



Community Development Department

Memo

DATE: August 11, 2026
TO: Planning Commission
FROM: Robert (Dean) Flores, Planning Manager
RE: Additional Documents, Item No. 5

Please accept this Additional Documents Memo as described below:

- **Attachment 1:** Item No. 5 – Public Comments Received
- **Attachment 2:** Item No. 5 – Applicant Letter to Planning Commission
- **Attachment 3:** Item No. 5 – Revised Condition of Approval #12

Attachment 1

Public Comments Received

From: [Tucker Nelson](#)
To: [PlanningComments](#)
Subject: Public Comment PWIC Aug 11 Item 5
Date: Sunday, August 9, 2026 4:12:07 PM

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Public Comment for the PWIC meeting on August 11, 2026

Agenda Item 5

Please send to the commissioners before the meeting.

Dear Commissioners,

On page 5-24, Condition of Approval #29: The applicant shall install at least two bicycle parking spaces compliant with Building Code.

I do not see the spaces on Figure 2: Proposed Parking Lot Layout on page 5-4 of the agenda packet.

One: Where are the two bicycle spaces located?

Two: Are the bicycle spaces large enough for two cargo bikes to be parked at the same time? Cargo bikes are long (with passengers behind the pedaler) or wide (with passengers seated side by side).

Sincerely,

Tucker Nelson

Attachment 2

Applicant Letter to Planning Commission



August 7, 2026

Planning Commission
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Re: Project No. CUP26-0002 900 S. Fair Oaks Avenue Planning Commission Hearing – August 11, 2026

Dear Members of the Planning Commission:

On behalf of Arts District Parking, Inc., I would like to thank the Planning Commission and City staff for the time and effort dedicated to reviewing our Conditional Use Permit application for 900 S. Fair Oaks Avenue.

Since assuming management responsibilities for the property, Arts District Parking has invested significant time and resources into maintaining the parking lot as a clean, safe, and professionally managed facility. In accordance with the City's direction, all public parking operations were discontinued while this Conditional Use Permit application has been processed. During this time, the property has continued to serve the surrounding community through private parking arrangements with a local church, nail salon, and gym. We have continued to maintain the property through routine property inspections, litter removal, graffiti abatement, ongoing maintenance, and proactive oversight to discourage trespassing, unauthorized activity, and illegal dumping. We believe these ongoing efforts benefit not only the property owner, but also the surrounding neighborhood and local businesses.

We appreciate the City's recognition that this project involves the continued operation of an existing parking facility. The proposed Resolution further recognizes that the project qualifies as an Existing Facilities exemption under CEQA because it does not involve an expansion of the existing use or new development.

Our goal is to provide a clean, safe, and professionally managed public parking facility that supports local businesses, serves the community, and remains a positive asset to the surrounding neighborhood.

While we appreciate the thoughtful review of this application and support the majority of the proposed Conditions of Approval, we respectfully request that the Planning Commission consider the following requests.

Condition 22 – Traffic Sight Distance Evaluation

We respectfully request that the Planning Commission consider removing or modifying Condition 22.

The proposed project does not include any changes to the existing driveways, ingress or egress locations, or internal traffic circulation. Because the existing access configuration will remain unchanged, we do not believe a new traffic sight distance evaluation is necessary or proportional to the scope of this project.

Condition 27 – Improvements within Raymond Lane

We respectfully request that the Planning Commission reconsider this condition. While Raymond Lane provides access to the property, it is a public street and not part of the project site. We respectfully request that the Commission consider whether improvements within the public right-of-way are more appropriately addressed independently of this Conditional Use Permit rather than as a condition of approval.

Arts District Parking is not requesting relief from reasonable operational requirements. We are committed to complying with ADA accessibility requirements, operational standards, maintenance obligations, and all other conditions necessary to ensure the parking lot operates safely and responsibly.

Approval of this Conditional Use Permit will allow Arts District Parking to continue investing in the property, maintain a clean and professionally managed facility, and make an existing private parking resource available to the public through a properly approved and regulated process. We respectfully request approval of CUP26-0002 with the revisions outlined above.

Thank you for your time and consideration.

Respectfully,

Mike Shelton
Arts District Parking
Pasadena Office
175 S Lake
Pasadena, CA 91101

Attachment 3

Revised Condition of Approval #12

NO.	CONDITIONS OF APPROVAL	Agency	Compliance Verification
GENERAL			
	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.	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. Updates to the City's Tree Ordinance shall supersede this condition as appropriate.	Public Works Standard	
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 Standard	
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 Standard	
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 Standard	
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 self-serve fare machine with required features to	Building Project Specific	

NO.	CONDITIONS OF APPROVAL	Agency	Compliance Verification
GENERAL			
	serve disabled individuals. The construction plans shall include a site plan showing a parking layout plan along with surface drainage information to demonstrate compliance with current accessibility standards. The layout should be based on the use of an existing surface parking facility not intended to serve a particular building. The plans shall also include proposed 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 self-serve fare machine with required features to serve disabled individuals along with details for the dimensions, surface slope, marking, signs, and other accessible features as required by the accessibility standards. Fare machines or landscaping placed adjacent to the access aisle or fronting the accessible parking space shall not result in reducing the required dimension for the accessible parking spaces and its access aisle in any way. On the other hand, projecting or encroaching the length of the accessible parking and access aisle into the required drive aisle width to accommodate the fare machine or landscaping shall be approved by the Planning Division. 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
PRIOR TO BUILDING PERMIT APPLICATION			
13.	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 Standard	
14.	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 Standard	
15.	In accordance with Section 503.1.1 and Appendix D, Section D102.1 of the 2022 California Fire Code (CFC), approved fire apparatus access	Fire Standard	