

# PLANNING & REDEVELOPMENT DEPARTMENT STAFF REPORT PLANNING COMMISSION MEETING August 9, 2007

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ITEM V-A: CONDITIONAL USE PERMIT – 1301 COLOMA WAY - CHRISTIAN LIFE ACADEMY – FILE# 2007PL-065 (CUP-000044)

# **REQUEST**

The applicant requests approval of a Conditional Use Permit to operate a private school (K-12) for a maximum of 100 students in the existing buildings at the First Southern Baptist Church.

Owner - First Southern Baptist Church Applicant - Christian Life Academy, Gary Gubitz

# **SUMMARY RECOMMENDATION**

The Planning & Redevelopment Department recommends that the Planning Commission take the following actions:

- A. Adopt the three (3) findings of fact for the Conditional Use Permit; and
- B. Approve the Conditional Use Permit subject to ten (10) conditions of approval.

# **SUMMARY OF OUTSTANDING ISSUES**

There are no outstanding issues associated with this request. The applicant has reviewed and is in agreement with all recommended conditions of approval.

#### **BACKGROUND**

The project address is 1301 Coloma Way. The existing First Southern Baptist Church was built in 1964 and is just over 6,000 square feet in size. The site is bounded by Cirby Creek on the north and Coloma Way on the south. Sierra Gardens Elementary School is to the east and the First Presbyterian Church of Roseville is to the west. The project site is located within the Infill Area of the City of Roseville. The subject parcel totals 3.4 acres. Approximately half of the site is zoned Floodway and the other half is zoned R1. The zoning boundary runs east/west across the parcel, with the Floodway zone located in the north portion of the parcel. (See Attachment 2) The placement of the church facilities predates the implementation of the first Floodway zone. The westerly half of the parcel is developed with a church, classrooms, and associated parking and landscaping. This request does not require any physical changes or improvements to the existing site. The easterly half of the parcel is undeveloped, though populated with numerous native trees and shrubs. The applicant plans to use the undeveloped portion of the site as a play area for the students.

The applicant has been operating the Christian Life Academy at 628 Royer Street since approval of a CUP in 1998 (CUP-98-12, Attachment 3). However, the Royer Street site will be undergoing extensive remodeling and the Christian Life Academy has been asked to permanently relocate. The current request is to operate the Christian Life Academy at 1301 Coloma Street with a maximum of 100 students in the existing Sunday school classrooms on-site. Private elementary and secondary schools are conditionally permitted in the R1 zone. There is no proposed encroachment into the Floodway zone.

### **SITE INFORMATION**

**Location:** 1301 Coloma Way, APN 014-310-036

**Roseville Coalition of Neighborhood Associations (RCONA):** This parcel is located within the Sierra Gardens neighborhood (#9), however, the association is currently inactive.

Total Size: 3.4 acres

**Topography:** The project site (westerly portion of parcel) is fully developed and fully graded. This request will not result in any changes to the undeveloped portion of the site.

## **Adjacent Zoning and Land Use**

Location	Current Use	Zoning	General Plan Land Use Designation	
Subject Property:	First Southern Baptist Church	Floodway/ Single Family Residential (FW/R1)	Open Space/Floodplain Low Density Residential (OS/FP & LDR)	
North:	Residential	Single Family Residential (R1)	Low Density Residential (LDR)	
South:	Medical Offices Residential	Business Professional Residential (BP & R1)	Business Professional Low Density Residential (BP & LDR)	
East:	Sierra Gardens Elementary School	Public/Quasi Public (P/QP) OS/FP	Public/Quasi Public (P/QP) OS/FP	
West:	First Presbyterian Church	Business Professional/Special Area (BP/SA)	Business Professional (BP)	

## **EVALUATION**

Section 19.78.060 of the City of Roseville Zoning Ordinance requires that three findings be made in order to approve a Conditional Use Permit. The three findings are listed below in **bold italics** and are followed by an evaluation of the proposal in relation to each finding.

1. The proposed use or development is consistent with the City of Roseville General Plan and any applicable Specific Plan.

The request is to use existing buildings at the First Southern Baptist Church (Church) to operate the Christian Life Academy private school. This request is consistent with the City of Roseville General Plan land use designations of Open Space /Floodplain and Low Density Residential. Public and private schools are anticipated in residential areas by the General Plan. The General Plan relies on the Zoning Ordinance, through the requirement for a Conditional Use Permit, to address any potential conflicts between the proposed private school and the existing residential neighborhood. The operation of the proposed private school does not require any expansion of the existing Church facilities, nor any tenant improvements. There will not be any new encroachment into the Open Space/Floodway area and the proposed school does not conflict with General Plan policy.

2. The proposed use or development conforms with all applicable standards and requirements of the Zoning Ordinance.

As described above, the project site is zoned both R1 and Floodway. Private schools are conditionally permitted in the R1 zone. Section 19.26.090 of the Zoning Ordinance requires schools to provide a minimum number of on-site parking spaces and a specified length of loading area. The Zoning Ordinance does not contain any development standards beyond the required parking. Further discussion regarding parking and loading is provided below.

# Parking and Loading

The subject property at 1301 Coloma has two points of access from Coloma Way. There is a driveway and drive aisle on each side of the church. The drive aisles meet at the rear of the Church to create a U-shaped parking lot. The applicant has proposed that the designated drop-off area be located at the rear of the school. (Exhibit D) Section 19.26.090 of the Zoning Ordinance requires 60 lineal feet of loading area for schools. The proposed loading area is 90 lineal feet in length but would conflict with the existing handicap parking. The applicant has agreed to relocate the handicap parking spaces to the parking area located on the west side of the east drive aisle. As the table below shows, the parking requirement for a 100 student school is 26 parking spaces. With the proposed site changes to relocate the handicap spaces a total of 52 spaces are provided.

Туре	Parking Ratio	Current Proposed	Parking Required	Maximum Proposed	Parking Required
Elementary Students	2 spaces per classroom	27 students 3 classrooms	6 spaces	46 students 4 classrooms	8 spaces
Junior High	2 spaces per classroom	8 students 1 classroom	2 spaces	14 students 2 classrooms	4 spaces
High School	1 space per classroom, plus 1 per 4 students	23 students 2 classrooms	8 spaces	40 students 4 classrooms	14 spaces
Total		58 students 6 classrooms	16 spaces	100 students 10 classrooms	26 spaces

3. The location, size, design and operating characteristics of the use or development is compatible with and shall not adversely affect or be materially detrimental to the health, safety, or welfare of persons residing or working in the area, or be detrimental or injurious to public or private property improvements.

Christian Life Academy currently has an enrollment of 58 students: 27 elementary school students, 8 junior high students, and 23 high school students. The applicant requests that they be allowed a maximum of 100 students to allow for future growth. The proposed site has eleven existing classrooms that would be available for the private school's use. However, the applicant's request is for ten classrooms because the applicant would open the partition between two existing classrooms to create one large classroom for the high school students. (See Exhibit C, High School #2) Current enrollment requires the use of only six (6) of the existing classrooms at this time.

The school proposes to operate between the hours of 7:30 and 4:30 Monday through Friday with occasional evening functions such as a Christmas pageant or Back-to-School night. Staff has conditioned this project to allow a maximum of five (5) evening events per year, provided that each event ends by 10:00 p.m. This is consistent with the schools current CUP for operation at 628 Royer Street.

#### Traffic and Circulation

The Church averages 125 congregants at Sunday Services. Those congregants typically use 50 on-site parking spaces during Sunday Services. In addition, the congregants gather for meetings and activities on-site several evenings per week. These meetings generally consist of 30-60 people. The level of traffic and activity associated with the Christian Life Academy will be less that currently occurs with church activities. To ensure that there will not be any school events held simultaneously with church events, staff has added Condition 4, which stipulate that the private school cannot hold evening events on days when the Church has evening activities planned.

The applicant proposes that vehicles enter by the east driveway and exit by the west driveway. Traffic into and out of the school site will be negligible during the school day. However, traffic will peak during student drop-off and pick-up. The school day will begin at 8:15 a.m. and end at 3:45 p.m. Planning staff spoke with the staff at Sierra Gardens Elementary School about the typical traffic patterns associated with drop-off/pick-up activity at Sierra Gardens Elementary Schools. School staff indicated that drop-off traffic typically begins 30 minutes prior to the start of the school day and pick-up traffic typically begins 15 minutes prior to the end of the school day, and lasts for approximately 30 minutes. Using the information provided by Sierra Gardens staff, peak drop-off traffic at the Christian Life Academy should occur between 7:45 and 8:15 a.m. Peak pick-up traffic should occur between 3:30 and 4:00 p.m.

Sierra Gardens Elementary School is approximately 900 feet east of the project site on Coloma Way. The school day at Sierra Gardens runs from 8:50 a.m. to 3:00 p.m. Sierra Gardens has approximately 500 students and their peak traffic hours are from 8:20 to 8:50 a.m. and from 2:45 to 3:15 p.m. There may be a small amount of overlap traffic in the mornings. However, staff believes that the implementation of drop-off/pick-up procedures will alleviate traffic impacts to Coloma Way.

#### Drop-off/Pick-up Procedures

In order to lessen the impact of any possible overlap that could occur during the morning drop-off staff has added Condition 7, which requires the applicant to create and distribute specific procedures for drop-off/pick-up and parking to the parents or guardians of the student body and any students of driving age. These procedures will be modeled after the procedures in place at Sierra Gardens Elementary. (Attachment 4) Specifically, they must state the following:

- Vehicles must enter by the east driveway, proceed to the drop-off location at the rear
  of the school, and exit via the west driveway.
- Double parking in the loading area is not allowed.
- Driving students and staff are required to park in the spaces on either side of the east drive aisle.
- Students are not permitted to play in the parking area during drop-off/pick-up times.
- No child may be dropped off prior to 7:30 a.m. All children are required to be picked up by 4:30 p.m.

Staff has determined that the project, as conditioned below, will not adversely affect or be materially detrimental to the health, safety, or welfare of persons residing or working in the area.

# **SUMMARY / CONCLUSION**

Based on the evaluation above, Staff believes that the Planning Commission can make the required findings and approve the Conditional Use Permit.

### **ENVIRONMENTAL DETERMINATION**

This project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) Guidelines per Section 15301 pertaining to existing facilities and pursuant to Section 305 of the City of Roseville CEQA Implementing Procedures. The applicant has demonstrated that the existing

facilities can accommodate the requested private school without creating any new impacts or causing change to existing impacts.

# **RECOMMENDATION**

The Planning and Redevelopment Department recommends that the Planning Commission take the following actions:

- A. Adopt the three findings of fact as stated in the STAFF REPORT FOR THE CONDITIONAL USE PERMIT CHRISTIAN LIFE ACADEMY 1301 COLOMA WAY FILE# 2007PL-065 (CUP-000044).
- B. Approve the CONDITIONAL USE PERMIT CHRISTIAN LIFE ACADEMY 1301 COLOMA WAY FILE# 2007PL-065 (CUP-000044) with ten (10) conditions of approval.

# CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT FILE # CUP-000044

- 1. The project is approved as shown in Exhibits A E, and as conditioned or modified below. (Planning)
- 2. The maximum number of students enrolled at any one time shall not exceed 100. (Planning)
- 3. The school hours of operation shall be limited to 7:30 a.m. to 4:30 p.m. Monday through Friday, with the exception of occasional evening functions (not to exceed five per year) which will last no later than 10 p.m. (Planning)
- 4. The Church and the school shall coordinate their event calendars so that evening events are not scheduled on the same days. (Planning)
- 5. The area designated for student drop-off and pick-up in the parking lot shall be 60 feet in length and shall be identified with a combination of orange cones and signage. (Planning)
- 6. A sign shall be posted to the satisfaction of the Planning Department that states that the west driveway is "Exit Only". (Planning)
- 7. The applicant shall prepare "Drop-off and Pick-up Procedures" for distribution to all school families. These procedures shall, at a minimum, include the following:
  - a. Parents shall enter the lot using the east driveway entrance and shall exit the lot using the west driveway exit.
  - b. All drop-off and loading shall occur in the parking lot to the rear of the facility, in the area designated on Exhibit A. The loading area shall be identified by the placement of orange cones during peak drop-off/pick-up times.
  - c. Children cannot be dropped off prior to 7:30 a.m. All children must be picked up prior to 4:30 p.m.
  - d. Children shall not be allowed to play in the parking lot during drop-off and pick-up time
  - e. Double parking in the loading area is not allowed.

f. Driving students and staff are required to park in the spaces on either side of the east drive aisle.

It is the responsibility of the school to ensure that the Drop-off and Pick-up procedures are enforced. (Planning)

- 8. The applicant shall relocate the handicap parking spaces located at the rear of the Church to the eastern portion of the existing parking lot per Exhibit E. (Planning, Building)
- 9. Signs and/or striping shall be provided on-site as required by the Planning Department to control on-site traffic movements. (Planning)
- 10. The applicant shall be required to pay additional sewer connection fees associated with the change in use. (Environmental Utilities)

## **ATTACHMENTS**

- 1. Vicinity Map
- 2. Floodway Map
- 3. CUP-98-12
- 4. Parking Lot Procedures from Sierra Gardens School

#### **EXHIBITS**

- A. Site Plan
- B. Floor Plan Detail 1
- C. Floor Plan Detail 2
- D. Circulation Detail
- E. Parking Detail

<u>Note to Applicant and/or Developer:</u> Please contact the Planning & Redevelopment 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.