



Agenda Report

February 6, 2023

TO: Honorable Mayor and City Council
FROM: Planning & Community Development Department
**SUBJECT: MAYFIELD JUNIOR SCHOOL MASTER PLAN
405 SOUTH EUCLID AVENUE**

RECOMMENDATION:

It is recommended that, following a public hearing, the City Council:

1. Find that the proposed Master Plan is exempt from environmental review pursuant to the guidelines of the State California Environmental Quality Act, Sections 15302 Replacement or Reconstruction and 15314: Minor Addition to Schools;
2. Adopt the Findings (Attachment A) to approve the Mayfield Junior Master Plan with the Conditions of Approval in Attachment B; and
3. Adopt a resolution of the City Council of the City of Pasadena approving a 10-year, four-phase Master Plan for Mayfield Junior School.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission conducted a public hearing on December 7, 2022, received a staff recommendation, and took public comment. During the meeting, two members of the public spoke, expressing concerns over traffic and construction.

During the meeting Planning Commissioners asked for additional clarification on phasing, attendance at the community meeting, and the development standards set by the proposed Master Plan. During deliberation Planning Commissioners discussed a topics including transparency and communication to the neighborhood related to construction and the school revisiting onsite circulation related to school pickup and drop-off to minimize on-street traffic conflicts.

Following deliberation, the Planning Commission, by a vote of 8-0, recommended that the City Council approve the staff recommendation, along with additional recommendations as outlined below.

- 1) A condition of approval requiring that the applicant further study the onsite circulation and ingress and egress to the underground parking garage to minimize on-street traffic conflict.
- 2) A condition of approval that Mayfield Junior School notify residents of upcoming construction, within a 1000-foot radius of the school, 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. This information shall also be provided on the school's website and newsletter.
- 3) Modify Condition of Approval #24 to include Euclid Avenue; correcting a typo.
- 4) A condition of approval recommending the school endeavor, to the extent feasible, to overlap the phases to minimize construction time.

BACKGROUND:

The existing Mayfield School campus is located in the south-central portion of the city at 405 South Euclid Avenue; the project site comprises a half city block bounded by East Bellevue Drive to the south, Waldo Avenue to the West, and South Euclid Avenue to the East. The campus is approximately 4.16 acres or 181,437 square feet and is developed with six academic and administrative buildings and an underground parking garage. The main campus is accessible from Euclid Avenue however there are additional entrances off of Waldo Avenue and Bellevue Drive. The campus is bounded by multi-family development to the north, east, and south, and Planned Development 13 (PD-13), a mixed-use office and multi-family residential development, to the west. The property is primarily zoned Public and Semi-Public (PS) and two lots, used for parking, are zoned Residential Multi-Family, 0-32 Units per Acre, Height Limit 36 Feet (RM-32-HL-36).

PROJECT DESCRIPTION:

The proposed project is a 10-year, four-phase Master Plan for Mayfield Junior School. No increase in student enrollment is proposed; the existing permitted enrollment capacity would remain at 540 students. The number of staff/faculty would increase from 89 to 105. The proposed project would result in a net increase of 40,665 square feet upon completion of the final phase. The proposed gross floor area of the campus would be 114,053 square feet at buildout. The project is phased as follows:

Phase 1 (1 – 2.5 year construction):

Phase 1 of the Project, proposed for the southwest portion of the campus, would demolish the existing 38,831 square-foot grass athletic field to facilitate extension of an existing 5,200 square-foot underground parking area (Building "G") by 32,436 square feet and the construction of a new artificial turf field and fencing, located on top of the new underground parking extension. The extended underground parking area would consist of 79 new parking stalls and four storage closet spaces. This phase would also include one loading space in the Northern Parking Lot, accessible from Waldo Avenue. A new 10' x 6' LED scoreboard is proposed for the athletic field, on the northern end. It

would be 16 feet high and located immediately adjacent to a wrought iron fence that separates the field from the playground.

Phase 2 (1 year construction):

Phase 2 of the Project, located centrally in the campus, involves the demolition of the existing 6,826 square-foot Library Building (Building “C”), and 24,819 square feet of existing landscape around the library. In its place, a new 14,955 square-foot Center for Teaching and Learning building (Building “H”) would be constructed, and 24,991 square feet of new landscaping and playground would be installed. The Center for Teaching and Learning is a two-story building that would include four classrooms, the server/lunch distribution area, offices, the lower and middle school libraries, and storage spaces. A 5,430 square-foot expansion to the existing underground basement level would be added to the Gymnasium (Building “A”). An existing outdoor basketball court would be demolished and reconstructed in the same location. The gymnasium addition would include three new classrooms, one ADA restroom, two office spaces, storage and two art studio spaces.

Phase 3 (6-month construction):

Phase 3 of the Project, proposed on the east portion of the campus, is interior and exterior renovation of the existing 8,120 square-foot Elementary Building (Building “D”) and construction of a new 960 square-foot Entry Pavilion addition to the Elementary Building. The scope consists of renovating six existing classrooms and converting existing meeting rooms into office spaces for the administration; no additional classrooms are proposed during this phase. The new Entry Pavilion would serve as the front desk and reception for the administration. This phase also includes demolition of 5,401 square feet of existing landscape and walkway area to facilitate construction of 4,441 square feet of new landscape and walkway area.

Phase 4 (1.5 year construction):

Phase 4 of the Project, proposed on the north portion of the campus, includes demolition of the existing 17,233 square-foot Hayden Building (Building “B”) and 43,071 square feet of adjacent landscape, walkway, 21 parking spaces and driveway area to facilitate construction of the new 40,500 square-foot Middle School Building (Building “I”) and 32,946 square feet of landscape, walkway, and parking/loading area. The new three-story Middle School building would consist of basement with storage, electrical, and mechanical equipment, seven classrooms each on the first and second floor and four classrooms on the third floor of the building. The removal of the existing 21 parking spaces off of Euclid Avenue would be relocated in the new subterranean parking garage, three parking spaces would remain off of the Euclid Avenue entrance.

At completion of the phased Master Plan, there would be a net increase of 40,665 square feet of gross floor area added to the campus which includes 10 new classrooms, for a total of 46 classrooms. Table 1 summarizes the changes to the campus that are proposed by the Master Plan:

Table 1 EXISTING AND PROPOSED STRUCTURES			
Facility	Existing Building Sq. Ft.	Proposed Building Sq. Ft.	Phase
Building "A" <i>Gymnasium</i>	16,663 sq. ft.	22,093 sq. ft.	Phase 2
Building "B" <i>Hayden Building</i>	17,233 sq. ft.	Demolish/ Replaced by Middle School Building	Phase 4
Building "C" <i>Pike Learning Center/Library</i>	6,826 sq. ft.	Demolish/ Replaced by Center for Learning and Teaching	Phase 2
Building "D" <i>Elementary Building</i>	8,120 sq. ft.	9,080 sq. ft.	Phase 3
Building "E" <i>Performing Arts Center</i>	4,876 sq. ft.	No Change	N/A
Building "F" <i>Primary Center and Connelly Hall</i>	12,279 sq. ft.	No Change	N/A
Building "G" <i>Basement Parking Below Primary Center</i>	5,200 sq. ft.	8,049 sq. ft. (gross floor area) 32,436 (total square feet)*	Phase 1
Building "H" <i>Center for Teaching and Learning</i>	N/A	14,955 sq. ft.	Phase 2
Building "I" <i>Middle School Building</i>	N/A	40,500 sq. ft.	Phase 4
Total Gross Floor Area	71,197 sq. ft.	111,862 sq. ft. 40,665 sq. ft. (net new gross floor area)	

* Areas used for parking are excluded from gross floor area

ENTITLEMENTS:

The Master Plan process establishes a procedure that reduces processing time and uncertainty by consolidating several Conditional Use Permit (CUP) hearings over an extended period of time, as well as to ensure orderly and thorough City review of expansion plans for certain public, semi-public, and open space uses, resulting in more compatible and desirable development.

For projects in the PS zoning district, the development standards, such as floor area, height, and setback requirements are specified under a CUP or Master Plan. Further, a Master Plan outlines the type and locations of uses, the amount of new development, the amount and location of parking, the maximum height and minimum setbacks for new structures, and other details and features of a project for a specific period of time. A summary of the Master Plan development standards are provided in Attachment F.

GENERAL PLAN AND SPECIFIC PLAN:

General Plan Consistency

The Mayfield Junior School is comprised of five contiguous parcels. Four of the five parcels are designated as Institutional in the General Plan. 364 Waldo Avenue, which is currently used as a parking lot by the school, is designated as Medium High Density Residential (MHDR).

The Institutional land use category applies to uses that can be, “characterized by facilities owned and operated by the City or by other public and/or private institutions such as corporate yards, schools, libraries, and hospitals.” The Mayfield Junior School has been an established private school institution in the City since 1931. This Master Plan would reaffirm the City’s commitment to provide a diverse educational system responsive to the needs of the community, including the General Plan Land Use Element:

GOAL 17 Educational System - *A strong and diverse educational system that is responsive to the life-long needs of the community and related to maintaining a high quality of life and a strong economy.*

General Plan Policy 17.4, Long-Range Planning for Private Schools, requires private schools to collaborate with the City on site selection, site design, traffic control, circulation, and site acquisition to ensure compatibility with the neighborhoods or districts in which they are located. The proposed Master Plan is a Master Conditional Use Permit that outlines Mayfield Junior School’s proposed development for the next 10 years; additionally, the school has been established in its current location since 1931, therefore, the continued use of the project site as a private school is consistent with the General Plan, as further discussed in detail in attached Findings (Attachment A).

TREE PROTECTION ORDINANCE:

The Tree Protection Ordinance requires protection of public trees and trees on private property of certain size. The six types of trees protected by the City’s Tree Protection Ordinance include public, landmark, landmark-eligible, specimen, mature, and native trees. There are currently 140 private trees on campus, five of which are protected. The new development proposes the removal of 15 private trees on campus, none of which are protected. No public trees or protected trees are proposed to be removed.

The applicant has submitted a preliminary landscaping plan to show the general location of replacement trees and new landscaping on the site. The preliminary landscaping plan emphasizes a tree canopy that is sustainable over the long term. A condition of approval is included, which requires the applicant to submit a final landscaping plan.

ENVIRONMENTAL REVIEW:

A CEQA analysis was conducted for the project and it has been determined to be exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (CEQA) Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 3, Sections 15302, Class 2 (Replacement or Reconstruction) and 15314, Class 14 (Minor Additions to Schools).

Section 15302, Class 2 (Replacement or Reconstruction) specifically exempts from environmental review where the project consists of replacement or reconstruction of existing structures and facilities where the new structure would be located on the same site as the structure replaced and would have substantially the same purpose and capacity as the structure replaced, including replacement or reconstruction of existing schools and hospitals to provide earthquake resistant structures which do not increase capacity more than 50 percent. The proposed project would not increase capacity more than 50 percent, as student enrollment is not proposed to increase.

Section 15314, Class 14 (Minor Additions to Schools) specifically exempts from environmental review where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less. The proposed project does not increase the capacity of school by more than 25% since student enrollment is not proposed to increase. The proposed project increases the number of classrooms from 36 to 46, under the threshold to warrant environmental review.

Historic Preservation

The campus underwent a Historical Resource Evaluation (HRE), conducted by ESA Associates. According to the evaluation, the original building, Connelly Hall, is the only building that has been identified as an eligible historical resource. The HRE determined that the Connelly Hall building is individually eligible as a historic resource under the National Register, the California Register, and locally as a Pasadena Landmark due to its extant integrity from its period of significance.

The proposed Master Plan does not propose any alterations or expansions to the historically eligible Connelly Hall building. Alterations are proposed for the adjacent Elementary Building; however, there is a sizable separation between the two buildings and the intervening Building E is proposed to remain unaltered. Any proposed alteration to the Connelly Hall building, or campus construction that has potential impacts to the structure would be required to follow the Secretary of the Interior Standards to ensure the building's continued protection.

COMMUNITY MEETING:

As part of the City's Master Plan application process, neighbors within a 500 foot radius of the project were invited to participate in a virtual community meeting on August 31, 2022. The community meeting included a presentation by Planning staff and the applicant, questions and comments from the public, and the opportunity for one-on-one

discussions between community members, and City and Mayfield Junior staff and the project architect.

DESIGN COMMISSION ADVISORY REVIEW:

On November 8, 2022, the Design Commission conducted an Advisory Review of the proposed project. The Design Commission shall conduct an Advisory Review on a Master Plan and make a recommendation to the Planning Commission and City Council.

The Design Commission concurred with staff's analysis that the proposed Master Plan is consistent with the applicable design guidelines as proposed. The Commission provided the following recommendations:

- 1) Provide a comparative before and after exhibit of the Master Plan indicating the existing site conditions and the proposed completed construction of the built-out Master Plan.
- 2) Maintain a clear labeling and orientation of plans with north arrows for future reviews.
- 3) Clearly indicate vehicular circulation patterns of the existing and proposed off-site and on-site conditions indicating vehicular entry points, drop off zones, and parking areas.

CONCLUSION:

Staff is recommending approval of the project with the required findings and conditions as attached to this report. Staff supports incorporating the additional recommended conditions of the Planning Commission.

FISCAL IMPACT:

The applicant, consistent with the adopted Fee Schedule, would pay the cost of the project reviews and permits to the City. There is no fiscal impact to the general fund.

Respectfully submitted,



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Attachments: (6)

- Attachment A: Master Plan Findings
- Attachment B: Conditions of Approval
- Attachment C: Project Plans – Existing and Proposed by Phase
- Attachment D: Approved Traffic Control Plan
- Attachment E: December 7, 2022 Planning Commission Staff Report (without attachments)
- Attachment F: Mayfield Junior School Master Plan Development Standards