



City of Watsonville

"A Community of Opportunities"

January 24, 2020

Kevin Sved
Navigator Schools
650 San Benito Street, Suite 230
Hollister, CA 95023

Re: Incompleteness of Application for a Special Use Permit with Design Review for a proposed TK – 8th grade charter school to accommodate approximately 565 student on the second floor of an existing commercial building at 407 Main Street Navigator (PP2019-452)

Dear Mr. Sved:

Thank you for your submittal of the proposed Navigator School project at 407 Main Street. Our understanding is that the proposed project is a TK-8 charter school with planned maximum enrollment of 565 students. Approximately 60-65 students are planned for each grade level. The project would involve tenant improvements by converting the second story of a commercial building (37,160 sf) and converting a portion of the first floor accommodating the play area (4,259 sf). A total of 19 classrooms are proposed for the second floor, consisting of 1 TK classroom (960± square feet in size), 2 kindergarten classrooms (858± to 990± square feet in size), 2 first grade classrooms (840± to 924± square feet in size), 2 second grade classrooms (858± to 1320± square feet in size), 2 third grade classrooms (900± to 950± square feet in size), 2 fourth grade classrooms (900± square foot in size), 2 fifth grade classrooms, (840± to 945± square feet in size), 2 sixth grade classrooms (864± to 960± square feet in size), 2 seventh grade classrooms (870± to 945± square feet in size), and 2 eighth grade classrooms (840± to 930± square feet in size). The second floor also includes a 5,184± square-foot multi-purpose room, a 784± square-foot teacher workroom, a 300± square-foot servery and administration offices totaling 1,410± square feet in size. A total of 6 bathrooms (64± to 270± square feet in size) are provided for students on the second floor and 4 restrooms (64± to 80± square feet in size) are provided for faculty staff.

The overall site plan (sheets A2.00 – A2.02) indicates that 291 parking spaces would be provided on site in an existing surface parking lot. The Circulation Plan proposes vehicle access from an existing 40± foot driveway off Rodriguez Street where 320± feet of vehicle stacking is proposed within the surface parking lot leading to a drop off point at the proposed school entrance. The vehicles would then loop around an existing parking aisle towards the same driveway entrance and would exit turning right onto Rodriguez Street.

Staff appreciates your efforts to design the project to adhere to the development regulations set forth for the CCA Zoning District and City of Watsonville Downtown Land Use & Architectural Guidelines (1998).

The purpose of this letter is to advise you of the areas where your application, as filed, is **incomplete**, and to provide an outline of the issues needing clarification, to move the project forward.

COMPLETENESS ISSUES – PARKING AND CIRCULATION

The property is located in the Downtown Parking District where properties are not required to provide all parking on-site, but the project requires further information to determine completeness. Please provide the following information:

1. **Parking Tabulation.** Please provide a parking tabulation for all commercial and residential properties using the subject parking lot providing 291 parking spaces. The parking tabulation must provide the total number of parking spaces for all commercial and residential activities using the subject parking lot. This tabulation will determine the required parking spaces between all existing commercial and residential uses in relation to the proposed charter school use.
2. **Change of Use.** The memo provided by Keven Sved of Navigator Schools dated 12/27/19 (Attachment 1) provided a trip generation comparison on the basis of a change of use from commercial to an educational use (charter school). The building, formerly occupied by Gottschalks, been vacant since 2009. Because the building has been vacant for over a decade, we cannot rely traffic counts based on that previous use. Please revise the traffic report to reflect the establishment of the charter school in a vacant building.
3. **Student Enrollment and adjacent Neighborhood.** Please provide an enrollment chart for all students attending Watsonville Prep demonstrating where students live in relation to the proposed school site. As the traffic generation memo uses a comparison between private schools and charter schools, the project as proposed, anticipates enrolled students living beyond the adjacent neighborhood. Please provide project specifics regarding which students will likely be biking, walking, using public transit, or driving to school. This analysis will help determine the level of environmental review required regarding traffic concerns.
4. **Circulation and Drop off Area.** Please provide additional analysis regarding the proposed circulation plan provided on sheet A2.02 showing the 320± feet of vehicle stacking and the drop off area. A circulation and management plan is required to be submitted to determine how the circulation plan will be actively managed. Will faculty or staff be present directing traffic towards the proposed circulation plan? Will safety cones be used to guide vehicles towards the proposed circulation plan? How will families be discouraged from dropping off students on Main Street or W. Beach Street?

- 5. Parking Lot Management.** The memo provided by Kevin Sved of Navigator Schools dated 12/27/2019 (Attachment 1), demonstrates how the property owner plans to actively manage and enforce parking for adjacent commercial tenants. Please provide documentation demonstrating how the surface parking lot will be actively managed and enforced for adjacent commercial tenants. Will security guards be used to actively manage and enforce parking for adjacent commercial tenants? If so, when will this enforcement commence?
- 6. Standard Parking Dimensions.** Revise the site plan to demonstrate parking dimensions to measure 9 feet in width to 19 feet in depth, in accordance with WMC Section 14-15.602.
- 7. Compact Parking Dimensions.** Pursuant to WMC Section 14-17.107, up to 30 percent of the total parking spaces may be designated for compact or small cars. Compact or small car spaces shall be 16 feet long and eight feet wide and clearly designated for small cars.
- 8. Drive Aisle/Back-out Space.** Where perpendicular parking is provided along a driveway and/or drive aisle, a minimum width of 24 feet shall be provided to allow adequate back out space.
- 9. Long Term Bicycle Parking.** Pursuant to WMC Section 14-17.113, bicycle parking facilities shall be provided equivalent to five percent of the automobile parking requirement. In accordance with California Green Building Code Section 5.106.4.1, acceptable facilities shall be convenient from the street and shall meet one of the following:

 - Lockable bicycle rooms with permanently anchored racks;
 - Lockable, permanent anchored bicycle lockers; or
 - Covered, lockable enclosures with permanently anchored racks for bicycles.

Revise the Overall Site Plan (sheet A2.00) to demonstrate that long term bicycle parking facilities are provided in accordance with these requirements. Include a detail for proposed bicycle racks, lockers, or enclosures.
- 10. Short-term Bicycle Parking.** In accordance with California Green Building Code Section 5.106.4.1, a project that is anticipated to generate visitor traffic shall provide five percent of new visitor motorized vehicle parking spaces and provide a permanently anchored bicycle racks within 200 feet of the visitors' entrance.
- 11. Loading Zones.** Pursuant to WMC Section 14-17.1501, in any district, in connection with every building having a floor area greater than 10,000 square feet, shall be provided with off-street truck loading and unloading spaces. For gross floor areas between 25,000 to 49,999 square feet, two loading spaces are required with minimum sizes of 12-feet by

24-feet. Revise the site plan (sheet A2.01) to demonstrate compliance with the required loading spaces. The loading spaces shall be designated to minimize the visual impact from public view and shall not be in conflict with public access or parking.

- 12. Alley Way Fencing and Security.** The memo provided by Kittelson & Associates dated 12/23/19 references securing the alley via retracting gate but the site plan fails to demonstrate how the alley way will be secured. Please revise the site plan (sheet A2.01) to show how the alley will be secured and include a detail with elevation showing the proposed retracting gate in alley. Staff has concerns that securing the alley via retracting gate, would cause the existing 20-foot ingress and egress easement to be abandoned. Will the alley be secured via retracting gate or will the alley be used for ingress and egress? Please clarify.

COMPLETENESS ISSUES – OTHER

- 13. Fire.** Please revise the project plans in accordance with the comments provided by Jim Dias (see Attachment 2).
- 14. Lighting.** A Photometric Plan and lighting spec sheet(s) are required. Use of sufficient number of fixtures providing adequate quality and quantity of light is required. Lighting shall be screened so as to prevent glare and directed towards the subject site only, therefore the Photometric Plan must show that lighting would not spill over onto adjacent properties or create a glare nuisance for motorists in the public right-of-way. A variety of lighting levels shall be provided at entries and courtyards, to highlight signs, and to bring out architectural details of the building, is strongly encouraged.
- 15. Traffic Study.** A Traffic Study is required. The Traffic Study shall provide information on the impact of average daily traffic generated by the project on existing traffic volumes with the study area. A traffic study must be based on recent traffic volumes (i.e., less than two years old), and the City Engineer will require a study area that extends one mile from the site where 10 or more trips per lane are added by the project to a signalized intersection.

CONFLICT WITH DISTRICT REGULATIONS – PROPOSED PLAYGROUND ON FIRST FLOOR

Pursuant to Part 2 of the City of Watsonville Downtown Land Use and Architectural Guidelines, the subject property is located in the Main Street Marketplace area where mixed-use projects are encouraged to propose retail on the ground floor:

- 1. Floor Plan Revisions.** Revise the floor plans (sheet A3.01) to remove the play area (4,259 SF) from the first floor. The entire first floor of the building must be dedicated for future commercial use and cannot be used for the proposed charter school.

ENVIRONMENTAL REVIEW

Further information regarding traffic and circulation are needed in order to determine the level of environmental review required for the project. Once a revised Traffic Study has been prepared, staff will be able to evaluate whether the project may qualify for a Categorical Exemption pursuant to Section 15332 of the State CEQA Guidelines, which allows for the exemption of infill projects under certain circumstances. If there is a reasonable possibility that the project will have a significant effect on the environment relating to traffic, then the project would be not be eligible for a Class 32 Categorical Exemption and an Initial Study would need to be prepared in accordance with State CEQA Guidelines section 15063. The Initial Study would provide the factual basis for adopting a Negative Declaration or Mitigated Negative Declaration. State CEQA Guidelines §§ 15070-15075

PENDING AGENCY REVIEWS

Caltrans. As the project is adjacent to Highway 152, a referral has been sent to Caltrans for review regarding the proposed project. As of yet, Caltrans has not provided comments and City staff is awaiting a response.

CONDITIONS OF APPROVAL

Below for your information is a preliminary list of conditions of approval for the proposed project.

- **Security Cameras.** The applicant shall install digital cameras at the student drop off area and within the alleyway.
- **City Encroachment Permit.** The applicant shall obtain an encroachment permit from the City to connect to any City utilities and to reconstruct any driveway approaches on City right-of-way.
- **Grease Interceptor.** If any cooking is to be performed in the servery, the applicant shall install a grease interceptor approved by Source Control for pretreatment of the wastewater from the three-compartment sink.
- **Backflow Device.** The applicant shall install a backflow device for all utilities, in accordance with Public Works Standard Nos. W-10 and W-12.
- **Sewer Inspection.** The applicant shall have performed a video inspection of the existing sewer lateral and 10-inch sewer main in order to verify existing conditions and submit capacity calculations to verify that the existing utilities have the ability to carry the proposed flows for the new use.
- **Trash Enclosure.** The applicant shall install a trash enclosure in accordance with City of Watsonville Public Improvement Standard No. S-602.
- **Conditional Fence Permit.** Pursuant to Section 14-32.020 of the Watsonville Municipal Code (WMC), the principally permitted fence height is up to six feet. Fences may be

constructed to heights in excess of this height limit only with issuance of a Conditional Fence Permit.

REVIEW BY PLANNING COMMISSION

The Planning Commission is the final decision maker for Special Use Permits. The Commission shall base the approval subject to the findings pursuant to WMC Section 14-12.513 (Attachment 3) and conditions necessary to make the use compatible with surrounding uses. If the appropriateness of the use cannot be assured at the location, the application for Special Use Permit shall be denied as being incompatible with existing uses or uses permitted by right in the district. Appeal shall be to the City Council in accordance with Part 11 of Chapter 14-10 of the Watsonville Municipal Code.

NEXT STEPS

We would like to set up a meeting with key staff and your design team to discuss the contents of this letter and assist in moving the project forward. Once the above-referenced items have been addressed, staff can further process your application. Please submit all completeness items together in one submittal. Partial submittals will not be accepted.

If you have any questions regarding the contents of this letter or would like to set up a meeting, please contact me at 831-768-3078 or ivan.carmona@cityofwatsonville.org. Thank you for your time, and we look forward to working with you to bring this project to completion.

Sincerely,



Ivan Carmona, Associate Planner
Community Development Department

Cc: William Hansen, Pacific Coast Development, 800 E Lake Avenue, Watsonville, CA 95076

Attachments:

1. Trip Generation Memo dated 12/27/19
2. Jim Dias – Fire Plan Check Comments
3. Special Use Permit Findings – WMC § 14-12.604