



## PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

### STAFF REPORT

**DATE:** September 7, 2022

**TO:** Hearing Officer

**SUBJECT:** Minor Conditional Use Permit #6995

**LOCATION:** 2116 E. Villa Street

**APPLICANT:** Villa Esperanza Services, Inc.

**ZONING DESIGNATION:** PS (Public and 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** Minor Conditional Use Permit #6995 and Minor Change to Approved Villa Esperanza Master Plan with the conditions in Attachment B.

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**PROJECT PROPOSAL:**

- 1) Minor Conditional Use Permit: To allow a reduction in the required number of parking spaces, with a parking demand study, for a project located within the Allen Station Transit-Oriented Development area; and
- 2) Minor Change to an Approved Project: To allow changes to an approved site plan, architecture, and the nature or conditions of an approved project under 2014 Villa Esperanza Master Plan.

**ENVIRONMENTAL DETERMINATION:** An Initial Environmental Study was prepared for Villa Esperanza Master Plan and concluded that there will be less than significant impacts on the environment because mitigation measures will be incorporated to the project. The Mitigated Negative Declaration was adopted by the City Council on September 29, 2014. The proposed reduction in

parking and minor changes to the project will not result in any new environmental impacts. It has further been determined that there are no changed circumstances or new information as part of the proposed modification application that necessitate further environmental review.

**BACKGROUND:**

**Site characteristics:** The site is comprised of 10 adjoining lots totaling approximately 1.83 acres on the south side of Villa Street between Oak Avenue and Craig Avenue. The project site is irregular in shape and is currently developed with an existing private school (Villa Esperanza).

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

**Adjacent Zoning:** North – CL (Commercial Limited)  
South – RM-16 (Multi-Family Residential, 0-16 dwelling units per acre)  
East – CL (Commercial Limited) and RM-16 (Multi-Family Residential, 0-16 dwelling units per acre)  
West – CL (Commercial Limited) and RM-16 (Multi-Family Residential, 0-16 dwelling units per acre)

**Previous zoning cases on this property:** PLN2012-00435: Master Plan for new construction of one two-story administration building and two one-story classroom buildings in phases for an existing private school (Villa Esperanza). Approved with conditions on September 29, 2014.

PLN2015-00598: Minor Modification to Villa Esperanza Master Plan pertaining to the height of a building and new fencing. Approved on January 25, 2016.

**PROJECT DESCRIPTION:**

The applicant, Villa Esperanza Services Inc. (“Villa Esperanza”), has submitted a Minor Conditional Use Permit (MCUP) to allow a reduction in the required number of parking spaces, with a parking demand study, for a project located within the Allen Station Transit-Oriented Development area; and a Minor Change to an Approved Project to allow changes to an approved site plan, architecture, and/or the nature or conditions of a project approved under the 2014 Villa Esperanza Master Plan.

Villa Esperanza is a non-profit organization in Pasadena serving children, adults, and seniors with intellectual and/or developmental disabilities since 1961. Over the years, Villa Esperanza has

acquired properties within the neighborhood to accommodate the growth and development of the facility, and today, its comprehensive programs for children are offered on a single campus at this location.

In 2014, the Villa Esperanza Master Plan was approved by the City Council as a 15-year master plan with development components in three phases. The Master Plan would result in three buildings with an approximate total of 42,000 square feet upon buildout. With the approved Master Plan, the enrollment capacity was increased to 120 students, while the number of full-time employees remained the same at 128 persons. Based on the number of classrooms and employees, a total of 82 parking spaces were required, which were proposed to be provided on site, within the ground level and subterranean level of a new two-story administration building. The first phase of the Master Plan, which included the construction of a one-story, 9,800 square-foot classroom building, has been completed and is in operation.

In recent years, the programming and operational settings of the school have changed. The latest plans for the development involves a reduction in number of classrooms and number of full-time employees, thereby reducing the number of required parking spaces per the Zoning Code to 60 spaces. The plans also proposes to eliminate the subterranean-level parking from the administration building, reducing the number of on-site parking provided to 38 spaces, which is a reduction of 22 parking spaces from the required 60 spaces. Pursuant to Section 17.50.340.D.1.c. the parking requirements may be reduced through a parking demand study and approval of a Minor Conditional Use Permit (MCUP).

In addition to changes in number of parking spaces to be provided, the project proposes to alter the approved site plan and floor plans. A Minor Change to an Approved Project is required to allow changes to the approved 2014 Villa Esperanza Master Plan.

Per Section 17.60.030 of the Zoning Code, when a single project incorporates different land uses or features so that this Zoning Code requires multiple land use permit applications, the Director may determine that all of the applications shall be filed concurrently, reviewed, and approved or disapproved, by the highest-level review authority of the required applications. In this case, while the Director is the review authority for a Minor Changes to Approved Project, the Hearing Officer is the review authority for a MCUP. Therefore, this case is reviewed and acted upon by the Hearing Officer, the higher-level review authority.

## **ANALYSIS:**

### Minor Conditional Use Permit: To allow reduced parking through a parking demand study

The MCUP process allows the City to review a project to determine if the proposed project would be compatible with the surrounding area and require adherence to specific conditions related to the operation of the proposed use. In order to approve this MCUP request, six specific findings must be made in the affirmative. These findings relate to a project meeting the intent and purpose of the subject property's zoning district and the Zoning Code, not having a negative impact on the surrounding properties, and being compatible with surrounding uses among other things.

Per Section 17.46.040 (Number of Off-Street Parking Spaces Required), the minimum required parking for a private school is 1.5 spaces per classroom, plus 1 space for every 2 employees and members of the faculty. The latest plans for development show that the number of classrooms is reduced from 12 rooms to 10, and the number of full-time employees is reduced from 128 to 120, thereby reducing the number of required parking spaces from 82 spaces to 75.

Since the approval of the Master Plan, the City's Transit-Oriented Development (TOD) Ordinance has been amended to allow project sites located between 1,320 feet (quarter-mile) and 2,640 feet (half-mile) of a light-rail station platform to voluntarily make use of applicable TOD standards. Villa Esperanza is located approximately 1,900 feet (0.36 miles) from the Allen Station platform, within the optional half-mile TOD area. Within the Allen Station TOD area, the minimum number of required off-street parking spaces shall be reduced by 10 percent, with an optional reduction up to 20 percent. The 10 percent reduction shall be the maximum allowed number of parking spaces. With the changes to the project and the TOD parking reduction, the maximum allowed parking spaces is 68 spaces and the minimum required parking spaces is 60 spaces.

The project proposes to provide a total of 60 parking spaces – 38 on-site parking spaces, and 22 off-site parking spaces. Section 17.46.020.I. (Parking – Location and Ownership) requires the location of employee parking to be within 1,000 feet measured from the nearest corner of the parking facility to the entrance of the use served via the shortest pedestrian route. The off-site parking spaces are proposed to be located at the parking lot of Foothills Community Church located at 2540 E. Orange Grove Boulevard, approximately 3,820 feet or 0.62 miles by pedestrian route from the project site, further than the distance allowed by the Zoning Code. As such, the project only provides 38 code-compliant spaces, which is a 22 space reduction from the 60 required parking spaces. As permitted under Section 17.50.340.D.1.c. of the Zoning Code, the applicant is requesting a further reduction in parking spaces through a parking demand study and approval of a Minor Conditional Use Permit.

A Parking Demand Study, prepared by Gibson Transportation Consulting, Inc., was submitted with the application. The parking counts and data and visitor information used in the study were collected prior to COVID-19 pandemic in order to conduct the most accurate analysis as the school has not resumed to the full operation. However, employee parking projections have been made based on the number and hourly work patterns of the current on-campus employees.

The parking demand study finds that the 60 parking spaces proposed by the project, with 38 on-site parking spaces and 22 off-site parking spaces at Foothills Community Church is sufficient for the Master Plan. The proposed off-site parking spaces is located 3,820 feet from the Villa Esperanza campus, while the Zoning Code requires off-site parking spaces for employees to be located within 1,000 feet of a project via the shortest pedestrian route. The properties surrounding Villa Esperanza mainly consist of single-family residential uses with small scale retail and service uses, and low-medium density multi-family residential uses. There are no commercial or institutional uses with ample parking spaces located within 1,000 feet. The proposed off-site parking site at Foothills Community Church is the nearest location that currently has available parking for lease. The church use on the site was first established in the late 1940s and has 53 parking spaces on the site. Villa Esperanza is proposing to use its 22 parking spaces with a long-term lease agreement.

As part of the proposal, Villa Esperanza would provide shuttle van services for its employees for the use of the off-site parking. The shuttle would run for a one-hour period before the start of the school and one hour after school dismissal, in a 12 to 15-minute interval with four to five trips in an hour. The shuttle service would be available throughout the day in case that an employee to access his/her vehicle mid-day.

A Traffic Demand Management (TDM) plan was submitted with the application, and it specifies strategies and certain incentives to participating employees. It includes carpool preferential

parking, shuttle services for students, shuttle services to and from the off-site parking at Foothills Community Church, new employee information package, a guaranteed ride home program for staff, transportation information display, on-campus bicycle parking, and contact information for Transportation Coordinator at the campus. With the implementation of the TDM plan as well as the 22 off-site parking spaces with shuttle services, the parking demand study concludes that the 38 on-site parking spaces for the project is sufficient.

Minor Change to an Approved Project: To allow changes to approved plans

The original Villa Esperanza Master Plan was adopted in 2014, and in the recent years, the school has altered their approach in parking program and design of the buildings for the remaining phases of the project. The proposed plans eliminated the subterranean-level parking from the administration building, resulting a reduction in number of on-site parking spaces and incorporation of off-site parking spaces with shuttle services. It also proposes new architectural design of the buildings to relate to the character of the buildings within the surrounding neighborhood.

Per Section 17.64.040 (Changes to Approved Project) of the Zoning Code, an applicant may apply for changes to the project as approved. The Director may approve changes to an approved site plan, architecture, or the nature or conditions of the approved use if the changes: 1) are consistent with all applicable provisions of this Zoning Code; 2) do not involve a feature of the project that was specifically addressed in, or was a basis for findings in a Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Impact Report (EIR) for the project; 3) do not involve a feature of the project that was specifically addressed in, or was a basis for conditions of approval for the project, or that was a specific consideration by the applicable review authority in the approval of the permit; and 4) do not expand the approved floor area or any outdoor activity area by 10 percent or more over the life of the project. The minor changes to the approved Master Plan has been filed in concurrent with a MCUP to allow reduction in parking spaces.

According to the latest plans for the project, the gross floor area, building setbacks, height, are substantially consistent with the approved Master Plan. The plans also comply with the indoor classroom area and outdoor play area requirements for a private school. As discussed earlier in the report, the changes to the parking program and the number of parking spaces are sufficient for the revised project; no variance is proposed. The proposed changes are consistent with all applicable provisions of this Zoning Code as well as the development standards of the approved Master Plan.

A Mitigated Negative Declaration was adopted by the City Council on September 29, 2014 with the approval of the Villa Esperanza Master Plan. The proposed changes to the Master Plan are minor in nature and will not result in any new environmental impacts. Furthermore, there are no changed circumstances or new information as part of this request that necessitate new or further environmental review.

The proposed changes do not involve the overall size and locations of the buildings approved under the Master Plan, and the changes to the parking program is within the applicable provisions of the Zoning Code, and is consistent with the intent of the TOD ordinance. As such, the changes do not involve a feature of the Master Plan that was specifically addressed in the conditions of approval for the project, or a feature that was a specific consideration in approving the Master Plan. Finally, the total gross floor area of the proposed project is 45,823 square feet, which is within the maximum gross floor area of 46,073 square feet approved under the Master Plan. The

outdoor play area of the project is unchanged at 13,000 square feet. Therefore, the proposed changes to the approved project are determined to be minor.

#### **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 Land Use Element 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. Villa Esperanza has operated a private school at its existing location for underserved population in the community for many years and has grown in a gradual manner. Additionally, 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. Further, the proposed request is consistent with Policy 19.3 (Parking Management), which encourages management of parking to reduce the amount of land devoted to frequently vacant parking lots through parking management tools. 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:**

An Initial Environmental Study was prepared for Villa Esperanza Master Plan and concluded that there will be less than significant impacts on the environment because mitigation measures will be incorporated to the project. The Mitigated Negative Declaration was adopted by the City Council on September 29, 2014. The proposed reduction in parking and minor changes to the project will not result in any new environmental impacts. It has further been determined that there are no changed circumstances or new information as part of the proposed modification application that necessitate further environmental review.

#### **COMMENTS FROM OTHER DEPARTMENTS:**

The application was circulated to the Department of Public Works, Department of Transportation, Fire Department, Building and Safety Division, and Design and Historic Preservation Section. The Design and Historic Preservation Section requires Design Review for the project. The Department of Transportation provided conditions, which are included in Attachment B.

#### **CONCLUSION:**

Staff finds that the necessary findings for approval can be made for the MCUP to allow the reduction in parking requirements through a parking demand study for a project located within the Allen Station Transit-Oriented Development area; and changes to an approved site plan, architecture, and/or the nature or conditions of a project approved under the 2014 Villa Esperanza Master Plan. The conditions of approval from the approved Master Plan remain in effect, except as superseded by this application for the proposed changes to the approved project. The proposed project is substantially in compliance with the approved Master Plan, and changes to the parking program with reduced on-site parking and off-site parking is achievable with the extensive measures and strategies specified in the Traffic Demand Management Plan. 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 private school.

Therefore, staff recommends approval of the MCUP and minor changes to approved project, subject to the findings in Attachment A and recommended conditions of approval in Attachment B.

**ATTACHMENTS:**

Attachment A: Minor Conditional Use Permit Findings

Attachment B: Recommended Conditions of Approval

**ATTACHMENT A**  
**SPECIFIC FINDINGS FOR MINOR CONDITIONAL USE PERMIT #6995**

Minor Conditional Use Permit – To allow reduced parking through a parking demand study

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.* Section 17.50.340.D.1.c. of the Zoning Code allows an applicant to request a further reduction in parking spaces through a parking demand study and approval of a Minor Conditional Use Permit. With the recent amendment to the TOD ordinance, the minimum required parking spaces for the project would be 60 spaces. The applicant would provide a total of 60 spaces; however, the number of on-site parking would be 38 spaces, and the remainder of the 22 spaces would be provided off-site. The parking demand study submitted with the application concluded that the proposed number and the arrangement of the parking spaces will be sufficient with the transportation management strategies specified in the TDM plans. In addition with the conditions of approval, the project complies with all applicable provisions of the City's Zoning Code.
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 within the PS (Public and Semi-Public) and an optional half-mile Allan Station TOD area. The TOD ordinance is intended to set standards that emphasize intensification of development and reduced reliance on motor vehicles. The parking demand study submitted with the application identifies strategies that encourage reduced vehicle uses such as carpooling and shuttle services. These strategies have been incorporated into the conditions of approval. In addition, all parking spaces will comply with applicable provisions of the Zoning Code, such as standards for parking space dimensions, aisle widths, vertical clearances, and access. Lastly, the TDM plan and potential spill-over parking into the neighborhood will be reviewed and monitored by the Department of Transportation.
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 Land Use Element 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. Villa Esperanza has operated a private school at its existing location for underserved population in the community for many years and has grown in a gradual manner. Additionally, 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. Further, the proposed request is consistent with Policy 19.3 (Parking Management), which encourages management of parking to reduce the amount of land devoted to frequently vacant parking lots through parking management tools. 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 parking program and number of parking spaces would be in conformance with the intent of the Master Plan. The 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 residents 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 changes to the parking program is consistent with the intent of the TOD ordinance. In addition, since the school was founded in 1961, it has expanded gradually and has coexisted with surrounding 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 location and size of the proposed buildings are substantially consistent with the approved Master Plan. The new architectural design of the buildings will be reviewed under the Design Review prior to construction in order to ensure compatibility with the City's design guidelines. 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, and circulation to ensure compatibility with the neighborhoods or districts in which they are located.

#### Minor Change to an Approved Project:

According to Section 17.64.050 of the Zoning Code, the Director may approve minor changes to an approved site plan, if the changes:

1. *Are consistent with all applicable provisions of the Zoning Code;*

The zoning of the site is PS (Public, Semi-Public), in which development standards are established through a Master Plan; therefore, the gross floor area, building setbacks, height are governed by the approved Master Plan. The latest version of the project is substantially consistent with the approved Master Plan. The plans also comply with the indoor classroom area and outdoor play area requirements for a private school. The changes to the parking program and the number of parking spaces are reviewed concurrently under a MCUP with this application; no variance is proposed. The proposed changes are consistent with all applicable provisions of this Zoning Code as well as the development standards of the approved Master Plan.

2. *Do not involve a feature of the project that was specifically addressed in, or was a basis for findings in a Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Impact Report (EIR) for the project;*

A Mitigated Negative Declaration was adopted by the City Council on September 29, 2014, with the approval of the Villa Esperanza Master Plan. The proposed changes to the Master Plan are minor in nature and involve no changed circumstances or new information reviewed under the initial study for the Master Plan and adopted with the Mitigated Negative Declaration; thus no new or further environmental review is required.

3. *Do not involve a feature of the project that was specifically addressed in, or was a basis for conditions of approval for the project, or that was a specific consideration by the applicable review authority in the approval of the permit; and*

The proposed changes do not involve the overall size and locations of the buildings approved under the Master Plan, and the changes to the parking program is within the applicable provisions of the Zoning Code, and is consistent with the intent of the TOD ordinance. As such, the changes do not involve a feature of the Master Plan that was specifically addressed in the conditions of approval for the project, or a feature that was a specific consideration in approving the Master Plan.

4. *Do not expand the approved floor area or any outdoor activity area by ten percent or more over the life of the project.*

The total gross floor area of the proposed project is 45,823 square feet, which is within the maximum gross floor area of 46,073 square feet approved under the Master Plan. The outdoor play area of the project is unchanged at 13,000 square feet. Therefore, the proposed changes would not expand the approved floor area or outdoor activity area by ten percent or more over the life of the project.

**ATTACHMENT B**  
**RECOMMENDED CONDITIONS FOR MINOR CONDITIONAL USE PERMIT #6995**

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

General

1. The site plan and elevations submitted for building permits shall substantially conform to plans submitted with this application and stamped "Approved at Hearing, September 7, 2022" except as modified herein.
2. This approval authorizes a total of 60 parking spaces with 38 on-site parking spaces with 22 off-site parking spaces with shuttle services; and changes to the plans approved by the Master Plan for the Villa Esperanza development, as depicted in the plans and parking demand study submitted with this application.
3. All Conditions of Approval and Mitigation Measures of the Villa Esperanza Master Plan approved on December 8, 2014 (PLN2012-00435) shall remain in full effect, with the exception of modifications made by Conditions of Approval related to this approval.
4. In accordance with Section 17.64.040 of the Pasadena Municipal Code and in accordance with City Council Resolution No. 9774, the right granted under this application must be enacted within 48 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.
5. 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 Minor Conditional Use Permit if sufficient cause is given.
6. Any change to these Conditions of Approval or changes to the plans shall be subject to review and require a modification of this Minor Conditional Use Permit, new Conditional Use Permit, or amendment to the Master Plan.
7. The applicant or successor in interest shall meet the applicable code requirements of all City Departments.
8. The final decision letter and conditions of approval of all entitlements shall be incorporated in the submitted building plans as part of the building plan check process.
9. The proposed project, Activity Number **MP2022-00001**, is subject to the Inspection Program by the City. A Final Zoning Inspection is required for your project prior to the issuance of a Certificate of Occupancy or approval of the Final Building Inspection. Contact Natsue Sheppard, Community Planning Section, at (626) 744-7527 to schedule an inspection appointment time.

## Planning

10. Notwithstanding Condition 28 (Number of Parking Spaces) of the 2014 Master Plan, a maximum of 120 full time employees (administrative, faculty, other related staff) shall be permitted. The applicant shall provide annual faculty and staff roster to the Planning & Community Development Director one month after the school year is in session.
11. Notwithstanding Condition 28 (Number of Parking Spaces) of the 2014 Master Plan, a minimum of 60 parking spaces with a minimum of 38 on-site parking spaces and 22 off-site parking spaces shall be provided. The design of all parking areas shall conform to the requirements of Chapter 17.46 (Parking and Loading) of the Pasadena Zoning Code.
12. The applicant shall record a covenant agreement regarding maintaining off-site parking for the 22 off-site parking located at 2540 E. Orange Grove Boulevard between the owner of the parking site property and the applicant. Prior to recording the covenant and agreement, it shall be acknowledged by the Zoning Administrator.
13. If the owner of the parking site is no longer able to provide the off-site parking, the owner shall provide the applicant and the City notice of its intent to terminate the parking lease, and the applicant shall have 90 days to find alternate off-site parking acceptable to the City. The covenant shall not be terminated until the applicant finds alternate parking location; or additional Transportation Demand Management programs and/or modification to on-campus school program are reviewed and approved by the Director.
14. The applicant shall provide shuttle van services for its employees for the use of the off-site parking. The vans shall run for a one-hour period before the start of the school and one hour after school dismissal, in at least 15-minute interval with a minimum of four trips in an hour. The shuttle service shall be available throughout the day in case of an emergency that requires a person to access their vehicle mid-day.
15. As part of parking demand management programs, the applicant shall implement measures including but not limited to, carpool preferential parking, shuttle services for students, new employee information package, guaranteed ride home program for staff, transportation information display, on-campus bicycle parking, and contact information for Transportation Coordinator at the campus.
16. The applicant shall submit a school traffic management plan for approval prior to the issuance of a Certificate of Occupancy. The traffic management plan shall include: 1) non-competing times and locations for the faculty/staff off-site parking shuttle and the school student pick-up/drop off areas; 2) adequacy of the student loading zones; and 3) non-blockage of public streets or private driveways nor use of red curb zones; in coordination with the Department of Transportation.

## Department of Transportation

17. **School Traffic Management Plan:** A traffic management plan shall be reviewed and approved prior to receipt of the Certificate of Occupancy.

Off-site shuttle service for faculty and staff shall not coincide with student drop-off and pick-up time periods to maximize the available curb space during student drop-off and pick-up. The

school shall justify that the existing loading zones along the project frontage is adequate to support the school buses/shuttle services serving the site.

Project-related vehicles shall not block adjacent streets or driveways, nor occupy any red curb.

The preparer should coordinate with the Department of Transportation for required information to be included in the plan. For additional information, contact the Mobility, Planning, Engineering, and Operations Division at (626) 744-7526 for submittal requirements prior to the issuance of the first permit for construction.

18. **Loading:** Any new project loading/unloading spaces shall be on-site. DOT will not install any new on-street project loading/unloading spaces.
19. **Neighborhood Intrusion:** DOT will monitor neighborhood intrusion of any project-related parking issues for up to 12 months following the issuance of the project's Certificate of Occupancy to track and document if the adjacent neighborhoods are affected by project parking. If neighborhood intrusion becomes an issue, the City shall use collected funds to establish a "preferential permit parking district" in the vicinity of the project.

Deposit: \$3,000\*

\* The deposit, subject to partial refund or additional billing, shall be collected prior to the issuance of the Certificate of Occupancy.

20. **Parking Supply and Access:** The required number of parking spaces to be provided shall be reviewed and approved by the Planning Department. If a gate will be placed at the parking garage entrance, the gate shall be installed at least 20 feet back from the property line.
21. **Construction Staging & Traffic Management:** Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works for review and approval. Permitted hours for heavy construction vehicles (delivery, haul) may be limited to the hours between 9:00 AM – 3:00 PM to limit peak hour traffic conflict along the local street network.

No parking permits for any construction vehicles or construction employee vehicles shall be granted along Oak Avenue, Villa Street, nor Craig Avenue.