



City of Sierra Madre

*Planning & Community Preservation Department
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024
Phone 626.355.7138*

May 13, 2020

Via email: [REDACTED]

Julia V. Fanara
Head of School
200 North Michillinda Avenue
Sierra Madre, CA 91024

Re: Conditions of Approval for Alverno Heights Academy TK-8th Grade Classroom Expansion

Dear Ms. Fanara:

Thank you for your participation in the Pre-Application Development Review meeting held on May 6, 2020 for the Alverno Heights Academy (AHA) TK-8th Grade Classroom Expansion project. Staff has considered Alverno's request to install three temporary 24 x 60 foot portable buildings in the general location of the proposed multipurpose building as identified in the AHA 2010 Master Plan Amendment. The Sierra Madre Planning and Community Preservation Department, Building and Safety Division, Public Works Department, Water Department, Police Department and Fire Department have reviewed your plans submitted on April 5 2020, April 7, 2020, April 21, 2020, April 29, 2020, and April 30, 2020. At the Pre-Application Development Review meeting, the following comments and amendments were included as conditions of approval for the project to move forward. Those changes are shown as underlined strikeout to the original comments.

PLANNING DEPARTMENT

1. Zoning – The project site is zoned Institutional (I), and is designated Institutional (I) in the General Plan Land Use Map. As such, it is subject to the requirements of the Institutional Zone Ordinance (Chapter 17.38) of the City's Municipal Code, as well as the Goals and Policies of the General Plan pursuant to Institutional Land Use.
2. Master Plan Amendment – The City is viewing the portable classrooms as a

temporary use for a maximum two year period. The City also requires that the master plan be amended within one year from the date of authorization to proceed with classroom building installation, but shall not extend beyond May 2021. Planning Commission and City Council approval is required for the Master Plan Amendment, Conditional Use Permit and environmental review.

Policy L41.2 of the City's General Plan allows for the expansion of existing institutional sites provided that a comprehensive master plan is approved. Please note that submittal of an amended master plan document and application for a CUP for the permanent classroom buildings is required pursuant to Code Section 17.38.030(A)(17), "any new structure or addition to, structural alteration of, or intensification of an existing use or structure except as permitted in Section 17.3020" shall be subject to the approval of a Conditional Use Permit (CUP).

3. Student Body Capacity – Staff has found that the proposed classroom buildings will not generate additional student capacity beyond that permitted by the Master Plan (400 students). The student population of the existing High School (9-12th grades) has a capacity of 200 students. Introducing TK-8th grade will add an additional 200 students, which fall within the allowable student body capacity.
4. Public Outreach – The City is encouraging that a robust public outreach effort commence as soon as possible, particularly to the residents along West Grandview, West Highland Avenue, and Wilson Street. I would encourage Alverno to capture the comments in writing and submit to the City for our records.
5. Parking Facilities – Staff preliminary determined that there is adequate parking sufficient to accommodate the proposed student, faculty, and employee parking requirements for the campus. Total onsite parking is 108 stalls. Code required parking for TK-12th grade is 73 stalls, providing a surplus of 35 parking stalls. As a condition, the City will require that the proposed reconfigured Michillinda Parking lot coincide with the construction of permanent classroom facilities.
6. Traffic Study – Planning and Community Preservation staff have evaluated the onsite vehicular circulation plan provided by GGA Architects. The plan shows TK-8th Grade vehicular entry from the existing driveway with frontage on Michillinda Avenue, and vehicular exit onto West Highland Avenue. Staff has preliminarily determined that there is adequate onsite vehicular queue line to prevent horizontal queuing along Michillinda Avenue (that presumes that vehicles on a roadway do not back up over the length of the roadway). In this case, vehicles will stack up upon one another at the point where congestion begins, in this case at the TK-8th grade drop-off and Pick-up point adjacent to the proposed classroom buildings (referred to as stack queuing). A traffic

analysis has been performed and confirmed these assumptions. The traffic analysis also determined that a dedicated right-hand turn lane will not be required on northbound Michillinda Avenue. The traffic study also analyzed the potential impact of traffic patterns on West Highland Avenue and Wilson Street, to ensure that the driveway width and driveway apron are adequate in width to accommodate vehicles exiting on to West Highland Avenue. The traffic study noted the driveway width is 18 feet wide.

7. Noise Study – Update the 2011 Master Plan noise study to ensure that increased vehicular traffic and student body population does not exceed ambient noise levels of the neighborhood. The noise study shall be conducted at the commencement of the school year to adequately capture ambient noise levels.
8. Historic. Per update to the Historic Resource Evaluation, paint color of the portable buildings should match the paint color of the Villa.

BUILDING & SAFETY

1. The improvements will require full compliance with Title 24 Disabled access requirements including access to accessible restrooms, disabled parking and path of travel to the public right-of-way.
2. All utilities shall be underground.
3. The Building Division is required to approve the temporary electrical plan and inspect the temporary power pole and electrical connections for the portable classroom buildings.
4. Consider placement of portable buildings 4" above grade to enable ADA access.
5. Temporary overhead electrical service from the Villa to the portable buildings is permissible for a maximum two year duration.

PUBLIC WORKS DEPARTMENT

Grading / NPDES / LID

1. The City adopts the Los Angeles County 2014 LID Manual for application of the mandates for NPDES and LID for all developments which add, disturb, or alter 500 SF or more of impervious area.
2. Owner will be required to hire a civil engineer and depending on the project conditions an arborist and geotechnical engineer, to prepare grading/drainage and LID plans for all projects adding/altering/disturbing 500 square feet or more of impervious area.

3. No credit will be given for removal of existing impervious surfaces, except when the proposed impervious area has the exact same footprint and is at the same location as the existing impervious area.
4. Any improvements on an impervious area which alter the drainage patterns or existing grades on that area will be subject to LID, per sections 2 and 3 of the LID Manual.
5. Applicable refundable cash bond deposits shall be in place for projects which add between 500 and 1000 square-feet of impervious area, and for projects which add/alter/disturb more than 1000 square feet of impervious area per current adopted fee schedule.

Trees

6. Identify all trees on site and adjacent properties that encroach on project property with species, their drip lines drawing to scale as measured at 8 compass point and diameter at breast height. Arborist report may be required.
7. All parkway trees are to be protected in place.
8. All damaged sidewalk and curb along the property frontages shall be replaced as a part of the project. Permits from the Public Works Department will be required for all excavations and improvements within the public right of way.

WATER DEPARTMENT

1. The City has a 6" steel water main with static pressure between 145 and 165 PSI on Michillinda Ave suitable for fire hydrants, institutional/irrigation services or fire services.
2. The City has an 8" Ductile Iron Pipe water main on Grandview with a static pressure of 145 PSI suitable for fire hydrants, fire services and Institutional/irrigation.
3. Fire Hydrants and or fire service locations shall be approved by both the City of Sierra Madre Fire and Utilities Departments.
4. Any building addition or improvement must have a dedicated water meter for institutional use.
5. Improved landscape area must have a dedicated irrigation meter.
6. Any leaks on the property institutional, irrigation or otherwise shall be repaired

POLICE DEPARTMENT

1. Please clarify whether on-site security (guard, video monitoring, and alarm system) will be provided during construction.
2. Please clarify whether construction materials will be stored on-site and if so, will they be secured.
3. Construction must comply with the City's limitations regarding construction hours.
4. Provide a construction staging program to avoid pedestrian/vehicular conflicts and business disruption during normal business hours.
5. Please clarify the impacts of the project on traffic flows near the project.

FIRE DEPARTMENT

1. **Water supply.** A fire hydrant will be located within 250 of the classroom buildings*. The proposed location will be curbside on Michillinda as shown on the GGA site plan. Exact location to be approved by Sierra Madre Fire Department and Sierra Madre Utility Department.
2. **Fire Access.** A 10 foot wide fire access gate to be installed in the perimeter fence on Michillinda adjacent to the classroom buildings as shown on the GGA site plan.
3. **Fire Protection.** All classroom buildings shall have fire sprinklers and a fire alarm system.

*Options for fire hydrant and fire protection system supply.

- A. 1) Install a City fire hydrant at the location as described above. 2) Install a 2" fire service with back-flow protection and bypass meter to supply the classroom fire protection system. (Confirm fire service size with fire protection engineer).
 - B. Install a 6" fire service into the property with back-flow prevention and bypass meter to supply a private on-site hydrant and fire protection supply for current and future needs.
4. The emergency and disaster plans for AHA shall be reviewed to identify and required modification as the project moves through the construction phases.

Please note that these comments are not all-inclusive and are preliminary in nature, based on the level of detail you provided on the plans and exhibits provided. As such, we may request additional comments upon submittal of your building application.

Sincerely,



Vincent Gonzalez
Director of Planning & Community Preservation