DTSP, which is intended for the development of a wide range of commercial, mixed-use, and multifamily residential uses. Operation of a stand-alone parking lot is permitted in the Mixed-Use Core with approval of a Conditional Use Permit. The project meets all applicable provisions of the Zoning Code.

- 2. The proposed use is consistent with the General Plan and any applicable specific plan.**

The current General Plan land use designation of the site is Mixed-Use Core and is designated in the DTSP as Mixed-Use Core as well. Per the General Plan (2040), which was adopted in 2023, the Mixed-Use Core is intended to

“...encourage a wide range of building types based on neighborhood characteristics that house a mix of functions, including commercial, entertainment, office, and housing.” The proposed project is consistent with the following policies and actions of the General Plan:

*A2.2 Leverage locational strengths to reduce cost of new infill development. These should include...creating shared parking resources among proximate properties and/or public facilities.*

*P4.13: Proactively manage public and private parking supply within a common area as a shared resource...and explore opportunities to increase availability of public parking through private development.*

*A5.17d: Implement strategies to increase parking availability without increasing supply including a parking in lieu program, the revenues from which could be used to lease private parking for public use...*

The proposed project is consistent with the General Plan because it creates a shared parking resource and allows public use of an existing formerly private parking lot.

The proposed use is consistent with the following DTSP policy:

*DTSP A2.2: The plan encourages private infill development to facilitate public access to parking for a fee. Providing public parking in this manner allows the City to reduce its own expenditures on public parking spaces. It also serves to distribute public parking throughout the district and makes private development a part of the solution by providing for the needs of a walkable commercial district.*

The proposed project is consistent with the DTSP as it would expand public parking access without cost to the City and would distribute public parking throughout the downtown district.

- 3. 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.**

The parking lot is existing and has been in operation for decades. The shift from being a private parking lot (where public parking was informally allowed) to being a public pay lot will not introduce any new detriments to the health, safety or general welfare of the neighborhood. The proposal does not include any new development or construction. Hours of operation would be more limited than in the past (changing from 24 hour operation to 8 am to 2am

operation, likely reducing late night noise and traffic impacts to the neighborhood.)

- 4. 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.**

Approval of the Conditional Use Permit as conditioned, would not be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the City. No construction or new development is proposed. The intensity of use of the parking lot would not expand, and hours of use would be reduced. No new lighting is proposed. Therefore, the proposed use would not be detrimental or injurious to property and improvements in the neighborhood or the general welfare of the City.

- 5. The subject site is adequate in terms of size, shape, topography, and circumstances and has sufficient access to streets and highways which are adequate in width and pavement type to carry the quantity and quality of traffic expected to be generated by the proposed use.**

The proposed request for operation of a pay parking lot would not increase traffic on surrounding streets. Ingress and egress off Mission and El Centro Streets would remain unchanged. The site is flat, already paved and the Public Works Departments and Fire Departments have reviewed access points and surrounding streets and signed off on the project, while providing Conditions of Approval. Therefore, the project site is adequate in size and has sufficient access to existing streets in order to accommodate the proposed use.

- 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 aesthetics, character, scale, impacts on neighboring properties.**

The proposed parking lot is surrounded with a 4-foot tall red brick wall limiting view of the parking lot from public rights of way. No new development, nor alterations to the existing parking lot or its circulation pattern are proposed. Therefore, the design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land use in the vicinity in terms of aesthetics, character, scale and impacts on neighboring properties.

#### **SECTION 4: RECORD OF PROCEEDING**

The documents and other materials that constitute the record of the proceedings upon which the Planning Commission's decision is based, which include, but are not limited to, the staff reports, as well as all materials that support the staff reports for the proposed project, are located in the Community Development Department of the City of South Pasadena at 1414 Mission Street, South Pasadena, CA 91030. The custodian of these documents is the City Clerk of the City of South Pasadena.

#### **SECTION 5: DETERMINATION**

Based upon the findings outlined in Sections 2 and 3 above and provided during the public hearing, the Planning Commission of the City of South Pasadena hereby conditionally approves Project No. CUP26-0002 consisting of a Conditional Use Permit to allow a stand-alone public pay parking lot at 900 S. Fair Oaks Avenue (APN: 5318-015-017) subject to the Conditions of Approval attached hereto as Exhibit "A."

#### **SECTION 6: APPEALS**

Any interested person may appeal this decision or any portion of this decision to the City Council. Pursuant to the South Pasadena Municipal Code, any such appeal must be filed with the City, in writing, and with appropriate appeal fee, no later than 15 calendar days following the date of the Planning Commission's final action.

#### **SECTION 7: CERTIFICATION OF THE RESOLUTION**

The Secretary shall certify that the foregoing Resolution was adopted by the Planning Commission of the City of South Pasadena at a duly noticed regular meeting held on the 11<sup>th</sup> day of August 2026.



**PASSED, APPROVED, AND ADOPTED** this 11<sup>th</sup> day of August 2026 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Amitabh Barthakur, Planning Commission Chair

**ATTEST:**

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Planning Commission Secretary

## EXHIBIT A

### Conditions of Approval

| NO.            | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Agency                                                 | Compliance Verification |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------|
| <b>GENERAL</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                        |                         |
| <b>1.</b>      | This approval and all rights hereunder shall terminate within twenty four (24) months of the effective date of approval by the Planning Commission unless otherwise conditioned and/or unless a Building Permit is issued and substantial construction has begun, or the use is established, or action is taken.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Planning Standard</b>                               |                         |
| <b>2.</b>      | <p>The use and development of the Property shall be in substantial conformance with the plans and materials submitted with the application for the Conditional Use Permit as reviewed by the Planning Commission on August 11, 2026 excepted as modified by these Conditions of Approval.</p> <p>All site improvements resulting from these entitlement and the applicant's business operations shall conform to all applicable Downtown Specific Plan standards and requirements, including sign and encroachment standards.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Planning Standard</b>                               |                         |
| <b>3.</b>      | <p>Approval by the Planning Commission does not constitute a building permit. All other requirements of any law, ordinance, or regulation of the State of California, City of South Pasadena, and any other government entity shall be complied with.</p> <p>The use and development of the Property shall comply with these Conditions of Approval and all applicable local, special district or authority, county, state and federal statutes, codes, standards, regulations, guidelines and policies, including, but not limited to, Building Division, Fire Department, Planning Division and Public Works Department requirements, and shall comply with all applicable City Code requirements and all comments made during the City's building permit plan check review process (collectively, "Applicable Rules"). Failure to comply with Applicable Rules may result in reconstruction work, demolition, stop work orders, withholding of certificate of occupancy, revocation of land use permit approval and/or any other remedies available to the City in law or in equity.</p> | <b>Planning, Building, Public Works, Fire Standard</b> |                         |

| NO.            | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Agency                                                    | Compliance Verification |
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| <b>GENERAL</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                           |                         |
| <b>4.</b>      | <p>Changes to the Project or use approved as part of the Conditional Use Permit may only be made in accordance with the provisions of SPMC Section 36.420.050 "Changes to an Approved Project".</p> <p>Unless approved through modification, deviations not identified on approved preliminary development plans may not be approved by the City.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Planning Standard</b>                                  |                         |
| <b>5.</b>      | A covenant and agreement, on a form provided by the Planning Division and the City Attorney, acknowledging and agreeing to comply with all terms and conditions established herein, shall be signed by the Property Owner and recorded in the County Recorder's Office. The covenant and agreement shall run with the land and shall be binding on any subsequent owners, and tenants or occupants of the Property. After recordation, a certified copy bearing the Recorder's number and date shall be provided to the Planning Division.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Planning Standard</b>                                  |                         |
| <b>6.</b>      | The City of South Pasadena reserves the right to change or otherwise modify requirements based upon receiving additional project information or other unforeseen circumstances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Public Works, Fire, Building, Planning<br><b>Standard</b> |                         |
| <b>7.</b>      | <p>The applicant shall replace all broken, damaged, or out-of-grade sidewalk and alley approaches, and repaint all curb markings along the perimeter of the property to the satisfaction of the City Engineer regardless of when or how such condition originally occurred per SPMC Section 31.54. All improvements within the public right-of-way shall conform to the current Standard Specifications for Public Works Construction (SSPWC) and Standard Plans for Public Works Construction (SPPWC).</p> <p>a. The applicant shall install new 4" thick sidewalk with maximum cross slope of 2% conforming to the current Standard Plans for Public Works Construction (SPPWC, STD Plan 112-2). Concrete shall be class 520-C-2500 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC) around the perimeter of the site.</p> <p>b. The applicant shall remove and replace all existing alleyway approaches with new alleyway approaches conforming to the current Standard Plans for Public Works Construction (SPPWC) Std Plan 130-3,</p> | <b>Public Works Standard</b>                              |                         |

| NO.            | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Agency                              | Compliance Verification |
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| <b>GENERAL</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |                         |
|                | Type A. Concrete shall be class 520-C-2500 and shall conform to the current Standard Specifications for Public Works Construction (SSPWC). The applicant shall verify the width with the Planning Department and the actual limits of concrete removal with the Public Works Department. <i>[if needed]</i>                                                                                                                                                                                                                                                                                                                                            |                                     |                         |
| 8.             | <p>The contractor is required to submit and implement a tree protection plan in accordance with SPMC 34.4, including, but not limited to, construction monitoring by a certified arborist. Where required, contractor shall obtain a permit for tree trimming which meets the requirements of SPMC 34.5, including, but not limited to trimming of more than 10 percent of the live foliage or limbs of a mature oak. If existing trees are to remain on site, the applicant shall note on the plans for protecting existing trees during construction.</p> <p>Updates to the City's Tree Ordinance shall supersede this condition as appropriate.</p> | Public Works<br><b>Standard</b>     |                         |
| 9.             | Environmental impacts related to nesting birds shall be evaluated by a Designated Biologist no more than 30 days prior to the start of project activities. All native migratory non-game birds, including raptors, and their active nests are protected from "take" by Sections 3503, 3503.5, and 3513 of the California Fish and Game Code and the Migratory Bird Treaty Act (MBTA). If active nests are found, the applicant shall provide a Nesting Bird Management Plan (NBMP) prepared by the Designated Biologist.                                                                                                                               | Public Works<br><b>Standard</b>     |                         |
| 10.            | The applicant shall indicate if the development will connect to existing water and sewer utilities or if new connections will be requested. New connections will require connection fees.                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Public Works<br><b>Standard</b>     |                         |
| 11.            | Compliance with the City's Performance Standards of Section 36.300.110, which also include the Noise Standards (Chapter 19A), of the South Pasadena Municipal Code (SPMC) shall be adhered to at all times.                                                                                                                                                                                                                                                                                                                                                                                                                                            | Police<br><b>Standard</b>           |                         |
| 12.            | The applicant shall submit a parking layout plan showing compliance with current accessibility standards for an existing surface parking facility not intended to serve a particular building. The plan may include improvement of this existing site to provide compliant accessible parking spaces, a shortest accessible route connecting site entrance at the public right-of-way to the accessible parking spaces, an accessible route connecting to the fare machine, and at least one                                                                                                                                                           | Building<br><b>Project Specific</b> |                         |



| NO.            | CONDITIONS OF APPROVAL                                                                                                                                                                                         | Agency | Compliance Verification |
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| <b>GENERAL</b> |                                                                                                                                                                                                                |        |                         |
|                | self-serve fare machine with required features to serve disabled individuals. Any proposed accessible route through Raymond Lane, shall not be permitted unless otherwise approved by Public Works Department. |        |                         |

| NO.                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Agency                                   | Compliance Verification |
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| <b>PRIOR TO BUILDING PERMIT APPLICATION</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                          |                         |
| <b>13.</b>                                  | All sheets shall be stamped and signed by the appropriate persons in responsible control of plans, specifications, and instruments of service per California Business and Professions Code (CBPC). All sheets must be signed and stamped by either a California Professional Engineer and/or California Licensed Architect.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Building Public Works<br><b>Standard</b> |                         |
| <b>14.</b>                                  | The project is subject to the following required Code References: current South Pasadena Municipal Code (SPMC); current California Fire Code (CFC); Current California Building Code and NFPA Applicable Standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Fire<br><b>Standard</b>                  |                         |
| <b>15.</b>                                  | <p>In accordance with Section 503.1.1 and Appendix D, Section D102.1 of the 2022 California Fire Code (CFC), approved fire apparatus access roads shall be provided for every facility, building, or portion of a building constructed or moved into or within the jurisdiction. Access roads shall be located such that the horizontal distance from the nearest edge of the fire apparatus access road to all portions of the exterior walls of the first story of the building does not exceed 150 feet, as measured by an approved hose pull route around the exterior of the building. Plans shall include the pull hose distance.</p> <p>Where site conditions make compliance impractical, the distance may be increased to a maximum of 200 feet only when approved by the Fire Code Official and when approved fire protection features are provided, such as:</p> <ul style="list-style-type: none"> <li>• Installation of an automatic fire sprinkler system per CFC Section 903;</li> <li>• Enhanced fire-resistive construction or defensible space improvements; or</li> <li>• Other alternative means and methods determined by the Fire Code Official to provide equivalent fire protection and firefighter access.</li> </ul> <p>The applicant shall provide a drawing for review and approval to the Fire Department prior to issuance for permits.</p> | Fire<br><b>Standard</b>                  |                         |

| NO.                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Agency                       | Compliance Verification |
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| <b>PRIOR TO BUILDING PERMIT APPLICATION</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                              |                         |
| <b>16.</b>                                  | <p>In accordance with Section 503.2.1 and Appendix D, Sections D103.1 and D105.2 of the 2022 California Fire Code (CFC), approved fire apparatus access roads shall be provided for every facility, building, or portion of a building constructed or moved into or within the jurisdiction.</p> <p>Fire apparatus access roads shall be constructed to provide an unobstructed width of not less than 20 feet (exclusive of shoulders) and an unobstructed vertical clearance of not less than 13 feet 6 inches.</p> <p>All fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus (minimum 75,000 lbs. gross vehicle weight) and shall be surfaced to provide all-weather driving capability.</p> <p>The applicant shall provide a drawing for review and approval to the Fire Department prior to issuance for permits.</p>                                                                                                                                                                                                                                                                                                                                                    | <b>Fire Standard</b>         |                         |
| <b>17.</b>                                  | <p>The applicant shall include the following information on the plans:</p> <ul style="list-style-type: none"> <li>• The 24-hour emergency contact number for the applicant and contact information of all utility agencies involved/impacted/potentially impacted by this project on the title sheet of the plans.</li> <li>• The location of all existing utilities on adjacent street(s), as well as the location and size of all existing or proposed utilities serving the property. Show all utility points of connection (POC).</li> <li>• Show the location and area of trench sections for any proposed sewer and water line connections within the public right-of-way. Provide a trench restoration detail per City standards if any new utility connections are proposed. All utility poles adjacent to the properties and note to "PROTECT-IN-PLACE".</li> <li>• The proposed building structure shall not be constructed within critical root zone area of any trees. For native and protected species, use the tree trunk's diameter measured at breast height (DBH) (X5) as the minimum critical root mass. For non-native and protected species, use the tree's DBH (X3) as the minimum critical root mass.</li> </ul> | <b>Public Works Standard</b> |                         |

| NO.                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Agency | Compliance Verification |
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| <b>PRIOR TO BUILDING PERMIT APPLICATION</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                         |
|                                             | <ul style="list-style-type: none"> <li>Temporary bins (low boy), if used, shall be "roll off" style to be provided by Athens Services. See links to construction and waste management related forms below:<br/><br/> <a href="#">SOUTHWEST MONTEREY HILLS</a><br/><br/> <a href="#">Recycling Facilities Updated 11.27.2017.xlsx</a><br/><br/> <a href="#">C&amp;D WASTE MANAGMENT FORM</a> </li> </ul> <p>Athens Services has an exclusive agreement with the City for the provision of trash removal services: only Athen's dumpsters can be used. Any dumpsters placed on the roadway require a protective barrier underneath (such as plywood) to protect the pavement. The applicant shall obtain a dumpster permit from the Public Works Department.</p> <ul style="list-style-type: none"> <li>The applicant shall identify all existing on-site easements on the construction plans submitted to the Building Division at the time of Plan Check. Any conflict with and/or presence of existing easements must be addressed. The applicant shall provide a Title Report, with an effective date within the last 60 days, to verify the presence of easements.</li> <li>The applicant shall show all existing and proposed trees on the site plan submitted to the Building Division at the time of Plan Check, including size and species, and indicate their disposition. If any trees are to be removed, the applicant shall apply for a tree removal permit with the Public Works Department per City Ordinance No. 2328 amending Section 34.10 of SPMC. See SPMC Section 34.12 for the required information and process for the trees that are proposed to be removed and/or impacted during construction. Replacement trees shall be planted per SPMC Section 34.12-5. If existing trees are to remain on site, the applicant shall note on the plans for protecting existing trees during construction.</li> <li>The location, grade, and dimensions of all existing conditions and proposed improvements within the public right-of-way, including, but not limited to, curb and gutter, sidewalk, driveway, traffic striping, signage, trees, utilities, pavement and other features.</li> </ul> |        |                         |

| NO.                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                            | Agency                          | Compliance Verification |
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| <b>PRIOR TO BUILDING PERMIT APPLICATION</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                 |                         |
| 18.                                         | No overnight storage of materials or equipment within the public right-of-way shall be permitted.                                                                                                                                                                                                                                                                                                                                 | Public Works<br><b>Standard</b> |                         |
| 19.                                         | The applicant shall obtain oversize/overload permits from the Public Works Department for any oversized equipment used during the stages of construction, including, but not limited to demolition; clearing and grubbing; grading; material disposal; drilling for piles and/or caissons; trenching for footings; excavation for retaining walls; core sampling of soils; etc.                                                   | Public Works<br><b>Standard</b> |                         |
| 20.                                         | The applicant shall obtain an encroachment permit from the Public Works Department for any work proposed within the public right-of-way.                                                                                                                                                                                                                                                                                          | Public Works<br><b>Standard</b> |                         |
| 21.                                         | The applicant shall provide an arborist report and clear site plan of what trees are being removed. The applicant shall submit a design narrative with the arborist report explaining why certain trees are being removed and what alternative options were considered to preserve the existing trees.                                                                                                                            | Public Works<br><b>Standard</b> |                         |
| 22.                                         | The applicant shall provide a traffic sight distance evaluation prepared by a CA licensed civil engineer for vehicular ingress and egress from the proposed driveways. The applicant shall be responsible for implementing safety measures based on the sight distance study.                                                                                                                                                     | Public Works<br><b>Standard</b> |                         |
| 23.                                         | The applicant shall submit a street improvement plan to the Public Works department for any and all improvements in the public right-of-way which shall include, but are not limited to, the following:<br>a. Street improvements, including signage and striping for on-street parking and loading spaces<br>b. Sidewalk improvements and furniture<br>c. Public bicycle racks in accordance with the City's Bicycle Master Plan | Public Works<br><b>Standard</b> |                         |

| NO.                                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Agency                                              | Compliance Verification |
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| <b>PRIOR TO DEMOLITION/GRADING/BUILDING PERMIT ISSUANCE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                     |                         |
| 24.                                                         | A Comprehensive Construction Management Plan (CMP) shall be submitted to Building Division as part of the Building Permit plan check approval process and shall be approved prior to issuance of the Demolition and / or Building Permit. The comprehensive CMP shall include all plans specified in the conditions of approval. In addition, the plan will identify the areas of construction staging, temporary power, portable toilet, and trash and material storage locations. | Building, Public Works, Planning<br><b>Standard</b> |                         |



| NO.                                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Agency | Compliance Verification |
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| <b>PRIOR TO DEMOLITION/GRADING/BUILDING PERMIT ISSUANCE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |                         |
|                                                             | <p>The CMP shall show all areas of the public right-of-way which may be affected by the construction of the project. Unless otherwise approved by the Public Works Director, sidewalk access shall always be maintained along the project's frontage.</p> <p>In addition to the above, the CMP shall include the following components:</p> <ul style="list-style-type: none"> <li>a. <u>A Pedestrian Protection Plan</u> shall identify all areas of pedestrian protection and indicate the method of pedestrian protection or pedestrian diversion when required. When pedestrian diversion is required, the Pedestrian Protection Plan must also be approved by the City Engineer.</li> <li>b. <u>A Construction Traffic Management Plan</u><br/>The Construction Traffic Management Plan shall be reviewed and approved by the City Engineer and Planning Manager prior to the issuance of any Project demolition, grading, or excavation permit. The Construction Traffic Management Plan shall also be reviewed and approved by the City's Fire and Police Departments. The City Engineer and Planning Manager reserve the right to require that the Plan be prepared by an engineer. The Construction Traffic Management Plan shall contain, but not be limited to, the following: <ul style="list-style-type: none"> <li>A. The name and telephone number of a contact person that can be reached 24 hours a day regarding construction traffic complaints or emergency situations.</li> <li>B. An up-to-date list of local police, fire, and emergency response organizations and procedures for the continuous coordination of construction activity, potential delays, and any alerts related to unanticipated road conditions or delays, with local police, fire, and emergency response agencies. Coordination shall include the assessment of any alternative access routes that might be required through the Property, and maps showing access to and within the Property and to adjacent properties.</li> </ul> </li> </ul> |        |                         |

| NO.                                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Agency                          | Compliance Verification |
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| <b>PRIOR TO DEMOLITION/GRADING/BUILDING PERMIT ISSUANCE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                         |
|                                                             | <p>C. The location, times, and estimated duration of any roadway closures, traffic detours, use of protective devices, warning signs, and staging or queuing areas.</p> <p>D. The location and travel routes of off-site staging and parking locations.</p> <p>E. Estimated number of trucks per hour for dirt hauling, concrete pouring, deliveries, etc.</p> <p>c. <u>Demolition Debris Recycling</u>-Reasonable efforts shall be used to reuse and recycle construction and demolition debris, to use environmentally friendly materials, and to provide energy efficient buildings, equipment and systems. All C &amp; D waste shall be taken by Athens or an approved facility. Contact Public Works to arrange for permitting and containers.</p> <p>d. <u>A vector/pest control abatement plan</u> prepared by a pest control specialist licensed or certified by the State of California shall outline all steps to be taken prior to the commencement of any demolition or construction activity in order to ensure that any and all pests (including, but not limited to, rodents, bees, ants and mosquitoes) that may populate the Property do not relocate to or impact adjoining properties.</p> <p>e. The CMP shall address implementation of the following measures if applicable, during construction:</p> <ul style="list-style-type: none"> <li>i Foundation Shoring Plan demonstrating use of noise dampening design methods.</li> <li>ii Construction Rules Sign that includes contact names and telephone numbers.</li> <li>iii Daily maintenance of construction site.</li> <li>iv Dust control by regular watering.</li> <li>v Construction worker and contractor offsite parking.</li> <li>vi Staging and storage of construction equipment on-site only.</li> <li>vii Compliance with noise standards.</li> </ul> |                                 |                         |
| <b>25.</b>                                                  | The applicant shall pay all applicable City fees including Public Works Department plan review fee and permit fees per the current adopted Master Fee Schedule, which can be found on                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Public Works<br><b>Standard</b> |                         |

| NO.                                                         | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Agency                                  | Compliance Verification |
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| <b>PRIOR TO DEMOLITION/GRADING/BUILDING PERMIT ISSUANCE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                         |                         |
|                                                             | the City's website. This includes all costs incurred by the Public Works Department for the use of professional services or consultants in the review, investigation, and/or plan check of the public improvement plans. The applicant shall provide receipts of all applicable fees paid prior to Building Permit Issuance.                                                                                                                                                                                                                                                                 |                                         |                         |
| <b>26.</b>                                                  | For the portions fronting the project site, Brent Avenue, Raymond Lane, El Centro Street and Mission Street shall be photographed and video recorded before the start of construction and after construction for assessing the damage caused to the streets by construction related activity. The applicant will be responsible to restore the public right-of-way to its original condition and to the satisfaction of the City Engineer. These video recordings and photographs shall be submitted to the City before the project approval and immediately upon completion of the project. | Public Works<br><b>Standard</b>         |                         |
| <b>27.</b>                                                  | Applicant shall remove both speed bumps on Raymond Lane between Mission Street and El Centro Street, and shall repair the street to the satisfaction of the City Engineer.                                                                                                                                                                                                                                                                                                                                                                                                                   | Public Works<br><b>Project Specific</b> |                         |
| <b>28.</b>                                                  | Applicant shall install stop bars and stop signs at each terminus of Raymond Lane with El Centro and Mission Streets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Public Works<br><b>Project Specific</b> |                         |
| <b>29.</b>                                                  | The applicant shall install at least two bicycle parking spaces compliant with Building Code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Planning<br><b>Project Specific</b>     |                         |
| <b>30.</b>                                                  | Prior to issuance of a grading permit, the applicant shall provide an erosion control plan for dust control techniques to be implemented during project construction which shall include, but not be limited to, use of appropriate BMPs, plans for daily watering of the construction site, limitations on construction hours, and adherence to standard construction practices such as watering of inactive and perimeter areas.                                                                                                                                                           | Public Works<br><b>Standard</b>         |                         |
| <b>31.</b>                                                  | The applicant shall pay all applicable City sewer and/or water capacity charges per SPMC Section 16B.3. A copy of the receipt for any fees to be paid must be submitted before permit issuance.                                                                                                                                                                                                                                                                                                                                                                                              | Public Works<br><b>Standard</b>         |                         |
| <b>32.</b>                                                  | Applicant shall attain an address assignment for parcel via application to the City's Public Works Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Planning<br><b>Project Specific</b>     |                         |

| NO.                        | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Agency                                                      | Compliance Verification |
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| <b>DURING CONSTRUCTION</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                             |                         |
| <b>33.</b>                 | Construction activity within a residential zone or within 500 feet thereof shall only occur Monday through Friday between 8:00am to 7:00pm, Saturday between 9:00am and 7:00pm, and on Sunday and city recognized holidays between 10:00am and 6:00pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Planning, Building, Public Works, Police<br><b>Standard</b> |                         |
| <b>34.</b>                 | Any construction activity that may require roadway or lane closures where two-way traffic cannot be accommodated will require a traffic control plan prepared by a CA licensed civil or traffic engineer or a C-31 licensed contractor to be submitted for review. Safe pedestrian access, including ADA and bicycle, must be maintained at all times. All street closures will require an encroachment permit from the Public Works Department. Street closures are only allowed between 9:00 am and 3:00 pm. Whenever there will be a street closure exceeding thirty minutes in duration, the applicant shall provide written notification about the street closure to all impacted businesses and residents at least 48 hours in advance of the street closure.                                                                                                                                                                                        | Public Works<br><b>Standard</b>                             |                         |
| <b>35.</b>                 | <p>The applicant shall be responsible for posting a project sign at the entrance to the project site displaying the City's construction hours per SPMC Section 19A.13. The project sign shall be 24" x 36" and made of durable weather-resistant material. The applicant shall provide a 24-hour emergency contact number for the designated contact who will be responsible for maintaining the public right-of-way during the all stages of construction until the project is complete.</p> <p>During all phases of construction, a "Construction Rules Sign" that includes contact names and telephone numbers of the Developer, Property Owner, construction contractor(s), and the City, shall be posted on the Property in a location that is visible to the public. These names and telephone numbers shall also be made available to adjacent property owners and occupants to the satisfaction of the Planning Manager and Building Official.</p> | Public Works, Building, Planning<br><b>Standard</b>         |                         |
| <b>36.</b>                 | All vehicles including workers' vehicles shall be parked on-site and not be parked near the construction site. The applicant shall provide a shuttle service if necessary for approved off-site construction related parking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Public Works<br><b>Standard</b>                             |                         |
| <b>37.</b>                 | The applicant shall post temporary "No Parking " signs along the entire length of the property prior to the start of any construction. The temporary "No Parking" signs shall be covered at the end of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Public Works<br><b>Standard</b>                             |                         |



| NO.                        | CONDITIONS OF APPROVAL                                                                                       | Agency                              | Compliance Verification |
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| <b>DURING CONSTRUCTION</b> |                                                                                                              |                                     |                         |
|                            | each working day and uncovered at the start of the following working day prior to any construction activity. |                                     |                         |
| <b>38.</b>                 | The applicant shall apply for and attain a Sign Permit from the Community Development Department.            | Planning<br><b>Project Specific</b> |                         |

| NO.                                                          | CONDITIONS OF APPROVAL                                                                                                                                                 | Agency                  | Compliance Verification |
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| <b>PRIOR TO CERTIFICATE OF OCCUPANCY OR FINAL INSPECTION</b> |                                                                                                                                                                        |                         |                         |
| <b>39.</b>                                                   | Prior to the Final approval, the Fire Department shall verify compliance with all fire apparatus access width, clearance, and aerial ladder access requirements prior. | Fire<br><b>Standard</b> |                         |

| NO.             | CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                      | Agency                            | Compliance Verification |
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| <b>ON-GOING</b> |                                                                                                                                                                                                                                                                                                                                             |                                   |                         |
| <b>40.</b>      | The applicant shall provide at least 6 trash cans distributed throughout the parking lot that are to be emptied and maintained on a weekly basis.                                                                                                                                                                                           |                                   |                         |
| <b>41.</b>      | All graffiti shall be removed from the Property within 48 hours of its application.                                                                                                                                                                                                                                                         | Planning<br><b>Standard</b>       |                         |
| <b>42.</b>      | The Property Owner shall maintain all street trees along the property frontage at his/her sole cost and expense.                                                                                                                                                                                                                            | Public Works<br><b>Standard</b>   |                         |
| <b>43.</b>      | All mitigation measures set forth in any environmental document relating to the Project (including any reports of the type contemplated by the California Environmental Quality Act) shall be incorporated herein by this reference as though fully set forth in these Conditions of Approval, and shall be completed as specified therein. | Planning<br><b>Standard</b>       |                         |
| <b>44.</b>      | The parking lot shall be closed from 2am to 6am daily, except to those with a long-term parking contract. The applicant shall monitor this via an in-person spot check at least once every two weeks between 2am and 6am.                                                                                                                   | Police<br><b>Project Specific</b> |                         |

1. Building Review Complete PA
2. Fire Review Complete GL
3. Police Review Complete ML
4. Public Works Review Complete BZ

# PARKING OPERATIONS SITE PLAN

## CONDITIONAL USE PERMIT

### (CUP26-0002)

**PROJECT ADDRESS:**  
900 S. Fair Oaks Avenue  
South Pasadena, CA 91030

**APN:**  
**5318-015-017**

**PROPERTY OWNER:**  
Rex Hamano  
Hamasho, Inc.  
1800 Oak St. #509  
Torrance, CA 90501

**APPLICANT:**  
Michael Shelton  
Arts District Parking, Inc.  
720 E 2nd St.  
Los Angeles, CA 90012

**PROJECT DESCRIPTION:**  
The proposed project is a request for a Conditional Use Permit pursuant to South Pasadena Municipal Code (SPMC) Section 36.410.060 to allow continued use of an existing 69 stall standalone parking lot as a paid lot to serve downtown visitors. No new construction, expansion, grading or changes to the existing site layout are proposed. The lot would be open 7 days a week from 6am-2am and utilize an automated on-site pay station.

**PROJECT DATA:**  
Total Spaces: 69  
ADA Spaces: 3  
Typical Parking Stall Size: 9' x 18'  
Project Site Area: 26,500 SF  
Landscape Area: 2,283 SF (8.6%)  
Hardscape Area: 24,217 SF (91.4%)

**ZONING DESIGNATION:**  
MUC (Mixed Use Core)  
**LAND USE DESIGNATION:**  
Mixed Use Core

**LEGAL DESCRIPTION:**  
Lots 6 and 7 of Tract No. 4675, in the City of South Pasadena, County of Los Angeles, State of California, as per map recorded in Book 51, Page 94 of Maps.

**TITLE REFERENCE:**  
Preliminary Title Report  
Order No. 932600426  
Dated January 22, 2026

**PLAN SHEET INDEX:**  
COVER SHEET - A0  
SITE MAP - A01  
SURROUNDING PROPEPRTY - A02

## VICINITY MAP



NOTES:

CLIENT Rex Hamano  
Hamasho Inc.  
1800 Oak St. #509  
Torrance, CA 90501

SITE 900 Fair Oaks Ave  
South Pasadena,  
CA 91030

TITLE Site Plan

|                 |                    |                         |
|-----------------|--------------------|-------------------------|
| SCALE<br>1"=20' | DATE<br>07/27/2026 | DRAWN BY<br>Erik Garcia |
|-----------------|--------------------|-------------------------|

|                           |                 |
|---------------------------|-----------------|
| PROJECT NO.<br>CUP26-0002 | SHEET NO.<br>A0 |
|---------------------------|-----------------|



(PROPOSED LAYOUT) 900 FAIR OAKS AVE SOUTH PASADENA CA 91030-3308

FAIR OAKS AVE

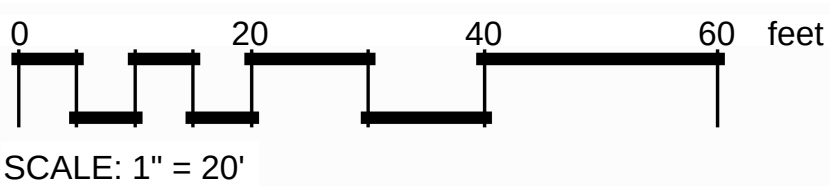
BRENT AVE.

EL CENTRO

MISSION ST.

RAYMOND LN

APN: 5318-015-0175



66 Standard Spaces  
3 ADA Spaces  
69 Total Spaces

NOTES:

LEGEND

- EXISTING LIGHT POLES
- EXISTING PLANTERS
- PAY MACHINE
- TEXT TO PAY SIGNS
- DIRECTIONAL SIGNS
- PAY HERE SIGN
- PROPERTY LINE

CLIENT  
Rex Hamano  
Hamasho Inc.  
1800 Oak St. #509  
Torrance, CA 90501

SITE  
900 Fair Oaks Ave  
South Pasadena,  
CA 91030

TITLE  
Site Plan

SCALE  
1"=20'

DATE  
07/27/2026

DRAWN BY  
Erk Garcia

PROJECT NO.  
CUP26-0002

SHEET NO.  
A01.1



(EXISTING LAYOUT) 900 FAIR OAKS AVE SOUTH PASADENA CA 91030-3308

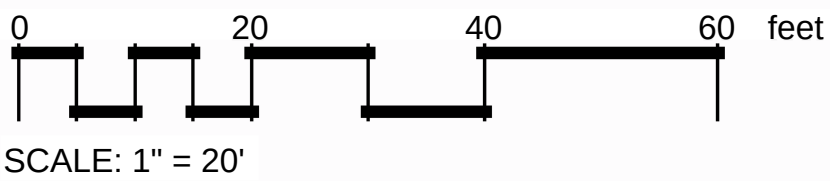
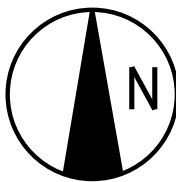
FAIR OAKS AVE



EL CENTRO ST

BRENT AVE

APN:5318-015-0175



65 STANDARD PARKING SPACES  
4 TOTAL ADA SPACES  
69 TOTAL PARKING SPACES

NOTES:

LEGEND

- EXISTING LIGHT POLES
- EXISTING PLANTERS

|             |            |            |                                                                       |
|-------------|------------|------------|-----------------------------------------------------------------------|
| CLIENT      |            |            | Rex Hamano<br>Hamasho Inc.<br>1800 Oak St. #509<br>Torrance, CA 90501 |
| SITE        |            |            | 900 Fair Oaks Ave<br>South Pasadena,<br>CA 91030                      |
| TITLE       |            |            | Site Plan                                                             |
| SCALE       | DATE       | DRAWN BY   |                                                                       |
| 1"=20'      | 07/27/2026 | Erk Garcia |                                                                       |
| PROJECT NO. |            | SHEET NO.  |                                                                       |
| CUP26-0002  |            | A01.2      |                                                                       |
| DRAWING NO. |            |            |                                                                       |



This map shows the El Centro area with various streets and numbered locations. A blue circle highlights a central area containing locations 1 through 39. A red star marks location 900. The map includes a scale bar from 0 to 300 feet and a north arrow.

Streets shown include Mission St, Fair Oaks Ave, Oxley St, Brent Ave, Park Ave, Virginia Pl, Oxley Aly, El Centro St, Edison Ln, Mound Ave, Exchange Ln, and Raymond Ln.

Numbered locations (1-39) are distributed across the map, with a concentration in the central area highlighted by the blue circle. Location 900 is marked with a red star.

Radius measured 300 feet from property line per City requirement

|                             |                                                                       |             |  |
|-----------------------------|-----------------------------------------------------------------------|-------------|--|
| CLIENT                      | Rex Hamano<br>Hamasho Inc.<br>1800 Oak St. #509<br>Torrance, CA 90501 |             |  |
| SITE                        | 900 Fair Oaks Ave<br>South Pasadena,<br>CA 91030                      |             |  |
| TITLE                       |                                                                       |             |  |
| Surrounding Property Photos |                                                                       |             |  |
| SCALE                       | DATE                                                                  | DRAWN BY    |  |
| 1"=20'                      | 07/27/2026                                                            | Erik Garcia |  |
| PROJECT NO.                 |                                                                       | SHEET NO.   |  |
| CUP26-0002                  |                                                                       | A02.1       |  |
| DRAWING NO.                 |                                                                       |             |  |



**NOTES:**



**Photo 2**

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**Photo n**

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**Photo 6**

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**Photo 7**

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**Photo 8**  
*Radius Map Reference: 8*  
*Site Address: 1000 Fair Oaks Ave*  
*Site City: South Pasadena*  
*Site ZIP: 91030*  
*APN: 5318-015-005*  
*Property is located within 300-foot radius of site subject.*

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|-----------------------------|------------|-------------------------------------------------------------------------|--|
| CLIENT                      |            | Rex Hamano<br>Hamashiro Inc.<br>1800 Oak St. #509<br>Torrance, CA 90501 |  |
| SITE                        |            | 900 Fair Oaks Avenue<br>South Pasadena,<br>CA 91030                     |  |
| TITLE                       |            |                                                                         |  |
| Surrounding Property Photos |            |                                                                         |  |
| SCALE                       | DATE       | DRAWN BY                                                                |  |
| 1"=20'                      | 07/27/2026 | Erik Garcia                                                             |  |
| PROJECT NO.                 |            | SHEET NO.                                                               |  |
| CUP26-0002                  |            | A02.2                                                                   |  |
| DRAWING NO.                 |            |                                                                         |  |



**NOTES:**



**Photo 10**  
*Radius Map Reference: 10*  
*Site Address: 1014 Fair Oaks Ave*  
*Site City: South Pasadena*  
*Site ZIP: 91030*  
*APN: 5318-015-003*  
*Property is located within 300-foot radius of site subject.*



**Photo 12**  
*Radius Map Reference: 12*  
*Site Address: 1005 Brent Ave*  
*Site City: South Pasadena*  
*Site ZIP: 91030*  
*APN: 5318-015-008*  
*Property is located within 300-foot radius of site subject.*



**Photo 14**  
*Radius Map Reference: 14*  
*Site Address: 1015 Brent Ave*  
*Site City: South Pasadena*  
*Site ZIP: 91030*  
*APN: 5318-015-010*  
*Property is located within 300-foot radius of site subject.*



**Photo 16**  
*Radius Map Reference: 16*  
*Site Address: 1030 Brent Ave*  
*Site City: South Pasadena*  
*Site ZIP: 91030*  
*APN: 5318-015-019*  
*Property is located within 300-foot radius of site subject.*

|                             |                                                                       |                         |
|-----------------------------|-----------------------------------------------------------------------|-------------------------|
| CLIENT                      | Rex Hamano<br>Hamasho Inc.<br>1800 Oak St. #509<br>Torrance, CA 90501 |                         |
| SITE                        | 900 Fair Oaks Ave<br>South Pasadena,<br>CA 91030                      |                         |
| TITLE                       |                                                                       |                         |
| Surrounding Property Photos |                                                                       |                         |
| SCALE                       | DATE                                                                  | DRAWN BY<br>Erik Garcia |
| 1"=20'                      | 07/27/2026                                                            |                         |
| PROJECT NO. CUP26-0002      |                                                                       | SHEET NO.<br><br>A02.3  |
| DRAWING NO.                 |                                                                       |                         |



Surrounding Property Photos



**Photo 17**  
Radius Map Reference: 17  
Site Address: 1026 Brent Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-037  
Property is located within 300-foot radius of site subject.



**Photo 18**  
Radius Map Reference: 18  
Site Address: 1022 Brent Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-038  
Property is located within 300-foot radius of site subject.



**Photo 19**  
Radius Map Reference: 19  
Site Address: 1018 Brent Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-023  
Property is located within 300-foot radius of site subject.



**Photo 20**  
Radius Map Reference: 20  
Site Address: 1012 Brent Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-024  
Property is located within 300-foot radius of site subject.



**Photo 21**  
Radius Map Reference: 21  
Site Address: 1701 Mission St  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-025  
Property is located within 300-foot radius of site subject.



**Photo 22**  
Radius Map Reference: 22  
Site Address: 1705 Mission St  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-026  
Property is located within 300-foot radius of site subject.



**Photo 23**  
Radius Map Reference: 23  
Site Address: 1711 Mission St  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-027  
Property is located within 300-foot radius of site subject.



**Photo 24**  
Radius Map Reference: 24  
Site Address: 1715 Mission St  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-028  
Property is located within 300-foot radius of site subject.

NOTES:

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| CLIENT<br>Rex Hamano<br>Hamasho Inc.<br>1800 Oak St. #509<br>Torrance, CA 90501 |                    |                         |
| SITE<br>900 Fair Oaks Ave<br>South Pasadena,<br>CA 91030                        |                    |                         |
| TITLE<br>Surrounding Property Photos                                            |                    |                         |
| SCALE<br>1"=20'                                                                 | DATE<br>07/27/2026 | DRAWN BY<br>Erik Garcia |
| PROJECT NO. CUP26-0002                                                          |                    | SHEET NO.<br>A02.4      |
| DRAWING NO.                                                                     |                    |                         |



Surrounding Property Photos



**Photo 25**  
Radius Map Reference: 25  
Site Address: 1717 Mission St  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-029  
Property is located within 300-foot radius of site subject.



**Photo 26**  
Radius Map Reference: 26  
Site Address: 1721 Mission St  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-030  
Property is located within 300-foot radius of site subject.



**Photo 27**  
Radius Map Reference: 27  
Site Address: 1011 Park Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-031  
Property is located within 300-foot radius of site subject.



**Photo 28**  
Radius Map Reference: 28  
Site Address: 1015 Park Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-032  
Property is located within 300-foot radius of site subject.



**Photo 29**  
Radius Map Reference: 29  
Site Address: 1021 Park Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-033  
Property is located within 300-foot radius of site subject.



**Photo 30**  
Radius Map Reference: 30  
Site Address: 1023 Park Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-034  
Property is located within 300-foot radius of site subject.



**Photo 31**  
Radius Map Reference: 31  
Site Address: 1029 Park Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-015-029  
Property is located within 300-foot radius of site subject.



**Photo 32**  
Radius Map Reference: 32  
Site Address: 1720 Mission St  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-014-051  
Property is located within 300-foot radius of site subject.

NOTES:

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| CLIENT<br>Rex Hamano<br>Hamasho Inc.<br>1800 Oak St. #509<br>Torrance, CA 90501 |                    |                         |
| SITE<br>900 Fair Oaks Ave<br>South Pasadena,<br>CA 91030                        |                    |                         |
| TITLE<br>Surrounding Property Photos                                            |                    |                         |
| SCALE<br>1"=20'                                                                 | DATE<br>07/27/2026 | DRAWN BY<br>Erik Garcia |
| PROJECT NO. CUP26-0002                                                          |                    | SHEET NO.<br>A02.5      |
| DRAWING NO.                                                                     |                    |                         |



Surrounding Property Photos



**Photo 33**  
Radius Map Reference: 33  
Site Address: 820 Brent Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-014-051  
Property is located within 300-foot radius of site subject.



**Photo 34**  
Radius Map Reference: 34  
Site Address: 816 Brent Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-014-023  
Property is located within 300-foot radius of site subject.



**Photo 35**  
Radius Map Reference: 35  
Site Address: 817 Brent Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-014-013  
Property is located within 300-footradius of site subject.



**Photo 36**  
Radius Map Reference: 36  
Site Address: 821 Brent Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-014-014  
Property is located within 300-foot radius of site subject.



**Photo 37**  
Radius Map Reference: 37  
Site Address: 825 Brent Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-014-097  
Property is located within 300-foot radius of site subject.



**Photo 38**  
Radius Map Reference: 38  
Site Address: 831 Brent Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-014-018  
Property is located within 300-foot radius of site subject.



**Photo 39**  
Radius Map Reference: 39  
Site Address: 1616 Mission St  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-014-020  
Property is located within 300-foot radius of site subject.



**Photo 40**  
Radius Map Reference: 40  
Site Address: 1610 Mission St  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-014-002  
Property is located within 300-foot radius of site subject.

NOTES:

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|---------------------------------------------------------------------------------|--------------------|-------------------------|
| CLIENT<br>Rex Hamano<br>Hamasho Inc.<br>1800 Oak St. #509<br>Torrance, CA 90501 |                    |                         |
| SITE<br>900 Fair Oaks Ave<br>South Pasadena,<br>CA 91030                        |                    |                         |
| TITLE<br>Surrounding Property Photos                                            |                    |                         |
| SCALE<br>1"=20'                                                                 | DATE<br>07/27/2026 | DRAWN BY<br>Erik Garcia |
| PROJECT NO. CUP26-0002                                                          |                    | SHEET NO.<br>A02.6      |
| DRAWING NO.                                                                     |                    |                         |



Surrounding Property Photos



**Photo 41**  
Radius Map Reference: 41  
Site Address: 820 Fair Oaks Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-014-001  
Property is located within 300-foot radius of site subject.



**Photo 42**  
Radius Map Reference: 42  
Site Address: 818 Fair Oaks Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-014-003  
Property is located within 300-foot radius of site subject.



**Photo 43**  
Radius Map Reference: 43  
Site Address: 814 Fair Oaks Ave  
Site City: South Pasadena  
Site ZIP: 91030  
APN: 5318-014-096  
Property is located within 300-foot radius of site subject.

NOTES:

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|---------------------------------------------------------------------------------|--------------------|-------------------------|
| CLIENT<br>Rex Hamano<br>Hamasho Inc.<br>1800 Oak St. #509<br>Torrance, CA 90501 |                    |                         |
| SITE<br>900 Fair Oaks Ave<br>South Pasadena,<br>CA 91030                        |                    |                         |
| TITLE<br>Surrounding Property Photos                                            |                    |                         |
| SCALE<br>1"=20'                                                                 | DATE<br>07/27/2026 | DRAWN BY<br>Erik Garcia |
| PROJECT NO. CUP26-0002                                                          |                    | SHEET NO.<br>A02.7      |
| DRAWING NO.                                                                     |                    |                         |





July 27<sup>th</sup>, 2026

City of South Pasadena

Planning Division

Attn: Stephen Peterson

1414 Mission Street

South Pasadena, CA 91030

**RE: Operations Plan – Conditional Use Permit Application for 900 Fair Oaks (5318-015-017)**

Dear Stephen,

Please find attached the Parking Operations Plan for the proposed operation of the existing 69-stall surface parking lot located at 900 S. Fair Oaks Avenue. The plan outlines the general management, maintenance, and operational procedures for the facility.

The project involves the continued operation of the existing parking lot with no proposed structural changes or physical modifications to the property. The operations plan has been prepared in response to staff's request as part of the Conditional Use Permit application currently under review.

Please let me know if any additional information or clarification is needed.

Sincerely,

Erik Garcia

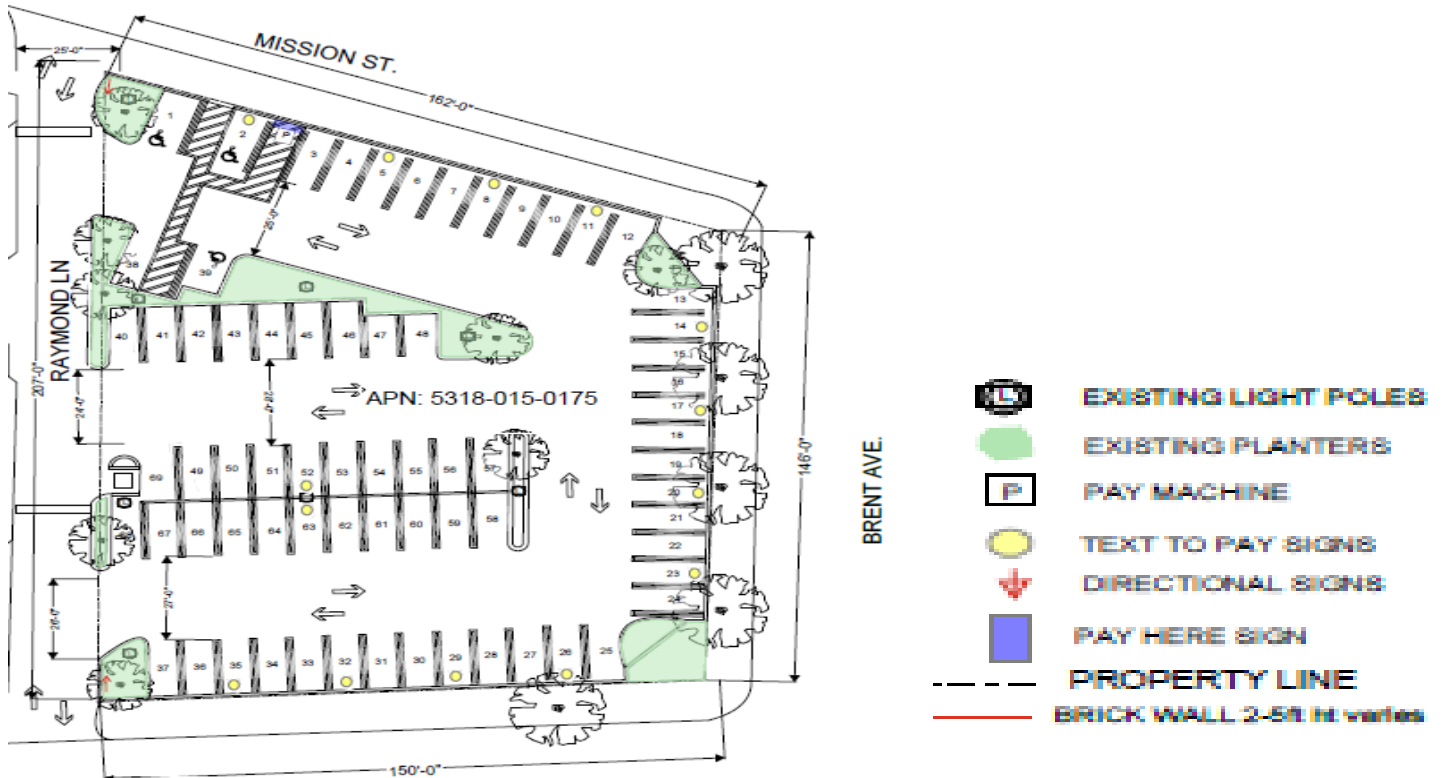
GM, Arts District Parking

310-699-5890

[erik@perfectparkingla.com](mailto:erik@perfectparkingla.com)

## 900 Fair Oaks Operations Plan

### Operations Layout



The parking lot will operate in its existing “as-is” condition. All signage and equipment used to operate the parking lot will be installed in a manner that does not require structural changes, excavation, or construction of new buildings. The parking lot contains 69 parking spaces, including three ADA-compliant spaces, as shown on the site plan submitted with the application.

### Hours of Operation

The lot will operate Daily from 6am to 2am.

Overnight permits will be available to residential customers in the area.

### Parking Rates

Parking rates are proposed as follows:

\$1 per hour (up to 4 hours)

\$5 all-day parking until 12:00 AM

Rates may be adjusted periodically based on demand and operational needs.

### Local Employee Discount

\$3 all-day discounted employee rate offered to neighboring business employees.

### Monthly Parking

A limited number of monthly parking passes may be offered at a rate of \$75 per month, subject to availability.



## Customer Support

A contact phone number will be posted on-site so that any operational issues, maintenance concerns, or complaints can be reported directly to the operator. Reported issues will be addressed promptly by management. Arts District Parking fleet of field supervisors and attendants can be dispatched for any emergencies.

## Operational Standards

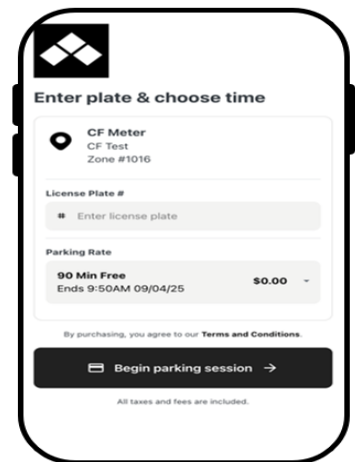
The parking facility will be operated in a manner that maintains a clean, safe, and orderly environment for users and surrounding properties. The operator will routinely monitor the site and address maintenance, lighting, or operational issues as they arise.

Parking activity will be limited to standard passenger vehicles. The site will not be used for vehicle repair, washing, storage, or other commercial activities unrelated to parking.

## Equipment

The parking facility will utilize a fully integrated Text-to-Pay and Pay Station system, where customers pay by license plate and payments are verified electronically to the vehicle. Solar-powered pay stations will be installed on site and require no electrical work, allowing for a simple and non-invasive installation

The pay station will be installed in an accessible location and is designed to comply with applicable ADA accessibility standards for public payment devices.



Pay stations will accept the following forms of payment:

- Visa
- Mastercard
- American Express
- Discover
- Cash

The Text-to-Pay platform also allows customers to make electronic payments through Apple Pay and Google Pay

## Monitoring

The parking facility will be routinely monitored by roaming enforcement personnel and supervisors to ensure payment compliance, site cleanliness, and general security.

Using license-plate scanning technology, personnel can verify active parking payments. Vehicles found in violation of posted parking rules may receive warnings and may be subject to towing in accordance with applicable regulations. Reasonable grace periods may be provided to allow customers time to complete parking payments before enforcement actions occur.

Vehicles remaining on the property outside of the posted operating hours may be subject to towing in accordance with posted parking regulations and applicable local laws.



## Signage

Directional signage will be placed within landscaping areas along Raymond Lane near Mission Street and El Centro Street to guide customers to the parking facility.

Instructional signage and Text-to-Pay information signs will be installed along the perimeter of the parking lot and on existing poles. A “Pay Here” sign will be installed above the pay station to clearly identify the payment location.

All parking signage will consist of removable or surface-mounted signs and frames. No excavation, foundations, structural installations, or permanent modifications to the property are proposed as part of the parking operation.





## Signage Specifications



### Directional/ Way Finding Signs

Site Plan Legend Key: ↓

Material: Painted sheet metal panel with metal support frame

Approximate Dimensions: 3'-0" width x 4'-0" height

Mounting / Location: Installed within existing landscaped planter areas on metal frame supports.

Purpose: Provides directional guidance for entering and exiting vehicles and assists with safe internal circulation.



### Payment Instructions Sign (Text to Pay)

Site Plan Legend Key: ●

Material: Aluminum sign panel

Approximate Dimensions: 12" width x 18" height

Mounting / Location: Mounted to existing walls and/or poles using non-invasive adhesive fastening or equivalent secure attachment method.

Purpose: Provides payment instructions and customer information for parking users.



### Pay Here/ Pay Station Identification Sign

Site Plan Legend Key: ▮

Approximate Dimensions: Sign panel 4'-0" width x 3'-0" height; support frame with overall installed height approximately 8'-0". Support posts spaced approximately 3'-0" apart.

Mounting / Location: Located adjacent to and behind the pay station equipment. Support frame anchored to existing concrete surface.

Purpose: Identifies the payment station location and improves visibility for customers within the parking lot.

## Maintenance

The parking lot will be maintained by a full-service maintenance team responsible for maintaining a clean and safe environment. Routine maintenance activities include:

- Daily sweeping and trash pickup
- Graffiti removal
- Inspection and maintenance of equipment and signage
- Landscaping upkeep



Periodic maintenance may include stall restriping, crack and pothole repair and power washing. As needed.

## Lighting

Existing on-site lighting will continue to illuminate the parking lot during evening and nighttime hours. The lighting fixtures currently on the property were installed as part of the previously approved site improvements and will remain in place. No new lighting fixtures or structural modifications are proposed as part of the parking operation.



## Insurance

Arts District Parking maintains commercial liability insurance customary for parking operations, with combined general and umbrella liability limits of \$3,000,000 per occurrence and \$4,000,000 aggregate, along with automobile liability and workers' compensation coverage.