

ATTACHMENT C

MEMORANDUM - CITY OF PASADENA DEPARTMENT OF PUBLIC WORKS

DATE: October 12, 2005

TO: Denver Miller, Zoning Administrator
Planning and Development Department

FROM: City Engineer
Department of Public Works

RE: Conditional Use Permit No. 4533
94 – 112 Waverly Drive

The Department of Public Works has reviewed the application for Minor Conditional Use Permit No. 4533 at 94 – 112 Waverly Drive. The applicant, Waverly School, is proposing to renovate seven existing buildings, remove four buildings, and construct one new building around a quadrangle. The application is for the following:

1. Conditional Use Permit to allow a school use (Waverly High School, 120 students) in the CD-1 Zoning District;
2. Variance to deviate from back-up and turning radius requirements adjacent to May Alley;
3. Variance to allow parking between the school buildings and Waverly Drive;
4. Variance to deviate from parking lot landscaping requirements; and
5. Minor Conditional Use Permit for tandem parking adjacent to May Alley.

The approval of Conditional Use Permit No. 4533 application should be based upon satisfying all of the following conditions:

1. May Alley has a substandard variable right-of-way width of approximately 17 feet. In order to widen the alley to a standard 20-foot width alley, the applicant shall dedicate to the City a variable strip of land with a maximum width of 1.5 feet along the north side of May Alley.

The applicant shall begin the dedication process prior to the issuance of a building permit and complete the dedication prior to the issuance of a Certificate of Occupancy. The dedication will require the approval of the

City Council. The applicant shall be responsible for all the costs required to complete the dedication.

2. In conjunction with the above dedication, the applicant shall construct alley improvements to widen the pavement in May Alley along the subject property.
3. May Alley will be reconstructed in the fall of 2006. Any excavations necessary in the alley shall be completed prior to the reconstruction work. If the alley is excavated after the reconstruction work, the applicant shall reconstruct additional grinding and repaving areas along the alley.
4. The applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk and shall repair any existing or newly damaged curb, gutter and sidewalk, without cutting the pavement along the subject frontage prior to the issuance of a Certificate of Occupancy. Sawcutting shall be done along the flow line. Existing street trees shall be protected using the City's Tree Protection Standards available from the Parks and Natural Resources Division (744-4514).
5. The applicant shall construct the new one-way drive approaches along Waverly Drive with a minimum of 12 feet in width in accordance with Standard Drawing No. S-403. The existing gutter shall be cut as near the flow line and the paving shall not be disturbed. The construction of the new drive approaches shall not damage the existing street trees.
6. The project shall comply with the Tree Protection Ordinance (TPO) that provides protection for specific types of trees on private property as well as all trees on public property.
7. The applicant shall plant and maintain, for a period of three years, a maximum of five (5) officially designated street trees per the City approved master street tree plan on the frontage of the subject property and install and permanently maintain an irrigation system for the existing and new trees. The locations will be finalized in the field by Department of Public Works. The trees must meet the City's tree stock standards and be planted according to the details provided by the Parks and Natural Resources Division. The trees shall be approved by the Forestry Supervisor prior to the issuance of a Certificate of Occupancy. Plans for the irrigation system shall be prepared by a landscape architect registered in the State of California and submitted to the Department for review and approval.

8. Plans must be submitted to the Parks and Natural Resources Division for approval showing any structures, irrigation, footings grading or plantings that impact City street trees. The plans must conform to the Tree Protection Standards which specifically require showing the locations of all existing trees, their diameters and actual canopies as well as any trees to be planted with their canopy at mature size.
9. If drainage patterns are altered, the applicant shall provide an approved method of controlling storm water runoff. Approval shall be made by the Planning and Development Department and the Department of Public Works prior to issuance of a grading or building permit for this site. To the extent practical, water from the subject property shall drain to Waverly Drive.
10. If the proposed improvement drains to the driveway, the applicant shall construct a non-sump grate drain in the driveway at the back of the sidewalk. This drain shall discharge to the street at an approved angle in a cast iron curb drain or an approved curb outlet.
11. 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.
12. In order to improve pedestrian and traffic safety, the applicant shall install a maximum of four (4) new street lights on or near the frontage of the property, including conduits, conductors, and electrical service (if necessary), pull boxes, and miscellaneous appurtenant work. The type and hardware shall conform to current policies approved by the City Council, and the locations shall be as approved by the Department of Public Works.
13. Unless otherwise arranged, the applicant is responsible for design, preparation of plans and specifications, and construction of all required public improvements. Plans for the above improvements shall be prepared by an engineer, registered in the State of California. Upon submission of improvement plans to the Department of Public Works for checking, the applicant will be required to place a deposit with the department to cover the cost of plan checking and construction inspection of the improvements. The amount of deposit will be determined when the plans are submitted and will be based upon the estimated cost for the Department to do the work.

14. There are two existing six-inch diameter house sewer pipes with terminal sewer manholes serving the subject property. The applicant shall accept ownership and maintenance responsibility of these sewer pipes and manholes and bring them up to a state of good repair. A closed circuit television (CCTV) inspection of the sewers serving the property shall be performed and a CCTV inspection tape submitted to the Department of Public Works for review. The applicant shall correct any defects revealed by the inspection. Defects shall 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 pipes, and if required, to correct the defects.

15. The applicant shall submit the following plan and form which can be obtained from the Recycling Coordinator, (626) 744-4721, of the Department of Public Works for approval prior to the request for a demolition permit:
 - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of a demolition permit. A list of Construction and Demolition Recyclers can be obtained from the Recycling Coordinator.
 - b. Monthly reports must be submitted throughout the duration of the project.
 - c. 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. This deposit is fully refundable upon compliance with Chapter 8.62 of the Pasadena Municipal Code. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

16. The applicant shall advertise the availability of salvage materials. A listing can be made at no charge in the CALMAX Quarterly Catalog at

www.ciwmb.ca.gov/CALMAX or through LACOMAX at www.dpw.co.la.ca.us/epd/lacomax or through preservation groups or web or newspaper advertising.

17. The project shall be subject to the use of deconstruction techniques. A deconstruction manual is available free of charge by downloading it from www.ciwmb.ca.gov/publications or by requesting a copy from the Recycling Coordinator, (626) 744-4721, of the Department of Public Works.
18. 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 \$10,000 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. This deposit may also be used for any charges as a result of damage to street trees. A processing fee will be charged against the deposit.
19. 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.

DANIEL A. RIX
City Engineer