



PLANNING COMMISSION HEARING DATE: MAY 19, 2016

AGENDA ITEM NO.: 3

PROPOSED PROJECT

<i>Case Numbers</i>	P15-0783 (Conditional Use Permit) and P15-0457 (Design Review)		
<i>Request</i>	To consider a Conditional Use Permit and Design Review for the expansion of Riverside Christian Day School to: 1) increase the student enrollment to a maximum of 500 students; and, 2) install three modular classroom buildings and construct a restroom facility.		
<i>Applicant</i>	Jim Sullivan, Woodcrest Christian School System		
<i>Project Location</i>	3612 and 3630 Arlington Avenue, located on the south side of Arlington Avenue between Glacier Drive and Mt. Diablo Avenue		
<i>APN</i>	229-070-002, 229-070-003, 229-070-004, and 229-070-008		
<i>Project area</i>	5.6 Acres		
<i>Ward</i>	3		
<i>Neighborhood</i>	Magnolia Center		
<i>Specific Plan</i>	Not Applicable		
<i>General Plan Designation</i>	Public Facilities / Institutional		
<i>Zoning Designation</i>	R-1-7000 - Single Family Residential		
<i>Staff Planner</i>	Sean P. Kelleher, Associate Planner, 951-826-5712; SKelleher@riversideca.gov		

RECOMMENDATIONS

Staff recommends that the Planning Commission:

1. **RECOMMEND** that the City Council **DETERMINE** that this project is categorically exempt from the provisions of the California Environmental Quality Act per Section 15303 (New Construction of Small Structures) and 15314 (Minor Addition to Schools) of the CEQA Guidelines; and
2. **RECOMMEND APPROVAL** of Planning Cases P15-0783 (Conditional Use Permit) and P15-0457 (Design Review), based on the findings outlined in the staff report and summarized in the attached findings and subject to the recommended conditions.

SITE BACKGROUND

The subject 5.6 acre site consists of three separate parcels, developed with the Fellowship Baptist Church and the Riverside Christian Day School. The school and church were approved in 1957 under planning cases, Conditional Use Permit No.1757 and Conditional Use Permit No. 1922, respectively. The Conditional Use Permit for the School was amended in 1966 to change the location of driveways and in 1978 to permit the construction of a roof shade structure.

Fellowship Baptist Church includes a sanctuary building, a two-story classroom building, and a surface parking lot. The Riverside Christian Day School consists of a single story building for 16 classrooms, an auditorium, a large playground area in the rear, and a surface parking lot in front of the site. A lease agreement allows the school to utilize the church parking area as a recreational area. Access and parking is shared by both uses.

PROPOSAL

The applicant is requesting approval of a Conditional Use Permit and Design Review to permit the school an increase in student enrollment from 412 students to a maximum of 500 students, installation of three (3) modular classroom structures, and construction of a new bathroom facility for Riverside Christian Day School. One full time teacher will be added to the school staff as part of the school expansion.

The classroom structures are proposed to be installed in the rear of the Fellowship Baptist Church, immediately to the southwest of the school. Each modular classroom structure is 960 square feet in size. A total of three classrooms will be added to the existing sixteen classrooms at Riverside Christian School. The applicant has indicated the school and church will enter into a separate lease agreement for the use of the church property to allow the installation of the modular classroom buildings for a period of 5 years.

The proposed restroom facility is 116 square feet in size. It is proposed to be attached to an existing 858 square foot classroom building, centrally located on site and adjacent to the playground in the rear of the school property.

Riverside Christian Day School operates Monday through Friday from 7:45 a.m. to 3:30 p.m. Students are currently dropped-off in front of the school building located closest to Arlington Avenue and picked up in the rear parking lot behind the church. The applicant is not proposing any modifications to their hours of operation as part of the proposed project. Additionally, no

changes to the internal circulation or student drop-off and pick-up areas are proposed to accommodate the increase in school enrollment.

PROJECT ANALYSIS

<i>Authorization and Compliance Summary</i>			
	N/A	Consistent	Inconsistent
<p><i>General Plan 2025</i></p> <p>The proposed project is consistent with the underlying General Plan 2025 land use designation of Public Facilities / Institutional, which will further the intent of the General Plan by facilitating the expansion of an existing school facility.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><i>Zoning Code Land Use Consistency (Title 19)</i></p> <p>The R-1-7000 – Single Family Residential Zone allows for the establishment of schools subject to the granting of a conditional use permit and compliance with site location, operational and development standards applicable to schools. A Conditional Use Permit was approved for Riverside Christian School in 1957. With the recommended conditions of approval, the proposed school expansion consisting of increasing in the number of students and addition of modular classroom buildings complies with the operational and development standards for schools.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><i>Compliance with Citywide Design & Sign Guidelines</i></p> <p>The proposed project meets the objectives of the City's design guidance document, subject to the recommended conditions of approval detailed below.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

COMPLIANCE WITH APPLICABLE DEVELOPMENT STANDARDS

Elementary School Development Standards

Standard		Proposed	Consistent	Inconsistent	
<i>Max. Lot Coverage</i>	40%	16.2%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<i>Min. Setbacks</i>	Front	20 feet	148 feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Interior Sides	20 feet	20 feet (west side) and 75 feet (east side)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Rear	20 feet	20 feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Min. Parking</i>	Elementary School 2 spaces / classroom plus 2 bus spaces	38 spaces (19 classrooms) and 2 bus spaces	52 spaces (19 classrooms) and 2 bus spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The proposed 116 square foot restroom facility will be attached to an existing detached classroom building adjacent to the school auditorium. The proposed restroom facility and existing classroom building comply with the required 20 foot setback.

DESIGN REVIEW

Site Access and Circulation

The proposed project will not change the two (2) existing vehicular access from Arlington Avenue. The main driveway is 40 feet in width and allows vehicles to enter and exit the site. The secondary driveway is 18 feet 11 inches in width and is identified as an "exit only" driveway.

Although no changes to the circulation or drop off and pick up of students are proposed, a Traffic Impact Analysis (TIA), prepared for this project by LSA, confirmed that the existing school drop-off procedures result in vehicles stacking onto Arlington Avenue. Staff confirmed this information during a site the morning peak time and observed vehicles, stacking along eastbound and westbound directions of Arlington Avenue to enter the site. With the increase on the total number of students, the TIA recommends adding a minimum of four (4) staff members to assist with the morning student drop-off procedure. Should continual queueing be observed onto Arlington Avenue, an alternative circulation pattern is recommended as a condition of approval (Exhibit 7). The applicant agrees with the recommended additional staff and alternative drop-off procedure.

Adequate pedestrian access is proposed from the school building to the proposed modular classroom units. A ramp in front of the units will provide access to each unit.

Architecture

Each modular unit is approximately 24 feet wide and 40 feet long. The roof consists of a low gable with a five foot overhang over the ramped walkway, and a two foot overhang on the rear of the structure. The roof will be covered with a white granular roof material. The sides of the units consist of in T111 siding and will be painted light brown. The trim around the windows and eaves of the building will be painted dark brown. A three foot gap is proposed between each of the modular units; walls with matching T111 siding will be placed between the modular units so that they appear to be a single cohesive structure. The mechanical equipment will be mounted to the rear of the modular units.

The design of the proposed restroom addition will match the existing building in colors and materials.

ENVIRONMENTAL REVIEW

This proposal is exempt from California Environmental Quality Act (CEQA) review pursuant to Sections 15303 and 15314. The project is exempt pursuant to Section 15303 as the project constitutes as new construction less than 10,000 square feet in an urbanized area. Additionally, the project is exempt pursuant to Section 15314 as the project consists of minor additions to an existing school.

NEIGHBORHOOD COMPATIBILITY

The proposed expansion of the school is intended to provide additional classroom space for the existing 412 students and an additional 88 students. Potential impacts to circulation on and off-site will be resolved by adding four (4) staff members to assist with the drop-off procedure. With implementation of this recommendation no impacts to circulation are anticipated in the immediate neighborhood.

The proposed modular units will be completely screened from Arlington Avenue, as they will be located in the rear of the church property and behind existing buildings. The modular units will be largely screened from State Route 91 by existing trees along the rear of the site, except for a segment in the rear of the property devoid of landscaping that would allow for visibility of the units from the freeway. Therefore, a condition of approval is recommended requiring 24-gallon evergreen trees to be planted in the rear of the site immediately behind the units. Additionally, visibility of the units from Shamel Park to the west of the site will be minimal as the existing vines along the chain link fence and large trees on the park will adequately screen the units from public view.

Lastly, the modular units are proposed to remain on site for a term of five years. As there is no specific requirement on the term for removal of modular units, each request is evaluated on a case by case basis through the Conditional Use Permit process. In this instance, given the location of the units, the intended use, appearance of the units, and recommendation for additional landscaping, staff recommends the units to be allowed on site for a term of ten years. The recommended longer term for the removal of the units will not be contrary to the comments provided by the Commissioners at the Planning Commission Workshop on October 8, 2015, where Commissioners expressed a desire to have flexibility on the term for the removal of temporary units as each proposal would be unique with respect to location, operational characteristics, and aesthetics.

For the reasons stated above, allowing Riverside Christian School to increase the enrollment from 412 to 500 students and to expand the number of classrooms by installing modular units will not have a detrimental impact on the surrounding area.

PUBLIC NOTICE AND COMMENTS

Public hearing notices were mailed to property owners within 300 feet of the site. As of the writing of this report, no responses have been received by Planning Staff.

APPEAL INFORMATION

Actions by the City Planning Commission, including any environmental finding, may be appealed to the City Council within ten calendar days after the decision. Appeal filing and processing information may be obtained from the Planning Division Public Information Section, 3rd Floor, City Hall.

EXHIBITS LIST

1. Staff Recommended Findings
2. Staff Recommended Conditions of Approval
3. Aerial Photo/Location
4. General Plan Map
5. Zoning Map
6. Site Plan, Floor Plan, Building Elevations
7. Proposed Alternate Drop-off Circulation
8. Existing Drop-off and Pick-up Circulation
9. Existing Site Photos

(Color Samples to be available at the City Planning Commission Meeting)

Report and Recommendations Prepared by:	Sean P. Kelleher, Associate Planner
Report and Recommendations Reviewed by:	Ted White, City Planner
Report and Recommendations Approved by:	Rafael Guzman, Community Development Director



EXHIBIT 1 – FINDINGS

PLANNING CASE

P15-0783 (Conditional Use Permit)

Conditional Use Permit Findings pursuant to Chapter 19. 760.040

- a. The proposed school expansion is substantially compatible with other existing and proposed uses in the area, including factors relating to the nature of its location, operation, building design, site design, traffic characteristics and environmental impacts;
- b. The proposed school expansion will not be materially detrimental to the health, safety and general welfare of the public or otherwise injurious to the environment or to the property or improvements within the area, with implementation of the recommended conditions of approval; and
- c. The proposed school expansion will be consistent with the purposes of the Zoning Code and the application of any required development standards is in the furtherance of a compelling governmental interest and is the least restrictive means of furthering that compelling governmental interest.



EXHIBIT 2 – STAFF RECOMMENDED CONDITIONS OF APPROVAL

RECOMMENDED CONDITIONS & GENERAL INFORMATION NOTES

PLANNING CASES: P15-0783 (Conditional Use Permit) and P15-0457 (Design Review)

Case Specific

The applicant is advised that the business or use for which this conditional use permit is granted cannot be legally conducted on the subject property until all conditions of approval have been met to the satisfaction of the Planning Division.

Planning

1. The modular units shall be installed and operated substantially as described in the text of this staff report and as shown on the plot plan on file with the case, except for any specific modification that may be required by these conditions of approval.
2. All modular buildings on-site shall remain on the premises for a maximum of ten years from the date of City Council approval.
3. The student enrollment shall not exceed a maximum of 500 students.
4. Construction and operation activities on the property shall be subject to the City's Noise Code (Title 7), which limits construction noise to 7:00 a.m. to 7:00 p.m. weekdays, and 8:00 a.m. to 5:00 p.m. Saturdays. No construction noise is permitted on Sundays or federal holidays.
5. The project shall comply with all existing State Water Quality Control Board and City storm water regulations, including compliance with NPDES requirements related to construction and operation measures to prevent erosion, siltation, transport of urban pollutants, and flooding.

Prior to Building Permit Issuance:

6. Plans submitted for building permits shall show a minimum of five (5), 24 gallon evergreen trees along the southern property line between the proposed modular buildings and State Route 91.
7. The applicant shall submit an executed copy of the Lease agreement between Fellowship Baptist Church and Woodcrest Christian School System allowing for the use of the rear of the Fellowship Baptist Church for the placement of modular buildings by Riverside Christian Day School.

Prior to Release of Utilities and/or Occupancy:

8. Install the landscape and irrigation per the approved plans and submit the completed "Certificate of Substantial Completion" (Appendix C of the Water Efficient Landscaping and Irrigation Ordinance Summary and Design Manual) signed by the Designer/auditor responsible for the project. Contact Sean P. Kelleher, at (951) 826-2712 to schedule the final inspection at least a week prior to needing the release of utilities.

Standard Conditions

9. There shall be a two-year time limit in which to commence the project beginning the day following approval by the Planning Commission unless a public hearing is held by City Council; in that event the time limit begins the day following City Council approval.
10. Enumeration of the conditions herein shall not exclude or excuse compliance with all applicable rules and regulations in effect at the time this permit is exercised.
11. The Project must be completed per the Conditional Use Permit and Design Review approved by the Planning Commission, including all conditions listed in this report. Any substantial changes to the Project must be approved by the Planning Commission or minor modifications by Design Review Staff. Upon completion of the Project, a Design Review Staff inspection must be requested, and UTILITIES will not be released until it is confirmed that the approved plans and all conditions have been implemented.
12. Within 30 days of approval of this case by the City, the developer shall execute an agreement approved by the City Attorney's Office to defend, indemnify, including reimbursement, and hold harmless the City of Riverside, its agents, officers and employees from any claim, action, or proceeding against the City of Riverside, its agents, officers, or employees to attack, set aside, void, or annul, an approval by the City's advisory agency, appeal board, or legislative body concerning this approval, which action is brought within the time period provided for in Section 66499.37 of the Government Code. The City will promptly notify the developer of any such claim, action or proceeding and the City will cooperate in the defense of the proceeding.
13. The applicant is advised that the business or use for which this conditional use permit is granted cannot be legally conducted on the subject property until all conditions of approval have been met to the satisfaction of the Planning Division.
14. This project shall fully and continually comply with all applicable conditions of approval, State, Federal and local laws in effect at the time the permit is approved and exercised and which may become effective and applicable thereafter, and in accordance with the terms contained within the staff report and all testimony regarding this case. Failure to do so will be grounds for Code Enforcement action, revocation or further legal action.
15. This use permit may be modified or revoked by the City Planning Commission or the City Council should they determine that the proposed use or conditions under which it is being operated or maintained is detrimental to the public health, welfare or materially injurious to public safety, property or improvements in the vicinity or if the property is operated or maintained so as to constitute a public nuisance.
16. The applicant shall comply with all federal, state and local laws and shall cooperate with the Riverside Police Department (RPD) in the enforcement of all laws relating to this permit. Material violation, as determined by the City Planning Commission, of any laws in

connection with this use or failure to cooperate with RPD will be cause for revocation of this permit.

17. This permit is issued based upon the business operations plan and information submitted by the applicant, which has been used as the basis for evaluation of the proposed use in this staff report and for the conditions of approval herein. Permittee shall notify Community Development Department, Planning Division, of any change in operations and such change may require a revision to this permit. Failure to notify the city of any change in operations is material grounds for revocation of this conditional use permit.
18. The applicant herein of the business subject to this conditional use permit acknowledges all of the conditions imposed and accepts this permit subject to those conditions and with the full awareness of the provisions of Title 19 of the Riverside Municipal Code. The applicant shall inform all its employees and future operators of the business subject to this permit of the restrictions and conditions of this permit as they apply to the business operations.
19. Failure to abide by all conditions of this permit shall be cause for revocation.
20. The plans shall be submitted for plan check review to assure that all required conditions have been met prior to exercising of this permit.
21. The applicant shall continually comply with all applicable rules and regulations in effect at the time permit is approved and exercised and which may become effective and applicable thereafter.

Fire Department

Contact Margaret Albanese at 951-826-5455 for questions regarding fire conditions or corrections.

The following to be met prior to construction permit issuance:

22. An automatic fire sprinkler system is required by City Ordinance 16.32.076. 69. The Department of Housing and Community Development (HCD), Section 18028 for commercial modular structures that bear the HCD insignia of approval are not required to have installed an automatic fire sprinkler system. Under separate cover, submit plans for the automatic fire sprinkler system(s) and obtain approval from the Fire Department prior to installation. Systems exceeding 20 sprinkler heads shall be provided with supervisory service and shall be monitored by an approved facility. Post Indicator valves, Detector Check control valves and water flow switches are required to be central station monitored. Have alarm contractor submit plans and obtain approvals prior to installation. Alarm contractor shall provide a copy of a maintenance contract complying with N.F.P.A. 72.
23. Requirements for construction shall follow the currently adopted California Building Code and California Fire Code with City of Riverside amendments.
24. Construction plans shall be submitted and permitted prior to construction.
25. Fire Department access is required to be maintained during all phases of construction.

Public Works - Engineering

The following Public Works "Engineering" conditions to be met prior to case finalization:

26. Deed for widening Arlington Avenue to 55 feet from monument centerline to Public Works specifications.
27. Per the Traffic Impact Report recommendations, a minimum of 4 staff members shall be present during student drop-off times to facilitate circulation and prevent traffic impacts on Arlington Avenue. Public Works shall periodically monitor the circulation on-site, and potential queueing onto Arlington Avenue.

Should continual queueing be observed onto Arlington Avenue the applicant shall comply with the circulation flow shown in the attached diagram (or an alternative circulation pattern recommended by the Traffic Division) at the request of the Public Works Department.

28. The applicant shall comply with the circulation flow within Figure 16 of the Traffic Impact Report, "Pick-up Circulation".

Public Works – Forestry and Landscape Division

Contact Guy Tanaka at GTanaka@riversideca.gov or 951-351-6313 for questions regarding street tree conditions or corrections.

29. Protect in place existing street trees.

Parks, Recreation, and Community Services

Prior to Building Permit issuance:

30. Payment of all applicable park development fees (local, regional/reserve, trail and aquatic) as mitigation for the impacts of the project on the park development and open space needs of the City. For questions or concerns regarding this condition, contact Park Planning & Design, 951/826-2000.