

Exhibit A

Villa Esperanza Services

Master Plan



City of Pasadena

Planning & Community Development

September 2014

Table of Contents

- 1. INTRODUCTION3
- 2. BACKGROUND3
- 3. LOCATION3
- 4. PROJECT DESCRIPTION.....4
- 5. GENERAL PLAN AMENDMENT AND ZONING MAP AMENDMENT5
- 6. DEVELOPMENT STANDARDS.....6
 - A. Gross Floor Area6
 - B. Setbacks6
 - C. Height6
 - D. Lighting7
 - E. Indoor Classroom and Outdoor Play Areas7
- 7. PHASING SCHEDULE AND DIAGRAMS.....8
- 8. PROJECT PLANS14
- 9. CONDITIONS OF APPROVAL25

VILLA ESPERANZA SERVICES MASTER PLAN 2014

1. INTRODUCTION

The purpose of a Master Plan, as set forth in Pasadena Zoning Code Section 17.61.050(l) is to establish a procedure which reduces processing time and uncertainty by consolidating several Conditional Use Permit hearings over an extended period of time; and ensure orderly and thorough City review of expansion plans for certain public or semi-public and open space uses, resulting in more compatible and desirable development. Villa Esperanza Services (VES) is proposing a 15-year Master Plan. This allows for the City, residents and persons working in the neighborhood to evaluate the proposed uses that are anticipated to occur on the VES campus for the next 15 years.

2. BACKGROUND

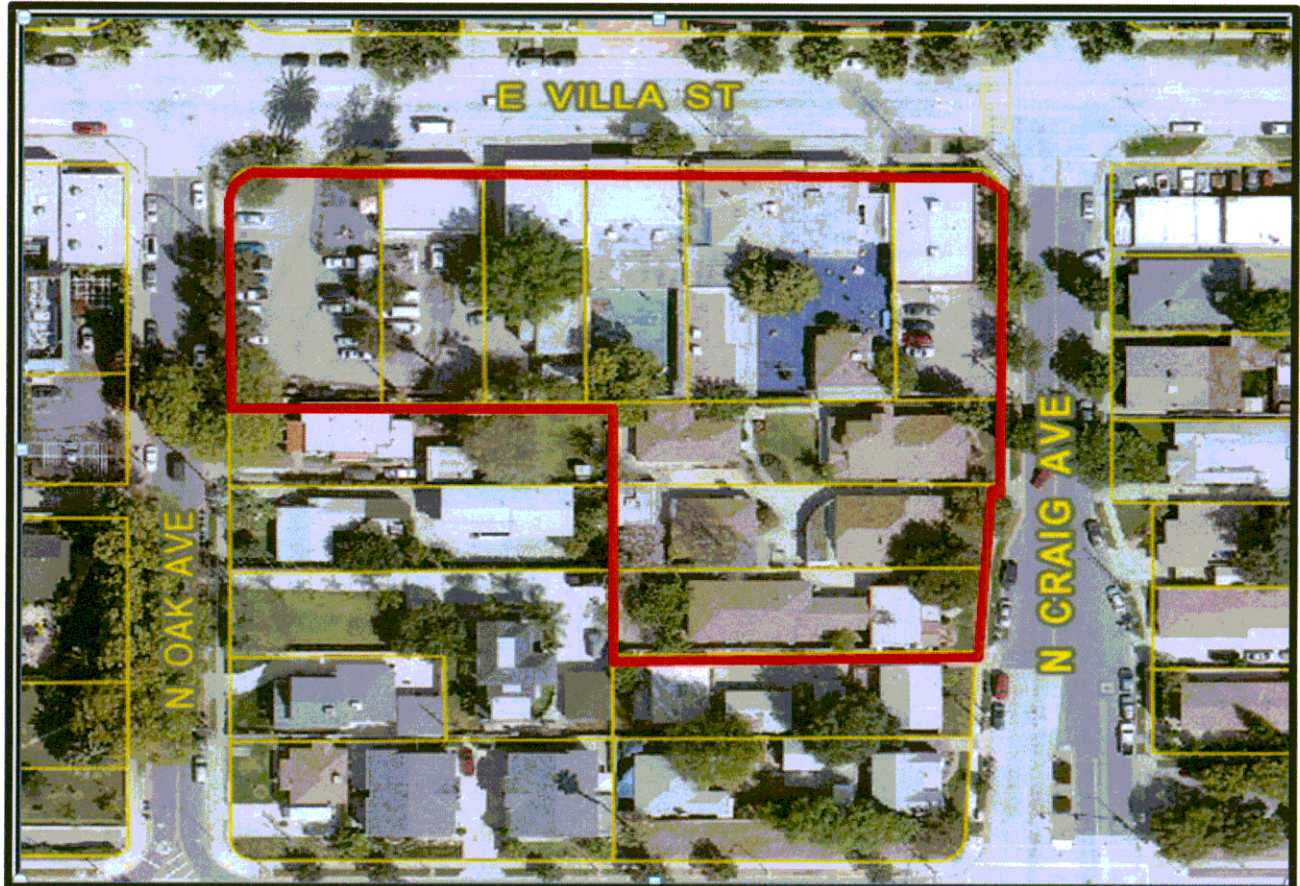
Villa Esperanza Services (VES) is a non-profit organization serving children, adults and seniors with developmental disabilities and has been in operation in Pasadena since 1961 in the existing neighborhood. Over the years, VES has acquired properties within the neighborhood to accommodate the growth and development of the school. Four Conditional Use Permits (CUPs) were previously approved for uses on the Master Plan site.

- In 1974, CUP #836 allowed for an existing residential building to be used as a home for a maximum of 6 people with developmental disabilities on 447 N. Craig Ave.
- In 1986, CUP #1677 allowed for trained house parents to provide 24 hour non-medical care for a maximum of 6 people with developmental disabilities in an existing residential structure located at 427 N. Craig Ave.
- In 1987, CUP #1723 allowed for the school to expand into a 2,560 square foot building formerly used as an insurance agency. The enrollment capacity was 68 students at this time.
- In 1990, CUP #2250 was approved to merge the uses on three lots (427, 435 and 443 N. Craig Ave) into one lot, increasing the total number of students on the newly joined site to 30 persons. This CUP included a collective parking agreement between the school uses on 2130 E. Villa St and residential uses on 427,435 and 443 N. Craig Ave.

3. LOCATION

The surrounding neighborhood is an eclectic mix of one and two-story buildings with residential buildings to the south and commercial and institutional buildings to the east,

west and north. There is no dominant architectural style in the neighborhood and no significant historic structures other than a house constructed in 1886 to the south, which is separated from the campus by two intervening properties. The proposed Master Plan includes a total of nine parcels, six of which are located on East Villa Street and bounded by Oak and North Craig Avenue and three of which are located on North Craig Avenue and bounded by East Villa Street and East Maple Avenue.



4. PROJECT DESCRIPTION

VES operates various programs from different buildings; some of these buildings are located offsite from the proposed Master Plan site. The Master Plan only includes proposed uses within the main campus and consists of nine parcels, totaling approximately 79,721 square feet. When all phases are complete, the school will be 46,073 square feet.

The project proposes to:

- a. Demolish all existing buildings onsite except a single-family residence that will be retained;

- b. Construct three new buildings, totaling 42,300 square feet, consisting of:
 - I. Two-story, 24,000 square foot building utilized for administrative offices, therapy; rooms, storage, outdoor common space and 82 parking spaces;
 - II. One-story, 9,800 square foot building utilized for classrooms, cafeteria and a gym;
 - III. One-story, 8,500 square foot building utilized for therapy rooms, gym and classrooms;
- c. Outdoor play area and landscaping in outdoor open space;
- d. Directional signage, lighting and perimeter fencing;
- e. Removal of eight protected trees as identified on the site plan;
- f. Provision of a job training program for people with developmental disabilities to work on campus;
- g. Contract with 20 school districts to serve students with moderate to severe developmental disabilities. Bus companies and taxi services are used to transport students to and from their schools. The enrollment capacity would be increased from 85 students to 120 students; and no changes to the existing 128 staff level are proposed; and
- h. Continued use of a residential structure is currently used for a state-licensed residential care facility for six adults. This use will remain but become nonconforming under the Zone Change.

VES has indicated that limited special uses and evening events are anticipated after 6:00 pm because the majority of students leave on buses at 3:00 pm. In addition, VES does not anticipate rental of facilities to other programs or organizations because the infrastructure will be specific to the needs of the students they serve.

5. GENERAL PLAN AMENDMENT AND ZONING MAP AMENDMENT

Although VES operates as an institutional use, the Master Plan site is designated Neighborhood Commercial and Medium Density Residential (0-16 dwelling units/net acre). The General Plan Amendment would allow VES to continue to operate a school, provide therapy and residential care, and operate employment programs to serve people with developmental disabilities. The proposed General Plan Amendment would allow the accurate reflection of existing uses on the Master Plan site and is consistent with the General Plan. A condition of approval requires the consolidation of nine parcels into one building site through recordation of a covenant.

Currently, the Master Plan site is zoned CL and RM-16 and is subject to the commercial development standards in the CL district and the City of Gardens standards in the RM-16. Utilizing these two sets of development standards is difficult for the development of a school site. The project includes rezoning the entire Master Plan site to PS because

the PS district is intended to provide a specific base zoning district for large public or semi-public land uses that may not be appropriate in other base zoning districts. The PS zone could be applied to sites with a contiguous area of two acres or more, including alleys, streets, or other rights-of-way. The Master Plan site includes nine contiguous parcels and is approximately 2.47 acres, including adjacent streets and rights-of-way.

6. DEVELOPMENT STANDARDS

By rezoning the site to PS, the development standards are established as part of the Master Plan. All existing and proposed uses within the Master Plan site are permitted or conditionally permitted in the PS zone with the exception of a Residential Care, Limited use for six adults that live in a single-family residence proposed to remain. The development standards established through the proposed master plan are as follows:

A. Gross Floor Area

The proposed Master Plan includes the demolition of all existing structures on the project site with the exception of a 3,773 square foot residential building. The proposed Master Plan includes three new structures, totaling 42,300 square feet. When all phases are complete, the school will be 46,073 square feet, or 12,212 square feet greater than the current facility.

B. Setbacks

- Front Yard Setback (Abutting E. Villa Street): 0
- Side Yard Setback (Abutting Oak Ave): 5 foot 4 inches
- Side Yard Setback (Abutting Craig Ave): 6 foot
- Interior Side Yard Setback: 15 feet
- Rear Year Setback: 16 feet

Fences, walls, landscaping and similar features may be located within setback areas. An existing single-family residence to be retained and used as a residential care facility may maintain an existing two foot rear yard setback.

C. Height

- Building 1 (Administrative building with parking garage): 38 feet
- Building 2 (8,500 sq.ft. classroom building): 16 feet
- Building 3 (9,800 sq.ft. classroom building): 26 feet

The Master Plan process allows for some flexibility in establishing development standards. The project site is adjacent to parcels designated RM-16 to the south and CL to the north, east and west. The proposed project sites the tallest portion of the building toward the corner of Oak Avenue and East Villa Street, adjacent to parcels in the CL zone. An existing single-family residence and new landscaping will be planted to

provide additional buffer between the proposed project and parcels designated RM-16 to the south. All proposed buildings will be consistent with the Zoning Code, with the inclusion of the development standards established in the Master Plan.

D. Lighting

Security lighting is proposed, but shielded from neighboring properties. No event lighting for athletic facilities is planned.

E. Indoor Classroom and Outdoor Play Areas

The minimum indoor classroom area and outdoor play area are consistent with the requirements in the Zoning Code. VES proposes to increase the enrollment capacity from 85 students to 120 students, which would require 2,880 square feet of indoor classroom area and 9,000 square feet of outdoor play area. The outdoor play area will be located within a central courtyard between Building 1 and Building 2, out of the required front or corner side yard setback and more than 25 feet from a residential use.

- 9,505 square feet of classroom areas or 79 square feet per student
- 13,000 square feet of outdoor play area or 108 square feet per student

F. Parking and Loading Spaces

The Zoning Code includes different parking requirements for grammar schools, high schools and schools that offer specialized education and training. Based on the school's operations, the uses are most similar to a grammar school because the curriculum is tailored to fit the needs of their students and each classroom may include various students of different ages. In addition, all students arrive by bus or private transportation; there are no student drivers. Therefore, the grammar school parking standards (1.5 spaces per classroom, plus 1 space for every 2 employees and members of the faculty) shall apply. The proposed Master Plan is consistent with the number of parking spaces required in the Zoning Code. The Master Plan requires:

- A minimum of 82 parking spaces, including two ADA accessible spaces;
- A minimum of two required loading spaces each meeting the size requirements; and
- Loading spaces must be screened from view from a public street and meet backing-out requirements.

VES also operates an adult daycare program that was formerly located at 2031 East Villa Street approved under CUP#5525 in 2011. As part of the condition of approval of CUP#5525, a minimum of eight parking spaces were required to be provided at the proposed Master Plan site. However, in January 2014 the adult daycare program was approved to be relocated to 1990 East Walnut Street. The applicant is anticipating this move to occur by December 2014. Until CUP #5525 is relinquished through a noticed public hearing or operation has ceased for more than 12 months, the Master Plan site

must continue to provide eight parking spaces in compliance with the requirements of CUP #5525.

VES currently provides 38 parking spaces, including the eight parking spaces reserved for CUP #5525. Prior to issuance of any building permits for Phase 1 construction, VES is required to provide evidence of a lease for 38 parking spaces, within ¼ mile of the Master Plan site or another temporary parking arrangement approved by the Director of Planning & Community Development.

7. PHASING SCHEDULE AND DIAGRAMS

The Master Plan is proposed to be implemented in three phases. The final sequence of phasing will be dependent on financing and fundraising efforts. Some phases may be combined or switched. A condition of approval has been included requiring VES to present any changes to the phasing schedule to the Director of Planning and Community Development for approval.

Phase 1

- Demolition of Buildings E, F, G, H, I, J, K and L, or a total of 16,021 square feet;
- Construction of a one-story, 9,800 square foot classroom building;
- Temporary placement of five portable classrooms and one double-wide on the parking lot located on the northwest corner of the project site;
- Play area improvements, construction of common areas, landscaping, and fencing; and
- Removal of 16 trees, including three protected trees: Coast live oak, Jacaranda and American sweetgum.

During Phase 1, five portable classrooms and a double-wide portion structure would be located on the parking lot in the northwest corner of the school while the classroom building is being constructed. Prior to issuance of any building permits, VES is required to provide evidence of a lease for the same amount of existing parking spaces (38 parking spaces) within ¼ mile of the Master Plan site or arrange for other temporary parking arrangement approved by the Director of Planning & Community Development.

Phase 1 is expected to begin four months after the Master Plan is approved and construction is expected to last for approximately 17 months.

Phase 2:

- Demolition of Buildings A and B, or a total of 7,070 square feet;

- Construction of a two-story, 24,000 square foot administration building with 82 parking spaces, include two American with Disabilities Act (ADA) accessible spaces; and
- Removal of five trees, including three protected trees: Avocado and two King palms.

Villa Esperanza Services also currently operates a behavioral speech program at an existing residential structure that is proposed to be demolished during Phase 2 of the Master Plan. The behavioral speech program will serve VES students during the school hours; however, this service would also be available to non-VES students after school hours between 3 to 5 p.m. Non-VES students will be dropped off and picked up by their family or caregivers. The behavioral speech program will continue to operate from the existing residential structure until it is demolished during Phase 2 construction, at which time it would be relocated to the structures completed during Phase 1.

Phase 2 is expected to begin in 2016 and construction will occur over a 15 month period. Phase 2 could begin earlier if fundraising is greater than anticipated.

Phase 3:

- Demolition of Buildings C and D, or a total of 6,907 square feet
- Construction of a one-story, 8,500 square foot classroom building
- Removal of five trees, including two protected trees: Cajeput and Evergreen ash.

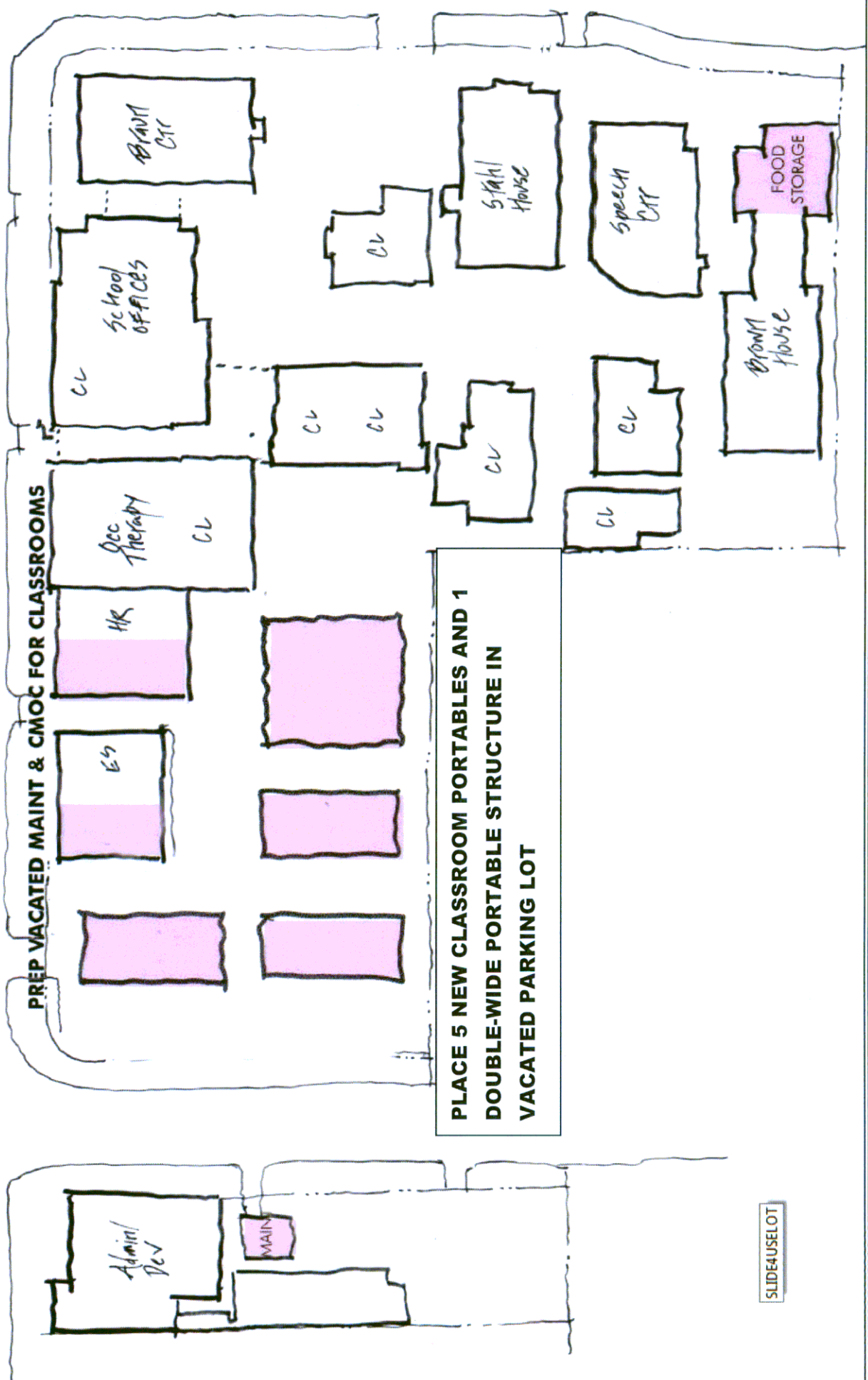
When all phases are completed, the school will be approximately 46,073 square feet, or 12,212 square feet greater than the current facility. The proposed expansion of the school will increase student enrollment capacity from 85 to 120 students, but does not include an increase in staff or faculty which will remain at 128.

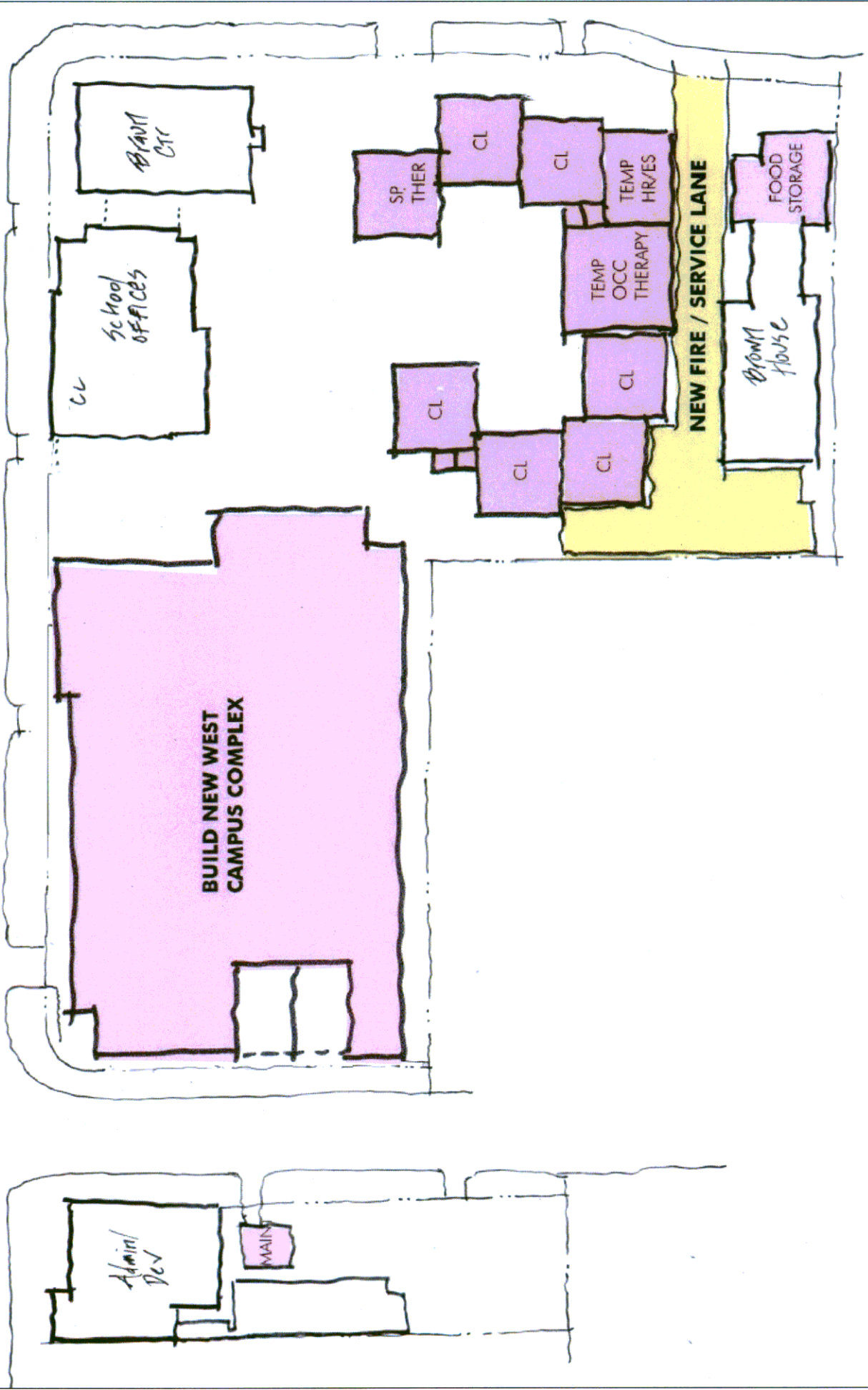
Phase 3 is expected to begin in 2017 and construction will occur over an eight month period.

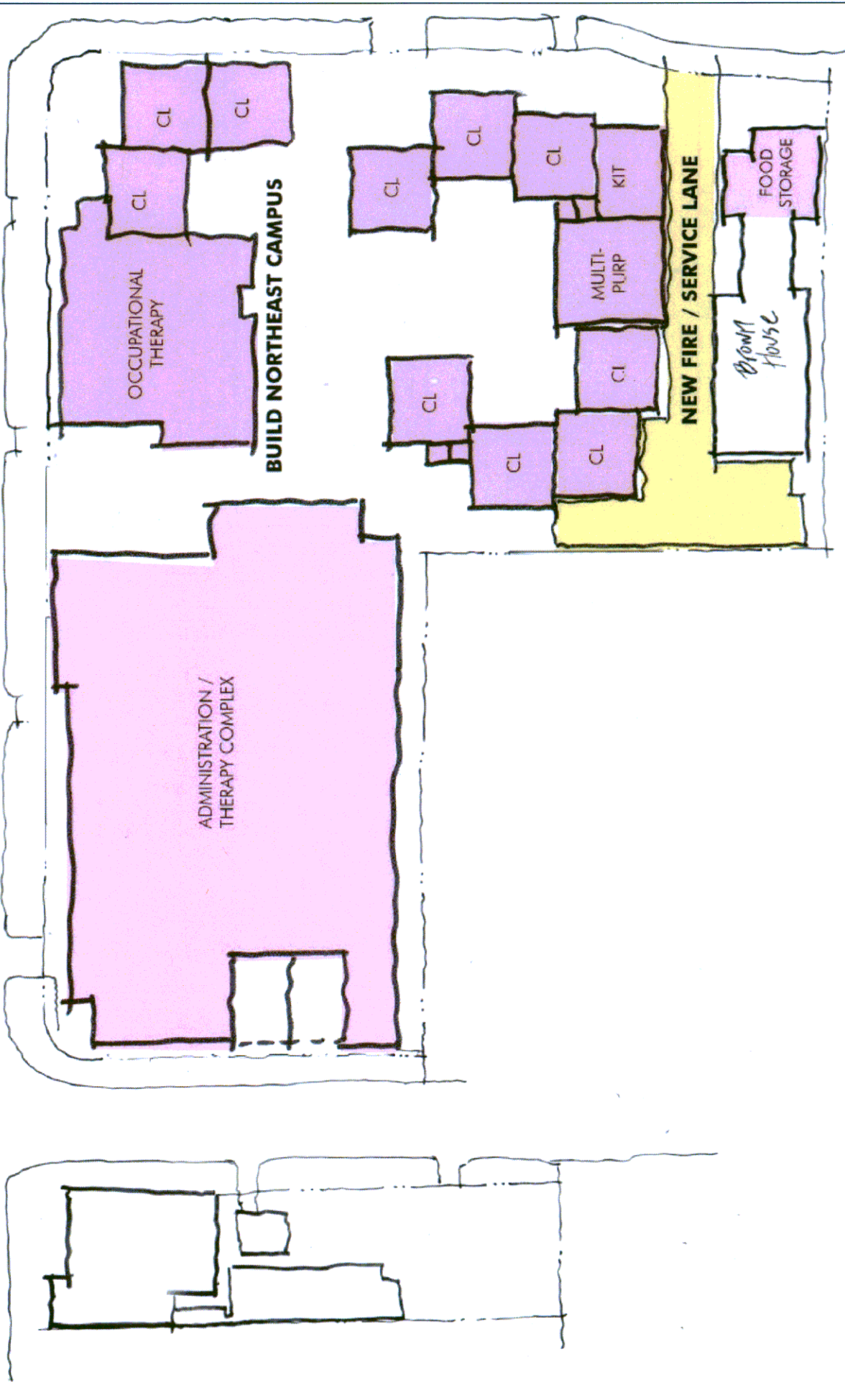
Phasing Diagrams:

Phase 1

VILLA AVENUE









THE WEST CENTER CO.
 1475 11th
 PASADENA, CA 91104
 TEL: 794-1111
 FAX: 794-1112

VILLA ESPERANZA SERVICES

1000 N. GARDEN ST. #100
 PASADENA, CA 91104
 TEL: 794-1111
 FAX: 794-1112

1774 10th Street, Pasadena, CA 91104
 TEL: 794-1111
 FAX: 794-1112

1774 10th Street, Pasadena, CA 91104
 TEL: 794-1111
 FAX: 794-1112

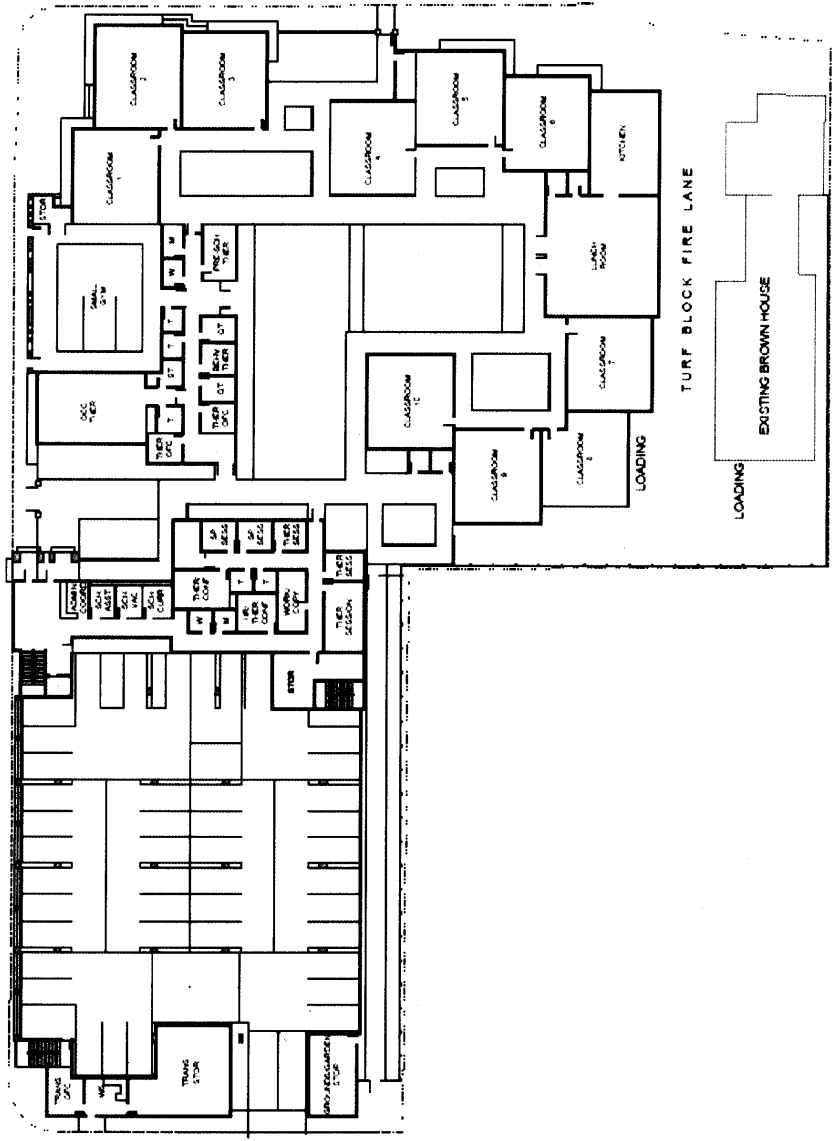
GROUND FLOOR PLAN

SCALE: 1/8" = 1'-0"
 DATE: 11/14/00
 DRAWN BY: J. B. B. B.
 CHECKED BY: J. B. B. B.
 A2.1

EAST VILLA STREET

CRAIG AVENUE

OAK AVENUE





FORREST BORDALE
 ARCHITECT
 1000 10th Street
 Sacramento, CA 95811
 (916) 441-1111
 FAX (916) 441-1112

VILA ESPERANZA SERVICES
 1000 10th Street
 Sacramento, CA 95811
 (916) 441-1111
 FAX (916) 441-1112

PROJECT NO. 1000 10th Street
 DATE: 10/10/00
 SCALE: AS SHOWN
 SHEET NO. 1000 10th Street

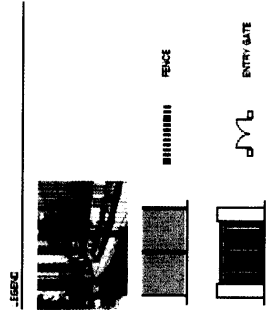
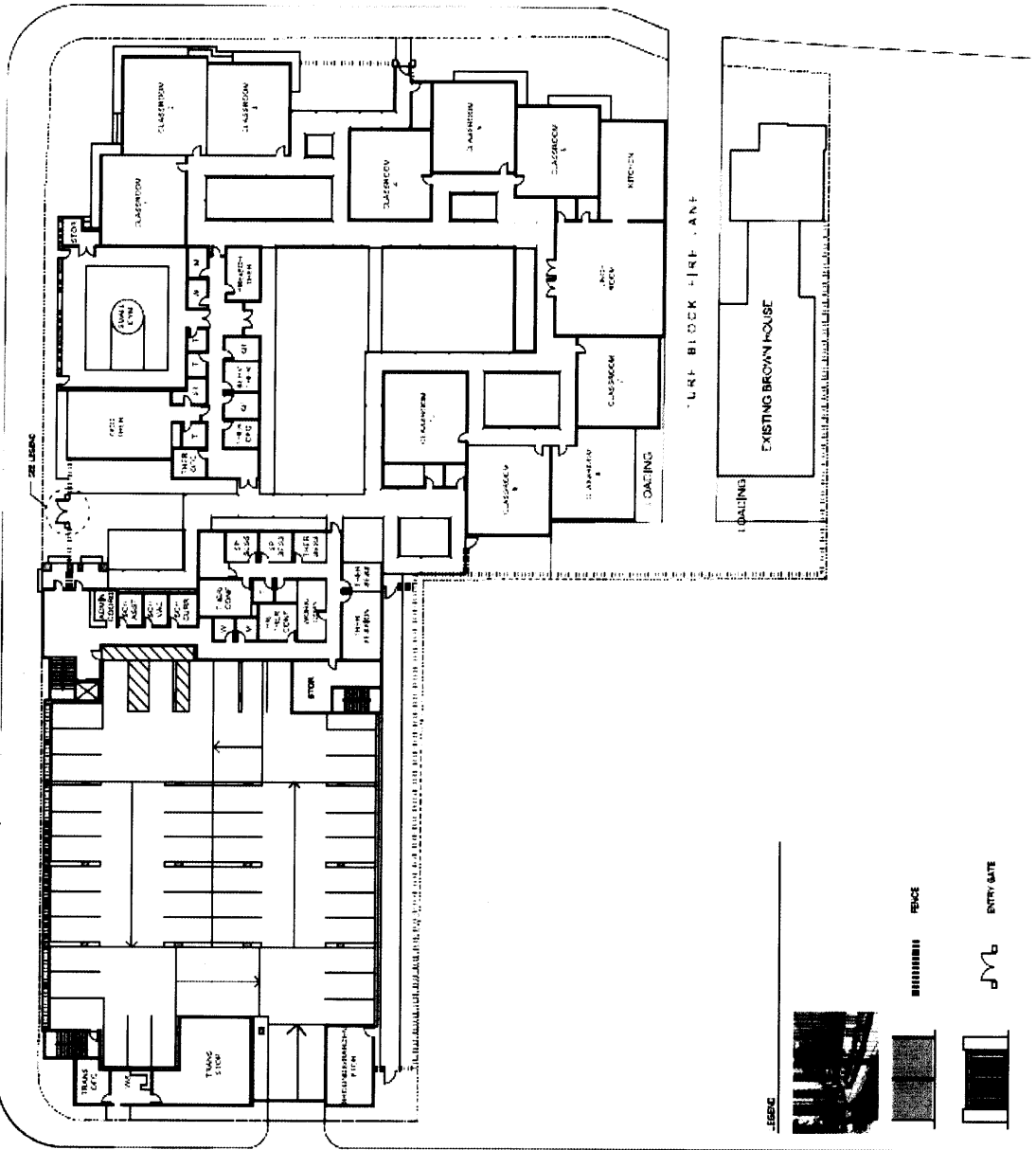
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DATE: 10/10/00
 SCALE: AS SHOWN
 SHEET NO. 1000 10th Street
FENCE DIAGRAM
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EAST VILLA STREET

CRAIG AVENUE

OAK AVENUE





VILLA ESPERANZA
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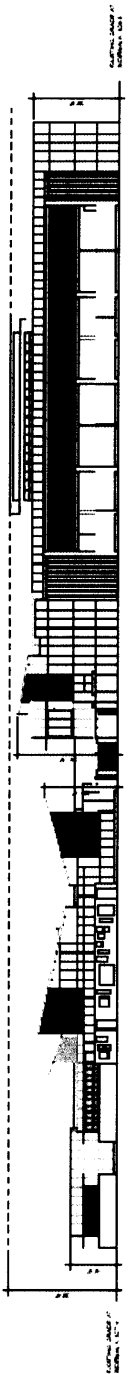
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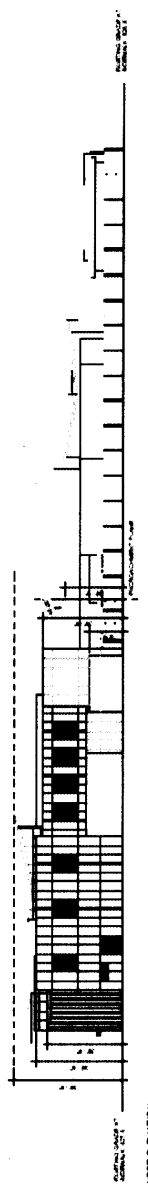
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BUILDING ELEVATIONS

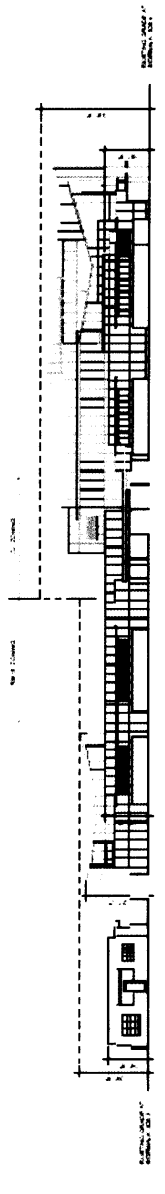
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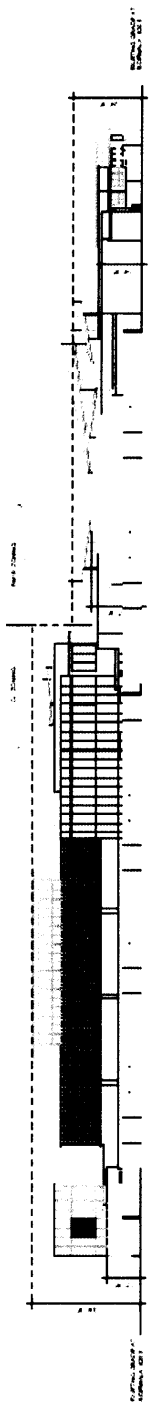
NORTH ELEVATION



WEST ELEVATION



EAST ELEVATION



SOUTH ELEVATION

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111 WEST GREEN AV
 SUITE 100
 GARDEN CITY, MISSISSIPPI
 39201-1000

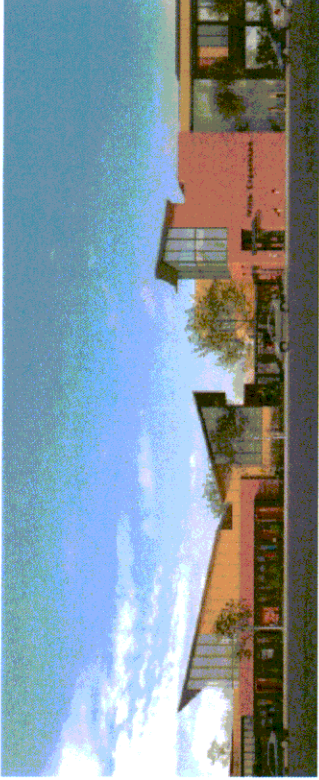
VILLA ESPERANZA SERVICES
 111 WEST GREEN AV
 SUITE 100
 GARDEN CITY, MISSISSIPPI

Project Name: _____
 Project Location: _____

Architect: _____
 Date: _____
 Scale: _____
 Drawing No: _____

RENDERINGS

Sheet No: _____
 Date: _____
 Scale: _____
 Drawing No: A3.1



VIEW FROM NORTH ON VILLA STREET



VIEW FROM WEST ON VILLA STREET



VIEW FROM EAST ON VILLA STREET



AERIAL VIEW

9. CONDITIONS OF APPROVAL

I. GENERAL

1. **Conformance with Plans.** The site/floor/elevation plans submitted for building permits shall substantially conform to the plans included as Attachment C to the staff report, except as modified herein. Plans shall be submitted for review and approval by the Planning & Community Development Director prior to the issuance of any project building/grading/foundation permits.
2. **Expiration.** The Master Plan shall expire 15 years from the date of approval unless renewed in accordance with Section 17.61.050.I.5.B. In the event that not all phases of the Master Plan are completed and the Master Plan expires, the conditions of approval shall continue to apply to the completed portions of the project.
3. **Call for Review.** The Planning & Community Development Director, at any time, can call for a review of the approved conditions at a duly noticed public hearing. These conditions herein may be modified or new conditions applied to reduce any unforeseen impacts during the construction or operation of the use.
4. **Five Year Review.** In accordance with Section 17.61.050.I.5.d (Five Year Review Required), the Master Plan shall be reviewed by the Planning Commission, or other review authority designated by the City Council commencing on the fifth year after the approval date of the Master Plan, for compliance with features of the Plan and all applicable Conditions of Approval. The applicant shall be responsible for any required fee for the five-year periodic review.
5. **Previous Approvals.** The conditions of this Master Plan shall supersede the Conditions of Approval of CUP #836 approved in 1974, CUP #1677 approved in 1986, CUP #1723 approved in 1987, and CUP #2250 approved in 1990.
6. **Mitigation Measures.** The applicant or successor in interest shall comply with all of the mitigation measures of the Mitigated Negative Declaration.

Mitigation Measure CULT-1: If archaeological resources are encountered during project construction, all construction activities in the vicinity of the find shall halt until an archeologist certified by the Society of Professional Archeologists examines the site, identifies the archaeological significance of the find, and recommends a course of action. Construction shall not resume until the site archaeologist states in writing that the proposed construction activities will not damage significant archaeological resources.

Mitigation Measure CULT-2: If paleontological resources are encountered during project construction, all construction activities in the vicinity of the find

shall halt until a paleontologist meeting the satisfaction of the Natural History Museum of Los Angeles County identifies the paleontological significance of the find and recommends a course of action. Construction shall not resume until the site paleontologist states in writing that the proposed construction activities will not damage significant paleontological resources.

7. **Design Review.** Design review for new construction and building alterations shall be in conformance with Table 6-3 of Section 17.61.030 (Design Review) of the Zoning Code. Projects up to 25,000 square feet of new construction shall be subject to review by the Planning Director.
8. **Phasing.** The project shall follow the Phasing Schedule included as Attachment E to the staff report unless modifications to the Phasing Schedule are approved by the Director of Planning and Community Development. These modifications may include combining of phases into one and/or reversal of the order in which Phases 2 and 3 are undertaken due to on-going operational, fundraising progress, and programming needs for the full implementation of the Master Plan.
9. **Landscaping.** Prior to removal of any protected trees, the applicant or successor in interest shall submit final landscape plans, demonstrating adherence to the replacement matrix adopted by resolution the City Council and included in the associated administrative guidelines, to the Planning & Community Development Director for review and approval. Compliance with the Tree Protection Ordinance will be monitored through the approved landscape plan depicting replacement trees during the design review phase of the Master Development Plan implementation.
10. **Buffering.** Prior to issuance of building permits for Phase 1 construction, a six foot tall solid block wall shall be constructed on the master plan site along the property line separating school uses from residential uses. Landscaping shall be planted in this area prior to issuance of a Certificate of Occupancy for buildings completed in the Phase 1 construction.
11. **Other City Requirements.** The applicant or successor in interest shall comply with the code requirements of all other City Departments.
12. **Enrollment.** School enrollment shall be limited to a maximum of 120 students. A Master Plan Amendment shall be submitted and approved should the enrollment capacity exceed the maximum permitted under this Master Plan; additional analyses of impacts to traffic and parking will be required. The applicant shall provide annual enrollment figures to the Director of Planning & Community Development one month after the new school year is in session.
13. **Number of Employees.** A maximum of 128 full time employees (administrative, faculty, other related staff) shall be permitted. The applicant shall provide an

annual faculty and staff roster to the Planning & Community Development Director one month after the school year is in session.

14. **Private School Requirements.** The applicant or successor in interest shall comply with the requirements of Section 17.50.270 (Schools, Private) of the Zoning Code that regulates private schools during each phase of construction. This includes the requirements for outdoor play area, indoor classroom area, traffic control plan, and noise standards.
15. **Hours of Operation.** School hours of operation shall be limited to 7:00 a.m. to 6:00 p.m. on Monday through Friday.
16. **Events.** A maximum of five week night (Sunday through Thursday) and three weekend (Friday and Saturday) events may be held at the campus in a school year. A calendar shall be prepared each school year and maintained on the school's webpage. A copy of the calendar shall be mailed to the Planning Director.
17. **Signs.** Prior to installation of any signs, the applicant shall submit a signage plan to the Planning & Community Development Director in conformance to the regulations contained in the Zoning Code.
18. **Lighting.** Security lighting shall be shielded away from neighboring residential properties.
19. **Noise Regulations.** The applicant or successor in interest shall adhere to the City's noise regulations in accordance with Section 9.36 of the Pasadena Municipal Code.
20. **Refuse Facilities.** Trash enclosure areas shall be provided in accordance with the requirements of Section 17.40.120 (Refuse Storage Facilities) of the Pasadena Municipal Code. Deliveries and trash pickup shall not occur between the hours of 7:00 p.m. and 7:00 a.m. daily.
21. **Temporary Fencing.** Temporary construction fencing shall be permitted during the duration of the demolition and construction of buildings on site.
22. **Temporary Structures.** A maximum of five temporary portable classroom structures and a double-wide portable structure shall be permitted on the corner of Oak Avenue and East Villa Street during construction of the 9,800 square foot classroom structure and 8,500 square foot classroom structure. All temporary structures shall be removed within 45 days after Certificate of Occupancy for each phase of construction unless substantiated by the timing and sequencing of future phases and approved by the Director of Planning and Community Development. The project must comply with the requirements of Section 17.50.270 for outdoor play area and indoor classroom area when temporary structures are utilized. The temporary structures shall comply with the requirements of California Building

Code (CBC) and California Fire Code (CFC) and Pasadena Municipal Code and screened with landscaping subject to approval by the Director of Planning & Community Development.

23. **Hours of Construction.** Construction and demolition activities shall be limited to between the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday, and 8:00 a.m. to 5:00 p.m. on Saturdays. No construction or demolition activities shall occur on Sundays or holidays.
24. **Mechanical Equipment.** No mechanical equipment shall be permitted on any roof unless property screened, and located in an enclosure designed to be architecturally compatible with the building.
25. **Consolidation of Parcels.** Prior to issuance of building/grading/foundation permits, the applicant or successor in interest shall record a covenant holding the nine parcels included in the Master Plan boundaries as one. Said document shall be recorded with the Los Angeles County Recorder's Office and the applicant or successor in interest shall provide a certified copy to the Planning & Community Development Director.
26. **Condition Monitoring.** The project, PLN2012-00435, shall comply with all conditions of approval, and is subject to Condition Monitoring. Required fees for monitoring and inspections shall be paid on or after the effective date of this permit, but prior to the issuance of any building permit. Contact the Code Compliance Staff at (626) 744-4633 to verify the fees and to schedule an inspection appointment time. All fees are to be paid to the cashier at the Permit Center located at 175 N. Garfield Avenue. The cashier will ask for the activity number provided above. Failure to pay the required fees prior to the stipulations in this condition may result in revocation proceedings of this land use entitlement.

II. PARKING AND LOADING

27. **Parking Lease Agreement.** Prior to issuance of a grading/building/foundation permit for Phase 1 construction, the applicant or successor in interest shall file a parking lease agreement in compliance with requirements for lease agreements contained in Zoning Code Chapter 17.46. The leased parking area shall provide a minimum of 38 parking spaces during the entire duration of Phase 1 and 2 construction, inclusive of eight parking spaces reserved for CUP#5525 unless CUP#5525 is relinquished through a noticed public hearing or operation has ceased for more than 12 months. The leased parking area shall be a maximum of ¼ mile from the Master Plan site as measured from the nearest corner of the parking facility to the entrance of the use served via the shortest pedestrian route, or other temporary parking arrangement approved by the Director of Planning & Community Development.

28. **Number of Parking Spaces.** A minimum of 82 on-site parking spaces shall be provided in accordance with a detailed plan to be submitted to and approved by the Zoning Administrator prior to issuance of the Certificate of Occupancy for the last phase of construction. All parking areas shall conform to the requirements of Chapter 17.46 (Parking and Loading) of the Pasadena Zoning Code.
29. **Drop-off and Pick-Up.** All drop-off and pick-up of students shall continue to be along East Villa Street. No queuing for drop-off and pick-up will occur on any street surrounding the site. The school shall have an employee present at the drop-off/pick-up locations during the morning drop-off, and afternoon pick-up to monitor activities and compliance with the program.
30. **Guests and Employee Parking.** All guests and employees shall be required to park in the parking structure on the corner of Oak Avenue and East Villa Street once the parking structure is completed.
31. **Loading Spaces.** A minimum of two loading spaces shall be provided. Loading space size, dimension and location shall be in conformance with Zoning Code Chapter 17.46.

III. PUBLIC WORKS

32. **Public Right-of-Way.** No private improvements may be placed within or above the public right-of-way including, but not limited to, soldier beams, tie-backs, utility conduits and decorative sidewalk. Private improvements may only be placed in the public right-of-way by submitting a license agreement, which must be approved by City Council. The license agreement application for any private improvement within the public right-of-way shall be submitted to the Department of Public Works for review and shall be approved by the City before any permits are granted. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions. A license agreement for shoring requires that all steel rods in every tie-back unit be relieved of all tension and stresses, and any portion of soldier beams and any portion of the tie-backs located less than 10 feet below grade be removed from the public right-of-way.
33. **Americans with Disabilities Act.** In order to accommodate Americans with Disabilities Act (ADA) compliant curb ramps, the applicant shall dedicate to the City the land necessary to provide a 20 foot radius property line corners rounding at the southeast corner of Villa Street and Oak Avenue. The dedications will require the approval of the City. The applicant shall be responsible for all costs required to complete the dedications. The dedication documents shall be submitted to this office prior to the issuance of any permits and the documents shall be executed by the City prior to the issuance of any Certificate of Occupancy.

34. **Sidewalk Improvements.** The applicant shall construct standard PCC sidewalk within the abovementioned dedicated area in accordance with Standard Drawing No. S-421.
35. **Curb Ramps.** The applicant shall reconstruct the curb ramps, in accordance with Standard Drawing No. S-414, at the southeast corner of Villa Street and Oak Avenue and at the southwest corner of Villa Street and Craig Avenue.
36. **Utility Connections.** Excavations for utility connections shall be as close as possible to each other and the pavement shall be restored contiguously between extreme excavations.
37. **Drive Approaches.** All proposed new drive approaches shall be a minimum of 12 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. A 5-foot minimum clearance shall be maintained between the edge of any proposed driveway and an existing tree.

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 asphalt pavement along the subject frontage prior to the issuance of a Certificate of Occupancy. Sawcutting shall be done along the flowline. Existing street trees shall be protected using the City's Tree Protection Standards available from the Parks and Natural Resources Division (744-4514).

The existing return type drive approach located mid-block on the south side of Villa Street is not indicated as an access in the proposed plan submittal. Said drive approach shall be closed and replaced with standard concrete curb, gutter and sidewalk.

38. **Sewer.** The proposed development shall connect to the public sewer with one or more new six-inch diameter house sewers laid at a minimum slope of two percent. In accordance with PMC Chapter 13.24.010, house sewer "means that part of the horizontal piping beginning 24 inches from the exterior wall of the building or structure and extending to its connection with the public sewer." The section of house sewers within the public right-of-way - from the property line to the public sewer, or within easement, shall be vitrified clay or cast iron pipe. The house sewer shall meet City Standards as determined by the Department of Public Works, and a permit issued by the Department of Public Works is required for work within the public right-of-way. The construction of all new house sewers shall be completed prior to the issuance of Certificate of Occupancy.
39. **Storm Drain System.** Any connection to the storm drain system in Villa Street and in Craig Avenue, including connections shall comply with the SUSMP requirements, and will require the review and approval from the Los Angeles County Department of Public Works.

40. **Grading and Drainage Plan.** The applicant shall submit to the Department of Public Works a grading and drainage plan and hydrology study for review and approval prior to the 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.
41. **Grate Drain.** 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.
42. **Storm Water Runoff.** 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.
43. **Drainage Structure.** If water is pumped from the subterranean parking garage before discharging into the public right-of-way, the applicant shall install a drainage structure in private property to dissipate energy from the pumped water.
44. **Street Lights.** If the existing street lighting system along the project frontage is in conflict with the proposed development/driveway, it is the responsibility of the applicant to relocate the affected street lights, including conduit(s), conductors, electrical services, pull boxes and miscellaneous appurtenant work in a manner that complies with the requirements and receives the approval of the Department of Public Works.
45. **Pedestrian and Traffic Safety.** In order to improve pedestrian and traffic safety, the applicant shall:
 - a. Install a maximum of two (2) street lights on or near the frontage of the property on Craig Avenue and;
 - b. Install a maximum of one (1) street lights on or near the frontage of the property on Oak Avenue.

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. The cost of the street lights is the applicant's responsibility.

The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street light(s). Plans for the improvements shall be prepared by a civil engineer, registered in the State of California. Upon submission of improvement plans to the Departments 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. In addition, there is possibly considerable lead-time for the materials required for street light construction. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this street light condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy or the final processing of the tract map, whichever happens earlier.

46. **Street Trees.** The applicant shall plant and maintain, for a period of three years, a maximum of eight officially designated street trees (4 *Cinnamomum camphora*; Camphor and 4 *Quercus agrifolia*; coast live oak) per the City approved master street tree plan on the Villa Street frontage and install and permanently maintain an irrigation system for the trees. Location(s) will be finalized in the field by the Department of Public Works.

Tree(s) must meet the City's tree stock standards, be inspected by the City, and be planted according to the details provided by the Parks and Natural Resources (PNR) Division. PNR can be reached at (626) 744-3846. The tree(s) shall be approved by the Forestry Supervisor prior to the issuance of a Certificate of Occupancy. All new tree(s) shall be maintained by either an existing or a new irrigation system constructed by the applicant.

The applicant shall also submit a tree establishment deposit to guarantee the new tree(s) for a minimum of 90 calendar days. The maintenance within the establishment period shall consist of watering the new tree(s); the removal of weeds; the adjustment to grade of any trees that settle; and any other operations needed to assure normal tree growth. The applicant shall replace any tree(s) which, for any reason, die or are damaged under its care. The 90-day tree establishment period shall commence on the day that the Certificate of Occupancy is issued. Said deposit may be included as part of the construction guarantee if applicable, and is subject to partial refund or additional billing.

47. **Deposit.** 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 \$20,000 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 and for City personnel to review traffic control plans and maintain traffic control. A processing fee will be charged against the deposit.

48. **Construction Staging and Traffic Management Plan.** 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.cityofpasadena.net/publicworks/Engineering/default.asp>. 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.

In addition, prior to the start of construction or the issuance of any permits, the applicant shall conduct a field meeting with an inspector from 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.

49. **Costs Associated with Conditions.** 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.
50. **Compliance with Ordinances.** In addition to the above conditions, the requirements of the following ordinances will apply to the proposed project:
- a. **Sewer Facility Charge – PMC Chapter 4.53 of the PMC**
The ordinance provides for the sewer facility charge to ensure that new development within the city limits pays its estimated cost for capacity upgrades to the city sewer system, and to ensure financial solvency as the city implements the operational and maintenance practices set forth in the city's master sewer plan generated by additional demand on the system. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant may be subject to a Sewer Facility Charge to the City for the project's fair share of the deficiencies. The Sewer Facility Charge is based on the Taxes, Fees and Charges Schedule and will be calculated and collected at the time of Building Permit Issuance.

- b. Sidewalk Ordinance – PMC Chapter 12.04
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 sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy or any building permit for work in excess of \$5,000 pertaining to occupancy or construction on the property in accordance with Section 12.04.031, entitled “Inspection required for Permit Clearance” of the PMC.
- c. City Trees and Tree Protection Ordinance – PMC Chapter 8.52
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 approval of the Urban Forestry Advisory Committee.
- d. Stormwater Management and Discharge Control Ordinance – PMC Chapter 8.70
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://www.cityofpasadena.net/permitcenter/plansubreq/cndord.asp>.
- e. Construction and Demolition Waste Ordinance – PMC Chapter 8.62
The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at <http://www.cityofpasadena.net/permitcenter/plansubreq/cndord.asp> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
 - i. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers can be obtained from the Recycling Coordinator.
 - ii. Monthly reports must be submitted throughout the duration of the project.
 - iii. Summary Report with documentation must be submitted prior to final inspection.

51. **Security Deposit.** 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 PMC Chapter

8.62. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

IV. FIRE DEPARTMENT

52. **Building and Fire Codes.** All new and existing building upgrades shall comply with the requirements of California Building Code (CBC) and California Fire Code (CFC) and Pasadena Municipal Code.

V. POLICE DEPARTMENT

53. **Signage.** Proper signage or traffic directors shall be utilized when trucks are engaging in construction-related activities and obstructing traffic.
54. **Lighting.** The applicant or successor in interest shall consider proper lighting for new structures.
55. **Security.** The applicant or successor in interest shall consider security personnel and or security video surveillance system for the new structures.