



DATE: March 24, 2015

AGENDA ITEM # 13

**TO:** City Council  
**FROM:** Sean K. Gallegos  
**SUBJECT:** 1715 Grant Road – Use Permit amendment

**RECOMMENDATION:**

Approve an amendment to Use Permit application 80-UP-263 for a private school, subject to the recommended findings and conditions

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**SUMMARY:**

**Estimated Fiscal Impact:**

**Amount:** None

**Budgeted:** Not applicable

**Public Hearing Notice:** February 5, 2015

**Previous Council Consideration:** Not applicable

**CEQA Status:** Categorically exempt, Section 15301 of the California Environmental Quality Act

**Attachments:**

1. Project plans, dated January 14, 2015
2. Applicant cover letter, dated January 26, 2015
3. Planning and Transportation Commission agenda report, dated February 5, 2015
4. Planning and Transportation Commission meeting minutes, dated February 5, 2015

## **BACKGROUND**

This is an amendment to an existing Use Permit for a private school to add seven students at the Immanuel Lutheran Church facility at 1715 Grant Road. The amendment would allow the private school to increase its capacity from 33 students to 40 students. The Green Cultural Center private school is the subject of this Use Permit amendment and currently occupies four classrooms along the north side of the facility with 33 children and four employees. The proposed hours of operation are Monday through Friday from 12:30 p.m. to 6:30 p.m. A more detailed explanation of the operational characteristics of the school is provided in the applicant's cover letter, Attachment 2.

On February 5, 2015, the Planning and Transportation Commission (PTC) held a public hearing to consider the project. Two members of the public spoke at the public hearing, opposing the project due to noise complaints from the patio use, where students take breaks during the school day. One member of the public spoke at the public hearing, supporting the project. Following the discussion about the project's potential impacts with noise, the Commission voted 5-1 (Commissioner Baer opposed and Commissioner Junaid absent) to recommend approval of the project to the City Council, subject to the findings and conditions. The dissenting vote was due to a concern regarding noise impacts from the school. The PTC report and meeting minutes are included in Attachments 3 and 4.

## **DISCUSSION**

The Commission did not outline additional discussion points regarding the Use Permit amendment. As recommended by the Commission, the project approval carries forward the relevant conditions of approval from the existing use permit regarding the following:

- Vehicular access shall be limited to Grant Road
- The private school shall operate from Monday through Friday with its hours extended from 5:30 p.m. to 6:30 p.m.

Following the February 5, 2015 PTC meeting, Condition number 3 was further clarified to state the overall hours of operation of the school from 12:30 p.m. to 6:30 p.m.

## **FISCAL IMPACT**

None

## **PUBLIC CONTACT**

A public hearing notice was published in the *Town Crier*, posted on the property and mailed to all property and business owners within 500 feet of the property for the Planning and Transportation Commission hearing that was held on February 5, 2015.

A public meeting notice was posted on the property and mailed to all property and business owners and commercial tenants within 500 feet of the property for the City Council meeting on March 24, 2015.

Postings of the meeting agenda serves as notice to the general public.

## FINDINGS

80-UP-263 — 1715 Grant Road

With regard to the Use Permit amendment to increase capacity from 33 students to 40 students for a private school, the City Council finds in accordance with Section 14.80.060 of the Los Altos Municipal Code:

- a. The proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity, or welfare;
- b. The proposed location of the conditional use is in accordance with the objectives of the zoning plan as stated in Chapter 14.02 of this title;
- c. The proposed location of the conditional use, under the circumstances of the particular case, will not be detrimental to the health, safety, comfort, convenience, prosperity, or welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity; and
- d. The proposed conditional use will comply with the regulations prescribed for the district in which the site is located and the general provisions of Chapter 14.02.

## CONDITIONS

80-UP-263 – 1715 Grant Road

### **GENERAL**

1. The following conditions shall supplant the conditions dated May 14, 1980.
2. The private school shall operate with no more than a cumulative 40 students, unless modified by the City Council.
3. The approved private school shall only operate Monday through Friday with hours of operation from 12:30 p.m. to 6:00 p.m.
4. The entrance and exit for vehicular access for the private school shall be off Grant Road.
5. On-street parking for the private school will not be permitted along the Grant Road frontage of the subject property.

PROPERTY LINE

DO NOT USE THIS ENTRANCE / EXIT

10 parking spaces

BABY WORLD

CHURCH

LUTHER HALL (THEATRE SPACE)

PATIO

BATHROOMS

Yellow highlight = Green Cultural Center use space

\* No new signage is proposed for the site

46 parking spaces

CLASS L5

CLASS L4

CLASS L3

YOUTH ROOM

DROPOFF/ PICKUP LOCATION BUILDING ENTRANCE/ EXIT

ENTRANCE / EXIT

53 parking spaces

GRANT ROAD

1 EXISTING SITE PLAN

SCALE: 1/32"=1'-0"



ZMINNU CONSULTING

CATHERINE NGUYEN  
ZMINNU@GMAIL.COM  
(510) 269 3950

NOTE: DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION PURPOSES

GREEN CULTURAL CENTER

2530 Berryessa Rd #148  
San Jose, CA 95132  
415-994-6782

**GREEN CULTURAL CENTER**  
**1715 GRANT RD, LOS ALTOS, 94024**

SITE PLAN

Drawn CN

Checked -

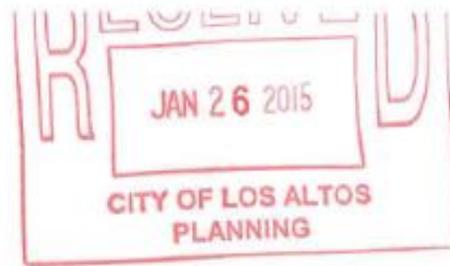
Date 11.22.14

ZMINNU Job No. 00 01

Sheet Number

A1.0

**Project Description:**  
**Green Cultural Center**  
**1715 Grant Rd, Los Altos, CA 94024**



**Building Use for Heritage School Program**

**Purpose**

Green Cultural Center, a Registered Heritage School with CA Dept of Education, and Immanuel Lutheran Church has partnered and propose to use its existing building for the purpose of operating Heritage School Program hereafter referred to as “Program”. Green Cultural Center seeks City council and the public’s approval for such use of this location to increase current max capacity from 33 to 40 students.

**Program Vision**

Provide a dynamic Heritage School Program serving the local community with unique unconventional quality teaching of Chinese Culture in a safe learning environment. The program seek to enroll 40 K-6<sup>th</sup> school-aged students each year from local school districts, and meets the increasing demand of interests in learning Chinese.

**Term**

Annual school year schedule is designed to match public school calendar, from August – June. Total days are extended to cover overlaps for both school districts (1<sup>st</sup> day of earliest school district to the last day of the latest school district). Enrollment period is from January to March of each year. Summer school is available upon parent’s request. Accept Full-time (daily) or part time students (2-3days/week). Parents can choose to cancel this service at any time during the school year with applied fees.

**Schools Districts where Program may service:**

Los Altos School District  
Mountain View School District

**Hours of operation:**

Monday – Friday – 12:30 pm to 6:30 pm  
Staffs will be onsite starting 12:30pm preparing lecture/ and office hour.  
The classroom will be open to students arrive by vanpool starting at 1:30pm.  
Student vanpool arrival will continue through 3:30pm  
Parent pick up will be staggered at 4:30-5:00pm, and 6:00-6:30pm  
Program shall be closed on Thanksgiving Day, New Year’s Day, and Christmas Day.

## Schedule and Programming

### **Daily Schedule (Afterschool)**

<b>1:30~3:00</b>	<b>Chinese conversation/ Doing home work</b>
<b>3:00~3:30</b>	<b>Break/ Snack Time</b>
<b>3:30~4:30</b>	<b>Chinese Lesson</b>
<b>4:30~5:00</b>	<b>Break Time/ Pick up</b>
<b>5:00~6:00</b>	<b>Optional Enrichment Classes</b>
<b>6:00~6:30</b>	<b>Pick up</b>

Chinese conversation will be available if student arrives early at 1:30pm. Students will self-study and do homework until 3:00pm while rest of the class arrives by vanpool. (Majority of students will arrive by vanpool in 2:30-3:30pm)

3:30-4:30 will be core Chinese class. Core Chinese classes are divided by 4 classrooms based on language level.

5:00-6:00 will be optional additional enrichment class.

Two break times per class each day. (3:00-3:30 indoor/ 4:30-5:00pm outdoor)

Break times are staggered to separate older and younger classes. Students can remain in classroom or use outdoor patio space for break time at 4:30pm. Pre-packaged snacks are distributed by teachers only. No cooking onsite. Only 1 class can use the patio at a time. There will be no organized play. Teachers will manage the noise level during the break time.

### **Staffing:**

The program shall maintaining a staff ratio at least 1 teacher to 10 students.

A total 4 teachers will be on site daily.

Staff will supervise break time and bathroom at all time.

### **Use of Facilities: Use of Facilities shall be restricted to the following areas:**

- Classrooms: **L3-L5, Youth Room** (for core Chinese Class and optional enrichment classes)
- Bathrooms
- Patio (only during break time 4:30-5:00pm outdoor)
- Fellowship Center (only during annual performance, 1 day event, usually at the end of school year and Christmas from 5-6pm. Annual performance attendance is students and parents)

- There shall be no access to the building kitchen or any other areas by any students or parents
- Students shall not have access to any other space in the facility, and shall not go near the parking lot unattended at any time. All class activities remain indoors.

**Security:**

All doors remain unlocked during business hours. Staff shall maintain a sign-in log of all students entering the building.

No student shall be left unattended at anytime

No parents or guests shall be allowed to have unattended access at anytime

Each teacher shall be responsible for students upon their delivery to the classroom by the driver.

**Cleaning:**

The teachers shall leave the floor areas “Broom Clean” each day. All tables shall be wiped down.

**Pick-up Drop-off:**

Students are picked up by prearranged drivers from their school at various hours after class and activities (mostly around 2:00-3:00pm)

Students are dropped off by van-pool as early as 1:30pm through 3:30pm

Students without enrichment class will be picked up by parents between 4:30-5:00pm.

Students with enrichment class will be picked up by parents between 6:00 -6:30pm.

Each parent will spend average 5-10min onsite for sign-out procedure.

All parents and staffs are restricted to use the drive-way entrance on Grant Rd. Use of Don Kirk St is prohibited during traffic hours.

Primary building entrance shall be next to the Youth Room. Secondary building entrance shall be next to classroom L5



DATE: February 5, 2015

AGENDA ITEM # 2

**TO:** Planning and Transportation Commission  
**FROM:** Sean Gallegos, Assistant Planner  
**SUBJECT:** Amendment to 80-UP-263 – 1715 Grant Road

### **RECOMMENDATION:**

Recommend to the City Council approval of an amendment to Use Permit application 80-UP-263, subject to the listed findings and conditions

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### **PROJECT DESCRIPTION**

This application is an amendment to an existing Use Permit for a private school that operates at the Immanuel Lutheran Church facility at 1715 Grant Road. The amendment would allow the private school to increase its capacity from 33 students to 40 students.

### **BACKGROUND**

The Immanuel Lutheran Church is located on a 2.5-acre property at the corner of Grant Road and Don Kirk Street. The site is designated as Public and Institutional in the General Plan, and zoned Public and Community Facilities (PCF). There are currently three buildings on the site developed with an existing sanctuary, fellowship hall, offices, classrooms, meeting rooms, kitchen, and library.

In 1959, the City Council approved a Design Review application for the original church and educational buildings on the property. In 1975, the City Council approved an infant and pre-school daycare facility for 40 children along the south side of the property. In 1980, the City Council approved a Use Permit for a 33-student school in the education buildings on the north side. The conditions of approval for the existing Use Permit are included in Attachment C. In 1994, the City Council approved a Use Permit and Design Review application for the 240 seat sanctuary building.

### **DISCUSSION**

#### **Use Permit**

The Green Cultural Center private school is the subject of this Use Permit amendment and currently occupies four classrooms along the north side of the facility with 33 children and four employees. The project increases the capacity of the Green Cultural Center private school from 33 students to the proposed 40 students. The proposed hours of operation are 12:30 p.m. to 6:30 p.m. on Monday through Friday for the private school. A more detailed explanation of the operational characteristics of the school is provided in Attachment A.

Private schools are conditional uses within the PCF zoning district. The Planning and Transportation Commission recommendation to the City Council must find that the school is a desirable use, does not create any negative impacts with regard to the public health, safety or welfare, that the location and nature of the use is consistent with the objectives of the Zoning Ordinance and that it complies with all applicable regulations.

The use, as conditioned, is compatible with the adjacent land uses and will not create any substantial issues with regard to public health, safety, comfort, convenience, prosperity or welfare. Generally, issues that can arise from private school uses in residential neighborhoods include noise from children playing, vehicle traffic from parents and vehicle parking along the street adjacent to the school. As discussed in the traffic and noise sections below, the project will not create significant issues regarding noise, traffic or school operations. As discussed in the traffic analysis, the existing driveway and paved area can accommodate vehicles queuing to leave the parking lot. Overall, the proposed use is consistent with the General Plan, the zoning ordinance and all other applicable goals and policies. Since this is an amendment, the relevant conditions from the original permit and modifications to reflect the changes are recommended herein.

### **Parking**

The site has a 109-space parking lot that runs along the perimeter of the entire property and in front of the church. During the course of the week, a child day care facility, the private school and church programming operate at the site. The parking regulations for schools and day care facilities require one space for every two school employees, plus adequate area for student pick-up and drop-off, and such additional area for student and visitor parking as may be prescribed by the Commission.

The total number of spaces required for weekday use is 11 employee parking spaces and an adequate area for the pick-up and drop-off areas of the students/participants. The proposed private school requires two employee parking spaces and a drop-off and pick-up area for 40 children. The Baby World daycare facility requires eight employee parking spaces and a drop-off and pick-up area for 40 children. The church programming requires one parking space for two employees and a drop-off and pick-up area for seven children. Staff notes that the parking lot provides sufficient short-term parking spaces for drop-off and pick-up, and its design allows for significant queuing for the staggered drop-off and pick-up periods.

Under a worst-case scenario, the uses could use the remaining 98 spaces of the 109 space parking lot, which are not utilized by employees if the drop-off users all parked at once. However, the staggered drop-off and pick-up times for the daycare, school and church programming do not require all parking spaces on the site at one time.

### **Traffic**

The applicant proposes a net increase of seven students for the private school. The General Plan requires a transportation analysis for all development projects resulting in 50 or more net new daily trips. Hexagon Transportation Consultants prepared a traffic study for the project (Attachment D), which determined the estimated net daily trips would be less than a typical 33-student school due to

students being transported by vanpool to the school and picked-up individually. In a worst case scenario, a net increase of seven students would create 24 daily trips without the vanpool. Based on the net new trips created by the private school, the project does not require a transportation analysis and it should not result in significant traffic impacts.

The private school will only be accessed by the driveway on Grant Road, with no access permitted along Don Kirk Street in accordance with the existing Use Permit. With the addition of the project trips, it is anticipated that the Grant Road driveway would accommodate 19 inbound and five outbound PM peak hour trips. The PM peak period is from 4:00 p.m. to 6:00 p.m. Staff carried forward a condition to maintain that the vehicular entrance and exit shall be off Grant Road (Condition 4).

### **Landscaping**

The property is adequately landscaped and generally well-maintained. The proposed private school will utilize the patio adjacent to Lutheran Hall for approximately 15 minutes, two times per day. The play area is screened by existing structures and evergreen screening. The play area is discussed further in the noise section below. The rear of the lot, where the pick-up and drop-off area is located, maintains a landscape buffer from residences located behind the church.

### **Noise**

The Los Altos General Plan identifies maximum noise thresholds, depending on use, that are acceptable for uses to receive. The normally-acceptable exterior noise level for a school is up to 60 decibels and for a playground is up to 70 decibels. According to the General Plan's existing noise contour map, the site has the potential for exterior noise of up to 60 decibels, which is within acceptable limits for both a school and playground.

In regards to noise that may be generated by the outdoor play, the proposed private school will utilize the patio adjacent to Lutheran Hall for approximately 15 minutes, two times per day. Only one class will use the patio at a time, and there will be no organized play. Teachers will manage the noise level during the break time. The break time period is not expected to unreasonably impact nearby residential properties given the 105-foot setback from the residential properties to the east, the 270-foot distance from the residential properties to the north, and the residential properties along Don Kirk being blocked by the Baby World building.

## **ENVIRONMENTAL REVIEW**

This project is categorically exempt from environmental review under Class 1, Section 15301 of the California Environmental Quality Act, as it maintains an existing facility.

Cc: Immanuel Lutheran Church, Applicant and Property Owner  
Jack Chen, Applicant

Attachments:

A. Application and Applicant Cover Letter

Planning and Transportation Commission  
80-UP-263 Amendment, 1715 Grant Road  
February 5, 2015

- B. Area and Vicinity Map
- C. Existing Use Permit Conditions of Approval
- D. Traffic Analysis Study by Hexagon Transportation Consultants, January 27, 2015
- E. Owner Letter, dated November 20, 2014

## FINDINGS

80-UP-263 – 1715 Grant Road

With regard to the Use Permit Amendment to increase the capacity from 33 students to 40 students for a private school, the Planning and Transportation Commission makes the following findings pursuant to Section 14.80.060 of the Los Altos Municipal Code:

- a. The proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity, or welfare;
- b. The proposed location of the conditional use is in accordance with the objectives of the zoning plan as stated in Chapter 14.02 of this title;
- c. The proposed location of the conditional use, under the circumstances of the particular case, will not be detrimental to the health, safety, comfort, convenience, prosperity, or welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity; and
- d. The proposed conditional use will comply with the regulations prescribed for the district in which the site is located and the general provisions of Chapter 14.02.

## CONDITIONS

80-UP-263 – 1715 Grant Road

### **GENERAL**

1. The following conditions shall supplant the conditions dated May 14, 1980.
2. The private school shall operate with no more than a cumulative 40 students, unless modified by the City Council.
3. The approved private school shall only operate Monday through Friday with school hours from 12:30 p.m. to 6:00 p.m., and drop-off and pick-up periods between 1:30 p.m. to 3:30 p.m. and 4:30 p.m. to 6:30 p.m.
4. The entrance and exit for vehicular access for the private school shall be off Grant Road.
5. On-street parking for the private school will not be permitted along the Grant Road frontage of the subject property.



# ATTACHMENT A

## CITY OF LOS ALTOS GENERAL APPLICATION



Type of Review Requested: (Check all boxes that apply)

Permit # 1104290

<input type="checkbox"/> One-Story Design Review	<input type="checkbox"/> Sign Review	<input type="checkbox"/> Multiple-Family Review
<input type="checkbox"/> Two-Story Design Review	<input type="checkbox"/> Sidewalk Display Permit	<input type="checkbox"/> Rezoning
<input type="checkbox"/> Variance(s)	<input checked="" type="checkbox"/> Use Permit	<input type="checkbox"/> R1-S Overlay
<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> General Plan/Code Amendment
<input type="checkbox"/> Tentative Map/Division of Land	<input type="checkbox"/> Preliminary Project Review	<input type="checkbox"/> Appeal
<input type="checkbox"/> Subdivision Map Review	<input type="checkbox"/> Commercial Design Review	<input type="checkbox"/> Other:

Project Address/Location: 1715 Grant Rd. Los Altos

Project Proposal/Use: Heritage School

Current Use of Property: Church

Assessor Parcel Number(s) 318-06-046 Site Area: \_\_\_\_\_

New Sq. Ft.: Ø change Remodeled Sq. Ft.: Ø change Existing Sq. Ft. to Remain: Ø change

Total Existing Sq. Ft.: \_\_\_\_\_ Total Proposed Sq. Ft. (including basement): Ø change

Applicant's Name: JACK CHEN

Home Telephone #: 415-994-6782 Business Telephone #: \_\_\_\_\_

Mailing Address: 2530 Berryessa Rd. #148

City/State/Zip Code: San Jose CA 95132

Property Owner's Name: Immanuel Lutheran Church

Home Telephone #: \_\_\_\_\_ Business Telephone #: 650-967-4906

Mailing Address: 1715 Grant Rd.

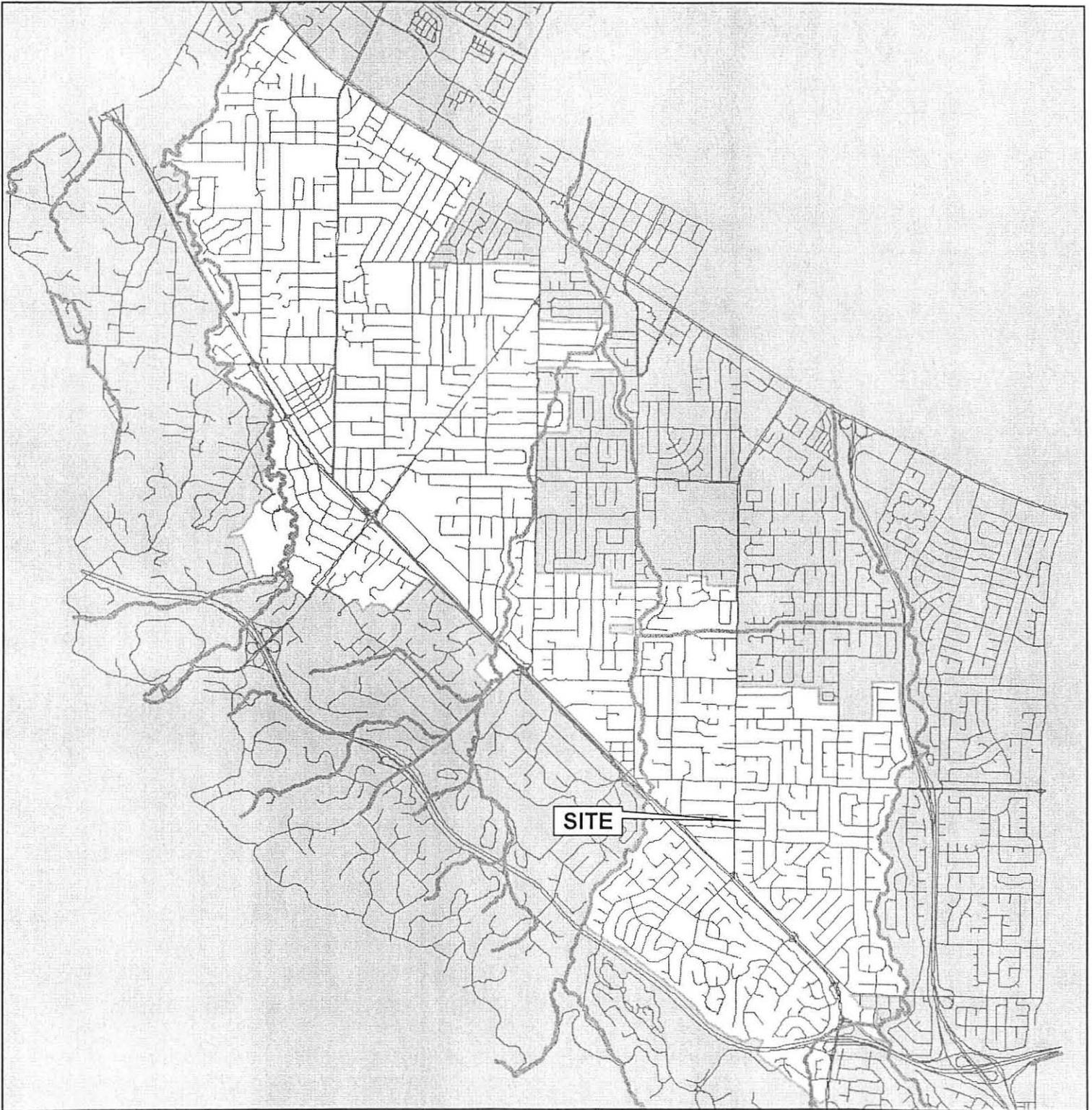
City/State/Zip Code: Los Altos CA 94024

Architect/Designer's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

\*\*\* If your project includes complete or partial demolition of an existing residence or commercial building, a demolition permit must be issued and finalized prior to obtaining your building permit. Please contact the Building Division for a demolition package. \*\*\*

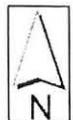


**AREA MAP**



**CITY OF LOS ALTOS**

**APPLICATION:** 14-UP-06  
**APPLICANT:** J. Chen /Immanuel Lutheran Church  
**SITE ADDRESS:** 1715 Grant Road

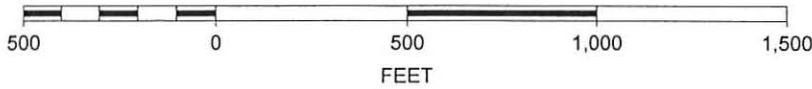


Not to Scale

# VICINITY MAP



SCALE 1 : 6,000



CITY OF LOS ALTOS

**APPLICATION:** 14-UP-06  
**APPLICANT:** J. Chen /Immanuel Lutheran Church  
**SITE ADDRESS:** 1715 Grant Road



## CITY OF LOS ALTOS

ONE NORTH SAN ANTONIO ROAD LOS ALTOS, CALIFORNIA 94022

TELEPHONE (415) 948-1491

May 14, 1980

Ms. Stephanie K. Staab  
974 Coeur d'Alene  
Sunnyvale, California 94087

Re: 80-UP-263 - S. Staab  
1715 Grant Road

Dear Ms. Staab:

At its meeting of May 13, 1980, the City Council approved your use permit application subject to the following conditions:

1. An enclosed trash receptacle shall be provided in accordance with a plan to be approved by the Architectural and Site Control Committee. *RELOCATED & APPLIED BY V.G.*
- 1-6 81 ② 2. The maximum number of students shall be 33.
- DONE 8/7/80 3. A detailed plan for the enclosure of the tot lot shall be submitted for approval by the Architectural and Site Control Committee.
- DONE 8/7/80 4. The applicant shall dedicate to the City the necessary right of way such that Grant Road will have a half street width of 45 feet.
- DONE 8/7/80 5. The applicant shall dedicate to the City a 20-foot radius return at the corner of Grant Road and Don Kirk Drive.
- DONE 3/11/81 6. On-street parking will not be permitted along the Grant Road frontage of the subject property.
7. The applicant shall connect all sanitary facilities on the site to the City's sanitary sewer system.
- ⑧ 8. The school hours shall be from 8:30 a.m. to 3:30 p.m., with an extended drop-off and pick-up period between 7:30 a.m. and 8:30 a.m. and between 3:30 p.m. and 5:30 p.m.
- OK 4/1/81 ⑨ 9. The entrance and exit for vehicular access shall be off Grant Road.

This use permit is contingent upon your obtaining a certificate of occupancy within a period of one year.

An encroachment permit must be obtained from the City Engineer's office at least 24 hours prior to the start of any work within the public right of way.

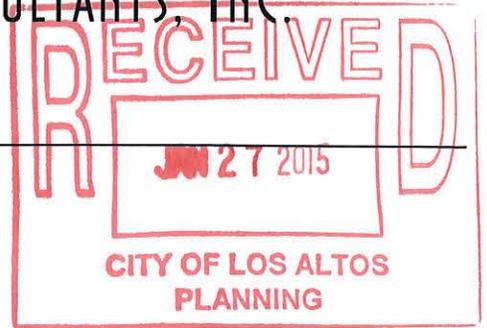
Very truly yours,

*Vernon Gomes*  
Vernon Gomes  
City Planner

llj

cc: Fire Department  
Building Department  
Engineering Department





**Memorandum**

**Date:** January 27, 2015  
**To:** Jack Chen, Green Culture Center  
**From:** Gary Black  
**Subject:** Traffic Analysis for the Green Culture Center After-School Care Facility

**Introduction**

Hexagon Transportation Consultants, Inc. has completed a traffic analysis for the proposed Green Culture After-School Care Facility located at the Immanuel Lutheran Church in Los Altos, California. The site is located at 1715 Grant Road. The site comprises a church that currently houses an infant care facility. The proposed project is a modification of an existing use permit for a school facility to increase the allowable number of students from 33 students to 40 students and three employees to five employees. The actual proposed project is an after-school program, which would operate between 12:00 PM and 6:00 PM Monday through Friday. Students would be brought to the after school facility by buses and would be picked up by parents at the end of the day. Per the project applicant, pick up and drop off activities would occur via Driveway A (Grant Road driveway) only. The site and driveway locations are shown on Figure 1.

This study was conducted for the purpose of identifying the adequacy of the site access and circulation due to the addition of the proposed after-school care program. The number of new permitted trips would be negligible compared to the approved school use of 33 students. It is expected that most children would arrive via bus between 12:00 PM and 2:00 PM and would be individually picked up between 5:00 PM and 6:00 PM. Therefore, per City staff, the analysis was conducted during the weekday PM peak hour of traffic.

**Existing Conditions**

Traffic conditions in the field were observed in order to identify existing operational deficiencies at the project site and to determine the existing traffic volumes at the three site driveways. Two-hour trip generation counts were conducted between 4:00 PM and 6:00 PM at the three existing driveways on August 20, 2014. Based on these counts, Driveway A has a maximum hourly volume of 3 inbound trips and 32 outbound trips, Driveway B has 5 outbound trips, and Driveway C has 17 inbound trips and 13 outbound trips. Overall, the three project driveways operate adequately during the PM peak hour.

**Project Conditions**

The trip generation estimates for the proposed project are based on rates obtained from the Institute of Transportation Engineers' (ITE) publication *Trip Generation*, 9<sup>th</sup> Edition for the category "Day Care Center." This is the ITE category that best fits the proposed after school program. There is also an ITE category called "Private School," but that category assumes that all children will be picked up around 3 PM when the school day ends. The proposed after school program would entail parent pick up any time between 5 PM and 6 PM so not all students would be picked up at one time.



The church site currently has a land use permit that entitles it to operate a school with 33 students and three employees. As a result, the net project trips during the PM peak hour would be 5 (2 inbound and 3 outbound trips). See Table 1 for the trip generation calculations.

As the students will be transported by buses to the after-school care facility and be picked up individually during the PM peak period, the daily trips were estimated by adding the bus trips and PM peak period trips (Assuming a worst case scenario of one inbound and one outbound trip per student during the PM peak period). The estimated net daily trips would be negative, which means that the proposed after-school care facility with 40 students would generate fewer daily trips than the approved 33 student school.

**Table 1**  
**Project Trip Generation Estimates**

Land Use	Size	Daily Rate	Daily Trips	AM Peak Hour			PM Peak Hour				
				Rate	Total Trips	In	Out	Rate	Total Trips	In	Out
<b>Proposed Use</b>											
After-School Care Facility <sup>1</sup>	40 Students	See Note 3	106	Not Applicable <sup>2</sup>			Use Regression	35	16	19	
<b>Existing Land Use Permit (Credit)</b>											
School <sup>1</sup>	33 Students	4.38	(145)	Use Regression	(29)	(15)	(14)	Use Regression	(30)	(14)	(16)
			<b>Net Project Trips</b>					<b>5</b>	<b>2</b>	<b>3</b>	

<sup>1</sup> Rates based on ITE *Trip Generation, 9th Edition*, 2012: average or regression equation rates for Day Care Center (ITE 565).

<sup>2</sup> No AM peak hour trips would be generated by the students and employees since the After-School Care service starts at 12:00 PM.

<sup>3</sup> Students would arrive at the After-School Care facility via buses. Assuming each bus carries an average of five students, 16 (= 40 / 5 x 2) total bus trips would be generated. Therefore, the total estimated daily student trips would be 96 (16 bus trips + 2 x 40 PM peak period trips). Total estimated daily employee trips would be 10 assuming two trips per employee.

## Site Access

According to the project applicant, the after-school care facility's drop off and pick up policy would require parents to access the project site via Driveway A on Grant Road; no access would occur using Driveway's B or C located on Don Kirk Street. Driveway A is located approximately 250 feet north of the side-street stop controlled intersection of Grant Road and Don Kirk Street. Driveway A is approximately 24 feet wide at its throat and accommodates one inbound lane and one outbound lane. The driveway is controlled by an existing stop sign. There are no other driveways on Grant Road that conflict with the existing driveway, either across the street or on the same side of the street. Based on a field review, the sight distance in both directions is acceptable.

With the addition of project trips, it is anticipated that Driveway A would accommodate 19 inbound and 51 outbound PM peak hour trips. The outbound queuing storage space at the driveway is approximately 50 feet (or 2 vehicles), beyond which vehicles would queue up past existing parking spaces. Given the low ambient traffic volume observed on Grant Road, this driveway would operate with little delay. It should be noted that outbound queues may occasionally block access to parking spaces onsite. However, the queues would be confined to the project site and would result in no impact to public street operations. For this reason, vehicle queues at Driveway A would not likely result in any operational issues at the driveway.

## On-site Circulation

The onsite circulation was reviewed in accordance with generally accepted traffic engineering standards. The existing parking lot provides sufficient room for backing out of parking spaces and maneuvering on the site.

A detailed description of the planned student loading operation is not available at this time. However, the project applicant states that most pickups will occur between 5:00 PM and 6:00 PM during a typical weekday. During this time frame, parents will enter the site via Driveway A, park in the northern portion of the parking lot, and walk into the facility to pick up their children. The project parking should not interfere with the existing school parking onsite, which occurs primarily within the southern portion of the site.

## **Conclusion**

The results of the traffic analysis show that the proposed project would add 5 net PM peak hour trips and 39 fewer daily trips to the project site compared to the approved school use. According to Section C.8 of the circulation element of the City of Los Altos General Plan, a comprehensive traffic impact study is not required for a project that generates fewer than 50 daily trips. The estimated net daily trips would be negative, meaning the proposed after-school care facility would generate fewer daily trips than what the previous land use permit would allow.

The addition of project trips would not likely result in any operational issues at Driveway A during the PM peak hour. Based on the low number of trips generated by the project, the availability of parking spaces, and the brief duration of parking, the existing parking lot and its means of access and egress are adequate to meet the needs of the project.



# ATTACHMENT E

**Project Description:**  
**Green Cultural Center**  
**1715 Grant Rd, Los Altos, CA 94024**



**Building Use for Heritage School Program**

## **Purpose**

Green Cultural Center, a Registered Heritage School with CA Dept of Education, and Immanuel Lutheran Church has partnered and propose to use its existing building for the purpose of operating Heritage School Program hereafter referred to as “Program”. Green Cultural Center seeks City council and the public’s approval for such use of this location to increase current max capacity from 33 to 40 students.

## **Program Vision**

Provide a dynamic Heritage School Program serving the local community with unique unconventional quality teaching of Chinese Culture in a safe learning environment. The program seek to enroll 40 K-6<sup>th</sup> school-aged students each year from local school districts, and meets the increasing demand of interests in learning Chinese.

## **Term**

Annual school year schedule is designed to match public school calendar, from August – June. Total days are extended to cover overlaps for both school districts (1<sup>st</sup> day of earliest school district to the last day of the latest school district). Enrollment period is from January to March of each year. Summer school is available upon parent’s request. Accept Full-time (daily) or part time students (2-3days/week). Parents can choose to cancel this service at any time during the school year with applied fees.

## **Schools Districts where Program may service:**

Los Altos School District  
Mountain View School District

## **Hours of operation:**

Monday – Friday – 12:30 pm to 6:30 pm  
Staffs will be onsite starting 12:30pm preparing lecture/ and office hour.  
The classroom will be open to students arrive by vanpool starting at 1:30pm.  
Student vanpool arrival will continue through 3:30pm  
Parent pick up will be staggered at 4:30-5:00pm, and 6:00-6:30pm  
Program shall be closed on Thanksgiving Day, New Year’s Day, and Christmas Day.

## Schedule and Programming

### Daily Schedule (Afterschool)

1:30~3:00	Chinese conversation/ Doing home work
3:00~3:30	Break/ Snack Time
3:30~4:30	Chinese Lesson
4:30~5:00	Break Time/ Pick up
5:00~6:00	Optional Enrichment Classes
6:00~6:30	Pick up

Chinese conversation will be available if student arrives early at 1:30pm. Students will self-study and do homework until 3:00pm while rest of the class arrives by vanpool. (Majority of students will arrive by vanpool in 2:30-3:30pm)

3:30-4:30 will be core Chinese class. Core Chinese classes are divided by 4 classrooms based on language level.

5:00-6:00 will be optional additional enrichment class.

Two break times per class each day. (3:00-3:30 indoor/ 4:30-5:00pm outdoor)

Break times are staggered to separate older and younger classes. Students can remain in classroom or use outdoor patio space for break time at 4:30pm. Pre-packaged snacks are distributed by teachers only. No cooking onsite. Only 1 class can use the patio at a time. There will be no organized play. Teachers will manage the noise level during the break time.

#### Staffing:

The program shall maintaining a staff ratio at least 1 teacher to 10 students.

A total 4 teachers will be on site daily.

Staff will supervise break time and bathroom at all time.

#### Use of Facilities: Use of Facilities shall be restricted to the following areas:

- Classrooms: L3-L5, Youth Room (for core Chinese Class and optional enrichment classes)
- Bathrooms
- Patio (only during break time 4:30-5:00pm outdoor)
- Fellowship Center (only during annual performance, 1 day event, usually at the end of school year and Christmas from 5-6pm. Annual performance attendance is students and parents)

- There shall be no access to the building kitchen or any other areas by any students or parents
- Students shall not have access to any other space in the facility, and shall not go near the parking lot unattended at any time. All class activities remain indoors.

**Security:**

All doors remain unlocked during business hours. Staff shall maintain a sign-in log of all students entering the building.

No student shall be left unattended at anytime

No parents or guests shall be allowed to have unattended access at anytime

Each teacher shall be responsible for students upon their delivery to the classroom by the driver.

**Cleaning:**

The teachers shall leave the floor areas “Broom Clean” each day. All tables shall be wiped down.

**Pick-up Drop-off:**

Students are picked up by prearranged drivers from their school at various hours after class and activities (mostly around 2:00-3:00pm)

Students are dropped off by van-pool as early as 1:30pm through 3:30pm

Students without enrichment class will be picked up by parents between 4:30-5:00pm.

Students with enrichment class will be picked up by parents between 6:00 -6:30pm.

Each parent will spend average 5-10min onsite for sign-out procedure.

All parents and staffs are restricted to use the drive-way entrance on Grant Rd. Use of Don Kirk St is prohibited during traffic hours.

Primary building entrance shall be next to the Youth Room. Secondary building entrance shall be next to classroom L5

**MINUTES OF A REGULAR MEETING OF THE PLANNING AND  
TRANSPORTATION COMMISSION OF THE CITY OF LOS ALTOS, HELD ON  
THURSDAY, FEBRUARY 5, 2015, BEGINNING AT 7:00 P.M. AT LOS ALTOS CITY  
HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS,  
CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Chair BODNER, Commissioners BAER, BRESSACK, LORELL, MOISON, and  
McTIGHE

ABSENT: Vice-Chair JUNAID

STAFF: Assistant City Manager WALGREN and Planning Services Manager KORNFIELD

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

Jim Wing commented on improving the Planning and Transportation Commission webpage. He said that the webpage should reflect that “we’re open for traffic issues, NTMP, etc.,” have a Frequently Asked Questions (FAQ) section, and the Contact Us email should go directly to the Planning and Transportation Commission, not just the liaison.

**ITEMS FOR CONSIDERATION/ACTION**

**CONSENT CALENDAR**

1. **Planning and Transportation Commission Minutes**  
Recommendation to approve the minutes of the January 15, 2015 regular meeting.

MOTION by Commissioner MOISON, seconded by Commissioner BRESSACK, to approve the minutes of the January 15, 2015 regular meeting as written.  
THE MOTION CARRIED UNANIMOUSLY (6/0).

**PUBLIC HEARING**

2. **14-UP-06 – J. Chen – 1715 Grant Road**  
Use Permit amendment for an existing private school to increase enrollment from 33 students to 40 students. *Project Planner: Gallegos*

Planning Services Manager KORNFIELD presented the staff report recommending approval to the City Council of an amendment to Use Permit application 80-UP-263, subject to the listed findings and conditions.

Project applicant Jack Chen spoke in support of the Green Cultural Center, noted the traffic study with minimal impacts, and will maintain the existing use permit conditions, as most student activities are indoors. Pastor David Schick of Immanuel Lutheran Church spoke in support of the project and stated that the church was celebrating its 60<sup>th</sup> anniversary.

Two Los Altos residents on Ensenada Way, John Fenwick and Patricia Jones, spoke in opposition to the use permit amendment due to noise complaints from the patio use at the church, which is directly  
**ATTACHMENT 4**

take breaks during the school day. A parent to a Green Cultural Center student, Ying Yang, spoke in support of the use permit amendment stating that it was a good school that with a great philosophy in teaching students Mandarin.

The Commission discussed the use permit amendment and a majority expressed their support for the increase in students. The discussion included whether or not to approve the use permit amendment now and have the project come back for re-evaluation in six months to a year, to allow the school, church and neighbors to resolve the noise concern.

MOTION by Commissioner BAER to recommend continuance of Use Permit application 80-UP-263 to allow the school, church and neighbors to resolve the noise concern. MOTION FAILED DUE TO LACK OF A SECOND.

MOTION by Commissioner BRESSACK, seconded by Commissioner MOISON, to recommend approval to the City Council of an amendment to Use Permit application 80-UP-263, subject to the listed findings and conditions and with the following change:

- Modify the hours of operation in Condition No. 3 to 6:30 PM.

THE MOTION PASSED BY A 5/1 VOTE, WITH COMMISSIONER BAER OPPOSED DUE TO NOISE IMPACTS.

## DISCUSSION

### 3. Notification Requirements

Discussion of project notification requirements. *Project Planner: Kornfield*

Planning Services Manager KORNFIELD presented the staff report to provide a recommendation to the City Council on the notification requirements.

Community Development Director WALGREN stated that the 1000-foot radius was proposed to improve the notification for Capital Improvement Projects. Resident Jim Wing spoke in support of larger site-postings and graphics for projects.

The Commission discussed the notification requirements and objected to increasing the notification radius for development review but supported larger on-site property postings. Chair BODNER suggested adding the number of properties that were noticed for each project in the staff report and Commissioner McTIGHE wanted to incorporate the notification radius map into the staff reports.

MOTION by Commissioner BAER, seconded by Commissioner LORELL, to:

- Maintain the existing notification radius;
- Keep the same notice wording format; and
- Increase the size of the on-site property posting notice.

THE MOTION CARRIED UNANIMOUSLY (6/0).

### 4. Chair Succession

Discussion of policy regarding chairing meetings when the Chair and Vice-Chair may be absent. *Project Planner: Kornfield*

Planning Services Manager KORNFIELD presented the staff report to adopt a policy regarding the Succession of the Chair.

The Commission discussed the policy regarding the Succession of the Chair and agreed with the staff report to defer to the next earliest chair when both the Chair and Vice-Chair are absent.

MOTION by Commissioner BRESSACK, seconded by Commissioner BAER, to accept the Chair Succession policy per the staff report.

THE MOTION CARRIED UNANIMOUSLY (6/0).

### **COMMISSIONER'S REPORTS AND COMMENTS**

Chair BODNER reported on the January 27, 2015 City Council meeting regarding the medical facility parking requirements.

### **POTENTIAL FUTURE AGENDA ITEMS**

Commissioner BAER suggested agendaizing the results of the pending medical parking code amendment and staff's survey of Altos Oaks Avenue, but there was no support to do so. Commissioner McTIGHE stated that he would like to put the 2015 Work Plan for the Planning and Transportation Commission on an upcoming agenda. Staff indicated that it would be on an agenda in the near future prior to their joint meeting with the City Council.

### **ADJOURNMENT**

Chair BODNER adjourned the meeting at 8:25 P.M.

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David Kornfield  
Planning Services Manager