

PLANNING DEPARTMENT STAFF REPORT PLANNING COMMISSION MEETING

AUGUST 23, 2012

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ITEM V-A: CONDITIONAL USE PERMIT MODIFICATION – AMERICAN MONTESSORI ELEMENTARY – 143 CLINTON AV. – FILE# 2012PL-066 (CUP- 000078)

REQUEST

The applicant requests approval of a Conditional Use Permit Modification to allow a private elementary school to operate in an existing building in a Two-Family Residential (R2) zone.

Applicant – American Montessori Elementary, Serena Azadan Property Owner – The Rock of Roseville, Kenneth Wahlberg

SUMMARY RECOMMENDATION

The Planning Department recommends that the Planning Commission take the following action:

- A. Adopt the two (2) findings of fact for Conditional Use Permit Modification; and
- B. Approve the Conditional Use Permit Modification subject to ten (10) conditions of approval.

SUMMARY OF OUTSTANDING ISSUES

There are no outstanding issues. The applicant is in agreement with the recommended conditions of approval.

BACKGROUND

The project site is located at 143 Clinton Av. at the northeast corner of Clinton Av. and Bonita St. (see Figure 1). This property is located within the Cherry Glen neighborhood within the Infill Area of the City. The property is zoned Two-Family Residential (R2) with a land use designation of Low Density Residential (LDR). The property is currently developed with a 2,700 square foot two-story building with associated parking, lighting and landscaping.

The building was previously occupied by Cornerstone Christian School which expanded their K-12 school into the 143 Clinton Av. building in August 1998 under Conditional Use Permit Modification 98-09 (CUP MOD). Under that CUP MOD Cornerstone's school facilities included 202 Bonita St. for up to 200 students and 143 Clinton Av. for up to 60 students. Following the end of the 2011-2012 school year, Cornerstone Christian School did not renew their lease, leaving the school facilities vacant. At this time, American Montessori Elementary (AME) proposes to lease 143 Clinton Av. for their grades 1-6 program for up to a maximum of 60 students.

CUPs run with the land and therefore, a grades 1-6 school for 60 students is a permitted use at this location. A CUP MOD is required for AME to address the change in operational characteristics of changing from a two-building school campus with 260 students to a single building facility with a maximum of 60 students.





PROJECT DESCRIPTION

As noted in AME's project summary which is included as Exhibit A to this report, AME proposes to use only the first floor of the building for a grades 1-3 program until enrollment exceeds 40 students. Once enrollment exceeds 40 students, AME intends to utilize the second floor to include a grades 4-6 program. As noted in Condition 7, AME must apply for a tenant improvement/certificate of occupancy from the City's Building Department before utilizing the second level. Table 1 outlines AME's program for up to 40 students and up to 60 students.

Table 1: AME's Proposed Program

	Up to 40 students	41-60 students
Grades	1 st through 3rd	4 th through 6 th
Classrooms	1 Classroom for Main Instruction* and	1 Classroom for Main Instruction* and an
Glassiconis	4 small classrooms for breakout	additional classroom for breakout activities
	activities (Total 5)	(Total 2)
Classroom Locations	1 st Floor	2 nd Floor
Teachers/Aides	1 teacher/up to 3 aides	1 teacher/1 aide
(1:10 teacher/student	·	
ratio)		
School Hours	8:15 a.m. to 3:30 p.m.	8 a.m. to 3:15 p.m.**
Before/After School	7-8 a.m. and 3:30–6 p.m.	
Care		
Instruction Period	School Year Instruction: 37 weeks (first Tuesday following Labor Day in September	
	until first Friday in June	
	Summer Instruction: 15 weeks for summer school and activities***	
Recreation	On-site blacktop playground and lawn area and off-site parks/field trips	
After Hours Activities	Activities will vary throughout the year and will not go past 10 p.m. Activities are	
	likely to include: back to school night, parent's night out, music class, brownie troop	
* T1 - N4 - (1 2 (1 1 ' -	470 meetings, parent informational meetings, BBQs/Potlucks, graduation, etc.	

^{*} The Montessori method involves common classroom instruction giving children the opportunity to work with peers and mentor younger students. Grades $1^{st} - 3^{rd}$ will be combined in a single class room for main instruction as will grades $4^{th} - 6^{th}$.

^{**}Staggered start/end times are proposed to alleviate potential traffic congestion during drop off/pick up hours.

*** A summer program has not been finalized to date, but the hours of instruction and associated activities would be consistent with the school year hours of operation.

FINDINGS/EVALUATION

Section 19.78.060(J) of the Zoning Ordinance requires that two findings be made in order to approve a Conditional Use Permit Modification. The required findings are listed below in *italicized bold print* and are followed by an evaluation.

1. The proposed modification is in substantial compliance with the intent of the original approval, prior conditions of approval and all applicable design, development, and improvement standards in effect as of the date of application for the modification.

As noted in the background section of this report, the existing use permit allows a K-12 school on this site with up to 60 students permitted at the 143 Clinton Av. (the remaining 200 students were permitted at 202 Bonita St.). Staff has determined that the proposed 1st through 6th grade AME program for up to 60 students is permitted under the existing use permit.

The purpose of this CUP MOD is to separate the 143 Clinton Av. site from the 202 Bonita site and to establish a project description and operations plan unique to AME's program. AME will require changes to the use permit as it relates to hours of operation and parking and drop off/pick up procedures.

Hours of Operation

The previous use permit included a condition that states: "Individual parent/teacher meetings, group teacher meetings and individual student tutoring may occur no earlier than 7 a.m. The academic school hours of operation shall be limited to 8 a.m. to 3:30 p.m. Monday through Friday. After school parent and student functions such as orientation, open house, parent teacher conferences, plays, play practices, small group meetings and any other school related extracurricular activities may occur on any day, but shall not extend past 10:00 p.m." In summary the academic school hours combined with associated activities were allowed to range from 7 a.m. to 10 p.m.

AME proposes academic school hours consistent with this condition as instruction will take place between 8 a.m. and 3:30 p.m. AME proposes before and after school care as needed which will include care from 7 a.m. to 8 a.m. and 3:30 p.m. to 6 p.m. Additionally, AME proposes similar after hours functions such as back to school night, parent's night out, extra-curricular music classes, brownie troop 470 meetings, parent informational meetings, social events like BBQs/Potlucks and graduation. Staff finds uses such as these to be typically associated with schools and in substantial compliance with the existing use permit. The applicant is in agreement with Conditions 3 and 4 which require school hours and associated activities be limited to 7 a.m. to 10 p.m.

Parking & Drop Off/Pick Up

AME requires changes to the operations plan as it relates to the drop off and pick up procedure. Under the previous use permit for 260 students, this procedure was very detailed to lessen the potential for traffic, parking and noise impacts to the surrounding neighborhood. Based on the maximum enrollment allowed under AME's proposed use permit, this results in 77% fewer trips associated with the school (assuming one student per vehicle and no carpooling or sibling drop offs). Because this use permit is only for 60 students within a single building, the previous drop off/pick up procedures will not apply to this project.

For an elementary school use, the Zoning Ordinance requires two parking spaces per classroom and 60 lineal feet of loading area for every 100 students. Based on AME's method of utilizing a common classroom for instruction, only two classrooms will be utilized for principal instruction on site thus requiring four parking spaces per the Zoning Ordinance. Based on the maximum number of teachers and aides anticipated on site, five parking spaces would be needed. Fifteen parking spaces will be provided on-site within the front parking lot resulting in an excess of ten spaces. Should additional parking be needed for after school events, an additional 15 parking spaces are provided on the playground lot in the rear and 12 parking spaces are provided along the street frontages directly adjacent to the school for a total of 42 parking spaces.

As for loading and unloading areas, 143 Clinton Av. has 148 lineal feet of frontage along Clinton Av. and 151 lineal feet along Bonita St. Based on Zoning Ordinance requirements, the site allows for five times the amount of lineal frontage for loading and unloading. Based on the amount of parking available, lineal frontage available, and the school's intent to stagger start/end times when the school expands beyond 40 students, staff does not believe that the drop off/pick up associated with a school will have a negative effect on the neighborhood. To ensure this, Condition 5 has been included with states "AME will be required to establish and enforce a drop off and pick up procedure that maintains the flow of traffic and ensures the safety of their students while remaining sensitive to the surrounding residential use as it relates to traffic, parking and noise." This will give AME the flexibility to change their procedure as needed to address the needs of the school and the neighborhood.

Based on the analysis above and as conditioned, staff finds the proposed CUP MOD for AME to be in substantial compliance with the existing use permit and conditions of approval.

2. The proposed modification is in compliance with all standards and requirements of the City's Zoning Ordinance, with the applicable goals, policies, and objectives set forth in the General Plan and the applicable Community Design Guidelines.

<u>General Plan & Zoning Consistency:</u> The project site has a land use designation of Low Density Residential (LDR) and a zoning designation of Two-Family Residential (R2). The LDR land use designation anticipates mostly single family residential uses. However, the General Plan does indicate that private schools are considered an acceptable secondary use. The General Plan relies on the Zoning Ordinance to dictate specific uses allowed within a zoning district.

The Zoning Ordinance indicates that schools are permitted within this zone subject to approval of a CUP. The Zoning Ordinance identifies that a school has the potential to be compatible with a residential neighborhood; and therefore, conditionally permits the use subject to further review. A CUP is the vehicle to evaluate the appropriateness of a proposed project on a project by project basis which in this case takes into consideration the number of students, operations plan, surrounding uses, and existing conditions within the neighborhood. A CUP also allows for "operational conditions" to be placed on the project to ensure that the use operates in a manner that is compatible with the neighborhood (i.e. hours of operations limitations, maximum number of students, etc.).

As noted in this report, a CUP had been previously obtained for a school use and subject to approval of this CUP MOD will pertain specifically to AME. Lastly, no exterior improvements are proposed and therefore the City's Community Design Guidelines are not applicable to this project. Based on this information, staff finds that the proposed project is in compliance with the requirements and goals of the General Plan and Zoning Ordinance.

CONCLUSION

Based on the analysis contained in this staff report and as conditioned, staff finds that the proposed project is consistent with the original CUP and meets the requirements of the General Plan and Zoning Ordinance; and therefore, the required findings to approve the CUP can be made.

PUBLIC OUTREACH

A project notice and legal notice were mailed to the Cherry Glen Neighborhood Association. Additionally, legal notices were mailed to property owners and residents within a 300 foot radius of the project site. To date, no comments have been received by staff. The applicant along with two AME students canvased a portion of the neighborhood adjacent to the school on August 3rd and 4th to introduce AME as a new neighbor. According to the applicant the majority of the people she spoke to had positive feedback. Staff has not received any comments from the residents following this canvasing.

ENVIRONMENTAL DETERMINATION

This project is categorically exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) per Section 15301 pertaining to Existing Facilities and pursuant to Section 305 of the City of Roseville CEQA Implementing Procedures.

RECOMMENDATIONS

The Planning Department recommends that the Planning Commission:

- A. Adopt the two (2) findings of fact as discussed in the staff report for the Conditional Use Permit Modification American Montessori Elementary 143 Clinton Av. FILE# 2012PL-066 (CUP-000078); and
- B. Approve the Conditional Use Permit Modification American Montessori Elementary 143 Clinton Av. FILE# 2012PL-066 (CUP- 000078), with the ten (10) conditions of approval listed below.

CONDITIONS OF APPROVAL FOR CUP- 000078:

- 1. The project is approved as shown and described in Exhibit A and as conditioned or modified below.
- 2. The maximum number of students for 143 Clinton Av. shall be 60. (Planning)
- 3. Academic school hours of operation shall be limited to 8:00 a.m. to 3:30 p.m. Monday through Friday. (Planning)
- 4. Before school care and after school care and activities shall occur no earlier than 7 a.m. and shall end by 10 p.m. (Planning)
- 5. AME will be required to establish and enforce a drop off and pick up procedure that maintains the flow of traffic and ensures the safety of their students while remaining sensitive to the surrounding residential use as it relates to traffic, parking and noise. (Planning)
- 6. Starburst Alley shall not be used as a short cut between Douglas Bl. and Bonita St. (Planning)

- 7. A tenant improvement permit will be required prior to AME occupying the first level of the building. A separate tenant improvement will be required prior to occupying the second level of the building. (Building)
- 8. Should a cafeteria be proposed in the future, additional sewer connection fees will be required. (Environmental Utilities)
- 9. A minimum of a manual fire alarm system shall be installed in accordance with the national fire code due to the building being non-sprinklered. (Fire)
- 10. The applicable codes and standards adopted by the City shall be enforced at the time construction plans have been submitted to the City for permitting. All amendments, standards and policies can be found on the City's web site www.roseville.ca.us or contact Patrick Chew, Senior Fire Inspector, at 916-774-5823 or pchew@roseville.ca.us with the Fire Prevention Division for information. (Fire, Building)

EXHIBITS

A. AME Site Plan and Project Description

Note to Applicant and/or Developer: Please contact the Planning Department staff at (916) 774-5276 prior to the Commission meeting if you have any questions on any of the recommended conditions for your project. If you challenge the decision of the Commission in court, you may be limited to raising only those issues which you or someone else raised at the public hearing held for this project, or in written correspondence delivered to the Planning Director at, or prior to, the public hearing.