

EXHIBIT 3

CONDITIONS OF APPROVAL

ATTACHMENT B

CONDITIONS OF APPROVAL

I. PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

1. **Conformance with Plans.** The site/floor/elevation plans submitted for building permits shall substantially conform to the Master Plan Narrative and Project Plans included as Attachment C and D 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. 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 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. **Revocation or Modification.** In compliance with Section 17.78.090 (Permit Revocation or Modification) of the Zoning Code, the Zoning Administrator, at any time, may determine whether there are reasonable grounds for revocation or modification of the Master Plan. At the conclusion of a duly noticed public hearing, the review authority may: 1) revoke the approved Master Plan if it determines that one of the required findings listed under Section 17.78.090.F.1 can be made; or 2) modify these conditions herein and/or add new conditions if it determines that the grounds to justify revocation can be corrected by doing so.
5. **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 school shall be responsible for any required application fees for the five-year review.
6. **Design Review.** Design Review for new construction and building alterations shall occur in conformance with Table 6-3 of Section 17.61.030 (Design Review) of the Zoning Code.

7. **Phasing.** The project shall follow the Phasing Schedule related to the approved student enrollment increase unless modifications are approved per Section 17.64.050 of the Zoning Code. The Phasing Schedule for the student increase is:

	Student Enrollment Increase	Maximum Student Enrollment
Year 1	10	871
Year 2	15	886
Year 3	15	901
Year 4	20	921
Year 5	20	941

8. **Protected Trees.** Prior to removal of any protected trees, the school or successor in interest shall submit final landscape plans and the Tree Removal Application and associated fees, 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.
9. **Signs.** Prior to installation of any signs, the school shall submit a signage plan to the Planning & Community Development Director in conformance with the regulations contained in the Zoning Code.
10. **Outdoor Lighting.** Any outdoor lighting shall comply with the following:
- All outdoor lighting shall be shielded away from neighboring residential properties, be directed downward, and be equipped with 180-degree corner cutoffs.
 - Outdoor night lighting shall be limited to those required to maintain security as determined by the Pasadena Police Department.
 - Outdoor night-time lighting of any event on the field is prohibited.
11. **Noise Regulations.** The school or successor in interest shall adhere to the City's noise regulations in accordance with Section 9.36 of the Pasadena Municipal Code.
12. **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.
13. **Temporary Fencing.** Temporary construction fencing shall be permitted during the duration of the demolition and construction of the new gym on site as approved by the City.
14. **Hours of Construction.** In compliance with Section 9.36.070 (Construction Projects) of the Pasadena Municipal Code, 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.

15. **Mechanical Equipment.** In compliance with Section 17.40.150 (Screening) of the Zoning Code, no mechanical equipment shall be permitted on any roof unless properly screened from public rights-of-way, and located in an enclosure designed to be architecturally compatible with the building.
16. **Condition Monitoring.** The project, PLN2015-00562, 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.
17. **Other City Requirements.** The school or successor in interest shall comply with the requirements of all other City Departments.
18. **Noncompliance.** Noncompliance with any condition of approval shall constitute a violation of the City's Municipal Code. Violations may be enforced in accordance with the provisions of Title 17 and/or the General Penalty, Administrative Penalties – Compliance Orders, and/or Administrative Penalties – Citation sections of Title 1 of the Pasadena Municipal Code.
19. **Number of Students.** School enrollment shall be limited to a maximum of 941 students at the full implementation of the enrollment increase. The school shall provide annual enrollment figures to the Director of Planning & Community Development by October 1 of each year.
20. **Number of Employees.** A maximum of 222 full time employees (administrative, faculty, and other related staff) shall be permitted. The school shall provide annual staff and faculty roster to the Director of Planning & Community Development by October 1 of each year.
21. **Maximum Size of the New Gym.** The maximum floor area of the proposed gym building shall not exceed 72,000 square feet, inclusive of the new basement level. In addition, the maximum footprint of the proposed gym building shall not exceed 43,000 square feet.
22. **Number of Parking Spaces.** A minimum of 355 parking spaces shall be maintained on-site at all times.
23. **Height.** The height of the proposed gym building shall not exceed 40 feet, except for appurtenances, as allowed by the Zoning Code Section 17.40.060.D.
24. **Private School Requirements.** The school or successor in interest shall comply with the requirements of Section 17.50.270 (Schools, Private) of the Zoning Code that regulates private schools operation. This includes the requirements for outdoor play area, indoor classroom area, traffic control plan, and noise standards.
25. **Drop-off and Pick-up at Garland Parking Lot.** The school shall continue to use Garland Parking Lot (located at the southeast corner of Wilson Avenue and Cornell Road) as part of the overall student drop-off and pick-up system.

26. **Annual Calendar of Events.** The school shall maintain an annual calendar of school and after-school events to be held on campus. Said calendar shall be made accessible to the public through the school's website, and be updated as needed.

27. **Event Parking Management.** For all events with more than 450 attendees, the school shall:

- a. Implement additional parking measures to accommodate visiting vehicles, which may include, but not be limited to, overflow parking at the field, valet parking, and/or procurement of off-site parking.
- b. Provide parking information to attendees prior to the event.
- c. Provide a parking monitor to guide attendees to designated parking areas and to discourage attendees from parking on residential streets.

In addition, the school shall implement above listed measures for events with less than 450 attendees if the school determines that such events will have parking demand that is expected to exceed the existing 355 on-site parking spaces.

28. **Athletic Events.** The number of on-site athletic games/events shall be maintained at a level that is similar to 2015-2016 academic school year, as specified in the Master Plan.

29. **Dale Street.** The maintenance gate located at the eastern terminus of Dale Street shall only be used as ancillary access for occasional maintenance and/or deliveries, and shall not be used as the school's main loading/delivery access. Any vehicle accessing this gate shall not block access to existing residential driveways.

30. **Construction Traffic.** All construction traffic associated with the new gym building shall access and exit the site from Wilson Avenue, and shall not be permitted on Catalina Avenue, Cornell Road west of Catalina, and Arden Road, subject to a final approval by the Public Works Department.

31. **Construction Parking.** Construction related parking shall not be permitted on residential streets.

32. **Neighborhood Notification.** Prior to the issuance of a building permit for the new gym building, the school shall notify the adjacent property owners within 300 feet of the school property to inform and advise on the anticipated construction activity, 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.

33. **Construction Management Plan.** Prior to issuance of a building or grading permits for the new gym, 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 construction of the new gym. The school may submit the required Construction Staging and Traffic Mitigation Plan (item #53) in lieu of a Construction Management Plan.

III. DEPARTMENT OF TRANSPORTATION

34. Number of Vehicle Trips. The vehicle trips associated with the student drop-off/ pick-up and staff/faculty commuting shall not exceed a total of 743 trips during the hours of 7:00 a.m. to 9:00 a.m. A deviation within one percent of the established maximum vehicle trip shall be considered in compliance.

35. Vehicle Trip Monitoring. The City shall conduct unannounced surveys twice per academic school year during fall and spring sessions. The first survey shall occur during the first school year in which the student enrollment increase occurs, and shall continue for the following two academic years, then every three academic years afterwards until the year 15 (i.e. year 1, 2, 3, 6, 9, 12, and 15). The survey shall be conducted between the hours of 7:00 a.m. to 9:00 a.m. Additional surveys may be conducted throughout the duration of the Master Plan at the discretion of the Department of Transportation.

The survey consultant will be selected by the Department of Transportation. The Department of Transportation is responsible for reviewing the survey results. Compliance with the condition #34 shall be determined by averaging the number of vehicle trips of the two surveys conducted in the same academic school year. Polytechnic School will be responsible for all costs associated with the preparation and review of the required surveys.

If the Department of Transportation finds that the average number of vehicle trips surveyed exceeds the maximum number of vehicle trips established in condition #34, the following measures shall be implemented:

- a. The Planning and Community Development Department shall issue a written notice to Polytechnic School.
- b. Within 30 days of receipt of the written notice, the school shall prepare and submit, to the Director of Planning & Community Development, an action plan to bring the number of vehicle trip into compliance with condition #34.
- c. Within 90 days after the date of the written notice to the school, the City shall conduct an additional survey to determine whether the number of vehicle trips is in compliance with condition #34, with the school being responsible for all costs associated with the additional survey.
- d. If the Department of Transportation determines that the number of vehicle trips still exceeds that established maximum in condition #34, the school shall be subject to administrative penalty process as required by the Conditions #18 (Non-Compliance), #3 (Call for Review) and/or #4 (Revocation or Modification).

36. Intersection Improvements.

- a. Utilizing passive (video) detection for actuation, in-roadway warning lights or rectangular rapid flashing beacons shall be installed at the existing east-leg crosswalk on California Boulevard at Catalina Avenue intersection to improve operations. The school shall coordinate with the Department of Transportation at (626) 744-4263 for required information to be included in the submittals.
- b. Utilizing passive (video) detection for actuation, a new north-leg crosswalk with in-roadway warning lights or rectangular rapid flashing beacons, necessary striping, and ADA ramps

shall be installed at the intersection of Lake Avenue at Cornell Road/Lakewood Place to improve pedestrian safety. Additional civil improvements at the west leg of the intersection might be required to adequately define the pedestrians' path crossing at Lake Avenue. The school shall coordinate with the Department of Transportation at (626) 744-4263 for required information to be included in the submittals.

37. **Convex Traffic Mirrors.** Convex traffic mirrors shall be installed at the parking garage exit off of Wilson Avenue to improve existing vehicle sight distance. Reflective mirrors shall also be installed for on-coming traffic to be visible to pedestrians.
38. **Transportation Demand Management.** The school shall implement Transportation Demand Management (TDM) strategies to encourage walking, biking, carpooling, shuttle services, private vanpool operations, transit pass and vanpool fare subsidies for students and staff to comply with the maximum vehicle trips.
39. **Bus Circulation Plan.** The school shall submit a bus circulation plan that uses Wilson Avenue as the primary access road to and from the campus to the Department of Transportation.

III. PUBLIC WORKS

40. **Transportation-related Improvements.** As required under Condition #36, the school shall install:
 - a. Passive (video) detection for actuation with rectangular rapid flashing beacons to improve pedestrian crossings at the existing east-leg crosswalk on California Boulevard at Catalina Avenue intersection. The school shall coordinate with the Department of Transportation at (626) 744-4263 for required information to be included in the submittals.
 - b. Passive (video) detection for actuation, a new painted north-leg crosswalk with rectangular rapid flashing beacons, necessary striping, and ADA ramps to improve pedestrian safety at the intersection of Lake Avenue at Cornell Road/Lakewood Place. Additional physical improvements at the west leg of the intersection might be required to adequately define the pedestrians' path crossing Lake Avenue. The school shall coordinate with the Department of Transportation at (626) 744-4263 for required information to be included in the submittals.

The school is responsible for the design, preparation of plans and specifications, and the construction of the required traffic signal modification. 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 school 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 the construction and modification. In order to avoid delays in the development schedule, the school shall coordinate with this office at 626-744-4195 regarding this traffic signal condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy.

41. **American with Disabilities Act Compliant Ramps.** In order to provide for an American with Disabilities Act (ADA) compliant ramp, the school shall reconstruct:

- a. All four (4) corners of California Boulevard and Catalina Avenue intersection with ADA compliant directional ramps per the Department of Public Works standard. Additional striping, signal work, and/or poles/utility relocations might be necessary.
- b. All four corners of California Boulevard and Wilson Avenue intersection with ADA compliant directional ramps per the Department of Public Works standard. Additional striping, signal work, and/or poles/utility relocations might be necessary.
- c. The northwest, northeast and southeast corners of Catalina Avenue and Cornell Road intersection with ADA compliant directional ramps per the Department of Public Works standard. Additional striping, signal work, and/or poles/utility relocations might be necessary.
- d. The northwest and southeast corners of Wilson Avenue and Cornell Road intersection with ADA compliant directional ramps per the Department of Public Works standard. Additional striping, signal work, and/or poles/utility relocations might be necessary.
- e. The northwest, northeast and southwest corners of Wilson Avenue and Arden Road intersection with ADA compliant directional ramps per the Department of Public Works standard. Additional striping, signal work, and/or poles/utility relocations might be necessary.

The curb ramps construction shall be completed prior to the issuance of Certificate of Occupancy. A separate permit from the Department of Public Works is required for all construction in the public right-of-way. Please contact 626-744-4195 for the general process.

The school may submit to the City for review any proposed designs that will comply with the ADA requirements. The school is responsible for the design, preparation of plans and specifications, and construction of the new curb ramps. Plans for the curb return improvements shall be prepared by a civil engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the school will be required to place a deposit with the Department of Public Works to cover the cost of plan checking. The amount of deposit will be based on the current City's General Fee Schedule. Note that the building plans approved by the City's Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The school shall submit the curb return improvement plans and the plan check deposit at least two (2) months prior to the issuance of any building or demolition permits.

Upon review of the curb ramps improvement plans, the school may need to dedicate to the City for street purposes the land necessary at the property line corner rounding (per Standard Plan No. S-423) to provide for the minimum clearance required by the Americans with Disabilities Act standards. If so, the school shall remove and reconstruct the sidewalk for the dedicated area, per Standard Plan No. S-421. The school shall be responsible for all the cost required to complete the dedication, if it is required. The dedication document and processing fee shall be submitted to this office prior to issuance of any permits. The dedication document shall be executed and recorded prior to the issuance of a Certificate of Occupancy.

42. **Public Improvements.** The school shall demolish existing and construct all new public improvements (sidewalks, curbs and gutters), which the Public Works Department determines that their condition warrants demolition and construction per the City Standards and to the

satisfaction of the City Engineer. The school reconstructed parkways, sidewalks, curbs and gutters along its frontage on Catalina Avenue and on Wilson Street (from California Boulevard to Cornell Road) during 2008-2011 in connection with its prior master plan. All public improvements shall be completed prior to the issuance of Certificate of Occupancy.

43. **Street Restoration.** The school shall restore the streets fronting the subject development, which the Public Works Department determines that their condition warrants restoration per the City Standards and to the satisfaction of the City Engineer. The owner restored streets on Catalina Avenue and Wilson Street (from California Boulevard to Cornell Road) during 2008-2011 in connection with its prior master plan. All street restorations shall be completed prior to the issuance of Certificate of Occupancy.
44. **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, backflow preventers, transformers, fire sprinkler valve, decorative sidewalk and applicable parade post holes on Colorado Boulevard per Standard Drawing S-419. Private improvements may only be placed in the public right-of-way by submitting a license agreement, which must be approved by the City. 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. The school shall submit the application, plan and processing fee/deposit, associated with processing the license agreement, at least three to four (3-4) months prior to the issuance of any building or demolition permits. An approved license agreement will allow the school to install and maintain the private improvements within the public right-of-way with conditions.

A license agreement for shoring requires an indemnity bond in order to guarantee that shoring and tie-backs are free from defect due to faulty material, workmanship and failure. Upon review of the license agreement exhibits, an indemnity bond estimate will be prepared and forwarded to the school. The estimated amount is equivalent to the cost of reconstructing the public right of way, including all affected utilities, public facilities, and infrastructures, based on the plane of failure at a 45-degree angle from the lowest point of excavation. The indemnity bond shall be submitted to the City prior to the execution of the agreement and the issuance of any building or demolition permits.

All steel rods in every tie-back unit shall be relieved of all tension and stresses, and any portion of soldier beams and any portion of the tie-backs located be removed entirely from the public right-of-way. A monthly monitoring report stamped and certified by a licensed surveyor shall be submitted to indicate that the deflection from any piles or soldier beams does not exceed one inch. Upon completion of construction, the developer or his contractor shall remove all tie-back rods within the public right-of-way. The removal shall be documented by a report certified by a licensed deputy inspector. The report shall be submitted to the City for review and approval. The school will be charged a penalty of \$7,000 for each tie-back rod not removed from the public right-of-way. For temporary tie-backs or shoring, the maximum width of the license area fronting the development frontage(s) shall only extend to the centerline of the public right-of-way.

45. **Public Sewer.** Each building of 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.

46. **Plumbing.** A backwater trap and valve shall be installed in the proposed basement per Section 13.24.300 of Pasadena Municipal Code, if applicable: In every case where a plumbing outlet or plumbing fixture is installed or located below the elevation of the curb or property line, an approved type of backwater trap or an approved type of backwater sewer valve shall be installed between the outlet and the public sewer in such a manner as to prevent sewage from flowing back or backing up into any such outlet or plumbing fixture. Every such trap or valve shall be installed in the basement, or in a box or manhole of concrete, or cast iron, or other material approved by the superintendent so that it will be readily accessible at all times. The trap or valve shall be placed only in the drain line serving the fixtures that are located below the elevation of the above-mentioned curb or property line and no drainage from fixtures located above this elevation shall pass through such trap or valve.
47. **Driveway Approach.** Any proposed drive approach shall be constructed in accordance with Standard Drawing No. S-403. The existing gutter shall be cut per the requirements of Public Works inspector and the paving shall not be disturbed. All drive approaches shall be at least seven (7) feet clear of existing trees.
48. **Drainage.**
 - a. The school shall provide storm water drainage plans and obtain approval from the Planning Department and the Department of Public Works prior to issuance of a grading or building permit for this site.
 - a. On-site drainage, such as roof drain, area drain and subterranean garage discharge, shall be contained on-site per LA County Regional Water Quality Control Board's current permit.
49. **Required Plans and Studies.** The school 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. On-site drainage shall be connected to an off-site drainage system whenever possible.
50. **Public Street Trees.**
 - a. Any street trees proposed to be removed are subject to the approval of the Urban Forestry Advisory Committee (UFAC).
 - b. A Tree Protection Zone (TPZ) shall be established for all existing City trees within the scope of a construction project. The TPZ extends from the base of the tree to four (4) radial feet beyond the dripline of a tree and applies to the entirety of the tree – from the roots to the canopy of the tree.

The school is prohibited from the following within a designated TPZ: construction vehicle access, construction vehicle operation, staging of materials, and trenching without the consent of the Department of Public Works.

The school shall at minimum provide the following within a designated TPZ: mulching, irrigation, and protective fencing.

- c. Prior to the issuance of any permit, the school shall submit a Preliminary Tree Protection Plan, prepared by a Landscape Architect or certified Arborist, showing the TPZ and all structures, footings, and grading that may impact City trees shall be submitted to the Department of Public Works, for review and approval. Given that each construction project poses unique conditions, it is the responsibility of the school to develop a Tree Protection Plan based off the TPZ standards to the extent feasible. The Plan shall conform to the Tree Protection Standards which specifically require showing the locations of all existing trees, their diameters, canopies, whether the tree is a public tree or private tree, as well as any trees to be planted with their canopy at mature size. The final conditions of the Tree Protection Plan shall be approved by the Forestry Superintendent. A sundry deposit may be required for staff time to review the preliminary plans.
- d. Prior to any construction, tree protections including the installation of fencing to protect public trees must be in place. The fencing material shall be chain-link attached to posts inserted into the ground at the edge of the dripline and shall be a minimum of 4' in height. See Standard Plan S-642 – Tree Protection Chain Link Fencing. Fencing shall maintain visual lines of sight in order to avoid vehicle and pedestrian hazards. Fencing shall include a minimum 8.5" x 11" warning sign with the following information: 'Tree Protection Zone'; name and contact information of project owner or authorized representative; 'Please contact the City of Pasadena Citizen Service Center to report any concerns (626) 744-7311'. All protective fencing must be inspected and approved by Public Works prior to the commencement of any construction.
- e. Prior to issuance of any permit, the school shall submit a valuation assessment report of the existing public tree(s) along the boundary of their project. The report shall be prepared by a registered Arborist and submitted to PNR for review and approval. If it is determined that the school has failed to care for any City tree within their Tree Protection Plan, and the health of the tree(s) was critically compromised requiring its removal, the school shall be liable for the following costs: assessed value of tree determined by a PNR Arborist using a current ISA assessment methodology; the removal cost determined by PNR; and any applicable infraction or administrative fines determined by Code Compliance.
- f. Prior to issuance of any permit, a sundry deposit in the amount of the school's total liabilities based on the aforementioned approved report shall be submitted to the City. The sundry deposit is fully refundable, less administrative fees, upon the satisfaction of Public Works prior to the issuance of a Certificate of Occupancy.

51. Street Lights.

- a. The existing street lighting fronting the subject site is substandard. In order to improve pedestrian and traffic safety, the school shall replace/renovate the existing street lighting with LED lights, per the City requirements and current standards.
- b. If the existing street lighting system along the project frontage is in conflict with the proposed development/driveway, it is the responsibility of the school 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.

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 school 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 school 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. 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 school 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.ci.pasadena.ca.us/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 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 truck idling or staging, material storage, or trailer in the public right-of-way.

In addition, prior to the start of construction or issuance of any permits, the school shall conduct a field meeting with an inspector from the 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. Holiday Moratorium. In preparation for the New Year Rose Parade and Rose Bowl Game, the Department of Public Works will suspend all works within the public right-of-way during the holiday season in accordance to PMC 12.24.100 and City Policy.

In general, all public streets, sidewalks and parkways shall be free and clear of excavations and other construction related activities during the period of November through January of the following year. Specific dates will vary on an annual basis. Accordingly, contractors will be required to shut down construction operations which would impede traffic and pedestrian movements during these periods unless otherwise authorized by the City Engineer. Any existing excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period.

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link: http://cityofpasadena.net/PublicWorks/Engineering_Division/.

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

a. 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 school shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the school shall repair any existing or newly damaged curb, gutter and sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.

b. 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 support of the Urban Forestry Advisory Committee.

c. 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/

d. Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC

The school shall submit the following plan and form which can be obtained from the Permit Center's webpage at <http://cityofpasadena.net/PublicWorks/> 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 is included on the waste

management application plan form and it can also be obtained from the Recycling Coordinator.

- ii. 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.

IV. BUILDING AND 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.

V. HEALTH DEPARTMENT

57. **Food Concession Stand.** Plan submittal to the Health Department is required if a food concession stand is proposed in the new gym:
 - a. Food facility must comply with PMC 8.12 and California Retail Food Code – excerpt from California Health and Safety Code Part 7 California Retail Food Code.
 - b. Food facility shall adhere to the regulations established in the Tobacco Use Prevention Ordinance (PMC 8.78) - Prohibition of smoking in public places and prohibition of smoking in certain outdoor public places (PMC Sections 8.78.060 & 8.78.071).