



Staff Report to the Zoning Administrator

Application Number: **07-0704**

Applicant: Melinda Gillen
Owner: First Church of Christ, Felton
APN: 065-171-32

Agenda Date: September 5, 2008
Agenda Item #: **2**
Time: after 10:00 a.m.

Project Description: Proposal to convert an existing church building to a day care center for up to 66 children and to recognize an overheight fence (4 ft.) within the required front and street side yards.

Location: 187 Laurel Drive, Felton

Supervisory District: Fifth District (District Supervisor: Mark Stone)

Permits Required: Commercial Development Permit
Technical Reviews: none

Staff Recommendation:

- Certification that the proposal is exempt from further Environmental Review under the California Environmental Quality Act.
- Approval of Application 07-0704, based on the attached findings and conditions.

Exhibits

- | | |
|--|---------------------------------------|
| A. Project plans | G. Zoning map |
| B. Findings | H. Discretionary Application Comments |
| C. Conditions | I. Accessibility Comments |
| D. Categorical Exemption
(CEQA determination) | J. Letters from Applicant and Owner |
| E. Location map | K. Reduced plans |
| F. General Plan map | |

Parcel Information

Parcel Size: 22,500 sq. ft.
Existing Land Use - Parcel: church
Existing Land Use - Surrounding: residential
Project Access: Laurel Drive

Planning Area: Felton
 Land Use Designation: PF (Public Facility)
 Zone District: P (Public and Community Facilities)
 Coastal Zone: ☐ Inside ☒ Outside
 Appealable to Calif. Coastal Comm. ☐ Yes ☒ No

Environmental Information

Geologic Hazards: Not mapped/no physical evidence on site
 Soils: N/A
 Fire Hazard: Not a mapped constraint
 Slopes: N/A
 Env. Sen. Habitat: Mapped biotic/no physical evidence on site
 Grading: No grading proposed
 Tree Removal: No trees proposed to be removed
 Scenic: Not a mapped resource
 Drainage: Existing drainage adequate
 Archeology: Not mapped/no physical evidence on site

Services Information

Rural Services Line: ☒ Inside ☐ Outside
 Water Supply: California American Water District
 Sewage Disposal: Private – on site septic
 Fire District: Felton Fire Protection District
 Drainage District: Zone 8

Zoning & General Plan Consistency

The subject property is a 22,500 square foot lot, located in the PF (Public and Community Facilities) zone district, a designation that allows day care center uses. The proposed Montessori school is a permitted use within the zone district and the project is consistent with the site's P (Public Facility) General Plan designation.

SITE DEVELOPMENT STANDARDS TABLE

	PF Standards	Existing Structure	Proposed (Phase 2)
Front yard setback:	20 feet *	20'-10"	20'-0"
Side yard setbacks:	20 feet *	15'-0" East (non-conforming) 65'-0" West	15'-0" East (non-conforming) 53'-0" West
Rear yard setback:	20 feet*	72'-4"	72'-4"
Building Height:	35 feet maximum (three stories)	17'-4" (single story)	17'-4" (single story)

Section 13.10.363

* (b) Yards. Exceptions.

(2) Adjacent to or Across the Street from an "R" District. On parcels adjacent to or across the street from any residential district, all minimum yards shall be twenty (20) feet.

While the structure is non-conforming as shown in the above table, there is no extension of non-conformity with the proposed remodel and addition as shown on the plans.

Project Program

The applicant is proposing to use the First Church of Christ, Felton as a Montessori School. The applicant currently operates a early childhood education program in Scotts Valley and a preschool in Ben Lomand. The current church building at this site is proposed to be converted to a childcare center and the program in Ben Lomand would be relocated to this site.

The operation of the program would consist of two phases:

<u>Phase One:</u>	44 children	ages 2-6 years old
	6 children	under 2 years old
	50 children, total	

no addition to building size

<u>Phase Two:</u>	66 children, total
	10 teachers/administrators
	456 sq. ft. building addition

Hours of operation would be as follows:

Monday – Friday	7:30 a.m. to 6:00 p.m.
(no weekend or evening care)	

Structured program	9:00 a.m. to 4:00 p.m.
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Approximately 50% of the children will attend half time and be picked up between 12:15 and 12:45. Additionally, 30% of the children will be picked up by 5:00 p.m.

Traffic

The Department of Public Works, Road Planning Division reviewed this application and had no issues. The additional traffic down Laurel Drive will have no significant impact on Highway 9. The staggered nature of pick-up and drop-off of a facility of this nature does not typically create a traffic issue. There are no Transportation Improvement fees for the Felton area (a Condition of Approval requiring payment of such fees has not been included).

Changes to Existing Building and Grounds

For the first phase of this project, there is no expansion of the existing building. The plans indicate interior remodeling and additional doors and windows (similar to existing in material and design). The overall design, roof and siding of the existing building will not change.

All outdoor play areas will be fenced. The existing perimeter fence is a 4'-0" high open design, wrought iron fence. Since the fence is over three feet in both the front and street side setbacks, this permit would recognize the over height fence. Because of the open design and need for child safety, staff supports the fence height as is.

New nylon panels will be attached to provide visual privacy and security. Staff is concerned that the fence will not meet DPW standards per County Design Criteria Fig. ST-3 (which requires a clear view for 30 ft. in both directions from a corner). The applicant will be required to not put any netting for the 30 ft. distance and will be required to trim all landscaping (except trees to a height of not more than 30 inches above the curb).



Fig. 1 View of fence at corner of Laurel and Valley

The parking area will be expanded to provide for 25 spaces. The following chart indicates that the required amount of parking will be provided to accommodate both phases.

	No. of Children	Parking Spaces Required	No. of Employees	Parking Spaces Required	Total Parking Required
<i>Phase One</i>	50	1 space per 5 children = 10	9	1 space for each = 9	19
<i>Phase Two</i>	66	1 space per 5 children = 14	10	1 space for each = 10	24
NOTE: 30% of the total number of spaces may be compact (25 x .3 = 7.5 or 7 max.) (6 PROVIDED)					

Design Review

The proposal includes only minor changes to the existing building. The site is being transformed and a final landscape plan and grading plan are required as a Conditions of Approval.

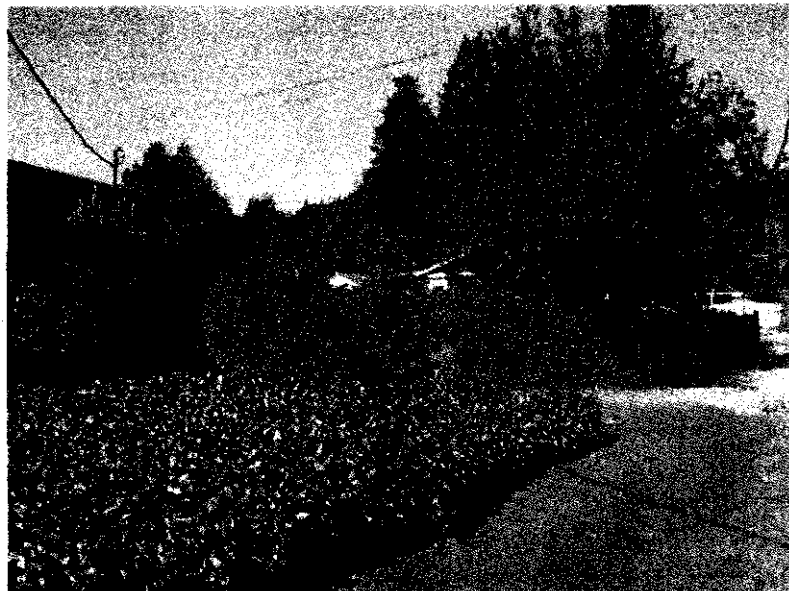


Fig. 2. Front of building along Laurel showing mature planting

Environmental Review

Environmental review has not been required for the proposed project in that the project, as proposed, qualifies for an exemption to the California Environmental Quality Act (CEQA). The project qualifies for an exemption because the property is located with the Urban Services line, is already served by existing water utilities and private septic system, and a permitted change of use is proposed.

Conclusion

As proposed and conditioned, the project is consistent with all applicable codes and policies of the Zoning Ordinance and General Plan/LCP. Please see Exhibit "B" ("Findings") for a complete listing of findings and evidence related to the above discussion.

Staff Recommendation

- Certification that the proposal is exempt from further Environmental Review under the California Environmental Quality Act.
- **APPROVAL** of Application Number 07-0704, based on the attached findings and conditions.

Supplementary reports and information referred to in this report are on file and available for viewing at the Santa Cruz County Planning Department, and are hereby made a part of the administrative record for the proposed project.

The County Code and General Plan, as well as hearing agendas and additional information are available online at: www.co.santa-cruz.ca.us

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Santa Cruz County Planning Department
701 Ocean Street, 4th Floor
Santa Cruz CA 95060
Phone Number: (831) 454-2676
E-mail: pln795@co.santa-cruz.ca.us

Commercial Development Permit Findings

1. That the proposed location of the project and the conditions under which it would be operated or maintained will not be detrimental to the health, safety, or welfare of persons residing or working in the neighborhood or the general public, and will not result in inefficient or wasteful use of energy, and will not be materially injurious to properties or improvements in the vicinity.

This finding can be made, in that the project is located in an area designated for public facility uses and is not encumbered by physical constraints to development. Construction will comply with prevailing building technology, the California Building Code, and the County Building ordinance to insure the optimum in safety and the conservation of energy and resources. The proposed day care center will not deprive adjacent properties or the neighborhood of light, air, or open space, in that the existing structure meets all current setbacks that ensure access to light, air, and open space in the neighborhood.

2. That the proposed location of the project and the conditions under which it would be operated or maintained will be consistent with all pertinent County ordinances and the purpose of the zone district in which the site is located.

This finding can be made, in that the proposed location of the school and the conditions under which it would be operated or maintained will be consistent with all pertinent County ordinances and the purpose of the PF (Public and Community Facilities) zone district in that the primary use of the property will be one day care center that meets all current site standards for the zone district.

3. That the proposed use is consistent with all elements of the County General Plan and with any specific plan which has been adopted for the area.

This finding can be made, in that the proposed school use is consistent with the use and density requirements specified for the Public Facility (P) land use designation in the County General Plan.

The proposed school will not adversely impact the light, solar opportunities, air, and/or open space available to other structures or properties, and meets all current site and development standards for the zone district as specified in Policy 8.1.3 (Residential Site and Development Standards Ordinance), in that the building will not adversely shade adjacent properties, and will meet current setbacks for the zone district that ensure access to light, air, and open space in the neighborhood.

The proposed school will not be improperly proportioned to the parcel size or the character of the neighborhood as specified in General Plan Policy 8.6.1 (Maintaining a Relationship Between Structure and Parcel Sizes), in that the proposed school will comply with the site standards for the PF zone district (including setbacks, lot coverage, floor area ratio, height, and number of stories) and will result in a structure consistent with a design that could be approved on any

Application #: 07-0704
APN: 065-171-32
Owner: First Church of Christ, Felton

similarly sized lot, similarly zoned, in the vicinity.

A specific plan has not been adopted for this portion of the County.

4. That the proposed use will not overload utilities and will not generate more than the acceptable level of traffic on the streets in the vicinity.

This finding can be made, in that the proposed school is located on an existing developed lot. The expected level of traffic generated by the proposed project will not adversely impact existing roads and intersections in the surrounding area.

5. That the proposed project will complement and harmonize with the existing and proposed land uses in the vicinity and will be compatible with the physical design aspects, land use intensities, and dwelling unit densities of the neighborhood.

This finding can be made, in that the proposed structure is located in a mixed neighborhood containing a variety of architectural styles, and the existing building is consistent with the land use intensity and density of the neighborhood.

6. The proposed development project is consistent with the Design Standards and Guidelines (sections 13.11.070 through 13.11.076), and any other applicable requirements of this chapter.

This finding can be made, in that the proposed school will be of an appropriate scale and type of design that will enhance the aesthetic qualities of the surrounding properties and will not reduce or visually impact available open space in the surrounding area.

Application #: 07-0704
APN: 065-171-32
Owner: First Church of Christ, Felton

Conditions of Approval

Exhibit A: Architectural plans prepared by Boone/Low, Architects, dated 5/16/08.

- I. This permit authorizes the re-use of an existing church building for the operation of a Montessori school. This approval does not confer legal status on any existing structure(s) or existing use(s) on the subject property that are not specifically authorized by this permit. Prior to exercising any rights granted by this permit including, without limitation, any construction or site disturbance, the applicant/owner shall:
 - A. Sign, date, and return to the Planning Department one copy of the approval to indicate acceptance and agreement with the conditions thereof.
 - B. Obtain a Building Permit from the Santa Cruz County Building Official.
 - C. Obtain an Encroachment Permit from the Department of Public Works for all off-site work performed in the County road right-of-way.
- II. Prior to issuance of a Building Permit the applicant/owner shall:
 - A. Submit proof that these conditions have been recorded in the official records of the County of Santa Cruz (Office of the County Recorder).
 - B. Submit final architectural plans for review and approval by the Planning Department. The final plans shall be in substantial compliance with the plans marked Exhibit "A" on file with the Planning Department. Any changes from the approved Exhibit "A" for this development permit on the plans submitted for the Building Permit must be clearly called out and labeled by standard architectural methods to indicate such changes. Any changes that are not properly called out and labeled will not be authorized by any Building Permit that is issued for the proposed development. The final plans shall include the following additional information:
 1. Grading and erosion control plans to be reviewed and approved by the Environmental Planning Section of the Planning Department.
 2. Final drainage plans to be reviewed and approved by the Stormwater Management Section of the Department of Public Works.
 3. Details showing compliance with fire department requirements.
 4. Additional information shall be added to the landscape plan to describe the new planting and submitted for review to the Urban Designer.

Application #: 07-0704
APN: 065-171-32
Owner: First Church of Christ, Felton

- C. Submit four copies of the approved Discretionary Permit with the Conditions of Approval attached. The Conditions of Approval shall be recorded prior to submittal, if applicable.
 - D. Obtain an Environmental Health Clearance for this project from the County Department of Environmental Health Services.
 - E. Meet all requirements and pay applicable Zone 8 drainage fees to the County Department of Public Works, Stormwater Management Section. Drainage fees will be assessed on the net increase in impervious area.
 - F. Meet all requirements and pay any applicable plan check fee of the Felton Fire Protection District.
 - G. Provide required off-street parking for 24 cars. Parking spaces must be 8.5 feet wide by 18 feet long and must be located entirely outside vehicular rights-of way. Parking must be clearly designated on the plot plan.
 - H. Submit a written statement signed by an authorized representative of the school district in which the project is located confirming payment in full of all applicable developer fees and other requirements lawfully imposed by the school district.
- III. All construction shall be performed according to the approved plans for the Building Permit. Prior to final building inspection, the applicant/owner must meet the following conditions:
- A. All site improvements shown on the final approved Building Permit plans shall be installed.
 - B. All inspections required by the building permit shall be completed to the satisfaction of the County Building Official.
 - C. The project must comply with all recommendations of the approved soils reports.
 - D. The applicant shall not add any netting to the existing fence for 30 ft. from each corner and will be required to trim all landscaping (except trees) to a height of not more than 30 inches above the curb.
 - E. Pursuant to Sections 16.40.040 and 16.42.100 of the County Code, if at any time during site preparation, excavation, or other ground disturbance associated with this development, any artifact or other evidence of an historic archaeological resource or a Native American cultural site is discovered, the responsible persons shall immediately cease and desist from all further site excavation and notify the Sheriff-Coroner if the discovery contains human remains, or the Planning Director if the discovery contains no human remains. The procedures established in

Application #: 07-0704
APN: 065-171-32
Owner: First Church of Christ, Felton

Sections 16.40.040 and 16.42.100, shall be observed.

IV. Operational Conditions

- A. In the event that future County inspections of the subject property disclose noncompliance with any Conditions of this approval or any violation of the County Code, the owner shall pay to the County the full cost of such County inspections, including any follow-up inspections and/or necessary enforcement actions, up to and including permit revocation.
- B. This permit authorizes the school to operate with a maximum of 66 students. Any increase in the number of students shall not be permitted without an amendment to this use permit.

- V. As a condition of this development approval, the holder of this development approval ("Development Approval Holder"), is required to defend, indemnify, and hold harmless the COUNTY, its officers, employees, and agents, from and against any claim (including attorneys' fees), against the COUNTY, its officers, employees, and agents to attack, set aside, void, or annul this development approval of the COUNTY or any subsequent amendment of this development approval which is requested by the Development Approval Holder.
- A. COUNTY shall promptly notify the Development Approval Holder of any claim, action, or proceeding against which the COUNTY seeks to be defended, indemnified, or held harmless. COUNTY shall cooperate fully in such defense. If COUNTY fails to notify the Development Approval Holder within sixty (60) days of any such claim, action, or proceeding, or fails to cooperate fully in the defense thereof, the Development Approval Holder shall not thereafter be responsible to defend, indemnify, or hold harmless the COUNTY if such failure to notify or cooperate was significantly prejudicial to the Development Approval Holder.
- B. Nothing contained herein shall prohibit the COUNTY from participating in the defense of any claim, action, or proceeding if both of the following occur:
1. COUNTY bears its own attorney's fees and costs; and
 2. COUNTY defends the action in good faith.
- C. Settlement. The Development Approval Holder shall not be required to pay or perform any settlement unless such Development Approval Holder has approved the settlement. When representing the County, the Development Approval Holder shall not enter into any stipulation or settlement modifying or affecting the interpretation or validity of any of the terms or conditions of the development approval without the prior written consent of the County.
- D. Successors Bound. "Development Approval Holder" shall include the applicant and the successor(s) in interest, transferee(s), and assign(s) of the applicant.
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Application #: 07-0704
APN: 065-171-32
Owner: First Church of Christ, Felton

Minor variations to this permit which do not affect the overall concept or density may be approved by the Planning Director at the request of the applicant or staff in accordance with Chapter 18.10 of the County Code.

Please note:

This permit expires two years from the effective date listed below unless a building permit (or permits) is obtained for the primary structure described in the development permit (does not include demolition, temporary power pole or other site preparation permits, or accessory structures unless these are the primary subject of the development permit). Failure to exercise the building permit and to complete all of the construction under the building permit, resulting in the expiration of the building permit, will void the development permit.

Approval Date: _____

Effective Date: _____

Expiration Date: _____

Don Bussey
Deputy Zoning Administrator

Lawrence Kasparowitz
Project Planner

Appeals: Any property owner, or other person aggrieved, or any other person whose interests are adversely affected by any act or determination of the Zoning Administrator, may appeal the act or determination to the Planning Commission in accordance with chapter 18.10 of the Santa Cruz County Code.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

NOTICE OF EXEMPTION

The Santa Cruz County Planning Department has reviewed the project described below and has determined that it is exempt from the provisions of CEQA as specified in Sections 15061 - 15332 of CEQA for the reason(s) which have been specified in this document.

Application Number: 07-0704
Assessor Parcel Number: 065-171-32
Project Location: 187 Laurel Drive, Felton

Project Description: Proposal to convert an existing church building to a day care center for up to 68 children and to erect a 6 ft. high fence within the required front and street side yards.

Person Proposing Project: Melinda Gillen

Contact Phone Number: (831) 566-1178

- A. _____ The proposed activity is not a project under CEQA Guidelines Section 15378.
B. _____ The proposed activity is not subject to CEQA as specified under CEQA Guidelines Section 15060 (c).
C. _____ Ministerial Project involving only the use of fixed standards or objective measurements without personal judgment.
D. _____ Statutory Exemption other than a Ministerial Project (CEQA Guidelines Section 15260 to 15285).

Specify type:

E. X Categorical Exemption

Specify type: Class 1 - Existing Facilities (Section 15301)

F. Reasons why the project is exempt:

improvements to an existing structure

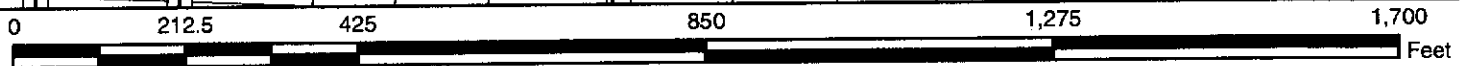
In addition, none of the conditions described in Section 15300.2 apply to this project.

Lawrence Kasparowitz, Project Planner





Date: _____

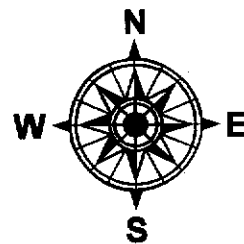


Location Map



LEGEND

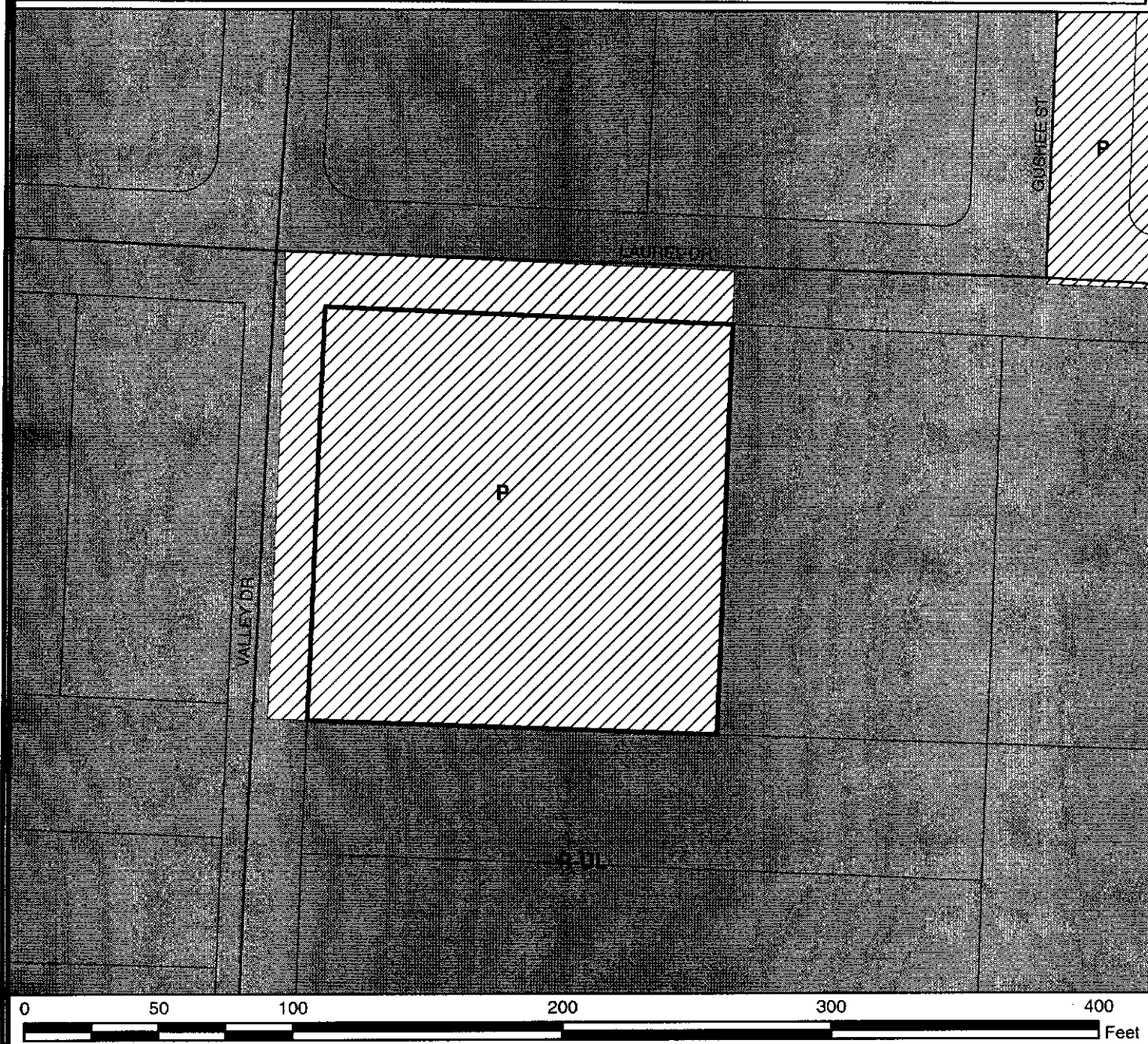
-  APN: 065-171-32
-  Assessors Parcels
-  Streets
-  State Highways








Map created by
County of Santa Cruz
Planning Department
December 2007

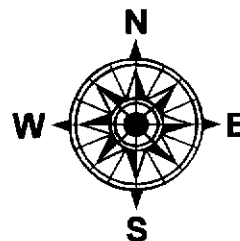


General Plan Designation Map



LEGEND

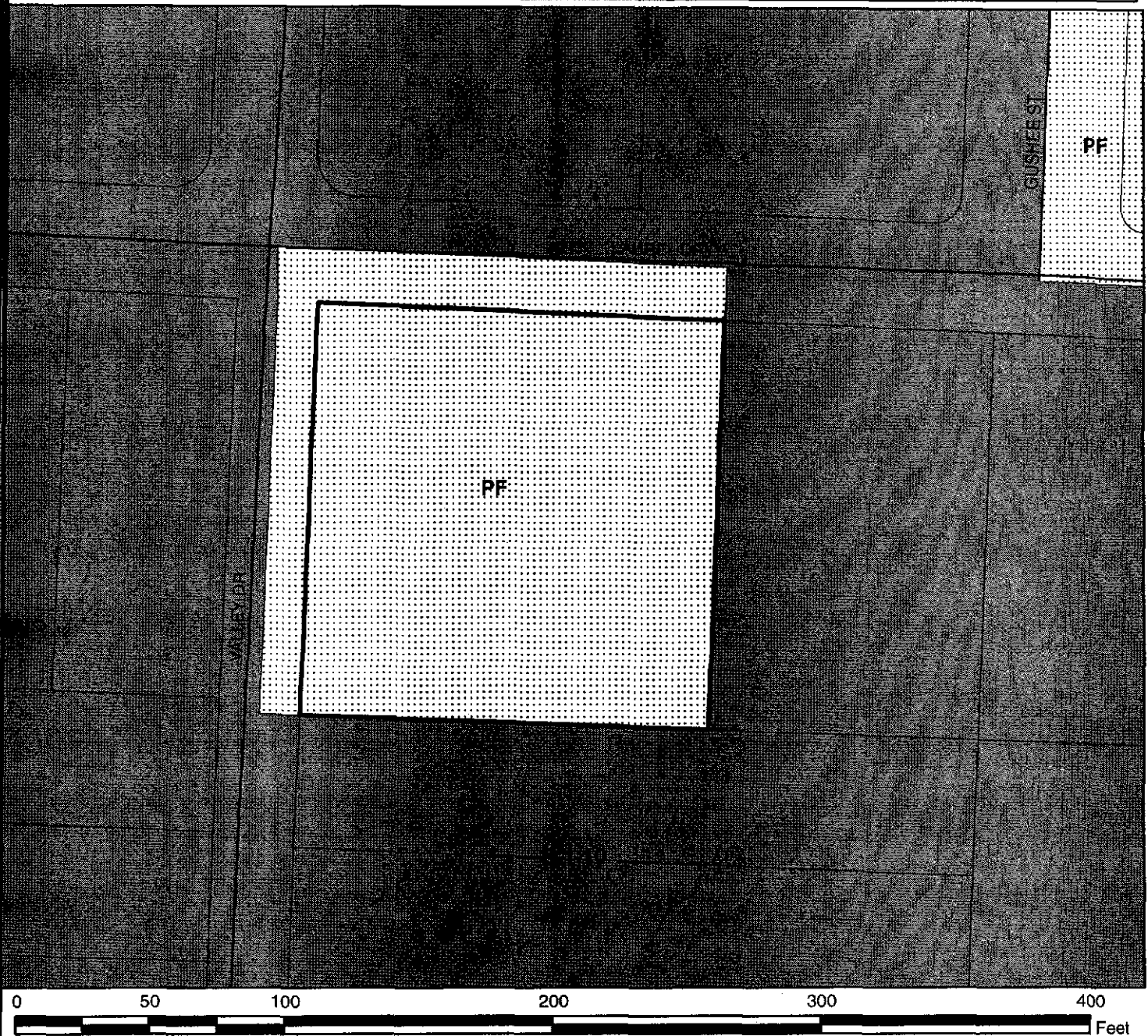
-  APN: 065-171-32
-  Assessors Parcels
-  Streets
-  Public Facilities
-  Residential - Urban Low Density








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Planning Department
December 2007

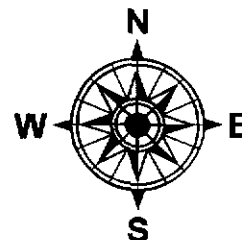


Zoning Map



LEGEND

-  APN: 065-171-32
-  Assessors Parcels
-  Streets
-  PUBLIC FACILITY
-  RESIDENTIAL-SINGLE FAMILY



Map created by
County of Santa Cruz
Planning Department
December 2007

EXHIBIT G

C O U N T Y O F S A N T A C R U Z
D I S C R E T I O N A R Y A P P L I C A T I O N C O M M E N T S

Project Planner: Larry Kasparowitz
Application No.: 07-0704
APN: 065-171-32

Date: August 6, 2008
Time: 08:29:34
Page: 1

Environmental Planning Completeness Comments

===== REVIEW ON JANUARY 2, 2008 BY JESSICA L DEGRASSI =====
NO COMMENT

Environmental Planning Miscellaneous Comments

===== REVIEW ON JANUARY 2, 2008 BY JESSICA L DEGRASSI =====
NO COMMENT

Dpw Driveway/Encroachment Completeness Comments

LATEST COMMENTS HAVE **NOT YET** BEEN SENT TO PLANNER FOR THIS AGENCY

===== REVIEW ON DECEMBER 19, 2007 BY DEBBIE F LOCATELLI =====
Plans need to be revised to relocate gate (on Valley Drive) to provide a minimum 10 ft. setback from property line to prevent vehicles, entering onto site, from stopping in traffic to open gate. Also, note on plans that this driveway approach shall meet the County of Santa Cruz Design Criteria FIG DW-5. Please correct street name to Valley Drive instead of Valley Street. Thank you ===== UPDATED ON JUNE 9, 2008 BY DEBBIE F LOCATELLI =====
Revisions requested, from previous entry, was completed. No further comments

Dpw Driveway/Encroachment Miscellaneous Comments

LATEST COMMENTS HAVE **NOT YET** BEEN SENT TO PLANNER FOR THIS AGENCY

===== REVIEW ON DECEMBER 19, 2007 BY DEBBIE F LOCATELLI =====
No comment.
===== UPDATED ON JUNE 9, 2008 BY DEBBIE F LOCATELLI =====
No comment.

Dpw Road Engineering Completeness Comments

===== REVIEW ON DECEMBER 20, 2007 BY GREG J MARTIN =====
No Comment.

Dpw Road Engineering Miscellaneous Comments

===== REVIEW ON DECEMBER 20, 2007 BY GREG J MARTIN =====

Environmental Health Completeness Comments

===== REVIEW ON JANUARY 3, 2008 BY JIM G SAFRANEK ===== Applicant must provide evidence via a septic consultant's report that the existing septic system is capable of handling all estimated sewage flows based on the number of personnel and children. If not, an upgrade to the existing onsite sewage disposal system will be required. If the septic tank has not been pumped in the last 3 years, that will be required as well.
===== UPDATED ON FEBRUARY 26, 2008 BY JIM G SAFRANEK ===== Larry: I just

Discretionary Comments - Continued

Project Planner: Larry Kasparowitz
Application No.: 07-0704
APN: 065-171-32

Date: August 6, 2008
Time: 08:29:34
Page: 2

tried to return a call from Melinda (566-1178). No voice mail. Her question was whether or not a septic consultant's letter, which will state that the proposal requires an upgraded septic system, will suffice for EHS approval. I'll defer to the District REHS R. Sanchez since this area could be a high water table zone. An approved septic appl. may be needed, but if Sanchez thinks the permit can be linked to the building phase, then I can approve the project. I wanted this in the record just in case Melinda can't be easily contacted. J Safraneck Update: The District REHS R. Sanchez confirmed that any proposed septic upgrade required for this discr project must include an approved septic application now, rather than as part of the BP later. Furthermore, that septic application must be for an alternative treatment system due to the high groundwater levels that have been previously monitored on an adjacent lot. No winter water test will be required since ground water levels have been previously established by EHS. I left the applicant a phone message w/ this info this AM.

Jim Safraneck, REHS

===== UPDATED ON JUNE 5, 2008 BY JIM G SAFRANEK ===== The application for an alternative onsite septic system was approved in May, '08. 07-0704 is now approved by EHS.

Environmental Health Miscellaneous Comments

===== REVIEW ON JANUARY 3, 2008 BY JIM G SAFRANEK =====
NO COMMENT

Accessibility: Project Comments for Development Review
County of Santa Cruz Planning Department

Date: 06-04-08
Planner: Larry Kasparowitz
Project: Quail Hollow Montessori School

Application Number: **07-0704**
APN: 065-171-32
Second Review Letter

Dear Melinda Gillen

A preliminary review of the above project plans was conducted to determine accessibility issues. The following comments are to be applied to the project design.

Note: Santa Cruz County will adopt a new California Building Code, with the effective date January 1, 2008.

Building Permit Applications made on or after January 1, 2008 will be subject to the new codes.

Please refer to the attached brochure entitled Accessibility Requirements - Building Plan Check which can also be found at the County of Santa Cruz Planning Department website:

http://www.sccoplanning.com/brochures/access_plancheck.htm

This document is an information source for the designer when preparing drawings for building plan check.

Compliance Issues:

- Equivalent access to the stage is a requirement of the CBC. This may be accomplished with one of the permitted methods in CBC 1120B. Please propose a permissible method at this time.
- The accessible path from the public right of way has been indicated to Valley Dr. In order to meet cross slope requirements where the sidewalk crosses the driveway apron curb cuts will need to be proposed at the level area of the driveway entrance. The proposed walkway in this area will need to be widened to allow for the curb cuts and detectable warning will be required. In addition, the path of travel on the other side of the driveway needs to be connected to the public sidewalk. CBC 1133B.7 & 1133B.

Permit Conditions/Additional Information:

- Occupancies are listed as I-4 and E. Please be advised that I-4 occupancies require automatic sprinkler systems. Also not the corridors in both occupancies require a minimum 1-hour rating. Please review CBC308.5.2 Exception regarding occupancy and Table 1017.1 for corridors.
- Sheet A-1 uses the term "handicapped" parking. Please change references to accessible or accessibility where applicable as a general plan check note.

Please contact me with any questions regarding these comments.

Jim Heaney
Building Plans Examiner
County of Santa Cruz Planning Department
(831) 454-3166
pln645@co.santa-cruz.ca.us

Proposed Use for 187 Laurel Street

My name is Melinda Gillen and I am the prospective buyer of the Church property on the corner of Laurel and Valley. I would like to introduce myself and tell you about my proposed plans for the property.

I am the owner and administrator for two high quality and well respected Montessori early childhood education programs, Scotts Valley Children's Center and Quail Hollow Montessori. Currently Quail Hollow Montessori is located in a rented facility in Ben Lomond, and offers a preschool program for children, 3 to 6 years old, only. I am excited about the opportunity to relocate the center to 187 Laurel Street and expand our program to include infant and toddler programs as well.

The Programs

I am planning to offer an infant class for 8 children from 6 months to 24 months old; a toddler program for 12 children from 2 to 3 years; and a preschool program for 30 children from 3 to 6 years old. Some time in the future we may expand the building a little to allow for two preschool classrooms with 24 children in each.

Hours of Operation

Quail Hollow Montessori will be open from 7:30am to 6:00pm, Monday through Friday. We will not offer evening or weekend care, but may occasionally have family events in the evening or on the weekend. Our heaviest traffic times will be from 8:15am to 9:00am, from 12:15pm to 12:45pm and from 4:30pm to 5:30pm, when most children are dropped off or picked up. Our noisiest times will most likely be during those hours as well, when children are playing outside.

Traffic Flow

We will be creating a one-way traffic flow through the school property with parents entering off of Valley Dr. and exiting onto Laurel where they can turn right and get quickly back to the main thoroughfare, Highway 9. The main building entrance will be moved to face the parking lot.

Construction Timeline

The transformation of the church into a preschool environment will primarily require remodeling. No major construction is expected on the building. This remodeling work is expected to begin in August and take two to three months. We are required to put in an engineered septic system. This will require a few days of tractor work and will most likely take place in September. These are only estimates, as we do not have a final use permit from the County yet.

I have included a site plan and a program brochure for you. Please feel free to contact me with questions or concerns at 566-1168 or by email at qhpreschool@comcast.net.

Sincerely,

Melinda Gillen

187 Laurel St Child Care Project

Explanation of Drop-off/Pick-up Traffic and Outdoor Play Time

Drop-Off

The proposed center will open at 7:30am. We expect about 15 children to be dropped off between 7:30 and 8:15am each day. We expect about 30 children to be dropped off between 8:15 and 9:00am. A few children will arrive after 9:00 each day. About 15% of our population are multi-children families. For safety and for state licensing regulations, we require parents to bring their children into the building and sign them in with the teacher. We plan on having all parents enter the parking lot from Valley Dr., park and walk their children into the building, then exit onto Laurel Dr heading to Highway 9. It takes an average of 10 minutes for each child to be dropped off or picked up. It is uncommon to have more than 5 families dropping off or picking up their children in the center at the same time.

Pick-Up

About 60% of our students (about 25) get picked up between 12:00 and 12:30pm. The remaining students get picked up starting at 4:30 and continuing in a slow stream, with less than 12 students remaining by 5:15 and 6:00pm.

Outdoor Play Time

Our plan is to allow children to play outdoors between 8:15am and 9:15am. There will be about 35 children outside at this time. From 10:30 to 11:30 up to 12 two year olds come out to play. From 11:30 to 12:30 up to 30 preschool children will come out to play. At 12:30 the full day three-year-olds come in to rest. From 12:30 to 1:00 the full day four and five years olds, about 12 of them, stay outside, then go in to rest. At 4:30 the children will come back outside to play. There are usually about 22 children, but the number of children begins to drop off quickly as parents begin to pick up at 4:30pm. The children usually go inside again at 5:30pm.

Sincerely,

Melinda Gillen
Kinspiration, Inc.
Quail Hollow Montessori

Lawrence Kasparowitz

From: Nan Singh Bowman [morningdove9@comcast.net]
Sent: Thursday, August 21, 2008 9:19 AM
To: Lawrence Kasparowitz
Cc: maaret@teammadani.com
Subject: Property at 187 Laurel Drive, Felton

Dear Mr. Kasparowitz,

In answer to the questions forwarded to me by Maaret Forst:

1. The church has been unused for services for approximately 1-1/2 years. Our last service was around Thanksgiving in 2006. For about 9 months after that people were there to dispose of the physical assets, clean the premises and store records.
2. When the church was in use we had services on Sundays and Wednesday evenings. After it was built it had a membership/attendance on average of about 30 people. This varied over the years and ended up being about 6 members who regularly attended and 2-3 visitors.

If you need additional information please let me know.

Thanks,

Nan Singh Bowman
Christian Science Society-Felton



TWO EXITS REQUIRED SINCE OCCUPANCY LOAD EXCEEDS 10
MAX. DIAGONAL OF SPACE IS 48'. DISTANCE BETWEEN DOORS IS 29'.
48/2 = 24. 29 > 24 - COMPLIES