



**CITY OF SAN FERNANDO
PLANNING AND PRESERVATION COMMISSION**

**APPROVED MINUTES OF THE
SEPTEMBER 13, 2016 MEETING
CITY HALL COUNCIL CHAMBER**

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PLANNING COMMISSION. AUDIO OF THE ACTUAL MEETING ARE AVAILABLE FOR LISTENING AT: www.ci.san-fernando.ca.us/commissionandboardmeetings/#ppc

CALL TO ORDER

The meeting was called to order by at 6:30 p.m. by Theale Haupt

ROLL CALL

The following persons were recorded as present:

PRESENT:

Chairperson Theale Haupt, Vice-chair Alvin Durham, Commissioners Kevin Beaulieu, Anna Lopez, and Yvonne Mejia

ALSO PRESENT

Community Development Director Fred Ramirez, City Attorney Joaquin Vazquez, Associate Planner Humberto Quintana, and Community Development Secretary Michelle De Santiago

APPROVAL OF AGENDA

Vice-chair A. Durham moved to approve the agenda of September 13, 2016, meeting. Seconded by Commissioner Y. Mejia, the motion carried with the following vote:

AYES:	A. Durham, Y. Mejia, K. Beaulieu, T. Haupt and A. Lopez
NOES:	None
ABSENT:	None
ABSTAIN:	None

CONSENT CALENDAR

No Items on Consent Calendar

UNFINISHED BUSINESS

None

.

PUBLIC HEARING 1:

Conditional Use Permit 2013-005 – 1445 Celis Street, San Fernando, CA 91340 – PUC Schools, 1405 N. San Fernando Blvd., Suite 303, Burbank, CA 91504 – The proposed project is a request

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for the approval of a conditional use permit to amend conditional use permit 1999-03 to allow for a public charter school use to continue to operate and expand its operation via an increased student enrollment from 126 to 150, modify the pick-up and drop-off area and provide additional classroom space within the existing building by deeming said use similar and compatible to a public assembly use conditionally permitted within the Mixed-Use Transition Sub-District. The subject property is located along the east side of the 1400 block of Workman Street; within the Truman/San Fernando District's Mixed-Use Transition Sub-District of the San Fernando Corridors Specific Plan (SP-4) zone.

STAFF PRESENTATION

Associate Planner Humber Quintana gave the staff presentation recommending that the Planning and Preservation Commission approve Conditional Use Permit 2013-005, to allow for the amendment of Conditional Use Permit 1999-03 to allow for a public charter school use to continue to operate and expand its operation via an increased student enrollment from 126 to 150, modify the pick-up and drop-off area and provide additional classroom space within the existing building by deeming said use similar and compatible to a public assembly use conditionally permitted within the Mixed-Use Transition Sub-District located at 1445 Celis Street, pursuant to Planning and Preservation Commission Resolution 2016-008 and the Conditions of Approval attached as Exhibit "A" to the Resolution (Attachment No.1).

F. Ramirez stated that there was an error in the Conditions of Approval #2 that it should read "... 40% of students shall be residents of the City of San Fernando".

PUBLIC COMMENT

Edwin Torres – Director of Operations PUC Schools stated that the school is ready to work with the City to comply with all of the conditions of project approval.

Adriana Abich – PUC School Regional Superintendent - Ms. Abich stated that she is extremely thankful for the partnership that City has created with the school. She stated that 34% of the current students live in San Fernando.

Austin Colbert – PUC School Sixth Grade Coordinator – He stated that PUC schools help serve the needs of the community.

Fidel Ramirez – PUC School Principal – Mr. Ramirez stated that it is a pleasure to petition the commission for their approval to continue to solidify the partnership between the City and the School.

Yanira Villegas – Ms. Villegas stated that she is a parent of two children and she has had only good experiences with PUC Schools. She stated that her daughter was at Triumph and her son is at Inspire (both PUC schools) and that these are good schools. She stated that she will keep supporting the staff and their work.

Edgar Ayala – Mr. Ayala stated that he was looking for a school for his daughter that would be close to home with quality education. He stated that PUC Inspire was one of the top schools and

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that he couldn't be any prouder that his daughter is USC bound and he believes that the school and their staff provided that path.

COMMISSION DISCUSSION

A. Durham asked what the student to teacher ratio was and asked about the credentials of the instructors.

Adriana Abich stated that the student to teacher ratio is 25 to 1 and the maximum is at 29 to 1. Additionally, she indicated that all of the teachers have teaching credentials and are screened at both locations.

A. Durham asked how physical education is accomplished.

Edwin Torres stated that at the Fourth Street school location, they have partnered with the Odd Fellows for staff parking that frees up a larger portion of the playground on-site. He also noted that the school also uses the public facilities at Fernando Recreation Park for group exercise. She stated that at the Celis Street location student are taken to Las Palmas Park.

A. Durham asked if the school provides education for children with "Special Needs".

Adriana Abich indicated that the school does have a very comprehensive instruction for "Special Needs" students.

A. Durham asked about the classroom set and emergency plan.

Edwin Torres stated that the school does not have lockers and the classrooms are set up to have students travel in a group from classroom to classroom allowing the students to leave their textbooks in the class. Mr. Torres explained that in the event of an emergency the school has an emergency operation plan that includes amongst other things enough supplies to accommodate the students with food and water for up to five days. He also noted that all of the teachers are first aide trained.

K. Beaulieu stated that he has only heard good things about the school. He asked if the school would be hiring more teachers because of the increase in students.

Edwin Torres indicated that the increase in staff would be in the form of Campus Aides.

K. Beaulieu asked if all of the school day end at the same time or are there staggered start and end times. He stated that the pick-up of students needs more work and possibly require another crossing guard in uniform. The pick-up requires more organization.

Edwin Torres indicated that school starts at 8:00 a.m., which is just a little later than the surrounding schools. Mr. Torres indicated that there is an after-school program so the school needs to make sure that these students are not blocking vehicular traffic during pick-ups. He indicated that it is early in the school year and so there has not yet been a visit from the

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Department of Transportation and School Police in order to help provide the school staff and assistants with the traffic training. Therefore, he noted that the staff and volunteer training is pending and that he expects the public to see a noticeable improvement in pick up and drop offs. Additionally, there is a Traffic Management Plan that we have drafted with the City and as well as a Traffic Contract which we asked our parent to sign.

H. Quintana stated that Condition of Approval #3a indicates that the school parent's failure to obey the school's traffic management plan could result in their student's dismissal of the school.

Y. Mejia asked about the allowed 10 percent above maximum enrollment at the Celis location would this new enrollment number change the student to teacher ratio.

Edwin Torres stated that the current enrollment at Celis Street campus is at 111 students and the maximum enrollment would not change the ratio.

F. Ramirez clarified that the reason for the case before you is because of the CUP from 1999 and it does not allow for any overages that are allowed by the School District.

Y. Mejia asked about the lunch hours and how much room is available to accommodate the students.

Edwin Torres stated that approximately three years ago a lunch shelter was installed to accommodate all of the students during the 45 minute break.

T. Haupt stated that he likes the idea of the curb restriction on both sides of the street. He stated that he is glad that the school reached out to the Odd Fellows.

Y. Mejia asked about student who walk home and if they are released at a different time.

Edwin Torres indicated that at the time of enrollment it is determined if a student would be picked-up or walk home and students who walk home have a 15 minute earlier dismissal time than the rest of the student population. He stated that he will revisit with San Fernando Police Department to discuss Safe Routes to School and what participation the school could have in that process.

K. Beaulieu stated that the pick-up and drop-off at the Glenoaks campus (i.e., larger campus outside of the City of San Fernando) works really well.

F. Ramirez informed the commission that he will talk to the City Engineer and the Police Department to possibly participate in the upcoming October training.

T. Haupt asked if a both projects can be decided with one vote.

F. Ramirez explained that both projects are independent of one another and each requires a separate assessment and vote by the commission. He recommended that a motion for a vote be

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made on the 1445 Celis Street location and that staff would provide a brief presentation of the second project at 1218 Fourth Street. He noted that the second school site would have the benefit of an open the public hearing for comments just in case there is an audience member or anyone walking in who wants to comment on the proposal and then call for a motion and vote each site and the associated CUP application.

Subsequent to discussion Commissioner K. Beaulieu moved to approved Conditional Use Permit 2013-005 to allow for the amendment of Conditional Use Permit 1999-03 and allow for a public charter school use to continue to operate and expand its operation via an increase student enrollment from 126 to 150, modify the pick-up and drop-off area and provide additional classroom space within the existing building by deeming said use similar and compatible to a public assembly use conditionally permitted within the mixed use transition sub-district located at 1445 Celis Street, pursuant to Planning and Preservation Commission Resolution 2016-008 and the “Conditions of Approval” attached as Exhibit “A” to the resolution (Attachment No.1). As part of the motion Condition of Approval was also be modified to correctly note to the change to the enrollment requirement from 50% to 40% of students to be from the City of San Fernando. Seconded by Commissioner Y. Mejia, the motion carried with the following vote:

AYES:	K. Beaulieu, Y. Mejia, A. Durham, T. Haupt, and A. Lopez
NOES:	None
ABSENT:	None
ABSTAIN:	None

PUBLIC HEARING 2:

Conditional Use Permit 2013-006 – 1218 Fourth Street, San Fernando, CA – PUC Schools, 1405 N. San Fernando Blvd., Suite 303, Burbank, CA 91504 – The proposed project is a request for the approval of a Conditional Use Permit 2013-006 to amend Conditional Use Permit 2008-02 allowing for the increased enrollment from 300 to 360students for an existing public charter middle school. The subject property is located along the west side of the 1200 block of Fourth Street, between Alexander Street and Hagar Street; within the R-3 (Multiple Family) zone.

STAFF PRESENTATION

Associate Planner Humberto Quintana gave the staff presentation recommending that the Planning and Preservation Commission approve Conditional Use Permit 2013-006 amending the Conditional Use Permit 2008-002 allowing for the increased enrollment from 300 to 360 students for an existing public charter middle school located at 1218 Fourth Street, pursuant to Planning and Preservation Commission Resolution 2016-009 and the “Conditions of Approval” attached as Exhibit “A” to the Resolution (Attachment No. 1).

PUBLIC COMMENT

None.

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COMMISSION COMMENTS

T. Haupt asked if the school has a written agreement with the Odd Fellows for the parking on their site.

Edwin Torres stated that they do have a written agreement to use the parking facilities for the life of the school project at the subject site.

T. Haupt asked if staff can impose a condition to provide a written parking agreement with the Odd Fellows.

F. Ramirez indicated that if those parking spaces were ever eliminated they would have to provide off-site parking or submit a Variance application for commission consideration, but by keeping the required on-site parking spaces noted in the playground on their site plan they are in compliance with the parking requirements under their existing entitlement for the current school use.

A. Lopez asked how many classrooms currently exist on the Fourth Street campus and if there are any plans to add more classrooms to accommodate the increase in enrollment size.

Edwin Torres stated that there are currently 12 classrooms at the Fourth Street campus and that those 12 classrooms will accommodate the proposed enrollment increase. Because this building was repurposed from a previous use current classroom size are 866 square feet, which is larger than the average classroom size of 680 to 720 square feet. Mr. Torres also informed the commission that the school and an annual first inspection of the classrooms to inspection furniture position and escape routes from the classrooms.

Y. Mejia recommending that staff impose a “Lockdown Procedure” condition.

Edwin Torres stated that “Lockdown” drills are one of the first procedures that staff and students are trained in. He stated the school has fire rated walls and doors in place, student safety features that are always locked in order to try and prevent school incidents such as the school shooting in Columbine, Colorado.

Commissioner K. Beaulieu moved to approve Conditional Use Permit 2013-006 amending Conditional Use Permit 2008-002 allowing for the increased enrollment from 300 to 360 students for an existing public charter middle school located at 1218 Fourth Street, pursuant to Planning and Preservation Commission Resolution 2016-009 and the “Conditions of Approval” attached as Exhibit “A” to the resolution (Attachment No. 1). Seconded by Commissioner Y. Mejia, the motion carried with the following vote:

AYES:	K. Beaulieu, Y. Mejia, A. Durham, T. Haupt, and A. Lopez
NOES:	None
ABSENT:	None
ABSTAIN:	None

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STAFF COMMUNICATIONS

F. Ramirez indicated that included in the package for this evening was a staff report regarding an update to the various types of housing applicable local and state regulations and staff anticipates a joint presentation with staff and the City Attorney in the coming month.

COMMISSION COMMENTS

T. Haupt asked about 650 Glenoaks Blvd., and First Street locations.

A. Durham asked about 1101 N. Maclay Avenue and 1661 Truman Street.

F. Ramirez provided the commission with updates regarding the on-going construction and status of these projects.

K. Beaulieu asked about the left hand turning lane from Smart and Final onto Hubbard Street. He stated that there should only be two lanes one in and one out, he said the driveway was too narrow for all three lanes.

F. Ramirez stated that he would visit the location with the City Engineer.

PUBLIC STATEMENTS

None

ADJOURNMENT

Vice Chairperson A. Durham moved to adjourn to October 4, 2016. Second by Commissioner K. Beaulieu, the motion carried with the following vote:

AYES:	A. Durham, K. Beaulieu, T. Haupt, A. Lopez, and Y. Mejia
NOES:	None
ABSENT:	None
ABSTAIN:	None

8:04 P.M.

Fred Ramirez

Planning Commission Secretary