



PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

STAFF REPORT

DATE: April 18, 2018

TO: Hearing Officer

SUBJECT: Conditional Use Permit # 6585

LOCATION: 405 South Euclid Avenue

APPLICANT: Mayfield Junior School of the Holy Child Jesus

ZONING DESIGNATION: PS (Public and Semi-Public) District

GENERAL PLAN DESIGNATION: Institutional

CASE PLANNER: Kristen Johnston

STAFF RECOMMENDATION: Adopt the Environmental Determination and the Specific Findings in Attachment A to **approve** Conditional Use Permit #6585 with the Conditions of Approval in Attachment B.

PROJECT PROPOSAL: Conditional Use Permit: To allow the demolition of an existing 897 square-foot campus chapel and reconstruction of a new 1,664 square-foot chapel in the same location in order to accommodate existing student enrollment. The project also includes the removal of six parking spaces, restriping the parking lot and reconfiguration of the existing drop-off and pick-up area and drive aisle. The property is located within the PS zoning district.

ENVIRONMENTAL DETERMINATION: This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §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. Section 15314 exempts projects from environmental review where minor additions to existing schools will not result in an increase of student capacity by more than 25 percent or the addition

of 10 classrooms. The project proposes to demolish the existing 897 square-foot campus chapel and reconstruct a new 1,664 square-foot chapel in the same location, for the existing student body. The project does not propose an increase in student enrollment or result in additional classrooms.

BACKGROUND:

Site characteristics: The subject property is a 4.14-acre site, bound by three streets (Euclid Avenue, Bellevue Drive, and Waldo Drive). The project site is an existing private school campus for kindergarten through eighth grade students.

Adjacent Uses:
North – Multi-Family Residential
South – Multi-Family Residential / Single-Family Residential
East – Multi-Family Residential
West – Multi-Family Residential / Single-Family Residential

Adjacent Zoning:
North – RM32-HL-36 (Multi-Family Residential, 36-foot Height Limit Overlay District)
South – RM32-HL-36 (Multi-Family Residential, 36-foot Height Limit Overlay District)
East – RM32-HL-36 (Multi-Family Residential, 36-foot Height Limit Overlay District)
West – PD-13 (Planned Development, Marengo-Bellevue) and RM32-HL-36 (Multi-Family Residential, 36-foot Height Limit Overlay District)

Previous zoning cases on this property:

Variance # 5517: To allow an 8-foot chain link fence along the property line for playground (approved July 10, 1958).

Conditional Use Permit # 341: To allow construction of a two-story classroom and administration building (approved June 9, 1966).

Conditional Use Permit # 1182: To allow construction of a Learning Resource Center in an existing school (approved March 4, 1981).

Conditional Use Permit # 1278: To allow a car garage and storage structure (approved August 18, 1982).

Conditional Use Permit # 1601: To allow expansion of an existing private school by addition of administrative offices and a classroom. A Variance was granted allowing no additional parking (approved June 4, 1986).

Conditional Use Permit # 3153: To allow construction of a new multi-purpose building, a new parking lot, a new gymnasium, renovations of existing science laboratories, and relocation or demolition of two existing residential units (approved June 19, 1996).

Conditional Use Permit # 3860: To allow the construction of nine new classrooms (single-story 7,840 square feet), a new auditorium (4,940 square feet) above a new parking structure (43 parking spaces) and storage space in the basement, on the southeast corner of the property (Approved November 27, 2001).

PROJECT DESCRIPTION:

The applicant, Mayfield Junior School of the Holy Child Jesus, submitted an application to allow demolition of the existing 897 square-foot campus chapel and reconstruction of a 1,664 square-foot chapel in the same location. The applicant is proposing the expansion of the chapel to accommodate existing student enrollment. The project also includes the removal of six parking spaces, restriping the parking lot and reconfiguration of the existing drop-off and pick-up area and drive-aisle.

ANALYSIS:

The subject site is utilized by a private school land use located within the PS (Public and Semi-Public) zoning district. The site consists of educational facilities including, three-classroom buildings (primary, elementary, and middle), administration offices, library, gymnasium, auditorium, chapel, sports field and a playground to accommodate students between kindergarten and eighth grade. The applicant is requesting a Conditional Use Permit to allow the demolition of the existing 897 square-foot campus chapel and reconstruction of a 1,664 square-foot chapel in the same location to accommodate existing student enrollment. The chapel is located at the north end of the campus, east of the gymnasium and south of the northern parking lot. The project also includes the removal of six parking spaces, restriping the parking lot and reconfiguration of the existing drop-off and pick-up area and existing drive-aisle.

The Conditional Use Permit process allows the City to review a project to determine if the proposed project would be compatible with the surrounding area and require compliance with specific conditions related to the operation of a private school. In order to approve a Conditional Use Permit, six specific findings must be made in the affirmative. These findings relate to a project meeting the intent and purpose of the Zoning Code and conformance with the General Plan, not having a negative impact on the surrounding properties, and being compatible with surrounding uses. In this case, the analysis focuses on whether the request to enlarge the existing chapel will create negative impacts to the adjacent residential neighborhood.

Development Standards

Properties located within the PS zoning district are subject to the development standards provided in Section 17.26.040.B - Special Purpose District General Development Standards, which require a Conditional Use Permit or Master Plan to specify the development standards. Prior to the approval of a Conditional Use Permit or Master Plan, a property within the PS district shall be subject to the development standards of the most restrictive abutting zoning district. In this case, the most restrictive abutting zoning district is RM-32-HL-36 (Multi-Family Residential, Height Limit Overlay District). In addition to the general development standards, private school uses are subject to the additional development standards provided in Section 17.50.270 – Schools, Private. All of the applicable development standards are provided in the following analysis.

Setbacks

As previously noted, uses located within the PS zoning district are subject to the development standards of the most restrictive abutting zoning district. The proposed area of construction is located along the interior of the northern end of the campus. Therefore, setbacks analyzed are the north side setback and east corner side setback.

Section 17.22.060, Table 2-4 (Multi-Family Residential District Development Standards) requires a minimum side setback of five feet for a distance of forty feet behind the front setback line from Bellevue Drive; otherwise, no side setback is required. Currently, the 897 square-foot chapel is located along the east side of the gymnasium. The chapel is currently set back 52 feet to the nearest property line to the north. The submitted plans show that the proposed 1,664 square-foot chapel will be constructed in the same location as the existing chapel and will provide a 35-foot setback to the nearest property line to the north. Therefore, the proposed chapel expansion complies with the minimum side setback requirement.

Additionally, the minimum requirement for a corner side setback for properties in the adjacent RM-32-HL-36 zoning district is fifteen feet. The existing chapel is currently setback 200 feet from the east property line. The proposed chapel will maintain a corner side setback of 190 feet, which complies with the minimum corner side setback requirement.

Height

The maximum allowable height of a structure shall be measured from the lowest elevation of the existing grade at an exterior wall of the structure to the highest point of the structure. Based on the maximum height requirements of the Height Limit Overlay District (HL-36) the maximum allowable height is 36 feet. The plans submitted indicate that the proposed chapel will have an overall height of 21 feet 5 inches, which complies with the maximum allowable height.

Parking

Pursuant to Section 17.46.040 of the Zoning Code – Number of Off-Street Parking Spaces Required – a grammar school is required to provide 1.5 spaces per classroom, plus 1 space for every two employees and members of the faculty.

Subsequently, Section 17.46.020.I – Basic Requirements for Off-Street Parking and Loading provides specific standards for nonresidential uses that request approval to utilize off-site parking to meet minimum parking requirements. In order to allow off-site parking for the subject property, the off-site location must be located within 500 feet for customer/visitor spaces and 1,000 feet for employee spaces. A lease agreement is subject to the approval of the Zoning Administrator, and shall record the agreement with the County Recorder prior to issuance of the Certificate of Occupancy.

The school has 31 classrooms (27 homerooms and 4 resource rooms) and 89 employees. Based on the parking requirement, the school is required to provide 91 parking spaces. Currently, the school provides 44 parking spaces in the northern parking lot, 43 parking spaces in the parking garage at the southern end of the campus and 2 off-site parking spaces through a parking agreement, totaling 89 parking spaces. To accommodate the proposed chapel expansion, the removal of six parking spaces and reconfiguration of the drop-off and pick-up area and drive-aisle is required. As a result, the applicant proposes to restripe the northern parking lot to provide 39 parking spaces, with no proposed changes or reduction of the number of spaces provided (43 parking spaces) in the parking garage at the southern end of the campus, providing 82 on-site

parking spaces. In order to meet the minimum parking requirement, the applicant would need to secure nine off-site parking spaces through a parking lease agreement. A condition of approval has been included in Attachment B of this report, to ensure the applicant provides the City with a recorded parking lease agreement prior to the issuance of Certificate of Occupancy.

Parking Space Dimensions, Aisle Width, and Loading Requirements

Due to the scope of the project including the removal of six parking spaces, restriping the parking lot and reconfiguration of the drop-off and pick up area and drive aisle, the applicant is required to demonstrate compliance with the parking space dimensions, aisle width and loading requirements set forth in Section 17.46 of the Zoning Code.

Section 17.46.110 – Parking Space Dimensions, Table 4-7 – Off-Street Parking Space Dimensions requires all nonparallel parking spaces to provide a minimum of 8' ½" x 18'. The site plan provided by the applicant demonstrates that the 39 proposed parking spaces will measure 8' 6" x 18', which complies with the minimum dimensions required.

Additionally, driveways that serve nonresidential uses are required to comply with the minimum driveway width requirement provided in Section 17.46.150 – Driveway Design, Widths, and Clearances, Table 4-12 – Minimum Driveway Width – Nonresidential Uses, which specifies the minimum driveway width is required to be 20 feet for a two-way drive aisle, when serving fifteen or more parking spaces. The plans submitted, provide a drive aisle ranging between 20 feet and 25 feet 10 inches, which complies with the minimum required driveway width.

Land uses within the PS zoning district, with a total gross floor area less than 20,000 square feet are required to provide one off-street loading space that measures 12 feet by 30 feet, with a 14-foot vertical clearance. The site currently provides the required loading space, but given the proposed project includes reconfiguration of the parking lot, the project proposes to shift the loading space approximately 25 feet to the east, and provide an area of 12 feet by 32 feet, clear to sky. Therefore, the proposed loading space complies with the minimum loading space requirements.

Additional Development Standards – Private Schools

Private school uses are subject to the additional standards provided in Section 17.50.270. These standards require indoor classroom area of 24 square feet for each child enrolled, a minimum outdoor play area of 75 square feet for each child enrolled, a traffic control plan and compliance with the City's noise regulations of the Pasadena Municipal Code Chapter 9.36.

The approval of Conditional Use Permit # 3860 granted the school a maximum enrollment of 540 students. The additional development standards were analyzed as a part of the application process for Conditional Use Permit # 3860, which concluded the minimum required classroom area was 480 square feet (20:1 classroom/student ratio) and the minimum outdoor play area was 40,500 square feet (75:1 outdoor/student ratio). At the time, staff analyzed the project for compliance with the additional development standards. The school provided classroom sizes between 750 to 900 square feet and 97,125 square feet of outdoor play area, which surpassed the minimum requirement.

The project proposes to reconstruct the existing campus chapel to accommodate existing student enrollment (517 students). There is no proposed change to classrooms sizes or the outdoor play area. Additionally, the Department of Transportation reviewed the proposed project and found

that the existing Operations Plan (traffic control plan) was sufficient. As such, the additional development standards do not apply to the proposed project, because the project is not proposing to increase student enrollment and the existing school use is operating within the parameters of the conditions of approval, adopted as a part of Conditional Use Permit # 3860.

A condition of approval is included in Attachment B, as a part of this report, to ensure the school maintains compliance with the conditions of approval for Conditional Use Permit #3860.

GENERAL PLAN CONSISTENCY:

The Conditional Use Permit is consistent with the General Plan Land Use Element – Goal 24, Supporting Uses in Residential Neighborhoods specifically Policy 24.2 – Compatible Non-Residential Uses in that the proposed project would allow the continuation and improvement of an existing educational facility, a use which is compatible with adjacent residential uses.

REVIEW BY OTHER DEPARTMENTS:

The applicant's request was reviewed by the City's Department of Transportation, Public Works Department, Building Department, Pasadena Police Department, and Pasadena Fire Department. The Public Works Department, Building Department, and Pasadena Fire Department provided comments. The comments received from these departments have been incorporated in the conditions of approval and are included in Attachment B of this staff report.

ENVIRONMENTAL REVIEW:

This project has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, §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. Section 15314 exempts projects from environmental review where minor additions to existing schools would not result in an increase of student capacity by more than 25 percent or the addition of 10 classrooms. The project proposes to demolish the existing 897 square-foot campus chapel and reconstruct a new 1,664 square-foot chapel in the same location, for existing student body. The project does not propose an increase in student enrollment or result in additional classrooms.

CONCLUSION:

It is staff's conclusion that the findings necessary for approval of the Conditional Use Permit to allow demolition of the existing 897 square-foot campus chapel and construction of a new 1,664 square-foot chapel can be made. The project is in conformance with the purpose of the Zoning Code, for properties within the PS zoning district, as it complies with the applicable development standards. In addition, the project is consistent with the goals and objectives of the General Plan, specifically allowing the continuation and improvement of an existing educational facility where the use is compatible with adjacent residential uses. Based on staff's analysis of the requested reconstruction of the existing campus chapel, as conditioned, the operation of the school and expanded chapel would remain compatible with the adjacent land uses and would not result in any adverse impacts to the surrounding area given that the project does not include a request to increase student enrollment. Therefore, staff recommends that the Hearing Officer approve the application with findings in Attachment A and the Conditions of Approval in Attachment B.

Attachments:

Attachment A: Findings

Attachment B: Conditions of Approval

ATTACHMENT A
SPECIFIC FINDINGS FOR CONDITIONAL USE PERMIT # 6585

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 reconstruction of the existing campus chapel is allowed with the issuance of a Conditional Use Permit. The applicant is proposing to demolish the existing 897 square-foot campus chapel and reconstruct a 1,664 square-foot chapel in the same location. The project also includes the removal of six parking spaces, restriping the parking lot and reconfiguration of the drop-off and pick-up area and drive aisle. The proposed project is required to comply with the development standards of the most restrictive abutting zoning district (RM-32-HL-36, Multi-Family Residential, 36-foot Height Limit Overlay District), including the additional development standards for a private school use, provided in the Zoning Code. As proposed, the project complies with all of the applicable development standards.
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, which is intended to provide large public or semi-public land uses that may not be appropriate in other base zoning districts. The PS zoning district allows for institutional land uses on sites with a contiguous area of more than two acres. The existing private school use is an institutional use located on a 4.14-acre site. Approval of the conditional use permit, and ultimately the expansion for the chapel, will not alter the operation of the existing private school. The project does not propose to increase the student enrollment; nor will it allow the use to operate in a detrimental manner.
3. *The proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan* in that the granting of the requested Conditional Use Permit is consistent with the General Plan Land Use Element – Goal 24, Supporting Uses in Residential Neighborhoods, specifically Policy 24.2 – Compatible Non-Residential Uses in that the proposed project would allow the continuation and improvement of an existing educational facility, a use which is compatible with adjacent residential uses.
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 project site consists of an existing private school campus that currently operates within the parameters of conditions of approval adopted as a part of Conditional Use Permit # 3860. The project proposes the reconstruction of the existing campus chapel within the same location. The project also includes the removal of six parking spaces, restriping of the parking lot and reconfiguration of the drop-off and pick-up area and drive aisle. The proposed enhancements to the campus will not alter the current operation of the school in a manner that would be detrimental to the surrounding neighborhood, given that the request will not increase student enrollment. Regular activities of the school will continue within the parameters of the existing school campus. Furthermore, the applicant is subject to compliance with all of the conditions of approval provided in Attachment B of this report, which includes requirements to obtain all applicable permits from the Building and Safety division and the Fire Department
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 would allow the reconstruction of the existing campus chapel, within the

same general location. The existing private school use currently operates within the parameters of the conditions of approval as a part of Conditional Use Permit # 3860, and is additionally subject to compliance with all of the conditions of approval provided in Attachment B of this report. As conditioned, it is not expected that the reconstruction of the existing campus chapel will be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

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 existing private school is consistent with the surrounding land uses. The granting of this Conditional Use Permit will allow the reconstruction of the existing campus chapel in the same general location in order to accommodate existing student enrollment. The proposed project is required to receive approval from Design and Historic Preservation, ensuring the project is consistent with aesthetic values, character, and scale.

ATTACHMENT B
CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #6585

The applicant or the successor in interest shall comply with the following conditions:

General

1. The site/floor plans submitted for building permits and/or future development shall substantially conform to the site/floor plans stamped "Received at Hearing April 18, 2018," except as modified herein.
2. The approval of this application authorizes the demolition of the existing 897 square-foot campus chapel and reconstruction of a 1,664 square-foot chapel as depicted in the approved plans. This approval also allows the removal of six parking spaces, restriping of the parking lot and reconfiguration of the drop-off and pick-up area and drive-aisle.
3. The Zoning Administrator, at any time, can call for a review of the approved conditions at a duly noticed public hearing. These conditions may be modified or new conditions added to reduce any impacts of the use. The Hearing Officer may revoke the Conditional Use Permit if sufficient cause is given.
4. Any change to these conditions of approval or expansion of the use shall require the modification of this Conditional Use Permit or a new Conditional Use Permit.
5. The applicant or successor in interest shall meet the applicable code requirements of all other City Departments.
6. The final decision letter and conditions of approval shall be incorporated in the building plans as part of the building plan check process.
7. The proposed project, Activity Number **PLN2017-00415**, 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, Kristen Johnston, at (626) 744-6709 to schedule an inspection appointment time.
8. The right granted under this application must be enacted within 36 months from the effective date of approval. It shall expire and become void, unless an extension of time is approved in compliance with Section 17.64.040.C of the Zoning Code.

Planning Division

9. All conditions approved with the original conditional use permit (Conditional Use Permit # 3860) shall remain in full effect, unless modified herein.
10. The applicant or successor in interest shall obtain approval from the Design and Historic Preservation section for all exterior treatments of the building and site, prior to the issuance of building permits.
11. In compliance with Section 17.46.020.I of the Pasadena Zoning Code, the applicant shall secure nine off-site parking spaces through a parking lease agreement. The applicant shall

provide a copy of the recorded lease agreement for off-street parking to the Zoning Administrator prior to the issuance of Certificate of Occupancy.

12. The operations at the subject site shall comply with the Noise Restriction Ordinance as outlined in Section §9.36.010 of the Pasadena Municipal Code.

Public Works Department

13. A closed circuit television (CCTV) inspection of the house sewer serving the property shall be performed and a CCTV inspection tape submitted to the Department of Public Works for review. The house sewer inspection shall include footage from the private cleanout to the connection at public sewer main, with no or minimum flow in the pipe during the televising. The property address, date of inspection, and a continuous read-out of the camera distance from the starting point shall be constantly displayed on the video. The applicant shall correct any defects revealed by the inspection. Defects may include, excessive tuberculation, offset joints, excessive root intrusion, pipe joints that can allow water infiltration, cracks, and corrosion or deterioration of the pipe or joint material, damaged or cracked connection to the sewer main, or other defects as determined by the City Engineer. The method of correction of the defects shall be subject to the approval of the City Engineer, and may include partial or total replacement of the house sewer, or installation of a structural or non-structural pipe liner. The applicant shall be responsible for all costs required to obtain the CCTV inspection of the existing sewer connection, and if required, to correct the defects.

14. A Tree Protection Zone (TPZ) shall be established for all existing City trees within the scope of a construction project. The TPZ extends from the base of the tree to four (4) radial feet beyond the dripline of a tree and applies to the entirety of the tree – from the roots to the canopy of the tree.

The applicant is prohibited from the following within a designated TPZ: construction vehicle access, construction vehicle operation, staging of materials, and trenching without the consent of the Department of Public Works.

The applicant shall at minimum provide the following within a designated TPZ: mulching, irrigation, and protective fencing.

15. Prior to the issuance of any permit, the applicant shall submit a Preliminary Tree Protection Plan, prepared by a Landscape Architect or certified Arborist, showing the TPZ and all structures, footings, and grading that may impact City trees shall be submitted to the Department of Public Works, for review and approval. Given that each construction project poses unique conditions, it is the responsibility of the applicant to develop a Tree Protection Plan based off the TPZ standards to the extent feasible. The Plan shall conform to the Tree Protection Standards which specifically require showing the locations of all existing trees, their diameters, canopies, whether the tree is a public tree or private tree, as well as any trees to be planted with their canopy at mature size. The final conditions of the Tree Protection Plan shall be approved by the Forestry Superintendent. A sundry deposit may be required for staff time to review the preliminary plans.

16. Prior to any construction, tree protections including the installation of fencing to protect public trees must be in place. The fencing material shall be chain-link attached to posts inserted into the ground at the edge of the dripline and shall be a minimum of 4' in height. See Standard Plan S-642 – Tree Protection Chain Link Fencing. Fencing shall maintain visual lines of sight

in order to avoid vehicle and pedestrian hazards. Fencing shall include a minimum 8.5" x 11" warning sign with the following information: 'Tree Protection Zone'; name and contact information of project owner or authorized representative; 'Please contact the City of Pasadena Citizen Service Center to report any concerns (626) 744-7311'. All protective fencing must be inspected and approved by Public Works prior to the commencement of any construction.

17. Prior to issuance of any permit, the applicant shall submit a valuation assessment report of the existing public tree(s) along the boundary of their project. The report shall be prepared by a registered Arborist and submitted to PNR for review and approval. If it is determined that the applicant has failed to care for any City tree within their Tree Protection Plan, and the health of the tree(s) was critically compromised requiring its removal, the applicant shall be liable for the following costs: assessed value of tree determined by a PNR Arborist using a current ISA assessment methodology; the removal cost determined by PNR; and any applicable infraction or administrative fines determined by Code Compliance.
18. Prior to issuance of any permit, a sundry deposit in the amount of the applicant's total liabilities based on the aforementioned approved report shall be submitted to the City. The sundry deposit is fully refundable, less administrative fees, upon the satisfaction of Public Works prior to the issuance of a Certificate of Occupancy.
19. Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$5,000 deposit with the Department of Public Works prior to the issuance of a building or grading 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, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. The deposit may be used for any charges resulting from damage to street trees. A processing fee will be charged against the deposit.
20. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging and Traffic Management Plan to the Department of Public Works for review and approval. The template for the Construction Staging and Traffic Management Plan can be obtained from the Department of Public Works webpage at: http://www.ci.pasadena.ca.us/PublicWorks/Engineering_Division/. A deposit, based on the 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 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 trailer in the public right-of-way.

In addition, prior to the start of construction or issuance of any permits, the applicant shall conduct a field meeting with an inspector from the Department of Public Works for review and approval of construction staging, parking, delivery and storage of materials, final sign-off procedure, and any of the specifics that will affect the public right-of-way. An appointment can be arranged by calling 626-744-4195.

21. 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: http://cityofpasadena.net/PublicWorks/Engineering_Division/ .

22. 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.

- Stormwater Management and Discharge Control Ordinance – Chapter 8.70 of the PMC

This project is subject to the requirements of the City's Storm Water and Urban Runoff Control Regulation Ordinance which implements the requirements of the Regional Water Quality Control Board's Standard Urban Storm Water Mitigation Plan (SUSMP). Prior to the issuance of any demolition, grading or construction permits for this project, the developer shall submit a detailed plan indicating the method of SUSMP compliance. Information on the SUSMP requirements can be obtained from the Permit Center's webpage at http://cityofpasadena.net/PermitCenter/Plans_Submittal_Checklists/

- 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/> 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.

If you have questions regarding the above conditions and requirements of the ordinances, please contact me at (626) 744-3762 or email ywu@cityofpasadena.net.

Fire Department

Plan shall comply with the requirements of 2013 California codes and Pasadena Municipal Code (PMC).

23. School Facilities group E occupancy: School facilities shall comply with the requirements of California Building Code Section 442 .1.1; all building housing group E occupancies shall front directly on a public street or an exit discharge not less than 20 feet in width. The exit discharge to the public street shall be a minimum 20- foot –wide right –of- way, unobstructed and maintained only as access to the public street.
24. Fences and Gates: School grounds may be fenced and gates therein may be equipped with locks, provided that safe dispersal area based on 3 square feet per occupant are located between the school and the fence. Such required safe dispersal areas shall not be located less than 50 feet from school buildings.
25. Emergency Responder Radio Coverage: Building shall have approved radio coverage for emergency responders within the building based upon the existing coverage level of the public safety communication system per California Fire Code Section 510.
26. Minimum Fire Flow/Fire Hydrants: All structures shall have the minimum fire flow (GPM) required by Appendix B Table B 105.1 and the quantity and spacing of fire hydrants as required by Appendix C Table C105.1 of Title 24, California Fire Code. Plans shall be submitted to the Pasadena Fire Department for review and approval prior the review and approval of the building plans.

NOTE: A current fire flow report (not older than 6-months), performed by the Pasadena Water Department, shall be provided to the Fire Department when applying for building permits to construct or add to any structures.

27. Fire Dept. Access/Knox Box: Fire Department Access shall be provided to within 150-feet of all exterior portions of any structure. All access roads exceeding 150-feet shall be provided with an approved Fire Department Hammerhead or Turnaround. Fire department access shall be constructed of an all weather surface to support a minimum of 75,000 pounds, with a minimum of 20-feet wide and unobstructed height of 13'-6", with No Parking on Either Side. No roadway way shall exceed 10% slope.
28. Access Gates: All access gates across roadways or entrances to facilities shall fail unlocked/open in the event of any loss of power. All access gates and main entrance doors shall have a Know Box or Knox Control Key Switch installed. Obtain Knox Box Applications from the Pasadena Fire Department.
29. Automatic Fire Sprinkler System or Standpipe: An automatic sprinkler system shall be provided throughout building per CBC Section 903.2.1 and PMC amended CFC section 903.
- Fire Department Fire Sprinkler Connections shall be comprised of:
- FDC shall be located a minimum of 25-feet from the building or surface mounted to 2-hours rated wall with no opening within 10 feet and FDC shall be located within 150 feet of a fire hydrant.
 - (2) 2-1/2" CLAPPERED internal swivel outlet X 2-1/2" CLAPPERED internal swivel outlet X 4" FDC
 - 4" CLAPPERED internal swivel outlet X 4" FDC
 - Shall be clearly labeled to indicate FDC for Fire Sprinklers and Standpipes.
 - A clear dimension of 3-feet shall be maintained around the perimeter of each fire department appliance.
 - All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or krylon.
30. Automatic Fire Alarm/Detection System: A manual and automatic fire alarm systems that initiates the occupant notification signal utilizing an emergency voice/alarm communication system shall be installed in group E occupancy per California Fire Code Section 907.2.3.

Building Department

31. The project shall comply with the Current Edition of the California Building, Mechanical, Electrical, Plumbing, Energy, and Green Building Standards Codes. The governing edition is based on the date in which the project is submitted to the City for review. The current edition is the 2016 series effective January 1, 2017 until December 31, 2019.
32. A soils report will be required along with the required number of complete set of plans.
33. Separate permits are required for grading (if applicable), fire sprinkler, mechanical, electrical, and plumbing.
34. The project shall comply with Means of Egress (Exiting): Provide Occupant Load Calculations for all areas and provide an "Exit Plan". Identify exist separation and travel distance.
35. If greater than 50 cubic yards (excluding excavation for foundation), Grading/Drainage Plans shall be prepared by a registered engineer. Grading shall conform to the provisions of Chapter 14.05 of the City's Municipal Code.