

**ATTACHEMENT B:
CONDITIONS OF APPROVAL – MAYFIELD JUNIOR MASTER PLAN**

GENERAL

1. **Previous Approvals.** The conditions of this Master Plan shall supersede the Conditions of Approval of CUP #3860 and CUP #6585. All applicable conditions of approval have been included in this approval.
2. **Conformance with Plans.** The development plans submitted for building permits shall substantially conform to the approved plans dated **February 6, 2023**, except as modified herein.
3. **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.
4. **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.
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 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.
6. **Design Review.** Design review for new construction and building alterations shall be in conformance with of the applicable thresholds in Section 17.61.030 (Design Review) of the Zoning Code.
7. **Phasing.** The project shall follow the Phasing Schedule outlined in the staff report unless modifications to the Phasing Schedule are approved by the Planning & Community Development Director. These modifications may include combining of phases into one, overlapping phases, and/or reversal of the order in Phasing dependent on on-going operational, fundraising progress, and programming needs for the full implementation of the Master Plan.
8. **Landscaping.** The applicant or successor in interest shall submit landscape and irrigation plans as part of any building, grading or zoning permits. Where proposing more than 2,500 square feet of new landscaping, the project shall meet the threshold for state-mandated water-efficient landscaping. Accordingly, the final landscape plans (inclusive of planting and hardscape plans, the planting pallet, drainage plan, and irrigation system plan(s) and specifications), shall be reviewed by Planning and Community Development Department staff for conformance with the standards and requirements specified within the 2015

California Model Water Efficient Landscape Ordinance (MWELo) prior to the issuance of a building permit. No certificate of occupancy shall be issued until such plans have been deemed compliant with the MWELo and the landscaping has been installed per such approved MWELo-compliant plans to the satisfaction of the Director of Planning and Community Development or his/her designee.

9. **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.
10. **Hours of Construction.** The project shall adhere to the City regulations governing hours of construction, noise levels generated by construction and mechanical equipment, and the allowed level of ambient noise as specified in Chapter 9.36 of the Pasadena Municipal Code. Mayfield Junior School shall notify residents within a 1000-foot radius of the school of upcoming construction and provide the approved Construction Staging and Traffic Management Plan, the hours of construction, and a contact with the school to report issues and concerns related to construction on the school's website and newsletter.
11. **Temporary Fencing.** Temporary construction fencing shall be permitted during the duration of the demolition and construction of buildings on site.
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. **Mechanical Equipment.** All mechanical equipment shall be screened in compliance with Section 17.40.150 (Screening) of the PMC.
14. **Exterior Lighting.** Exterior lighting shall comply PMC Section 17.40.080 (Outdoor Lighting), and applicable codes, such as Fire Code, Building Code or Public Health Code.
15. **Verification of Lighting Intensity.** Mayfield Junior School shall submit a lighting study to the Zoning Administrator, verifying that any new exterior lighting under Condition 14, after installation, would not produce an illumination level greater than one foot-candle on any property within a residential zoning district except on the school's property.
16. **Other City Requirements.** The applicant or successor in interest shall comply with the code requirements of all other City Departments.

MAYFIELD JUNIOR SCHOOL CONDITIONS

17. **Enrollment.** School enrollment shall be limited to a maximum of 540 students. A Master Plan Amendment shall be submitted and approved should the enrollment capacity exceed the maximum permitted under this Master Plan; additional analyses of impacts to traffic and parking may be required. The applicant shall provide annual enrollment figures to the Director of Planning & Community Development one month after the new school year is in session.
18. **Number of Employees.** A maximum of 105 full time employees (administrative, faculty, other related staff) shall be permitted. The applicant shall provide an annual faculty and

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

19. **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.
20. **Annual Calendar of Events.** Prior to the beginning of each school year and quarterly thereafter, Mayfield Junior School shall provide an annual calendar of after-school events and performances to be held on campus to all neighbors within 500 feet of the school and the Zoning Administrator. Said calendar shall be made accessible through the school's website, include school and third-party events and updated accordingly.
21. **Historic Resources.** No exterior modification, including new windows or doors, additions or enclosure, shall be made to the existing Connelly Hall without a historic survey and the appropriate entitlement(s).
22. **Scoreboard.**
 - a. Scoreboard shall not have any audible sounds, such as a horn or public address system.
 - b. The scoreboard shall be set back at least 20 feet from the block wall on the west portion of the property.
 - c. The electronic scoreboard shall not be larger than 10 feet tall and 6 feet wide.
 - d. There shall be no commercial advertising on the scoreboard. The scoreboard shall only be used to display the score of games played on the field.
 - e. The maximum height of the scoreboard shall be 16'-0".
 - f. Use of the scoreboard shall not be allowed after 5:00 PM daily.
 - g. The internally lighted electronic scoreboard shall comply PMC Section 17.40.080 (Outdoor Lighting).
23. **Number of Parking Spaces.** A minimum of 122 parking spaces shall be provided at full implementation. Mayfield Junior School shall demonstrate compliance with Zoning Code Section 17.46 at each phase of construction.
24. **Drop-off and Pick-Up.** All drop-off and pick-up of students shall continue to be along Waldo and Euclid Avenue in compliance with the approved Traffic Control Plan. Mayfield Junior School shall have staff monitor the daily activity of drop-off and pick-up operations.
25. **Notification of Parking Regulations.** Prior to the beginning of each school year, the school shall distribute to parents, students and staff an informational brochure with parking, drop-off, and pick-up regulations.
26. **Temporary Structures.** The temporary modular structures shall be permitted as part of the Master Plan during active construction and shall be removed within 4 weeks after the issuance of the certificate of occupancy.

APPLICABLE PREVIOUS CONDITIONS CUP#3860

27. All staff shall be provided with off-street parking.

28. The parking operation plan shall be instituted year-round to cover any summer school or camp activities.
29. The school will be limited to 18-night events with attendance in excess of 100 people per year. The underground garage shall be provided for parking.
30. The school shall conduct a mandatory course for the parents of the students regarding driving courtesy with the drop-off and pick-up of students

DEPARTMENT OF TRANSPORTATION CONDITIONS

31. Mayfield Junior School shall submit an annual compliance report for the traffic management plan to validate the drop-off and pick-up activities during morning and afternoon activity periods. As part of the annual compliance report, Mayfield Junior School shall further study the onsite circulation and ingress and egress to the underground parking garage to minimize on-street traffic conflict.

The preparer of the annual compliance report should coordinate with the Department of Transportation for required information to be included in the submittals. The traffic management plan shall include, at a minimum, the following components:

- a. Provide at least a 30-minute pick-up period and continually encourage parents to take advantage of the full pick-up period in order to minimize congestion.
 - b. Prevent parents from making northbound left-turns from Waldo Avenue onto Del Mar Boulevard during morning and afternoon drop-off/pick-up times.
 - c. Maintain a crossing guard at the corner of Bellevue Street and Euclid Avenue during both morning and afternoon drop-off/pick-up times. Maintain crossing guards at the corner of Waldo Avenue and Del Mar Boulevard and corner of Waldo Avenue and Bellevue Avenue during afternoon pick-up times.
32. Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works and Transportation for review and approval. Permitted hours for construction vehicles (delivery, haul) may be limited to the hours between 9:00 AM – 3:00 PM.
 33. There shall be no occupancy of public right-of-way for construction vehicles without written approval from the Department of Transportation Parking Division. Parking permits on public right-of-way are not guaranteed.

PUBLIC WORKS CONDITIONS

34. In reference to any Department of Transportation requirements on sidewalk widening and/or corner curb radius along the development frontages, the applicant shall be responsible for all the costs required to complete the dedication. The dedication documents and processing fee shall be submitted to this office, at least three to four (3-4) months prior to the issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of a Certificate of Occupancy.
35. Waldo Avenue along the frontage of the subject property has a substandard sidewalk width of nine (9) feet. In order to provide for a standard ten (10) feet wide sidewalk, the applicant

shall dedicate to the City a 1-foot strip of land along the subject frontage for street purposes. The applicant shall be responsible for all the costs required to complete the dedication. The dedication documents and processing fee/deposit shall be submitted to this office, at least three to four (3-4) months prior to the issuance of any permits. The dedication documents shall be executed and recorded prior to the issuance of a Certificate of Occupancy.

36. 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 applicant 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 applicant 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 applicant. 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 tiebacks 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 applicant will be charged a penalty of \$7,000 for each tie-back rod not removed from the public right-of-way. For temporary tiebacks 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.

37. In order to accommodate an Americans with Disabilities Act (ADA) compliant curb ramp, the applicant shall verify, and reconstruct, if necessary, a standard curb ramp at all corners of Euclid Avenue and Bellevue Drive and of Waldo Avenue and Bellevue Drive, if possible, per Caltrans Standard A88A or City of Pasadena Standard No. S-414. The curb ramp 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 applicant shall submit to the City for review any proposed designs that will comply with the ADA requirements. The applicant is responsible for the design, preparation of plans and specifications, and construction of the new curb ramp. 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 applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. 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 applicant shall submit the curb return improvement plans and the plan check fees at least two (2) months prior to the issuance of any building or demolition permits.

Upon review of the curb ramp improvement plans, the applicant may need to dedicate to the City for street purposes the land necessary at the property line corner rounding (up to 25 feet radius) to provide for the minimum clearance required by the Americans with Disabilities Act standards. If so, the applicant shall remove and reconstruct the sidewalk for the dedicated area, per Standard Plan No. S-421. The applicant 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.

38. The applicant shall demolish existing and construct all new public improvements along the subject development frontages of Waldo Avenue and of Euclid Avenue, including concrete drive approach per Standard Plan S-403; concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard Plan S-406. All public improvements shall be completed prior to the issuance of Certificate of Occupancy.
39. The applicant shall resurface the full-width (from gutter to gutter) of Waldo Avenue fronting the subject development, with rubberized asphalt concrete. Resurfacing of rubberized asphalt concrete pavement shall be per Standard Plan S-415 and to the satisfaction of the City Engineer.
40. 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.
41. In order to improve pedestrian and traffic safety, the applicant shall install new street lights on or near the following frontages of the property, including LED light(s), 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:
 - a. Two (2) new street lights along Euclid Avenue frontage
 - b. Two (2) new street lights along Bellevue Drive frontage
 - c. Two (2) new street lights along Waldo Avenue frontage

In the event where the existing street light pole determined, by the City, to be deteriorated and/or damaged, the applicant shall replace the existing street light pole with a new street light pole in kind. The replacement shall include but not limited to new pole, new footing, new LED light(s), conduit, conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and other miscellaneous related parts. The applicant shall schedule a street lighting pre-inspection with the Public Works inspector to determine the details/scope of the replacement/renovation of the existing street lighting.

42. The applicant is responsible for the design, preparation of plans and specifications, and construction of all required public improvements. Plans for the above 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 applicant will be required to place a deposit with the department to cover the cost of plan checking. The amount of deposit will be based on the current City's General Fee Schedule. Note that 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 applicant shall submit public improvements plans and the plan check deposit at least two (2) months prior to the issuance of any building or demolition permits.
43. The applicant shall plant one (1) Oak species tree on Euclid Avenue frontage and two (2) Lemon Bottlebrush, Callistemon citrinus, trees on Waldo Avenue frontage, the officially designated street tree per the City's approved Master Street Tree Plan. The Department of Public Works will confirm eligible planting sites and will provide the location as a result of the applicant's project.
44. Trees planted by the applicant must meet the City's tree stock standards, be inspected by the City, and be planted according to the details provided by the Parks and Natural Resources (PNR) Division. Planting shall include the installation of the following per tree: no less than two tree stakes; one arbor guard; and the use of slow-release fertilizer tablets. The applicant shall contact PNR (626-744-3880) for tree planting approval, a minimum of two (2) months, prior to the issuance of a Certificate of Occupancy.
45. Trees planted by the applicant must be irrigated by either an existing or a new irrigation system constructed by the applicant. Plans for the irrigation system shall be prepared by a landscape architect registered in the State of California and submitted to PNR for review and approval. Irrigation facilities (main line, valve, pull box, timer, etc.) must be constructed within private property with the exception of the laterals and bubblers. The lateral shall be a minimum of 18" deep, and no above-ground structures are allowed.
46. Prior to issuance of the Certificate of Occupancy, the applicant shall submit a Tree Guarantee Deposit equal to the cost of all new trees planted to guarantee that newly planted trees are maintained by the applicant for a minimum of three calendar years. Tree maintenance during this period shall include the following: watering no less than once a week; weed removal; reconstruction of tree wells as needed; re-staking as needed; adjustment to grade of any trees that settle; and any other operations needed to assure normal tree growth. The applicant shall replace any newly planted trees which, for any reason, die or whose health is compromised, within the applicant's three-year establishment period. The three-year tree establishment period shall commence on the day that the Certificate of Occupancy is issued. PNR shall inspect all trees planted by the applicant at the end of the three-year establishment period, and if the trees are found to be in good

health, the applicant's deposit will be released. If the trees are found to be in poor health, the establishment period may be extended by PNR and the applicant's deposit shall be held accordingly. Said deposit may be included as part of the construction guarantee if applicable, and is subject to partial refund or additional billing.

47. To protect existing City trees during construction, the applicant shall fully conform to the Tree Protection Guidelines signed by the City Manager.
48. 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 applicant 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 applicant shall at minimum provide the following within a designated TPZ: mulching, irrigation, and protective fencing.

49. Prior to the issuance of any permit, the applicant shall submit a Preliminary Tree Protection Plan (PMC Ch. 8.52 – City Trees and Tree Protection Ordinance), 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 applicant 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 non-refundable flat fee, per the current General Fee Schedule, will be required for staff time to review the Tree Protection Ordinance compliance.
50. 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 6' 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 permitted, inspected and approved by Public Works prior to the commencement of any construction.
51. All new drive approaches shall be at least seven (7) feet clear of the existing street trees measured from the edge of the trunk closest to the drive approach. All public trees shall be protected and fenced with a posting on the fences advising of the tree protection.
52. Prior to issuance of any permit, the applicant 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 applicant 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 applicant 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.

53. Prior to issuance of any permit, a deposit in the amount of the applicant's total liabilities based on the aforementioned approved tree assessment report shall be submitted to the City. The deposit is fully refundable, less administrative fees, upon the satisfaction of Public Works prior to the issuance of a Certificate of Occupancy.
54. 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: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>. A non-refundable flat fee, based on the current 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 truck idling or staging, material storage, or construction trailer are allowed 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.

55. In order to ensure that the developer maintains a clean and safe site during the construction phase of development, the applicant shall place a \$20,000 refundable deposit with the Department of Public Works prior to the issuance of any permit. This deposit 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, street trees, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. This deposit may also be used for charges due to damage to existing street trees and for City personnel to review traffic control plans and maintain traffic control.

PUBLIC HEALTH CONDITIONS

56. Plan submittal to the Health Department is required for construction of/changes to any food facility within this development. Information must be provided to the Health Department any time a food service operation changes due to construction. Plan review applications/fees must be submitted directly to the Health Department. All food and beverage facilities must comply with PMC 8.12 and the California Retail Food Code. Refer

to the Plan Check Construction Guidelines. This document provides an overview of the plan check process and an outline of the structural requirements that the California Retail Food Code requires for all retail food facilities.

57. Food facilities shall adhere to the regulations established in the Tobacco Use Prevention Ordinance (PMC 8.78). Smoking in outdoor public areas is prohibited throughout the City of Pasadena.