



## PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

### STAFF REPORT

**DATE:** May 20, 2020

**TO:** Hearing Officer

**SUBJECT:** Conditional Use Permit #6747

**LOCATION:** 324 Madeline Drive

**APPLICANT:** Westridge School for Girls

**ZONING DESIGNATION:** PS (Public/Semi-Public)

**GENERAL PLAN DESIGNATION:** Institutional

**CASE PLANNER:** Natsue Sheppard

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

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**PROJECT PROPOSAL:** Conditional Use Permit: To allow an increase in the maximum student enrollment, from 502 to 550 and increase full-time equivalent faculty/staff from 105 to 150. The project also includes modification of the existing parking lot to increase the number of parking spaces for the existing private school. A Conditional Use Permit is required for minor changes that are inconsistent with an approved Master Plan; and

Minor Conditional Use Permit: To allow vertical tandem parking with the installation of vertical vehicle lifts, within an existing private school parking lot (North Lot).

**ENVIRONMENTAL DETERMINATION:** This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act Title 14, Chapter 3, Section 15314, Class 14 (Minor Additions to Schools), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Class 14 exempts projects that consists of minor additions to existing schools within existing

school grounds where the addition does not increase original student capacity by more than 25 percent or ten classrooms, whichever is less. The number of student would increase by 10 percent, from a maximum of 502 to 550, and the number of classrooms would increase by seven, from the existing 37 to a maximum of 44 upon buildout of the approved Master Plan.

**BACKGROUND:**

**Site Characteristics:** The subject site is bounded by Orange Grove Boulevard to the west and State Street to the south. It is located at the westerly and easterly terminuses of Madeline Drive, an east-west street. The 9.5-acre site is developed with a private school consisting of classroom buildings, administration buildings, a gymnasium, athletic field, and open space areas. There are two surface parking lots and a parking court with a total of 149 spaces.

**Adjacent Uses:** North – Single- and Multi-Family Residential, Private Garden  
South – Single- and Multi-Family Residential  
East – Single-Family Residential  
West – Single- and Multi-Family Residential

**Adjacent Zoning:** North – RS-4 (Single-Family Residential, 0-4 units per acre) and RM-16-1 (Multi-Family Residential, 0-16 units per acre)  
South – RS-4 (Single-Family Residential, 0-4 units per acre) and RM-16-1 (Multi-Family Residential, 0-16 units per acre)  
East – RS-4 (Single-Family Residential, 0-4 units per acre)  
West – RM-16-1 (Multi-Family Residential, 0-16 units per acre)

- Previous Cases:**
- Master Plan, phased over 10 years, for the construction of new buildings, renovation and rehabilitation of existing buildings, and restriping State Street Parking Lot. Approved January 25, 1994.
  - 97-AP045: Master Plan Amendment #1 consisting of General Plan Amendment of additional parcels from Low Density Residential to Institutional and Zone Change from RS-4 to PS (Public and Semi-Public) for the construction of new classrooms, auditorium, and new parking lot. Approved March 2, 1998.
  - PLN2001-00354: Master Plan Amendment #2 consisting of Vacation of Madeline Drive, General Plan Amendment of additional parcels from Low Density Residential to Institutional, and Zone Change from RS-4 to PS (Public and Semi-Public) for the enlargement of athletic field, construction of new buildings and new parking lot over 10 years. Approved November 9, 2002.
  - PLN2007-00030: Master Plan Amendment #3 consisting of General Plan Amendment of additional parcel from Medium Density Residential to Institutional and Zone Change from RM-16-1 to PS for the construction of a new science building. Approved September 24, 2007.

- TPM#071963: Consolidation of seven land parcels into one land parcel in compliance with the 2007 Master Plan. Approved August 1, 2012.
- PLN2016-00461: Master Plan Renewal with a 10-year time extension. Approved October 26, 2016.

**PROJECT DESCRIPTION:**

The applicant, Westridge School for Girls, proposes an increase in total student enrollment from a maximum of 502 to 550, and full-time equivalent (FTE) faculty/staff from a maximum of 105 allowed to 150, allowed by the approved Master Plan. The applicant also proposes to modify the configuration of the existing parking lot (North Lot) to provide vertical tandem parking with mechanical vehicle lifts, which would increase the number of parking spaces by 29 spaces, resulting in a total of 198 parking spaces at final buildout of the Master Plan. A Conditional Use Permit is required for minor changes that are inconsistent with an approved Master Plan, and a Minor Conditional Use Permit is required for the incorporation of tandem parking for off-site street parking spaces provided for a non-residential land use.

**ANALYSIS:**

Westridge School Master Plan (Amendment #3) of 2007

Westridge School for Girls is a private school for grades fourth through twelfth, with a total enrollment of 502 students. The Master Plan for the school was first approved in January 1994. The first and second amendments to the Master Plan were approved in 1998 and 2002, respectively. The current Master Plan was the third amendment and approved by the City Council in September 2007. This 10-year Master Plan was renewed on October 26, 2016 with a 10-year time extension. The Master Plan is now valid through September 24, 2027.

The development components of the Master Plan has been approved to occur in three phases:

Phase I:

- Consolidation of an adjoining residential lot into the school site;
- Demolition of a single-family residence; and
- Construction of Upper School Science Center on the new site.

Phase II:

- Demolition of Gertrude Hall Lecture Building and Gertrude Hall Classroom Building;
- Construction of new Middle School Buildings; and
- Renovation of the existing library.

Phase III:

- Demolition of Ranney House and State Street surface parking lot;
- Construction of new Lower School Buildings over one-level of subterranean parking structure; and
- Minor alterations to the east side of Braun Science Building.

Currently, the development planned for Phase I is complete. The development planned for Phase II and Phase III has not yet commenced.

Conditional Use Permit – To allow minor changes inconsistent with an existing Master Plan

The purpose of a Master Plan is to reduce processing time and uncertainty for some types of public or semi-public and open space uses by consolidating multiple entitlements, typically several Conditional Use Permits over an extended period, into one process. After a Master Plan is approved, projects that are consistent with the plan would not require an additional entitlement as long as they comply with the Master Plan and other applicable requirements of the Zoning Code. The Master Plan is required to be amended if a project that is inconsistent with an approved Master Plan is proposed. However, for inconsistency that is determined to be minor, the Director may allow an applicant to apply for a Conditional Use Permit as an alternative to an amendment to the Master Plan.

The Westridge School 2007 Master Plan included a condition of approval that the school shall have a maximum enrollment of 502 students and a maximum of 105 faculty and staff. The maximum numbers were established in 1998 with the first amendment to the original Master Plan, and have remained the same for over 20 years. In recent years, the number of applications to enroll into the school have grown, and in response to the demand, the school proposes to increase the student enrollment to a maximum of 550, with a maximum of 250 students for Lower and Middle Schools (4<sup>th</sup> to 8<sup>th</sup> grades) and 300 students for High School (9<sup>th</sup> to 12<sup>th</sup> grades), respectively. In order to support the growth, the school also proposes to increase the number of faculty/staff to a maximum of 150 and to create additional parking stalls with the installation of vertical tandem mechanical lifts within the existing parking lot, which would provide an additional 29 parking spaces for the school.

The proposal involves a change to a condition of approval, as well as modification to the approved parking plan, and is not consistent with the approved Master Plan. However, the proposed change is considered modest, as the increase in student enrollment and faculty/staff does not exceed the vehicular trip thresholds used by the Department of Transportation. In addition, no new construction or addition to the buildings is proposed in order to accommodate the existing and proposed student increase; the only improvement proposed is the modification of the existing parking lot to accommodate the proposed vertical tandem mechanical lifts. This specific modification would occur within the existing North Lot located at the northeast portion of the school site, and is accessed from the western terminus of Madeline Drive not visible from public view. Furthermore, there is no variance associated with this proposal. As such, the proposed project is determined to be minor, and an application for a Conditional Use Permit has been submitted for review.

*Classroom Space/Outdoor Play Area*

Section 17.50.270 (Schools, Private) of the Zoning Code requires a minimum amount of classroom space and outdoor area to be provided for students. Regarding classroom space, a minimum of 24 square feet of indoor classroom area (exclusive of bathrooms, hallways, kitchens, offices, and other non-classroom space) shall be provided for each student enrolled. The minimum amount of outdoor play area required is 75 square feet per student.

For the proposed 550 students, this equates to a minimum classroom area requirement of 13,200 square feet. As shown on the plans submitted, the school currently provides 26,431 square feet of classroom space for the total student body, and would increase to 31,922 square feet and 31,805 square feet at the Phase II and Phase III buildout of the approved Master Plan. The minimum outdoor play area required is 41,250 square feet. The plans show that the school currently provides 111,628 square feet of outdoor play area, and would provide 104,042 square

feet and 116,329 square feet at Phase II and Phase III buildout. At the end of each phase, the project approved under the Master Plan would accommodate the proposed 550 students, as it would exceed the minimum requirements.

#### *Traffic Control Plan*

Private schools are required to submit a Traffic Control Plan demonstrating how loading and unloading of students would occur with minimum disruption to traffic. The Plan that Westridge School has submitted shows that it would maintain the existing locations and hours for loading and unloading of the students. The current vehicle loading and unloading activities occur along State Street and proceed westbound from Pasadena Avenue to Orange Grove Boulevard. The location for school bus loading and unloading is at the cul-de-sac of Madeline Drive, accessed from Orange Grove Boulevard. The hours of drop-off are between 7:15 a.m. and 8:00 a.m. for cars and 7:45 a.m. for busses, and the hours of pick-up are between 2:55 p.m. and 3:30 p.m. for cars and 3:25 p.m. and 6:00 p.m. for busses. In addition to enforcing the existing loading and unloading practices, the school has submitted an updated Traffic Control Plan, which includes multiple trip reduction and parking management strategies such as provisions for carpooling opportunities and incentives.

#### *Noise*

Pursuant to Section 17.50.270 (Schools, Private) of the Zoning Code, schools are required to be designed and operated to comply with the noise regulations of Chapter 9.36 of the Pasadena Municipal Code (PMC). As discussed below in the Minor Conditional Permit section concerning noise-related issues associated with the operation of mechanical lifts in the parking lot, staff is recommending several conditions of approval to ensure that the school complies with the noise regulations.

#### *Parking*

The Zoning Code regulates the number of required parking spaces for every land use within the City. As such, the parking requirement for a private school land use is one and one-half spaces per classroom for a grammar school, and one space for every five students for a high school; plus one space for every two employees and members of the faculty for both grammar and high schools. For the increase in student enrollment and number of faculty/staff as proposed, the Zoning Code requires a minimum of 161 parking spaces for the existing school facilities, 171 spaces for the Phase II buildout, and 168 spaces for the Phase III buildout. The number of parking spaces provided with the proposed project would be 176 spaces for the current facilities and at Phase II buildout, and 195 spaces at the Phase III buildout; the proposal would meet the minimum parking requirements. The detailed parking requirements and counts are provided in Table 1 below (next page):

Table 1 – Required Parking Spaces for Westridge School Master Plan:

	Existing (Phase I)	Phase II	Phase III
<b>Grammar School</b>	26 spaces (17 classrooms x1.5)	36 spaces (24 classrooms x1.5)	33 spaces (22 classrooms x1.5)
<b>High School</b>	60 spaces (300 students x 1/5)	60 spaces (300 students x 1/5)	60 spaces (300 students x 1/5)
<b>Faculty/Staff</b>	75 spaces (150 staff x ½)	75 spaces (150 staff x ½)	75 spaces (150 staff x ½)
<b>Total Required</b>	161 spaces	171 spaces	168 spaces
<b>Total Provided (Proposed)</b>	176 spaces	176 spaces	195 spaces
<b>Meets Requirement</b>	Yes	Yes	Yes

Minor Conditional Use Permit: Vertical Tandem Parking

Pursuant to Zoning Code Section 17.46.080.A.3.a. (Tandem Parking – Other nonresidential uses), up to 75 percent of the total off-street parking spaces for certain nonresidential uses, including private school uses, may be arranged in a tandem configuration with the approval of a Minor Conditional Use Permit, provided that the permit shall contain a condition requiring that a full-time parking attendant be on duty at all times the parking facility is available for use.

Ordinarily, tandem parking is configured where two spaces are lined up behind each other, at grade. The definition of tandem parking includes “double-stacked parking,” where a vehicle is parked directly overhead of another vehicle through the use of a mechanical lift, as it is a vertical form of tandem parking. Double-stacked parking may also be used to satisfy off-street parking requirements and is subject to all Zoning Code requirements applicable to traditional tandem parking, such as parking dimensions and parking area design requirements.

Westridge School is proposing to modify the existing parking configuration of the North Lot with vertical tandem parking by installing mechanical lifts. The applicant has proposed 35 mechanical lifts, resulting in 70 parking stalls in a vertical tandem configuration. Of the 176 total off-street parking spaces for the existing facility and at Phase II buildout and 195 off-street parking spaces at Phase III buildout of the Master Plan, approximately 41 percent and 36 percent of the total off-street parking spaces would be provided in a tandem configuration. Therefore, as noted, the proposed tandem parking is below the 75 percent of the total off-street parking spaces for the school. The proposed parking area reconfiguration would add a total of 29 spaces.

Another requirement of the Minor Conditional Use Permit is that a full-time parking attendant be on duty at all times the tandem parking is available. Such a condition has been agreed to by Westridge School and is included in the conditions provided in Attachment B of this report. In addition to providing a parking attendant, the school proposes to provide proper training for the users of the mechanical lifts. Such users would be limited to staff and faculty of the school. Staff recommends an additional condition of approval related to the operation/users of the mechanical lifts.

*Parking Stall Sizes and Parking Area Design*

The Zoning Code requires that parking areas must comply with the minimum parking stall dimension and design requirements. Tandem parking spaces shall have minimum dimensions of 8’-6” by 18’-0”, as specified by the Zoning Code. In addition to the minimum dimension requirements, the requirements for minimum distance from a vertical obstruction, minimum vertical clearance, and minimum aisle width must also be met. According to the submitted

parking plan, the proposed mechanical lifts and modifications to the existing parking lot would meet all of the minimum parking space dimensions and parking area design requirements.

### *Parking Lot Landscaping and Trees*

The Zoning Code requires perimeter landscaping, end-of-aisle planters, and shade trees for new parking lots. For existing parking lots, when the existing landscape and improvements are removed, the replacement and new improvements must be consistent with the current development standards. According to the submitted plans, most of the existing perimeter landscaped areas, landscape fingers, and shade trees would remain in place. New landscaped areas are designed to meet the current standards. Further, the proposed modifications to the parking lot require removal of four existing trees (Trees #8, #10, #11 and #13), but none of the trees are protected trees per the City's Tree Protection Ordinance (Chapter 8.52 of PMC). New trees would be planted where additional shade trees are required. In ensuring the coexistence of the shade trees and mechanical lifts, the applicant provided a memo from a certified arborist stating that, with proper pruning and care, the canopies of the existing and new shading trees would grow above the mechanical lifts and would not be impeded by their movement.

### *Noise and Vibration Study*

Mechanical parking lifts are operated by a hydraulic system. While the lifts themselves generally move quietly, the hydraulic pump, which raises and lowers the platform of the lifts, may generate noise and be a source of vibration. The proposed double-stacked mechanical lifts would be operated by two hydraulic pumps. They would be enclosed in metal enclosure and incorporate vibration isolators as part of the product design. One of the pumps would be installed on the north side of the parking lot approximately 30 feet west of the maintenance building with more than five feet from the northerly lot line. Another pump would be installed on the south side of the parking lot near the athletic field. The adjoining properties to the north and east of the parking lot are single-family residences and a private garden (the Storrier Stearns Japanese Garden). The property lines between the parking lot and the adjoining properties are bordered by concrete retaining walls with various heights of 10 to 15 feet (northerly lot line) and three to six feet (easterly lot line).

In reviewing whether the proposed mechanical parking lifts would cause noise related concerns for the residents of the adjoin properties, a noise and vibration study was conducted for the project. The purpose of the study was to measure the noise and vibration from the hydraulic pumps, analyze the noise and vibration levels, and assess the potential impact of the future noise and vibration at the nearest sensitive receptors at the project site. The study was prepared by Acoustics Group, Inc. (AGI), an acoustics, noise, and vibration consulting firm, as part of the application submittal. Three test locations were selected on the parking lot: Receiver #1 (R1) is located at the nearest residential property line to the hydraulic pump near the northerly lot line; Receiver #2 (R2) is located at the nearest school building (Performing Art Auditorium); and Receiver #3 (R3) is located at the nearest easterly residential property line.

In the study, the noise data was reviewed against the standards specified under Section 9.36.050 of the PMC (General Noise Sources), which states that any noise or sound cannot exceed the ambient noise level at the property line by more than five decibels. The study concluded that the project as designed would comply with the City's Noise regulations, as the ambient noise measured at a selected point in the existing parking lot was 53.6 dBA, and the predicted pump and stacker noise plus the ambient noise at R1, R2, and R3 are 54.2 dBA, 54.1

dBa, and 53.7 dBA, respectively. The study concluded that the rate of increase of the hydraulic pump and operating stacker noise would be less than five dBA and would meet the requirement.

With regard to vibration, the City does not have specific vibration thresholds in the municipal code. Per the industry practice, AGI employed the Federal Transit Administration Vibration Impact Assessment (FTA) Guidelines, which specify appropriate vibration levels for residential and institutional uses such as homes and schools. For residential uses, the Vibration Impact Level guideline is 78 VdB for the daytime and 72 VdB for nighttime. For schools, Vibration Impact Level guideline is 78 VdB. The study concluded that the project would not exceed the vibration guidelines for residential and school uses, as the predicted vibration velocity at R1, R2, and R3 are 55.2 VdB, 51.2 VdB, and 49.6 VdB. Therefore, the project as designed would fully comply with the Industry vibration guidelines.

While the study concluded that the predicted noise and vibration associated with the proposed project would be well below the City's standards and industry guidelines, staff recommends several conditions of approval to ensure that the operation and maintenance of the mechanical lifts would not cause discomfort or annoyance to reasonable persons of normal sensitivity who reside adjacent to the project site. Condition #28 would require that no overnight parking on the upper platform of the mechanical lifts in order to eliminate the necessities for movement during nighttime. Condition #30 would require a post-construction noise and vibration study, and Condition #31 would require the school to self-monitor and maintain operational and complaint records. Further, in case of adverse circumstances due to the operation of the mechanical lifts or noncompliance of the conditions of approval, Condition #32 would allow the Zoning Administrator to implement new or additional noise and vibration reduction measures or to require a review by the Hearing Officer with a duly noticed public hearing.

#### *Light and Glare*

The North Lot where the proposed mechanical parking lifts are proposed is located in the northeast portion of the campus and can only be accessed from the eastern terminus of Madeline Drive with a more than 100-foot-long driveway from the terminus. It does not adjoin any streets thus is not visible from public view. In addition, there are masonry retaining walls with various heights up to 15 feet along the interior property lines; therefore, the parking lot is not likely visible from the adjoining residential properties. To ensure harmonious coexistence of an existing institutional use and adjoining residential uses, staff recommends additional conditions of approval to address light and glare aspects of the project, including the requirement for vegetated or planted screening around the mechanical lifts, back-in parking only requirement for upper stalls for the northerly row and head-in only for southerly row of mechanical lifts to prevent light and glare that could be directed toward the northerly adjacent residential properties.

#### **GENERAL PLAN CONSISTENCY:**

The land use classification for the project site is Institutional. This classification is for uses and facilities owned and operated by the City or by other public and/or private institutions such as schools, libraries, and hospitals. General Plan Policy 2.9 (Institutional Uses) calls for accommodation of the development of educational, religious, cultural, and similar facilities that enrich the lives of Pasadena's residents. Westridge School has operated a private school at its existing location and has grown in a gradual manner. Additionally, the General Plan reaffirms the City's commitment to provide a diverse educational system responsive to the needs of the community, including Goal 17 (Educational System), which promotes a strong and diverse

educational system that is responsive to the life-long needs of the community and related to maintaining a high quality of life and a strong economy. Further, this application process would implement Policy 17.4 (Long-Range Planning for Private Schools), which requires private schools to collaborate with the City on site selection, site design, traffic control, circulation and site acquisition to ensure compatibility with the neighborhoods or districts in which they are located. As conditioned, the project will be compatible with the surrounding neighborhood, thus is in conformance with the goals, policies and objectives of the General Plan.

#### **ENVIRONMENTAL REVIEW:**

This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act Title 14, Chapter 3, Section 15314, Class 14 (Minor Additions to Schools), and there are no features that distinguish this project from others in the exempt class; therefore, there are no unusual circumstances. Class 14 exempts projects that consist of minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25 percent or ten classrooms, whichever is less. No floor area would be added, the number of students would increase by 10 percent (from a maximum of 502 to 550), and the number of classrooms would increase by seven, from the existing 37 to a maximum of 44 upon the buildout of the approved Master Plan.

#### **REVIEW BY OTHER CITY DEPARTMENTS:**

The proposal was reviewed by the Department of Public Works, Department of Transportation, Fire Department, Building and Safety Division, Community Planning Section, and Design and Historic Preservation Section. The Department of Public Works provided Conditions of Approval as specified in Attachment B. The remaining departments would review the plans through the building permit plan check process.

#### **CONCLUSION:**

It is staff's assessment that the findings to approve the Conditional Use Permit and Minor Conditional Use Permit can be made. The conditions of approval from the approved Master Plan amendment of 2007 remain in effect, except as superseded by this entitlement for the proposed modifications to the approved project. The proposed modification would result in a nominal increase in the student enrollment, and the proposed increase in number of the student enrollment or staff/faculty and would not require a new traffic assessment. The site would remain as a private school, and the future development of the site would be required to adhere to the approved Master Plan. Further, additional conditions of approval are recommended in order to address issues associated with the operation and maintenance of the mechanical parking lifts. Therefore, staff recommends that the Hearing Officer approve the application with the findings in Attachment A and the conditions of approval in Attachment B.

#### Attachments:

- Attachment A: Recommended Specific Findings
- Attachment B: Recommended Conditions of Approval

**ATTACHMENT A**  
**SPECIFIC FINDINGS FOR CONDITIONAL USE PERMIT #6747**

Conditional Use Permit – To allow minor changes inconsistent with an existing Master Plan:

1. *The proposed use is allowed with a Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code.* The proposed project differs from the Master Plan for Westridge School for Girls, as approved by the City Council on September 24, 2007. Per Subsection I. of Section 17.61.050 (Conditional Use Permits and Master Plans) of the Zoning Code, projects that are inconsistent with an approved Master Plan may be processed through a Conditional Use Permit. The proposed change is determined to be minor; thus, in lieu of a Master Plan Amendment, a change to the approved plan is allowed with a Conditional Use Permit.
2. *The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district.* The subject site is located in the PS (Public and Semi-Public) Zoning District. The proposed project is considered a minor change to an approved project under the Westridge School for Girls Master Plan. In addition to specific Conditions of Approval for the project, all the Conditions of Approval and Mitigation Measures for the Master Plan with the exception of Condition #2a shall remain effective. Said Condition is superseded by Condition #10, which provides the new maximum numbers of the student enrollment to be 550 and faculty/staff to be 150. In addition, new Conditions of Approval to regulate the operation and maintenance of mechanical parking lifts are included. As conditioned, the proposed changes to the Master Plan will be in conformance with the character of the neighborhood; thus, it is consistent with the special purposes of the Zoning Code.
3. *The proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan.* The land use classification for the project site is Institutional. This classification is for uses and facilities owned and operated by the City or by other public and/or private institutions such as schools, libraries, and hospitals. General Plan Policy 2.9 (Institutional Uses) calls for accommodation of the development of educational, religious, cultural, and similar facilities that enrich the lives of Pasadena's residents. Westridge School has operated a private school at its existing location and has grown in a gradual manner. Additionally, the General Plan reaffirms the City's commitment to provide a diverse educational system responsive to the needs of the community, including Goal 17 (Educational System), which promotes a strong and diverse educational system that is responsive to the life-long needs of the community and related to maintaining a high quality of life and a strong economy. Further, this application process will implement Policy 17.4 (Long-Range Planning for Private Schools), which requires private schools to collaborate with the City on site selection, site design, traffic control, circulation and site acquisition to ensure compatibility with the neighborhoods or districts in which they are located. As conditioned, the project will be compatible with the surrounding neighborhood, thus is in conformance with the goals, policies and objectives of the General Plan.
4. *The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.* The proposed project is to complete all the improvements approved under the Master Plan, which enables the continuation, maintenance, and operation of an established private school on the site.

The change to the approved project is designed to be in conformance with the intent of the Master Plan. Conditions of Approval will ensure that the continued operation of the campus will not be detrimental to the health, safety, or general welfare of the inhabitants in the surrounding area.

5. *The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.* The proposed project is considered a minor change to an approved project under the Westridge School Master Plan. Since the school was founded in 1913, it has expanded gradually and has coexisted with surrounding single-family residential uses. The conditions of approval will ensure that the project will not be detrimental to the general welfare of the City. In addition, the project must adhere to the City's and State's law that ensure the continuity of the compatible coexistence of this use with surrounding 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 aesthetic values, character, scale, and view protection.* The proposed project does not involve with construction of new building or addition to the existing buildings. The physical changes proposed is to modify the parking area configuration with the installation of double-stacked mechanical parking lifts. While the project is considered minor and will not require a Design Review, several Conditions of Approval to address aesthetic concerns are included. The proposed project is consistent with the design and site-planning related goals and policies of the City's General Plan, which requires private schools to collaborate with the City on site selection, site design, traffic control, circulation and site acquisition to ensure compatibility with the neighborhoods or districts in which they are located.

#### Minor Conditional Use Permit – Vertical Tandem Parking

1. *The proposed use is allowed with a Conditional Use Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Code.* Zoning Code Section 17.46.080 (Tandem Parking) allows up to 75 percent of the total off-street parking spaces to be arranged in a tandem configuration, which includes "double-stacked parking," or vertical tandem parking, with the approval of a Minor Conditional Use Permit. Of the 176 total off-street parking spaces for the existing facility and at Phase II buildout and 195 off-street parking spaces at Phase III buildout of the Master Plan, approximately 41 percent and 36 percent of the total off-street parking spaces, respectively, will be provided in a tandem configuration. The proposed tandem parking is below the 75 percent of the total off-street parking spaces for the school. In addition, a full-time attendant will be on duty at all times while the parking facility is available for use.
2. *The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district.* The subject site is located in the PS (Public and Semi-Public) Zoning District. The proposed project is considered a minor change to an approved project under the existing Master Plan, and is permitted with the approval of a Conditional Use Permit. Further, the proposed vertical tandem parking is allowed with the approval of a Minor Conditional Use Permit. In addition to the existing conditions of approval for the Master Plan, specific conditions of Approval to regulate the operation and maintenance of mechanical parking lifts are included. As conditioned, the proposed project will be in conformance with the character of the neighborhood; thus, it is consistent with the special purposes of the Zoning Code.

3. *The proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan.* The land use classification for the project site is Institutional. This classification is for uses and facilities owned and operated by the City or by other public and/or private institutions such as schools, libraries, and hospitals. General Plan Policy 2.9 (Institutional Uses) calls for accommodation of the development of educational, religious, cultural, and similar facilities that enrich the lives of Pasadena's residents. Westridge School has operated a private school at its existing location and has grown in a gradual manner. Additionally, the General Plan reaffirms the City's commitment to provide a diverse educational system responsive to the needs of the community, including Goal 17 (Educational System), which promotes a strong and diverse educational system that is responsive to the life-long needs of the community and related to maintaining a high quality of life and a strong economy. Further, this application process will implement Policy 17.4 (Long-Range Planning for Private Schools), which requires private schools to collaborate with the City on site selection, site design, traffic control, circulation and site acquisition to ensure compatibility with the neighborhoods or districts in which they are located. As conditioned, the project will be compatible with the surrounding neighborhood, thus is in conformance with the goals, policies and objectives of the General Plan.
4. *The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.* The installation of the mechanical parking lifts is proposed within an existing parking lot that is not visible from public view. All new parking stalls will be designed to comply with minimum standards for dimensions, aisle widths, vertical clearances, and access to prevent any detrimental impact. In addition, a parking attendant will be on-site at all times while the mechanical parking lifts are in use. This will minimize any detriment to the safety or general welfare of persons using the parking, residing, or working the neighborhood.
5. *The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.* The provision of vertical tandem parking will not be detrimental or injurious to property and improvements in the neighborhood or the general welfare of the City. The mechanical parking lifts will be located within an existing parking lot where is not visible from public view. The noise and vibration study concluded that the predicted noise and vibration associated with the proposed project will be well below the City's standards and industry guidelines. To ensure that the operation and maintenance of the mechanical lifts will not cause discomfort to reasonable persons of normal sensitivity who reside adjacent to the project site, a number of conditions of approval, including additional noise reduction requirements, are included in the permit.
6. *The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity, in terms of aesthetic values, character, scale, and view protection.* The project does not propose the construction of new building or addition to the existing buildings. The physical change proposed is to modify the parking area configuration with the installation of double-stacked mechanical parking lifts. While the project is considered minor and will not require a Design Review, several conditions of approval to address aesthetic concerns are included. The proposed project is consistent with the design and site-planning related goals and policies of the City's General Plan, which requires private schools to collaborate with the City on site selection, site

design, traffic control, circulation and site acquisition to ensure compatibility with the neighborhoods or districts in which they are located.

**ATTACHMENT B**  
**CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #6747**

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

General

1. **Approved Plans.** The site/floor plans submitted for building permits and/or future development shall substantially conform to the site/floor plans site plan submitted with this application and dated, "Approved at Hearing, May 20, 2020," except as modified herein.
2. **This Approval.** The approval of this application authorizes the increase in total student enrollment from a maximum of 502 to 550, and full-time equivalent (FTE) faculty/staff from a maximum of 105 to 150 for the existing private school; and the modification to the existing parking lot (North Lot) with double-stacked mechanical tandem parking lifts in order to increase the number of parking stalls for the school, as shown on the approved plans..
3. **Previous Approval.** All Conditions of Approval and Mitigation Measures of the Westridge School for Girls School Master Plan Amendment #3 approved on September 24, 2007 (PLN2007-00030) shall remain in full effect, with the exception of modifications made by Conditions of Approval related to this approval.
4. **Expiration.** In accordance with Section 17.64.040 of the Pasadena Municipal Code and Resolution No. 9774, the exercise of the right granted under this application must be commenced within four years of the effective date of the approval. This approval is eligible for two one-year extensions. Each one-year extension is required to be reviewed and approved by the Hearing Officer at a noticed public hearing. In order for a project to be eligible for a time extension, the applicant is required to submit the required fee and time extension application to the Permit Center prior to the expiration date of the land use entitlement. The right granted by this approval may be revoked if the entitlement is exercised contrary to the conditions of approval or if it is exercised in violation of the Zoning Code.
5. **Request for Change.** Any change to these Conditions of Approval or expansion of the use shall require the modification of this Conditional Use Permit, a new Conditional Use Permit, or amendment to the Master Plan.
6. **Permit Revocation or Modification.** The Zoning Administrator, at any time, can call for a review of the approved conditions at a duly noticed public hearing. At his/her discretion, the conditions herein may be modified or new conditions applied to reduce any unforeseen impacts during construction or operation of the use
7. **Other City Requirements.** The applicant or successor in interest shall meet the applicable code requirements of all other City Departments.
8. **Decision Letter.** The final decision letter and Conditions of Approval shall be incorporated in the building plans as part of the building plan check process.
9. **Condition Monitoring.** The proposed project, Activity Number **PLN2019-00224**, is subject to a Final Zoning Inspection. A Final Zoning Inspection is required for the project prior to the

issuance of a Certificate of Occupancy. Contact the Planning Case Manager, Natsue Sheppard at (626) 744-7527 to schedule an inspection appointment time.

#### Planning Division

10. **Maximum Enrollment and Faculty/Staff.** Westridge School shall have a maximum enrollment of 550 students and a maximum of 150 staff and faculty during the life of the Master Plan (supersedes Condition #2a of Westridge School Master Plan Amendment #3 of 2007).
11. **Enrollment and Faculty/Staff Subject to Parking.** The approved maximum number of enrollment and faculty and staff is subject to the school's provision of the minimum number of off-street parking spaces required by the Zoning Code. If in any event, including inoperative condition of the mechanical lifts, the minimum required parking is not provided, the school shall file for a modification to reduce the number of enrollment and/or faculty/staff.
12. **Location of Mechanical Parking Systems.** The mechanical parking systems are permitted on the North Lot only and not permitted on State Street Lot, Madeline Court, or any other locations of the campus. The location of the mechanical parking lifts and hydraulic pumps shall be substantially consistent with the approved parking plans for the North Lot.
13. **Parking Area Design.** Design and size of all parking area, stalls, and driveways shall comply with Chapter 17.46 (Parking and Loading) of the Zoning Code.
14. **No Queuing.** There shall be no queuing on the public street for any vehicles to enter into North Lot.
15. **Setback.** Mechanical parking lifts and hydraulic pumps shall be installed at least five feet away from the property lines.
16. **Maximum Levels.** Mechanical parking lifts shall not have a maximum of two levels of vehicles per individual lift unit, and not more than one vehicle shall park on each platform.
17. **Mechanical Lift and Pump Materials.** Materials for mechanical parking lifts or hydraulic pump enclosure shall not have metallic finish or reflective surface.
18. **Screening Location and Height.** Mechanical parking systems shall be screened on all sides of each row or cluster of the mechanical lifts, except for the side necessary for ingress and egress. Screening for mechanical parking systems shall be of sufficient height to screen both the mechanical lifts and the parked vehicles from adjacent parcels. Prior to the issuance of the building permit for the mechanical parking systems, the applicant shall submit the plans to the satisfaction of the Zoning Administrator.
19. **Screening Materials.** Screening materials for mechanical parking systems shall not have metallic finish or reflective surface, and shall incorporate plant materials to shield adjacent parcels or public rights-of-way from the potential visual impacts caused by mechanical lifts and vehicles. Prior to the issuance of the building permit for the mechanical parking systems, the applicant shall submit the plans to the satisfaction of the Zoning Administrator.

20. **Emergency Override.** Mechanical parking lifts shall provide a manual override to access or remove vehicles from the parking lift in the event of a power outage.
21. **Noise Reduction.** All hydraulic pumps and power-generating equipment associated with the mechanical parking systems shall be fully enclosed and sound attenuated to comply with the noise standards in Chapter 9.36 of PMC.
22. **Further Noise Reduction.** In order to further reduce noise impacts, the applicant shall install acoustic curtains or noise barrier lining within the hydraulic pump enclosure and/or incorporate other additional noise reduction measures to the satisfaction of the Zoning Administrator.
23. **Full-time Parking Attendant.** An on-site full-time parking attendant shall be on duty at all times the vertical tandem parking facility is available for use. The plans submitted for building plan check process shall indicate the location of the full-time parking attendant on-site in a position to service the tandem spaces.
24. **Contact Information.** The applicant shall post signage no larger than a total of two square feet in size at appropriate location(s) within the North Lot. The signage shall contain the contact information of the parking attendant, mechanical lifts repair/maintenance company, and superintendent of the parking operation to address issues concerning the operation and maintenance of the mechanical lifts. The location of the signage shall be subject to review and approval of the Zoning Administrator.
25. **Users of Mechanical Lifts.** The users of the mechanical parking lift spaces shall be limited to faculty and staff of the school only. Students or visitors shall not be allowed to park on the mechanical parking lifts.
26. **User Training.** The users of the mechanical parking lifts shall be properly trained. The users who have received the training shall carry a certificate of training issued by the school or training firm at all time when they operate the mechanical lifts.
27. **Nighttime Use Prohibited.** The operation of the mechanical parking lifts shall be prohibited between 10:00 p.m. and 7:00 a.m., daily.
28. **No overnight parking.** Overnight parking on the upper platform of the mechanical lifts shall not be allowed.
29. **Light and Glare.** In order to prevent the potential light and glare impacts to the adjoining residential properties, the upper stalls of the mechanical lifts located along the northerly lot line shall be back-in parking only, and the upper stalls of the mechanical lifts located along the athletic field shall be head-in parking only.
30. **Post-Construction Noise Study.** Prior to the final inspection of the building permit for the mechanical parking systems, the applicant shall conduct a comprehensive post-construction noise study to verify compliance with Chapter 9.36 of the PMC and submit to the satisfaction of the Zoning Administrator.
31. **Self-Monitoring.** The school shall maintain an operational log and complaint log of the mechanical parking systems. The documents shall be submitted to the City upon request by the Zoning Administrator.

32. **Zoning Administrator's Review.** The Zoning Administrator, at any time, may request to implement new or additional noise and vibration reduction measures to reduce any unforeseen impacts during construction or operation of the use.
33. **Landscape – General.** Landscaping shall be provided and maintained at the campus and athletic field in compliance with the provisions of Chapter 17.44 (Landscaping).
34. **Tree Inventory.** A final tree inventory prepared by a certified arborist shall be submitted with a building permit application for any construction that requires removal of trees. At that time, if additional protected trees pursuant to Pasadena Municipal Code Chapter 8.52 are proposed to be removed, the applicant shall submit an application for Private Tree Removal indicating which of the Tree Protection Ordinance findings apply to the removal(s), including the possibility of requiring a new or revised conceptual landscaping plan indicating the location of required replacement trees.
35. **Protected Trees.** Prior to removal of any protected trees, the applicant or successor in interest shall submit final landscape plans, demonstrating adherence to the replacement matrix adopted by resolution the City Council and included in the associated administrative guidelines and/or alternative requirements, to the Zoning Administrator for review and approval. Compliance with the Tree Protection Ordinance will be monitored through the approved landscape plan depicting replacement trees during the building plan check phase of the project.
36. **Tree Protection Plan.** Prior to the issuance of a building permit, the applicant shall submit a Tree Protection Plan with a final landscape plan to the Zoning Administrator for review and approval. The Tree Protection Plan shall be prepared by a licensed landscape architect and/or certified arborist in compliance with the City's Tree Protection Guidelines.
37. **Model Water Efficient Landscape Ordinance.** The applicant or successor in interest shall submit landscape and irrigation plans as part of any building, grading or zoning permits. Where proposing more than 2,500 square feet of new landscaping, the project shall meet the threshold for state-mandated water-efficient landscaping. Accordingly, the final landscape plans (inclusive of planting and hardscape plans, the planting pallet, drainage plan, and irrigation system plan(s) and specifications), shall be reviewed by Planning and Community Development Department staff for conformance with the standards and requirements specified within the 2015 California Model Water Efficient Landscape Ordinance (MWELo) prior to the issuance of a building permit. No certificate of occupancy shall be issued until such plans have been deemed compliant with the MWELo and the landscaping has been installed per such approved MWELo-compliant plans to the satisfaction of the Director of Planning and Community Development or his/her designee.

#### Department of Public Works

38. Past experience has indicated that projects such as this tend to damage the abutting (existing public and private street) street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$2,000 deposit with the Department of Public Works prior to the issuance of any permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged,

including striping, slurry seal/resurfacing, street trees, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for charges due to damage to existing street trees and for City personnel to review traffic control plans and maintain traffic control. A processing fee will be charged against the deposit.

39. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging and Traffic Management Plan to the Department of Public Works for review and approval. The template for the Construction Staging and Traffic Management Plan can be obtained from the Department of Public Works webpage at: <https://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/> A non-refundable flat fee, based on the current General Fee Schedule, is required for plan review and on-going monitoring during construction. This plan shall show the impact of the various construction stages on the public right-of-way (and the private street) including all street occupations, lane closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. An occupancy permit shall be obtained from the department for the occupation of any traffic lane, parking lane, parkway, or any other public right-of-way. All lane closures shall be done in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and California Supplement. If the public right-of-way occupation requires a diagram that is not a part of the MUTCD or California Supplement, a separate traffic control plan must be submitted as part of the Construction Staging and Traffic Management Plan to the department for review and approval. No construction truck idling or staging, material storage, or construction trailer are allowed in the public right-of-way.
40. In preparation for the New Year Rose Parade and Rose Bowl Game, the Department of Public Works will suspend all works within the public right-of-way during the holiday season in accordance to PMC 12.24.100 and City Policy.

In general, all public streets, sidewalks and parkways shall be free and clear of excavations and other construction related activities during the period of November through January of the following year. Specific dates will vary on an annual basis. Accordingly, contractors will be required to shut down construction operations which would impede traffic and pedestrian movements during these periods unless otherwise authorized by the City Engineer. Any existing excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period.

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link: <https://ww5.cityofpasadena.net/public-works/engineering-and-construction/engineering/forms-and-applications/>

41. All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits.
42. In addition to the above conditions, the requirements of the following ordinances may apply to the proposed project:

- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)  
In accordance with Section 12.04.035, entitled “Abandoned Driveways” of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged curb, gutter and sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy in accordance with Section 12.04.031, entitled “Inspection required for Permit Clearance” of the PMC.
- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC  
The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the support of the Urban Forestry Advisory Committee. No trees shall be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree. Refer to <https://ww5.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.
- Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC  
The applicant shall submit the following plan and form which can be obtained from the Permit Center’s webpage at:  
[http://cityofpasadena.net/PublicWorks/Engineering\\_Division/](http://cityofpasadena.net/PublicWorks/Engineering_Division/) and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
  - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
  - b. Summary Report with documentation must be submitted prior to final inspection.

A security performance deposit of three percent of the total valuation of the project or \$30,000, whichever is less, is due prior to permit issuance. For Demolition Only projects, the security deposit is \$1 per square foot or \$30,000, whichever is less. This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.