June 23, 2020

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

Resubmitted: May 19, 2020

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)(R1)

Dear Mr. Sved:

Thank you for your resubmittal 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 square feet) and converting a portion of the first floor accommodating the play area (4,259 square feet). 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 two driveway approaches off West Lake Ave. The vehicles would turn left from West Lake Avenue into the parking lot and circle towards the student drop off area where the circulation plan leads the vehicles towards the two exits off West Lake Avenue and a third exit is also provided off 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.

TRANSPORTATION IMPACT ANALYSIS

Thank you for providing the Transportation Impact Analysis prepared by Kittelson & Associates, Inc. dated May 2020. The four objectives analyzed by the Transportation Impact Analysis are as follows:

1. Operations at six intersections in the vicinity of the school:
   a. Main Street & Lake Avenue
   b. Main Street & Beach Street
   c. Beach Street & Rodriguez Street
   d. Lake Avenue & Rodriguez Street
   e. Beach Street & Walker Street
   f. 2nd Street & Rodriguez Street
2. Site access and circulation for all modes of travel.
3. Vehicle queuing expected during student loading periods.
4. Vehicle-miles traveled (VMT), qualitative assessment.

The report also evaluated the following transportation issues:

- Existing (2020) conditions within the site vicinity during the weekday a.m. and p.m. peak hours.
- Trip generation and distribution estimates for the project.
- Existing conditions during the two peak hours with the addition of the Project-related traffic.
- Access and circulation at the project site with student drop-off and pick-up activities.
- Crash history (2017-2019) within the immediate vicinity of the project site, and
- Pedestrian, bicyclist, and transit amenities in the area.

The conclusion and recommendations of the resultant Transportation Impact Analysis provided by Kittelson & Associates, Inc. indicate expansion and relocation of Watsonville Prep School can be accommodated while maintaining acceptable levels of service and safety on the surrounding transportation system assuming provision of the recommended improvement measures. The findings of the traffic analysis are as follows:

Existing Conditions

- All study intersections operate at acceptable levels of service during the weekday a.m. and p.m. peak hours.
- A review of historical crash data revealed three fatal crashes involving a pedestrian crossing in a crosswalk occurred within a half-mile radius of the project site (Main

Street/Lake Avenue; Main Street/Beach Street; and Rodriguez Street/Lake Avenue). Two of these crashes occurred during midday, and the other occurred before sunrise.
- Seven reported crashes resulted in severe injury with one involving a bicyclist and four involving a pedestrian.
- In total, 10 percent of crashes involved a pedestrian and three percent involved a bicyclist. All fatal crashes and 71 percent of severe injury crashes in the area involved a pedestrian or bicyclist.
- The City's Downtown Complete Streets Plan includes improvements that will enhance the circulation network and improve safety for people walking in downtown. Therefore, the crash patterns or trends in the site vicinity do not require mitigation associated with this project.

Existing Plus Project Conditions

- All study intersections are forecast to operate with acceptable levels of service during the weekday a.m. and p.m. peak hours.

Vehicle-Miles Traveled

- The school is centrally located in the city, is across the street from a transit center, and has sidewalk connectivity to surrounding neighborhoods.
- WPS gives priority enrollment to students living in Watsonville.
- The project does not create a substantial amount of new vehicle-miles traveled in the city since students would travel to a school without or with construction of the project.
- Based on a qualitative assessment of this local school land use, the net change in vehicle-miles traveled for the existing and existing plus project conditions are expected to be near zero miles.

Site Access

- Drivers access the private, shared parking lot via one driveway on Rodriguez Street and one driveway on Lake Avenue.
- The school will direct parents to enter the parking lot from the southern driveway on Lake Avenue or the west driveway on Rodriguez Street, and to exit the parking lot from the west driveway on Rodriguez Street or the either driveway on Lake Avenue.
- A gate will block vehicular access to the alley connection to Beach Street during typical student arrival and departure periods. This restriction will reduce vehicle conflicts with students entering and exiting the school.

Student Loading

- The student loading area will be at the northeast corner of the parking lot near the school's entrance. Parents will queue in the eastern drive aisle of the parking lot with one-way northbound traffic flow toward the student loading area.
- School faculty will receive students during the morning drop off and manage students waiting in the alley near the school entrance for afterschool pick up.

Vehicle Parking

- The project is within Parking District I and, therefore, is not required to provide on-site parking.

- WPS is working on entering an agreement with the parking lot owner to allocate 20 existing parking spaces for the school at opening day and an additional 20 spaces, for a total of 40 standard spaces, before the school reaches full enrollment.

Bicycle Parking

- The project is required to provide two bike parking spaces (5 percent of 40 vehicle spaces).
- The project includes up to eight short-term bike parking spaces in a bike rack outside the main entrance for student use.
- The project also includes at least two long-term bike parking spaces inside the building on the ground floor of the school for staff use.

Recommendations per Transportation Impact Analysis

The Transportation Impact Analysis provided by Kittelson & Associates, Inc. recommends the following improvements to the local circulation network and additions to school operations to support people coming and going from the school, whether arriving on foot, by bike, by bus, or in a personal vehicle:

- Install high-visibility crosswalks with yellow paint at the nearby mid-block crosswalks on Beach Street and Main Street, the Main Street/Beach Street intersection.
- Develop a transportation management plan, with instructions on student loading procedures. Include the plan and procedures in the handbook distributed to students' families every year.
- Update the transportation management plan annually, or more frequently if appropriate, to incorporate necessary changes to maintain safe student loading procedures and parking lot circulation.
- Use temporary, movable signs during student loading periods to direct vehicle traffic and indicate that parents should pull as far forward as possible in the loading area before students exit/enter the vehicle.

Incomplete Items

1. **Transportation Impact Analysis.** The traffic analysis prepared by Kittelson & Associates indicates that a qualitative study was done for the Vehicle-Miles Traveled (VMT) because the report assumes the project would not create a substantial amount of new vehicle-miles traveled in the city, since students would travel to a school site without or with construction of the Project. City staff request that the analysis quantify school trips into VMT. For more details related to the Transportation Impact Analysis review, please see attached letter provided by Maria Esther Rodriguez. For further questions and information related to VMT quantified analysis, please reach out to Maria Esther Rodriguez at 831-768-3112 or maria.esther.rodriguez@cityofwatsonville.org.

2. **Transportation Management Plan.** The traffic analysis prepared by Kittelson & Associates indicates that development of a transportation management plan managed by school faculty, with instructions on student loading procedures is recommended. Please prepare and finalize the transportation management plan for review and approval

by City Staff. The traffic management plan must be presented and finalized prior to deeming the project complete.

ENVIRONMENTAL REVIEW

Once the above items are submitted for review, VMT quantified analysis and Transportation Management Plan; the project may qualify for a Categorical Exemption where no further environmental review is required.

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 along with the Transportation Impact Analysis. 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 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@cityofwatsonvillle.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. Maria Esther Rodriguez – Transportation Impact Analysis Review and Comments