

ATTACHMENT D

MEMORANDUM - CITY OF PASADENA DEPARTMENT OF TRANSPORTATION

DATE: October 12, 2005

TO: Denver Miller, Zoning Administrator
Planning and Development Department

FROM: Transportation Administrator
Department of Transportation

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

The Department of Transportation 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:

- Conditional Use Permit to allow a school use (Waverly High School, 120 students) in the CD-1 Zoning District;
- Variance to deviate from back-up and turning radius requirements adjacent to May Alley;
- Variance to allow parking between the school buildings and Waverly Drive;
- Variance to deviate from parking lot landscaping requirements; and
- 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. The applicant shall prepare and implement a detailed student loading plan that specifies student loading locations, identifies staggered drop-off and pick-up arrangements, enhances safety, and limits on-street queuing. This plan shall be prepared by a registered professional engineer and approved by the Department of Transportation prior to the issuance of a Certificate of Occupancy. Compliance with this plan shall be reviewed 12 months from the issuance of the Certificate of Occupancy and bi-annually thereafter.
2. May Alley has a substandard variable right-of-way width of approximately 17 feet. The City's standard alley width is 20 feet. The Department of Public Works is requiring a 1.5-foot dedication along the north side of May Alley. However, the proposed 90-degree angled parking accessible from the alley may not be feasible unless the alley is widened

to 20 feet or the parking is set back. A circulation plan for the parking area shall be reviewed and approved by the Department of Transportation. The plan shall be drawn to a 1"=20' or 1"=40' scale. The plan shall include the turning radius required to access to the parking spaces and proposed striping/configuration of parking spaces to ensure that vehicles can safely enter and exit the parking area.

3. The location(s) of bicycle parking shall be shown on the plans and approved by the Department of Transportation prior to the issuance of a building permit.
4. The applicant shall fund the installation of signs to restrict up to two parking spaces on the south side of the Bellevue Drive for the westbound approach to Fair Oaks Avenue during the Midday peak hour. The improvement will facilitate the westbound right-turn movement during the proposed project's afternoon peak period. Specific location and hours of restriction will be determined by the Department of Transportation. Appropriate signage and cost of installation shall be funded by the applicant prior to the issuance of a building permit. **(Cost not to exceed \$1,000.)**
5. Fund the improvement of two transit stops in the project vicinity along Fair Oaks Avenue, including the southbound transit stop located south of Del Mar Boulevard and the northbound transit stop located at Bellevue Drive. Improvements include replacement of two bus benches and trash receptacles. **(Cost not to exceed \$6,000.)**
6. The project shall participate in the Citywide Traffic Performance Monitoring Network project. 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. Funding shall be received prior to the issuance of a building permit. **(Cost not to exceed \$10,000.)**
7. In accordance with the Municipal Code, all construction materials shall be stored and all construction activities shall occur on the site unless otherwise authorized by the Department of Public Works.

Should the applicant need to use the public right-of-way for staging and/or storage during construction, an occupancy permit shall be obtained from the Department of Public Works prior to the start of construction. In order to obtain an occupancy permit, the applicant shall submit a Construction Staging and Traffic Management Plan to the Department of Public Works and Department of Transportation for review and approval. A deposit of \$600, subject to refund or additional billing, is required for plan review. 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 of Public Works for the occupation of any traffic lane, parking lane, parkway, or any other public right-of-way. All lane closures shall be conducted in accordance with the 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 shall be submitted as part of the Construction Staging and Traffic Management Plan to the two departments for review and approval.

BAHMAN JANKA
Transportation Administrator
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