

CONDITIONS OF APPROVAL:

Planning and Development Department:

1. The Master Development Plan shall be in effect for ten years after approval by the City Council with review of progress by the Planning Commission at year five and at year ten. With City Staff approval, the proposed phasing of the project can be modified.

Phase I:

- Expansion of upper surface parking lot to include 50 student parking stalls and 18 faculty/staff stalls
- Installation of solid fence or wall along north property line between parking lots and Bellefontaine Place
- Construction of new Bellefontaine Street circular driveway, parking stalls, and gate
- Reconfiguration and widening of drive at Grand Avenue and new gate
- Relocation of pergola
- New guard buildings at Bellefontaine Street and Grand Avenue entrances (one-story, 200 sf each)
- Construction of new maintenance building (one-story, 1,000 sf)

Phase II:

- Interior remodel of Strub Hall
- Addition to Pike Auditorium (two-story, 1,060 sf)

Phase III:

- Removal/demolition of Carriage House
- Demolition of 465 Orange Grove Circle
- Construction of new Educational Center building (two-story + basement 34,782 sf)

2. This MDP supersedes the prior MDP approved in November 1986 and extended to November 2003.
3. Any changes to the Conditions of Approval shall be made in accordance with applicable sections of the Pasadena Municipal Code: Section 17.61.050 – Conditional Use Permits and Master Plans.
4. The student enrollment shall be limited to a maximum of 330 students for the life of the Master Development Plan.

Renovation of Strub Hall:

5. Mayfield Senior School shall limit the renovation and rehabilitation of the Strub Hall (Eagle Mansion) to the interior parts of the structure as proposed in the Master Development Plan, and the proposed elevator on the west elevation of the structure and in compliance with the Secretary of the Interior's Standards for Rehabilitation.

465 Orange Grove Circle:

6. Mayfield Senior School shall limit the use of 465 Orange Grove Circle to single-family residential rental, administrative offices for faculty and staff, or temporary classroom space.

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7. In the event that the school will no longer need to use this property, the City shall initiate a zone change process to change this property back to the single-family residential, four units per acre with Hillside Development Overlay (RS4-HD) zoning which existed prior to its change to Public, Semi-public zoning designation (PS).

New buildings proposed in the Master Development Plan:

8. The location of new buildings, parking lots or areas, driveways, entrance and exit gates, landscaping and hardscape areas, etc. shall be located generally as shown on the Phase III site plan submitted with the Master Development Plan.
9. New construction shall be limited to 37,242 square feet, consisting of the new buildings and additions listed in the proposed MDP as follows:

a. New Educational Center building:	34,782 sf
b. New guard booth at Bellefontaine gate:	200 sf
c. New maintenance building:	1,000 sf
d. Addition to Pike Auditorium:	1,060 sf
e. New guard booth at Grand gate:	200 sf
Total gross floor area, new buildings:	37,242 sf
Demolition/removal of Carriage House	- 3,725 sf
Net increase = 37,242 – 3,725 =	33,517 sf

Deviations of up to 10% in building square footage will be reviewed by staff for overall compliance with the Master Development Plan.

10. The new Educational Center building consisting of two-stories + basement shall be designed according to the following parameters/standards:
 - a. Gross floor area shall not exceed 34,782 square feet.
 - b. Setbacks: a minimum of fifteen feet from the south property line, and a minimum of fifteen feet from the east property line.
 - c. Building height shall not exceed 36 feet from the existing grade to the highest parapet or ridge.
 - d. Encroachment plane: No part of the building shall project into an encroachment plane sloping upward and inward to the site at a 45-degree angle, commencing six feet above the existing grade at the south and east property lines.
 - e. Windows located along the east elevation of the building adjacent to the single-family home at 455 Orange Grove Circle shall not be of clear glass, but shall be either etched, translucent, or stained glass or glass block to provide privacy.
 - f. The new building's design shall be subject to Design review by the Design Commission to ensure that the architectural design, orientation and massing of these buildings will be compatible with the overall context of the school campus and surroundings. The purpose of the Design Commission's review is to ensure compatibility with existing buildings in the campus, and consistency with the City's design guidelines. In the Design Review process the City shall work with the school to ensure that the architects of the building have a regional reputation for working with the Secretary of the Interior Standards and designing new structures in a complex historic setting. The school shall submit the name of the architect they intend to use to the Director of Planning & Development for conformation that the architect meets these standards

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11. The new two-story addition to Pike Auditorium shall be designed according to the following parameters/ standards:
 - a. Gross floor area of the addition shall not exceed 1,060 square feet.
 - b. The building addition's design shall be subject to Design review by the Planning and Development Director to ensure compatibility with existing building and buildings in the campus, and consistency with the City's design guidelines.
 - c. Building height – not to exceed the existing height of Pike Auditorium.

12. The new guard booth at the Bellefontaine gate shall be designed according to the following parameters/standards:
 - a. Gross floor area shall not exceed 200 square feet.
 - b. Location: The guard building shall be located in substantial consistency with the MDP Phase I site plan, east of the new entrance driveway.
 - c. Building height shall not to exceed 12 feet from the existing grade to the highest parapet or ridge.

13. The new guard booth at the Grand Avenue gate shall be designed according to the following parameters/standards:
 - a. Gross floor area shall not exceed 200 square feet.
 - b. Location: The guard building shall be located in substantial consistency with the MDP Phase I site plan, between the entrance driveway and the new exit driveway.
 - c. Building height shall not to exceed 12 feet from the existing grade to the highest parapet or ridge.

14. The new maintenance building shall be designed according to the following parameters/standards:
 - a. Gross floor area shall not exceed 1,000 square feet.
 - b. Location: The new maintenance building shall be located in substantial consistency with the MDP Phase I site plan, between the batting cage and the student surface parking lot, and north of the Grand Avenue driveway.
 - c. Building height shall not to exceed 12 feet from the existing grade to the highest parapet or ridge.
 - d. Two parking stalls shall be provided next to the new maintenance building as depicted in the MDP Phase I site plan.

15. Construction of the new gate on Bellefontaine Street will require a Certificate of Appropriateness as required by the Bellefontaine Neighborhood Landmark District.

16. A pedestrian entrance to the campus from Bellefontaine Street shall be included with the addition of new gates.

17. The applicant shall obtain a separate Building Permit, subject to review by the Planning Director prior to site preparation or grading for the purpose of installing the new circular driveway. The applicant shall submit a landscape plan, including tree protection plan in the area of the campus affected by the new circular driveway.

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18. A restoration architect shall participate in all aspects of the relocation of the existing pergola from the east side of the campus – adjacent to the Carriage House to the south side of the campus – adjacent to Strub Hall.
19. Landscape Buffers, Screening, Fences and Walls: The applicant shall provide an appropriate fence or wall between the proposed surface parking on the upper west part of the campus and adjacent to the rear property lines of the residences on Bellefontaine Place for the purpose of blocking light or glare from parked vehicles into the residences, subject to review and approval of the Planning Director, concurrently with or prior to the application for enlargement of the parking lot and construction of the circular driveway

Compliance with Tree Protection Ordinance:

20. The tree inventory shows that one public tree, two private protected trees (Senegal date palm and California fan palm), and 31 non-protected trees are proposed to be removed from various parts of the campus, in connection with the proposed improvements included in the Master Development Plan. The two protected palm trees shall be relocated on campus. Mayfield Senior School shall submit a final Tree Protection and Landscape Plan for review and approval by the Director of Planning and Development prior to issuance of the building permit pertaining to the construction of the new Educational Center building.
 - a. The Tree Protection Plan shall indicate protection measures to the existing trees that are intended to be retained during demolition, renovation of existing buildings and construction of new buildings, according to the guidelines set forth in the ordinance.
 - b. The Landscaping Plan shall indicate that the new landscaping shall replace the loss of the 31 non -protected trees at a minimum of one to one ratio, with appropriate species and size that will attain or exceed the tree canopy being lost within 5 to 7 years from time of planting.
21. The landscaping improvements, including outdoor lighting, shall be installed prior to issuance of a Certificate of Occupancy of each related new or renovated building and continuously maintained thereafter.
22. Mayfield Senior School shall obtain approval from the Director of Planning and Development for all exterior treatments of the existing buildings to be renovated as well as the new buildings and site improvements, including signs, lighting, landscaping, prior to issuance of a building permit.

Parking Management:

23. Parking shall be provided on-site in accordance with applicable sections of PMC Chapter 17.46 – Parking and Loading
24. There shall be no more than 20 events per school year hosted by the school involving the attendance or participation of visitors, which may result in a parking demand greater than the parking spaces available in the school campus. The school shall exercise every effort to coordinate events held at various school facilities in a manner that parking for the combined total attendance can be accommodated within the campus.
25. Mayfield Senior School shall develop a Circulation and Parking Plan in consultation with the Department of Transportation that will provide for parking management methods that will

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ensure that on-street parking on Bellefontaine Street, Bellefontaine Place and Grand Avenue are available to the surrounding residential developments. As part of the plan, the school shall prohibit students, staff and faculty from parking on the streets surrounding the campus during school hours. The plan may include, but not limited to such measures as: signage on the school property directing school visitors to on-site parking lots, use of parking placards or decals for students, staff and faculty that must be displayed at all times, provision of bicycle racks or lockers in the campus, incentives for ride-sharing, bicycling, walking and alternative modes of travel, outreach measures to enjoin/encourage parents and visitors to use on-site parking spaces instead of on-street spaces. This shall be done prior to the completion of the new circular driveway on Bellefontaine. Prior to each proposed increase in student enrollment, Mayfield School shall be required to demonstrate that it can accommodate the parking demand of these new students by either increasing the on-site parking supply or instituting a car pool plan that reduces parking demand.

26. All exterior mechanical equipment shall be architecturally screened from view of the public right-of-way in a manner consistent with the Pasadena Municipal Code Section 17.40.150, subject to review and approval by the Director of Planning and Development.
27. Night lighting shall be limited to that required to maintain security as determined by the Pasadena Police Department.
28. Light spillage off-site shall be minimized to the extent feasible. Lighting shall be directed downward and shall be equipped with 180-degree corner cut-offs.
29. Deliveries and trash pick-up shall not occur during the peak hours of pick-up and drop-off, nor between 7:00 p.m. and 7:00 a.m. seven days of the week and shall comply with Pasadena Municipal Code Section 17.40.70.
30. All dumpsters, trash storage and recycling storage areas shall be screened from the public right-of-way.
31. Construction and demolition activities shall be limited to between the hours of 7:00 a.m. to 6:00 p.m. Monday through Friday, and between the hours 8:00 a.m. and 5:00 p.m. Saturdays. No construction or demolition activity shall be permitted on Sundays and major national holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day).
32. All construction materials and construction debris shall be stored on-site.
33. All construction storage shall be screened from public right-of-way.
34. Dust shall be controlled during the construction and demolition phases through watering of exposed surfaces or other measures.
35. If any construction is pursued during the rainy season, construction management practices shall be implemented to ensure against soil erosion or transport of mud or sediment laden waters onto the surrounding streets (Bellefontaine Street, Bellefontaine Place, and Grand Avenue).

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36. Mayfield Senior School shall file a Tentative Parcel Map with the City of Pasadena Planning Division in order to consolidate the additional lot (465 Orange Grove Circle) with the school campus prior to using the site for institutional use.
37. This master Development Plan, with case number **PLN2006-00523**, shall meet the conditions of approval subject to monitoring by the City's Condition Monitoring Coordinator. The various components and phases of the Master Development Plan shall be subject to inspection by Code Compliance staff to determine compliance with the conditions of approval. Required monitoring fees for setup and inspections shall be paid on or after the effective date of this Master Development Plan but prior to issuance of any building permits. Contact the Code Compliance staff at (626)744-6433 to verify the fee. All fees are paid to the cashier at the Permit Center located at 175 North Garfield Avenue. The cashier will ask for the case number provided above. Failure to pay the required monitoring fee prior to initiating the application for any building permit may result in revocation of the Master Development Plan entitlement.

Department of Public Works:

1. Bellefontaine Street, between Grand Avenue and Orange Grove Boulevard will be slurry sealed in September 2007. All excavations in the street shall be completed prior to the slurry seal work. If the street is excavated after the slurry seal work, re-slurry sealing of the street along the frontage of the subject property will be required.

Grand Avenue between Bellefontaine Street and Arroyo Boulevard was resurfaced in October 2002 and is a moratorium street. If the street is excavated for utility connections prior to October 2007, repaving of the street will be required.

Excavations in the streets for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations.

2. 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, avoiding any damage to existing street trees and using the City's Tree Protection Standards available from the Parks and Natural Resources Division (744-4515), along the subject frontage prior to issuance of a Certificate of Occupancy.
3. The applicant shall construct any new one-way entry/exit drive approach a minimum of 12 feet in width and two-way entry/exit drive approach a minimum of 24 feet in width and a maximum of 26 feet in width and 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 new drive approaches shall not cause damage to the existing street trees which shall remain in place.
4. 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. The drain shall discharge to the street in a curb outlet approved by the Department of Public Works.
5. 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.

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6. Ivy and small "volunteer" (weed) trees in the parkway that are not designated street trees per the Master Street Tree Plan shall be removed by the applicant.
7. The applicant shall plant and maintain, for a period of three years, one officially designated street tree per the City approved Master Street Tree Plan on the subject frontage and install and permanently maintain an irrigation system for the trees. Location will be finalized in the field by Department of Public Works. The tree must meet the City's tree stock standards and be planted according to the details provided by the Parks and Natural Resources Division. The tree shall be approved by the Forestry Supervisor prior to the issuance of a Certificate of Occupancy.
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. The applicant shall submit to the Department of Public Works a grading and drainage plan and hydrology study for review and approval prior to issuance of a building permit. The grading and drainage plan and the hydrology study shall be prepared by a licensed civil engineer registered in the State of California. The hydrology study shall include calculations for the quantities of storm water runoff for the pre-development and post-development conditions and how drainage will be handled. On-site drainage shall be connected to an off-site drainage system whenever possible.
10. The existing street lighting system on Grand Avenue consists of utilitarian lights (mounted on wood power poles) and, therefore, does not meet present design standards. In order to improve pedestrian and traffic safety, the applicant shall install a maximum of five (5) new street lights on or near the frontage of the property, including conduits, conductors, 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.
11. 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, 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.
12. The proposed development shall be connected to the public sewer by a method approved by the Department of Public Works. The sewer connection shall be 6-inch diameter vitrified clay or cast iron pipe with a minimum slope of 2 percent.
13. 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 building permit:
 - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the grading 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.

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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 due prior to permit issuance and the amount is based upon the type of project.

14. 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.
15. 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.
16. Past experience has indicated that projects such as this tend to damage the abutting street improvements with 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 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. A processing fee will be charged against the deposit.
17. 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.

Department of Transportation:

1. The applicant shall fund the retrofit of speed humps on Grand Avenue south of California Boulevard in the amount of **\$15,000**. The retrofit will minimize the project's traffic impacts by reducing travel speeds on Grand Avenue. Funding must be received prior to the issuance of a building permit.
2. The project shall participate in the Citywide Transportation Performance Monitoring Network project (CIP #75602). This project is included in the City's Capital Improvement Program and is intended to address the community's particular concerns on traffic attributed by new developments in the amount of **\$10,000**. Funding must be received prior to the issuance of a building permit.
3. The Bellefontaine Street driveways shall be limited to right-turn only ingress and egress during school drop-off and pick-up periods.
4. A "no left turn" sign shall be installed at the Bellefontaine Street driveway exit to restrict left-turns during drop-off and pick-up periods as specified in Condition #3.

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5. A letter shall be sent to all parents advising them of the Bellefontaine Street driveway restrictions, providing them with the preferred traffic pattern for student loading, and informing them that the speed limits on Bellefontaine Street and Grand Avenue is 25 MPH.
6. The school shall fund installation of signage prohibiting parking on school days between 2:30 and 3:30 p.m. on the south side of Bellefontaine Street west of the entrance driveway.
7. The school shall provide one or more traffic monitors to facilitate student loading and minimize queuing on Bellefontaine Street.

To the fullest extent possible, construction traffic shall avoid using Grand Avenue and Bradford Street.