

CITY OF LA CAÑADA FLINTRIDGE

M E M O R A N D U M

June 13, 2017 Meeting

To: Planning Commission

From: Chris Gjolme - Planner

Subject: Conditional Use Permit 452 (Amendment); Flintridge Sacred Heart Academy; 440 Saint Katherine Drive: installation of temporary classroom trailer.

BACKGROUND:

On July 27, 2010, the Planning Commission unanimously approved Conditional Use Permit (CUP) 452, which allowed the installation of two new temporary modular classrooms on the campus. The classrooms are typical State Architect approved units located along the east side of the upper soccer field. The modular classrooms have been used to reduce class sizes within the school.

As the Commission is aware, a more recent amendment to Conditional Use Permit (CUP) 185 (a separate entitlement) was approved last February and allowed an increase in the student enrollment cap from 385 to 425 students.

REQUEST / EVALUATION:

The school is requesting an amendment to Conditional Use Permit 452 to add a 3rd temporary classroom trailer to the campus. This trailer would be located in a small quad fronting the existing student activities center. It would be set back 47 feet from the property line along St. Katherine Drive (almost 2x the 25-foot minimum requirement) and situated well below street level, with existing landscaping buffering most views of the new unit.

Similar to the initial approval of CUP 452, **the school's current enrollment and existing parking capacity would not be affected by this request.** Although correlation between **last year's amended approval of CUP 185 and the current request** would seem apparent, the new temporary classroom trailer would compensate for existing classrooms unavailable for use due to interior remodeling, permits for which have already been issued.

In all, staff regards the request as straightforward and consistent with the parameters of the original CUP approval, with the overall visual and use effect from the new trailer negligible in the context of typical daily operations on the campus.

Attached is the original staff report and meeting minutes for reference, and an updated resolution which has been prepared to reflect the amendment request.

RECOMMENDATION:

Staff regards the scope and intent of the requested amendment as appropriate for the site and void of adverse impacts. Therefore, staff recommends that the amendment to Conditional Use Permit 452 BE APPROVED, subject to the conditions listed in Exhibit "A", attached to the draft resolution.

*C: Sister Carolyn Mc Cormack, O.P. / Flintridge Sacred Heart Academy / 440 St. Katherine Drive / LCF, CA / 91011
Kent Allmon-Director of Facilities / Flintridge Sacred Heart Academy / 440 St. Katherine Drive / LCF, CA / 91011*

*Att: Draft Resolution and conditions
Staff report and meeting minutes – 7-27-2010 PC Meeting*

CITY OF LA CAÑADA FLINTRIDGE

RESOLUTION NO. 17-xx

A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF LA CAÑADA FLINTRIDGE
APPROVING AN AMENDMENT TO CONDITIONAL USE PERMIT 452
TO ALLOW AN ADDITIONAL TEMPORARY CLASSROOM TRAILER
ON THE CAMPUS OF SACRED HEART ACADEMY
LOCATED AT 440 SAINT KATHERINE DRIVE
AS REQUESTED BY
SACRED HEART ACADEMY

WHEREAS, a request by Sacred Heart Academy has been received for a Conditional Use Permit to add two (2) 960 sf temporary classrooms to the campus, said request incorporated herein by reference; and

WHEREAS, the Planning Commission, on July 27, 2010, after publication and posting of notice in the prescribed manner, held a public hearing and approved the request; and

WHEREAS, a request by Sacred Heart Academy has been received to amend Conditional Use Permit 452 to allow a third temporary classroom trailer on the campus, said request attached and incorporated herein by reference; and

WHEREAS, the Planning Commission, on June 13, 2017, after publication and posting of notice in the prescribed manner, held a public hearing and approved the request; and

WHEREAS, the Planning Commission finds that all the facts contained in the staff memo dated June 13, 2017 and original staff report dated July 27, 2010, regarding the application for a Conditional Use Permit and amendment at 440 Saint Katherine Drive are true and correct, and the Planning Commission hereby adopts said staff report as its own findings of facts; and

WHEREAS, in compliance with the California Environmental Quality Act, the Planning Commission reviewed the Initial Study Questionnaire and related materials and hereby determines that the project will have no impact on the environment, which is Categorically Exempt from the provisions of the California Environmental Quality Act, under Section 2.5(k) of the City of La Cañada Flintridge Guidelines for the Implementation of CEQA.

NOW, THEREFORE, based on the evidence presented by the application materials, staff report, and public testimony, the Planning Commission finds the following:

Section 1.

Conditional Use Permit

1. The proposed use will not be in substantial conflict with the adopted general plan for the area. The use has been established for over 50 years, and the scale of the educational and recreational programs would not be intensified as a result of this project. The use is consistent with General Plan policies, particularly Land Use Element Policies 1.1.1 and 1.4.1.
2. The requested use at the location proposed will not: (a) Adversely affect the health, peace, comfort or welfare of persons residing or working in the surrounding area, or (b) Be materially detrimental to the use, enjoyment or valuation of property of other persons located in the vicinity of the site, or (c) Jeopardize, endanger or otherwise constitute a menace to public health, safety or general welfare. An educational project proximate to single-family residences could raise questions of whether or not the potential exists for disturbance of the neighborhood environment. In this case, the proposed additions are of minimal scale, distant from residences, and continuing existing levels of use. As such, the potential for disturbances remain very minimal. Conditions have been placed to minimize disturbance caused by any construction noise, and construction parking will be required to be provided on site.
3. The proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features to integrate said use with the uses in the surrounding area. The project is well-accommodated by the site. Its location coupled with its minimal size and lack of parking impact allows this minor expansion to be integrated into the site with no impacts to the site or its surroundings. The trailer will be placed on level grade immediately adjacent to a much larger structure and will not displace any current uses. Perimeter screening would buffer the trailer from offsite views.
4. The proposed site is adequately served: (a) By highways or streets of sufficient width and improved as necessary to carry the kind and quantity of traffic such use would generate, and (b) Other public and private service facilities as are required. The existing street system will not be impacted by this development since there is no increase in the number of students or teachers traveling to and from the site.
5. The proposed project preserves the existing scale and character of the surrounding neighborhood and protects public views, and aesthetic values in the neighborhood. The location and scale of the building addition is such that views of the building are screened and minimized from the public right-of-way and

most other views. The building will be colored (as conditioned) so as not to stand out, thus preserving the scale and character of the area.

Section 2.

NOW THEREFORE, based on the above Findings, the Planning Commission of the City of La Cañada Flintridge hereby approves the amendment to Conditional Use Permit 452 to allow a new temporary classroom trailer at 440 Saint Katherine Drive, subject to the conditions attached hereto as Exhibit A.

PASSED, APPROVED AND ADOPTED this 13th day of June, 2017.

Chair of the Planning Commission

ATTEST:

Secretary to the Planning Commission

EXHIBIT "A"
CONDITIONS OF APPROVAL
CONDITIONAL USE PERMIT 452 (Amendment)
440 Saint Katherine Drive

1. Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining final building inspection clearance and/or prior to obtaining any occupancy clearance. Deviation from this requirement shall be only by written consent of the Director of Community Development.
2. This approval is granted for the land or land use as described in the application and any attachments thereto, and as shown on the site plan labeled Conditional Use Permit 452 (amendment).
3. Prior to obtaining a building permit and within 30 days hereof, the applicant and property owner shall file with the Secretary of the Planning Commission written acknowledgment of the conditions stated herein on forms provided by the Planning Department.
4. All buildings, fences, signs, roadways, parking areas, landscaping and other facilities or features shall be located and maintained substantially as shown on the site plan labeled Conditional Use Permit 452 (Amendment), except as otherwise modified through these conditions.
5. Unless start of construction is commenced not later than 12 months after this approval is granted and is diligently pursued thereafter, this approval will automatically become null and void. However, if the approved plot plan, elevation plans, and adjacent areas are unaffected by any subsequent changes to Title 11 of the Municipal Code, the Director of Community Development may extend the original expiration date by as much as 12 months upon receipt of a written request from the applicant prior to the original expiration date. Start of construction is defined as:
 - a. All zoning and related approvals are effective; and
 - b. All required building and grading permits for the project have been issued; and,
 - c. The "foundation inspection" and "concrete slab or underfloor inspection" have been made and received approval from the Department of Building and Safety; i.e., all trenches must be excavated, forms erected, and all materials for the foundation delivered on the job and all in-slab or underfloor building service equipment, conduit, piping accessories and other ancillary equipment items must be in place. Nothing in this definition

shall be construed to alter the applicable legal standards for determining when vested property rights to complete the project have arisen.

6. All applicable requirements of any law, ordinance, or regulation of the City of La Cañada Flintridge shall be complied with.
7. This approval is subject to the applicant paying all fees, deposits and assessments to the City of La Cañada Flintridge, as required by Ordinance, Resolution or policy.
8. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with the applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails in the enforcement proceeding.
9. The applicant shall defend, indemnify, and hold harmless the City and its officers, agents, and employees from any claim, action or proceeding against the City or its officers, agents, or employees to attack, set aside, void, or annul approval of this Conditional Use Permit (Amendment). The City shall promptly notify the applicant of any such claim, action, or proceeding and shall cooperate fully in the defense.
10. An approval granted by the Planning Commission does not constitute a building permit or authorization to begin any construction. An appropriate permit issued by the Division of Building and Safety must be obtained prior to construction, enlargement, relocation, conversion, or demolition of any building or structure within the City.
11. All construction/contractor parking shall be on-site only. If it is deemed by the Community Development Director that sufficient on-site parking may not be available, then construction vehicle or equipment parking must occur off-site at a location approved by the Director of Community Development. Approval of the off-site location shall be based on the submittal of a Parking Management Plan by the applicant that demonstrates that the site shall not interfere with the neighbors in the area or **hinder the public's use of the surrounding streets**. Contractors and construction workers would be required to carpool to the construction site. No construction, no deliveries and no movement of construction materials shall occur on Sundays or City recognized holidays.

12. A color palette shall be presented to the Director of Community Development for review and approval prior to the installation of the trailer on-site. The trailer shall be painted and installed in accordance with the approved plan.
13. This approval shall be limited to six years. The Director of Community Development may approve an extension of up to four additional years upon finding that there is still need for the trailers and that the trailers have not been the cause of any nuisance issues.

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