



# ATTACHMENT A VALLEY HUNT CLUB MASTER PLAN PLN2003-00334

#### **CONDITIONS OF APPROVAL**

## **Department of Planning:**

- This Master Plan will expire on January 31, 2031. An application for renewal shall be made in writing 180 days prior to lapse of the original approval, whether or not any modification of the use is requested at that time.
- 2. Projects approved under Master Plan Amendment 99AP017 shall substantially conform to the site plan approved October 30, 2000. The conditions of approval from this entitlement remain binding and in effect.
- 3. This Master Plan shall be subject to a review every five years commencing the fifth year after the approval date of the Master Plan for compliance with the features of the Plan and conditions of approval. A fee may be charged for the review in accordance with the adopted Planning Division fee schedule.
- 4. All other requirements of the Zoning Ordinance, Title 17, and of the specific zoning of the subject property must be in compliance to the extent applicable to the property unless specifically modified by this grant, as set forth in these conditions or shown on the approved plans.
- 5. The buildings, parking lots, tennis courts, pool area and temporary tent locations shall occur substantially within the building envelopes as shown on the site plan (Attachment A1.01 to the Master Plan dated December 8, 2010. The applicant shall incorporate the conditions of approval into the construction plans when plans are submitted for Building Permit plan review.
- 6. Membership of the Valley Hunt Club will be maintained at a maximum total of 1,150 individuals. Any increase in membership shall require an amendment to the Master Plan.
- 7. In accordance with the design review thresholds in the municipal code §71.61.030(B)(1) Table 6-2, new construction up to 5,000 sq. ft. shall be reviewed by the Planning Director, and construction over 5,000 sq. ft. shall be reviewed 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 it surroundings.

- 8. The disassembly, storage, and restoration of the porte-cochere reattachment shall follow the Secretary of the Interior's Standards for Rehabilitation and the Illustrated Guidelines for Rehabilitating Historic Buildings. A reattachment plan shall be submitted to the Design and Historic Preservation Section for review and approval prior to issuance of a building permit for the subterranean parking garage.
- 9. Multi-Purpose Buildings: The Buildings 1 shall not exceed 23 feet in height at the highest ridge or parapet. Building 2 shall not exceed 32-feet in height at the highest ridge or parapet. The height at the top plate shall be 23 feet maximum.
- For Buildings 1 and 2 (Multi-Purpose Buildings), windows facing residentially zoned properties shall have a minimum sill height of five feet above finished floor.
- 11. The easterly setback of Building 2 on Parcel B shall be a minimum of five feet.
- 12. The southerly setback of Building 1 on Parcel C shall be a minimum of five feet. The setback for the easterly property line shall be a minimum of 15 feet.
- 13. The applicant shall provide to the Zoning Administrator a copy of the lease agreement between the club and the California Department of Transportation (CALTRANS) for the lease space within the I-710 Freeway right-of-way concurrent with the plan check for the Garage.
- 14. The applicant shall provide a temporary parking lot plan, including landscape and lighting plan, for the CALTRANS lot at the end of the Palmetto Drive for review and approval by the Zoning Administrator prior to plan check submittal for the subterranean garage.
- 15. The CALTRANS parking lot shall only be used during construction of the subterranean garage for a maximum period of 12-months or completion of the garage, whichever is achieved first. After completion of the garage, the property shall be restored to its original condition as of the date of master plan approval. If use of the lot should extend beyond 12-months or alternative parking location is identified, the applicant shall file a CUP for the change.
- 16. The temporary improvements for the CALTRANS parking lot shall be completed prior to the issuance of building permits for the subterranean garage.
- 17. During construction of the garage, permanent and contract service employees shall park in the CALTRANS parking lot at all times except

- when off-street parking for employees and contract service employees is provided at an alternative location during major events.
- 18. Guest parking at the CALTRANS parking lot shall be managed by club valet services and employees only. Self parking by members and guests is not permitted.
- 19. The CALTRANS parking lot shall be gated and locked when not in use.
- 20. Upon completion of the subterranean garage, a combined minimum of 141 striped vehicle spaces among the parking lots on parcels A, B C shall be maintained available at all times to exceed the peak parking demand. Parking stall design shall meet the requirements PMC §17.46.
- 21. The setbacks and design for the new parking garage shall follow the design standards as outlined in Attachment B.
- 22. Valet operations shall comply with the approved valet operator's permit from the Department of Transportation.
- 23. Tents erected for periods longer than 36-hours shall not be established on the lawn area adjacent to Orange Grove Boulevard.
- 24. Proposed projects consistent with the Master Plan shall not require a conditional use permit, but shall comply with all applicable provisions of the Master Plan and Zoning Code. For projects inconsistent with the approved Master Plan, an application for changes to the plan shall be filed in accordance with PMC §17.64.050 B (Changes to an Approved Project).

#### Frequency of Major Events Limited:

- 25. Major events over 250 attendees per meal period will be limited to an annual frequency of 30 engagements per year. Memorial services are exempt from this requirement.
- 26. The frequency of major events scheduled from November 15<sup>th</sup> through January 15<sup>th</sup> shall not exceed 24 in number.

#### Notification of Major Events:

27. The applicant shall notify residents living within 300-feet of the Valley Hunt Club campus of major events with over 250 attendees per meal period no later than 14 calendar days before said event. The notice shall contain a contact name and telephone number of a Valley Hunt Club staff member that can be reached regarding event related operational issues.

- A. The applicant shall mail to the Department of Planning and Development Code Compliance Office a copy of the notice sent to residents no later than ten calendar days before said event.
- B. The applicant shall notify residents living within 300-feet of the Valley Hunt Club campus of memorial services in excess of 250 guests upon confirmation of the services at the club.
- 28. Deliveries shall be limited to the hours of 7:00 a.m. to 6:00 p.m. on weekdays and from 8:00 a.m. to 5:00 p.m. on Saturdays. Delivery activity shall not be permitted on Sundays and holidays. Delivery trucks shall park in Lot A. Queuing of delivery trucks on Palmetto Drive shall not be allowed.
- 29. Screening of mechanical equipment shall be provided in accordance with Section 17.40.150 (Screening) of the Municipal Code.
- 30. Future tree removals for qualified ordinance protected trees shall be subject to review under Chapter 8.52, City Trees and Tree Protection Ordinance.
- 31. The applicant shall submit a landscape plan depicting replacement tree plantings consistent with PMC §8.52 (Tree Protection Ordinance) to the Zoning Administrator for review and approval. The landscape plan shall depict locations and identify species of replacement trees to satisfy the requirements of the Ordinance.
- 32. Any tennis court lighting shall be hooded and directed away from neighboring residences to prevent direct illumination and glare, and shall be turned off no later than 10:00 p.m. during seven days a week.
- 33. The use of sound amplifying equipment shall be consistent with Pasadena Municipal Code Title 9: Public Peace, Morals and Welfare, Chapter 9.36 Noise Restrictions.
- 34. Construction and demolition activities shall be limited to between the hours of 7:00 am to 6:00 pm Monday through Friday, and between the hours of 8:00 am and 5:00 pm Saturdays. No construction or demolition activity shall be permitted on Sundays.
- 35. The proposed project, Activity Number PLN2003-00334, is subject to the City's Condition/Mitigation Monitoring Program and is also subject to Final Zoning inspection. Condition Monitoring is required for your project. Under the Monitoring Program, your project will be inspected by Code Compliance staff to determine compliance with the conditions of approval. The Condition/Mitigation Monitoring inspection will occur during the term of the project. The Final Zoning Inspection will occur at the completion of the project. Required monitoring fees for inspections shall be paid on or

after the effective date of this permit, but prior to the issuance of any building permits. Contact the Code Compliance Staff at (626) 744-4633 to verify the fee. 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 monitoring fees prior to initiating your approved land use entitlement may result in revocation proceedings of this entitlement.

## **Fire Department:**

36. The project shall comply with the requirements of the California Building Code and California Fire Code.

## **Department of Public Works:**

37. The applicant shall obtain a license agreement from the City for the installation of any private improvements within the public right-of-way, including, but not limited to, soldier beams, tie-backs, utility conduits, decorative sidewalk and subterranean garage. In addition, proof of fee title is also required for said agreement. 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 Manager prior to the construction of the private improvement. The 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 tieback unit be relieved of all tension and stresses. The applicant shall remove all soldier beams, tie-backs, and shoring to a depth of at least ten (10) feet below grade within the public right-of-way.

- 38. The applicant shall construct a standard curb ramp at the southeast corner of Orange Grove Boulevard and Palmetto Drive per Standard Drawing No. S-414.
- 39. 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.
- 40. The applicant shall plant and maintain, for a period of three years, a maximum of two (2) officially designated street trees per the City approved master street tree plan on South Orange Grove Boulevard and install and permanently maintain an irrigation system for the trees. Locations will be finalized in the field by the Department of Public Works. Trees 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 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.
- 41. Prior to the issuance of a building permit for a new structure authorized by this approval, 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.
- 42. If drainage patterns are altered, the applicant shall provide an approved method of controlling storm water runoff. The applicant shall repair or reconstruct any area drains or roof drains that outlet through the curb by a method approved by the Department of Public Works. 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 a new structure authorized by this approval.
- 43. If the proposed new improvement authorized by this approval drains to the driveway, the applicant shall construct a non-sump grate drain in the driveway at the back of the sidewalk prior to the issuance of the certificate of occupancy. The drain shall discharge to the street in a curb outlet approved by the Department of Public Works.
- 44. The existing street lighting system on Palmetto Drive 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 prior to the expiration of this approval. 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.
- 45. 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.

- 46. 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.
- 47. The proposed development shall be connected to the public sewer by a method approved by the Department of Public Works prior to the expiration of this approval. The sewer connection shall be 6-inch diameter vitrified clay or cast iron pipe with a minimum slope of 2 percent.
- 48. 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 the 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 for a new structure authorized by this approval. This deposit is subject to refund or an 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.
- 49. 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.citvofpasadena.net/publicworks/Engineering/default.asp. 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.
- 50. 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.

- 51. In addition to the above conditions, the requirements of the following ordinances may apply to the proposed project:
  - Sidewalk Ordinance Chapter 12.04 of the Pasadena Municipal Code (PMC)

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.

- City Trees and Tree Protection Ordinance Chapter 8.52 of the PMC 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.
- Stormwater Management and Discharge Control Ordinance Chapter 8.70 of the PMC

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 <a href="http://www.cityofpasadena.net/permitcenter/plansubreq/cndord.asp">http://www.cityofpasadena.net/permitcenter/plansubreq/cndord.asp</a>.

- Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at <a href="http://www.cityofpasadena.net/permitcenter/plansubreq/cndord.asp">http://www.cityofpasadena.net/permitcenter/plansubreq/cndord.asp</a> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
  - a. 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.

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

# ATTACHMENT B VALLEY HUNT CLUB MASTER PLAN PLN2003-00334

#### **DEVELOPMENT STANDARDS**

## A. Site Plan

The buildings, parking and tennis courts, pool area and temporary tent location shall occur substantially within the building envelopes as shown on the site plan Attachment A1.01 to the Master Plan dated December 8, 2010. New building area will be limited to a maximum of 5,783 square feet.

## B. Building Heights

The building heights referenced in the master plan are based on achieving neighborhood compatibility with the adjacent RS-4 zone district to the east of the campus. The maximum allowable height of a structure shall be measured from the lowest elevation of the existing grade at an exterior wall of the structure to the highest point of the structure.

- 1) Parcel B: Building 2 shall be a maximum height of 32 feet at the highest ridge or parapet. The top plate shall be 23 feet maximum.
- 2) Parcel C: Building 1 shall be a maximum height of 23 feet at the highest ridge or parapet. The top plate shall be 12 feet maximum.

#### C. Setbacks

- 1) Parcel B: Building 2 shall provide a minimum five-foot setback and not be located within a side setback encroachment plane sloping upward and inward to the site at a 30-degree angle measured from the vertical, commencing six feet above the existing grade along the interior side property line. Any windows parallel to a side yard and within ten feet of a property line, if allowed at such location by the building code, shall have a minimum sill height of five feet above finished floor.
- 2) Parcel C: The minimum side yard setback along the southerly property line for Building 1 shall be 5 feet. The setback for the easterly property line shall be a minimum of 15 feet. Any windows parallel to and within ten feet of a property line, if allowed at such location by the building code, shall have a minimum sill height of five feet above finished floor.
- 3) No property line setback for Tennis Court 7 shall be required along Palmetto Drive .

#### D. Lighting

Sports court lighting infrastructure currently provides lighting for the seven tennis courts on campus. No new exterior lighting is planned in connection with the development of the master plan other than security lighting around Buildings 1 and 2. This lighting shall be shielded from neighboring properties consistent with PMC §17.40.080. The club is permitted to replace sports court lighting temporarily removed due to construction of the subterranean garage and realignment of Tennis Court 7.

## E. Parking

Pursuant to the Zoning Code, clubs and lodges are required to provide ten parking spaces per 1,000 square feet used for assembly purposes. The Clubhouse has 7,726 square feet of area that falls under this classification—dining room, occasional dining areas, assembly rooms, cocktail areas. Therefore, a total of 77 parking vehicle spaces are required for the clubhouse use and operation (7,726 sq. ft. / 1,000 sq. ft. x 10 spaces = 77 parking spaces). Fitness Centers are required to provide five (5) parking spaces per 1,000 square feet. In this instance, eight parking spaces are required (1,500 sq. ft. / 1,000 sq. ft x five spaces = 8 spaces). The sports center lounge is required to provide 4 spaces (400 sq ft. / 1,000 x 10 spaces = 4 spaces). A total of 89 vehicle spaces are therefore currently required. The existing inventory of parking spaces is 118. New ancillary buildings would bring the required minimum number of parking spaces up to 159 off-street vehicle spaces. Completion of the development envisioned under the master plan would provide a total of 141 off-street vehicle parking spaces.

Master Plan Parking Calculations			
Use	Square Footage	Parking Ratio	Required Vehicle Spaces
Clubhouse	7,726	10/1,000 sf	77
Sports Center Lounge	400	10/1,000 sf	4
Sports Center	1,500	5/1,000 sf	8
Building 1 (Proposed)	1,500*	10/1,000 sf	15
Building 2 (Proposed)	1,500*	10/1,000 sf	15
TOTAL SPACES REQUIRED BY ZONING CODE			119
IDENTIF	134		
MASTER PLAN TOTAL SPACES PROVIDED			141
*proposed assembly areas			

## F. Temporary Parking Lot (CALTRANS Site)

The master plan proposes that the CALTRANS parking site at the east end of Palmetto Drive be temporary and short-term in use. The CALTRANS lot would be used as a temporary parking only during construction of the subterranean garage. Upon completion, the club is conditioned to restore the site to its present state. The standards intend to reinforce the temporary nature of the lot. A five-foot wide perimeter landscape area is not required. The parking lot is not required to install permanent landscaping or shading as mandated by PMC §17.46.230. The striping of stalls is not required.

The parking lot shall be screened from public view by temporary construction fencing with wind screening. The fencing shall be six-feet in height. Fencing material maybe constructed of chain link and vinyl wind screening fabric or similar material. The lot shall be surfaced with a non-permanent surface material to control dust generation. The drive entry shall be enhanced with boxed landscaping. The driveway width shall be a maximum of 20 feet. Lighting shall be limited to that which is necessary for security purposes.

The design of the CALTRANS lot is subject to review approval by the Zoning Administrator prior to the issuance of a building permit for the subterranean garage.

# A. Walls and Fences / Perimeter Edges

The standards for wall, fences and perimeter edges are designed to maintain the existing visual residential character of the surrounding neighborhood and club campus

- 1) Orange Grove Boulevard: New and replacement fencing along Parcel A shall match the existing condition of a perimeter landscape area at the property line of 18-inches minimum depth in front of six-foot tall fencing.
- 2) Palmetto Drive: New and replacement fencing along Parcel A shall consist of a landscape perimeter of 18-inches minimum depth behind a four-foot tall solid wall at the property line. The landscaping shall be maintained at a maximum height of 48-inches within 5-feet of the driveway entrance to ensure safety and visibility of pedestrians using the sidewalk.
- 3) Restoration of the fencing at Tennis Court 5 on Parcel B shall be aligned with Tennis Courts 6 and 7.
- 4) Interior Lot Line Parcel B: In interior side or rear setbacks, the maximum wall or fence height shall be six feet and constructed of solid material.
- 5) Interior Lot Line Parcel C: In the rear setback, the maximum wall or fence height shall be six feet and constructed of solid material.

## H. Design Review

In accordance with the design review thresholds in the municipal code §71.61.030(B)(1) Table 6-2, new construction up to 5,000 sq. ft. shall be reviewed by the Planning Director, and construction over 5,000 sq. ft. shall be reviewed 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 club campus and it surroundings.

# I. Preliminary Development Schedule and Phasing

Phase	Anticipated Time Frame	Project	
Phase 1	Year 1-2	Snack Bar Expansion (270 s.f.)	
	Year 1-2	Swim Coach's Office (100 s.f.)	
Phase 2	Year 2-5	Subterranean Garage	
Phase 3	After completion of Phase 2	Building 1 (1,500 s.f.) Building 2 (3,000 s.f.)	

Phase 1 development under the master plan envisions expansion of the snack bar and construction of the swim coach's office. These projects are anticipated to begin shortly after adoption of the master plan. These ancillary structures do not increase the parking requirement for the club.

Phase 2 development envisions development of the subterranean garage on the North Parking Lot. Construction is anticipated to begin between Years 2 and 5 but may occur in Phase 1 if feasible.

Phase 3 developments shall not commence until after a Certificate of Occupancy is issued for the subterranean garage. Buildings 1 and 2, as additional multipurpose and meeting space, will increase the number of on-site required parking spaces as discussed in Section D above. Hence, these projects may not commence until their parking demand is accommodated on-site.

The Zoning Code Title 17 does not require additional parking for the construction of the snack bar expansion and swim coach's office. Parking is required for those areas of clubs and lodges that are categorized as assembly areas (dining room, assembly rooms, and cocktail areas). Required parking is required for the assembly areas of the multipurpose Buildings 1 and 2. Therefore, initiation of Phase 3 is contingent upon the completion of Phase 2.

The CALTRANS parking lot shall only be used during construction of the subterranean garage for a maximum period of 12-months or completion of the garage, whichever is achieved first. After completion of the garage, the property shall be restored to its original condition as of the date of master plan approval. If use of the lot should extend beyond 12-months or alternative parking location is identified, the applicant shall file a CUP for the change.

The anticipated time frame in the chart above may be adjusted at the discretion of the applicant. However, any adjustment to move Phase 3 ahead of Phase 2 will require an amendment to this master plan.