

Regional Planning Commission Transmittal Checklist

Hearing Date
APRIL 22, 2015
Agenda Item No.
8

Project Number: R2006-02805-(5)
Case(s): Conditional Use Permit Case No. 200600233
Parking Permit Case No. 201400001
Environmental Assessment 201500067
Planner: Jeantine Nazar

- Project Summary
- Property Location Map
- Staff Analysis
- Draft Resolution / Draft Ordinance / 8.5x11 Map (ZC or PA)
- Draft Findings
- Draft Conditions
- Burden of Proof Statement(s)
- Environmental Documentation (ND / MND / EIR)
- Correspondence
- Photographs
- Aerial Image(s)
- Land Use/Zoning Map
- Tentative Tract / Parcel Map
- Site Plan / Floor Plans / Elevations
- Exhibit Map
- Landscaping Plans
- Previous CUP 88442 Approval
- Boarding House Rules /Handbook
- _____

Reviewed By: 



Department of Regional Planning
 320 West Temple Street
 Los Angeles, California 90012

PROJECT NUMBER R2006-02805-(5)
HEARING DATE April 22, 2015

REQUESTED ENTITLEMENTS
 Conditional Use Permit No. 200600233
 Parking Permit No. 201400001
 Environmental Assessment No. 201500067

PROJECT SUMMARY

OWNER / APPLICANT

Cambridge Educational Housing

MAP/EXHIBIT DATE

June 10, 2014

PROJECT OVERVIEW

The applicant is requesting a Conditional Use Permit ("CUP") and a Parking Permit for the operation and maintenance of a boarding house with less than the required parking spaces in the C-3 zone.

LOCATION

20 E Mariposa Street, Altadena

ACCESS

Fair Oaks Avenue, Mariposa Street, and an alley

ASSESSORS PARCEL NUMBER(S)

5835-038-001

SITE AREA

9,553 SF

GENERAL PLAN / LOCAL PLAN

Altadena Community Plan

ZONED DISTRICT

Altadena

LAND USE DESIGNATION

GC (General Commercial)

ZONE

C-3 (Unlimited Commercial)

PROPOSED UNITS

N/A

MAX DENSITY/UNITS

N/A

COMMUNITY STANDARDS DISTRICT

Altadena Community Standards District

ENVIRONMENTAL DETERMINATION (CEQA)

Class 3 -Categorical Exemption – New Construction or Conversion of Small Structures

KEY ISSUES

- Consistency with the Los Angeles County General Plan and Altadena Community Plan
- Satisfaction of the following Section(s) of Title 22 of the Los Angeles County Code:
 - 22.56.040 (Conditional Use Permit Burden of Proof Requirements)
 - 22.56.990 (Parking Permits)
 - 22.56.1020 (Parking Permit Burden of Proof Requirements)
 - 22.56.1130 (Parking requirements for boarding houses)
 - 22.44.127 (Altadena Community Standards District Requirements)
 - 22.28.220 (C-3 Zone Development Standards)

CASE PLANNER:

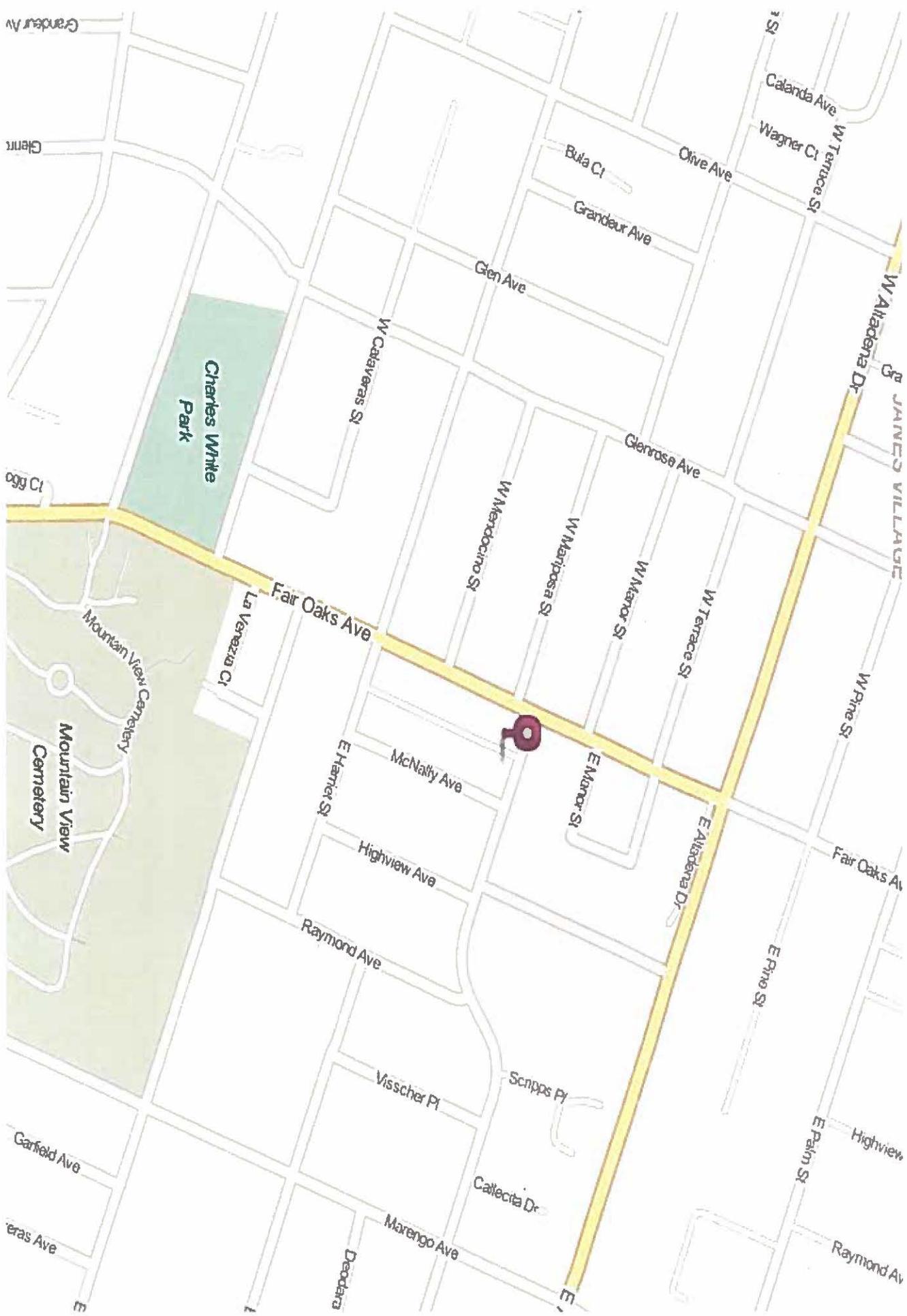
Jeantine Nazar

PHONE NUMBER:

(213) 974 - 6435

E-MAIL ADDRESS:

jnazar@planning.lacounty.gov



ENTITLEMENTS REQUESTED

- Conditional Use Permit (CUP) for the operation and maintenance of a boarding house in the C-3 (Unlimited Commercial) Zone pursuant to Section 22.28.210.
- Parking Permit to authorize less than the required on-site parking pursuant to County Code Section 22.56.990.

PROJECT DESCRIPTION

The applicant is seeking a CUP to authorize the operation and maintenance of a boarding and rooming house, the Cambridge Institute of International Education. The facility will accommodate housing for 30 international students from China attending local private American schools. The students would be between 14 and 19 years old and three staff members would provide 24 hour supervision. During winter and summer breaks most students return to their families abroad and the facility may be used for short-term educational programs such as ESL classes or similar programs for the students who stay during breaks. The classes would be held either at the property or at a local high school.

This application includes a parking permit to provide nine uncovered substandard parking spaces not meeting the 26 feet backup space requirement and one standard uncovered van pool space for a total of 10 spaces while 15 spaces are required. The applicant will remove the existing garage in order to accommodate the 10 parking spaces as well as a trash enclosure.

Boarding House Operations

Section 22.08.180 defines "Rooming House" or "Boarding House" a lodging house, or other building or structure maintained, advertised on held out to the public as a place where sleeping or rooming accommodations are furnished to the whole or any part of the public, whether with or without meals. "Rooming house" includes fraternity and sorority houses.

The proposed boarding facility would operate 24 hours a day, seven days a week, and would provide breakfast, lunch and dinner seven days a week. Students would have the option to purchase their own lunches at school. The facility will provide two vans to transport the students to and from school as well as for activities. Additionally, staff members would transport students, as needed. Students will not be allowed to drive. Tutoring would be provided on site. A copy of the Cambridge Educational Housing Handbook outlining the rules and regulations of the boarding house and a copy of the Residential Enrollment Contract are attached to this report.

SITE PLAN DESCRIPTION

The site plan depicts a 9,553-square-foot lot containing a 3,173-square-foot ground floor area, a 1,875-square-foot second floor area including a 336-square-foot addition and a 2,571-square-foot basement containing a 1,317-square-foot addition for a total built area of 7,619 square feet. The building ground floor lot coverage area is 33.2 percent. The site plan depicts ten parking spaces including nine substandard spaces and one standard van pool space, which meets the parking standards in size and backup space.

The floor plan depicts a two-story structure with a basement containing a total of 15 bedrooms, including three bedrooms reserved for staff members, and 12 bedrooms reserved for 30 students. The ground floor contains a kitchen, a dining area, one staff bedroom, and seven bedrooms for students. The second floor includes five bedrooms for students. The basement floor provide sitting areas for reading, entertainment and play activities and includes two staff bedrooms, a game room, a library area, a laundry room, and stair access to the outside areas as well as to the first floor. There are common bathrooms and showers on each floor. The total bedroom coverage is approximately 31 percent of the total floor area and the remaining 69 percent is common area i.e. kitchen, dining, entertainment, library and showers. The applicant is proposing ADA accessibility at each level and includes an elevator accessible to all floors.

EXISTING ZONING

The subject property is zoned C-3 and surrounding properties are zoned as follows:

North: R-1-7500 (Single-Family Dwelling - 7,500 Square Feet Minimum Lot Area)

South: C-3

East: R-1-7,500

West: C-3

EXISTING LAND USES

The subject property is developed with a boarding house.

Surrounding properties are developed as follows:

North: Single-family residences

South: Fair Oaks Academy

East: Single-family residences

West: Retail

PREVIOUS CASES/ZONING HISTORY

CUP 88442 approved in 1989 increased the number of residents in a children's group home from 6 to 15 children referred by the Department of Children's Services and private placements for young adults from 12 to 17 years of age. This permit indicated that the group home occupied 31 percent of the overall site and concluded that five parking spaces were required. The facility provided seven parking spaces. This grant expired on November 28, 1999 and the applicant did not file for a CUP renewal.

The subject property was subsequently converted to a transitional housing facility with 24 bedrooms without Regional Planning and Building and Safety required permits. The property was cited for operating without a CUP and the applicant filed for a CUP requesting to authorize an adult transitional housing facility for temporary stays. Additional materials were requested by the Department of Regional Planning about the nature of the business and its operation as well as providing revised plans. The applicant failed to provide the information and the property was sold in 2014.

The Building and Safety office has records of building permits for a medical office. Staff was unable to find building permits for a transitional housing facility and for a children's group home for the subject property.

ENVIRONMENTAL DETERMINATION

Los Angeles County ("County") Staff recommends that this project qualifies for a Categorical Exemption (Class 3 Exemption, New Structures or Conversion of Small Structures) under the California Environmental Quality Act (CEQA) and the County environmental guidelines. The applicant is proposing to convert a transitional housing use to a boarding house. The application includes 1,653 square feet of additional built areas to the existing 5,966 square feet for 7,619 square feet floor areas. The addition would provide an entertainment area, an elevator and an additional bedroom for the existing boarding house and would not have negative impacts. Therefore, staff recommends that the Commission determine that the project is categorically exempt from CEQA.

STAFF EVALUATION

General Plan/Community Plan Consistency

The project site is located within the General Commercial land use category of the Altadena Community Plan. This designation is intended to permit a broad range of commercial services, including the traditional concepts of "community neighborhood" and "highway-oriented" commercial. Maximum lot coverage allowed by the Community Plan for General Commercial uses is 90 percent, which includes a floor area ratio of 1:8 times the total lot area. Maximum building height in General Commercial areas is two stories. The proposed two-story boarding house for young adults is consistent with the land use designation with approximately 67 percent coverage for landscaping and paved areas and 33 percent of building coverage and is therefore consistent with the permitted uses of the underlying land use category.

The following policies of the General Plan are applicable to the proposed project:

- *To encourage high quality design in all development projects, compatible with, and sensitive to, the natural and man-made environment.*

The existing building was built in 1936 with architectural features that are typical of the period such as a variation in height, large operable windows, exterior moldings, landscaping on all sides of the building, and a covered front porch. The maintenance of the existing building would be an asset to the community and would preserve the architectural character and provide an aesthetically pleasant view.

The following policies of the Community Plan are applicable to the proposed project:

- *Enhance the physical character and economic viability of existing commercial centers and districts by providing for infill and intensification of vacant and under-utilized parcels, adaptive reuse of vacant structures, and rehabilitation of deteriorated structures.*

The subject property was illegally converted to a transitional housing facility. The property was sold in 2014 and the building has been vacant since then. The new owner is proposing a new use and is working with the Building and Safety office to bring the property to compliance. The building has deteriorated, requiring extensive repair work in order to reuse the existing structures. The proposed boarding house is adjacent to a school and is surrounded by commercial, residential and church uses. The proposed boarding house would enhance the physical and economic viability and would address health and safety concerns at this location.

Zoning Ordinance and Development Standards Compliance

Pursuant to Section 22.28.220 of the County Code, establishments in the C-3 Zone are subject to the following development standards:

Landscaping

That not to exceed 90 percent of the net area be occupied by buildings with a minimum of 10 percent of the net area landscaped with a lawn, shrubbery, flowers and/or trees, which shall be continuously maintained in good condition. Incidental walkways if needed, may be developed in the landscaped area.

The subject property includes landscaping exceeding the 10 percent requirement. The total lot coverage is approximately 33 percent and the remaining 67 percent includes paved areas such as parking, walkways and landscaping. The applicant has provided landscape and irrigation plans complying with the County Drought-Tolerant Ordinance as well as state requirements. Staff included a condition requiring that the landscaping shall comply with Title 22, Section 52 Part 21.

Parking

Section 22.56.990.B.3 establishes parking permit procedures to provide an alternative to the parking requirements by reducing the number of parking spaces otherwise required for certain businesses that provide their employees, customers, or others with positive incentives to use means of transportation other than the automobile. Pursuant to Code Section 22.52.1130.B.1, one parking space is required for each guestroom for structures used for living and sleeping accommodations such as a boarding house. The proposed boarding house includes 12 bedrooms for students and three bedrooms for staff for a total of 15 guestrooms requiring 15 parking spaces while 10 spaces are provided. The students are not allowed to drive and two van pools will provide transportation for residents. As per the applicant, visitation would not be frequently available. Therefore, the proposed 10 parking spaces would be sufficient for this site. Staff included a condition requiring off-site parking be available, in case of an event at the site.

The facility currently has a two car garage, with garage door opening towards the parking areas. Removing the garage would provide additional space for parking as well as the trash container and it would be an efficient use of space.

Furthermore, the provisions of Code Section 22.52.1060 provide the development standards for parking facilities as follows:

Paving

Where access to a parking space or spaces is from a highway, street, or alley, which is paved with asphaltic or concrete surfacing, such parking area, as well as the maneuvering areas and driveways used for access shall be paved. The parking site will be paved with asphalt or concrete paving and complies with the requirement.

Marking of Spaces

Each parking space shall be clearly marked with paint or other similar distinguishable material. Each compact automobile parking space shall be clearly marked with the words "Compact Only." Staff included a condition requesting that the four compact parking spaces be striped and marked "Compact".

Walls and fences

The director may approve substitution of a decorative fence or wall, or landscaped berm where, in his opinion, such fence, wall or landscaped berm will adequately comply with the intent of this section pursuant to the provisions of Part 12 of Chapter 22.56. The applicant is proposing hedges on the north and south sides and fencing six feet high covered with vines on the south side of the lot to screen the parking, trash and rear side areas. Staff believes that the landscaping and a decorative fence would be appropriate at this location and would make the residential character of the property appealing.

Landscaping

All landscaping materials and sprinkler systems shall be clearly indicated on the required site plans. The applicant has provided landscape and irrigation plans.

Lighting

Lighting shall be so arranged to prevent glare or direct illumination in any residential or agricultural zone. Staff included a condition to prevent direct lighting and glare impacting the residential areas and the adjacent school.

Design

Parking lots shall be designed so as to preclude the backing of vehicles over a sidewalk, public street, alley or highway. Our records show substandard parking spaces backing into the alley since 1985, however, the property was built in 1936, prior to County requirements for parking.

Outside Storage

Outside storage is permitted at the rear of the lot. The applicant is not proposing outside storage.

Altadena Community Standards District

The subject property is located within the Altadena Community Standards District ("CSD"). However, the site was built prior to the adoption of the CSD and is not subject to the CSD requirements.

Site Visit

Staff visited the site on February 23, 2015. The existing facility has deteriorated and repairs are underway. The new owner is making improvements to the existing structures and is working with the Building and Safety office to remove the illegal additions. The owner will remove the garage and replace with uncovered parking spaces and a trash enclosure.

Burden of Proof

The applicant is required to substantiate all facts identified by Sections 22.56.040 and 22.56.1020 of the County Code. The Burdens of Proof with applicant's responses are attached. Staff is of the opinion that the applicant has met the burdens of proof.

Neighborhood Impact/Land Use Compatibility

The proposed boarding house is located within 500 feet of commercial and residential uses as well as adjacent to a school located on the south side of the property and is consistent with the surrounding uses in the area. The proposed boarding house will ameliorate the conditions of the project site and enhance the overall neighborhood setting compared to the previous transitional housing use.

The new owner is making major improvements to the subject site for landscaping, ADA accessibility, additional parking spaces, repairing and removing deteriorated and illegal structures. The existing building is surrounded by landscaping on all sides and presents an aesthetically pleasing view from Fair Oaks Avenue and Mariposa Street. The applicant provides drought-tolerant landscaping and will screen the parking area from Mariposa Street, Fair Oaks Avenue, and the school located on the south side. Additionally, the applicant is proposing a fence on the south side next to the trash bin and next to the adjacent school, which would be covered with vines. The proposed changes will maintain the residential character of the project site. Staff included a condition requiring that the landscaping shall be planted within one year of this approval.

COUNTY DEPARTMENT COMMENTS AND RECOMMENDATIONS

The Fire Department cleared the project in a letter dated March 12, 2015. The Department of Public Health recommends approval of this CUP in a letter dated August 5, 2014 and Public Works April 2, 2015.

LEGAL NOTIFICATION AND PUBLIC OUTREACH

Pursuant to the provisions of Sections 22.60.174 and 22.60.175 of the County Code, the community was appropriately notified of the public hearing by mail, newspaper, property posting, library posting and DRP website posting.

PUBLIC COMMENTS

The applicant presented the project to the Altadena Town Council and neighbors and attended several Council meetings to answer community concerns. Staff spoke to the Town Council representative indicating that they would provide comments prior to the hearing date and that they are in favor of the project. The applicant is scheduled to attend the land use Committee meeting on April 7. A representative from the Sheriff's Department would also attend this meeting. The applicant will also attend the Town Council meeting on April 21. Staff has received a letter dated November 4, 2014 from a neighbor with concerns regarding the parking. Staff also received two emails on April 2, 2015 from neighbors. The concerns addressed are regarding the transitional housing and the boarding house for young adults use at this location. Staff has included a copy as an attachment to this report.

FEES/DEPOSITS

If approved, fees identified in the attached project conditions will apply unless modified by the Regional Planning Commission

STAFF RECOMMENDATION

The following recommendation is made prior to the public hearing and is subject to change based upon testimony and/or documentary evidence presented at the public hearing:

Staff recommends **APPROVAL** of Project Number R2006-02805, Conditional Use Permit Number 200600233, subject to the attached conditions.

SUGGESTED APPROVAL MOTION:

I MOVE THAT THE REGIONAL PLANNING COMMISSION CLOSE THE PUBLIC HEARING AND FIND THE PROJECT CATEGORICALLY EXEMPT FROM CEQA AND APPROVE CONDITIONAL USE PERMIT NUMBER 200600233 AND PARKING PERMIT NUMBER 201400001 SUBJECT TO THE ATTACHED FINDINGS AND CONDITIONS.

Prepared by Jeantine Nazar, RP/II, Zoning Permits East Section
Reviewed by Maria Masis, Supervising Regional Planner, Zoning Permits East Section
Attachments:
Draft Findings, Draft Conditions of Approval
Applicant's Burden of Proof statement
Correspondence
Site Photographs, Aerial Image
Site Plan, Land Use Map

MM: JN
3/31/15

**DRAFT FINDINGS OF THE REGIONAL PLANNING COMMISSION
AND ORDER
COUNTY OF LOS ANGELES
PROJECT NO. R2006-02805 - (5)
CONDITIONAL USE PERMIT NO. 200600233
PARKING PERMIT NO 201400001**

1. The Los Angeles County ("County") Regional Planning Commission ("Commission") conducted a duly-noticed public hearing on April 22, 2015, in the matter of Project No. R2006-02805, consisting of Conditional Use Permit No. 200600233 ("CUP") and Parking Permit No. 201400001 ("Parking Permit"). The CUP and Parking Permit are referred to collectively as the "Project Permits."
2. The permittee, Cambridge Educational Housing ("permittee"), requests the Project Permits to authorize the operation and maintenance of a boarding house with less than the required on-site parking spaces ("Project") on a property located within the unincorporated community of Altadena ("Project Site").
3. The Project is located at 20 E. Mariposa Street within the Altadena Zoned District and Altadena Community Standards District.
4. The CUP is a request to authorize the operation and maintenance of a boarding and rooming house for 30 international students between 14 and 19 years old attending local private American schools and three staff members providing 24 hour supervision in the C-3 zone pursuant to Los Angeles County Code ("County Code") Section 22.28.210.
5. The Parking Permit is a request to authorize 10 parking spaces including nine (9) substandard and one standard space, while 15 standard parking spaces are required pursuant to Sections 22.56.990 and 22.52.1130.
6. Section 22.08.180 defines "Rooming House" or "Boarding House" a lodging house, or other building or structure maintained, advertised on held out to the public as a place where sleeping or rooming accommodations are furnished to the whole or any part of the public, whether with or without meals. "Rooming house" includes fraternity and sorority houses.
7. The proposed boarding facility would operate 24 hours a day, seven days a week, and would provide breakfast, lunch, and dinner seven days a week. Students would have the option to purchase their own lunches at school. During winter and summer breaks most students return to their families abroad. Tutoring would be provided on-site throughout the year. The facility will provide two vans to transport the students. Students will not be allowed to drive.
8. The Project Site is 0.2 gross acres or 9,553 square feet in size and consists of four parcels tied together as one legal lot. The Project Site is irregular in shape with flat topography and is developed with a commercial building currently vacant.

9. The Project Site is located within the General Commercial land use category of the Altadena Community Plan.
10. Surrounding Zoning within a 500-foot radius includes:
 - North: R-1-7500 (Single-Family Dwellings - Minimum 7,500 Square Feet Lot Size)
 - South: C-3
 - East: R-1-7500
 - West: C-3
11. Surrounding land uses within a 500-foot radius includes:
 - North: Single-family residences
 - South: Fair Oaks Academy
 - East: Single-family residences
 - West: Retail
12. CUP 88442 approved in 1989 increased the number of residents in a children's group home from 6 to 15 children referred by the Department of Children's Services and private placements for young adults from 12 to 17 years of age. This permit indicated that the group home occupied 31 percent of the overall site and concluded that five parking spaces were required. The facility provided seven parking spaces. This grant expired on November 28, 1999 and the applicant did not file for a CUP renewal.
13. The subject property was subsequently converted to a transitional housing facility with 24 bedrooms without Regional Planning or Building and Safety required permits. The property was cited for operating without a CUP and the applicant filed for a CUP requesting to authorize an adult transitional housing for temporary stays. Additional materials were requested by the Department of Regional Planning about the nature of the business and its operation as well as revised plans. The applicant failed to provide the information and the property was sold in 2014.
14. The Building and Safety office has records of building permits for a medical office. There are no records of final building permits for a transitional housing and a children's group home for the subject property.
15. The site plan depicts a 9,553-square-foot lot containing a 3,173-square-foot ground floor building area, a 1,875-square-foot second floor building area including a 336-square-foot addition, a 2,571-square-foot basement containing a 1,317-square-foot addition for a total built area of 7,619 square feet. The building ground floor lot coverage area is 33.26 percent. The site plan depicts 10 parking spaces including nine substandard spaces and one standard van pool space, which meets the current parking standards in size and backup space. The floor plan depicts a two-story structure and a basement containing a total of 15 bedrooms, including three bedrooms reserved for staff members, and 12 bedrooms reserved for 30 international students. The ground floor contains a kitchen, a dining area, one staff bedroom and seven bedrooms for students. The second floor includes five

bedrooms for students and the basement floor provides sitting areas for reading, entertainment and play activities and includes two staff bedrooms, a game room, a library, a laundry room, and stair access to the outside areas as well as to the first floor. There are common bathroom and showers on each floor. The total bedroom coverage is approximately 31 percent of the total floor areas and the remaining 69 percent is common areas such as kitchen, dining, entertainment, library and showers. The building is ADA accessible at each level and includes an elevator accessible to all floors.

16. The Project Site is accessible via Fair Oaks Avenue to the west, Mariposa Street to the north and a 15-foot alley to the east. The vehicular access is from the alley through Mariposa Street.
17. The Project will provide a total of 10 parking spaces, which will be reserved for residents and staff members. Only one disabled access van pool parking stall will meet the Code standards for parking and nine substandard parking spaces for vehicles will not meet the backup space requirement. Forty percent or four parking spaces will be compact only. There is an ADA ramp from the parking area to the main entrance.
18. Prior to the Commission's public hearing on the Project, the permittee presented the project to the Altadena Town Council Land Use Committee four times and answered questions from the Council members, and concerned neighbors. The permittee will attend the Land Use Committee meeting on April 7, and the Town Council meeting on April 21, 2015. The Sheriff's Department representative will also attend the meeting on April 7 and provide feedback.
19. The County Department of Public Works ("Public Works") recommends approval of this Project and has recommended conditions of approval, which are included in the Project's conditions. The County Fire Department ("Fire Department") recommends approval of this Project because the Project will provide adequate fire access, water flow, and fire suppression technology. The Fire Department requires submittal of tenant improvement plans to the Fire Department Building Plan Check Unit. The County Department of Parks and Recreation ("Parks and Recreation") has indicated that the proposed Project will not have impacts to its facilities. The County Department of Public Health ("Public Health") recommends approval of the Project with recommended conditions pertaining to water system, operational noise impacts, and obtaining a boarding house license that are included in the Project's conditions.
20. Prior to the Commission's public hearing on the Project, Regional Planning staff determined that the Project qualified for a Class 3, New Construction or Conversion of Small Structures, categorical exemption from the California Environmental Quality Act (Public Resources Code section 21000, et seq.) ("CEQA"), the State CEQA Guidelines, and the Environmental Document Reporting Procedures and Guidelines for the County, because the Project involved the conversion of a transitional housing use to a boarding house. The applicant is proposing 1,653-square-foot addition to provide an entertainment area, an elevator, and an additional bedroom for the

boarding house and would not have negative impacts. Therefore, staff recommends that the Commission determine that the project is categorically exempt from CEQA.

21. Prior to the Commission's public hearing, the Department of Regional Planning ("Regional Planning") staff received one phone call and a letter addressed to the Town Council in opposition to the Project. The main concern of the opponent was parking. Additionally, staff received two emails and a phone call from neighbors. The concerns addressed are regarding the transitional housing and the boarding house for young adults use at this location as well as parking requirements.
22. *To be inserted after the public hearing to reflect hearing proceedings.*
23. The Commission finds that the Project Site is located within the General Commercial land use category of the Altadena Community Plan. This designation is intended to permit a broad range of commercial services, including the traditional concepts of "community, neighborhood" and "highway-oriented" commercial. Maximum lot coverage allowed by the Community Plan for General Commercial uses is 90 percent, which includes a floor area ratio of 1:8 times the total lot area. Maximum building height in General Commercial areas is two stories. The proposed two-story boarding house for young adults is consistent with the land use designation with approximately 67 percent coverage for landscaping and paved areas and 33 percent of building coverage and is therefore consistent with the permitted uses of the underlying land use category.
24. The Commission finds that the Project Site complies with Altadena Community Plan policy by enhancing the physical character and economic viability of existing commercial centers and districts by providing for infill and intensification of vacant and under-utilized parcels, adaptive reuse of vacant structures, and rehabilitation of deteriorated structures. The subject property was illegally converted to a transitional housing facility. The property was sold in 2014 and the building has been vacant since then. The new owner is proposing a new use and is working with the Building and Safety office to bring the property in compliance with the Building Code. The building has deteriorated requiring extensive repair work in order to reuse the existing structures. The proposed boarding house is adjacent to a school and is surrounded by commercial, residential and church uses. The proposed boarding house would enhance the physical and economic viability and address health and safety concerns at this location.
25. The Commission finds that the Project Site complies with that General Plan policy by encouraging encourage high quality design in all development projects, compatible with, and sensitive to, the natural and manmade environment. The existing building was built in 1936 with architectural features that are typical of the period such as a variation in height, large operable windows, exterior moldings, landscaping on all sides of the building, and a covered front porch. The maintenance of the existing building would be an asset to the community by preserving the architectural characteristics and providing an aesthetically pleasant view.

26. The Commission finds that the subject property meets the development standards for landscaping and outside storage. The subject property includes landscaping exceeding the 10 percent requirement. The total lot coverage is approximately 33 percent and the remaining 67 percent includes paved areas such as parking, walkways and landscaping. Outside storage is permitted at the rear of the lot. The applicant is not proposing outside storage.
27. The Commission finds that the Project would not adversely affect the health, peace, comfort, or welfare of persons residing or working in the surrounding area and will not be materially detrimental to the use, enjoyment or valuation of property of other persons located in the vicinity of the site or jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare. The existing building has a residential character with front landscaping, operable windows, porch entrance, and stepped back architectural features and fits well within the residential neighboring areas. The proposed use will obtain the required permits from County agencies and will fully comply with Code requirements such as ADA, drought tolerant landscaping, lighting, emergency exiting and accessibility.
28. The Commission finds that the site is adequate in size and shape to accommodate the yards, walls, fences, parking, and loading facilities, landscaping, and other development features prescribed in this Title 22, or as is otherwise required in order to integrate said use with the uses in the surrounding area. The subject site is adequate for the proposed boarding house use as the physical characteristics of the existing building is residential, while the proposed use is commercial. The applicant proposes hedges on the north and south sides of the property and a 6-foot high fence covered with vines at the rear side adjacent to the trash bin in order to screen the parking and the rear side of the property. There will be a van pool parking space complying with the Code standards for size and back-up space.
29. The Commission finds that the proposed site is adequately served by highway or streets of sufficient width, and improved as necessary to carry the kind and quantity of traffic such use would generate and by other public or private service facilities as are required. The subject property is served by Fair Oaks Avenue, 100 feet wide, Mariposa Street, 100 feet wide, and an alley, 15 feet wide, which would accommodate the type of traffic this site will generate. The rear alley serves the commercial and residential properties on the south and west sides of the subject property on the same block. However, the main vehicular access for these properties is from Fair Oaks Avenue, Mariposa Street, and McNally Avenue. The alley access is a secondary rear entrance/exit for these properties. The subject property's vehicular main and only access is through the alley from Mariposa Street and is adequate for the proposed use.
30. The Commission finds that there will be no need for the number of parking spaces required by Part 11 of Chapter 22.52. The applicant provides alternatives to the parking requirements by reducing the number of parking spaces otherwise required for certain businesses that provide their employees, customer, or others with positive incentives to use means of transportation other than the automobile. The applicant

has provided the boarding house rules and regulations indicating that the students would not be allowed to drive. The project includes bicycle stations available on the site that maybe used by the students. However, the transportation to and from school and activities will be provided by the three staff members and two vans. The proposed 10 parking spaces, while 15 are required will provide sufficient number of parking spaces for this use. The applicant indicated that visitation may rarely occur, however, in case of an event, the facility would provide off-site parking.

31. The Commission finds that the subject parking facilities meet the development standards pursuant to Section 22.52.1060. The parking area will be paved with asphalt or concrete. The parking spaces will be clearly marked with paint or other similar distinguishable material and the compact parking spaces will be marked "Compact Only." Lighting will be arranged to prevent glare or direct illumination in the residential zone and landscaping will be provided to screen the parking areas from Fair Oaks Avenue, Mariposa Street, and the adjacent school property.
32. The Commission finds that to ensure continued compatibility between the Project and the surrounding land uses, it is necessary to limit the Conditional Use Permit to 20 years.
33. The Commission finds that pursuant to sections 22.60.174 and 22.60.175 of the County Code, the community was properly notified of the public hearing by mail, newspaper, and property posting. Additionally, the Project was noticed and case materials were available on Regional Planning's website and at libraries located in the vicinity of Altadena community. On March 16, 2015, a total of 392 Notices of Assessor's record within a 1,000-foot radius from the Project Site, as well as three (3) notices to those on the courtesy mailing list for the Altadena Zoned District and to any additional interested parties.
34. The location of the documents and other materials constituting the record of proceedings upon which the Commission's decision is based in this matter is at the Los Angeles County Department of Regional Planning, 13th Floor, Hall of Records, 320 West Temple Street, Los Angeles, California 90012. The custodian of such documents and materials shall be the Section Head of the East Zoning Permits Section, Department of Regional Planning.

BASED ON THE FOREGOING, THE REGIONAL PLANNING COMMISSION CONCLUDES THAT:

Regarding the Conditional Use Permit:

- A. The proposed use with the attached conditions will be consistent with the adopted General Plan.
- B. The proposed use at the site will not adversely affect the health, peace, comfort or welfare of persons residing or working in the surrounding area, will not be materially detrimental to the use, enjoyment or valuation of property of other

persons located in the vicinity of the site, and will not jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare.

- C. The proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features prescribed in this Title 22, or as is otherwise required in order to integrate said use with the uses in the surrounding area.
- D. The proposed site is adequately served by highways or streets of sufficient width and improved as necessary to carry the kind and quantity of traffic such use would generate, and by other public or private service facilities as are required.

Regarding the Parking Permit:

- A. That there will be no need for the number of vehicle parking spaces required by Part 11 of Chapter 22.52 because
 - 1. The age the residents is such that the use of automobile is unlikely;
 - 2. The business or use has established a viable transportation program for its employees and/or customers to use transportation modes other than the single-occupant automobile. Such a program shall include positive incentives such as van pools, transit fare subsidies, commuter travel allowances, car pools or bicycle commuter facilities. Where appropriate, proximity to freeways with high-occupancy vehicle (HOV) lanes, bus routes, park-and-ride facilities, people-movers, rapid transit stations, bikeways, or other similar facilities shall be a factor in this consideration,
- B. That the requested parking permit at the location proposed will not result in traffic congestion, excessive off-site parking, or unauthorized use of parking facilities developed to serve surrounding property,
- C. That the proposed site is adequate in size and shape to accommodate the yards, walls, fences, loading facilities, landscaping, and other development features prescribed in this Title 22

THEREFORE, THE REGIONAL PLANNING COMMISSION:

- 1. Finds that the Project is exempt from the California Environmental Quality Act pursuant to section 15303 of the State CEQA Guidelines (Class 3, New Construction or Conversion of Small structures categorical exemption); and
- 2. Approves Conditional Use Permit No 200600233 and Parking Permit No. 201400001, subject to the attached conditions.

ACTION DATE: April 22, 2015

PROJECT NO. R 2006-02805-(5)
CONDITIONAL USE PERMIT NO. 200600233
PARKING PERMIT NO. 201400001

DRAFT FINDINGS
PAGE 8 OF 8

MM: JN
March 31, 2015

c: Each Commissioner, Zoning Enforcement, Building and Safety

**DRAFT CONDITIONS OF APPROVAL
COUNTY OF LOS ANGELES
PROJECT NO. R2006-02805-(5)
CONDITIONAL USE PERMIT NO. 200600233
PARKING PERMIT NUMBER 201400001**

PROJECT DESCRIPTION

The project is a request for a conditional use permit and parking permit to allow the operation and maintenance of a boarding house for children age 15 to 18 years old and a parking permit to allow a reduction in the required number of parking spaces subject to the following conditions of approval:

GENERAL CONDITIONS

1. Unless otherwise apparent from the context, the term "permittee" shall include the applicant, owner of the property, and any other person, corporation, or other entity making use of this grant.
2. This grant shall not be effective for any purpose until the permittee, and the owner of the subject property if other than the permittee, have filed at the office of the Los Angeles County ("County") Department of Regional Planning ("Regional Planning") their affidavit stating that they are aware of and agree to accept all of the conditions of this grant, and that the conditions of the grant have been recorded as required by Condition No. 7, and until all required monies have been paid pursuant to Condition No. 10. Notwithstanding the foregoing, this Condition No. 2 and Condition Nos. 4, 5, and 9 shall be effective immediately upon the date of final approval of this grant by the County.
3. Unless otherwise apparent from the context, the term "date of final approval" shall mean the date the County's action becomes effective pursuant to Section 22.60.260 of the County Code.
4. The permittee shall defend, indemnify, and hold harmless the County, its agents, officers, and employees from any claim, action, or proceeding against the County or its agents, officers, or employees to attack, set aside, void, or annul this permit approval, which action is brought within the applicable time period of Government Code Section 65009 or any other applicable limitations period. The County shall promptly notify the permittee of any claim, action, or proceeding and the County shall reasonably cooperate in the defense. If the County fails to promptly notify the permittee of any claim, action, or proceeding, or if the County fails to cooperate reasonably in the defense, the permittee shall not thereafter be responsible to defend, indemnify, or hold harmless the County.
5. In the event that any claim, action, or proceeding as described above is filed against the County, the permittee shall within ten days of the filing make an initial deposit with Regional Planning in the amount of up to \$5,000.00, from which actual costs and expenses shall be billed and deducted for the purpose of defraying the costs or expenses involved in Regional Planning's cooperation in the defense,

including but not limited to, depositions, testimony, and other assistance provided to permittee or permittee's counsel.

If during the litigation process, actual costs or expenses incurred reach 80 percent of the amount on deposit, the permittee shall deposit additional funds sufficient to bring the balance up to the amount of \$5,000.00. There is no limit to the number of supplemental deposits that may be required prior to completion of the litigation.

At the sole discretion of the permittee, the amount of an initial or any supplemental deposit may exceed the minimum amounts defined herein. Additionally, the cost for collection and duplication of records and other related documents shall be paid by the permittee according to County Code Section 2.170.010.

6. If any material provision of this grant is held or declared to be invalid by a court of competent jurisdiction, the permit shall be void and the privileges granted hereunder shall lapse.
7. Prior to the use of this grant, the permittee, or the owner of the subject property if other than the permittee, shall **record the terms and conditions** of the grant in the office of the County Registrar-Recorder/County Clerk ("Recorder"). In addition, upon any transfer or lease of the property during the term of this grant, the permittee, or the owner of the subject property if other than the permittee, shall promptly provide a copy of the grant and its conditions to the transferee or lessee of the subject property.
8. **This grant shall terminate on April 22, 2035.** Entitlement to use of the property thereafter shall be subject to the regulations then in effect. If the permittee intends to continue operations after such date, whether or not the permittee proposes any modifications to the use at that time, the permittee shall file a new conditional use permit application with Regional Planning, or shall otherwise comply with the applicable requirements at that time. Such application shall be filed at least six (6) months prior to the expiration date of this grant and shall be accompanied by the required fee. In the event that the permittee seeks to discontinue or otherwise change the use, notice is hereby given that the use of such property may require additional or different permits and would be subject to the then-applicable regulations.
9. This grant shall expire unless used within two (2) years from the date of final approval of the grant. A single one-year time extension may be requested in writing and with the payment of the applicable fee prior to such expiration date.
10. The subject property shall be maintained and operated in full compliance with the conditions of this grant and any law, statute, ordinance, or other regulation applicable to any development or activity on the subject property. Failure of the permittee to cease any development or activity not in full compliance shall be a violation of these conditions. Inspections shall be made to ensure compliance with the conditions of this grant as well as to ensure that any development undertaken

on the subject property is in accordance with the approved site plan on file. The permittee shall deposit with the County the sum of \$2,000.00. The deposit shall be placed in a performance fund, which shall be used exclusively to compensate Regional Planning for all expenses incurred while inspecting the premises to determine the permittee's compliance with the conditions of approval. The fund provides for Ten (10) biennial (one every other year) inspections. Inspections shall be unannounced.

If additional inspections are required to ensure compliance with the conditions of this grant, or if any inspection discloses that the subject property is being used in violation of any one of the conditions of this grant, the permittee shall be financially responsible and shall reimburse Regional Planning for all additional enforcement efforts necessary to bring the subject property into compliance. The amount charged for additional inspections shall be \$200.00 per inspection, or the current recovery cost at the time any additional inspections are required, whichever is greater.

11. Notice is hereby given that any person violating a provision of this grant is guilty of a misdemeanor. Notice is further given that the Regional Planning Commission ("Commission") or a Hearing Officer may, after conducting a public hearing, revoke or modify this grant, if the Commission or Hearing Officer finds that these conditions have been violated or that this grant has been exercised so as to be detrimental to the public's health or safety or so as to be a nuisance, or as otherwise authorized pursuant to Chapter 22.56, Part 13 of the County Code.
12. All development pursuant to this grant must be kept in full compliance with the County Fire Code to the satisfaction of said department.
13. All development pursuant to this grant shall conform with the requirements of the County Department of Public Works to the satisfaction of said department.
14. All development pursuant to this grant shall comply with the requirements of Title 22 of the County Code and of the specific zoning of the subject property, unless specifically modified by this grant, as set forth in these conditions, including the approved Exhibit "A," or a revised Exhibit "A" approved by the Director of Regional Planning ("Director").
15. The permittee shall maintain the subject property in a neat and orderly fashion. The permittee shall maintain free of litter all areas of the premises over which the permittee has control.
16. All structures, walls and fences open to public view shall remain free of graffiti or other extraneous markings, drawings, or signage that was not approved by Regional Planning. These shall include any of the above that do not directly relate to the business being operated on the premises or that do not provide pertinent information about said premises. The only exceptions shall be seasonal

decorations or signage provided under the auspices of a civic or non-profit organization.

In the event of graffiti or other extraneous markings occurring, the permittee shall remove or cover said markings, drawings, or signage within 24 hours of notification of such occurrence, weather permitting. Paint utilized in covering such markings shall be of a color that matches, as closely as possible, the color of the adjacent surfaces.

17. The subject property shall be developed and maintained in substantial conformance with the plans marked Exhibit "A." If changes to any of the plans marked Exhibit "A" are required as a result of instruction given at the public hearing, **Three (3) copies** of a modified Exhibit "A" shall be submitted to Regional Planning by **June 22, 2015**.
18. In the event that subsequent revisions to the approved Exhibit "A" are submitted, the permittee shall submit **Three (3) copies** of the proposed plans to the Director for review and approval. All revised plans must substantially conform to the originally approved Exhibit "A". All revised plans must be accompanied by the written authorization of the property owner(s) and applicable fee for such revision.

CONDITIONAL USE PERMIT AND PARKING PERMIT SPECIFIC CONDITIONS

19. The operation and maintenance of a boarding house further subject to all the following restrictions:
 - a. The facility shall accommodate a maximum of 30 students attending local schools and shall have at least three staff members providing 24 hour supervision;
 - b. The permittee shall obtain permits from the Building and Safety Division to comply with the current Building Code requirements;
 - c. The permittee shall obtain a demolition permit from the Building and Safety Division to remove the existing garage;
 - d. The trash enclosure shall have decorative walls of six feet high, and must have solid doors;
 - e. The boarding house shall obtain a license to comply with all Public Health requirements, regulations, and ordinances relating to the operation of a Boarding House;
 - f. The building shall remain connected to an approved public water system, and wastewater disposal shall be accommodated through public sewer and wastewater treatment facilities as existing;
 - g. The project shall adhere to the Los Angeles County Noise Control Ordinance Title 12.08 for construction and for operation;
 - h. The permittee shall submit tenant improvement plans to the Fire Department Building Plan check for approval;
 - i. Exterior lighting shall be directed away from neighboring residences to prevent direct illumination and glare, and shall be turned off no later than 10:15 pm. Motion detectors shall be provided for some exterior lighting;
 - j. Outside storage shall not be displayed;

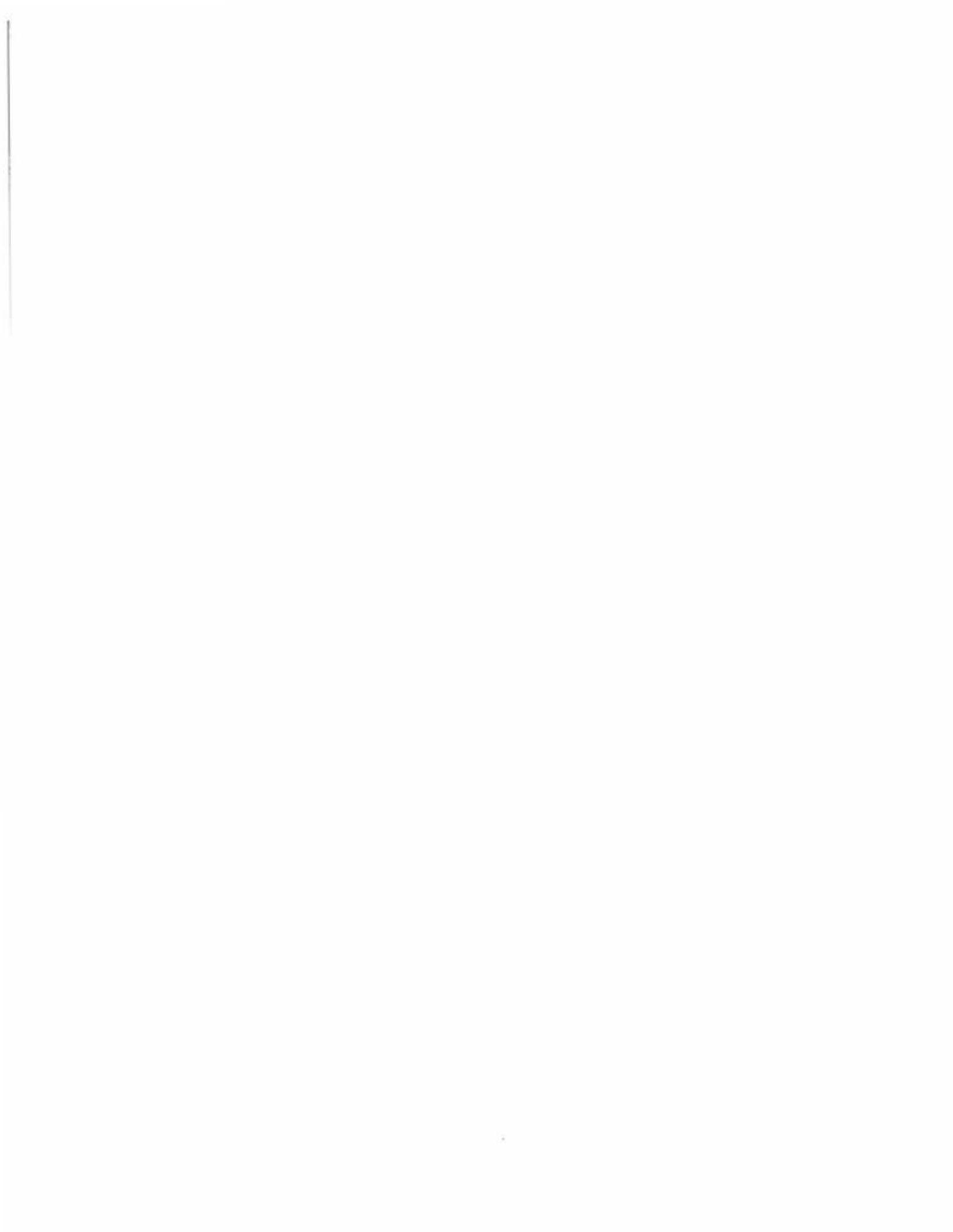
- k. The permittee shall provide and continuously maintain a minimum of 10 on-site parking spaces, including one van accessible space. All parking spaces shall remain free and clear of debris and available for parking at all times;
- l. Each parking space shall be striped and compact size parking spaces shall be marked clearly with the words "Compact Only";
- m. The parking site shall be paved with asphalt or concrete paving;
- n. In case of an event the applicant shall provide off-site parking for visitors and shall provide shuttle service to transport the visitors to the Project Site; and
- o. The uncovered parking spaces shall be screened by hedges 6 feet high on the north side and a fence 6 feet high with climbing vines on the south side, as depicted on the Exhibit "A" plans.
- p. The permittee shall provide the landscaping within one year of the approval.

PROJECT SITE SPECIFIC CONDITIONS

20. This grant shall authorize the operation and maintenance of a boarding house for young adult children age 15 to 18 years old and includes a reduction in the required number of parking spaces subject to the following restrictions of use:
- a. The built area shall be limited to a total floor area of 7,619 square feet;
 - b. A minimum of 15 bedrooms shall be available for 30 students and three staff members;
 - c. The students shall not have personal vehicles on-site;
 - d. The boarding house shall provide two vans to transport the students;
 - e. The subject property shall be ADA accessible and include an elevator accessible to each floor, as approved by the Building and Safety Division;
 - f. Landscaping shall comply with Title 22 Section 52 Part 21 and shall provide 75 percent drought tolerant plants as depicted in the Exhibit "A" plans. Landscaping materials and sprinkler systems shall be clearly indicated on the required site plans.
21. The permitted shall record a covenant with the County Recorders indicating that the owner is aware of the drought-tolerant landscaping requirements in Part 21 of Section 52 in Title 22.
22. The permittee shall comply with all conditions set forth in the attached County Public Works, Fire, Public Health, and Parks and Recreation Department letters dated April 2, 2015, June 20, 2014, August 5, 2014, and July 22, 2014.

Attachments:

Fire/Public Works/Public Health Department/Parks and Recreation Letters





GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

April 2, 2015

IN REPLY PLEASE

REFER TO FILE: LD-2

TO: Mi Kim
Zoning Permits West Section
Department of Regional Planning

Attention Jeantine Nazar

FROM: Art Vander Vis
Land Development Division
Department of Public Works

CONDITIONAL USE PERMIT (CUP) NO. 200600233
PROJECT NO: R2006-02805
20 EAST MARIPOSA STREET
ASSESSOR'S MAP BOOK NO. 5835, PAGE 38, PARCEL NO. 1
ALTADENA

We reviewed the updated site plan for CUP No. 200600233 located at 20 East Mariposa Street in Altadena. The project location has changed ownership since we last reviewed in December 2013. Additionally, the project scope has also evolved since the last review. Originally, the proposed project was seeking to authorize the operation of a 24-room residential income facility for transitional housing purposes. The business has been operational for approximately 10 years without any proper permits. The applicant applied for this CUP in 2006. However, the application has been on hold due to incomplete filing.

The current project proposal seeks to provide residence for 30 international students, all girls, who attend schools in Southern California. The facility will also accommodate residence for three staff members who live at the facility for 24-hour care.

Public Works recommends approval of this site plan.

Public Works does **NOT** recommend approval of this site plan.

Mi Kim
April 2, 2015
Page 2

Upon approval of the CUP, we recommend the following conditions:

Building and Safety

1. Submit plans to Public Works' Building and Safety Division, San Gabriel District office, for review, permit issuance, and legalization of the unpermitted improvements.

For questions regarding the building and safety condition, please contact Fady Khalil of Building and Safety Division's San Gabriel Valley District office at (626) 574-0941 or fakhalil@dpw.lacounty.gov.

If you have any other questions or require additional information, please contact Juan Sarda of Public Works' Land Development Division at (626) 458-4921 or jsarda@dpw.lacounty.gov.

JS:tb



**COUNTY OF LOS ANGELES FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

Land Development Unit
5823 Rickenbacker Road
Commerce, CA 90040
Telephone (323) 890-4243, Fax (323) 890-9783

PROJECT: R2006-02805

MAP DATE: June 20, 2014

LOCATION: 20 East Mariposa Street, Altadena

REVISED CONDITIONS: Supersedes Fire Dept. Conditions Dated 07/18/14

THE FIRE DEPARTMENT RECOMMENDS CLEARANCE OF THIS PROJECT TO PROCEED TO PUBLIC HEARING AS PRESENTLY SUBMITTED WITH THE FOLLOWING CONDITIONS OF APPROVAL.

CONDITIONS OF APPROVAL – ACCESS

1. Provide a minimum unobstructed width of 20 feet, exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance "clear to sky" Fire Department vehicular access to within 150 feet of all portions of the exterior walls of the first story of the building, as measured by an approved route around the exterior of the building. Fire Code 503.1.1 & 503.2.1
2. A minimum 5 foot wide approved firefighter access walkway leading from the fire department access road to all required openings in the building's exterior walls shall be provided for firefighting and rescue purposes. Fire Code 504.1

CONDITIONS OF APPROVAL - WATER

1. All hydrants shall measure 6"x 4"x 2-1/2" brass or bronze, conforming to current AWWA standard C503 or approved equal.
2. The required fire flow for the public fire hydrant for this location is 1750 gallons per minute at 20 psi for duration of 2 hours, over and above maximum daily domestic demand. Two (2) fire hydrants flowing simultaneously may be used to achieve the required fire flow.

The tenant improvement plans shall be submitted to the Fire Department's Building Plan Check Unit at 5823 Rickenbacker Road, Commerce 90040, (323) 890-4125.

For any questions regarding the report, please contact FPEA Wally Collins at (323) 890-4243 or at Wally.Collins@fire.lacounty.gov.

Reviewed by: Wally Collins

Date: March 13, 2015



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

CYNTHIA A. HARDING, M.P.H.
Chief Deputy Director

ANGELO J. BELLOMO, REHS
Director of Environmental Health

TERRI S. WILLIAMS, REHS
Assistant Director of Environmental Health

5050 Commerce Drive
Baldwin Park, California 91706
TEL (626) 430-5100 • FAX (626) 813-3000

www.publichealth.lacounty.gov

August 5, 2014

TO: Jeantine Nazar
Regional Planning Assistant II
Department of Regional Planning

FROM: Michelle Tsiebos, REHS M-T
Environmental Health Division
Department of Public Health

SUBJECT: CUP CONSULTATION
PROJECT NO. R2006-02805/ RCUP 200600233
Residential Income Facility
20 E. Mariposa Street, Altadena

- Public Health recommends approval of this CUP.
- Public Health does NOT recommend approval of this CUP.

The Department of Public Health has reviewed the information provided for the project identified above. The CUP is to allow the conversion of a former home for children to a residence for international students.

The Department recommends approval of this CUP with the following conditions:

1. The Boarding House shall obtain a license to comply with all Public Health requirements, regulations, and ordinances relating to the operation of a Boarding House. Contact Housing and Institution Program at (626) 430-5590 to obtain required operating licenses prior to operation.
2. The building shall remain connected to an approved public water system, and wastewater disposal shall be accommodated through public sewer and wastewater treatment facilities as existing.
3. The project shall adhere to the Los Angeles County Noise Control Ordinance Title 12.08 for construction, and for operation.

For any questions regarding this report, please feel free to contact me at (626) 430-5382 or at mtsiebos@ph.lacounty.gov.



BOARD OF SUPERVISORS

Gloria Molina
First District

Mark Ridley-Thomas
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION

"Parks Make Life Better!"

Russ Guiney, Director

John Wicker, Chief Deputy Director

July 22, 2014

Sent via e-mail: jnazar@planning.lacounty.gov

TO: Jeantine Nazar
Department of Regional Planning

FROM: Julie Yom, Park Planner *JY*
Environmental and Regulatory Permitting Section

SUBJECT: **PROJECT CONSULTATION**
PROJECT NO. R2006-02805
CUP 200600233
20 EAST MARIPOSA, ALTADENA
APN: 5835- 038- 001

The subject project has been reviewed for potential impacts on the facilities of this Department. The project, which is a retroactive Conditional Use Permit request to authorize the operation and maintenance of a residential income facility that has been operating without required approvals for the past ten years in the C-3 zone within the Altadena Zoned District, will not affect any Departmental facilities.

Thank you for including this Department in this environmental review process. For any questions, please contact me at (213) 351-5127 or jyom@parks.lacounty.gov.

JY/ R2006-02805 Altadena

C: Parks and Recreation (N. E. Garcia, K. King)



CONDITIONAL USE PERMIT BURDEN OF PROOF

Pursuant to Zoning Code Section 22.56.040, the applicant shall substantiate the following:

(Do not repeat the statement or provide Yes/No responses. If necessary, attach additional pages.)

A. That the requested use at the location will not:

1. Adversely affect the health, peace, comfort or welfare of persons residing or working in the surrounding area, or
2. Be materially detrimental to the use, enjoyment or valuation of property of other persons located in the vicinity of the site, or
3. Jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare.

See Attachment A - Cambridge Educational Housing, Conditional Use Permit Burden of Proof Responses

B. That the proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features prescribed in this Title 22, or as is otherwise required in order to integrate said use with the uses in the surrounding area.

See Attachment A - Cambridge Educational Housing, Conditional Use Permit Burden of Proof Responses

C. That the proposed site is adequately served:

1. By highways or streets of sufficient width, and improved as necessary to carry the kind and quantity of traffic such use would generate, and
2. By other public or private service facilities as are required.

see attachment a - cambridge educational housing, conditional use permit burden of proof responses

Attachment A
Cambridge Educational Housing
Conditional Use Permit Burden
of Proof Responses

Project Narrative:

Cambridge Educational Housing has purchased the property at 20 East Mariposa Street with the proposal to provide housing for international students. The proposed educational housing facility would be located at the southeast corner of Fair Oaks Avenue and Mariposa Street. The property is zoned for commercial use, C-3, along with the adjoining properties on Fair Oaks Avenue to Mariposa Street. As such, the property is the last of the properties in the commercial zoning district. The properties to the north and east are zoned single family, R-1-7500.

The building was originally built in 1936. Architectural features of the building are typical of the period. Although the intended use of the building was for commercial offices, considerable landscaped yards that separate the building from both Fair Oaks Avenue and Mariposa Street. Other features such as a covered front entry, recessed second story and a two car garage give the building a residential impression despite its original commercial use in a commercial district. In the existing configuration of the building, the occupied floor area is 6,302 square feet. The main entry level of the building has 3,178 square feet. The second floor has 1,878 square feet. Because of a substantial grade change on the property, the building has a basement exposed on the south and west sides, and this basement has 1,246 square feet. From building permit records, the building had been used as offices until 1984. As evidenced by an existing electric panel labeled for x-ray, at least some portion of the existing building had been used at one time for medical offices. An alley that runs along the east side of the property provides access to parking. The building includes an attached two-car garage and surface parking that uses the alley as back up space.

In 1984, the building was occupied as a group home for children. During this early period, as a group home, six children lived at the site. The number of children allowed was expanded to provide services for fifteen children in 1989 under Conditional Use Permit 88442-(5). By condition, the approval expired November 28, 1999. Whether before the expiration or shortly after, the property was purchased and run as a boarding house for adults. This operation never had any approvals issued by the Los Angeles Regional Planning Department, the Los Angeles County Fire Department or the Los Angeles County Public Works Department. The property was run in blatant disregard for the applicable building, fire, accessibility and zoning codes. Interior walls to separate boarding rooms were erected without benefit of permits. The walls restricted access to emergency exits. Provisions for disabled people were never provided. Rooms were inhabited that did not have any natural light or proper ventilation. Although smoke detectors were provided in each boarding room, residents disabled the smoke detectors. Neighbors were affronted by residents of this illegal operation. Trash and debris was being thrown from upper story windows into the play yard of the neighboring school. Despite the building's original occupancy as a local commercial office building that was designed well to be respectful of the neighboring residential uses, the former operation was disgraceful to an otherwise respectful neighborhood.

Attachment A
Cambridge Educational Housing
Conditional Use Permit
Burden of Proof Responses
Page 2

The objective of Cambridge Educational Housing is to restore the property to a use the community can embrace as complimentary. All of the illegal construction that had been done by the former owner will be removed. The interior will then be rebuilt in full compliance with applicable codes. Hallways and corridors will be sufficient width for disability and emergency exiting. An elevator will be installed. The basement has an unoccupied utility room and a storage room. The utility room will remain as an unoccupied area and the storage room will be converted for occupation. These changes do not expand the footprint of the building. Improvements to the exterior include restoration of architectural features, painting, landscaping and providing a parking space and path of travel that meets accessible requirements.

At the proposed facility, the Cambridge Educational Housing will provide residence for international students, all girls, who attend school in Southern California. The facility will accommodate residence for 30 students and three staff members. The staff members live at the facility for 24-hour care. Although the facility provides housing for students, the facility operates under custodial contract with the parents of the students, see *attached sample contract*. Students are not under a special needs circumstance for which licensing from the Department of Social Services is required.

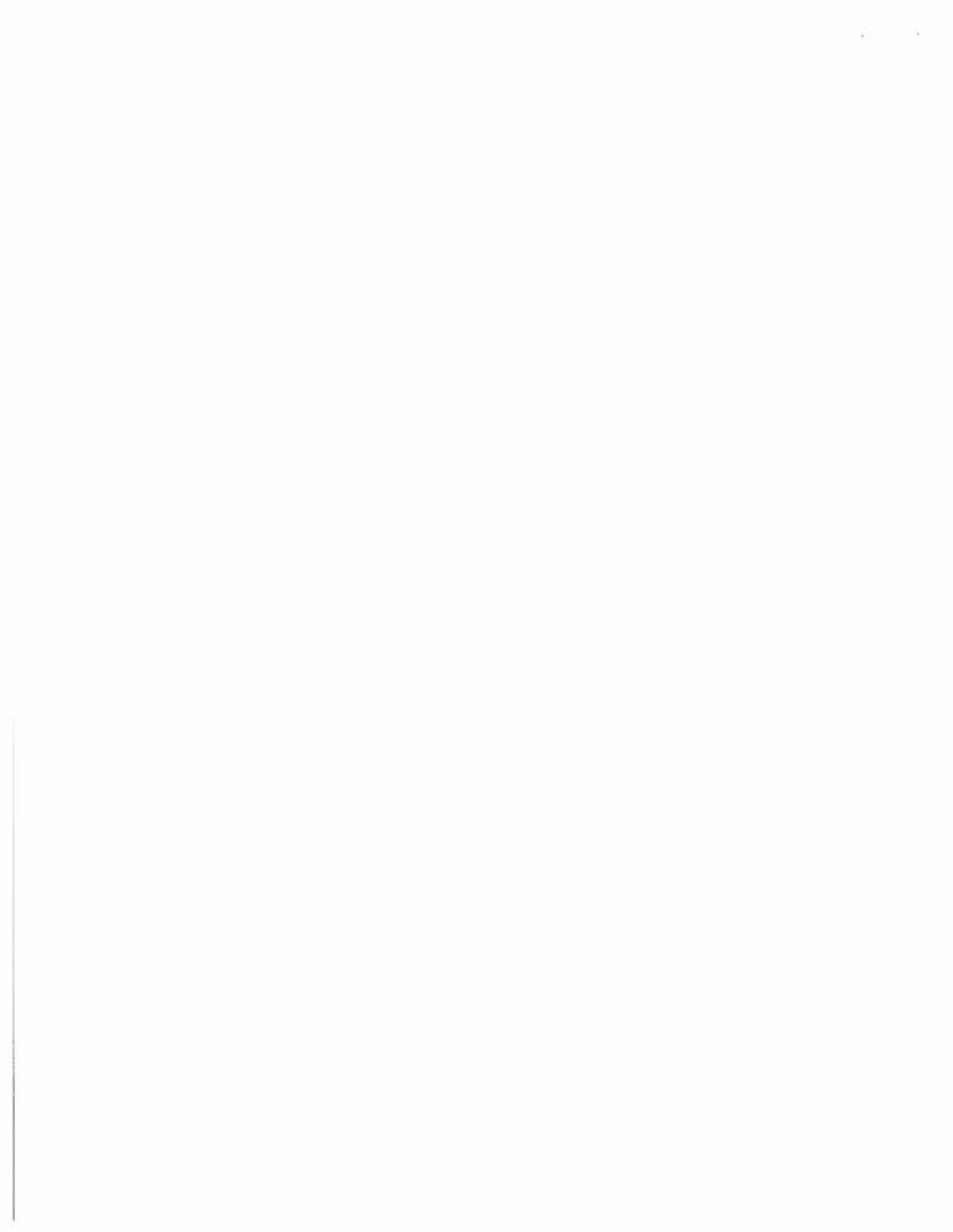
Three full time Cambridge Educational Housing staff members provide daily needs for the resident students. The staff members live at the facility with the students. Transportation back and forth to the schools is provided by the staff. Under contract, students are not permitted to drive even if they are allowed to drive at their homes. Two vans and a small car driven by the staff members are available to assist the students on local travel during weekends. Food service is also provided by the staff members. Weekly grocery shopping, meal and menu planning is provided by the staff members who take suggestions and requests from the students regarding foods they like and would enjoy having. The staff members work collaboratively to prepare dinner each night, and brunch on the weekends. Continental breakfasts will be available on the weekdays, as well as supplies for bagged lunches. Students also have the option to purchase their own lunches at school.

At the time of submitting the application, partner schools in the area include:

- Ramona Convent Secondary School (1701 West Ramona Road, Alhambra, California 91803)
- Flintridge Sacred Heart Academy (440 Saint Katherine Drive, La Cañada Flintridge, California 91011)
- Don Bosco Technical Institute (1151 San Gabriel Boulevard, Rosemead, California 91770)

The facility operates 24 hours a day, 7 days a week. During the winter break, students return to their families. Although students return to their families during summers, the facility may be used for short-term structured educational programs. These summer programs will dependent on the demand for such programs.

The property is located in a C-3 zoning district. Because the proposed operation provides residence for students who are not restricted under the Department of Social Services, the intended use is not



Attachment A
Cambridge Educational Housing
Conditional Use Permit
Burden of Proof Responses
Page 3

classified as a group home for children similar to the former conditional use permit granted in 1989. A conditional use permit for a rooming and boarding house is being requested. Operating from within an existing building in which the only construction involved is to remove the illegal walls that had been erected, improving the facility to comply with standards for accessibility and ensuring fire and life safety are met, the proposed project meets the criteria for a categorical exemption, class one, under the California Environmental Quality Act. Cambridge Educational Housing believes that the findings for the conditional use permit favor approval of the proposed operation and benefit the neighborhood.

Burden of Proof Responses:

The specific criteria for reviewing a conditional use permit are as follows: A.

That the requested use at the location will not:

1. Adversely affect the health, peace, comfort or welfare of persons residing or working in the surrounding area

Although zoned for commercial use and originally built as a medical office building, the development on the site has a residential character. A broad, landscaped front yard setback is provided from both Fair Oaks Avenue and Mariposa Street. The architectural style provides several residential features including a covered front entry porch, operable windows and a stepped back second story.

The properties to the south of the site along Fair Oaks Avenue have been developed for commercial purposes. The property immediately to the south has been occupied by a private school. The school provides education for elementary age students. The building is placed on the site proximate to Fair Oaks Avenue with the area behind the building providing outdoor recreation for the students. The private school operates daytime programs with occasional evening meetings. Further south on Fair Oaks Avenue, properties support businesses that include offices, retail, a neighborhood restaurant, an auto repair business, a church and a utility substation.

The residential neighborhood to the north and east of the site is characteristic of the Altadena Community. Homes are well kept one and two story structures with onsite covered parking. Most of the homes are owner occupied, and residents take pride in their neighborhood.

The proposed student housing facility will provide a transition from the commercial uses along Fair Oaks Avenue to the residential uses to the north and east of the site. Unlike the former illegal operation that provided rooms for rent to adults who came and went as they pleased, the proposed student housing facility will provide structured programs to enrich the education of the residents. Adult supervision is provided 24 hours each day, every day of the week. Students are shuttled to their respective schools in the morning and return in the

Attachment A
Cambridge Educational Housing
Conditional Use Permit
Burden of Proof Responses
Page 4

afternoon. The facility is operated under the principle that it is a privilege for students to participate in the program. Any misconduct is strictly enforced. Operating as a residence for minor children, the proposed operation will not adversely affect the health, peace, comfort or welfare of persons residing or working in the surrounding area.

2. Be materially detrimental to the use, employment or valuation of property of other persons located in the vicinity of the site

The former operation that occurred on the subject site was never permitted. Although operating illegally, the operation had been a detriment to people and property in the vicinity of the site. With the amount of illegal construction within the building, poor emergency exiting that the construction created and blatant disregard for the safety of the residents, the former operation was in a condition likely to result in severe risk for the tenants as well as the public. The disregard of resident safety on the site also transferred to neighbors. Descriptions of how former tenants behaved in relationship to the school and residents are many and sadly appalling. Despite not being permitted by Los Angeles County, despite overwhelming violations of code requirements and despite ongoing neglect for the neighborhood, the former operation continued unabated for several years.

Cambridge Educational Housing recognizes the neglect that had occurred by the former operator and intends to correct the illegal operational issues and provide an operation that becomes an asset to the neighborhood. The first gesture toward this objective was to remove all of the former tenants. The illegal construction is being removed, and the facility is being rebuilt to meet all of the applicable regulations for emergency exiting and accessibility. The operation will ensure the safety of the student residents, and any misconduct within the facility or within the neighborhood will be addressed as specified under the contract. Again, the facility is operated under the principle that it is a privilege for students to participate in the program, and under the terms of the contract, those privileges can be denied. Consequently, the proposed operation will not become materially detrimental to the use, employment or valuation of property of other persons located in the vicinity of the site.

3. Jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare

The existing illegal construction jeopardized the safety of residents within the facility. However, the interior of the building is proposed for reconstruction to fully comply with the applicable building, fire safety and accessibility codes. These improvements ensure that the facility will not constitute a menace to the public health, safety of general welfare.

- B. That the proposed site is adequate in size to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features prescribed in this Title 22,

Attachment A
Cambridge Educational Housing
Conditional Use Permit
Burden of Proof Responses
Page 5

or as is otherwise required in order to integrate said use with the uses in the surrounding area.

The existing building was built in 1936 as a commercial office building. While an office building in a commercial zoning district, the site layout of the building resembles that of a residential building. Broad front yard setbacks are provided along both Fair Oaks Avenue and Mariposa Street. Indeed, the building is built with an attached two-car garage.

In addition to the covered parking, the site has an area of surface parking that backs onto the alley that runs along the easterly property line. With the fifteen-foot width of the alley, these existing parking spaces have nonconforming access. The proposed use of the site is considered a "rooming and boarding house" under the Los Angeles County Zoning Code. As such, the parking regulations do not have a specific standard that applies to "rooming and boarding houses." The Zoning Code provision for uses that do not have a standard for parking specified, parking shall be provided in an amount which the director finds adequate to prevent traffic congestion and excessive on-street parking. Whenever practical, such determination shall be based upon the requirements for the most comparable use specified. In this case, students are prohibited by the contract to drive even if they are allowed to drive at their home. The parking standard that appears to be the most compatible use specified under the Zoning Code is the provision for a "group home for children." The required parking under this standard is one automobile parking space for each staff member on the largest shift and one parking space for each vehicle used directly in conducting such use. Since the proposed facility operates with three adult staff members and three shuttle vans, applying the standard for "group homes for children" would require five parking spaces. These parking spaces have been provided on the site with both an accessible parking space and restoration of the garage for covered parking that had been blocked and used for storage under the prior illegal use.

The site is well suited for the proposed operation by Cambridge Educational Housing. Although the existing building was built for commercial offices, the setbacks and building design work well for occupancy as a residence for students. The setbacks also afford compatibility with the residential character of the neighboring zoning district. Restoration of the garage, upgrading the surface parking to provide an accessible parking space and providing parking spaces to adequately serve the operation assures that the purposes of the Los Angeles County Zoning Code are met. Hence, the operation will meet the goals and objectives of the Zoning Code and will be designed sensitive to the neighboring residential district.

- C. That the proposed site is adequately served:
1. By highway or streets of sufficient width, and improved as necessary to carry the kind and quantity of traffic such use would generate

Attachment A
Cambridge Educational Housing
Conditional Use Permit
Burden of Proof Responses
Page 6

The property is located at the intersection of Fair Oaks Avenue and Mariposa Street. Both streets are well designed as collectors. Fair Oaks Avenue has a width of 110 feet, provides four traffic lanes, parking lanes and right and left turn pockets at the intersection of Mariposa Street. The right-of-way width of Mariposa Street is 100 feet and is likewise designed with four traffic lanes, parking lane and turn pockets. Both streets are well designed to accommodate the traffic generation expected from the proposed development.

2. By other public or private service facilities as are required

The existing development on the property is adequately served for all utilities and sewers. Water is provided by the Altadena Water Company and service has already been established for Cambridge Educational Housing. A sewer area study was prepared by Southland Civil Engineering and reviewed by the Los Angeles County Public Works Department. While the existing sewer system is fifty percent capacity, the proposed operation within the existing building would not increase the sewer discharge to exceed fifty percent capacity.



Los Angeles County
Department of Regional Planning

Planning for the Challenges Ahead



PARKING PERMIT BURDEN OF PROOF

Pursuant to Zoning Code Section 22.56.1020, the applicant shall substantiate the following:

(Do not provide one word or Yes/No responses. If necessary, attach additional pages.)

A. That there will be no need for the number of parking spaces required by Part 11 of Chapter 22.52.

B. That there will be no conflicts arising from special parking arrangements allowing shared facilities, tandem spaces or compact spaces.

C. That off-site facilities, leases of less than 20 years, rear lot transitional parking lots and uncovered residential parking lots will provide the required parking for uses.

D. That the requested parking permit at the location proposed will not result in traffic congestion, excessive off-site parking or unauthorized use of parking facilities developed to serve surrounding property.

E. That the proposed site is adequate in size and shape to accommodate the yards, walls, fences, loading facilities, landscaping and other development features prescribed in this ordinance.



January 5, 2015

14013 -L2

Ms. Jeantine Nazar, Planner
Zoning Permits – East Section
County of Los Angeles

20 East Mariposa Street – Altadena, California
PC 12226AS CUP 200600233
Parking Burden of Proof Responses

Section A

1. The parking area will provide parking for 10 vehicles, one of which will be a Disabled Accessible Parking stall. The parking count will meet the required number of stalls for a Children's Group Home but will not meet the parking counts required for a Dormitory. The 30 student residents will be of high school age and will not be allowed to drive or have vehicles as part of the contracts with the student resident parents. There will be 3 full time staff who will have their own vehicles and additionally there will be two vans for transportation of the student residents. Five parking spaces will be provided on the open air parking surfaces, including one ADA parking stall, and two parking spaces will be provided by the existing two care garage.

The student residents will be driven to their respective schools and picked up and returned to the property. The student residents may desire to visit local stores and entertainment venues and those will be facilitated by the staff by driving the student residents to and from those venues or by the student residents using the local mass transit facilities. There is a bus stop immediately adjacent the property on Fair Oaks.

Visitation by student resident friends or acquaintances is not allowed on the premises. The Staff will arrange for meeting off premises to avoid the liability that accompanies not-student residents. Visitation by the student resident parents rarely occurs and the student resident families would be housing in local hotels when such visits do occur. The families would be using the hotel parking for overnight stays.

Section E

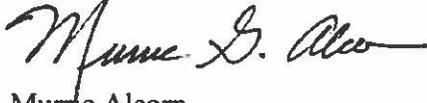
1. The parking area is conveniently accessed by a 15 foot wide alley from Mariposa Street. The alley is currently used for the back up space for the 5 uncovered parked vehicles and will continue so. The parking area will be increased to accommodate the ADA parking stall requirements. The open air parking spaces will be permanently maintained and be contained within the property lines. Two bicycle parking spaces will be provided on the property.

The parking area surfaces will be of smooth asphalt or concrete in accordance with the County of Los Angeles regulations. All parking stalls shall be clearly striped with white traffic paint and provided with wheel stops where required. One ADA compliant parking stall will be provided conforming to State and Federal requirements.

The parking lot lighting will be designed to prevent glare or direct light to the adjacent and adjoining neighbors.

Please call with any questions.

Warranty

A handwritten signature in black ink, appearing to read "Murrie G. Alcorn", with a long horizontal flourish extending to the right.

Murrie Alcorn,
Director of Architecture
M/A Design Group

Altadena Town Council
Land Use Committee
730 E. Altadena Drive
Altadena, CA 91001

November 4th, 2014

Re: Proposed project at 20 East Mariposa, Altadena, CA 91001
LA County Project No. R2006-02805-(5)

Dear Land Use Committee,

We are writing to you at this time to express our concern for the proposed group home at 20 East Mariposa.

The parking is our primary concern, as the proposed project will increase both density and use in the neighborhood without increasing parking spaces.

Parking and traffic at this site is an important issue for our community because the project abuts a residential neighborhood and any over flow parking will most likely end up in the surrounding residential neighborhood. The adjacency to the Fair Oaks Academy presents a potential safety concern as parents and students often park on Mariposa Street and cross the driveway on their way to the school. For your reference, an aerial photograph showing the site and parking area is attached as **Exhibit A**.

At the meeting on September 17th at 20 East Mariposa, and at the Altadena Town Council Meeting on October 7th, the owner's representatives and developer were unable to explain how many parking spaces are required by code. It is also unclear how many code compliant parking spaces they will be providing. These are important issues that should be addressed and clearly communicated to our community before the project moves forward.

The Los Angeles County Regional Planning Department has confirmed that none of the existing parking spaces at the site meet current code requirements for parking stalls. The required parking aisle/backup is 26'-0" as defined by the Los Angeles County Code, Title 22, Appendix 3, Minimum Dimensions For Parking Stalls. A copy is attached as **Exhibit B**. The intent of this code requirement is that vehicles can safely pull in and back out of parking spaces easily with no obstructions.

This is of particular concern because the owners will transport the tenants to schools via large vans. It is unknown how large vehicles will be able to park in parking spaces that do not meet current code requirements. It is also unknown if the vans will obstruct the 15'-0" wide alley and public-right-of-way when pulling in and out of the non-conforming parking spaces. Our concern is that parking spaces that do not meet current minimum parking requirements may prove difficult to use and thus create the likelihood of parking on the streets. It is common in other jurisdictions to increase the width of the stalls to accommodate for the reduced aisle/backup. In this case, however the increased stall width may solve the aisle/backup issue, but it would bring into question the total number of parking spaces the owner's are providing.

At the meeting on September 17th at 20 East Mariposa and at the Altadena Town Council Meeting on October 7th, the developer stated the existing garage will be used for parking. However, the garage which is perpendicular to the other parking spaces, does not have the required backup space of 26-0" per **Exhibit B**. It is unknown how an inaccessible garage can contribute to the number of parking spaces provided. Attached are photographs showing showing the current site conditions and the garage doors blocked by a trash dumpster and a parked truck. The photographs are attached as **Exhibit C**. The garage does not meet the Title 22, Appendix 3, Minimum Dimensions For Parking Stalls, which brings into question the total number of parking spaces the owner's are providing.

In order for our neighborhood to welcome and embrace this project, we would like to know how the parking issues at the site are being addressed and how they will be resolved. The number of occupants in the building, should ultimately be determined by how many parking spaces the owner can provide per the Los Angeles County Parking Matrix Form.

Thank you for the opportunity to present this information to you.

Sincerely,



Michael McDonald



Alice Park

Rob Ettenger



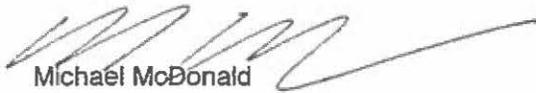
c. Jeantine Nazar, Los Angeles County Planning Department

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Sincerely,



Michael McDonald



Alice Park

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c. Jeantine Nazar, Los Angeles County Planning Department

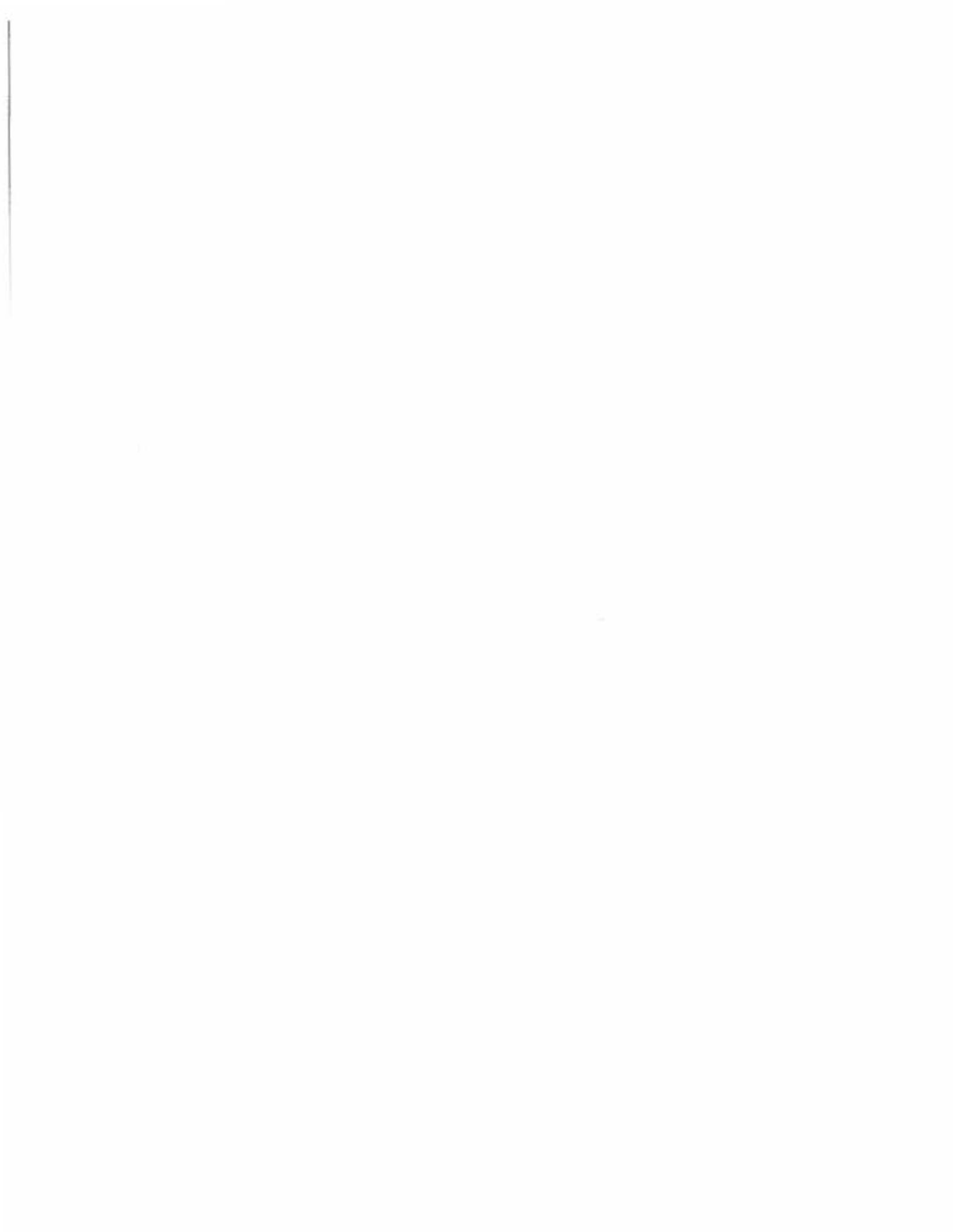


Exhibit "A"



Aerial view of Subject Property and surrounding neighborhood

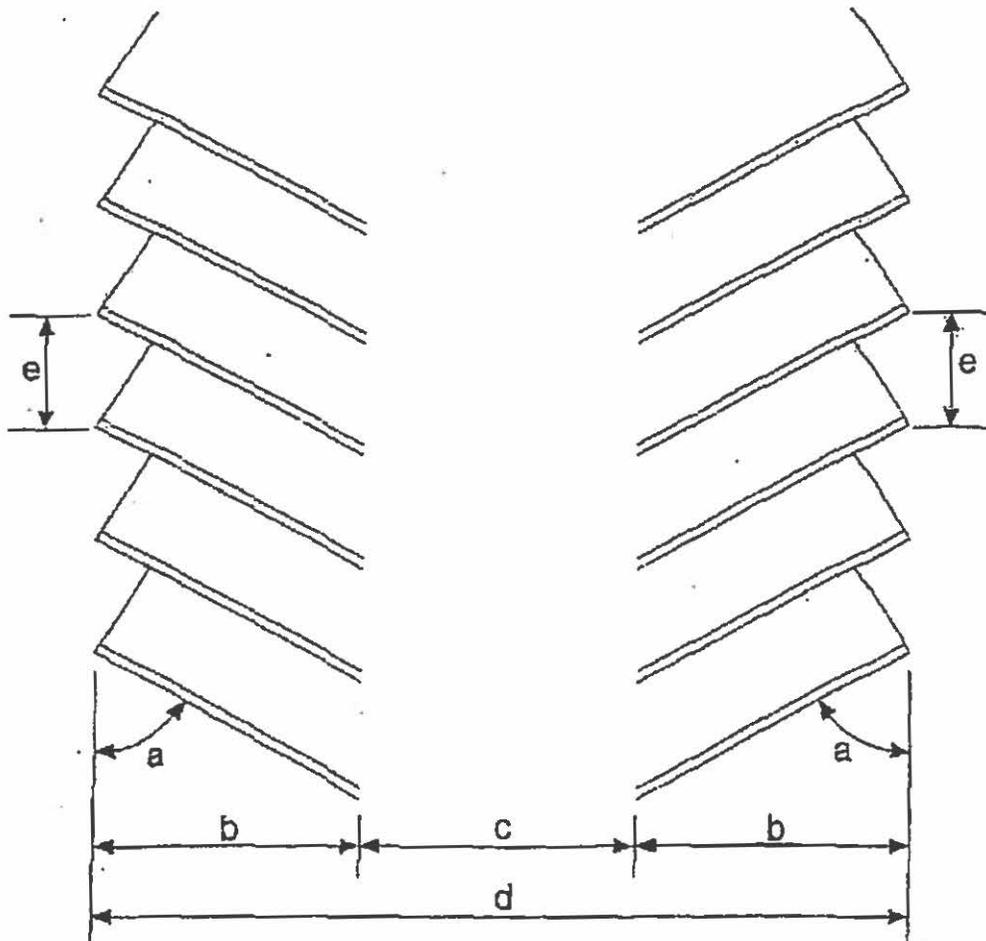
Exhibit "B"

MINIMUM DIMENSIONS FOR PARKING STALLS

a angle (degrees)	b stall	c aisle	d overall width	e curb length
STANDARD STALLS				
30	16'	12' [*]	44'	17'
45	19'	14' [*]	52'	12'
60	20'	20' [*]	60'	9'10"
90	18'	26' ^{**}	62'	8'6"
COMPACT STALLS				
30	14'	12' [*]	40'	16'
45	15½'	13' [*]	44'	11'4"
60	16½'	16' [*]	49'	9'5"
90	15'	23' ^{**}	53'	8'0"

* one-way traffic

** two-way traffic



Title 22, Appendix 3
Minimum Dimensions For Parking Stalls

Exhibit "C"



View of garage looking southwest
Note: The garage does not have the required 26'-0" backup aisle and is inaccessible



View of garage looking west

Jeantine Nazar

From: stephanie summers [stephanie.summers01@gmail.com]
Sent: Wednesday, April 01, 2015 6:15 PM
To: Jeantine Nazar
Subject: Project No. R2006-02805; CUP No. 200600233; Parking Permit 201400001

Dear Ms. Nazar,

I am writing to you in response to the Notice of Public Hearing I received regarding the project, conditional use permit and parking permit noted above.

I have reviewed the project materials on line and it appears the project, as described by the applicant, is a home for international students, while the county documents reflect this is a transitional housing operation. There is quite a difference between housing for international students and transitional housing - and the problems, potential crime, etc. that derive from the latter.

I concur with the Altadena Town Council's recommendation to deny this permit (and enforce that there is no permit for this as it sounds as if the applicant is attempting to get permit approval retroactively). Altadena (particularly west Altadena) has, just in the past few years and despite the all too many liquor stores, become a safer, better place to live with pride of ownership reflected in the neighborhoods. Permitting (or repermitting) a transitional housing facility would move west Altadena in the wrong direction. This is a business interest that is not going to bring jobs to Altadena, is not going to reflect pride of ownership in the home, but is going to bring people to our neighborhoods who are in need of oversight and will bring more cars and traffic, too. That part of Mariposa St is a residential single family home area not a street with apartments/multi-family units.

I cannot attend the hearing due to work but would appreciate your consideration of my position on this issue.

Thank you and kind regards,
Stephanie Summers
111 W. Manor St.
Altadena

Jeantine Nazar

From: Mary Roper [maryroper@gmail.com]
Sent: Wednesday, April 01, 2015 8:22 PM
To: Jeantine Nazar
Subject: NO to project #R2006-02805

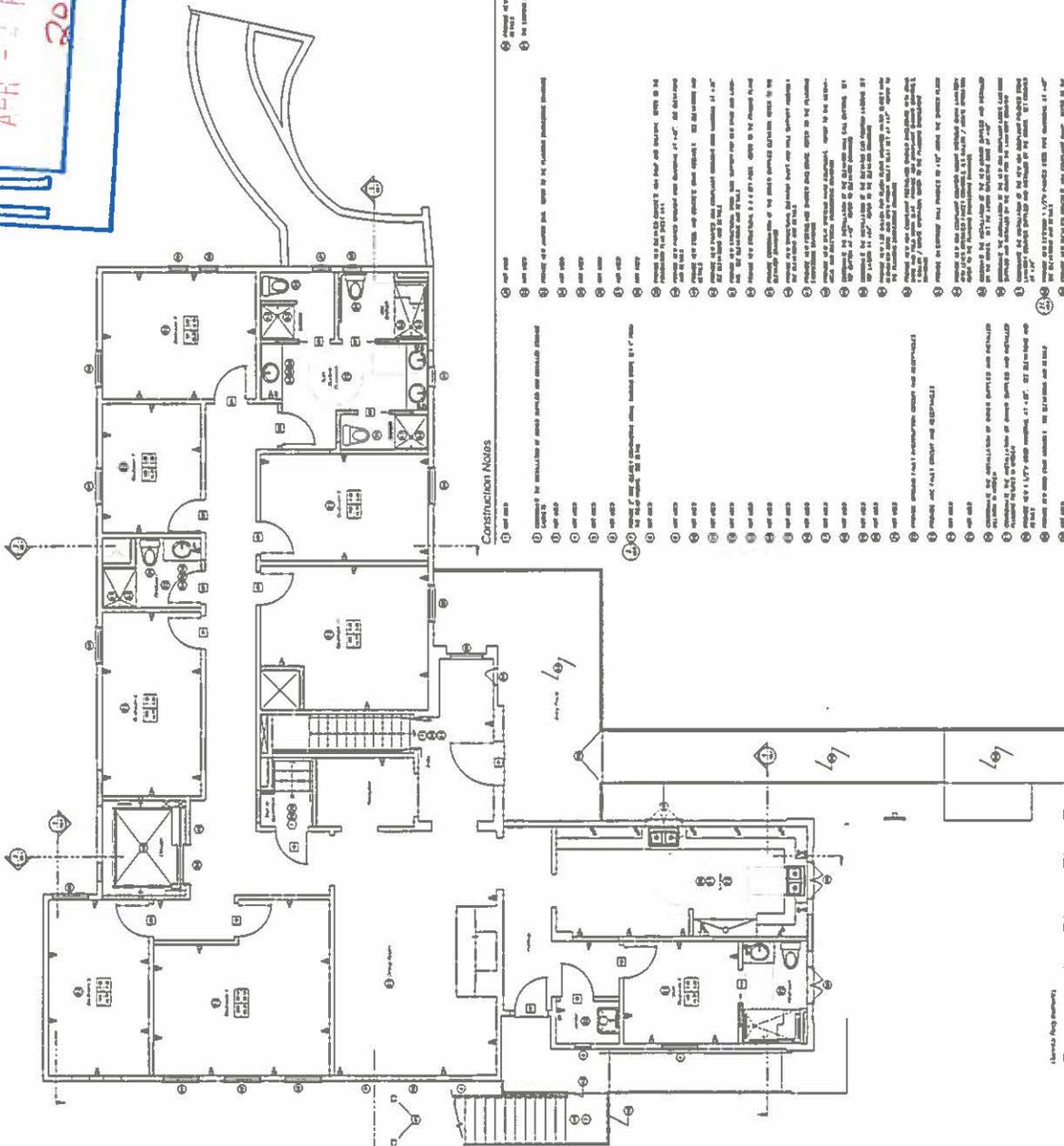
Dear Jeantine,

My husband and I received a notice of Public Hearing for a project at 20 E Mariposa St. in Altadena. We are current residents of a home we purchased at 2795 N. Fair Oaks (about a block away). We have three young daughters (15,13, and 9). We are both teachers in Pasadena Unified School District and my husband currently is a service provider for a continuation high school. We are well aware of how "young adults between 15-18 years old" interact with their environment. We are NOT IN SUPPORT of the proposed project # R2006-02805. We want to keep our neighborhood safe and protect our children. Please pass this information on to the people in charge of reviewing this proposal. We only want what's best for our neighborhood.

Sincerely,
Mary Roper



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Construction Legend

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Construction Plan - First Floor
 1/8" = 1'-0"

Cambridge Institute
 International Student Residence
 20 East Mariposa Street
 Atadena, California



DESIGN GROUP
 ARCHITECTS
 1111 B STREET, SUITE 1100
 PASADENA, CALIFORNIA 91106
 TEL: 626-799-0000 FAX: 626-799-0001

DATE: 04/27/15
 DRAWN BY: J. L. LEE
 CHECKED BY: J. L. LEE
 PROJECT NO.: 14013
 SHEET NO.: A3.2
 CONSTRUCTION PLAN - FIRST FLOOR

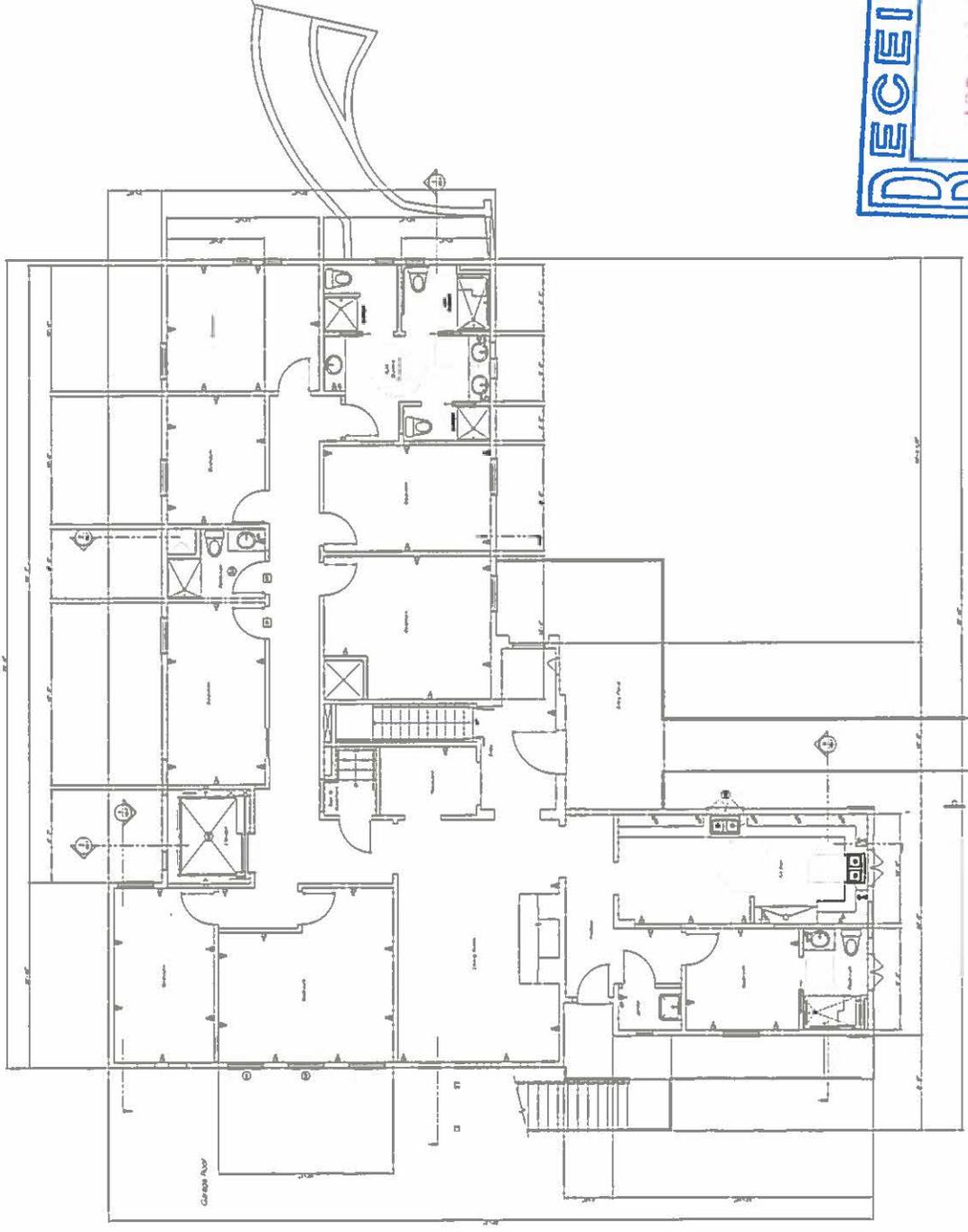


DECEMBER 1911



REV	DATE	DESCRIPTION

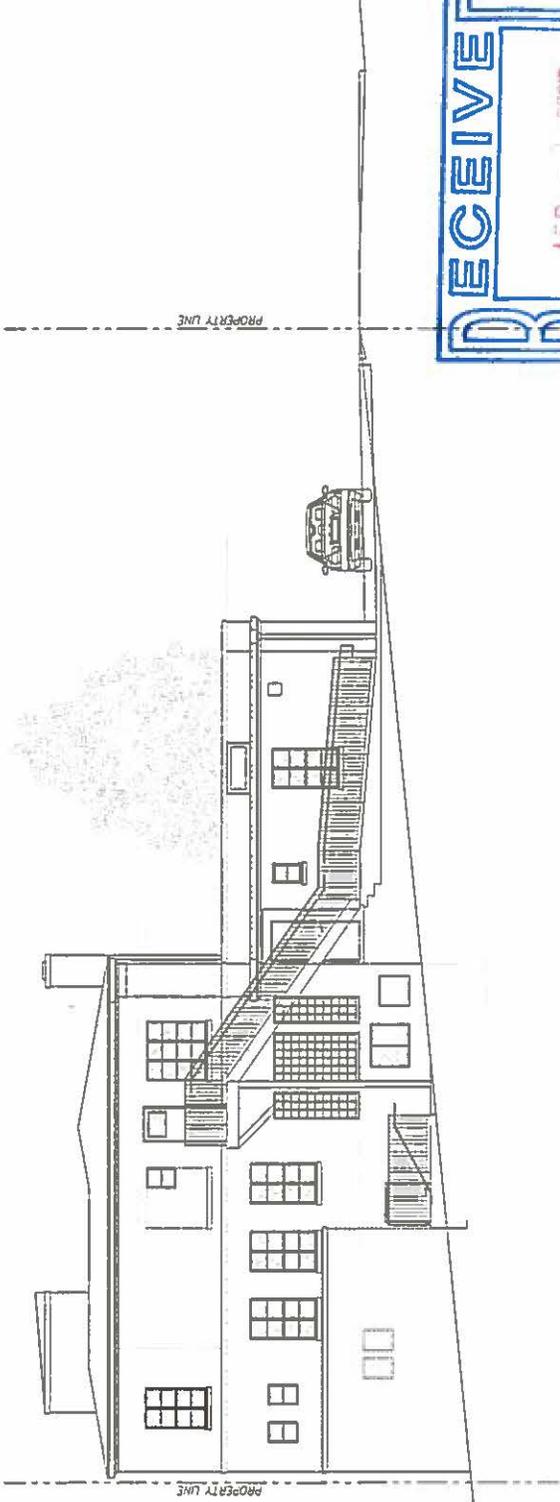
PROJECT NAME	Cambridge Institute International Student Residence
DATE	01/01/14
SCALE	1/4" = 1'-0"
PROJECT NO.	14013
DATE PLOTTED	01/01/14
PLANNER	



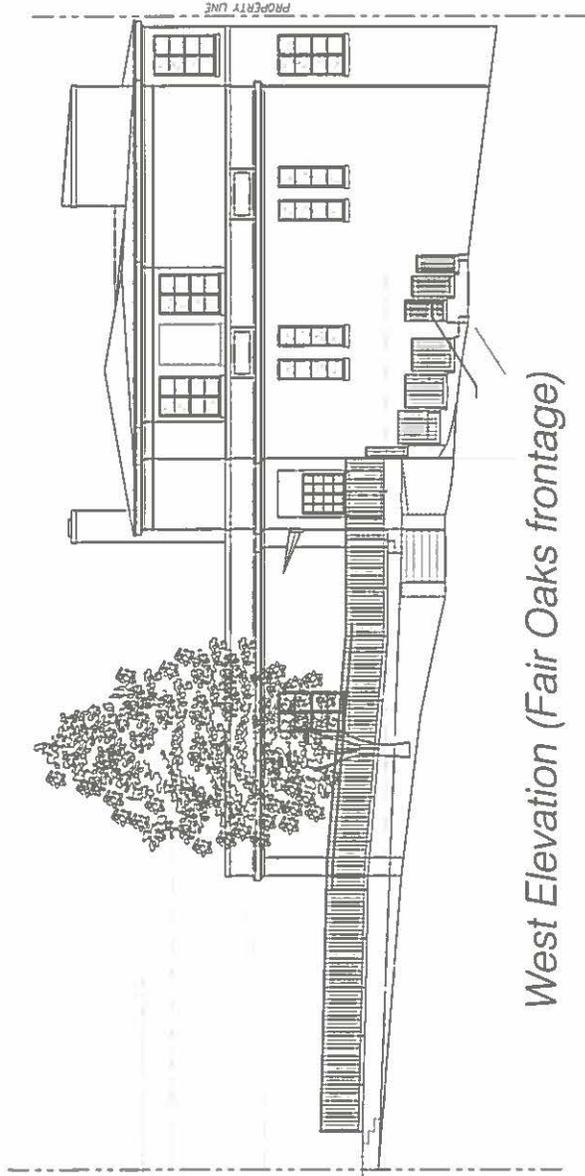
Vertical Program
Dimension Control Plan - First Floor
 1/4" = 1'-0"



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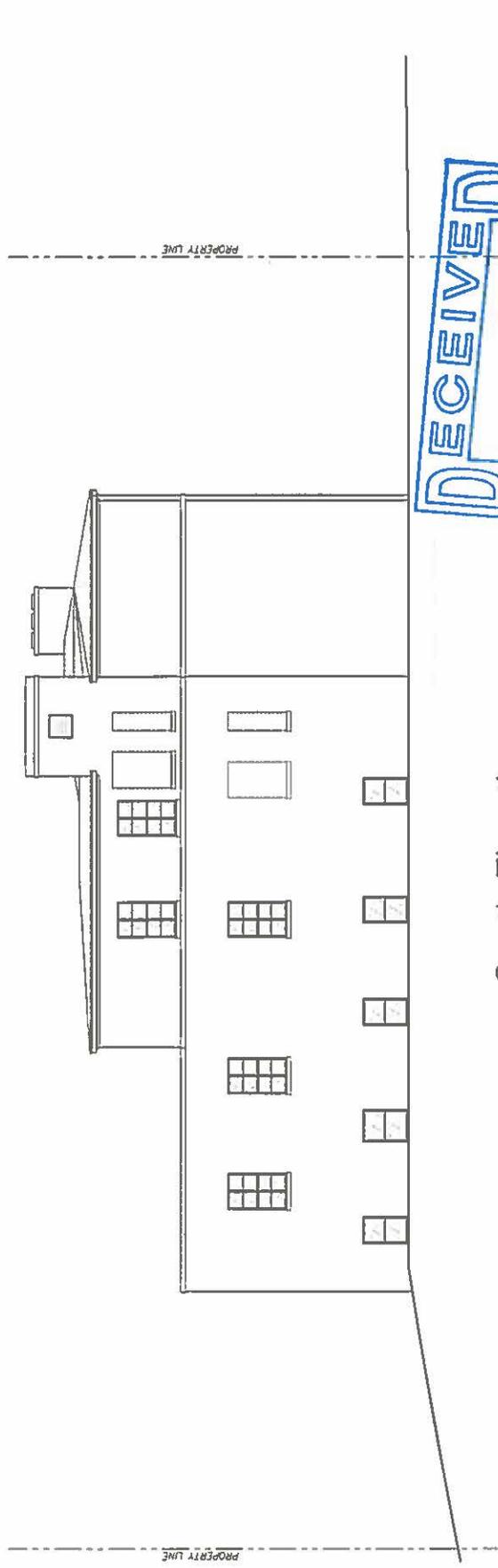
East Elevation (Alley way frontage)



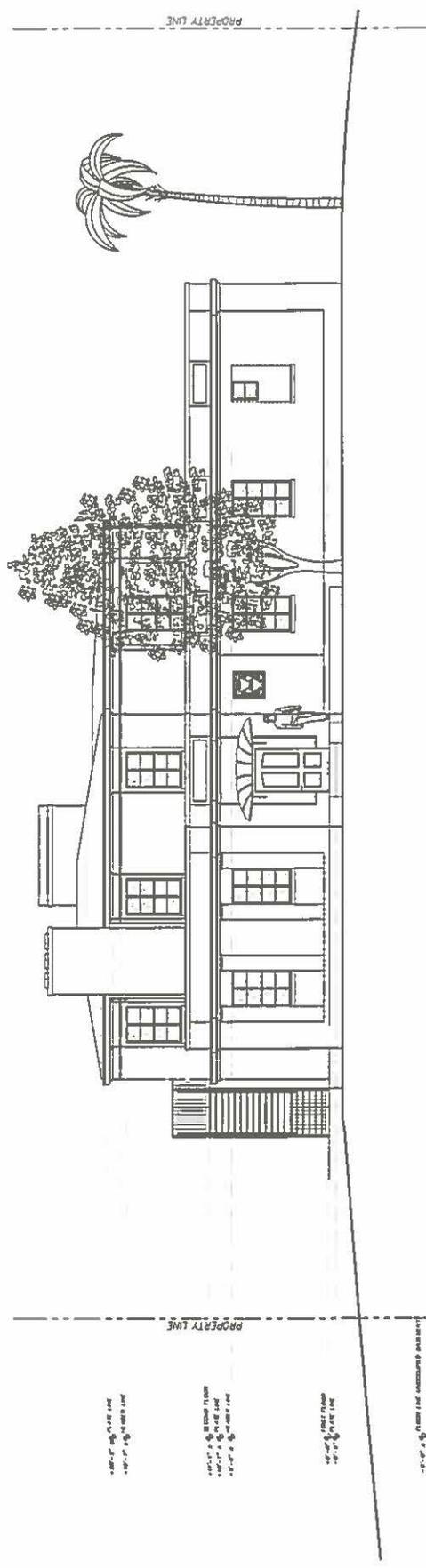
West Elevation (Fair Oaks frontage)

1'-0" = 1/8" SCALE LINE
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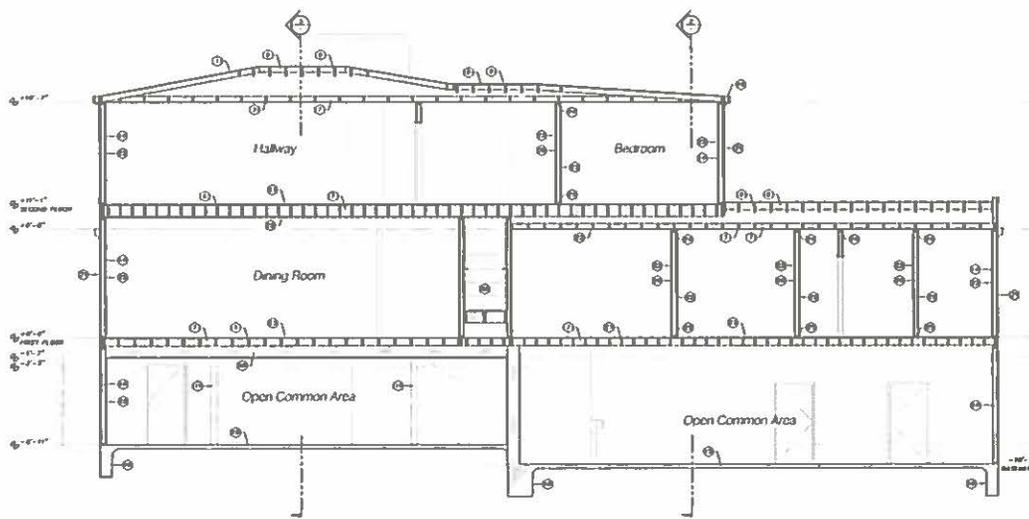
South Elevation



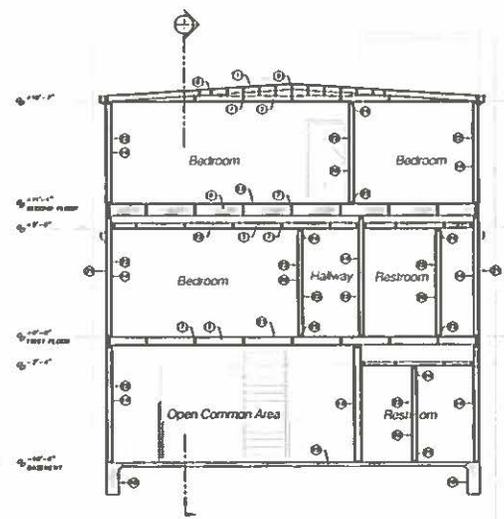
North Elevation (Mariposa frontage)

NOT TO SCALE
 ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE
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 ALL FINISHES TO BE AS SHOWN UNLESS NOTED OTHERWISE

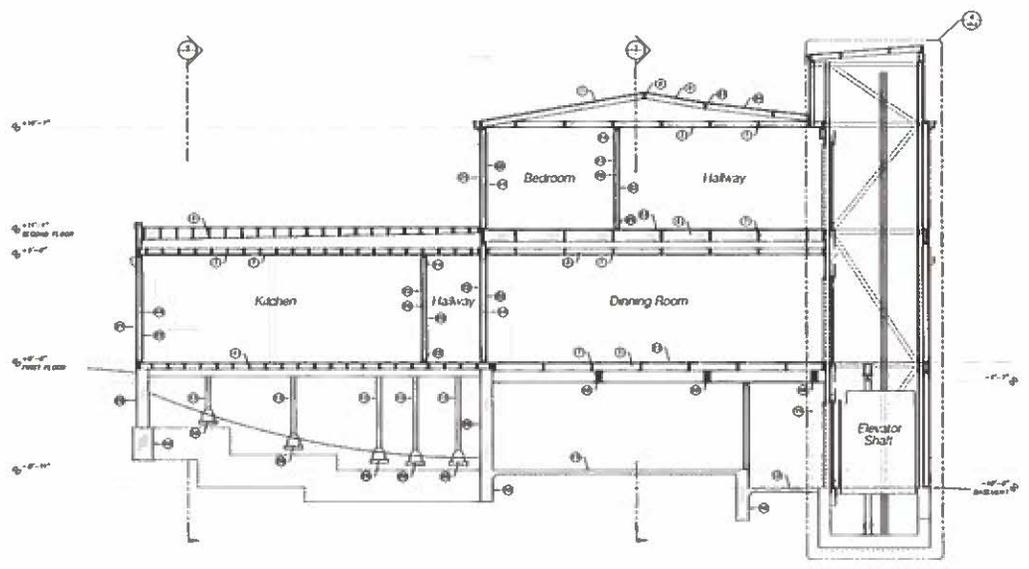




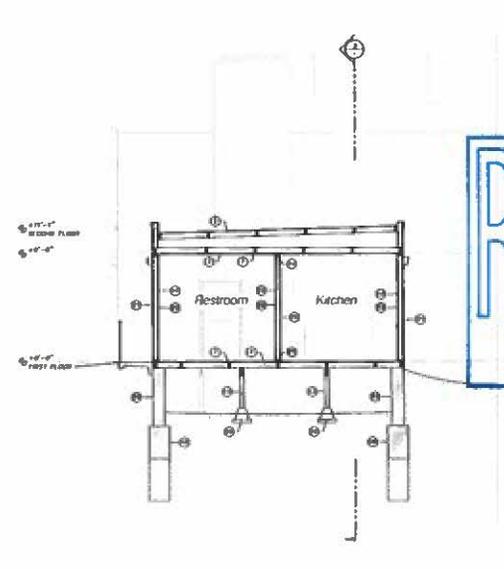
Section 1



Section 2



Section 3



Section 4

- CONSTRUCTION NOTES
- 1) REFER TO SHEETS
 - 2) CEILING 2 x 4 BRACE JOIST AT 16" ON CENTER
 - 3) CEILING 2 x 6 BRACE JOIST AT 16" ON CENTER
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 - 43) CEILING 2 x 86 BRACE JOIST AT 16" ON CENTER
 - 44) CEILING 2 x 88 BRACE JOIST AT 16" ON CENTER
 - 45) CEILING 2 x 90 BRACE JOIST AT 16" ON CENTER
 - 46) CEILING 2 x 92 BRACE JOIST AT 16" ON CENTER
 - 47) CEILING 2 x 94 BRACE JOIST AT 16" ON CENTER
 - 48) CEILING 2 x 96 BRACE JOIST AT 16" ON CENTER
 - 49) CEILING 2 x 98 BRACE JOIST AT 16" ON CENTER
 - 50) CEILING 2 x 100 BRACE JOIST AT 16" ON CENTER

RECEIVED

APR - 2 REC'D
2015

DESIGN GROUP
 ARCHITECTS
 1000 UNIVERSITY AVENUE
 SUITE 100
 BERKELEY, CA 94702
 TEL: 415.778.6600 FAX: 415.778.6601



REGISTERED ARCHITECTS
 STATE OF CALIFORNIA
 ARCHITECTS BOARD
 LICENSE NO. 10000



Cambridge Institute
 International Student Residence
 20 East Mariposa Street
 Alameda, California

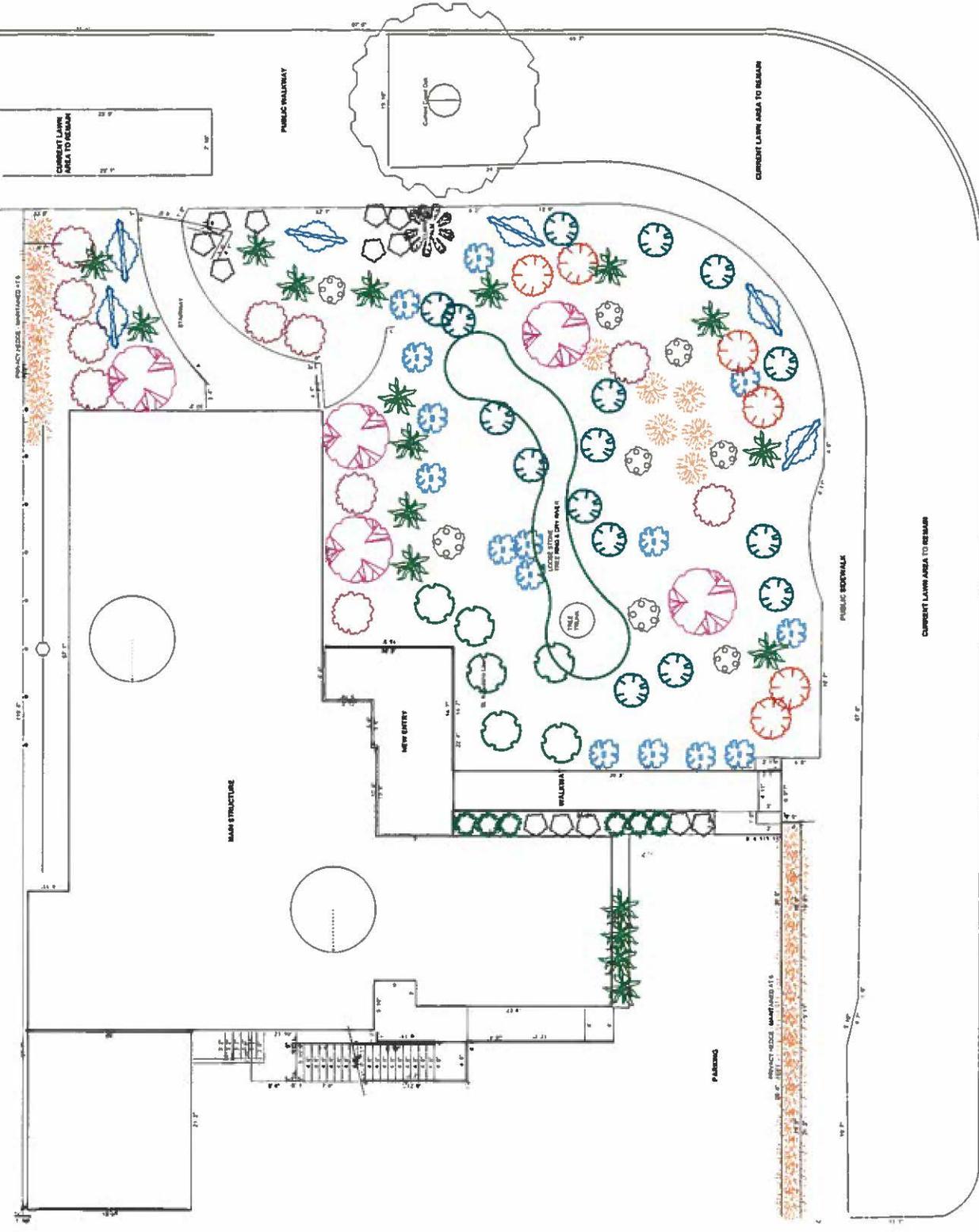
RECEIVED
 APR - 2 REC'D
 2015

Building Section
 14013
 03.21.15
 A9.1

NO.	SYMBOL	QTY	NOTE
1		12	5 Gal. Olive branches
2		1	1 Calyx in Clay Container
3		23	23 Calyx in Clay Container
4		9	9 Calyx in Clay Container
5		16	16 Calyx in Clay Container
6		25	25 Calyx in Clay Container
7		29	29 Calyx in Clay Container
8		15	15 Calyx in Clay Container
9		30	30 Calyx in Clay Container
10		6	6 15 Gal. Plants
11		22	22 5 Gal. Plants
12		18	18 5 Gal. Plants



SCALE 1/8" = 1'-0"



Company: J.M.S.
Designer: Bob Buehler, Robert Dwyer
Address: 1730 Lombard Ave.
City: Los Angeles
State: CA
Phone: (310) 441-3524
E-mail: jms@jms.com
License #: 12345

Client: Cambridge Housing
Address: 20 E. Mariposa St
City: Alhambra
State: CA
Zip: 91001
Phone: _____

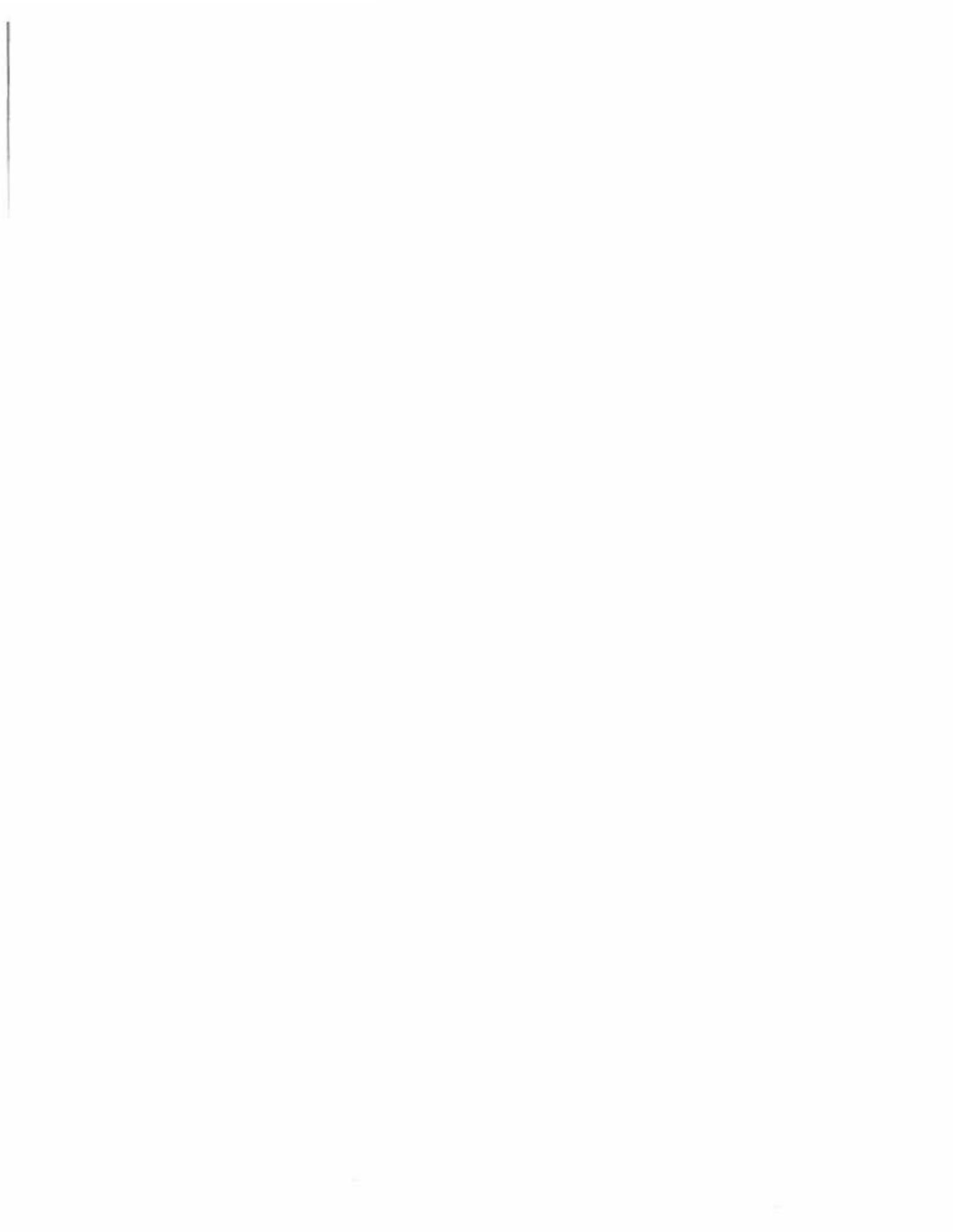
NOTES:
1. All turf grass on property side of walkway to be removed. All Parkway grass to remain. Approx. 2" depth of Grass, Soil, Rocks, shrubs removed in all areas. ERF 1700, 500 SF of area.
2. All old trees and bushes to be removed except for 3 trees noted on plans: "Palm Tree", "Laguna Umbrella", "Coastal Oak".
3. Planting notes to be placed with pre-emergent herbicide prior to planting. 2" soil layer or amended brown mulch applied to top layer of soil prior to planting and pre-emergent applied.
4. It is the consultant's responsibility to provide proper details, permits, and workmanship as needed to comply with city codes.







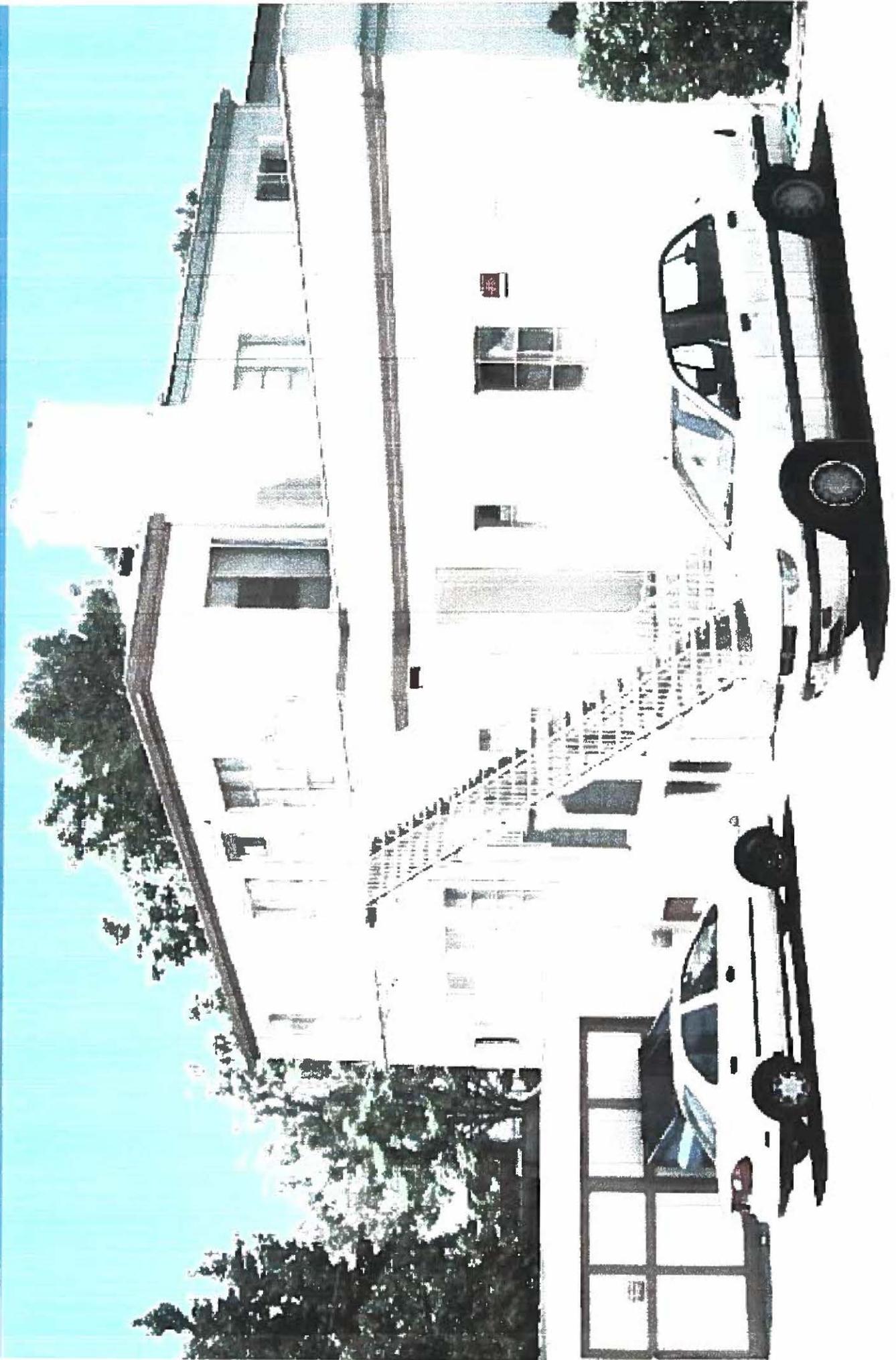






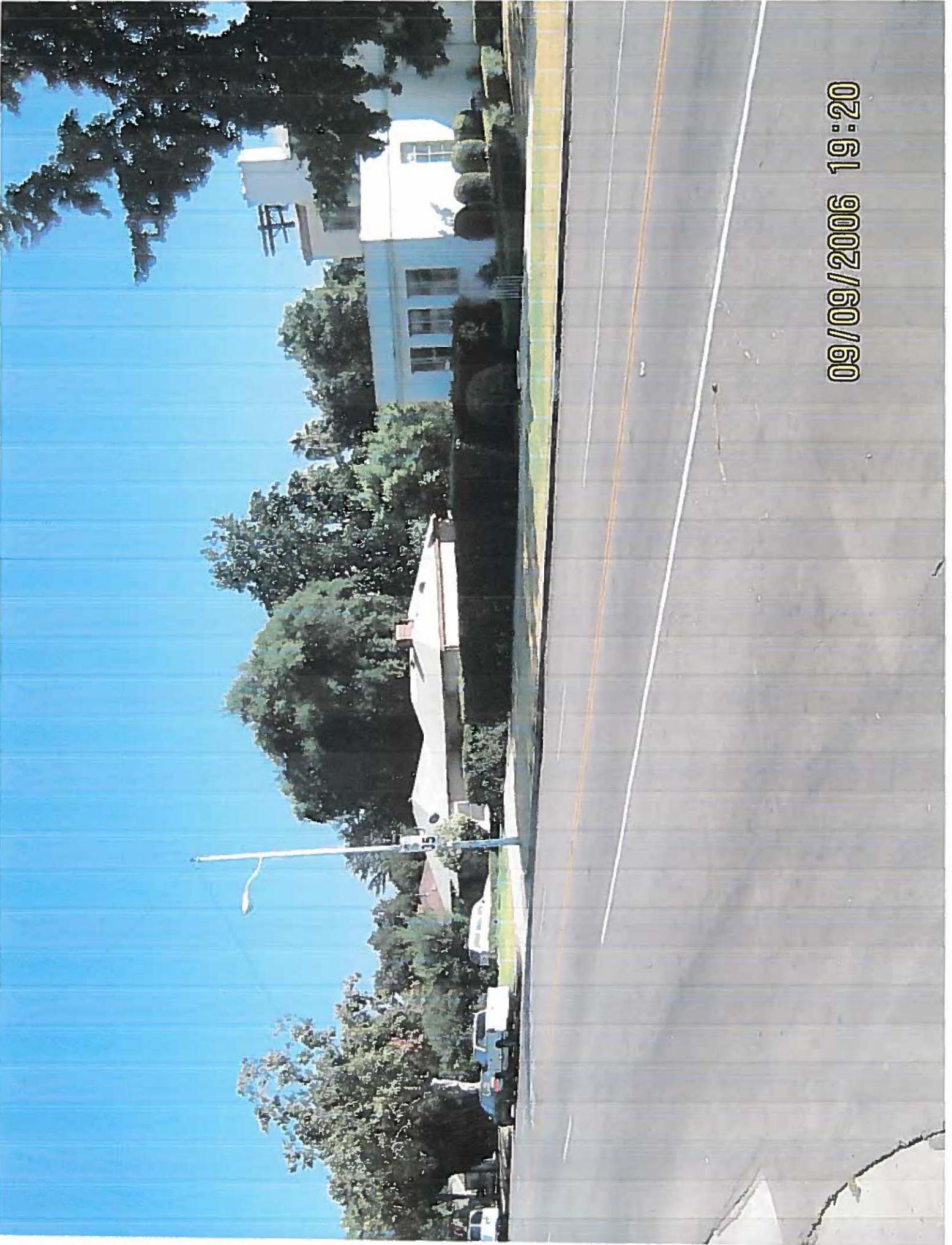
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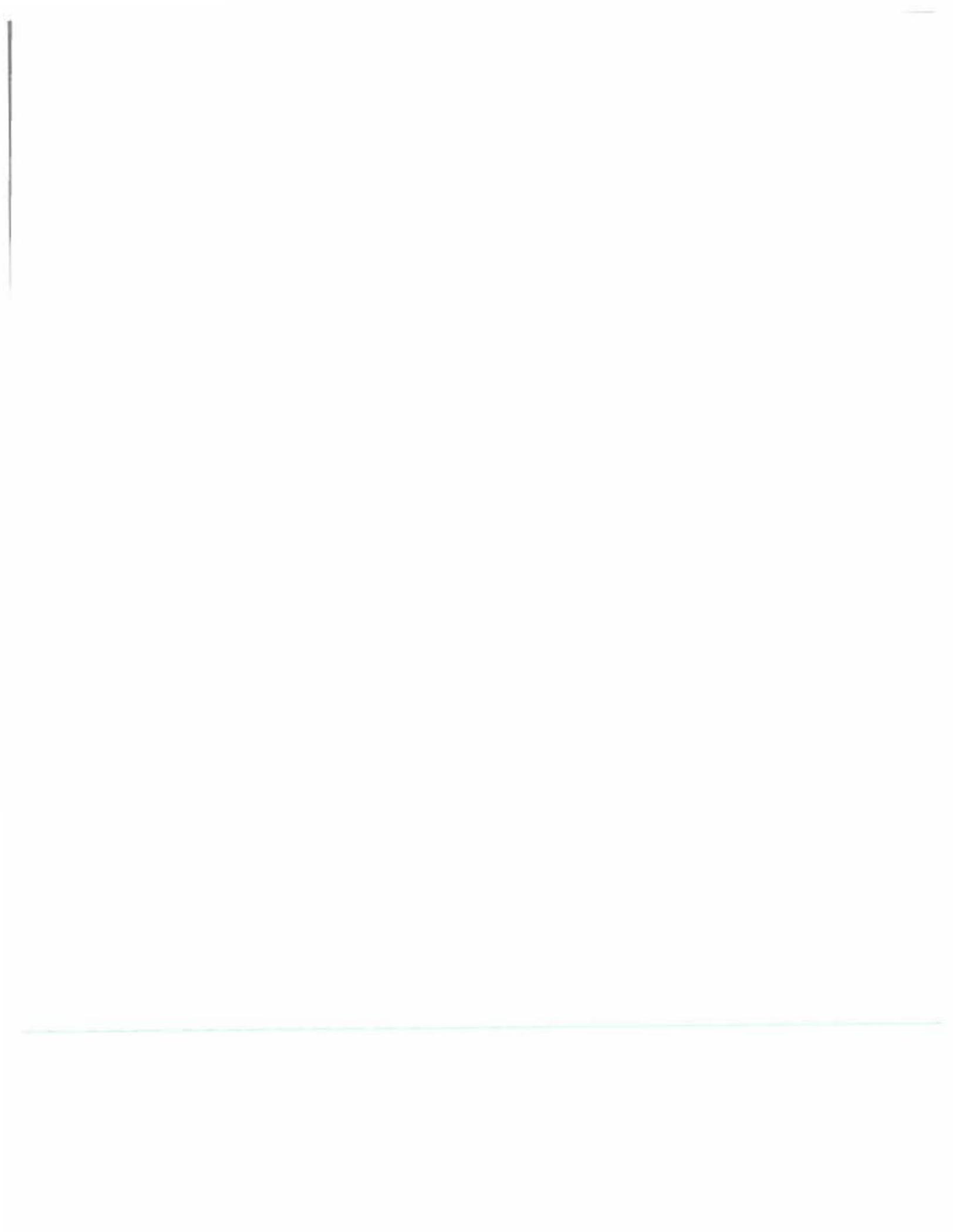






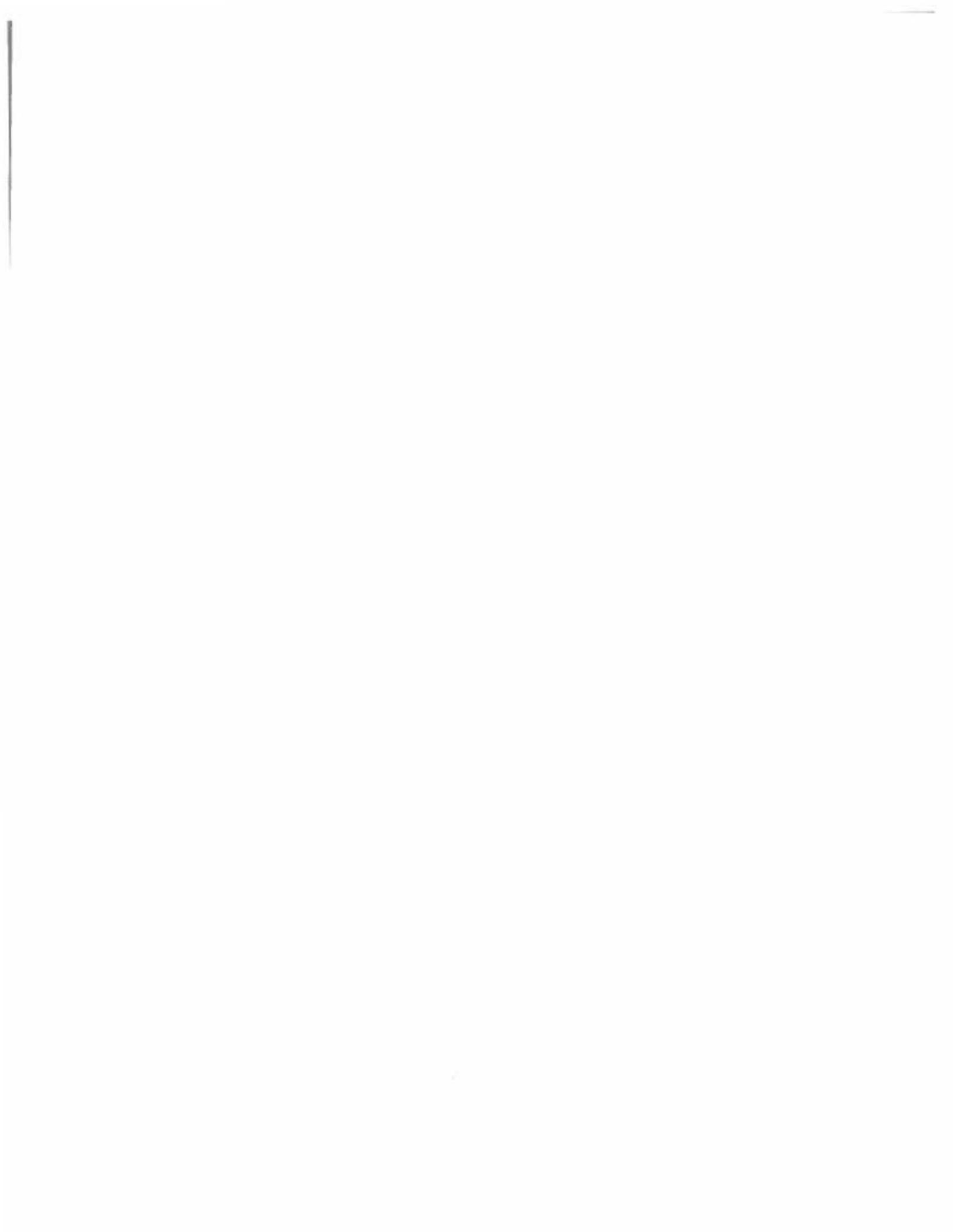
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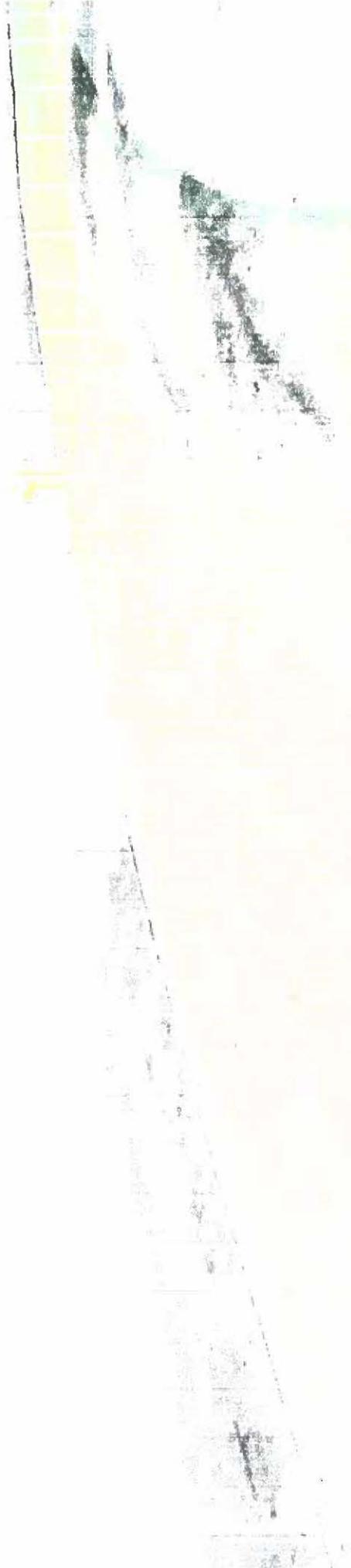


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09/09/2006 19:19

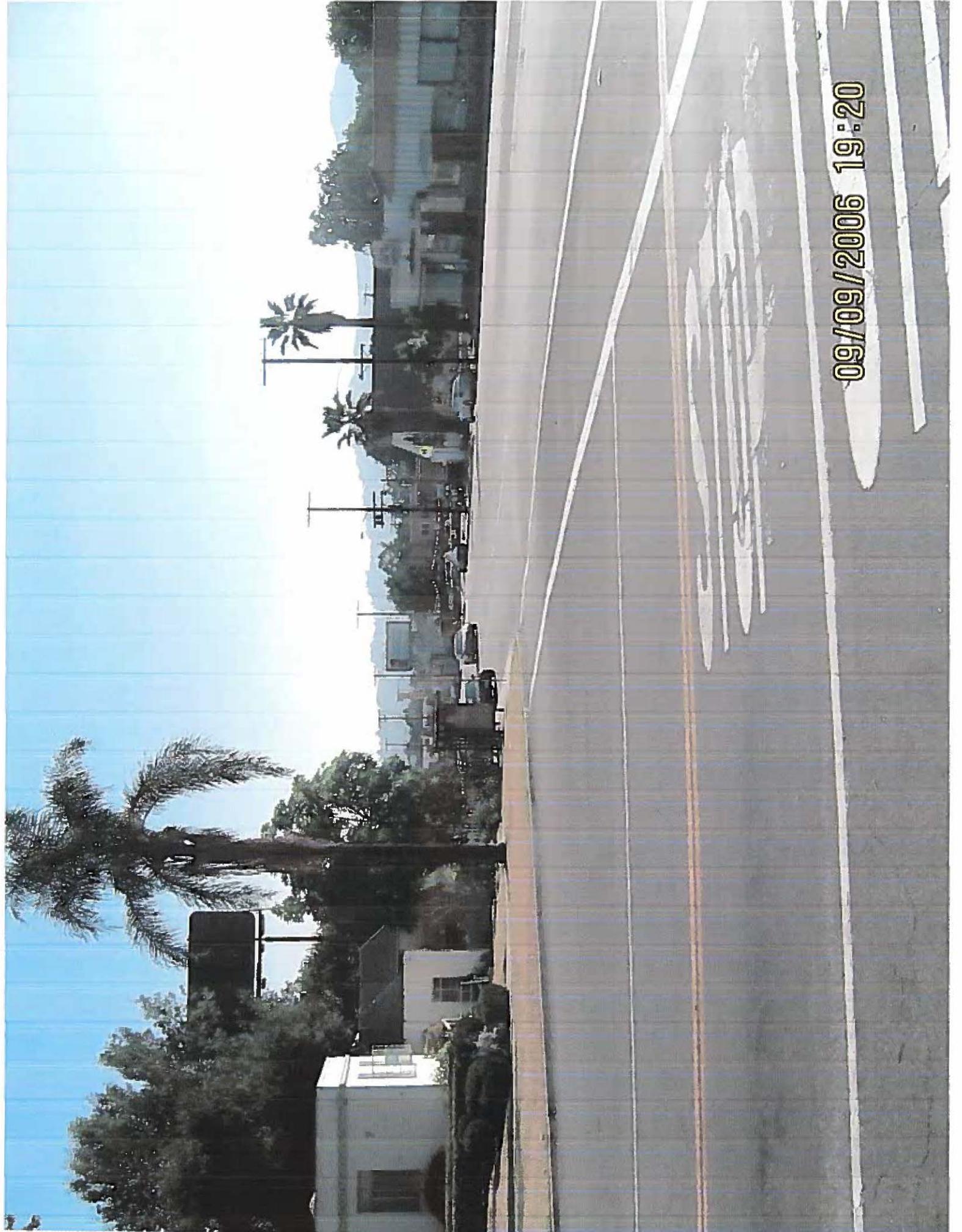




09/09/2006 19:19

NORTHWEST CORNER

SS MONTICELLA AND FAIR DAKES



09/09/2006 19:20

U123

OG

SOUTH

FIELD

DATA



09/09/2006 19:15

South East Corner

Manchester and Fire Ark



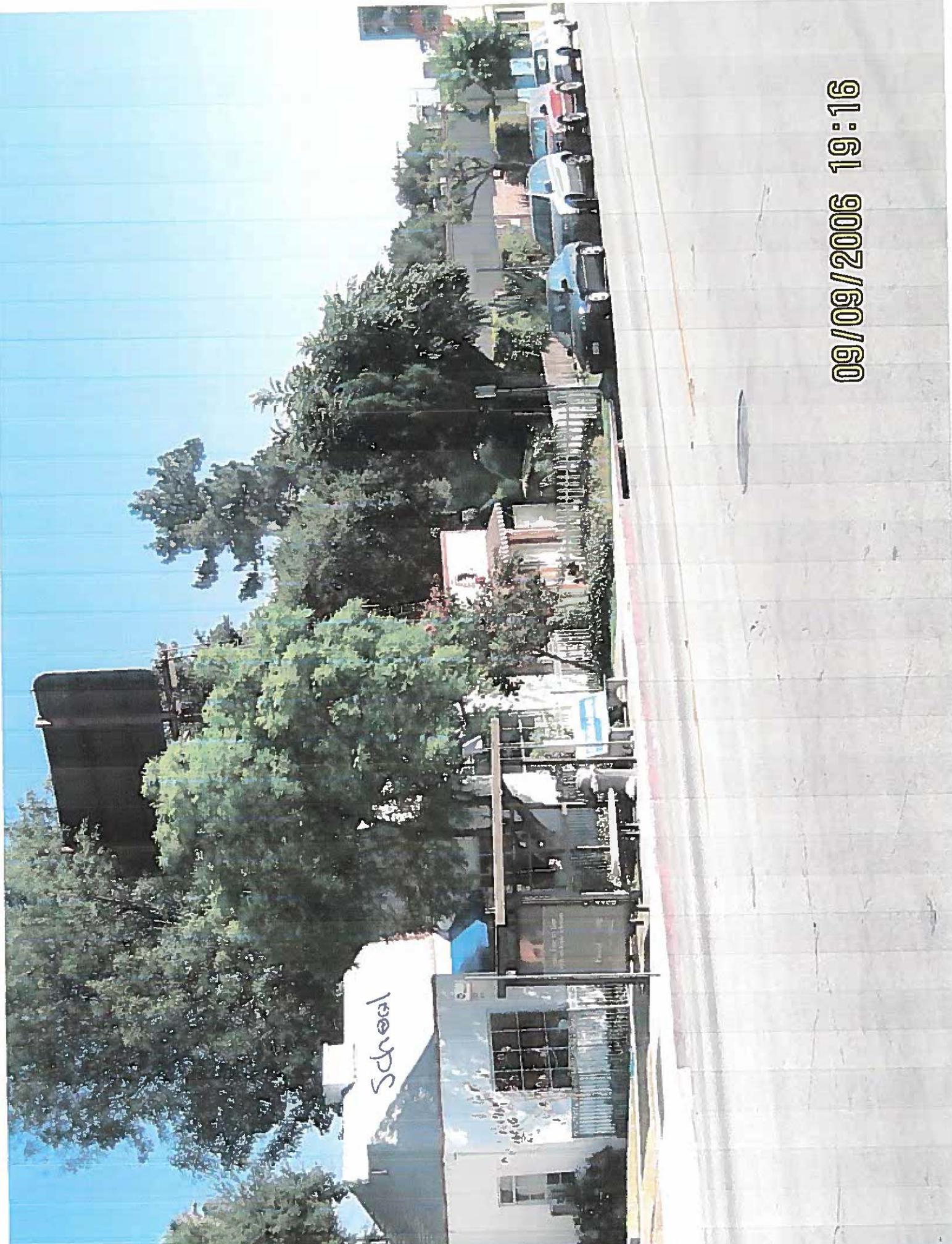
09/09/2006 19:19

NorthEast Corner of
Matheson and Fair Oaks



09/09/2006 19:16

Steve Gardner School
Next to Property



09/09/2006 19:16

Bus Stop in Ft of Property
School and Businesses South
of Program



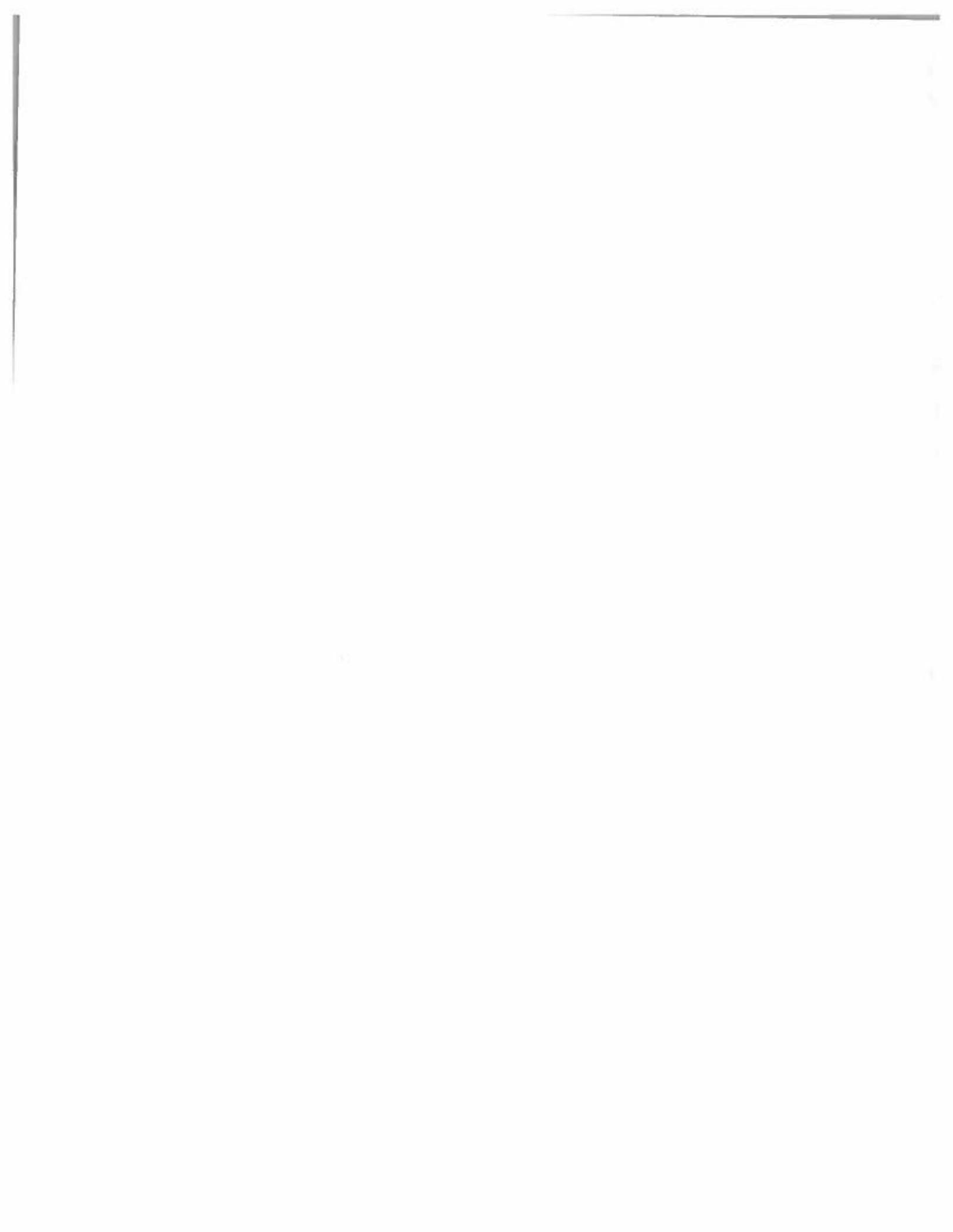
Living Room

~~Office~~ - Fr. Distro



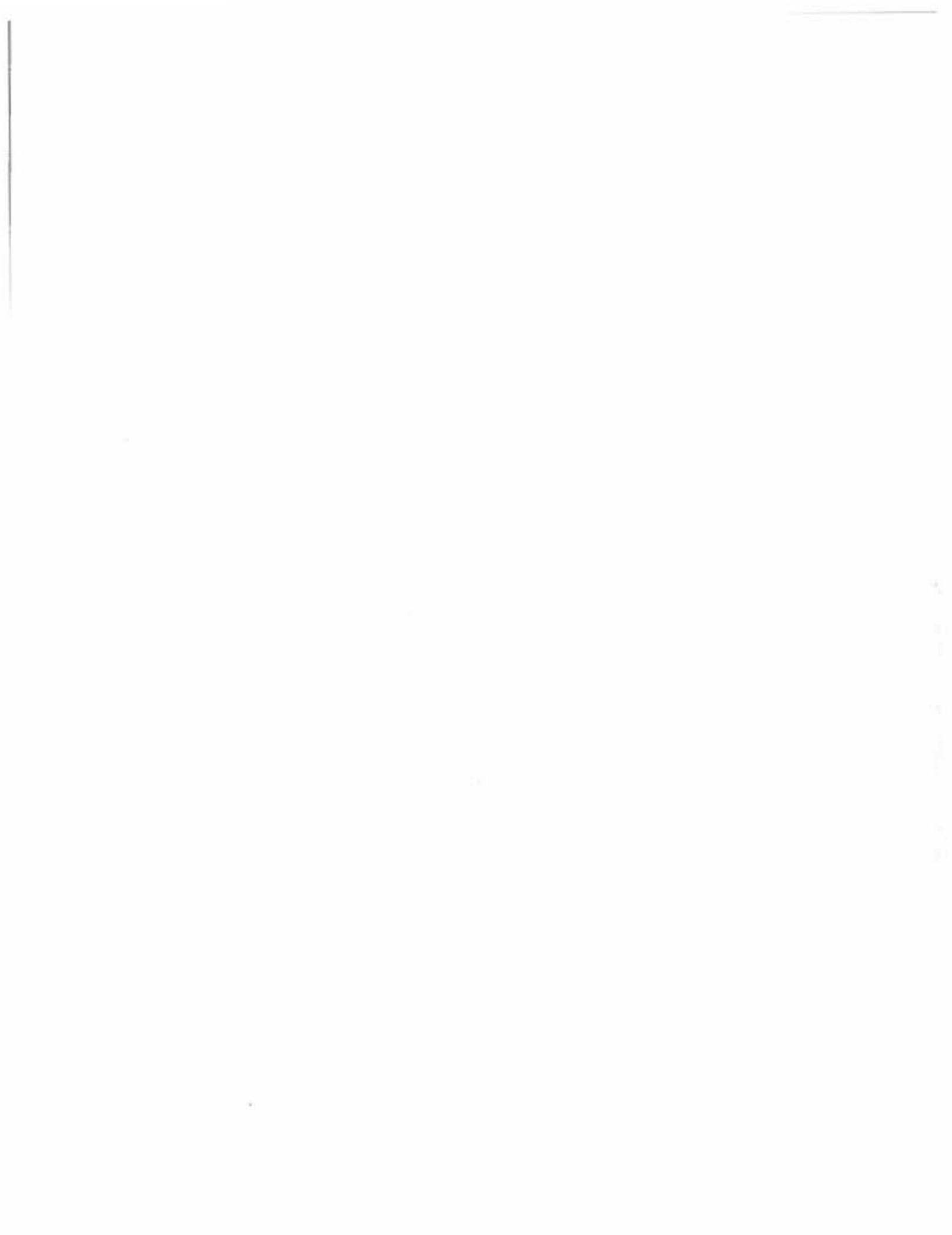
1st Floor
Hallway





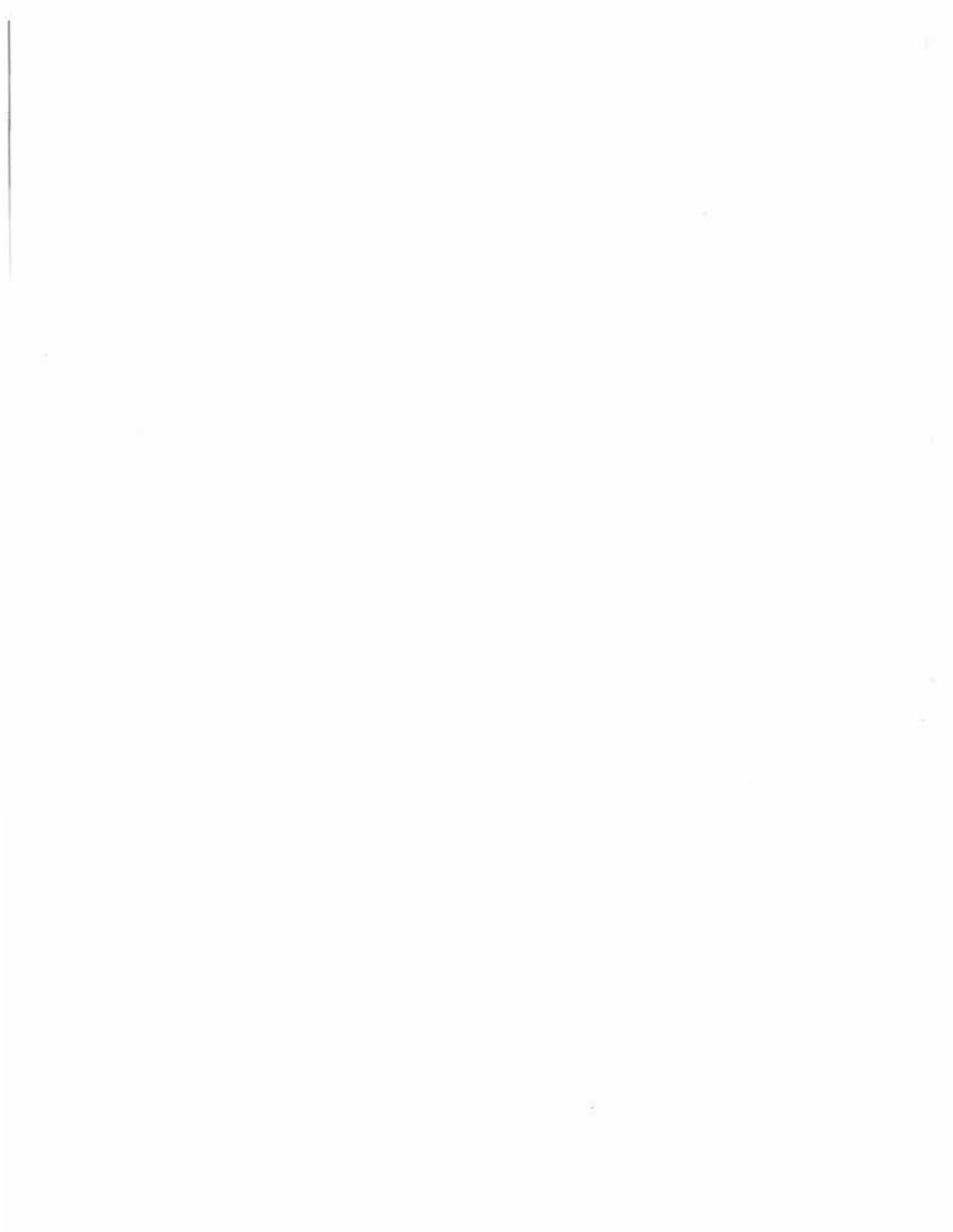






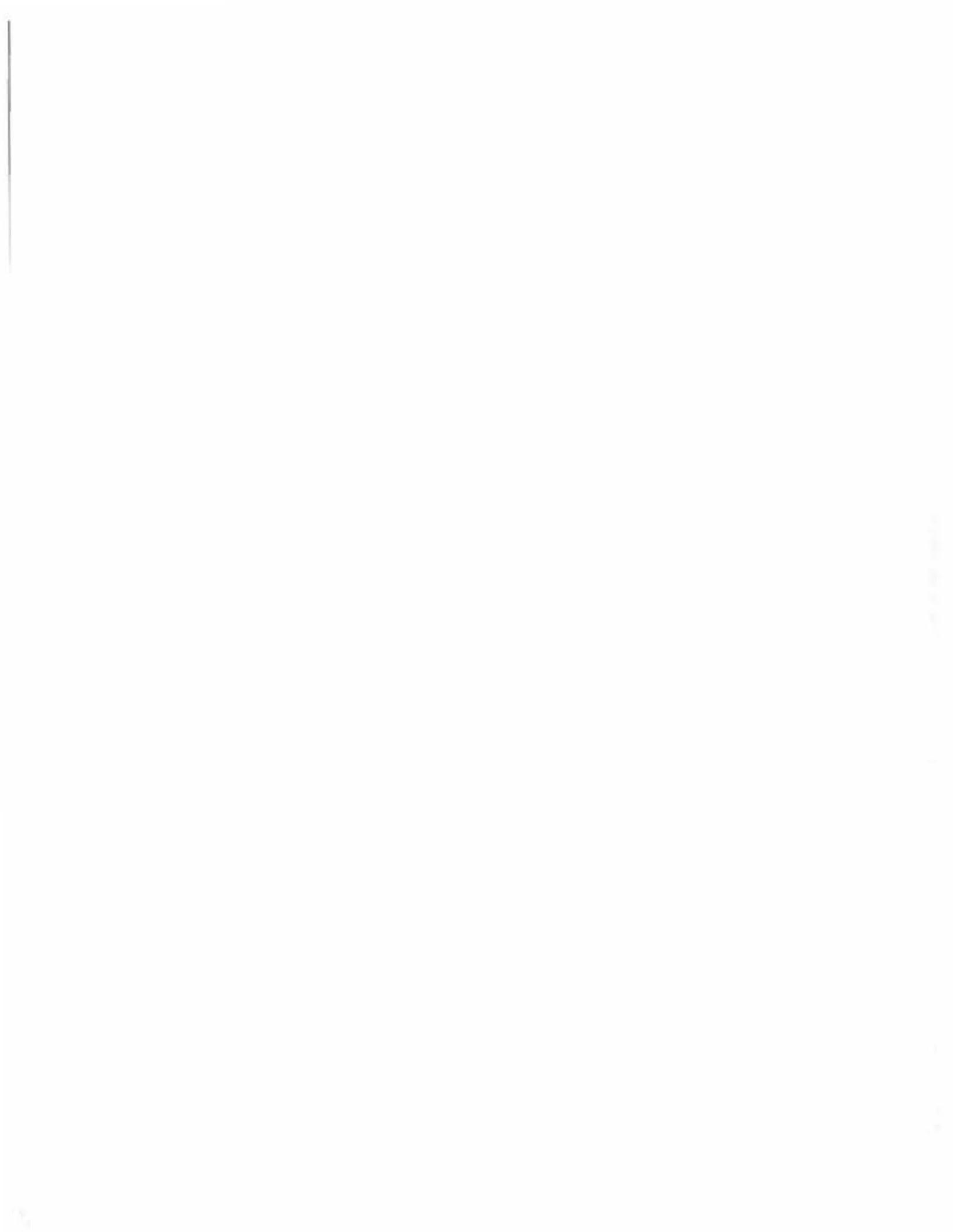


i-Tech MLS

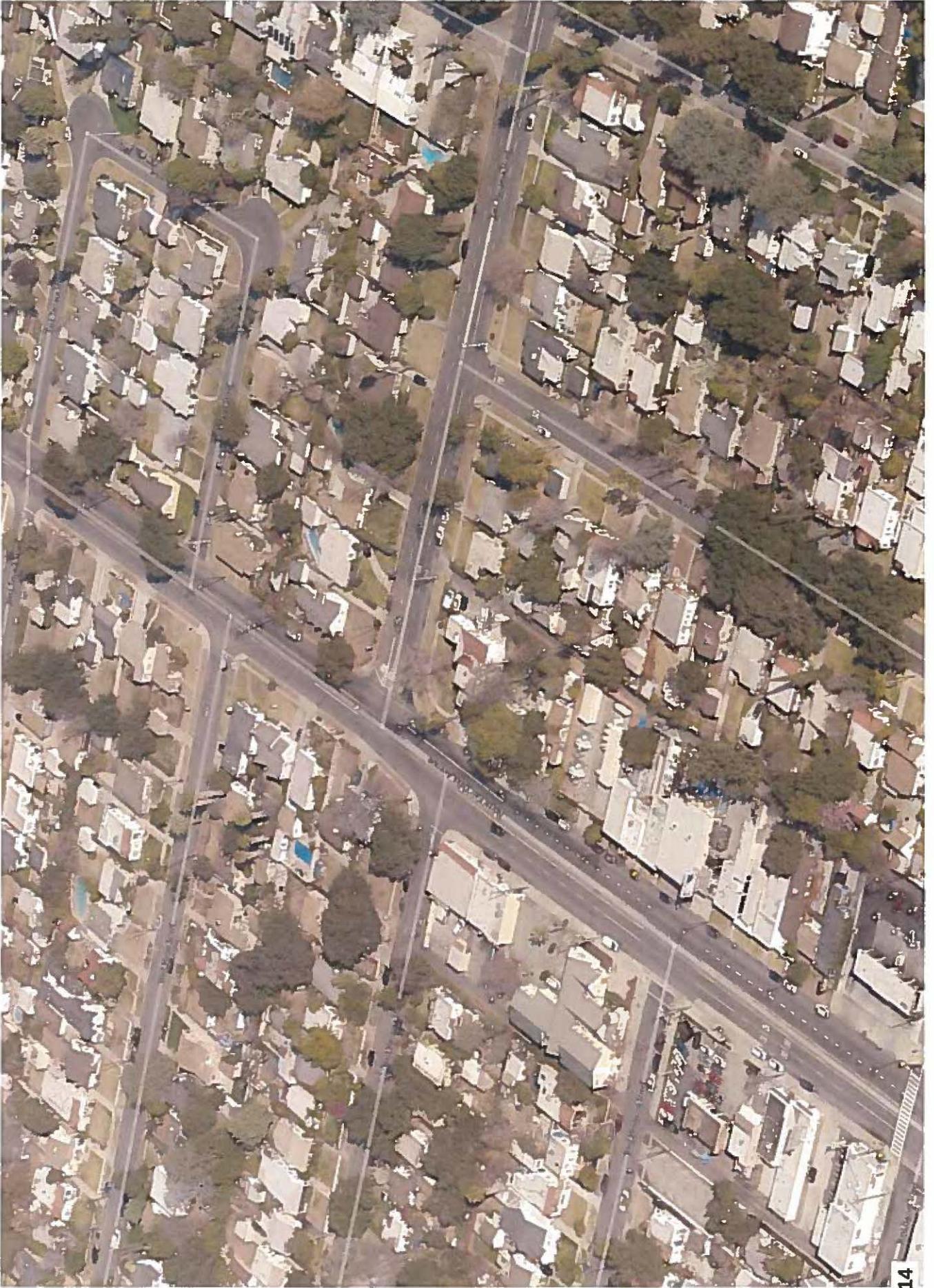


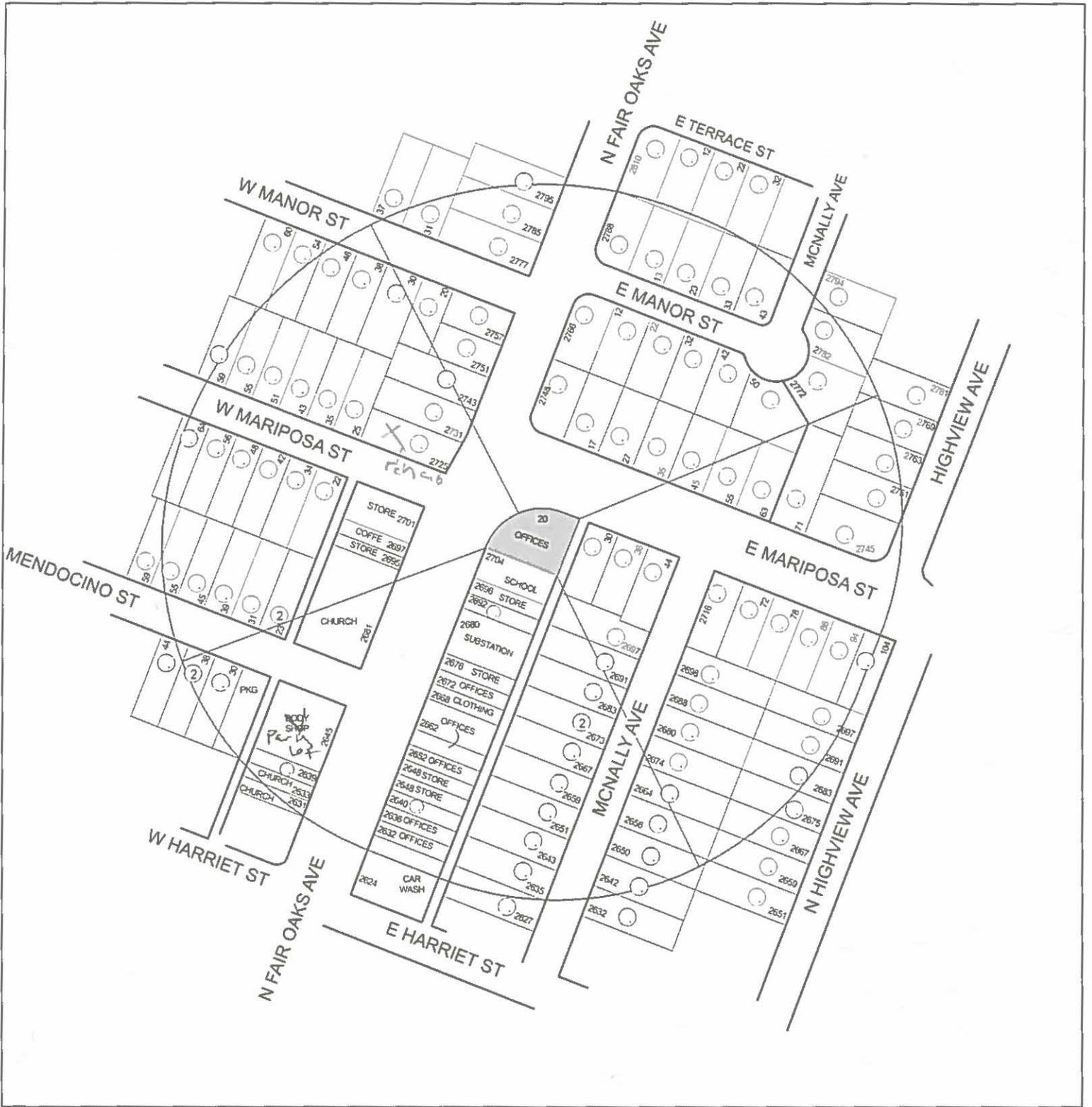






20 E MARIPOSA





LEGAL DESC: TRACT # 6267 LOT 42
 Parcel # (APN): 5835-002-003

Map Prepared by: Leon Mapping & GIS Services 15031 Chatsworth St, Ste 17 Mission Hills, CA 91345 818-235-7649 leonmapping@hotmail.com www.learadiusmaps.com	LAND USE. 500'	
	SCALE: 1"=100' USES: FIELD	ACREAGE: 0.186 CASE # DATE: 03/27/2015 UPDATE:
○ SINGLE FAMILY RESIDENCE OTHERS AS ESPECIFIED	CONTACT: MURRIE ALCORN MGA DESIGN GROUP INC. PHONE: 1-213-305-3583	

RE: **CONDITIONAL USE PERMIT CASE NO. 88442-(5)**
To expand an existing children's group home from
6 to 15 total.
2714 N. Fair Oaks, Altadena CA. 91001

Mailing Date: December 8, 1989

TO: Wanda Ashford
1030 S. Pasadena
Pasadena, CA 91005

**CERTIFIED - RECEIPT
REQUESTED**

PLEASE NOTE: This document contains the hearing officer's findings, order and conditions relating to **APPROVAL** of the above referenced case.

CAREFULLY REVIEW EACH CONDITION.

Condition 2 requires that the permittee must file an affidavit accepting the conditions before this grant becomes effective.
USE THE ENCLOSED AFFIDAVIT FOR THIS PURPOSE.

The applicant or **ANY OTHER INTERESTED PERSON** may **APPEAL** the hearing officer's decision to the Regional Planning Commission at the office of the Commission's secretary, Room 170, Hall of Records, 320 West Temple Street, Los Angeles, California 90012. Contact the Commission's secretary for the necessary forms and the amount of the appeal fee at (213) 974-6409. The appeal must be post-marked or delivered in person within 15 days after this notice is received by the applicant. The hearing officer's decision may also be called up for review by the Regional Planning Commission during the appeal period. This grant will not become effective until and unless this period has passed without an appeal or call for review.

For further information on appeal procedures, compliance with conditions or any other matter pertaining to this grant, please contact the Variances and Permits Section at (213) 974-6446.

HEARING OFFICER'S FINDINGS AND ORDER:

FACTUAL SUMMARY:

The subject property is a 9,560 square foot parcel of land located at 2714 North Fair Oaks Avenue, Altadena. It is currently improved with a children's group home.

The request is to expand the group home from 6 to 15 total resident children.

The subject property is zoned C-3 (Unlimited Commercial). A Conditional Use Permit is required for a group home in this zone.

1. Unless otherwise apparent from the context, the term "permittee" shall include the applicant and any other person, corporation, or other entity making use of this grant.
2. This grant shall not be effective for any purpose until the permittee and the owner of the property involved (if other than the permittee) have filed at the office of the Department of Regional Planning their affidavit stating that they are aware of, and agree to accept, all of the conditions of this grant.
3. The permittee shall defend, indemnify and hold harmless the County, its agents, officers, and employees from any claim, action, or proceeding against the County or its agents, officers, or employees to attack, set aside, void or annul this permit approval, which action is brought within the applicable time period of Government Code Section 65907.
The County shall promptly notify the permittee of any claim, action, or proceeding and the County shall cooperate fully in the defense. If the County fails to promptly notify the permittee of any Claim, action or proceeding, or if the County fails to cooperate fully in the defense, the permittee shall not thereafter be responsible to defend, indemnify, or hold harmless the County.
4. This grant will expire unless used within 2 years from the date of approval. A one year time extension may be requested before the expiration date.
5. This grant will terminate November 28, 1999.

Entitlement to use of the property thereafter shall be subject to the regulations then in effect.

6. If any provision of this grant is held or declared to be invalid, the permit shall be void and the privileges granted hereunder shall lapse.
7. This grant allows the expansion of an existing children's group home subject to the following restrictions as to use:
 - a. Not more than 15 children shall be residents at the home at any one time.
 - b. The group home shall comply with all licensing requirements of the State of California.
 - c. The group home shall only accept referrals from The Los Angeles County Department of Children's Services and private placements.
 - d. Qualified adult supervision shall be maintained at all times when resident children are present on site.
 - e. The ages of resident children shall be limited to 12 through 17 years of age.



8. Three copies of a revised plot plan, similar to Exhibit "A" as presented at the public hearing and conforming to such of the following conditions as can be shown on a plan, shall be submitted for approval of the Director of Planning:
 - a. Accurately show all improvements on the property drawn to a standard engineering scale.
 - b. Show at least five standard parking spaces, in addition to the two-car garage. The parking spaces shall be repaved and striped in accord with the approved plan.

The property shall be maintained in substantial conformance with the approved plan. All revised plot plans must be accompanied by the written authorization of the property owner.

9. All requirements of the Zoning Ordinance and of the specific zoning of the subject property must be complied with unless otherwise set forth in these conditions or shown on the approved plans.
10. The subject facility shall be developed and maintained in compliance with requirements of the Los Angeles County Department of Health Services. Adequate water and sewage facilities shall be provided to the satisfaction of said Department.
11. Upon receipt of this letter, the permittee shall contact the Fire Prevention Bureau of the Los Angeles County Forester and Fire Warden to determine what facilities may be necessary to protect the property from fire hazard. Any necessary facilities shall be provided as may be required by said Department.
12. The permittee shall repave the alley at the rear of the subject property to the satisfaction of the Los Angeles County Department of Public Works.
13. Complete or guarantee completion of all requirements of Condition 12, to the satisfaction of the Department of Public Works before accepting more than 6 children at the group home.
14. All structures shall conform with the requirements of the Division of Building and Safety of the Department of Public Works.

EF/rpt
12/6/89
n/9



FILE COPY

COUNTY OF LOS ANGELES
DEPARTMENT OF REGIONAL PLANNING
320 WEST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012

NEGATIVE DECLARATION

PROJECT NO. 88442

1. Description:

To increase the number of residents in a group home from 6 to 15. Building area: First Floor = 3,250 sq.ft., Second Floor = 3,318 sq.ft. currently, a sizeable number of rooms are not being used. Increasing the number of children does not involve any structural changes. (Bldg. area = 6,560 sq.ft.)

2. Location:

2714 N. Fair Oaks Ave., Altadena; at S.E. corner of E. Mariposa.

3. Proponent:

Wanda Ashford
2714 N. Fair Oaks Ave.
Altadena, CA 91001

4. Findings of No Significant Effect

Based on the attached Initial Study and Condition(s) (if applicable), it has been determined that the projects will not have a significant effect on the environment.

Prepared by: Julie Cook, RPA II

Date: January 23, 1989



CONDITIONAL USE PERMIT CASE NO. 88442-(5)

An Initial Study was prepared on this project in compliance with the State CEQA Guidelines and the environmental reporting procedures of the County of Los Angeles. It was determined that this project will not exceed the established threshold criteria for any environmental or service factor and, as a result, will not have a significant effect on the physical environment.

A public hearing was held on November 28, 1989, at which the applicant's advisor testified in favor of the request.

There was no opposition testimony.

FINDINGS:

- A. The requested use is consistent with the adopted general plan. The subject property lies within an area designated "Commercial /Business on the Altadena Community Plan. The plan does not preclude residential and institutional uses in this classification.
- B. With the attached restrictions and conditions, the requested use will not adversely affect the health, peace, comfort or welfare of persons residing or working in the surrounding area and will not be materially detrimental to the use, enjoyment, or valuation of property of other persons located in the vicinity of the site and will not jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare.

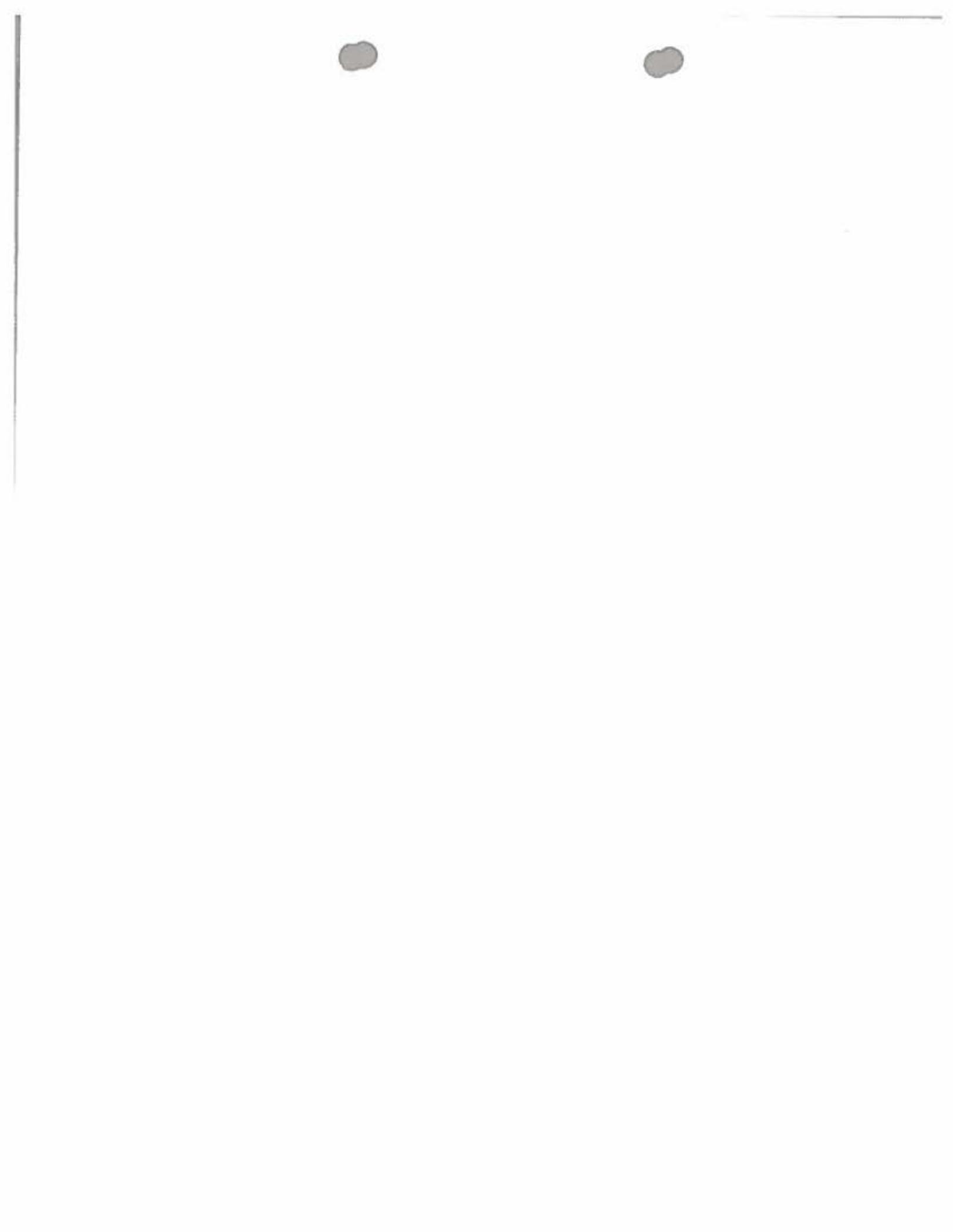
The subject property is bounded on the north and east by single family residences and on the south and west by commercial uses. The use has been in operation for over four years without adverse impacts on the neighbors and 24 hour adult supervision will be maintained. There is no evidence that expansion of the use to the extent proposed will result in any significant impact on the adjacent residential area or adversely affect the neighboring commercial uses.

- C. The site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features prescribed in the Zoning Ordinance and otherwise required to integrate the use requested with the uses in the surrounding area.

The group home will occupy 31 percent of the overall site. There is space for seven parking spaces. Five spaces are required. The parking is located on the east side of the building along the rear alley.

- D. The site has adequate traffic access and is adequately served by other public or private service facilities which it requires.

Access to the site is from Fair Oaks Avenue and Mariposa Street and the alley at the rear. All necessary utilities are existing.



CONDITIONAL USE PERMIT CASE NO. 88442-(5)

And, therefore, the information submitted by the applicant and presented at the public hearing substantiates the required findings for a Conditional Use Permit as set forth in Section 22.56.090 of Title 22 of the Los Angeles County Code, the Zoning Ordinance.

HEARING OFFICER'S ACTION:

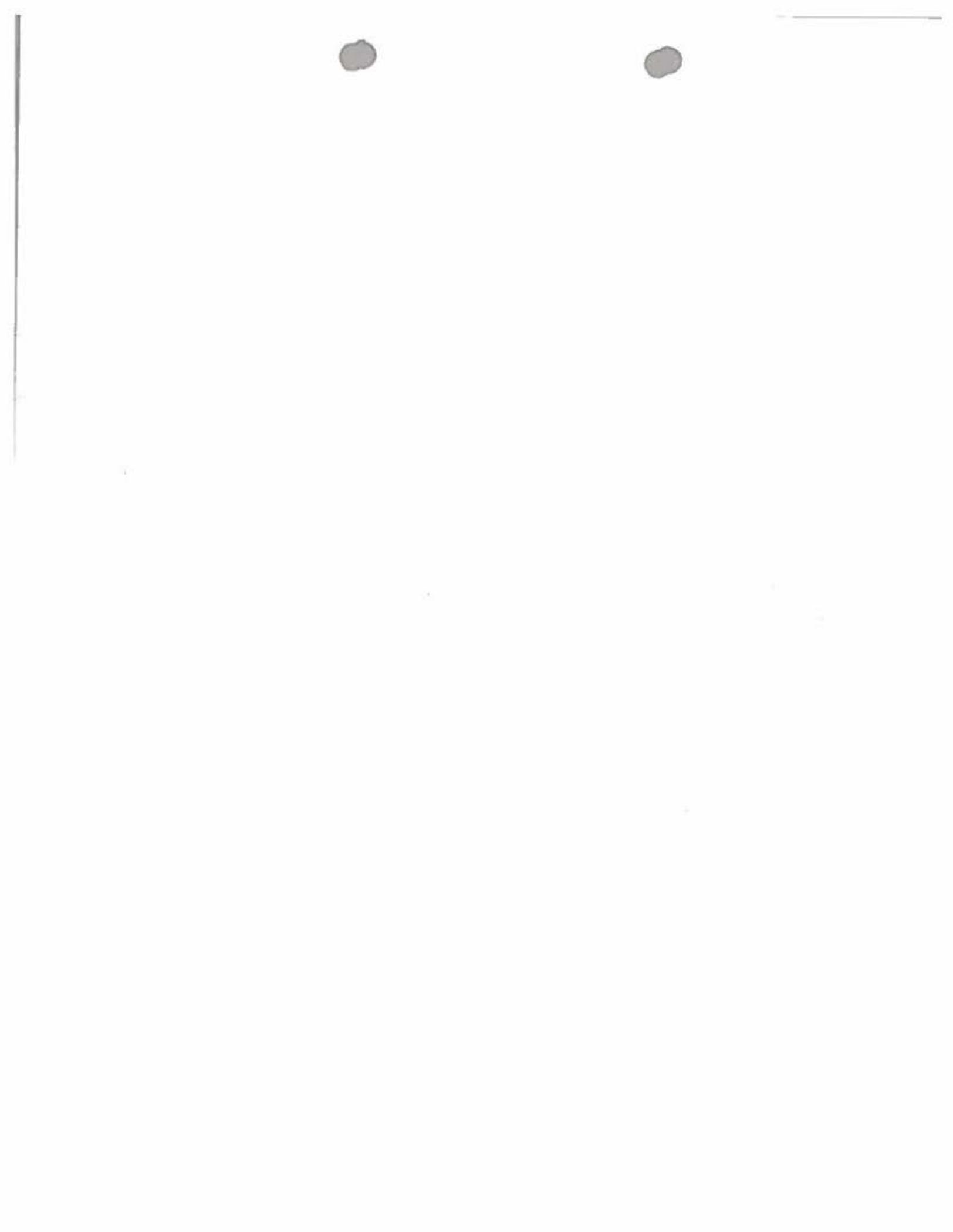
1. I approve the negative declaration for the project, certify that I have reviewed and considered the environmental information contained in the initial study for the proposed project, and determine that the proposed project will not have a significant effect on the environment.
2. In view of the findings of fact presented above, Conditional Use Permit No. 88442-(5) is GRANTED with the attached conditions.

BY: *Rudy Lackner* DATE: *Dec. 7, 1989*
Rudy Lackner
HEARING OFFICER
Department of Regional Planning
County of Los Angeles

cc: Each Commissioner; Zoning Enforcement; Building and Safety;
Subdivision Road Unit

Enclosure: Affidavit

12/6/89
RF/rpt
n/9





The Cambridge Institute of International Education

1025 Main Street, 3rd Floor
Waltham, MA 02451

To Whom It May Concern:

Re: Brief in support of a Dormitory for High School Students at 20 East Mariposa Street, Altadena, CA

The Cambridge Institute of International Education is an international education consulting company partnering with over 200 schools throughout the United States. We help international students, primarily from China, attend mission-driven, private American high schools. In addition to improving global connectedness by introducing young students to American ideals and philosophies, our business stimulates local American economies by generating new expenditures, investments and tourism from families overseas.

The Cambridge Institute is a well-regarded company and we're proud to be recognized by the Council on Standards for International Education Travel (CSIET) for meeting their high expectations in regards to providing quality facilitation of international education relationships.

We at The Cambridge Institute are seeking to operate a dormitory (Educational Housing Facility) on a property located at 20 East Mariposa Street, Altadena, currently being used as a boarding house structure containing 24 bedrooms. The dormitory, to house female international students only, will be a quiet addition to the surrounding neighborhood, supervised 24 hours a day by live-in staff that are educated and trained in the areas of international education, adolescent development, and residential services. In addition to around-the-clock supervision and care, we will provide transportation to and from school each day.

We are ready to comply with all requirements to make a safe housing facility, as well to improve overall quality of the neighborhood.

You can also access our websites for additional information and understanding of our companies:

Main company: www.thecambridgeinstitute.org

Sister company: www.gphomestay.com

Sister company: www.kleducation.org

Please do not hesitate to contact us with any questions or concerns. I can be reached at Asilva@thecambridgeinstitute.org or by phone at 857 200-7296.

Sincerely,

Anizio Silva, R.E. Project Manager



Welcome Letter

Dear Parent(s),

Congratulations on your child's journey of education in the United States. We realize that making the choice to study so far away from home can be a big undertaking, and that an important factor of this experience is the assurance of a comfortable setting during the hours when your child's school is not in session. That's why we at gphomestay, in cooperation with our sister company, Cambridge Educational Housing LLC, have created our gphomestay model to ensure that your child is supported with access to a homelike environment that is warm, safe, and allows him or her to make the most of this important period in his or her life.

Adapting to a vastly different culture, for most, is not an easy task. We are committed to ensuring that your child has the tools to conquer the challenges he or she will most likely face while studying and living abroad. When difficulties do arise, we will be here to listen and provide support towards your child's growth, as well as to do our best to address your child's concerns.

The enclosed information details our commitment to you, and also outlines your responsibilities as a parent to ensure we are able to provide everything that your child will need while staying in residence in the U.S. For your convenience, we have provided some additional information to help answer questions you may have. We thank you in advance for your cooperation in reviewing our policies and procedures which are designed to ensure that our communications and services will result in the safest and most beneficial experience for this phase of your child's growth.

Life in the United States will be a unique experience. Some aspects of your child's life in the U.S. will seem familiar to him or her. Other aspects will be new and strange. Our ongoing goal is to help your child feel at home.

Warm Regards,

A handwritten signature in black ink, appearing to read 'Andrew Simenson', is written in a cursive style.

Andrew Simenson
Director
gphomestay

Emergency Contact Information

STUDENT INFORMATION

Chinese Name: _____

English Name (if applicable): _____

Student's U.S. Mailing Address: _____

Date of Birth: _____ Student Email: _____

PARENT/GUARDIAN INFORMATION:

Father's Name: _____

Mailing Address: _____

Home Phone Number: _____

Employer: _____ Title/Position: _____

Work Phone Number: _____

Email: _____

Mother's Name: _____

Mailing Address: _____

Home Phone Number: _____

Employer: _____ Title/Position: _____

Work Phone Number: _____

Email: _____

Emergency Contact Information

STUDENT INFORMATION

Chinese Name: _____

English Name (If applicable): _____

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Date of Birth: _____ Student Email: _____

PARENT/GUARDIAN INFORMATION:

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Mailing Address: _____

Home Phone Number: _____

Employer: _____ Title/Position: _____

Work Phone Number: _____

Email: _____

Mother's Name: _____

Mailing Address: _____

Home Phone Number: _____

Employer: _____ Title/Position: _____

Work Phone Number: _____

Email: _____



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Warm Regards,

A handwritten signature in black ink, appearing to read 'Andrew Simenson', is written in a cursive style.

Andrew Simenson
Director
gphomestay

RESIDENTIAL STUDENT AGREEMENT

Cambridge Educational
Housing Handbook

For Students enrolled at

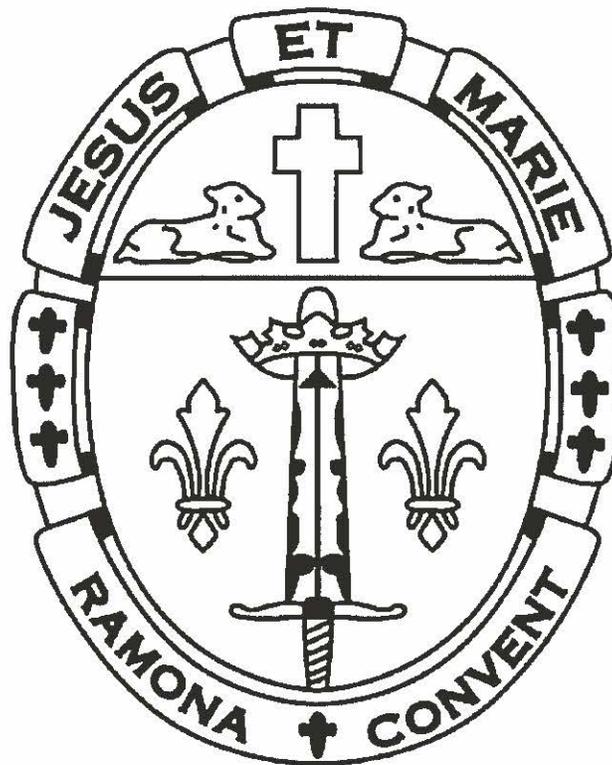


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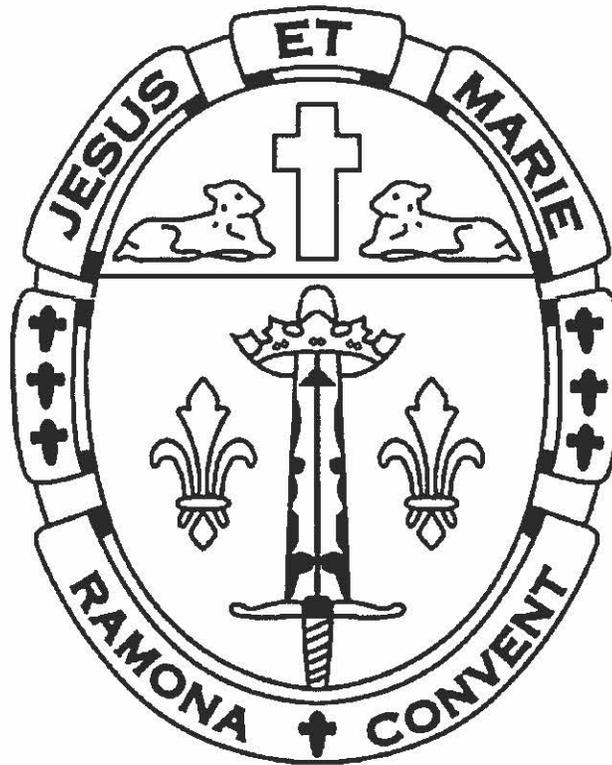
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Signature Page	9

RESIDENTIAL STUDENT AGREEMENT

Cambridge Educational
Housing Handbook

For Students enrolled at



Overview & Purpose of this Handbook

*This **g**boarding handbook is issued by GP and CEH, and outlines the rules and regulations that students are expected to abide by while living in a community atmosphere. These rules may be different from the rules a student would be asked to adhere to at home. They are established as an outline for students to make informed choices while living in the Cambridge Educational Housing and intended to maximize everyone's academic and social experience.*

All students at the Cambridge Educational Housing will be held to the expectations and policies outlined in this Residential Student Agreement. It is expected that all parents and students read this student agreement thoroughly and refer to it as a source of guidance and information. Students and parents are expected to have knowledge of the agreement's content.

Standards of Conduct

Cambridge Educational Housing students are expected to treat other members of the community with respect and courtesy. The following standards of conduct are examples and general expectations for all community members:

1. Honesty in academic endeavors and in all aspects of residential life.
2. Commitment to a safe, clean, congenial, and productive learning and living environment.
3. Respect for the feelings, beliefs, time, efforts, and physical well-being of others, and for their capacity for growth.
4. Respect for the property and materials of the Cambridge Educational Housing and its facilities.
5. Respect for the rules and regulations of the Cambridge Educational Housing and the laws of the State of California and of the United States.

In addition, joining this community of scholars dedicated to personal and academic excellence obligates each member to observe the following principles:

- Mutual respect
- Personal and academic integrity
- Civil discourse
- Responsible decision making

If students witness violations of the standards of conduct or general policies of the program by any member of the Cambridge Educational Housing community please call our hotline at: 1-781-996-0484.

General Policies of the Program

Compliance with Residential Staff

All students are expected to comply with all requests and directives made by staff members who are appropriately exercising their responsibilities. This includes, but is not limited to, residential staff, contractors and facilities staff, and management.

Privacy & Dignity

While living in a Cambridge Educational Housing environment it is important to maintain respect for the personal privacy and dignity of students and staff. To the extent that the physical layout of the bathroom, shower and living areas permit, the privacy and personal dignity of students shall be respected by all members of the community. Unwarranted intrusions on a student or staff member's right to such privacy shall be considered a violation of the disciplinary code.

Residential staff reserve the right to search the rooms and/or belongings of students suspected to be in violation of dorm policy at their discretion and without prior notice.

Room Use & Occupancy

Each student should be provided with a bed, mattress, chest of drawers, wardrobe or closet, desk and desk chair. For some units, closet space may be located outside of the student's bedroom. Students are responsible for keeping their rooms neat, organized & clean. Students are able to purchase their own additional or replacement furniture if approved by residential staff. Consideration for roommates and respect for property and personal space is expected. Renovations of any kind are not permitted in students' residential spaces. Students are expected to apply these same standards to common living spaces such as bathrooms, hallways, lounges, and grounds surrounding the Cambridge Educational Housing.

Damage Assessment

The residential supervisor, with the student present, records room conditions when the student arrives. At the end of the school year, this joint procedure is repeated; the room key is returned, and notations are made of any damages caused by the student that may result in charges.

Students are responsible for any damage done to personal or Cambridge Educational Housing property. Occupants of a room will be charged for the cost of repairing or replacing damaged or missing property.

Damages which cannot be attributed to specific individuals will be charged to all room occupants. Management of The Cambridge Educational Housing reserves the right to determine the cost to repair or replace any damaged property.

Sprinkler System

The Cambridge Educational Housing has been installed with external piping and sprinkler heads to ensure fire safety. This piping is not able to sustain any additional weight or tampering. Students are not to touch the sprinkler system, including pipes or any other components, and may not tamper with or hang/affix items to any component of the sprinkler system. Tampering with or applying weight by any means to the sprinkler system will be considered a major offense and may result in disciplinary action. In some cases, tampering or applying weight to the system may cause the sprinkler to release water. Any damage resulting from failure to comply with this policy will be the financial responsibility of the person responsible.

All students are expected to comply with all requests and directives made by staff members who are appropriately exercising their responsibilities. This includes, but is not limited to, residential staff, contractors and facilities staff, and management.

Privacy & Dignity

While living in a Cambridge Educational Housing environment it is important to maintain respect for the personal privacy and dignity of students and staff. To the extent that the physical layout of the bathroom, shower and living areas permit, the privacy and personal dignity of students shall be respected by all members of the community. Unwarranted intrusions on a student or staff member's right to such privacy shall be considered a violation of the disciplinary code.

Residential staff reserve the right to search the rooms and/or belongings of students suspected to be in violation of dorm policy at their discretion and without prior notice.

Room Use & Occupancy

Each student should be provided with a bed, mattress, chest of drawers, wardrobe or closet, desk and desk chair. For some units, closet space may be located outside of the student's bedroom. Students are responsible for keeping their rooms neat, organized & clean. Students are able to purchase their own additional or replacement furniture if approved by residential staff. Consideration for roommates and respect for property and personal space is expected. Renovations of any kind are not permitted in students' residential spaces. Students are expected to apply these same standards to common living spaces such as bathrooms, hallways, lounges, and grounds surrounding the Cambridge Educational Housing.

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Overview & Purpose of this Handbook

*This **gboarding** handbook is issued by GP and CEH, and outlines the rules and regulations that students are expected to abide by while living in a community atmosphere. These rules may be different from the rules a student would be asked to adhere to at home. They are established as an outline for students to make informed choices while living in the Cambridge Educational Housing and intended to maximize everyone's academic and social experience.*

All students at the Cambridge Educational Housing will be held to the expectations and policies outlined in this Residential Student Agreement. It is expected that all parents and students read this student agreement thoroughly and refer to it as a source of guidance and information. Students and parents are expected to have knowledge of the agreement's content.

Standards of Conduct

Cambridge Educational Housing students are expected to treat other members of the community with respect and courtesy. The following standards of conduct are examples and general expectations for all community members:

1. Honesty in academic endeavors and in all aspects of residential life.
2. Commitment to a safe, clean, congenial, and productive learning and living environment.
3. Respect for the feelings, beliefs, time, efforts, and physical well-being of others, and for their capacity for growth.
4. Respect for the property and materials of the Cambridge Educational Housing and its facilities.
5. Respect for the rules and regulations of the Cambridge Educational Housing and the laws of the State of California and of the United States.

In addition, joining this community of scholars dedicated to personal and academic excellence obligates each member to observe the following principles:

- Mutual respect
- Personal and academic integrity
- Civil discourse
- Responsible decision making

If students witness violations of the standards of conduct or general policies of the program by any member of the Cambridge Educational Housing community please call our hotline at: 1-781-996-0484.

General Policies of the Program

Compliance with Residential Staff

Security System

The Cambridge Educational Housing has been installed with security alarms, cameras and other devices to ensure the safety of residents. Students are not to touch or tamper with security devices. Tampering with any component of the security system will result in disciplinary action. Any damage resulting from violation of this policy will be the financial responsibility of the person responsible.

Meals

Students will be provided with 3 meals each day by their residential supervisors. "Continental" breakfast foods will be made available to students to prepare for themselves in the mornings. A lunch option will be available for students to prepare for themselves. Students may also purchase a lunch during school hours at their own expense. Prepared dinner will be provided each night.

Open Door Policy

Bedroom doors must remain physically open at all times while any individual who does not live in the bedroom is present. Guests or residents of the opposite sex are not permitted in student rooms without staff permission unless they are the student's family members. Violation of this policy may result in disciplinary action.

Guests

Guest policies shall be determined by residential supervisors on a case by case basis. Visits must be approved by residential staff prior to guests arriving at The Cambridge Educational Housing. Students are expected to comply with the expressed desire of the Cambridge Educational Housing staff members regarding the guest policy. Overnight guests are not allowed.

Room Keys

Each student will be given keys to the Cambridge Educational Housing, their room, and in some cases, their closet upon arrival. This key must be returned at the end of each school year. Because of security concerns, any time a key is lost the student must immediately notify the residential staff and a lock change will be required. A fee may be charged for this service.

Quiet Hours and Study Hours

The rigorous academic program requires evening study. For this reason, quiet hours must be observed in the Cambridge Educational Housing as posted. These hours will vary with the needs of the community and around exam periods. All students are required to show courtesy to their roommates and to the community. Students are required to complete at least one hour of study/homework time per night prior to engaging in any leisure activities. More time may be required based on academic performance.

Curfew

All students are expected to abide by the curfew policy established by the Cambridge Educational Housing residential staff. Students must return to the Cambridge Educational Housing on the following schedule unless granted an exception by residential staff:

Stage (awarded by age and behavior)	Weekday Curfew	Weekend/Holiday Curfew
Stage I	8:15pm	10:00pm
Stage II	8:30pm	10:30pm
Stage III	8:45pm	10:45pm
Stage IV	9:00pm	11:00pm

Failure to abide by the curfew may result in disciplinary action by the residential staff. Common consequences may include loss of stage privileges, early bedtimes, additional chores, suspension of or mandatory monitored use of personal technology, or grounding. Continuous violation of dorm policy may result in suspension or expulsion from the program.

Lights Out and Bedtime Hours

The rigorous academic program requires adherence to a regular daily schedule. For this reason, bedtime hours must be observed in the Cambridge Educational Housing as noted below. All students are required to turn off their personal technology and to be in bed with their lights out following the schedule unless granted an exception by residential staff.

Stage (awarded by age and behavior)	Weekday Lights Out	Weekend/Holiday Lights Out
Stage I	10:00pm	11:30pm
Stage II	10:30pm	12:00am
Stage III	11:00pm	12:30am

Exceptions

Residential staff may grant exceptions to students around curfew, quiet hours, bedtime hours, or other rules on a case-by-case basis. Students requesting an exception to stay up late to finish an assignment or to communicate with family may be asked to move to a common area.

Room Changes

Every effort is made to house students in compatible situations conducive to academic and personal growth and success. Room changes are rare, and may be made only under the direction of staff.

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Curfew

Telephone and Internet Use

Students will have access to free, local telephone service as well as internet access. Students will also have the opportunity to purchase a local cell phone during orientation. It is recommended that students purchase pre-paid international calling cards or use Skype for calling family and friends back home.

Personal Technology Use

Students are able to make use of personal technology (laptops, cell phones, game systems) for recreational purposes following the completion of their daily academic and household responsibilities. These items are never to be used after bedtime hours have begun unless the student has been granted an exception by residential staff.

Storage & Security of Personal Items

All students are issued keys to their rooms and are advised to take precaution in securing items of value in their rooms and on their persons. Students are advised to store valuable items securely, and staff will store items for students upon request in a locked closet shared by the community. The Cambridge Educational Housing management and staff accept no responsibility, nor will they provide compensation for lost, stolen or damaged items.

Lending & Borrowing

Living in a community environment requires students to make informed decisions about when to lend or borrow personal items. Residential management and staff are not responsible to manage the lending or borrowing of personal items between students. Therefore, students who lend or borrow items do so at their own risk. The Cambridge Educational Housing management and staff accept no responsibility, nor will they provide compensation for lost stolen, or damaged items.

Transportation & Travel

Transportation to and from school will be provided. There will be at least one trip to school and one or more trips home. If there are multiple trips, students may be assigned early or later trips on a rotating basis in the interest of fairness. Transportation to and from extracurricular activities will be designed to best accommodate the schedules of all students in the residential program. Travel to and from the residential facilities with anyone other than the designated residential transportation is subject to approval by the residential supervisors. Rides will be provided to and from public transportation on weekends. All students under the age of 17 must travel in pairs unless they have written permission from a parent or guardian and have been approved by residential staff.

Students are allowed to travel outside of areas designated by The Cambridge Educational Housing staff only if they first inform the residential staff of the expected trip AND have permission. Permission can be granted only by residential staff.

Swimming Policy

Students may only swim at locations with a certified lifeguard on premises. Students found in violation of this policy will be subject to disciplinary action.

Student Notification of Whereabouts

Students are required to notify residential staff of their whereabouts at all times. Changes in or additions to plans require notification and approval from residential staff. Students are required to be available by cell phone at all times. If a student's cell phone is out of battery, lost, or damaged, students should borrow another cell phone or use a landline to notify residential staff. Failure to comply will result in disciplinary action.

Alcohol & Other Drug Policies

The Cambridge Educational Housing management and staff will address any behavior relating to drugs and alcohol as outlined below:

- *Possession of alcohol or illegal drugs:* Students who are found to possess, use, distribute, or transport alcohol or illicit drugs will be subject to suspension or expulsion from the program. The Cambridge Educational Housing management and staff reserve the right to consider the presence of smoke or odors as a violation of this policy.
- *Being under the influence of alcohol or other drugs:* Students who are found to be under the influence of alcohol or illicit drugs will be subject to disciplinary action up to and including suspension or expulsion from the program.
- *Prescription Drugs:* Each student shall be responsible for self-administering all prescription medication. Students who are found to be sharing, selling, or trading prescription medications, or abusing or misusing their own prescription medications, will be subject to sanctions ranging from disciplinary probation to suspension or expulsion from the program.
- *Drug Paraphernalia:* Drug paraphernalia, regardless of intended use, is not allowed.
- *Alcohol Containers:* Empty alcohol bottles, cans, bottle tops, and other containers are not allowed, even for decorative purposes.

Students found to be in violation of these policies will be subject to sanctions up to expulsion from the program.

Tobacco Products

It is illegal for persons under the age of 18 to possess any tobacco product. Students, regardless of age, will not be permitted to use tobacco products for the duration of the program. Use or possession of any tobacco product will be subject to sanctions up to expulsion from the program.

Automobiles

Students at the Cambridge Educational Housing are not permitted to drive cars, even if you are able to do so at home. You will travel with your Cambridge Educational Housing staff to school, local events, shopping, and other venues to meet most of your needs. Occasionally you may travel with other Ramona Convent students who have cars with advance written permission from the residential supervisor.

Emergency Situations

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In addition to establishing a set of general rules and guidelines, residential staff will go over emergency contact information with students in the first week. They will provide cell phone numbers where they can be reached at all times. In addition, each student should have an "Emergency Contact information" card on file. Residential staff will complete this card together with students during orientation, in addition to reviewing the procedure of what to do in emergency situations.

Fire Safety

Compliance with fire regulations is a necessity. Smoke and heat detectors are only a part of fire safety. While dormitories are as fireproof as it is possible to make them, each room may contain combustible personal items, which make the following rules necessary:

1. Electrical appliances including, but not limited to: halogen lamps, hot plates, toasters, immersion coils, "George Foreman" type grills, toaster ovens, electric blankets, space heaters, sun lamps, and power tools are not permitted.
2. Candles, camp stoves, lanterns, hurricane lamps, incense, or any other items with open flames are not permitted.
3. Fireworks, explosives, volatile liquids, and fuel are not permitted.
4. Posters, pictures, and other combustible wall decorations which are not placed flat against the wall or block or hinder entryways are not permitted.
5. Ceilings may not be decorated with fabric, posters, fishnet, or other combustible material that might ignite.
6. Wooden constructions (lofts, overstuffed chairs, etc.) unless they are approved by the residential supervisor.
7. Room contents must not obstruct doors, passageways, or corridors. Tapestries may not be hung from the ceiling or across closet openings.
8. Fire alarms, extinguishers, exit signs, and sprinklers are critical for safety and must not be tampered with. Students who tamper with fire safety equipment will be subject to: fines and disciplinary action up to and including suspension or expulsion from the program, fines from the Fire Department, and may be subject to criminal charges.
9. Extension cords under carpets or that multiply the number of electrical appliances used in one outlet are prohibited.

Harassment Policy

If students witness abuse, neglect, harassment, bullying, or otherwise inappropriate behavior by any member of the Cambridge Educational Housing community, including staff, management, and students, please call our hotline at: 1-781-996-0484.

Management and staff of the Cambridge Educational Housing are committed to maintaining an environment where students are not subjected to bigotry and discrimination on the basis of sex, sexual orientation, race, ethnicity, national origin, religion, disability, age, or other characteristics as

protected by applicable law. Such harassment is against program policy and may be illegal under state and federal laws and regulations.

Harassment is defined as verbal or physical conduct which has the purpose or effect of creating an intimidating, hostile or offensive educational or living environment on the basis or because of a student's sex, sexual orientation, race, ethnicity, national origin, religion, disability, or age, or other characteristics as protected by applicable law, and which would create such an environment for a reasonable person under the circumstances. Such harassment may include, for example, repeated slurs, taunts in the guise of a joke, disparaging remarks, or physically threatening or inappropriate conduct, when such is directed at a person or group of persons because of their sex, sexual orientation, race, ethnicity, religion, physical ability or age. Retaliation against a student for filing a complaint in good faith under this policy is strictly prohibited, and, if proven, would be considered a violation of this policy.

Management and staff at the Cambridge Educational Housing recognize that the protection of free and open speech and the open exchange of ideas are important to any academic community. This recognition is therefore an important element in the "reasonable person" standard used in judging whether harassment has occurred. This policy is meant neither to proscribe nor to inhibit discussion, in or out of the program or classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others. Management and staff at the Cambridge Educational Housing also recognize, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry and learning. Such abuses are unacceptable. If someone believes that another's speech or writing is offensive, wrong or hurtful, he or she is encouraged to express that judgment in the exercise of his or her own free speech or to seek redress under the noted procedure(s) when appropriate.

This policy is intended to protect all students and applies to students, managers and staff. Any person who feels that they have been harassed or retaliated against as defined in this policy may file a formal grievance with the dorm management.

Grievance Process

If students witness abuse, neglect, harassment, bullying, or otherwise inappropriate behavior by any member of the Cambridge Educational Housing community, including staff, management, and students, please call our hotline at: 1-781-996-0484.

Any student who feels aggrieved, or wronged, by the action of another student or employee at the Cambridge Educational Housing should report their concerns to the Director immediately, who will work within the parameters of the administrative and/or legal process to resolve the grievance.

Disciplinary Process

It is expected that all members of our community will conduct themselves responsibly in accordance with the policies and regulations outlined in this Residential Student Agreement. Through the disciplinary process, the Cambridge Educational Housing management and staff will address actions that are inconsistent with the ideals of this community, or are detrimental to the best interests of the program.

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The Cambridge Educational Housing reserves the right to impose disciplinary sanctions, up to and including expulsion from the program, for violations of this agreement or for the commission of illegal acts (regardless of where they take place) or for any action it deems to be detrimental to the student's performance, or which would be harmful to the welfare of The Cambridge Educational Housing and its community members, or which would disrupt the academic process.

Common consequences include loss of stages or privileges, mandatory monitored use or temporary confiscation of personal technology, additional chore assignments, grounding, early bedtimes, or expulsion from the program.

The Cambridge Educational Housing management and staff reserve the right to address all matters through its disciplinary processes, without regard to whether the conduct at issue may also be the subject of criminal charges.

The determination of the appropriate discipline, including expulsion from the program shall be at the discretion of Cambridge Educational Housing management, or their designees as appropriate. The procedures set forth should not be considered to be a promise for specific treatment in specific situations.

The Cambridge Educational Housing management may immediately suspend or expel a student from the program who poses a continuing danger to self, persons or property, or who poses an ongoing threat of disruption to the program prior to or subsequent to the disciplinary procedures described in this Residential Student Agreement.

The Cambridge Educational Housing management has the ultimate decision-making authority in all matters relating to carrying out program policies, including matters relating to discipline and expulsion from the program.

Addendums & Changes Between Publications

The Residential Student Agreement is published annually. However, a boarding program, like any community, is a dynamic environment. The rules, regulations, and codes of conduct are subject to change based on the needs and culture of the Cambridge Educational Housing. The Cambridge Educational Housing management reserves the right to add, modify or amend any part of this handbook between publication dates. The Cambridge Educational Housing management will inform students and staff through various means when any changes to this handbook are made. These changes will supersede any previously published policies on the same topic.

PLEASE SIGN AND RETURN THIS PAGE TO YOUR REPRESENTATIVE.

I AGREE TO ABIDE BY THE TERMS OUTLINED IN THIS INTERNATIONAL STUDENT RESIDENTIAL AGREEMENT

Student Signature: _____
Printed Name: _____

Date: _____

Parent Signature: _____
Printed Name: _____

Date: _____

PLEASE SIGN AND RETURN THIS PAGE TO YOUR REPRESENTATIVE.

I AGREE TO ABIDE BY THE TERMS OUTLINED IN THIS INTERNATIONAL STUDENT RESIDENTIAL AGREEMENT

Student Signature: _____
Printed Name:

Date: _____

Parent Signature: _____
Printed Name:

Date: _____

The Cambridge Educational Housing reserves the right to impose disciplinary sanctions, up to and including expulsion from the program, for violations of this agreement or for the commission of illegal acts (regardless of where they take place) or for any action it deems to be detrimental to the student's performance, or which would be harmful to the welfare of The Cambridge Educational Housing and its community members, or which would disrupt the academic process.

Common consequences include loss of stages or privileges, mandatory monitored use or temporary confiscation of personal technology, additional chore assignments, grounding, early bedtimes, or expulsion from the program.

The Cambridge Educational Housing management and staff reserve the right to address all matters through its disciplinary processes, without regard to whether the conduct at issue may also be the subject of criminal charges.

The determination of the appropriate discipline, including expulsion from the program shall be at the discretion of Cambridge Educational Housing management, or their designees as appropriate. The procedures set forth should not be considered to be a promise for specific treatment in specific situations.

The Cambridge Educational Housing management may immediately suspend or expel a student from the program who poses a continuing danger to self, persons or property, or who poses an ongoing threat of disruption to the program prior to or subsequent to the disciplinary procedures described in this Residential Student Agreement.

The Cambridge Educational Housing management has the ultimate decision-making authority in all matters relating to carrying out program policies, including matters relating to discipline and expulsion from the program.

Addendums & Changes Between Publications

The Residential Student Agreement is published annually. However, a boarding program, like any community, is a dynamic environment. The rules, regulations, and codes of conduct are subject to change based on the needs and culture of the Cambridge Educational Housing. The Cambridge Educational Housing management reserves the right to add, modify or amend any part of this handbook between publication dates. The Cambridge Educational Housing management will inform students and staff through various means when any changes to this handbook are made. These changes will supersede any previously published policies on the same topic.

GRANT OF CUSTODIAL RESPONSIBILITY, AUTHORIZATION AND LIMITED POWER OF ATTORNEY

The undersigned, _____, (Parent/guardian[s]'s name[s] parent(s)/guardian(s) of _____ (Student name), (referred to in this document as the "Student"), hereby grant(s) custodial responsibility and the following authorization and powers to gphomestay ("GP") and Cambridge Educational Housing, LLC ("CEH") relative to the Student during the entire tenure of a Student's enrollment in the Cambridge Educational Housing Student Residential Program (the "Program"). The custodial responsibility of GP and CEH and the authorities, powers and responsibilities granted to GP and CEH under this document begin at the time the Student arrives in the United States. The custody of the Student by GP and CEH and the authorities, powers and responsibilities granted to GP and CEH under this document continue until the time the Student leaves the United States for the purposes of returning to the undersigned's custody on school leave times or following the Student's graduation from the Program or removal from the Program.

I. Purposes of this Grant of Custodial Responsibility, Authorization and Limited Power of Attorney

This Grant of Custodial Responsibility, Authorization and Limited Power of Attorney is intended for the persons who are parents or guardians of the Student (referred to henceforth as "Parents" in this document) under the laws of the Student's country of nationality, to give to GP and CEH the legal authority under applicable United States and applicable State law to act for those persons with regard to the Student during the time the Student is attending the Program. Some activities, such as the Student's immigration into the United States for the purpose of studying in the Program, are subject to the laws of the United States. Many other things, such as the right to cause the Student to get medical care, communicate with teachers and others involved in the education of the Student, are subject to the laws the State within the United States in which GP and CEH's residential accommodations for the student are located. As a general statement, by signing this form, the Parents are allowing GP and CEH to take the actions the parents or guardians can take with regard to the Student if the Parents were with the Student during the student's stay in the United States. This document describes the extent of the actions GP and CEH may take with regard to the Student in more detail below. It is important for the Parents to understand what powers and authorizations the Parents are giving to GP and CEH, and that the Parents agree to those powers and authorizations. GP and CEH will attempt to contact the Parents in a timely manner in the event of medical emergency, and will keep Parents informed of the Student's progress in school and in activities in which the Student participates. However, there will be times when GP and CEH need to act as guardians in the interests of the Student. This document allows GP and CEH to determine those times and take those actions.

II. Specific Custody Statement, Authorizations and Limited Power of Attorney

- 1. Statement of Custodial Responsibility.** For the period the Student is enrolled in the Program, beginning and ending as described in the second and third sentences of the first paragraph of this document, the Parents give GP and CEH temporary authority as temporary guardian/custodian (or other State-specific legal term in indicating the same level of rights as with the meaning of NY CLS Educ § 3212 and corresponding the United States law) of the Student. Without limiting that grant of temporary legal authority under United States or applicable State law, GP and CEH shall have the right, power and authorization to make major and minor decisions concerning the Student including, but not limited to, the Student's health, education and welfare. GP and CEH may delegate these powers as necessary to authorized adult supervisors with whom the Student resides while enrolled in the Program. GP and CEH may communicate with such supervisors as well as with any doctor or other person concerning the Student, the Student's health and education, including the Student's progress in the Student's studies.
- 2. Medical Treatment.** GP and CEH may seek medical treatment for Student and approve such treatment for any and all medical, surgical, optical, dental and mental health conditions or injuries. Routine care not reasonably anticipated to have significant effects on the Student or entail significant risk of present or future injury may be approved without prior authorization by the Parents. Emergent treatment for conditions or injuries may be approved by GP and CEH without prior authorization when, in the opinion of GP and CEH, time does not permit such prior authorization by the Parents. If treatment decisions carry significant risks for the Student, in the judgment of GP and CEH, and time permits contact with the Parents before treatment is undertaken, GP and CEH will make reasonable efforts to contact the Parents for approval. In the event that the Parents cannot be reached within a reasonable time and GP and CEH determines that the treatment decision should be made without further delay, it may approve such treatment.
- 3. Registration Forms and Other School Documents.** GP and CEH may execute on behalf of the Parents the standard forms required of Students as part of the registration, enrollment and class-assignment process. These forms include, but are not limited to, the student registration forms, consent to treatment forms, forms for permission for Student to participate in off-campus events, honor code acknowledgement forms and Athletic Emergency Information Form. In addition, GP and CEH may execute on behalf of the Parents all forms necessary to select and approve the elective classes in the curriculum for the Student, and the purchase of books and materials required for classes, the costs for these shall be borne according to GP and CEH standard policy.
- 4. Athletics, Activities and Field Trips.** Many athletic pursuits, activities and field trips typically require the approval of a parent or guardian and may also involve the payment of fees on the Student's behalf above and beyond tuition, board, books and supplies. The Parents authorize GP and CEH to approve such athletic and non-athletic activities and trips without prior authorization of the Parents. This authorization includes permission to transport the Student to locations within and outside of the United States, if the Student possesses the proper travel documents. Any travel out of the country, including travel to the Student's home country, shall require the prior approval of the Parents.

The Parents acknowledge that all activities involve some risk of injury, whether from the activity itself or the transportation to and from the location of the activity. The Parents authorize GP and CEH to exercise good faith judgment in permitting

participation in activities, even where there is a minor risk of injury to the Student. Apart from school-sponsored activities, the Student may request permission to go off campus or take leave of the Student's residential accommodations with other students and their families for events and activities that are not sponsored by GP and CEH. The Parents agree that GP and CEH and/or their authorized residential supervisor(s) may, at their discretion, grant or withhold permission for a Student to be off campus or remote from the Student's residence for such purposes.

5. **Authorization to Incur Expense.** The Parents are aware that the exercise of the powers and authority granted herein may involve expenses to the Student and/or the Parents. The Parents approve the reasonable expenses associated with the activity, provided that those expenses do not exceed the amounts being charged to other GP and CEH students for the same activity or event. Any activity or event for which the charge would exceed \$250 will not be approved by GP and CEH for the Student without advance consent from the Parents. GP and CEH shall not be responsible for damages or losses incurred by the Student or the Parents caused by failure of the Parents to respond within a reasonable time to a request for approval of participation in activities or trips.

6. **Release of Liability.** The Parents understand that GP and CEH are not required to assume the responsibilities associated with this STATEMENT OF CUSTODIAL RESPONSIBILITY, AUTHORIZATION AND LIMITED POWER OF ATTORNEY, and may instead require the Parents to make every decision and execute every form and document associated with attendance at GP, CEH and the Program, as a precondition to the Student's enrollment and participation in the activities and events that occur in the Program. The Parents understand that the willingness to exercise the authority granted herein is an accommodation to the Student and the Parents for which GP and CEH receive no additional consideration. In exchange for the willingness of GP and CEH to exercise the authority and powers granted herein the Parents release(s) GP, CEH, the Program and those participating in the Program and their respective officers, trustees, directors, agents, employees and assigns from any and all liability and arising from the good faith exercise of the powers granted herein, even if later events prove the decisions made by GP and CEH to have been unwise when made.

7. **Agreement to Reimburse Expenses and Charges.** The Parents agree to maintain medical insurance for the Student. The Parents further agree to reimburse to GP and CEH and/or their relevant assignee(s) any and all charges approved by GP and CEH for any treatment not covered by medical insurance, as well as for the cost of any activity or trip in which the Student participates or fails to participate at a time when the cost cannot reasonably be avoided.

8. **Appointment of GP and CEH as Attorney in Fact.** The Parents appoint GP and CEH attorney in fact for the Parents for the sole purpose of carrying out the authority granted by the Parents to GP and CEH in this agreement. This power may be exercised by GP and CEH acting through their designated officers and employees.

9. **Form of Written Approval.** When written approval of the Parents is required under this document or for any other purpose, GP and CEH may accept as evidence of written approval and/or permission communications sent by conventional mail or by email or fax from the following addresses/phone numbers:

The Parents understand and agree that permission forms or documents sent from these addresses/fax number(s) will be conclusively presumed to have been sent by the Parents and to be valid documents with or without the use of secure electronic signatures.

10. **Disputes.** Disputes arising under this document and any action taken by GP, CEH, the Program or a participating school shall be governed by the laws of the United States and heard by a court of competent jurisdiction sitting in the county of the Student's aforementioned GP and CEH-provided residence in the United States.

11. **Copies of Forms and Documents Executed Pursuant to this Authorization.** When documents are executed by GP and CEH pursuant to this document, GP and CEH will endeavor to promptly send copies to the Parents. Unless otherwise specifically instructed, GP and CEH will send copies by email at the address provided by the Parents in paragraph 8, above.

In witness hereof I (we) do hereby sign this agreement in the presence of two witnesses, one of whom is duly authorized to notarize documents.

Witnesses: _____ Parent/guardian: _____

Signature of the Agency Official and Stamp of the Agency:

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Witnesses: _____ Parent/guardian: _____

Signature of the Agency Official and Stamp of the Agency:

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2. **Medical Treatment.** GP and CEH may seek medical treatment for Student and approve such treatment for any and all medical, surgical, optical, dental and mental health conditions or injuries. Routine care not reasonably anticipated to have significant effects on the Student or entail significant risk of present or future injury may be approved without prior authorization by the Parents. Emergent treatment for conditions or injuries may be approved by GP and CEH without prior authorization when, in the opinion of GP and CEH, time does not permit such prior authorization by the Parents. If treatment decisions carry significant risks for the Student, in the judgment of GP and CEH, and time permits contact with the Parents before treatment is undertaken, GP and CEH will make reasonable efforts to contact the Parents for approval. In the event that the Parents cannot be reached within a reasonable time and GP and CEH determines that the treatment decision should be made without further delay, it may approve such treatment.

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4. **Athletics, Activities and Field Trips.** Many athletic pursuits, activities and field trips typically require the approval of a parent or guardian and may also involve the payment of fees on the Student's behalf above and beyond tuition, board, books and supplies. The Parents authorize GP and CEH to approve such athletic and non-athletic activities and trips without prior authorization of the Parents. This authorization includes permission to transport the Student to locations within and outside of the United States, if the Student possesses the proper travel documents. Any travel out of the country, including travel to the Student's home country, shall require the prior approval of the Parents.

The Parents acknowledge that all activities involve some risk of injury, whether from the activity itself or the transportation to and from the location of the activity. The Parents authorize GP and CEH to exercise good faith judgment in permitting

RESIDENTIAL PROGRAM ENROLLMENT CONTRACT

I, _____, the Parent/Guardian of _____, agree to engage gphomestay ("GP") and Cambridge Educational Housing, LLC ("CEH") to provide **gphomestay** residential services for my child. I understand that GP and CEH will provide the following services:

1. Provide a safe and comfortable residential living facility, with a caring and responsible adult supervisory staff for my child to live with during the school year (not to exceed a period of ten months), and who will provide three meals a day to my child (students will prepare their own breakfast and lunch). The residential living facility will be the Cambridge Educational Housing (address: 20 East Mariposa St. Altadena, CA 91001) or other residential living facility arranged by GP and CEH.
2. Ensure constant supervision through staff at all times other than school hours.
3. Provide an orientation to the residential facility and the rules and regulations thereof.
4. Assist with opening a bank account if necessary.
5. Arrange to meet my child at the airport and transport him/her safely to the facility.
6. Provide additional support by residential staff that will include regular check-ins with my child, and regular communication with their school to ensure my child is adjusting well emotionally and maintaining good grades.
7. Promptly communicate any concerns to me regarding my child.
8. Mediate should significant conflicts arise that involve my child.
9. Provide 24 hours/day emergency support.
10. Transport my child to the airport and help ensure he/she gets safely on the plane after the conclusion of the school year.
11. Provide ongoing communication about my child's experience within his/her temporary home.
12. Facilitate timely scheduling and meeting of needed medical appointments.

I agree to the following:

1. I understand that my child will not be enrolled in the program until receipt of all due payments are confirmed.
2. I understand that my obligation to pay the fees for the full academic year is unconditional and that after my child enrolls, no portion of fees paid or outstanding will be refunded or canceled in the event of absence, withdrawal or dismissal from the program. I understand and agree that GP and CEH reserve the right to terminate the enrollment of my child for non-payment of fees if my child's account becomes delinquent. I understand that this enrollment contract and payment are accepted contingent upon my child's maintenance of satisfactory performance and behavior.
3. By signing this contract I give permission for my child to take part in all program activities, including sports, and to be provided residential accommodations at the Cambridge Educational Housing or other residential living facility arranged by GP and CEH. On behalf of myself, my child, and any heirs, successors, assignees, executors, and administrators, I hereby release **gpb**boarding residential staff, and any parties authorized by GP and CEH to act as guardians of my child "in loco parentis," from all liability to me or my child, whether or not during regular school hours, during or outside of any activity or program, and regardless of location. Further, I hereby give my consent for emergency treatment for my child according to the judgment of the attending physician, nurse, and/or athletic trainer, in the event that I cannot be reached during an emergency. I agree to indemnify and hold harmless GP, CEH and their affiliates, and their respective employees, trustees, shareholders, officers, directors, advisors, and agents, including parties authorized to act "in loco parentis," from and against any and all claims, liabilities, damages, costs, or expenses (including attorney's fees) incurred by any of these parties as a result or in connection with my child's stay and/or activities.
4. To be responsible for all costs of travel to and from my child's temporary home.
5. To secure International Student Accident & Sickness Medical Insurance for care, emergency or routine.
6. To provide records proving my child meets all immunization requirements, and/or documentation showing that my child has scheduled appointments to receive any vaccinations that are missing. Furthermore, I understand that if the immunization requirements are not met, **by law** my child will be unable to attend class until these requirements are met.
7. To pay for textbooks, uniforms and optional supplies such as notebook computers.
8. To pay for Incidental personal expenses, such as personal grooming supplies, cell phone plans, extra money for activities, bedding, and other personal items.
9. To assist staff in resolving any conflicts that may arise involving my child.

I agree to the following:

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4. To be responsible for all costs of travel to and from my child's temporary home.
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6. To provide records proving my child meets all immunization requirements, and/or documentation showing that my child has scheduled appointments to receive any vaccinations that are missing. Furthermore, I understand that if the immunization requirements are not met, **by law** my child will be unable to attend class until these requirements are met.
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1. Provide a safe and comfortable residential living facility, with a caring and responsible adult supervisory staff for my child to live with during the school year (not to exceed a period of ten months), and who will provide three meals a day to my child (students will prepare their own breakfast and lunch). The residential living facility will be the Cambridge Educational Housing (address: 20 East Mariposa St. Altadena, CA 91001) or other residential living facility arranged by GP and CEH.
2. Ensure constant supervision through staff at all times other than school hours.
3. Provide an orientation to the residential facility and the rules and regulations thereof.
4. Assist with opening a bank account if necessary.
5. Arrange to meet my child at the airport and transport him/her safely to the facility.
6. Provide additional support by residential staff that will include regular check-ins with my child, and regular communication with their school to ensure my child is adjusting well emotionally and maintaining good grades.
7. Promptly communicate any concerns to me regarding my child.
8. Mediate should significant conflicts arise that involve my child.
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10. Transport my child to the airport and help ensure he/she gets safely on the plane after the conclusion of the school year.
11. Provide ongoing communication about my child's experience within his/her temporary home.
12. Facilitate timely scheduling and meeting of needed medical appointments.

Please Initial/ Sign Below:

_____ I acknowledge that difficulties may arise throughout my child's stay due to cultural differences or my child missing home, and will always seek the feedback of the residential staff in helping to resolve these issues. After attempting to resolve any conflicts, should I continue to feel that my child's living environment is not satisfactory, I must first submit a written Appeal (Appeal Form provided upon request) describing the nature of the continued conflict and requesting a specific action.

_____ I have reviewed and understand the terms of the Student Residential Agreement, and confirm that my child also understands and has agreed to these terms as well. I understand that GP and CEH reserve the right to discontinue my child's residential service should he/she be in violation of the Residential Agreement, and that in such an event, I will be responsible for the cost of my child's return back to his/her native residence, as well as the cost of any further temporary residential accommodations (hotel, other lodging, etc.) or other additional expenses incurred while my child is in transition.

_____ I agree to defend, indemnify, and hold harmless GP, CEH and their affiliates, and their respective officers, directors, shareholders, employees, advisors, and agents (individually and collectively, "Indemnified Party") from and against any and all claims, demands, damages, losses, actions, causes of action, liabilities, and lawsuits, including attorneys' fees and costs, to which any such Indemnified Party may become subject arising out of or in connection with activities involving, directly or indirectly, my child's participation in the residential program described herein.

_____ I allow my child's residential staff to provide medical attention to my child as necessary, and for my child's residential staff and GP and CEH to be given access to any and all of my child's medical records. I understand that the staff will contact me before making most decisions concerning the health of my child, however I agree to waive my right to review medical decisions made for my child for any case in which a delay in medical attention would put my child at significant further risk.

_____ I (We), the undersigned individual(s), understand that security cameras are installed at the Cambridge Educational Housing for security purposes, and grant GP and CEH, located at 1025 Main Street, Waltham, Massachusetts, U.S.A., the right to record my child in common areas of the Cambridge Educational Housing and to maintain a record of this footage for security purposes. This grant of rights is made voluntarily by me/us. I/We further agree to release and forever discharge GP, CEH, their agents, employees, and designated representatives, from any and all claims in law that I, my heirs or personal representatives, have or shall have, arising out of recordings.

_____ I (We), the undersigned individual(s), grant GP and CEH, located at 1025 Main Street, Waltham, Massachusetts, U.S.A., the perpetual, non-exclusive, royalty-free right and license to: Record my/our participation and appearance on digital or film photography, video tape, audio tape, or any other medium (collectively, the "Recordings"); use my/our name (or any fictional name), likeness, voice and biographical material in connection with these Recordings to be used only in or for Cambridge Educational Housing Inc. written, electronic, and web publications (Purpose); reproduce, distribute, publicly display and/or publicly perform, in print, electronic, or any other

medium, copies of the Recordings, in whole or in part. Grantor represents that he or she possesses all rights necessary to grant this permission for and in connection with the Purpose.

This grant of rights is made voluntarily by me/us. I/We further agree to release and forever discharge GP, CEH, their agents, employees, and designated representatives, from any and all claims in law or equity that I, my heirs or personal representatives, have or shall have, arising out of Recordings. This release is governed in accordance with the laws of the Commonwealth of Massachusetts.

Parent/Guardian: _____ Date: _____

Parent/Guardian Spouse: _____ Date: _____

Parent/Guardian E-mail Address: _____ Phone: _____

Parent/Guardian Street Address: _____

Alternate E-mail Address: _____ Alternate Phone: _____

gpboarding Representative: _____

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Parent/Guardian E-mail Address: _____ Phone: _____

Parent/Guardian Street Address: _____

Alternate E-mail Address: _____ Alternate Phone: _____

gpboarding Representative: _____

Please Initial/ Sign Below:

_____ I acknowledge that difficulties may arise throughout my child's stay due to cultural differences or my child missing home, and will always seek the feedback of the residential staff in helping to resolve these issues. After attempting to resolve any conflicts, should I continue to feel that my child's living environment is not satisfactory, I must first submit a written Appeal (Appeal Form provided upon request) describing the nature of the continued conflict and requesting a specific action.

_____ I have reviewed and understand the terms of the Student Residential Agreement, and confirm that my child also understands and has agreed to these terms as well. I understand that GP and CEH reserve the right to discontinue my child's residential service should he/she be in violation of the Residential Agreement, and that in such an event, I will be responsible for the cost of my child's return back to his/her native residence, as well as the cost of any further temporary residential accommodations (hotel, other lodging, etc.) or other additional expenses incurred while my child is in transition.

_____ I agree to defend, indemnify, and hold harmless GP, CEH and their affiliates, and their respective officers, directors, shareholders, employees, advisors, and agents (individually and collectively, "Indemnified Party") from and against any and all claims, demands, damages, losses, actions, causes of action, liabilities, and lawsuits, including attorneys' fees and costs, to which any such Indemnified Party may become subject arising out of or in connection with activities involving, directly or indirectly, my child's participation in the residential program described herein.

_____ I allow my child's residential staff to provide medical attention to my child as necessary, and for my child's residential staff and GP and CEH to be given access to any and all of my child's medical records. I understand that the staff will contact me before making most decisions concerning the health of my child, however I agree to waive my right to review medical decisions made for my child for any case in which a delay in medical attention would put my child at significant further risk.

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