



Staff Report

PRELIMINARY DESIGN REVIEW FOR AN AMENDMENT TO THE SITE UTILIZATION PLAN FOR SERENDIPITY SCHOOL AT 2820 PONCE AVENUE

Honorable Mayor and Council members:

Summary

The City has received applications for a Design Review Permit and a Conditional Use Permit to amend a Site Utilization Plan for the Serendipity School, located at 2820 Ponce Avenue. The subject property is developed with a pre-school and elementary school for up to 130 children (currently 100 children attend school on site). The proposal is to expand enrollment to a maximum of 162 children, and construct approximately 7,125 sq. ft. building additions on site. The continued operation of the private school site is a permitted use under the previously approved Site Utilization Plan. However, the Belmont Zoning Ordinance (BZO) requires the approval of a Conditional Use Permit amending the Site Utilization Plan when changes are proposed to an approved site plan or list of approved uses¹.

Preliminary Design Review of the project is requested in order to obtain early feedback from Council members, identify possible neighborhood concerns, and to help focus the environmental review for the project. Preliminary Design Review is conducted by the decision-making body for the proposed project, which in this case is the City Council (see attached Applicant's Guide to Preliminary Design Review).

Preliminary Design Review provides an opportunity for early identification of issues and alternatives that should be considered by the applicant before submitting a formal development review plan for the project. Preliminary Design Review is **not** intended to require the City Council to provide specific direction regarding an application since the Council has not received public comment.

*Preliminary Design Review involves minimal staff review: Staff does **not** check plans for completeness, analyze compliance with zoning standards, or examine environmental impacts. Comments and suggestions made during Preliminary Design Review are completely non-binding on the City Council. Staff will work with the applicant to incorporate and address all of the Council's comments in the project submittals.*

Background

- A private school, Accacia Montessori, located on the site in mid-1980 and leased classroom space on the lower southern portion of the Cipriani School site (2820 Ponce Avenue) from

¹ BZO Section 7A..4(d)4 indicates that once a site utilization plan has been approved by the Planning Commission and City Council, that no additional use permit shall be required unless a change is proposed to the approved site plan or list of allowed uses.

the Belmont School District. The upper portion of the site housed three wings of the Cipriani School (2525 Buena Vista Avenue).

- In 1985, the City approved a minor subdivision to divide the Cipriani School property from one lot to three lots. Accacia Montessori purchased the newly created lower parcel (accessed from Ponce Avenue) in 1986.
- In 1987, the City Council adopted a Resolution (No. 6421 & associated Conditions of Approval – see attached) approving a Site Utilization Plan and Conditional Use Permit for the Cipriani School site – this approval governed allowable uses, operational aspects, site plan arrangement/intensity, and building design for both the upper school buildings and lower school building occupied by Accacia Montessori.
- The Serendipity School campus was established in 2002, and operates under the Site Utilization Plan approved in 1987.
- On April 24, 2008, Conditional Use Permit and Design Review Permit applications were submitted to amend the Site Utilization Plan for the subject property. In addition, a professional services agreement (PSA) was prepared for a firm to conduct environmental review. However, given the complexity of the project and the controversy that typically occurs with modifications to school sites, staff recommended that the applicant request preliminary review.

Site Conditions

The roughly 2.63-acre project site is located at the end of a cul-de-sac on Ponce Avenue. The front portion of the lot is relatively flat, but there is a steep area behind a retaining wall at the rear of the site that slopes upward approximately 40%. The property is developed with a 6,782 square foot school building, a play structure, and thirteen parking spaces. Existing landscaping includes grass, shrubs and mature trees. The existing school building includes eight classrooms, administrative offices, a library, a kitchen, and restrooms for children and adults. The site is bordered by single-family homes to the south, east and west, and the City of Belmont dog park and the Cipriani Elementary School to the north.

Project Description

The applicant is requesting to expand the enrollment capacity of the school to 162 children, and construct approximately 7,125 sq. ft. of building additions on site. The school expansion is proposed in two phases:

Phase I

The first phase includes the use of a temporary portable classroom that would allow the school to reach its enrollment capacity of 130 students (currently 100 students attend the school). The portable classroom would be located on a portion of a paved playground area located in the southeast portion of the project site. The portable classroom would be removed from the site when the second phase construction is complete.

Phase II

Buildings

The second phase of the project would include the construction of 7,125 sq. ft school building additions, consisting of two, one-story buildings attached by a breezeway. The new buildings would be located immediately to the right (east) of the existing school building. The buildings would have a concrete masonry unit (CMU) block base, stucco exterior walls, metal framed windows, and metal roofs. A clock tower and metal roof ramp cover would be located adjacent to the main entrance to the school. The proposed color palette includes brown for the building base, tan for stucco walls, and dark gray for window trim and roof.

The new buildings would house five new classrooms, a multi-purpose room, an after-school program room, a library, two storage rooms, a kitchen, three restrooms, and a custodian's room. The floor plans (Sheet 4) list some of the proposed uses of the rooms, and a detailed list of uses (i.e., a list of expected uses of the multi-purpose room and the after school program room) have been included as Attachment B.

Site Improvements & Signage

A five-foot high, concrete retaining wall would be constructed behind the new buildings, and a six-foot high, gravity block retaining wall would be constructed along a portion of the left side (west) property line. The play area would be relocated adjacent to the new six-foot high retaining wall, and a climber wall and ball wall would be located in the existing concrete play area on the right (east) side of the site. Nine parking spaces would be added for school faculty along the sides of the cul-de-sac, for total of twenty-two parking spaces for the school. Four new light poles would be constructed to illuminate the parking areas and the concrete play area (climbing wall and ball wall). An electronic school announcement sign would be located in front of the existing school building at the terminus of the cul-de-sac. Conceptual project images for the climbing wall, gazebo, and school announcement sign are included as Attachment C. Project details (i.e., cut sheets for new equipment, photo-metrics, and signage details) have not been received as of the writing of this report.

Tree Removal & Landscaping

The applicant's tree plan (Sheet 7) shows that thirteen trees would be removed from the site to allow the construction of the new buildings, and other associated site improvements. The City Arborist has reviewed the plans and indicates that five regulated trees would be removed for the project. A landscape plan (Sheet 8) has been submitted for the project that includes retention of much of the existing landscaping, and the installation new shrubs at the front of the new buildings, and new shrubs and trees adjacent to new parking areas and the relocated play structure. Two new redwood gazebos would be located to the northeast of the new school buildings.

GENERAL PLAN CONFORMANCE

The Belmont General Plan currently designates the project site as P (*Public Facilities and Services*) The General Plan supports the private use of public school sites. Applicable General Plan goals and policies are provided below:

Goal 2041.6

Permit private use of excess space in public schools only if such private uses are compatible with ongoing education activities and surrounding land uses, and consistent with the park and recreation goals and policies of this plan.

Policy 2042.20

The concept of "joint occupancy" of schools (i.e. education and compatible non-school uses) shall be supported as a means of retaining neighborhood-based elementary education and recreational facilities. Non-school uses shall be of a scale and intensity compatible with the public school and its neighborhood. The basic objectives of "joint occupancy" shall be as follows:

- a. Maintenance and continued operation of neighborhood schools, including the public recreational uses at the schools, while allowing for the joint occupancy of vacant school property and buildings during periods of less than capacity enrollment.*
- b. Maintenance of the residential integrity of the public school neighborhood.*
- c. Involvement of community and neighborhood residents in determining the compatibility of any proposed joint occupancy with the primary school use.*

ZONING CONFORMANCE

As noted above, Preliminary Design Review involves minimal staff review and staff does not check plans for completeness, analyze specific compliance with zoning standards, or examine environmental impacts. However, in order to assist the Council in its evaluation of the proposed project and to facilitate more meaningful direction to the applicant, staff provides the following:

Purpose

The subject property is located within the SC (Schools and Compatible Multiple Uses) Zone. The SC Zone was established to provide for the location of schools and certain other compatible uses within or adjacent to school buildings and structures. This district implements sections of the California Education Code which permit joint occupancy of schools and authorize the use of vacant school property and buildings for certain uses and users which are of a scale and intensity compatible with the public school and its neighborhood (i.e. school attendance area). Such uses and users include nonprofit organizations, community agencies, professional agencies, commercial and noncommercial firms, corporations, partnerships, businesses and individuals that are

consistent with maintaining the residential integrity of the neighborhood. The fundamental objectives of this district are:

- (a) Maintenance and continued operation of neighborhood schools, including the public recreational uses at the schools, while allowing for the joint occupancy of vacant school property and buildings during periods of less than capacity enrollment.
- (b) Maintenance of the residential integrity of the public school neighborhood.
- (c) Involvement of community and neighborhood residents in determining the compatibility of any proposed commercial use as defined herein, use including such considerations as physical location, surroundings and availability of facilities.

Permitted Uses

Private schools, nursery schools and daycare centers are permitted within the SC Zone.

Development Criteria

No development criteria are prescribed within the SC Zone. However, the SC Zone provides general regulations for the evaluation of use compatibility within the SC Zone, as follows:

General Regulations

- (a) It shall be the responsibility of the school district to provide for and ensure acceptable separation between the school and non-school use dependent upon such conditions as location, shared facilities and intensity of proposed non-school use.
- (b) Off-street parking and loading space shall be provided in accordance with Section 8 herein.
- (c) All commercial uses shall be designed and conducted to minimize noise, traffic congestion, safety hazards, or any other condition that could significantly affect public health, safety or welfare.
- (d) Use of any school site other than as provided in Section 7A.2(a) shall not be approved until a site utilization plan has been approved by the Planning Commission pursuant to the Conditional Use Permit Provisions of this Ordinance and by the City Council pursuant to the hearing procedures in Government Code Sections 65856 and 65857 or their successors.

Design Criteria

Areas of aesthetic and site plan consideration shall include, but not necessarily be limited to, the following:

- (a) Review of buildings or structures for scale, mass, proportion, use of materials, relationship to adjacent elements and relationship to the community as a whole.

- (b) Review of proposed exterior color and material application with relationship to adjacent architectural or natural elements. The intent with respect to review of color is to avoid the use of extreme color.
- (c) Review of proposed location, height and materials of walls, fences, hedges and screen plantings to insure harmony with adjacent development or to conceal storage areas, utility installations or other surfacing to prevent dust erosion.
- (d) Review of location, size, height, lighting and landscaping of signs as specified in the Sign Ordinance, in relation to traffic hazards and the appearance and harmony with the environment. The intent with respect to review of color is to avoid the use of extreme color.
- (e) Review of site layout considering the orientation and location of buildings and open spaces in relation to the physical characteristics of the site, the character of the neighborhood, the appearance and harmony of the buildings with adjacent development and the surrounding landscape.
- (f) Review of the layout of the site with respect to locations and dimension of vehicular and pedestrian entrances, exits, drives and walkways.
- (g) Review of site landscaping including adequacy of irrigation plans, size and location of plant materials, and protection of existing plant materials.

Discussion

In evaluating the project at this preliminary stage of the development review process, the focus of discussion should be on four questions:

1. Is the proposed land use appropriate for the site?
2. Is the proposed intensity of land uses appropriate for the site?
3. Is the arrangement or distribution of proposed land uses appropriate for the site?
4. Is the proposed architecture compatible with the site and surrounding area?

1. Is the proposed land use appropriate for the site?

The site is currently being used as a private school. Private schools, nursery schools and daycare centers are permitted uses within the SC Zone. The Conditional Use Permit will ultimately determine the land use compatibility of the proposed expansion. The City of Belmont dog park and the Cipriani Elementary School are located north of the project site.

2. Is the proposed intensity of land uses appropriate for the site?

As discussed above, no development criteria are prescribed within the SC Zone, and the Conditional Use Permit will ultimately determine the land use compatibility of the proposed expansion. However, the SC Zone provides general regulations for the evaluation of use compatibility. These regulations generally require that commercial uses be conducted in such a

way as to minimize impacts (noise, traffic, etc.) to the surrounding neighborhood. Staff would note that an environmental review will be conducted for the proposed project, which will include review of traffic and noise impacts that could result from construction of the buildings and the operation of the school.

3. Is the arrangement or distribution of proposed land uses appropriate for the site?

As discussed above, no development criteria are prescribed within the SC Zone. The applicant has identified that the proposed project would meet the development criteria (i.e., setbacks, FAR, height limit) of the adjacent R-1B (Single-family Residential) Zone. Staff believes that the layout of the site is generally appropriate for a school use. However, staff would suggest that more thought be given to relocating the three parking spaces and light pole on the right side of the cul-de-sac in order to prevent noise and glare impacts on adjacent residential properties. Staff also finds the location of the ball wall and the relocated play structure as potentially problematic. Staff recommends a noise analysis of these activities and careful consideration of days/times when these uses could occur.

4. Is the proposed architecture compatible with the surrounding area?

The surrounding area is developed with single-family homes of various designs and exterior materials. Staff would note that the proposed one-story buildings would be consistent with the existing architecture of the school, and would be in scale with adjacent homes. In addition, the proposed earth tone colors (tan, brown and gray) would be consistent with the site and surrounding area.

Environmental Clearance (CEQA)

The project is subject to environmental review under the provisions of the CEQA. An Initial Study will be prepared and the environmental impacts of the project will be considered during review of the formal application.

Fiscal Impact

None.

Public Contact

No public contact beyond posting of the agenda is required by the City in preparation for Preliminary Design Review. However, staff notified residents within 500 feet of the project site, and the applicant conducted neighborhood outreach prior to submitting project plans (see attached neighborhood outreach strategy and notification map). The applicant has also received a copy of this report.

Recommendation

The expressed purpose of Preliminary Design Review is to, “inform the decision makers about the project and its general features...” Council members are under no obligation to provide comment; however, your views may be helpful to the applicant in preparing a formal application.

Staff recommends that any comments offered by Council members be directed only at the four questions/issues raised in this memo.

Attachments

- A. City Council Resolution No. 6421
- B. Conditional Use Permit Response - uses and hours of operation
- C. Images
- D. Neighborhood Outreach Strategy and Notification Map
- E. Applicant's Guide – Preliminary Design Review
- F. Project Plans .

Respectfully submitted,



Damon DiDonato
Senior Planner



Carlos de Melo
Community Development Director

Jack R. Crist
City Manager

Staff Contact:

Damon DiDonato, Senior Planner

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ddidonato@belmont.gov

ATTACHMENT A
BELMONT CITY COUNCIL
RESOLUTION 6421

RESOLUTION NO. 6421

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
APPROVING A SITE UTILIZATION PLAN AND
CONDITIONAL USE PERMIT FOR THE CIPRIANI SCHOOL SITE
2525 BUENA VISTA (APPL. NO. 86-1006)

WHEREAS, the City Council has considered a request by the Acacia School and Belmont School District for a Site Utilization Plan for the Upper and Lower Cipriani School sites and conditional use permit for special education uses at the Upper Cipriani Site (Appl. No. 86-1006); and,

WHEREAS, a public hearing for duly noticed, and held on June 23, 1987 and closed; and,

WHEREAS, the Planning Commission recommended approval of the Site Utilization Plan with the modifications contained in the conditions of approval of Resolution No. 1987-33; and,

WHEREAS, the City Council finds that the findings of Section 11.5.1 of the Zoning Ordinance are met due to the nature, scale, and purpose of the proposed uses, and due to provisions in the conditions of approval requiring monitoring of parking, noise, and traffic, together with other review authority retained by the City; and,

WHEREAS, the City Council directs the Public Works Department to pursue the installation of a stop sign at Buena Vista and Monserrat, and the installation of other signs around the perimeter of Cipriani School warning of the presence of small children and deaf people.

NOW, THEREFORE, BE IT RESOLVED, that a Site Utilization Plan and Conditional Use Permit is approved for the Cipriani School Site pursuant to conditional attached in Exhibit "A".

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a Regular Meeting thereof, held on June 23, 1987, by the following vote:

AYES,
COUNCILMEN: Bomberger, Hardwick, Heiman, Orton
NOES,
COUNCILMEN: None
ABSENT,
COUNCILMEN: Hoffman
ABSTAIN,
COUNCILMEN: None

APPROVED:

Gary Orton
MAYOR of the City of Belmont

Rosathy D. Hall
CLERK of the City of Belmont

45:resocip

Exhibit "A"

RESOLUTION NO. 6421

Cipriani School
Site Utilization Plan
and Conditional Use Permit

1. A site utilization plan dated May 5, 1987 and uses stipulated in the school district letter dated June 8, 1987, is approved for the following enrollment:

Upper Cipriani Site:

Maximum enrollment during the Belmont School District school year:	224
Maximum enrollment during the Belmont School District summer vacation:	290
Multi-purpose Room - no use approved	

Lower Cipriani Site:

Preschool - maximum enrollment:	130
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After the first year of operation, expansion of enrollment to 315 at the Upper Cipriani Site may be approved by the Planning Commission, provided a traffic analysis indicates that the total number of trips to and from the Upper Cipriani School Site during the entire day is comparable to the total trips generated by an open Belmont School of the same enrollment size.

2. During the month of June, 1988 the School District shall submit a statement listing the number of employees and children enrolled in uses at the Upper Cipriani School Site. A Planning Commission review of parking availability and on-site parking needs shall be made. The School District shall install, in the paved recreational area, adjacent to the multi-use wing parking lot, any additional parking and safety fencing around the new parking area necessary to accommodate existing uses on site, and any additional temporary parking necessary to accommodate child pick up and drop off along the front of the upper site.
3. The School District shall request the City to designate two 36 foot lengths of curbside diagonal parking for 15 minute limited parking during the hours of 7 a.m. and 6 p.m. weekdays only along the Buena Vista site frontage with the intent to accommodate eight parking stalls for the pick up and drop off of children at this site.

4. Operators of the Acacia School shall instruct employees to park along the Cipriani Buena Vista frontage when on-site parking at the lower Cipriani site is full. The existing parking area shall be restriped and tire barriers installed adjacent to landscaped areas.
5. All exterior changes at the Upper and Lower Cipriani Site including the addition of play areas, equipment, fencing or signs not now existing shall be submitted to the Planning Commission for design review approval prior to installation.
6. Any modifications to conditional uses shall be submitted to the Planning Commission for review. Prior to expansion of permitted uses the Site Utilization Plan shall first be amended to ensure continuing compatibility with the residential neighborhood.
7. Any current or future school operators may continue to operate in any areas of the site designated as approved for permitted preschool, day care, nursery school and child care uses without further Planning Commission review provided the magnitude of use does not exceed that approved with the site utilization plan.
8. Leases for new tenants must be reviewed by the Zoning Administrator for compatibility with the terms of the site utilization plan and conditional use permit.
9. Any conversion of permitted preschool, day care, nursery school or child care uses to special education or other conditional uses will require approval of a conditional use permit.
10. Uses shall be permitted between 7 a.m. and 6 p.m. Monday through Friday except major national holidays (Christmas, Thanksgiving, Fourth of July, Labor Day and Memorial Day). Special events beyond these hours shall be permitted on an occasional basis. Operators shall plan, coordinate, and monitor all activities, especially special events to minimize negative impacts (e.g., noise, traffic, litter, and loitering) on surrounding properties. The School District and individual tenants shall be responsible for picking up any litter resulting from their use of the adjacent city park and protect the park improvements from damage from such activities.
11. The Acacia School and the Belmont School District shall be considered as two distinct operating entities. Therefore, each entity is individually responsible for compliance with all conditions, established with approval of this Conditional Use Permit and Site Utilization Plan, applicable to their individually owned sites.
12. The Belmont School District shall require all tenants to maintain a carpool assistance program, whereby their clients can register and access information about other clients willing to carpool. Each

tenant shall provide a carpool matching service for their clients and inform them of the program.

13. The School District shall coordinate the use of the Upper Cipriani Site to minimize impacts on the adjacent residential neighborhood, especially traffic impacts on the street system.
14. If the Planning Commission receives substantial evidence that the uses of the Cipriani sites may be in violation of the terms of this permit, then the Commission may direct the Planning Director to seek corrective action. If the alleged violations are not resolved to the satisfaction of the Planning Commission, then the Planning Commission may schedule a public hearing and review this permit for possible revocation.
15. The Belmont School District is required to request each of its tenants to provide monitors to escort children from parents' autos to the school rooms in the interest of promoting traffic safety and circulation.

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ATTACHMENT B

CUP RESPONSE

USES AND HOURS OF OPERATION

CONDITIONAL USE PERMIT REVIEW RESPONSE

Owner Serendipity School
Architect DES Architects + Engineers

Agency:	City of Belmont One Twin Pines Lane, Suite 110 Belmont, CA 94002	Agency File No:	PA2008-0026
Agency Reviewer(s):	Damon DiDonato	Date of Comments:	May 23, 2008
Project Address:	2820 Ponce Avenue Belmont, CA	Date of Response:	July 1, 2008
Project Owner:		Response Issued By:	Mark Hutchinson
Contract For:	New Construction	DES Project No:	9747.001

This letter is in response to recent Plan Check comments from the following departments. The item numbers of our response correspond to the item numbers of your comments.

Planning Department Engineering Department Police Department
 Building Department Fire Department Other

ENGINEERING REVIEW

Permit Application - Provide all information regarding property, including a complete description of existing and proposed development and uses: number of students, times and activities in the after-school programs, summer programs, Tae Kwon Do classes, etc. Modifications to the school hours if any for the relocated playground area. List of employment positions with the school on the largest shift for the calculation of parking requirements (one per employee). Construction staging plan and grading and construction schedule.

Existing

Serendipity School is a private school. Currently, a one-story, 6,782 square foot building that contains 8 classrooms, offices, a computer lab, a library, kitchen, and children and adult bathrooms exist on-site. There are 13 on-site parking spaces, and a play structure located northwest of the existing building. The school operates Monday through Friday, 7am to 6pm. Currently, there are 100 students enrolled at the school. The 1987 Conditional Use Permit allows up to 130 enrolled students.

After School program hours- 3:00 pm to 6:00 pm (these hours will not change with proposed expansion). Enrollment of the after school program is approximately 50% of the school enrollment.

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399 Bradford Street
PLANNING

Redwood City, California 94063

Tel 650-364-6453

Fax 650-364-2618

www.des-ae.com

Summer program hours- 8:00 am to 5:00 pm, there are 4 (2 week) sessions starting the end of June to the end of August. There are approximately 30 students enrolled in each session. Enrollment and hours are proposed to remain the same.

Tae Kwon Do classes- The classes are part of the after school program and operate Tuesday and Wednesday from 3:30 pm to 4:30 pm. There are approximately 20 students in each class.

**Recess times are approximately from 10: 00 am to 10:30 am (no change in hours)
Lunch time is from 12:20 pm to 1:20 pm (no change in hours)
After school recess is from 3:00 pm to 3:30 pm (no change in hours)**

School Events-

**Two Informational Nights per school year from 6:30 pm to 8:00 pm
Back to School Night from 6:30 pm to 8:00 pm
Open House from 6:30 pm to 8:00 pm
5th Grade Graduation from 6:30 pm to 8:00 pm**

Proposed

The applicant is requesting to expand the enrollment capacity from 130 students (permitted per CUP) to 162 students (over 6 years), and allow the construction of a one-story, 7,125 square foot building to house 5 classrooms, offices, a multi-use room, a library, janitor and storage rooms, and restrooms. The five classrooms include: Art and Foreign Language room, Math and Science Center, Tae Kwon Do and P.E. and two general classrooms. The proposed location of the new building is northwest of the existing building, where the play structure is located.

Proposed Enrollment Capacity 2008-2015

Year	# Students
2008-2009	100
2009-2010	100-115
2010-2011	115-125
2011-2012	125-135
2012-2013	135-145
2014-2015	145-155

The project does not propose an increase to school or playground hours and does not propose an increase in school functions or events.

List of employment:

2008-2009- 14 full-time employees; 8 part-time employees (8-15 hours per week; not at the same time different days and hours).

2009-2010- 15 full-time employees; 8 part-time employees (8-15 hours per week; not at the same time different days and hours).

2010-2011- the number of employees will remain the same as enrollment capacity increases.

The number of parking spaces on-site would increase from 13 to 22 spaces around the Ponce Avenue cul-de-sac bulb and within a new paved lot south of the existing building. The play structure would be relocated to the west side of the existing building. The applicant is also requesting to add a play ground structure (5' climber wall) to the existing play equipment, and two redwood type gazebo structures, and be permitted to make minor improvements and repairs to the structures, and to move the current play structure to the northwest portion of the site. The project proposes new lighting around the building and parking area, flag pole, and electronic announcement sign in front of the building, and to provide a metal canopy over the entrance from the cul-de-sac bulb to the building and an entrance canopy between the buildings with skylights.

The construction staging and grading and construction schedule has not been established at this point in time. It is our intent that the construction staging will take place on site in a manner that will not impact the existing trees. Once the project is approved and bid a detailed schedule for the grading and construction will be prepared. The intent is to have most of the construction underway by the summer of 2009. It is worth noting that most of the new building will be fabricated off-site and brought to the site in modular form. This will reduce disruption and construction time.

Supplemental Application - All required findings shown in the Supplemental Application must have a response provided. Please supply a supplemental application for Design Review (available on the City of Belmont website).

Attached

Title Report - A title report shall show all easement on-site (existing).

The title report currently shows all existing easements on the site.

Notice Envelopments (Post-Paid) - The notice envelopes shall be No. 10, addressed one for each name on the Notice List, and posted with current first class postage stamps. Metered postage will not be accepted.

Included as part of the resubmittal application.

Contextual Plan - Please show the location of adjacent homes.

Please refer to revised Drawing No. 3 for the surrounding neighborhood information.

Floor Plan - (Existing school and temporary building) - The floor plans will show exterior wall dimensions, the proposed uses of each room and all permanent fixtures. The plans will also indicate the total square footage of each floor, existing and proposed.

ATTACHMENT C

PROJECT IMAGES

SIGN, GAZEBO AND CLIMBING WALL

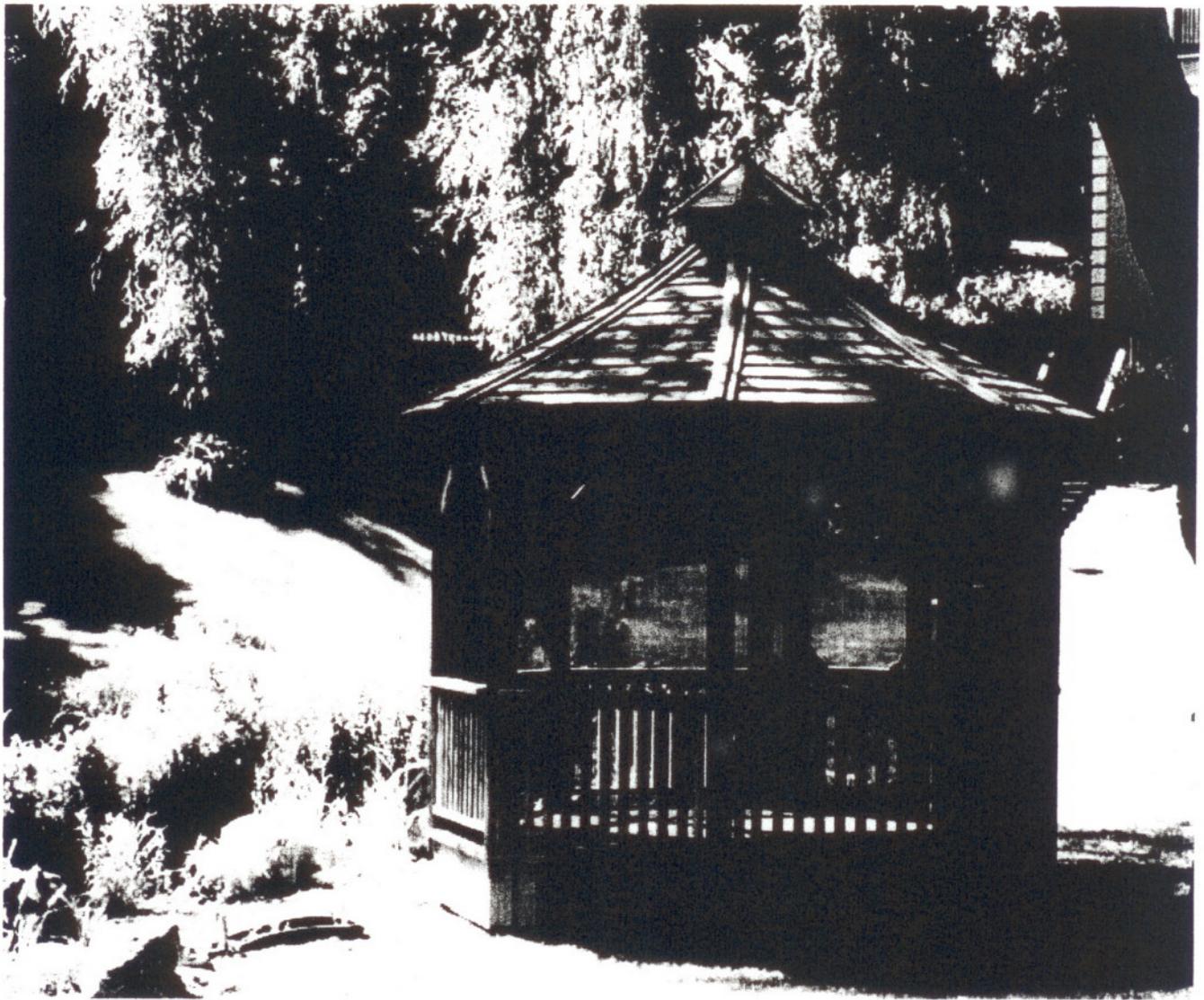
READERBOARD



COMMUNITY GRADE SCHOOLS

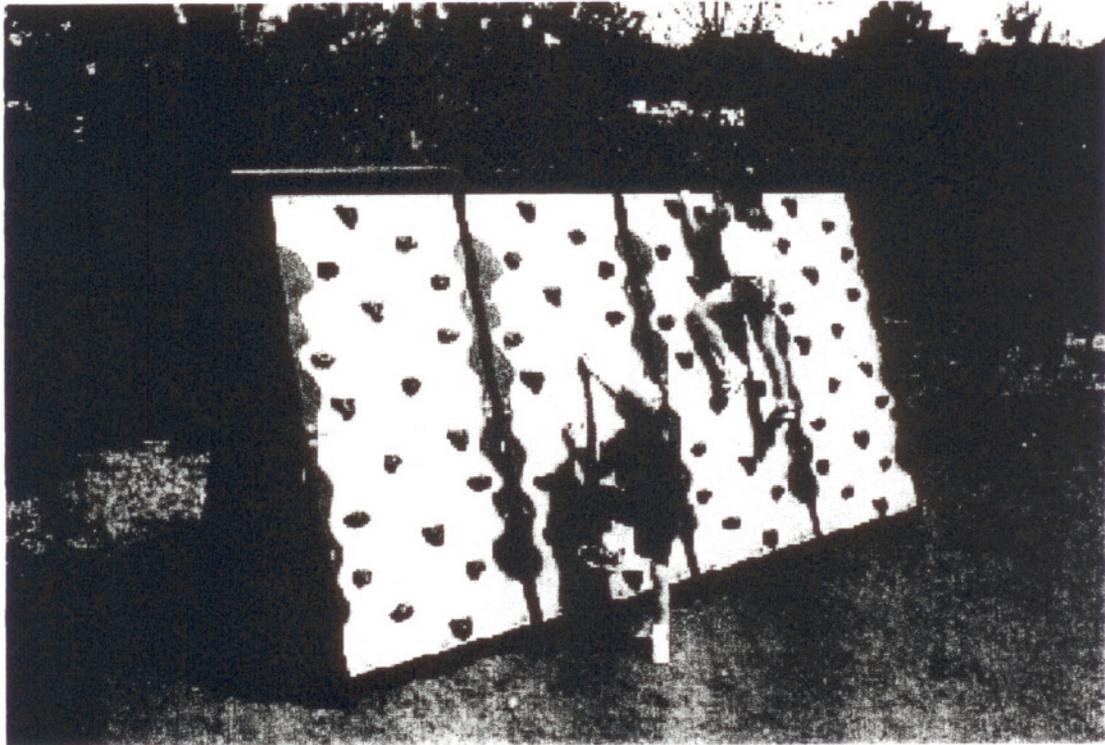


CAR WASH
SATURDAY 4:00 & 8:00
SUNDAY 9:00 & 11:00



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CLIMBER



ATTACHMENT D

NEIGHBORHOOD OUTREACH STRATEGY

NOTIFICATION MAP



NEIGHBORHOOD OUTREACH STRATEGY

Belmont Permit Center APPLICANT'S GUIDE AND FORM

1. INTRODUCTION

The City of Belmont is committed to an open process of development review, and requires that applicants take a proactive approach to neighborhood outreach. Therefore, every development request which is decided by the Planning Commission or City Council in a public hearing must include a Neighborhood Outreach Strategy, submitted with the application. The strategy must include your proposal for contacting your neighbors, informing them of your proposed project and receiving their feedback in advance of the City's review. This form is provided to assist you in preparing your Neighborhood Outreach Strategy

II. OUTREACH STRATEGY

In order to provide an effective Neighborhood Outreach Strategy, you must address these issues:

- A. *Contacting Your Neighbors* – Since you will be providing the City with labels for all property owners and tenants within 300 feet of your property, it is strongly suggested that you notify these same people of your neighborhood outreach efforts. You can mail your own notices to them, post bulletins, make telephone calls or go door-to-door, if you wish. (Please note that these options do not give you the right to trespass or conduct any other activities which are contrary to the law.)
- B. *Informing Your Neighbors of the Project* – This can be accomplished a variety of ways, but is most easily accomplished by a scheduled meeting or open house on the property. At the meeting, you are encouraged to have your project plans available, as well as your architect, engineer or other consultants as necessary to explain and answer questions about the project. The more convenient the meeting date, time and arrangements, the more success you will have in establishing a positive atmosphere for the dialogue. You may choose other means for informing your neighbors, such as mailing a project information packet.
- C. *Receiving Neighbor Feedback* – If you host a neighborhood meeting, you will be able to receive immediate feedback on your proposal. You are urged to take notes on the comments you receive, as well as who attends. If you mail information, some means of communication must be established to allow neighbors to contact you and leave their comments.
- D. *A Schedule for Action* – Your strategy must also include a schedule for achieving the above tasks prior to the first public hearing conducted by the City. While the City acknowledges that schedules may change, you must identify the approximate timing of the three steps described above.

III. YOUR NEIGHBORHOOD OUTREACH STRATEGY

Please submit a written description of your Neighborhood Outreach Strategy on the attached sheet, addressing the four points described above. You are required to implement the Strategy prior to the public hearing on your project. You may be asked by the Planning Commission or City Council about the results of your efforts. Failure to implement the strategy prior to the public hearing on your application may result in the hearing being continued to a later date.



1. How do you plan to contact your neighbors?

We held a public outreach meeting on Tuesday, February 19, 2008 @ 7:00 pm at Serendipity School. We contacted the neighbors within 300 feet by mail, inviting them to an informal meeting. (Please see the attached notice). We plan on conducting another public outreach meeting within the next few weeks since the project has been revised from a maximum enrollment capacity of 180 to 162 students and the building size has been reduced from a two-story, 9,742 square foot building to a single-story, 7,125 square foot building.

2. How will you inform your neighbors about the project?

The public outreach meeting was held at Serendipity School in one of the classrooms. The proposed plans were posted on the wall and a project summary was handed out. The project applicants, the architect, and planner all made presentations regarding the project.

3. How will you gather feedback from your neighbors?

After the presentations, we held a question and answer period. We had 25 neighbors show up to the meeting and many commented on the project. (Please see the attached a copy of the meeting minutes).

4. Here are the tentative dates for completing my outreach strategy:

A. Contact:	05-05-2008
B. Informing	05-28-2008
C. Feedback	06-06-2008

4. As property owner, I, Eben Carr (print property owner's name), hereby acknowledge that I will make every reasonable effort to obtain neighbor comments on my project prior to presenting my request to the Planning Commission or City Council in public hearing. I understand that the purpose of the Neighborhood Outreach Strategy is to foster a positive and constructive dialogue regarding my project and its possible effects on surrounding homeowners and tenants.

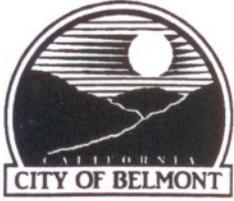
Eben Carr
Property Owner's Signature

4-24-08
Date

ATTACHMENT E

APPLICANT'S GUIDE

PRELIMINARY DESIGN REVIEW



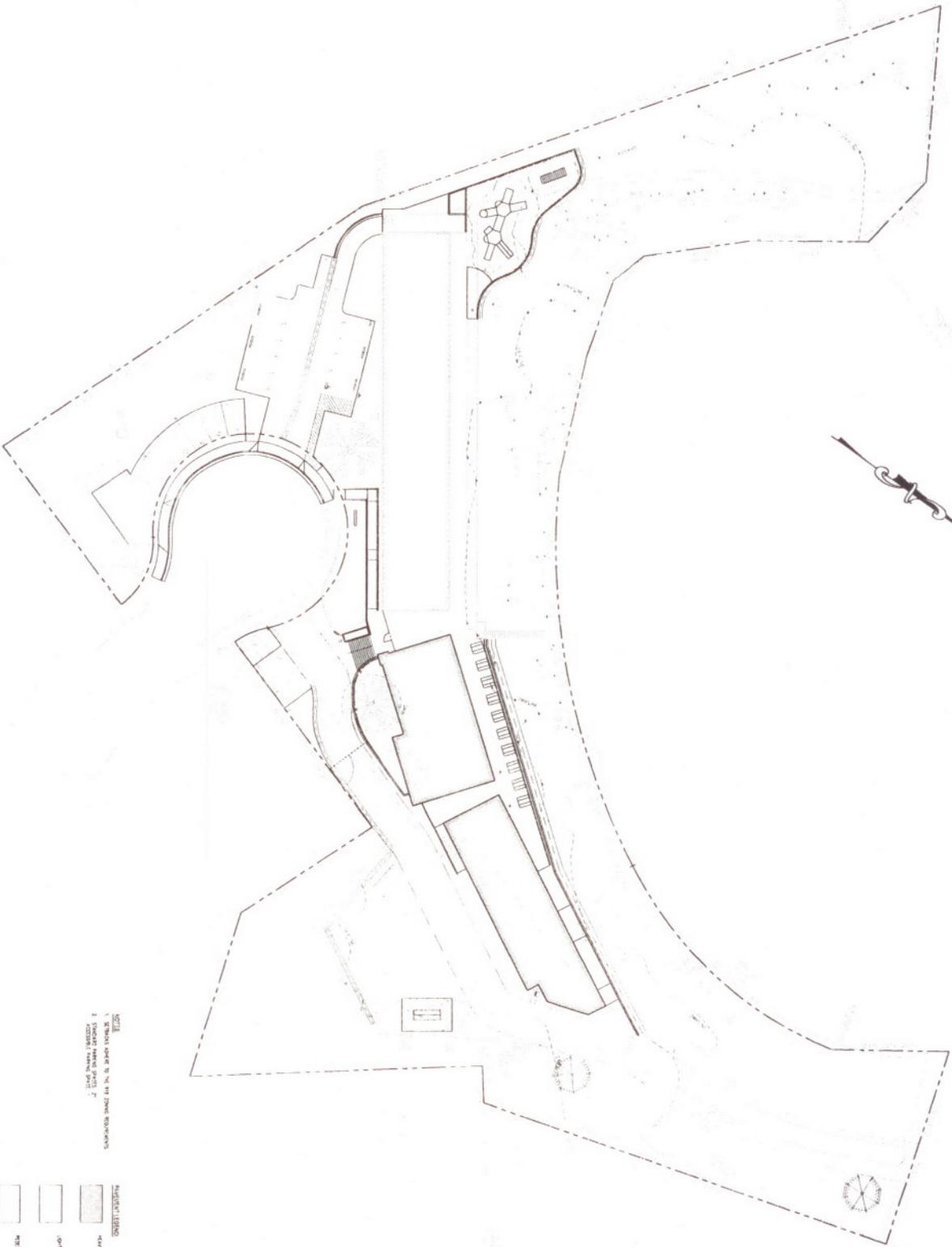
Belmont Permit Center APPLICANT'S GUIDE

The City of Belmont is committed to providing clear direction to people considering a substantial project or revision to the Belmont General Plan or Zoning Map. The Preliminary Design Review application allows applicants to receive early input from the City Council or Planning Commission on project issues and alternatives. The only application requirements for Preliminary Design Review are a completed Permit Application Form, a conceptual site plan and the application fee. The following provisions apply to Preliminary Design Review:

1. Preliminary Design Review may be requested for any project which will require an entitlement subject to a formal public hearing, but for which the entitlement application has not yet been submitted.
2. Preliminary Design Review will be conducted by the decision-making body (City Council or Planning Commission), which will have recommending or final authority over the required entitlement. When the City Council is the decision-making authority, it may at its option conduct a Preliminary Design Review in a joint meeting with the Planning Commission.
3. Preliminary Design Review will be conducted as a Study Session prior to the regular meeting time of the decision making body. No action is allowed. Nothing should be inferred regarding a future decision from the comments provided during Preliminary Design Review.
4. The Study Session will include the following:
 - a. *Acknowledgement of Preliminary Review* – A statement read into the record that the Study Session is to inform the decision makers about the project and its general features, and decision makers may offer general comments on the project. **While a group consensus may emerge, no action will occur and no inferences regarding future actions should be made.**
 - b. *Application Materials* – Application materials are limited to a site plan, a description of the proposed use and a description of the proposed buildings or structures. Simple elevations or building volume studies may be provided, but **renderings, detailed elevations or other studies are not accepted.**
 - c. *Staff Analysis* – Prior to the Study Session, staff will forward a summary report on:
 - i. General Plan Land Use Map and Zoning Map designations for the property, including primary permitted uses and densities.
 - ii. Surrounding Uses and Activities
 - iii. Environmental issues expected to be raised by the proposal
 - iv. Major zoning conformance or other significant issues
 - d. *Discussion / Comment* – Discussion by the decision makers may include group discussion or consensus building. Comments and direction shall be limited to the following three issues:
 - i. The proposed use (activities)
 - ii. The proposed intensity (square footage or density)
 - iii. The proposed layout (site plan).

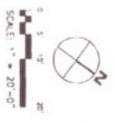
ATTACHMENT F

PROJECT PLANS



1. EXISTING BUILDING
 2. PROPOSED BUILDING
 3. EXISTING PARKING SPACES
 4. PROPOSED PARKING SPACES

LEGEND
 1. EXISTING BUILDING
 2. PROPOSED BUILDING
 3. EXISTING PARKING SPACES
 4. PROPOSED PARKING SPACES



SERENDIPITY SCHOOL

BELMONT, CA

Project Number: 11171001

SITE PLAN

APRIL 14, 2008
REVISED MAY 1, 2008

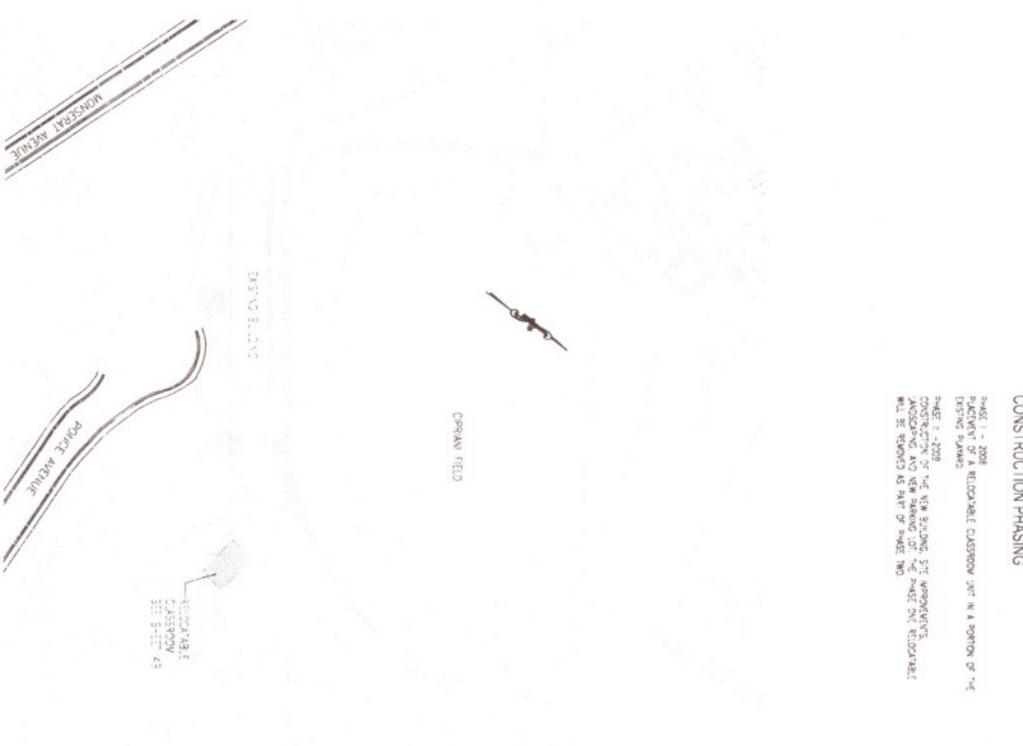
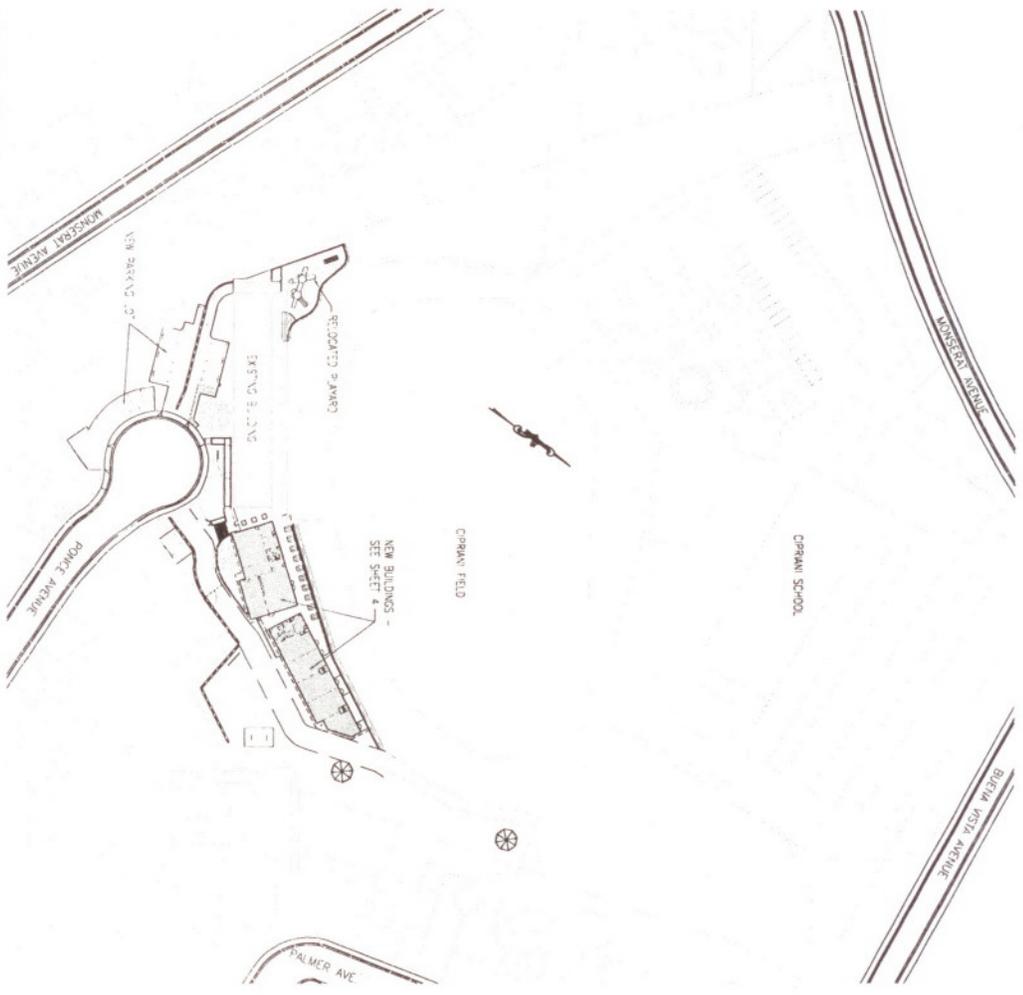
2



© 2008

CONSTRUCTION PHASING

PHASE 1 - 2008
 RELOCATE CLASSROOM UNIT IN A PORTION OF THE
 EXISTING PLANNED
 PHASE 2 - 2009
 RELOCATE THE NEW BUILDING TO THE APPROPRIATE
 LOCATION AND NEW SERVICE OF THE PHASE ONE RELOCATED
 WILL BE REMOVED AS PART OF PHASE TWO



SERENDIPITY SCHOOL
 BELMONT, CA

Project Number: 0301.001



SERENDIPITY SCHOOL

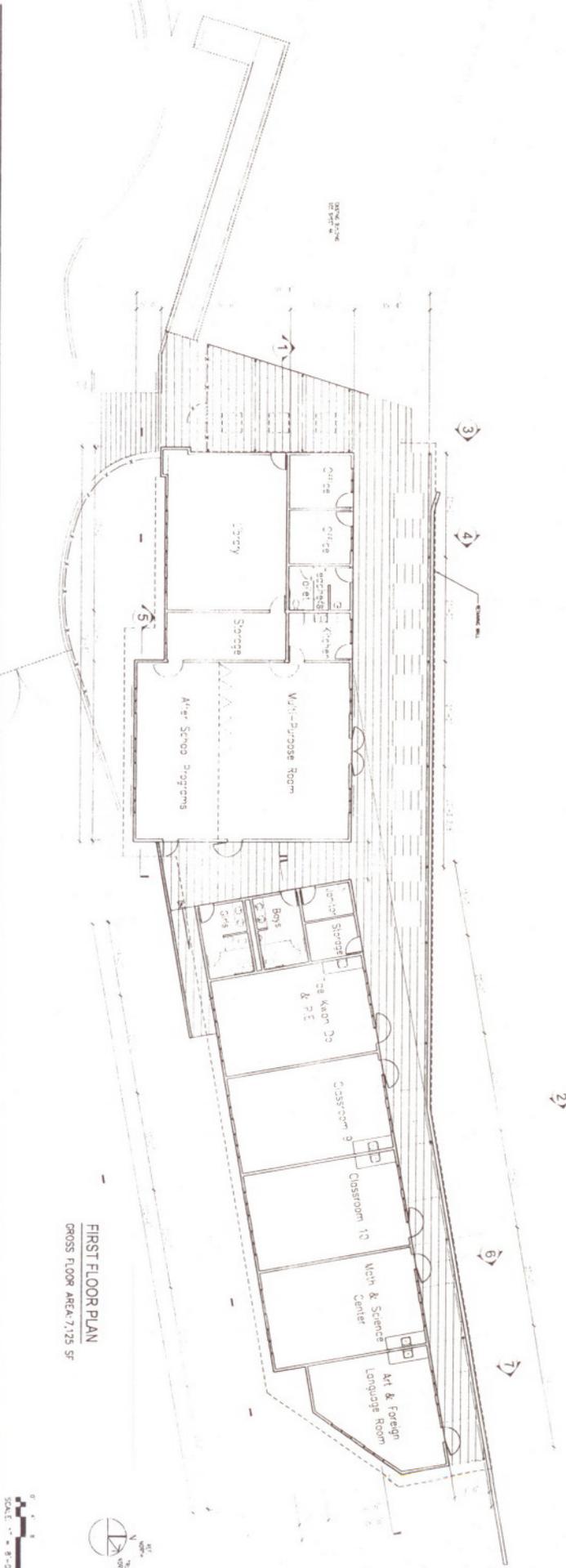
BEAMONT, CA

Project Number: 2017-201

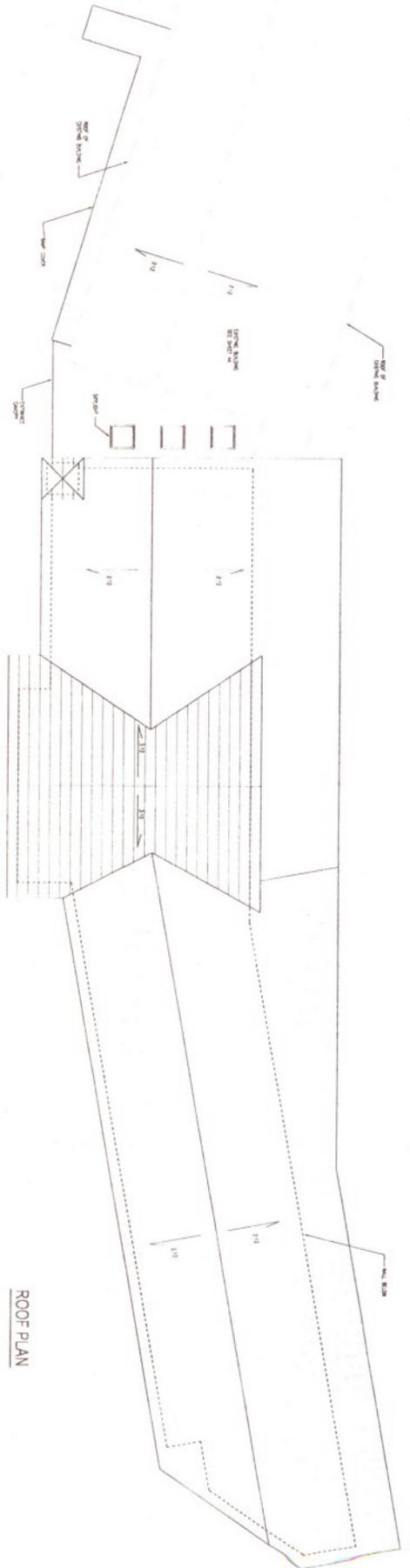
NEW BUILDING FLOOR AND ROOF PLANS

APRIL 14, 2008
REVISION: JAN 17, 2008

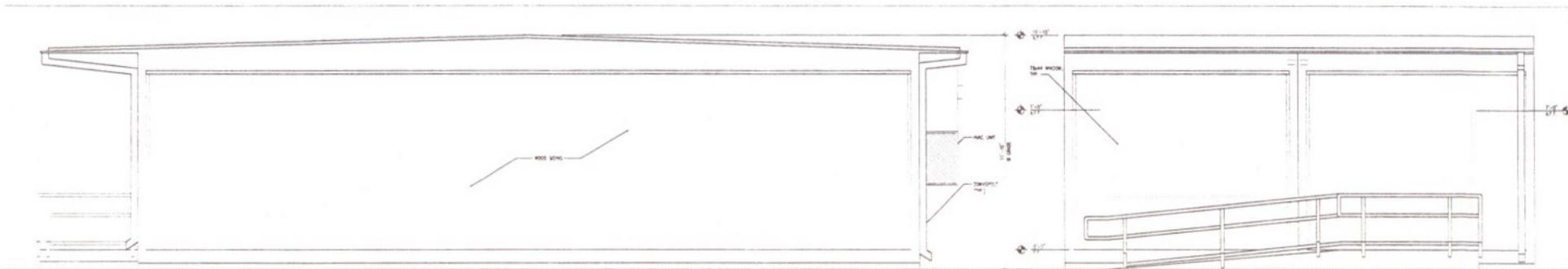
4



FIRST FLOOR PLAN
GROSS FLOOR AREA: 7,125 SF



ROOF PLAN

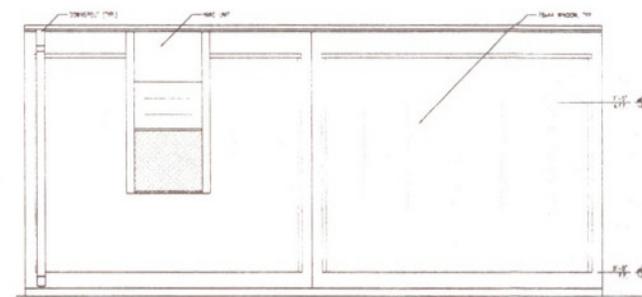


3 SOUTH ELEVATION
SCALE 1/8"=1'-0"

2 WEST ELEVATION
SCALE 1/8"=1'-0"



4 FLOOR PLAN
SCALE 1/8"=1'-0"



1 EAST ELEVATION
SCALE 1/8"=1'-0"

FIRST FLOOR PLAN
CROSS FLOOR AREA: 960 SF

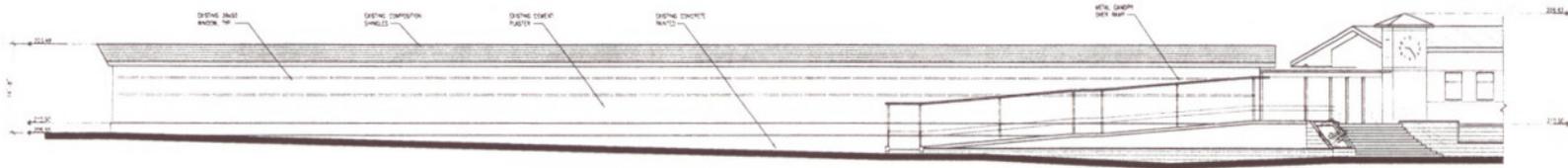
SERENDIPITY SCHOOL

BELMONT, CA

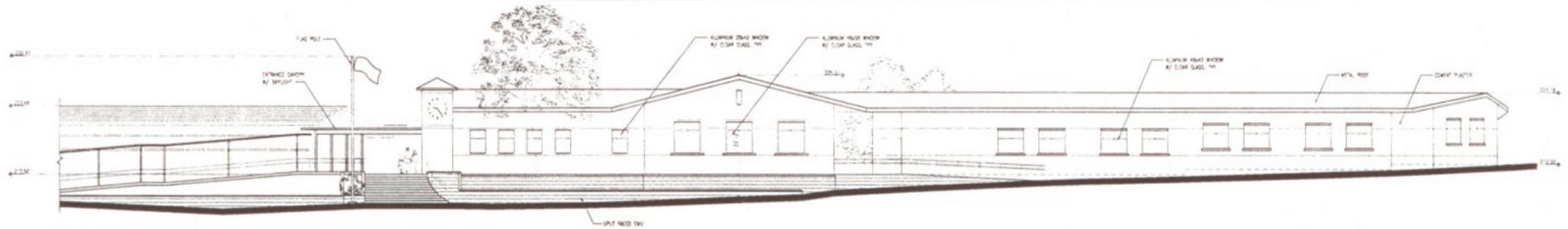
NEW RELOCATABLE BUILDING FLOOR PLAN AND ELEVATIONS
APRIL 14, 2008
REVISED JULY 1, 2008

4B

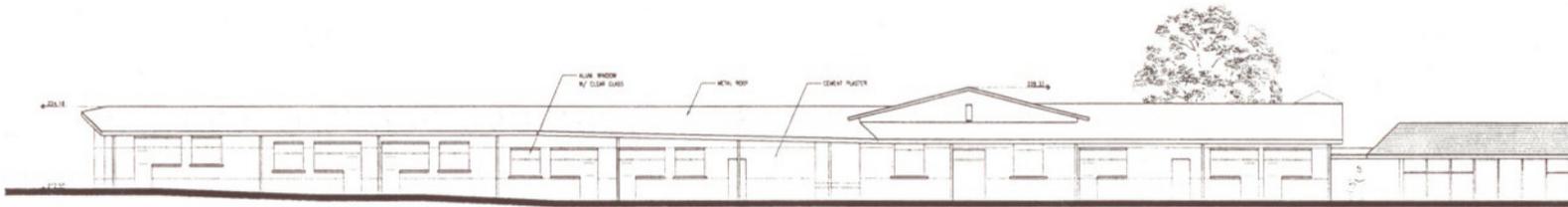




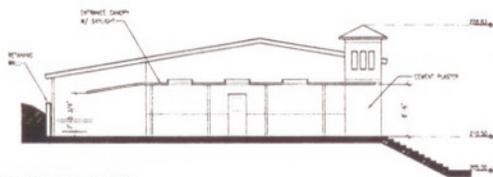
1. SOUTH ELEVATION OF EXISTING BUILDING



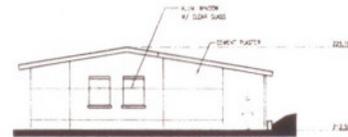
2. SOUTH ELEVATION



3. NORTH ELEVATION



4. WEST ELEVATION



5. EAST ELEVATION



SERENDIPITY SCHOOL

BELMONT, CA

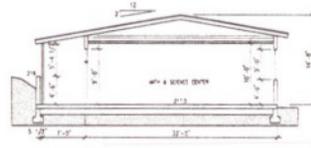
Project Number: 9747.001

BUILDING ELEVATIONS
 APRIL 14, 2006
 REVISED JULY 1, 2006

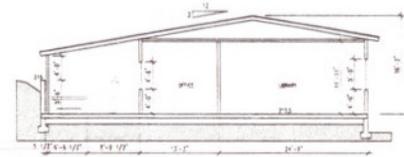
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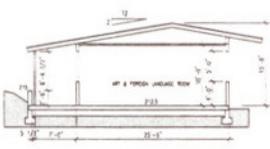
© 2006



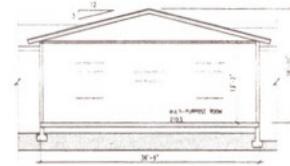
6. SECTION AT MATH & SCIENCE CENTER



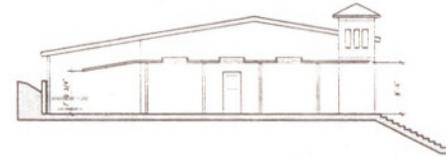
4. SECTION AT LIBRARY



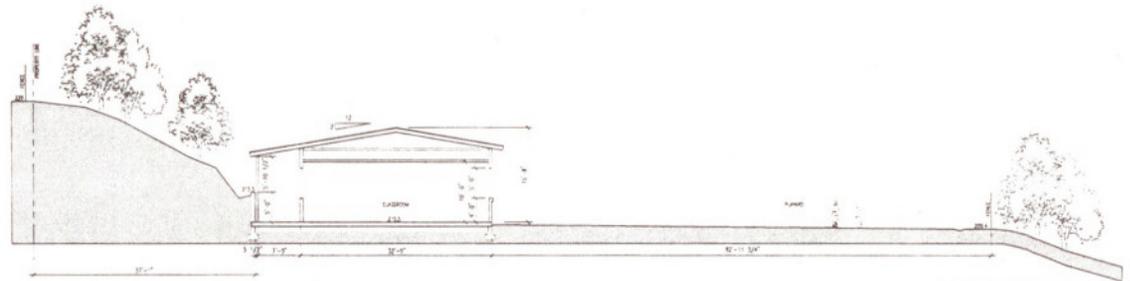
7. SECTION AT ART & FOREIGN LANGUAGE ROOM



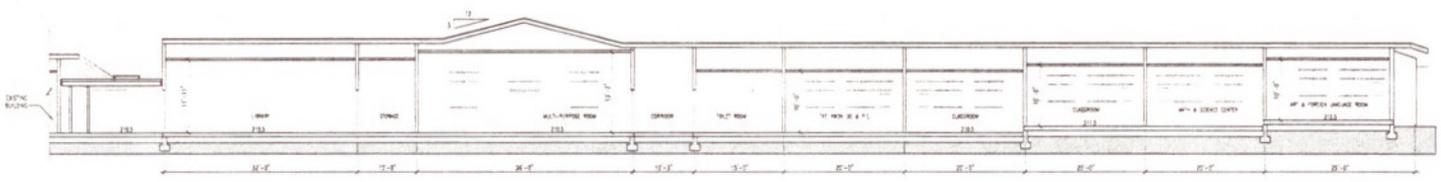
5. SECTION AT MULTI-PURPOSE ROOM



3. SECTION AT ENTRANCE



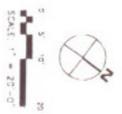
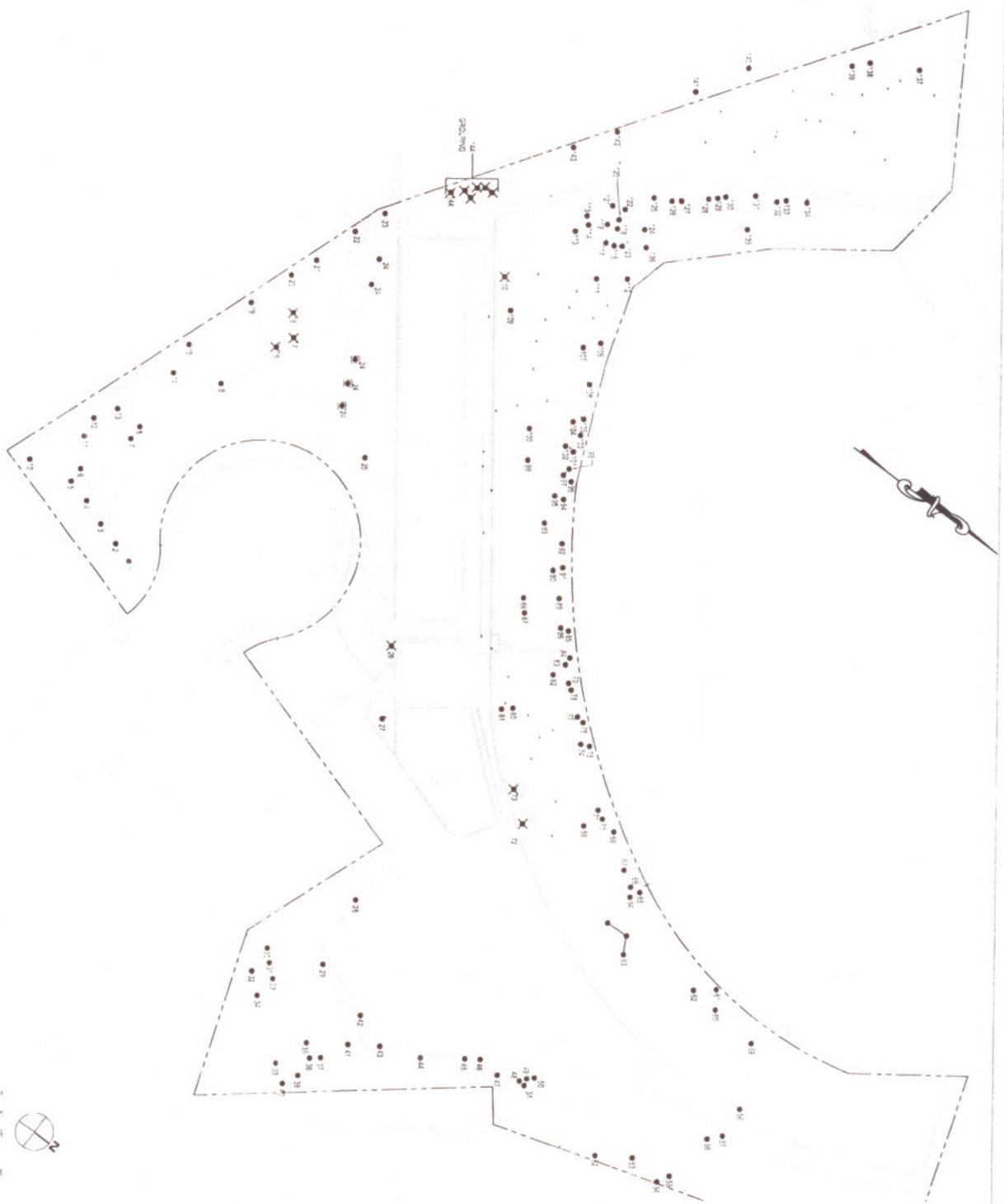
2. NORTH-SOUTH SECTION



1. EAST-WEST SECTION



SEE SHEET A, TREE EVALUATION CHART FOR
EVALUATION OF TREES
(PER ARBORIST REPORT DATED MARCH 25, 2008)



LAUREL D. COAKLEY ARBORIST 1000 S. GARDEN AVENUE SUITE 100 GARDEN CITY, CA 92345 TEL: 951.261.1111 FAX: 951.261.1112 WWW.LDCOAKLEY.COM	
PROJECT: SERENDIPITY SCHOOL DATE: APRIL 2008 DRAWN BY: [Name] CHECKED BY: [Name]	

SERENDIPITY SCHOOL
BELMONT, CA

Project Number: 0101201

EXISTING TREE PLAN

7

