



**CITY OF SOUTH PASADENA  
PLANNING COMMISSION  
REGULAR MEETING AGENDA**

**Tuesday, February 9, 2021 at 6:30 p.m.**

*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***

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the special meetings of the Planning Commission will be conducted remotely and held by video conference. The meeting will be broadcast live on the City's Planning Commission website and can be viewed by [clicking here](#).

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Commission members will be participating remotely and will not be physically present in the Council Chambers.

The Planning Commission welcomes public input. If you would like to comment on an agenda item, members of the public may submit their comments in writing for the Planning Commission consideration, by emailing comments or questions to [PlanningComments@southpasadenaca.gov](mailto:PlanningComments@southpasadenaca.gov) or by calling (626) 403-7720 and leaving a **3-minute** voicemail message to be played during the meeting. Public comments must be received by **12:00 p.m. on Tuesday, February 9, 2021** to ensure adequate time to compile and post. Please provide: 1) your name; and 2) agenda item for the comments/questions. All comments/questions received will be distributed to the Commission for consideration and will also be posted on the City's website prior to the meeting.

**CALL TO ORDER:**

Chair John Lesak

**ROLL CALL:**

Amitabh Barthakur, Commissioner, Janet Braun,  
Commissioner, Laura Dahl, Commissioner, Lisa Padilla,  
Vice-Chair and, John Lesak Chair

**COUNCIL LIAISON:**

Diana Mahmud, Mayor, Council Liaison

**STAFF PRESENT:**

Teresa L. Highsmith, City Attorney  
Joanna Hankamer, Planning & Community Dev. Director  
Kanika Kith, Planning Manager  
Malinda Lim, Associate Planner

**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 COMMENTS AND SUGGESTIONS**

(Time limit is three minutes per person)

If you wish to address the Planning Commission on items not on the agenda and within the subject-matter jurisdiction of the Planning Commission, members of the public may submit their comments in writing to [PlanningComments@southpasadenaca.gov](mailto:PlanningComments@southpasadenaca.gov) or by calling (626) 403-7720 and leaving a 3-minute voicemail message to be played during the meeting. Public comments must be received **by 12:00 p.m. on Tuesday, February 9, 2021** to ensure adequate time to compile and post. Please make sure to indicate: 1) your name; and 2) stating it is for general public comments/suggestions.

The public should be aware that the Planning Commission may not discuss details or vote on non-agenda items. Your concerns may be referred to staff or placed on a future agenda.

**PUBLIC HEARING**

- 1. 725 Fair Oaks Avenue, Project No. 2380-CUP/AUP – Conditional Use Permit and Administrative Use Permit to allow the operation of a 3,329 square-foot martial arts studio (APN: 5315-002-049)**

Recommendation

Approve, subject to conditions of approval.

**ADMINISTRATION**

- 2. Comments from City Council Liaison**

3. Comments from Planning Commissioners
4. Comments from Staff

<b>ADJOURNMENT</b>
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5. Adjourn to the Regular Planning Commission meeting scheduled for March 9, 2021.

**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/government/boards-commissions/test-planning-commission-agendas-minutes-copy>

Agenda related documents provided to the Planning Commission are available for public review on the City's website. Additional documents, when presented to Planning Commission, will also be uploaded and available on the City's website. The meeting will be broadcast live on the City's website via Zoom, and a recording of the meeting will be available on the website within 48 hours of adjournment.

**AGENDA NOTIFICATION SUBSCRIPTION**

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or calling the City Clerk's Division at (626) 403-7230.

<b>ACCOMMODATIONS</b>
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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.*

2/4/21  
Date

Elaine Serrano,  
Administrative Secretary



## Planning Commission Agenda Report

ITEM NO. 1

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**DATE:** February 9, 2021

**TO:** Chair and Members of the Planning Commission

**FROM:** Joanna Hankamer, Director of Planning and Community Development  
Kanika Kith, Planning Manager

**PREPARED BY:** Eric Norris, Planning Consultant  
Jennifer Williams, AICP, Planning Consultant

**SUBJECT:** **Project No. 2380-CUP/AUP – Conditional Use Permit and Administrative Use Permit** to allow the operation of a 3,329 square-foot martial arts studio at 725 Fair Oaks Avenue (APN: 5315-002-049)

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### Recommendation

Staff recommends that the Planning Commission **approve** a Conditional Use Permit to allow the operation of a martial arts studio and an Administrative Use Permit for a change and intensification of use for a site with nonconforming parking located at 725 Fair Oaks Avenue, subject to conditions of approval.

### Background

Kim's Hapkido is a martial arts studio that has been in operation in South Pasadena since 1993. The business is currently located at 714 Fair Oaks Avenue and provides martial arts training to youth and adults. The applicant is seeking to relocate to the former "Pet's Delight" store at the located at 725 Fair Oaks Avenue. The new location provides a better lease rate to avoid closure in response to the challenges imposed by the ongoing COVID-19 pandemic.

### Project Description

The applicant is requesting approval of the following applications to allow the relocation:

1. Conditional Use Permit to allow the operation of a martial arts studio in a 3,329 square-foot ground floor tenant space of an approximately 7,038 square-foot multi-tenant (two suites) building; and
2. Administrative Use Permit to allow the operation of the business with existing non-conforming parking at this site.

The subject site is located at the northwest corner of Fair Oaks Avenue and Hope Street. The approximately 9,633 square-foot site was constructed in 1962 and is serviced by a parking lot consisting of 15 spaces to the rear (west) of the building with access from Hope Street.

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The ground floor area proposed for the martial arts studio is currently vacant. The upper floor is occupied by a dog day care and boarding facility that is operating under Conditional Use Permit Project No. 0216-CUP.

The site is also located across the street (less than 100 lineal feet to the south) from a public city parking lot with approximately 59 parking spaces. **Figure 1** is an aerial view of the vicinity with the project site outlined in yellow, and the city parking lot outlined in red. **Figures 2 through 4** provide street views from Fair Oaks Avenue and Hope Street. **Figure 5** is a photo of the interior at the business's existing location. The proposed floor plan for the martial arts studio is presented in **Figure 6**.

The studio would provide martial arts instruction to youths age 4 and up through adults. The applicant has indicated that class sizes in the short term would likely range from 5 to 8 students and increase in size when the community emerges from the COVID-19 pandemic. To accommodate future expansion, the applicant is seeking approval for a class size of up to 20 students.

The applicant provided an operations narrative and sample class schedule that are provided in **Attachment 2**. Proposed operating hours in the short term would be as follows:

- Monday-Friday: 3pm to 9pm, with peak hours being from 4pm to 7pm
- Saturdays: 9am to 2pm
- Sundays: Closed

The applicant is seeking approval to operate from 9am to 9pm seven days a week, should demand rise in the future.

There are 5 total staff members employed by the studio. The applicant anticipates that 4 staff members would be present on-site during peak times (4pm to 7pm).

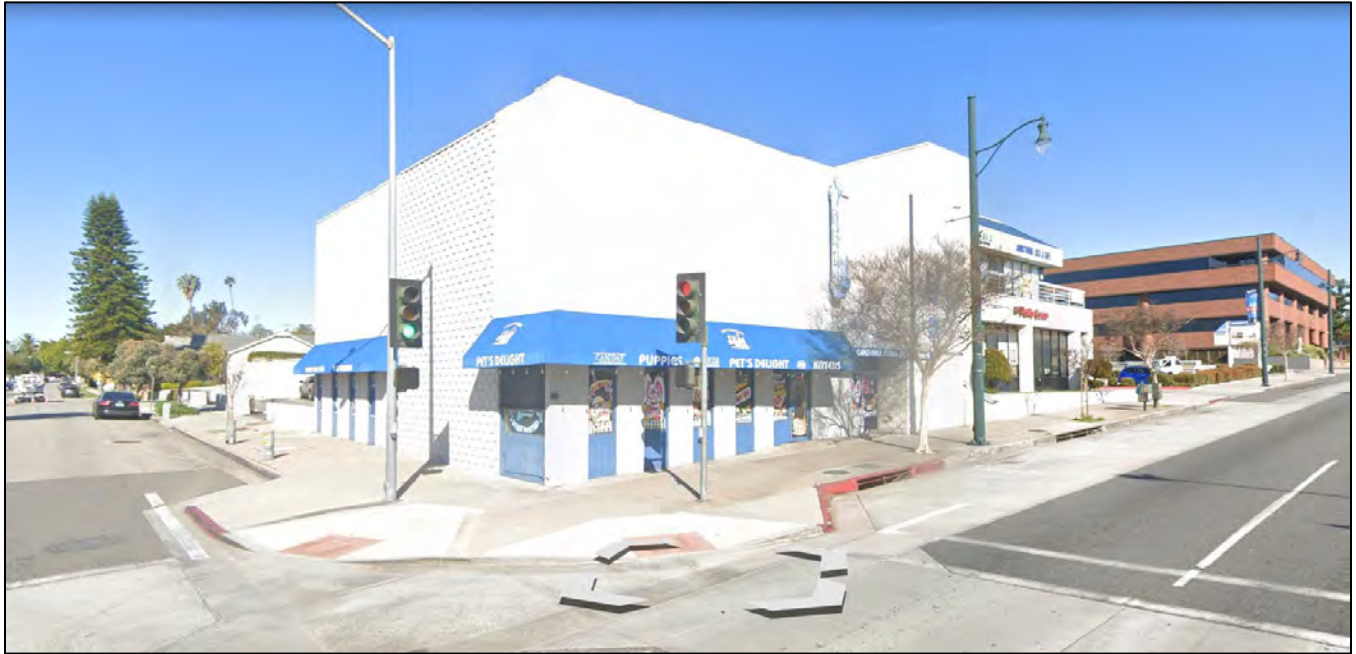
**Figure 1. Project Location**



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**Figure 2. Looking northwest from intersection of Hope Street and Fair Oaks Ave.**



**Figure 3. Looking west from Fair Oaks Ave.**



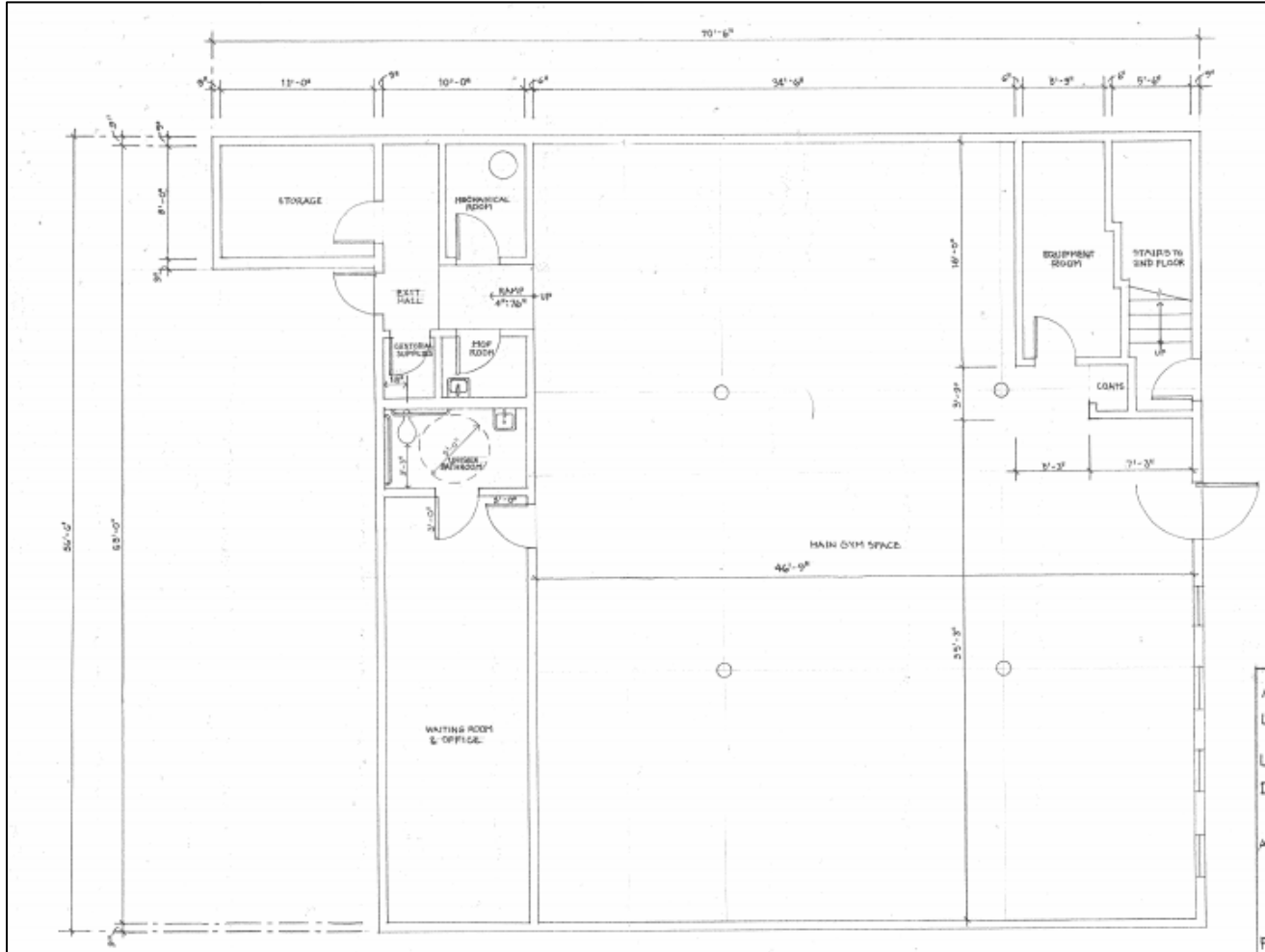
**Figure 4. Looking northeast from Hope Street**



**Figure 5. Interior of Existing Site**



**Figure 6. Floor Plan Detail**



## General Plan and Zoning Consistency

### General Plan Consistency

The General Plan land use designation of the site is General Commercial, which provides for a variety of uses including service uses. The site is located in the Fair Oaks Avenue Corridor in the Upper Fair Oaks subarea. The General Plan indicates that this subarea represents an opportunity to expand the pedestrian-friendly core-uses and character of the Central District into the currently generally auto-oriented area. Objective 1.1 of this subarea is to contain commercial growth so as not to weaken efforts to increase density in the central district. Guideline 1.4 promotes shared parking concepts for the encouragement of pedestrian-family ground floor uses. The establishment of the use is consistent with the General Plan.

### Zoning Code Analysis

The subject property is zoned Commercial General (CG), which is applied to areas appropriate for a wide range of commercial retail and service land uses. Studios, including dance, martial arts, music, and photography studios, are conditionally permitted in the CG zone.



Conditional Use Permit & Administrative Use Permit

The subject use has operated in this same zone in close proximity to the subject site at 714 Fair Oaks Avenue, which is across the street and slightly north on Fair Oaks Avenue - less than 250 lineal feet away- for nearly 30 years. The use and operations have provided a service to the community by allowing for physical fitness and self-defense training. The studio infuses people into the commercial zone and provides interest from the street. The operation has existed in harmony with the surrounding businesses at its existing location and is anticipated to do the same at the proposed location.

With the incorporation of the conditions of approval that are provided in the draft resolution, the proposed use is consistent with the Commercial General (CG) Zone.

*Parking Analysis*

The South Pasadena Municipal Code requires multi-tenant buildings to provide parking for the aggregate number of parking spaces required for each separate use. As demonstrated in **Table 1** below, this would result in a total requirement of 19 parking spaces be provided on-site. Fifteen (15) parking spaces are provided, with the result being that the site is deficient by 4 parking spaces. However, it is important to note that if the subject tenant space was occupied by a general retail use, the site would still be deficient by 1 parking space, given that it would require a total of 16 parking spaces for the site (see **Table 2**).

<b>Table 1: Parking Required with Proposed Use</b>			
	<b>Ratio Required</b>	<b>Floor Area</b>	<b>Parking Required</b>
<b>Martial arts studio</b>	5 spaces per 1,000 square feet	2,891 square feet (net)	15
<b>Dog daycare and boarding</b>	1 space per 1,000 square feet	3,647 square feet (per existing CUP)	4
<b>Total Parking Spaces Required</b>			<b>19</b>
<b>Total Parking Spaces Provided</b>			<b>15</b>
<b>Parking Deficiency</b>			<b>4 spaces</b>

1. *For martial arts studios, SPMC Section 36.31.040 requires 5 spaces per 1,000 square-feet of net floor area as specified in Table 3-6 of the Parking Code. At a net area of 2,891 square feet, this would result in 15 parking spaces being required for the martial arts studio use on the ground floor.*
2. *For kennels and animal boarding, SPMC Section 36.310.040 requires 1 space per 1,000 square-feet or net floor area as specified in Table 3-6 of the Parking Code. At 3,647 square-feet, this would result in 4 parking spaces being required for the dog daycare and boarding use on the upper floor.*

<b>Table 2: Parking Required if Subject Space were Retail Use</b>			
	<b>Ratio Required</b>	<b>Floor Area</b>	<b>Parking Required</b>
<b>General Retail</b>	<i>4 spaces per 1,000 square feet</i>	<i>2,891 square feet (net)</i>	<i>12</i>
<b>Dog daycare and boarding</b>	1 space per 1,000 square feet	3,647 square feet (per existing CUP)	4
<b>Total Spaces Required</b>			<b>16</b>
<b>Total Parking Spaces Provided</b>			<b>15</b>
<b>Parking Deficiency</b>			<b>1 space</b>

1. *For multi-tenant retail site or building, 2 or more uses, SPMC Section 36.31.040 requires 4 spaces per 1,000 square-feet of net floor area as specified in Table 3-6 of the Parking Code. At a net area of 2,891 square feet, this would result in 12 parking spaces being required for general retail use on the ground floor.*

Furthermore, if the entire building were occupied by general retail use, the site would require 27 parking spaces and therefore be deficient by 12 parking spaces as follows:

*2,891 square feet (ground floor space) + 3,647 square feet (upper floor space) = 6,538 square feet total*

*6,538 square feet total / 250 (parking ratio for general retail) = 27 parking spaces required*

*27 parking spaces required - 15 spaces provided = 12 spaces deficient*

SPMC 36.360.060B anticipates parking code challenges may arise for changes of use on nonconforming sites and allows for changes of use with nonconforming parking to a more intense use with the approval of an Administrative Use Permit: *“Change of use with nonconforming parking. A use that is nonconforming only because it does not comply with applicable off-street parking requirements, may be changed to a use allowed in the zoning district that is required by Section 36.310.040 (Number of Parking Spaces Required) to provide off-street parking at the same ratio as the nonconforming use. A more intense use may be allowed provided an Administrative Use Permit is obtained...”*

The approvals of the Conditional Use Permit and Administrative Use Permit require that findings be made that include that the use will not be detrimental to the health, safety, and welfare of those in the vicinity and will be compatible with existing and future land uses in the vicinity. Staff believes that the parking will adequately be addressed and that the required findings can be made for the following reasons:

- Lack of overlap in parking demand with the upstairs dog daycare and boarding operation
- Low parking demand for the Hapkido studio (many parents drop off students and don't park at the facility. Also, multiple children/family members from one household often attend at the same session)
- Presence of adjacent on-street parking

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- A City-owned parking lot is less than 100 lineal feet away which provides approximately 59 public spaces
- Reduced parking demand as some patrons walk to classes
- Ability of the City to put conditions of approval on the operations to correct parking-related problems should they arise

Conditions of approval can be used to address parking conflicts should they arise. Should complaints be received, Condition No. P11 requires the operator to make adjustments to respond to such complaints to the satisfaction of the Director of Planning and Community Development. Adjustments could include, but are not limited to, changing class times, instituting breaks between classes to allow time for pick-up and drop-off transitions, and reducing class sizes. Condition No. P11 would also allow the Planning Commission to review the operations as needed and to impose further conditions that may be necessary.

### **Environmental Analysis**

In accordance with the California Environmental Quality Act (CEQA), the project qualifies for a Categorical Exemption under Section 15301, Class 1 Existing Facilities as the project consists of the leasing of an existing commercial site and minor interior tenant improvements to improve the space for occupancy.

### **Findings**

Staff recommends that the Planning Commission make the findings as provided in more detail in the Resolution, included as **Attachment 1**, pursuant to South Pasadena Municipal Code (SPMC) Section 36.410.060F.

### **Alternatives to Consider**

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

1. The Planning Commission may approve the project with modified/added conditions; or
2. The Planning Commission may continue the project to address comments discussed; or
3. The Planning Commission may deny the project.

### **Next Steps**

If the Planning Commission approves the project, a 15-day appeal period will commence in which any person affected by the decision may appeal the decision for a public hearing by the City Council. Should there be no appeals during this 15-day period, the applicant may proceed through the Plan Check Process with the Building Department and staff will review the construction plans to ensure that all conditions are satisfied.

Upon consultation with the Building Division, the applicant has been informed that an occupancy analysis is required to be completed. The applicant has been advised that, should said analysis result in an assembly occupancy being applied in accordance with the building code, additional and potentially costly improvements may be required to bring the tenant space and/or site into compliance with the building code.

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## **Fiscal Impact**

The processing of this project is covered by the fees paid by the applicant.

## **Public Notification**

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, posting of the same agenda and reports on the City's website, publication in the *South Pasadena Review* newspaper, and individual property mailings to those within 300 feet of the project site.

## **Public Comment**

At the time of preparation of this report, no public comments have been received. Any public comments received between the time of this report and the Planning Commission meeting will be presented to the Planning Commission for consideration.

## **Attachments**

1. Resolution and Conditions of Approval
2. Operational Narrative and Sample Class Schedule
3. Development Plans

**ATTACHMENT 1**

Resolution and Conditions of Approval

## P.C. RESOLUTION NO. 21-\_\_

### **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA APPROVING A CONDITIONAL USE PERMIT AND ADMINISTRATIVE USE PERMIT FOR THE OPERATION OF A MARTIAL ARTS STUDIO LOCATED AT 725 FAIR OAKS AVENUE (APN: 5315-002-049)**

**WHEREAS**, Han Kim has submitted a Conditional Use Permit application for the operation of an approximately 3,329 square foot martial arts studio within a multi-tenant building and an Administrative Use Permit application for a change and intensification of use for a site with nonconforming parking in accordance with SPMC 36.360.060(B); and

**WHEREAS**, the site is located within the Commercial General (CG) zone, which permits martial arts studios with a conditional use permit; and

**WHEREAS**, in accordance with the California Environmental Quality Act (CEQA), the project qualifies for a Categorical Exemption under Section 15301, Class 1, Existing Facilities, as the project consists of the leasing of an existing commercial site and minor interior tenant improvements to improve the space for occupancy.

**WHEREAS**, in accordance with state law, on January 29, 2021, the City of South Pasadena Planning and Building Department published a legal notice in compliance with South Pasadena Municipal Code Section 36.630.020 concerning the proposed project and the Categorical Exemption in the South Pasadena Review, a local newspaper of general circulation, regarding the City of South Pasadena Planning Commission meeting of February 9, 2021. In addition, on January 29, 2021, a public hearing notice was mailed to each property owner within a 300-foot radius of the project site, indicating the date and time of the public hearing at the Planning Commission for the proposed project; and

**WHEREAS**, on February 9, 2021, the Planning Commission conducted a duly noticed public hearing, at which time public testimony was taken concerning the Conditional Use Permit for the operation of an approximately 3,329 square foot martial arts studio within a multi-tenant building and an Administrative Use Permit for a change and intensification of use for a site with nonconforming parking, and considered the project.

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

#### **SECTION 1: CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

Pursuant to the provisions of the California Environmental Quality Act, Public Resources Code Section 21000 et. Seq. (“CEQA”), and the State’s CEQA Guidelines, the Planning Commission finds that the project is Categorically Exempt under Section 15301, Existing Facilities, as the project consists of the leasing of an existing commercial site and minor interior tenant improvements to improve the space for occupancy.

## **SECTION 2: CONDITIONAL USE PERMIT AND ADMINISTRATIVE USE PERMIT FINDINGS**

The Planning Commission finds that the proposed project is consistent with all applicable findings for approval of a Conditional Use Permit and Administrative Use Permit pursuant to South Pasadena Municipal Code (SPMC) Section 36.410.060(F), as follows:

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

The proposed martial arts studio is located within the Commercial General (CG) zoning district. The CG zone allows for studio uses, including dance, martial arts, music, and photography studios, with a conditional use permit. The proposed martial arts studio will occupy the ground floor of an existing multi-tenant (2 tenants) building which was constructed in 1962. No new construction or building expansion is proposed as a part of this request. Only minor tenant improvements are being proposed to accommodate the new user.

The South Pasadena Municipal Code requires multi-tenant buildings to provide parking for the aggregate number of parking spaces required for each separate use, which would result in a total of nineteen (19) parking spaces being required for the subject site. Fifteen (15) on-site parking spaces are provided, which would result in the site being deficient from the code-required parking by 4 parking spaces. However, SPMC 36.360.060B anticipates parking code challenges may arise for changes of use on nonconforming sites and allows for changes of use with nonconforming parking to a more intense use with the approval of an Administrative Use Permit.

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

The General Plan land use designation of the site is General Commercial which provides for a variety of uses including service uses. The site is located in the Fair Oaks Avenue Corridor in the Upper Fair Oaks subarea. The General Plan indicates that this subarea represents an opportunity to expand the pedestrian-friendly core-uses and character of the Central District into the currently generally auto-oriented area. Objective 1.1 of this subarea is to contain commercial growth so as not to weaken efforts to increase density in the central district. Guideline 1.4 promotes shared parking concepts for the encouragement of pedestrian-family ground floor uses. The establishment of the use is consistent with the General Plan.

**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 establishment, maintenance, and operation of the use is anticipated and permitted by the General Plan and Zoning Code. This use is consistent with the commercial activities on Fair Oaks Avenue. The studio currently operates in another tenant space in the current zone and on the same street and block, approximately 250 feet away at 714 Fair Oaks Avenue and has been operating in the City since 1993. The conditional use permit would allow the operation to continue at a new site in the same neighborhood. Conditions of approval are included which would require the operator to adequately address any issues that may arise in the future related to parking, noise, or other possible impacts.

**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;**

The proposed use would occupy the ground floor of vacant tenant space on a prominent commercial corner within a commercial zone. The use would provide pedestrian and visual interest to a vacant site and serve the general population of the City of South Pasadena by providing a location for physical activity through self-defense and martial arts instruction.

The change of use with nonconforming parking is not anticipated to create issues or be detrimental to properties in the neighborhood due to:

- a. A lack of overlap in parking demand with the upstairs dog daycare and boarding operation;
- b. Low parking demand for the Hapkido studio. Many parents drop off students and don’t park at the facility. Furthermore, multiple children/family members from one household often attend at the same session;
- c. The presence of adjacent on-street parking;
- d. The availability of the nearby City lot less than 100 lineal feet away which provides approximately 59 public spaces;
- e. Reduced parking demand as some patrons walk to and from the studio; and
- f. The ability of the City to put conditions of approval on the operations to address parking-related concerns, including Condition No. P11 which requires the operator to make adjustments to respond to such complaints to the satisfaction of the Director of Planning and Community Development. Adjustments could include, but are not limited to, changing class times, instituting breaks between classes to allow time for pick-up and drop-off transitions, and reducing classes to smaller sizes. Condition No. P11 would also allow the Planning Commission to review the operations as needed and to impose further conditions that may be necessary.

**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; and**

The subject site was developed in 1962 as a commercial building and has remained relatively unchanged in terms of the building size and parking provided. The site is served by Fair Oaks Avenue and Hope Street which are adequately improved to carry the negligible traffic that is expected to be generated by 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, and impacts on neighboring properties.**

The operation of an approximately 3,329 square-foot martial arts studio on the ground floor of an existing multi-tenant commercial building is compatible with the existing and future land uses in the vicinity. The subject use has been operating at another site in the same zone and



neighborhood, just across the street from the future site, for nearly 30 years without record of any negative impacts on neighboring properties. The proposed use at the new site will continue to be compatible with those other uses in the vicinity.

### **SECTION 3: 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 Planning and Building 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 4. DETERMINATION**

Based upon the findings outlined in Sections 1 and 2 above and provided during the public hearing, the Planning Commission of the City of South Pasadena hereby approves the application for a Conditional Use Permit and Administrative Use Permit for the operation of the martial arts studio subject to the Conditions of Approval that are attached hereto as Exhibit “A.”

### **SECTION 5: 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 6: 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 9<sup>th</sup> day of February, 2021.

**PASSED, APPROVED, AND ADOPTED this 9<sup>th</sup> day of February, 2021 by the following vote:**

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

\_\_\_\_\_  
John Lesak, Chair

**ATTEST:**

\_\_\_\_\_  
Laura Dahl, Secretary to the Planning Commission

725 Fair Oaks Avenue – Kim’s Hapkido  
Project No. 2380-CUP/AUP

P.C. Resolution No. 21-\_\_\_  
Conditions of Approval

**EXHIBIT “A”**  
**CONDITIONS OF APPROVAL**  
**PROJECT NO. 2380 – CUP/AUP**  
**725 Fair Oaks Avenue (APN: 5315-002-049)**

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**PLANNING DIVISION**

- P1. The **Conditional Use Permit and Administrative Use Permit** is granted for the operation of an approximately 3,329 square foot martial arts studio with operating hours of 9:00 am to 9:00 pm seven (7) days per week, and with a maximum class size of 20 students per class. The floor plan shall be in substantial conformance with the plans approved by the Planning Commission. Any changes to the approved plans shall be discussed with the Planning & Building department prior to such changes being made. Additional review and approval by the Planning Commission may be required. Additional “plan check” review and approval may be required. Additional fees may apply for these review processes.
- P2. This Conditional Use Permit and Administrative Use Permit and all rights hereunder shall terminate within twelve (12) months of the effective date of the Conditional Use Permit unless otherwise conditioned and/or unless the use approved under the Conditional Use Permit is commenced or an extension is granted based on a written request submitted to the Planning and Building Department ten (10) days prior to the expiration of the twelve month (12) period pursuant to Section 36.420 of the South Pasadena Municipal Code.
- P3. Approval by the Planning Commission does not constitute a building permit or authorization to begin any construction. An appropriate permit issued by the South Pasadena Building Division must be obtained prior to construction, enlargement, relocation, conversion or demolition of any building or structure on any of the properties involved with this approval.
- P4. 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.
- P5. Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining any occupancy inspection clearance and/or prior to obtaining any occupancy clearance.
- P6. The applicant and each successor in interest to the property which is the subject of this project approval, shall defend, indemnify and hold harmless the City of South Pasadena and its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul any approval of the City, City Council or City Planning Commission concerning this use.
- P7. The subject site and the surrounding area shall be kept free of all loose materials resembling trash and debris in excess of that material used for immediate construction purposes. Such excess may include, but is not limited to: the accumulation of debris, garbage, lumber, scrap metal, concrete, asphalt, piles of earth, salvage materials, abandoned or discarded furniture, appliances or other household fixtures.
- P8. The hours of construction shall be limited to 8:00 am and 7:00 pm Monday through Friday; 9:00 am and 7:00 pm on Saturday; and 10:00 am through 6:00 pm on Sunday.
- P9. All signs shall be subject to approval by the Design Review Board under a separate sign permit.
- P10. 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 plans prior to

the first submittal for plan check.

- P11. Should issues or complaints arise related to parking, noise, or any other items related to the operations of the martial arts studio, the operator may be required to make adjustments to respond to such complaints to the satisfaction of the Director of Planning and Community Development. Adjustments to address parking concerns could include, but are not limited to, changing class times, instituting breaks between classes to allow time for pick-up and drop-off transitions, and reducing classes to smaller sizes. Adjustments to address noise concerns may include, but are not limited to, the installation of noise-reducing materials. Should the Director of Planning and Community Development determine that issues are not being adequately addressed, the conditional use permit may be forwarded back to the Planning Commission to review the operations as needed and to impose further conditions that may be necessary.

## **BUILDING AND SAFETY DIVISION**

- B1. The second sheet of building and grading plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.
- B2. To avoid triggering requirements of Change of Occupancy to Assembly Group A per California Existing Building Code, plans shall be prepared to demonstrate all the following criteria are met:
- a. The new use of the unit or space shall remain as Business Group (B) or Mercantile Group (M) Occupancy.
  - b. The total occupant load of the unit shall not exceed 49. Occupant load shall be calculated at each room or space based on the intended use (e.g. gym space, office, storage, equipment) in accordance with the occupant load factors set forth in Chapter 10 of the California Building Code. The occupant load factor no larger than 1 occupant per 50 square feet shall be used to calculate the load at the gross floor area of gym space.
- B3. Egress door at an occupied space such as an office shall be of the pivoted or side-hinged swinging type per Section 1010.1 of the Building Code. No compliant doors shall be removed and replaced.
- B4. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit should the Change of Occupancy occur.
- B5. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect should the Change of Occupancy requirements apply.
- B6. Additions, alterations, repairs and changes of use or occupancy in all buildings and structures shall comply with the provisions for new buildings and structures except as otherwise provided in the Existing Building Code in effect.
- B7. All State of California disability access regulations for accessibility shall be complied with if alteration of existing space is proposed, regardless of whether Change of Occupancy requirements apply.
- B8. Applicable electrical, mechanical, and/or plumbing plan check is required if alteration of existing space is proposed, regardless of whether Change of Occupancy occur.
- B9. Plumbing fixtures shall be provided as required by the Chapter 4 of the California Plumbing Code. Additional fixtures may be required if not in compliance, regardless of whether Change of Occupancy occur.

B10. Project shall comply with the CalGreen Non-Residential mandatory requirements if alteration of existing space is proposed, regardless of whether Change of Occupancy occur.

**FIRE DEPARTMENT**

The project shall comply with all current adopted California Building, Fire Codes, NFPA and SPFD standards requirements based on occupancy classification.

**ATTACHMENT 2**

Operational Narrative and Sample Class Schedule

## Project Overview

The relocation of existing business is just across the street. Jim's Hapkido has been serving the community since the early 1990s through self defense instruction. Our practice promotes healthy lifestyles and safety in the community. To fulfill this purpose, we have taught self defense to Girl Scout troops and have frequently visited local schools as guest instructors or speakers. We have also conducted Women's self defense seminars as a form of community service. Jim's Hapkido has been sponsoring local self defense clubs and has donated to support many of our community's resources.

The current circumstances of the pandemic has caused us to downsize our school and relocate to avoid closure.

Before the pandemic, our average class size was around 10-12 students per class. Considering the current situation, we are limiting our class sizes. In this new location, we anticipate for the average of 5-8 students per class. Our maximum desired class size is 15-20 students per class. The age range of participants are from 4 years old to adult.

There are a total of 5 staff members employed, and we anticipate for 4 staff members to be present on-site at our peak times.

Below is our current class schedule. We allow students to arrive up to 25 minutes earlier than their designated class time and we allow students to stay after class. We have a waiting area for those students because we understand that parents may have outside schedule conflicts. However, if necessary, we are willing to make time between classes.

The new location offers more parking than our current location so there will be an abundance of parking for parents dropping off their students. In most cases, parents do not stay for the duration of our classes. Often times, parents or guardians will shop or run errands nearby during class time which has benefited our surrounding businesses.

The upstairs tenant, Obedience Log Training, operates 7 days a week from 7am-7pm. We plan to operate 7 hours, 6 days a week, but would like approval to operate from 9am-9pm, 7 days a week should the demand arise in the future.

Jim's Hapkido looks forward to keep serving and contributing to the citizens of South Pasadena and neighboring cities.



# Kim's Hapkido School

Founded in 1960

714 Fair Oaks Ave, South Pasadena. / Tel: (626) 799-7979

## CLASS SCHEDULE

TIME \ DATE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10 : 00 AM to 11 : 00 AM	<b>ALL BELTS</b>		<b>ALL BELTS</b>		
3 : 00 PM to 3 : 45 PM	Private Lesson	<b>Junior Hapki</b> <i>Ages 4 &amp; 5 only</i>	Private Lesson	<b>Junior Hapki</b> <i>Ages 4 &amp; 5 only</i>	
3 : 45 PM to 4 : 30 PM	<b>A</b>	<b>I</b>	<b>A</b>	<b>I</b>	
4 : 30 PM to 5 : 15 PM	<b>I</b>	<b>B</b>	<b>I</b>	<b>B</b>	<b>4:30pm to 5:15pm</b> <b>Junior Hapki</b> <i>Ages 4 &amp; 5 only</i>
5 : 15 PM to 6 : 00 PM	<b>A</b>	<b>I</b>	<b>A</b>	<b>A</b>	<b>B &amp; Family</b>
6 : 00 PM to 6 : 50 PM	<b>B</b>	<i>Black Belt Only</i>	<b>B</b>	<i>Black Belt Only</i>	<b>A &amp; I</b> <b>All Children</b>
6 : 50 PM to 7 : 40 PM	<i>Black Belt Club Only</i>	<b>A &amp; I</b>	<b>A &amp; I</b>	<i>Sparring All Children</i>	<b>All Belts</b> <b>Adults Only</b>
7 : 40 PM to 8 : 40 PM	<b>All Belts</b> <b>Adults Only</b>	<b>All Belts</b> <b>Adults Only</b>	<b>All Belts</b> <b>Adults Only</b>	<i>Sparring</i> <b>Ages 13 &amp; Up</b>	<b>Leader ship Team</b> <b>(STORM TEAM)</b> <b>Special Training</b>

TIME \ DATE	<b>SATURDAY</b>
9 : 30 AM to 10 : 15 AM	<b>Orange &amp; Purple &amp; Green Belt ( All Age )</b>
10 : 15 AM to 11 : 00 AM	<b>White &amp; Yellow Belt ( All Age )</b>
11 : 00 AM to 11 : 45 AM	<b>Blue &amp; Brown &amp; Red ( All Age )</b>
11 : 45 AM to 12 : 30 PM	<b>Black Belt &amp; Staff Training</b>
1 : 00 PM to 1 : 45 PM	<b>Junior Hapki { Ages 4 &amp; 5 Years Old Only }</b>
1 : 40 PM to 2 : 22	☺ <b>Private Lesson by Appointment</b> ☺

- ☉ In order to take the All Belt Adult Class, you must be ages 14 & up or have permission from the instructor.
- ☉ In order to take the Black Belt Club Class, you must be a club member ( Purple Belt and up ).

<b>White &amp; Yellow</b>	=	<b>B</b>	=	<b>Beginner</b>
<b>Orange &amp; Purple &amp; Green</b>	=	<b>I</b>	=	<b>Intermediate</b>
<b>Blue &amp; Brown &amp; Red</b>	=	<b>A</b>	=	<b>Advanced</b>

- ☉ In order to spar, you must be a Orange and up belt or have permission from the instructor.

☺ **ARE YOU A LITTLE BEHIND? DO YOU NEED SPECIAL CARE?** ☺  
**SCHEDULE YOUR PRIVATE LESSON?**

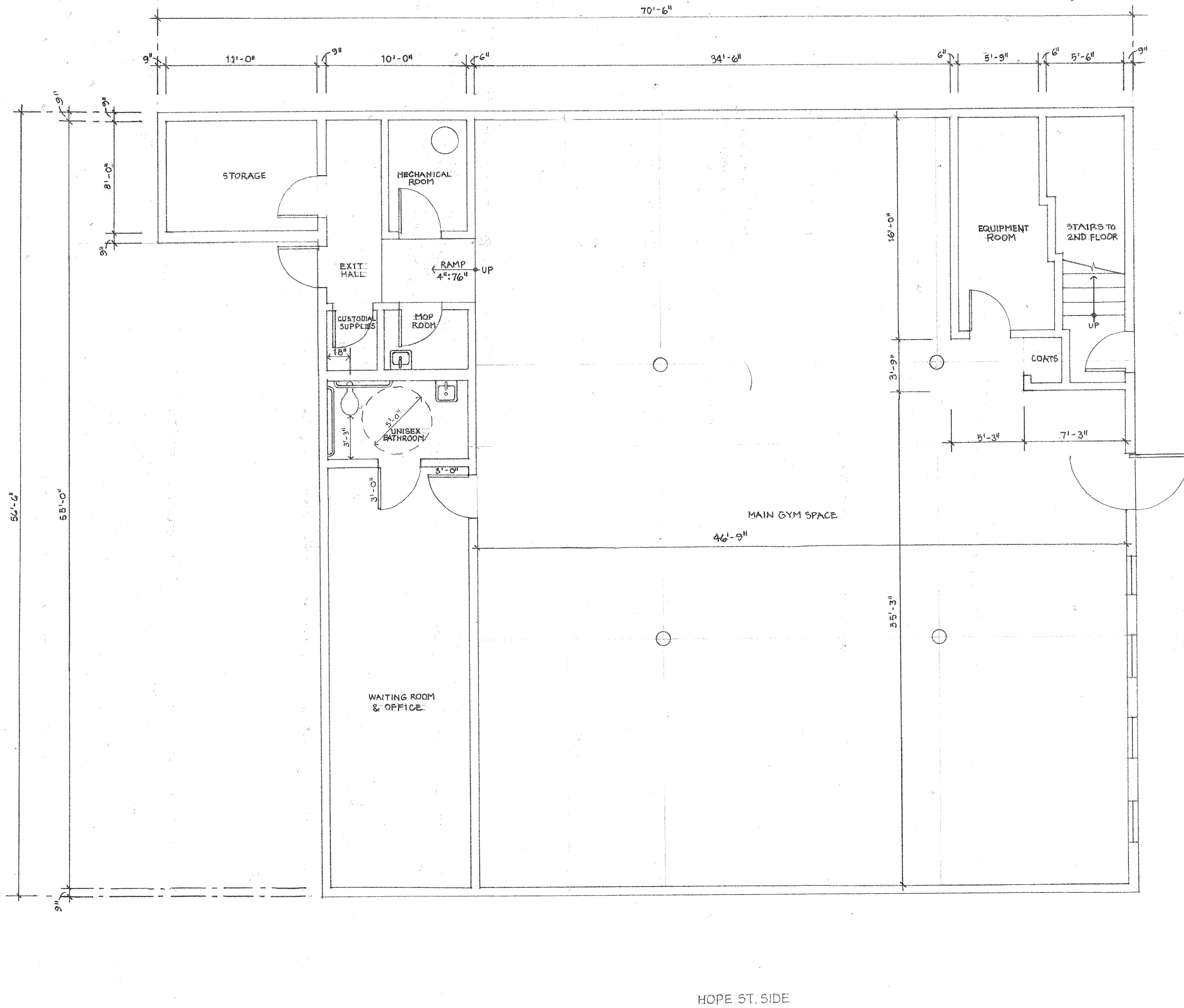
Independently owned and operated

[www.kimshapkido.com](http://www.kimshapkido.com)

Item No. 1

**ATTACHMENT 3**  
Development Plans



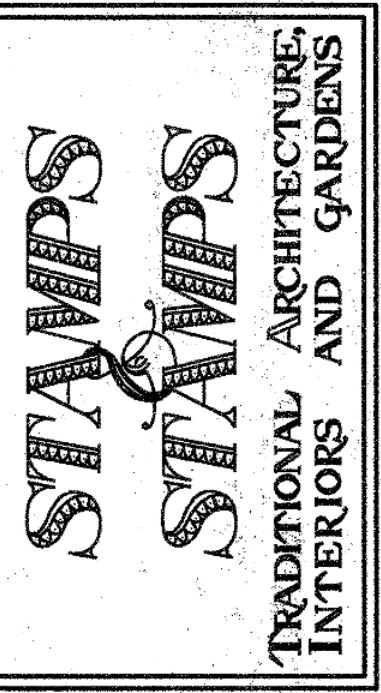


1 GROUND FLOOR PLAN

SCALE: 1/8" = 1'-0"

AIN:	5315-002-049	
LEGAL:	DIV NO1 OF THE RAYMOND IMP CO TRACT EX OF ST LOT 6 BLK 7	
LOT SIZE:	57.0' x 189.0' = 10,773 SF	
DESCRIPTION:	CONCRETE/MASONRY 2 STORY OFFICE BUILDING - EFFECTIVE DATE 1962	
ASSESSOR:	3,575 SF	FIRST FLOOR NET AREA
	3,463 SF	SECOND FLOOR NET AREA
	7,038 SF	TOTAL NET AREA
FOOT PRINT:	4,095 SF	FIRST FLOOR GROS AREA
	3,903 SF	SECOND FLOOR GROS AREA
	7,998 SF	TOTAL GROS AREA
TENANT SPACE:	2,345 SF	TRAINING MAIN AREA
	984 SF	SUPPORT AREA
	3,329 SF	GROS LEASABLE AREA
	(438) SF	CORRIDOR/WALL AREA
	2,891 SF	NET TENANT SPACE

A CALIFORNIA CORPORATION  
 318 FAIRVIEW AVENUE  
 SOUTH PASADENA, CALIFORNIA 91030  
 TELEPHONE 626-441-5600  
 FACSIMILE 626-441-0091



NO.	REVISION
1	SCHEMATIC 12-16-20
2	
3	
4	
5	

TENANT IMPROVEMENTS FOR  
 KIM HAPKIDO TRAINING  
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DATE:  
 SCALE:

PROJECT: