

HILLSIDES MASTER DEVELOPMENT PLAN - NARRATIVE

Submitted to City of Pasadena April 10, 2013
Updated per City's request April 14, 2015
Updated for City Council June 22, 2015

Prepared by:

PBWS Architects
234 E. Colorado Boulevard Suite 700
Pasadena, California 91101
626 432 5000

TABLE OF CONTENTS

I. Introduction.....3

II. Background.....3

III. Existing Site.....3

IV. Scope of Development and Phasing Plan.....4

V. Program Population.....6

VI. Site Plan.....6

VII. Development Standards.....6

VIII. Tree Protection Ordinance.....7

IX. Summary.....7

X. Conditions of Approval.....8

I. INTRODUCTION

Hillsides is a private, non-profit multi-services provider of residential, community based and educational services for vulnerable children, youth and their families. Founded in 1913, its residential program has been located at 940 Avenue 64 since 1918. At this site Hillsides serves a maximum of 90 students in its education program at any one time and 50 residents in its residential treatment program at any one time. Additionally, the campus serves as the administrative center for the organization and currently accommodates a satellite of its out-patient counseling program serving approximately 30 clients each week.

II. BACKGROUND

Hillsides submitted a Master Development Plan to the City of Pasadena in 1993 that was subsequently approved and completed. The 1993 plan included the construction of two new cottages to house 10 children each. Construction of four additional classrooms, a Resource Center incorporating a library, nursing office complex, counseling offices and meeting space as well as additional parking and a Maintenance Department facility were also part of this plan. Construction of the new cottages, Resource Center, and Maintenance Facility were all completed during the period from 1996 through 2002.

The current campus consists of five residential cottages housing a maximum of ten children each, for a total capacity of 50 in the residential program. The education program facilities include 7 classrooms with up to 12 students each, and one classroom with up to 6 students. The total maximum enrollment licensed by the California Department of Education for the education program is 90 students.

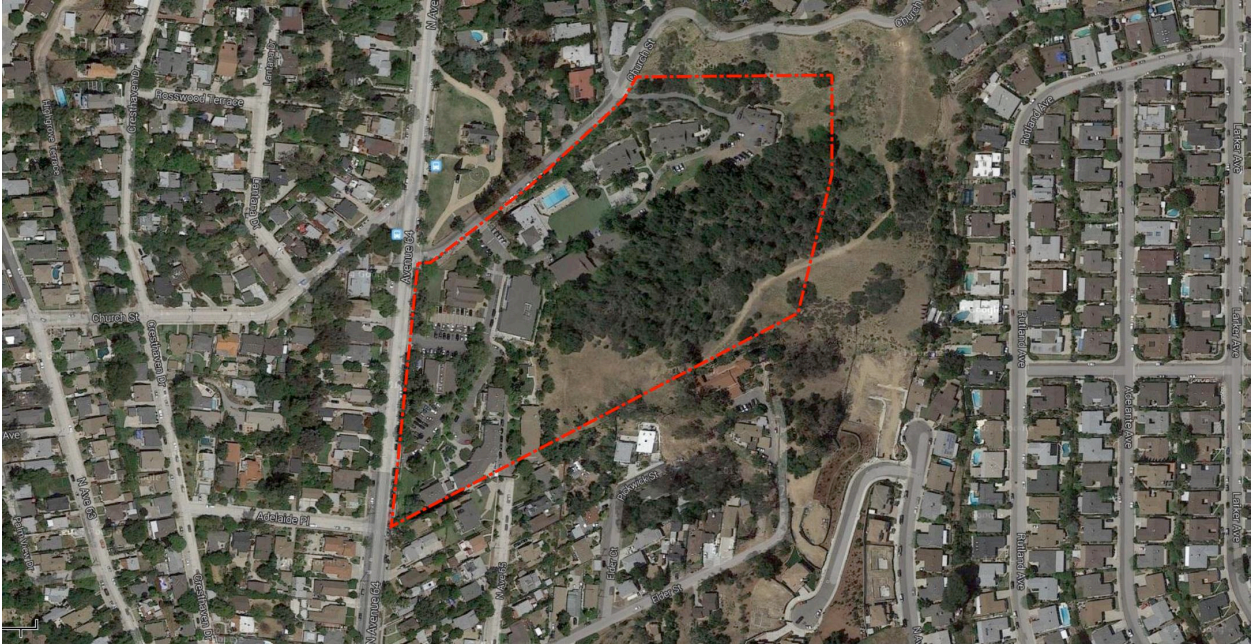
Over the last several years Hillsides has considered yet another master plan to address the following operational and programmatic issues:

- Improvements to food services and recreational facility to enhance the quality of care offered students and residents
- Controlled access to the campus to assure greater monitoring
- Increased separation of vehicular and pedestrian activity on campus to increase safety
- Additional parking to lessen the impact of staff and visitor parking in the neighborhood

No increase in capacity is proposed in either the residential or education programs.

III. EXISTING SITE

Hillsides is located in the southwestern area of the Pasadena, on the east side of Avenue 64 between Church Street and the city limit with Los Angeles. Hillsides owns approximately 16.49 acres (Parcel A) and uses an easement of .28 acre on an adjoining property for a portion of the existing parking (Parcel B). Currently there are 103 parking spaces for visitor and employees on the site, including the easement.



Aerial image of existing site with property line.

IV. SCOPE OF DEVELOPMENT AND PHASING PLAN

The proposed project involves the construction of a new multi-use structure, which will accommodate deliveries, food preparation, dining, recreational space, and art and music studios. This proposed building will replace the current recreation facility and the pool. The structure will look onto a playing field. The below grade lower level of this building will contain a single level parking facility that would accommodate approximately 52 vehicles, along with storage and delivery access for the food service facilities.

In order to mitigate the loss of the pool, a new pool will be constructed adjacent to the upper cottages. In order to better separate pedestrian and vehicular traffic, the current service road running through the center of the Upper Campus will be redirected to the perimeter of the site and run north of the proposed new structure.

In addition to the new multi purpose structure, new pool and enhanced outdoor recreational space, this project will also include additional parking in the area in front of the administration building and the addition of a parking kiosk near the main entrance from Avenue 64 to allow an attendant to better monitor and control campus access and parking. The additional parking will allow the removal of some parallel curb parking along the internal drive aisles to further promote pedestrian and vehicular safety on campus.

Enhanced parking in the lower campus and the addition of 52 spaces in the lower level of the proposed new structure will provide for a total of approximately 137 parking spaces on campus, increasing the current parking capacity by 37 parking spaces (not considering existing temporary and tandem stalls). Hillside has been relocating administrative functions to satellite

locations off campus and intends to reduce its parking needs so that 100% of parking requirements can be met on site when the project is completed, so as to mitigate the impact that street parking has had in the immediate neighborhood. (*See Parking Assessment Study dated 2/19/2015 by URS.*)

This plan does not propose the expansion or replacement of the current children's cottages and will not increase numbers served in the Residential Treatment Program or Education Center. The plan will create maximum facility and grounds utilization that better meets the treatment and safety needs of the children and families Hillsides serves.

Phasing the construction as described below will allow for a minimal amount of disruption to the residents, students and programs effected.

PHASE I:

Within approximately one year after the effective date of the Master Development Plan the following will be accomplished:

- A new pool will be constructed in anticipation of the loss of the current pool.
- Improvements to the outdoor recreational space in order to mitigate the loss of the current recreational facility.
- A welcome kiosk with attendant presence will be added near the Resource Center to observe and control traffic entering the campus from either Avenue 64 or Church Street.

PHASE II:

Within approximately two years after the effective date of the Master Development Plan the following will be accomplished:

- Demolition of the existing recreation facility (5,978 s.f.) and pool.
- Construction of the new multi-use structure and parking facility 34,858 s.f. (12,851 s.f. building area and 22,007 s.f. subterranean parking structure).
- Restoration of the main playing field.
- Relocation of the access road between the lower and upper campuses.

PHASE III:

Within approximately three to five years after the effective date of the Master Development Plan the following will be accomplished:

- Development of additional parking in front of the administration building and the area south of the school building.

PHASE IV

Within approximately four to ten years after the effective Date of the Master Plan the following will be accomplished:

- Renovation and minor additions to the historic North Annex, South Annex and Administration Buildings.

V. PROGRAM POPULATION

The program capacities will not change with this new Master Development Plan. The current residential program capacity is 50. The school is licensed by the California Department of Education for 90 students, although the school seldom exceeds 84 students. These numbers include any Hillside residents enrolled in the school. Due to the nature of the population, the emphasis is always on transitioning both residents and students back to the community and a functioning home life. Thus there is a high rate of turnover during the year and the actual number of residents and students varies significantly up to the capacity limits. For example, during the school year ended June 2014, there were 81 students when the school year started, 47 discharges, and 41 new enrollees. During the last ten years, the number of students enrolled at any one time has varied from 55 to 84.

VI. SITE PLAN

Project plans are provided under separate cover.

VII. DEVELOPMENT STANDARDS

A. Gross Floor Area

The proposed Master Plan includes demolition of the existing recreation center (Keck Center: 5,976 square feet), construction of a new multi-purpose building with a subterranean parking garage, a swimming pool with restrooms, a welcome kiosk, interior renovation and minor additions to the Administration Building, and interior and exterior renovations to South and North Annex Buildings. When all phases are complete, the gross floor area of the campus will be 74,293 square feet, which is 8,102 square feet greater than the current facility. The square footage of the subterranean parking structure (22,007 square feet) is not included in calculation for gross floor area per the City Code.

B. Setbacks, Height

Within the boundaries of the PS Zoning District, development standards are determined by a Conditional Use Permit or Master Plan. The Master Plan will ensure that the development standards are compatible with existing development in the vicinity. As currently designed, the building height is compatible with other buildings on the campus. The following specific setbacks are proposed for the project:

Setback from Church Street for subterranean garage:	5 feet
Setback from Church Street for Multi-purpose building:	25 feet
Setback from south property line to new exit stairs from South Annex:	5 feet
Height limit for Multi-purpose building:	36 feet
Height limit for additions to historic administration complex	30 feet

C. Parking Requirements

Section 17.46 of the Zoning Code regulates parking and loading as it relates to a specific use. The parking demands for HillSides are specific to the organization and thus the City retained URS to conduct a parking demand study by documenting actual traffic and parking demands over a period of several days in December 2014. The resulting *Parking Assessment Study* dated February 19, 2015, concluded that HillSides would require a minimum of 131 parking spaces once the Master Plan improvements are implemented. The Master Plan proposes a total of 137 spaces on site.

The proposed parking improvements are detailed by phase on Sheet 3 of the Master Development Plan drawings. During construction, parking availability will be impacted on campus. Until all phases are completed and the site contains the proposed 137 spaces, HillSides will make arrangements to provide parking at a remote off-site facility and will shuttle staff to and from the campus. Employees will not be allowed to utilize street parking effective with the issuance of building permits for Phase I projects, for the entire period of the Master Plan approval thereafter.

D. Lighting

Security lighting is proposed, but shall be shielded from neighboring properties.

VIII. TREE PROTECTION ORDINANCE

All construction on the site shall comply with the Tree Protection Ordinance (TPO) (Municipal Code Chapter 8.52) that provides protection for specific types of trees on private property as well as trees on public property. The plan includes a landscape design that emphasizes a tree canopy that is sustainable over the long term by adhering to the tree replacement matrix. The tree replacement plan will include the removal of trees in the area of encroachment as well as trees in decline.

The existing tree inventory and proposed removal/replacement are shown on the Master Development Plan drawings.

IX. SUMMARY

The Master Development Plan proposes the construction of a new pool, new multi-purpose building housing food preparation areas, dining room, recreational space and art and music rooms; addition of 52 parking spaces in the lower level of the new structure; new welcome kiosk; enhanced parking on the lower campus, and rehabilitation and minor additions to the historic buildings that comprised the original facility in 1918. The maximum number of clients served and the number of staff needed to service the programs will not change.

X. 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 Exhibit 2 of the City Council Resolution, 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. In addition, no building permit shall be issued for alteration of any buildings on-site that is not a part of improvements approved under this Master Plan unless the City determines that the proposed alteration does not result in a need for additional on-site parking. Any improvements that are not consistent with the approved Maser Plan will be subject to additional review as required by Section 17.61.050.I.2.C.
2. **Expiration.** The Master Plan shall expire 10 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. In addition, conditions of approval related to the operation of the facility shall continue to apply regardless of expiration of the Master Plan.
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, every five years, 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. As part of the review, the applicant shall retain a licensed traffic engineering consultant from the City's pre-qualified list of such consultants to conduct a parking study. The study shall evaluate the parking utilization of the facility on each of three representative weekdays and on one Saturday and one Sunday. The retained consultant shall coordinate with the facility staff to establish actual counts of staff, contracted workers, and other visitors to the site, and shall include a count of both on-site and off-site parking spaces used by visitors and employees. To ensure a representative study, Hillsides shall not be informed in advance of the dates on which the study shall be conducted.
5. **Annual Compliance Report.** No later than January 31 of each year after occupancy of any of the improvements described in the Master Plan, the applicant shall submit a report to the Planning and Community Development Director demonstrating the

status of compliance with each of the conditions specified herein.

6. **Previous Approvals.** The conditions of this Master Plan shall supersede the Conditions of Approval of CUP #394 approved in 1968, CUP #455 approved in 1969, CUP #863 approved in 1975, CUP #945 approved in 1977, and CUP #1288 approved in 1982, CUP #2340 approved in 1991, and Version 1.0 of the Hillside Master Plan approved in 1993.
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.
8. **Phasing.** The project shall follow the Phasing Schedule specified in 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, 3 and 4 are undertaken due to on-going operational, fundraising progress, and programming needs for the full implementation of the Master Plan. Such change will necessitate an approval of a revised Construction Staging and Monitoring Plan by the City.
9. **Landscape Review.** 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 the City Council resolution 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 Plan implementation.
10. **Other City Requirements.** The applicant or successor in interest shall comply with the code requirements of all other City Departments.
11. **Enrollment.** School enrollment shall be limited to a maximum of 90 students for its educational program including maximum of 50 residential care students living on-site. Only enrolled students shall attend classes at the facility. The class calendar shall be held in accordance with the schedule(s) promulgated by the State of California and the Pasadena Unified School District. 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 by October 1 of each year.
12. **Number of Employees.** A maximum of 100 employees shall be permitted on-site at any given time. The applicant shall provide an annual faculty and staff roster to the Planning & Community Development Director by June 1 of each year.

13. **Relocation of Staff.** Permanent relocation of 40 administrative staff to an off-site location as indicated in the Parking Assessment Study dated February 19, 2015 must occur prior to issuance of any building or grading permit associated with the improvements approved in the Master Plan.
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. **Special Events.** There shall not be any more than 12 special events on the Hillside campus each year. Special events shall mean any event that either (a) is not associated with normal operation of the Hillside or (b) that consists of more than 50 participants. Hillside shall hold special events at times when there is sufficient on-site parking to meet the parking demand from the event, and when necessary to comply with this requirement shall make arrangements to shuttle attendees to and from the event from remote parking sites. There shall be no special events on Sunday mornings.
16. **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.
17. **Lighting.** Security lighting shall be shielded away from neighboring residential properties.
18. **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.
19. **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.
20. **Temporary Fencing.** Temporary construction fencing shall be permitted during the duration of the demolition and construction of buildings on site as approved by the City.
21. **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.
22. **Mechanical Equipment.** No mechanical equipment shall be permitted on any roof

unless properly screened, and located in an enclosure designed to be architecturally compatible with the building.

23. **Condition Monitoring.** The project, PLN2013-00160, 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.

The City has an authority to immediately cease any construction activities that are not in compliance with any conditions of approval imposed including the Construction Staging and Traffic Mitigation Plan (item #53).

24. **Construction Management Plan.** Prior to issuance of any building or grading permits for each phase of the Master Plan, a Construction Management Plan must be submitted to the Planning Division for review and approval to ensure compliance with required conditions of approval associated with this approval. The applicant may submit the required Construction Staging and Traffic Mitigation Plan (item #53) in lieu of a Construction Management Plan.

25. **Neighborhood Notification.** Prior to the issuance of a building permit for each phase, the applicant shall notify the adjacent property owners within 300 feet of the Hillside property to inform and advise on the anticipated construction activity and its impacts, which shall include construction schedule, haul routes, methods for dust control, etc. This notification shall include 24-hour hotline contact information of a person (i.e. construction manager, school administrator) who has authority to address neighborhood concerns during the construction process. In addition, the applicant shall re-notify the adjacent property owners within 300 feet of the Hillside property if there is a significant change to the provided construction schedule related to major construction activity. Major construction activity shall mean any construction activity that involves multiple heavy truck traffic (i.e. earthwork trucks, ready-mix concrete trucks) associated with excavation, concrete pours, and/or grading.

26. **Flaggers.** Provide flaggers at appropriate locations (i.e. entry/exit points, nearest intersections) during periods of grading and/or construction activities that involve large construction trucks (i.e. bulldozers, dump trucks, trailers, concrete ready-mix trucks) and/or multiple truck-trips per day, as determined appropriate by the Department of Public Works.

27. **Best Available Control Measures (BACMs).** During grading and construction operations, the applicant shall implement BACMs to minimize nuisance levels of

construction activity as required by the City's Planning and Public Works Departments. BACMs shall include but are not limited to the following:

- a. Require the use of dozers and excavators with level 3 diesel particulate filters installed for asphalt demolition and site preparation activities. A list of construction equipment by type and model year shall be maintained by the construction contractor onsite. These requirements shall be noted on all construction management plans and verified by the City of Pasadena.
- b. Water all active construction areas at least three times daily as needed during grading, hauling, and delivery operations.
- c. Cover all haul trucks or maintain at least two feet of freeboard.
- d. Pave or apply water four times daily to all unpaved parking or staging areas as needed during active operations that would create dust plumes.
- e. Sweep or wash any site access points within 30 minutes of any visible dirt deposition on any public roadway. Sweeping should occur continuously during hauling or delivery operations that would track dirt onto public streets, and they should also have tire knockers at points of egress.
- f. Cover or water twice daily any onsite stockpiles or debris, dirt or dusty material. All stockpiles must be covered per National Pollutant Discharge Elimination System (NPDES) requirements.
- g. Suspend all operations on any unpaved surface if winds exceed 25 mph.
- h. Hydroseed or otherwise stabilize any cleared area which is to remain inactive for more than 96 hours after clearing is completed.
- i. Require 90-day low-NO_x tune-ups for off-road equipment.
- j. Limit allowable idling to five minutes for trucks and heavy equipment. Idling of equipment on Public Right-of-way is not permitted.
- k. Limit lane closures to off-peak travel periods.
- l. Parking of construction vehicles is prohibited within the public right-of-ways.
- m. Encourage carpooling for construction workers.
- n. Wet down or cover dirt hauled offsite.
- o. Wash or sweep access points daily.
- p. Encourage receipt of material during non-peak traffic hours.
- q. Sandbag construction sites and any affected public catch basins.
- r. Implement NPDES best management practices (BMPs) to prevent runoff into public storm drains (filter fabric, etc.)

28. **Deliveries.** The receiving area for deliveries shall not be used by more than 10 semi-trucks per week, and no more than 30 large box trucks per week. The receiving area shall only be used only Monday through Friday between the hours of 5 a.m. and 7 p.m. In addition, during construction, all food service and other significant operational deliveries to the campus shall be scheduled outside of normal hours of construction. The applicant shall maintain a delivery log.

29. **Construction Traffic.** All construction traffic shall access and exit from the main entrance to the Hillside campus on Avenue 64, except for construction traffic related to excavation and concrete pours for the subterranean garage during Phase

2 of the construction, in which case the trucks are permitted to exit through the existing driveway on Church Street, near Avenue 64, with appropriate traffic monitoring measures incorporated as required by the Public Works Department. The existing maintenance entrance located on Church Street near Brenthal Road shall not be used to accommodate any construction related traffic.

30. **Coordination with Church of the Angels.** The applicant shall coordinate all construction and event schedules with the Church of the Angels in an effort to minimize any potential traffic and parking impacts.
31. **Indemnification.** The permittee/owner shall defend (with attorneys approved by the City), indemnify and hold harmless the City of Pasadena, its agents, officers, and employees from any claims, damages, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul an approval of the City, its advisory agencies, appeal boards, or legislative body concerning this approval. The City will promptly notify the permittee/owner of any such claim, action, or proceeding against the City and will cooperate fully in the defense.

II. BUILDING DIVISION

32. **Volatile Organic Compounds.** During Phase 2 and 4 constructions, all paints shall have a low volatile (VOC) rating of 50g/l or less as defined by the Air Resources Board.

III. PARKING AND LOADING

33. **Temporary Parking and Shuttle Service.** Prior to issuance of a building permit or grading permit for each phase that will result in reduced on-site parking spaces to less than 131, the applicant is required to submit documentation evidencing the procurement of temporary off-site parking and shuttle transportation service to mitigate temporary loss of on-site parking spaces during construction. In addition, if there are less than 131 on-site parking spaces in between phases, the applicant is required to continue the off-site parking and shuttle transportation service and provide document evidencing such procurement and service.
34. **Number of Parking Spaces.** Prior to issuance of the Certificate of Occupancy for the phase 3 of construction, a minimum of 131 on-site parking spaces shall be provided in accordance with a detailed plan to be submitted to and approved by the Zoning Administrator. All parking areas shall conform to the requirements of Chapter 17.46 (Parking and Loading) of the Pasadena Zoning Code. In addition, HillSides shall maintain a minimum of 131 on-site parking spaces at any given time thereafter.
35. **Reserved Parking Spaces.** There shall not be any more than 25 on-site parking spaces that are reserved for a specific use or persons (i.e. vanpool, carpool, school buses, visitors, etc.).

36. **Loading Spaces.** Loading space number, size, dimension and location shall be in conformance with Zoning Code Chapter 17.46.
37. **Employee Parking.** All employees shall be required to park on the Hillside campus once the building permit or grading permit is issued for Phase 1 improvements, and continuously thereafter. Hillside shall implement any necessary internal policy to monitor this requirement.
38. **Visitor Parking.** Hillside shall encourage all visitors to utilize on-site parking rather than on-street parking by providing appropriate information through readily available communication outlets such as organization website, program flyers, and on-site signs.
39. **Weekend Parking.** No Hillside related parking shall be permitted in Parking Zone #4 and #5 as shown on the Sheet 3 of the plans included as Exhibit 2 of the City Council Resolution on Saturdays and Sundays.
40. **Temporary Drop-Off/Pick-Up Along Avenue 64.** Whenever the student drop-off/pick-up activity occurs along Avenue 64 due to construction impacts, there shall be at least one staff present at the drop-off/pick-up location to supervise the drop-off/pick-up activity.
41. **Parking Demand and Supply.** Parking demand for employees and visitors shall not exceed the parking supply provided on-site. If there are available parking spaces on-site to accommodate the visitors who choose to park on any other legally permissible areas (i.e. on-street parking) in addition to the parking for the employees, Hillside shall be deemed in compliance with this condition. In the event that the parking demand exceeds supply under normal operating conditions, Hillside shall modify the operations to reduce parking demand or increase the parking supply, which may include procurement of off-site parking and shuttle transportation service.

IV. PUBLIC WORKS

42. **Public Right-of-Way.** No private improvements may be placed within 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 ten (10) feet below grade be removed from the public right-of-way.

43. **Encroachments.** The existing concrete steps and railing that encroach into the public right-of-way on Church Street shall be relocated to outside the public right-of-way. If the concrete steps and railing are to remain within the public right-of-way, the applicant shall enter into a license agreement with the City to maintain the facilities. The license agreement will require the approval of the City. The applicant shall be responsible for all costs required to process the license requirement. An approved license agreement for the concrete steps and railing shall be submitted to this office for review and shall be approved by the City before the issuance of Certificate of Occupancy.
44. **Landscaping.** Landscaping shall be installed on the Church Street frontage to prevent erosion of the slopes.
45. **Driveway Approach.** 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 frontages prior to the issuance of a Certificate of Occupancy. Sawcutting shall be done along the flow line. Existing street trees shall be protected using the City's Tree Protection Standards available from the Parks and Natural Resources Division (626-744-4514).
46. **Public 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.
47. **Street Lights.** The existing street lighting system on Church Street 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.

48. **Street Light Design.** The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights. 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.
49. **Street Light Infrastructure.** 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.
50. **Drainage.** If drainage patterns are altered, the applicant shall provide an approved method of controlling storm water runoff. Approval shall be made by the Planning Department and the Department of Public Works prior to issuance of a grading or building permit for this site.
51. **SUMP Drain.** If the proposed improvements drain 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 by a method approved by the Department of Public Works.
52. **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 \$10,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. 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.
53. **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://cityofpasadena.net/PublicWorks/Engineering_Division/

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 and the private street 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. **No construction parking, staging, material storage, or trailer in the public right-of-way.**

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.

54. **Costs.** 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.

55. **Additional Requirements.** The requirements of the following ordinances will apply to the proposed project:

a. Sewer Facility Charge - 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 - 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.

- c. 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.

- d. 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 http://cityofpasadena.net/PermitCenter/Plans_Submittal_Checklists/

- e. Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC
 - 1. The applicant shall submit the following plan and form which can be obtained from the Permit Center’s webpage at http://cityofpasadena.net/PublicWorks/Engineering_Division/ and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:

 - 2. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.

 - 3. 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. For Demolition Only projects, the security deposit is \$1 per square foot or \$30,000, whichever is less. 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.

V. FIRE DEPARTMENT

56. 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.