
PLANNING COMMISSION AGENDA REPORT

SUBJECT: REVIEW THE ESTABLISHMENT OF A SCHOOL AND DAYCARE AT 3450 BROAD STREET. THE PROJECT IS EXEMPT FROM ENVIRONMENTAL REVIEW.

BY: Hannah Hanh, Associate Planner
Phone Number: (805) 781-7432
Email: hhanh@slocity.org

FROM: Rachel Cohen, Principal Planner
Phone Number: (805) 781-7574
Email: rcohen@slocity.org

PROJECT ADDRESS: 3450 Broad Street

APPLICATION NUMBERS: ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, and TREE-0033-2025

APPLICANT: San Luis Obispo Classical Academy (SLOCA)

REPRESENTATIVE: Tim Ronda, SDG Architects

RECOMMENDATION

Staff recommends the Planning Commission adopt the Draft Resolution, based on the findings and subject to the conditions, to approve the project, which consists of four (4) accompanying applications and includes two (2) requests:

1. Approve the Moderate Development Review (ARCH-0672-2024) to allow the proposed building, site, and sign improvements;
2. Approve the Planned Development Amendment (PDEV-0673-2024) to allow the proposed change in use at the project site;
3. Approve the Conditional Use Permit (USE-0674-2024) to allow establishment and operation of the proposed school and daycare with reduced outdoor recreational area;
4. Approve the Tree Removal Application (TREE-0033-2025) to allow the proposed removal of 20 existing trees;
5. Approve the creek setback exception to allow installation of mechanical equipment within portions of the creek setback area; and
6. Allow the proposed fencing within the Open Space Easement area.

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

1.0 PROJECT SUMMARY

San Luis Obispo Classical Academy (SLOCA, Applicant) has applied for a Moderate Development Review (ARCH-0672-2024), Planned Development Amendment (PDEV-0673-2024), Conditional Use Permit (USE-0674-2024), and Tree Removal Application (TREE-0033-2025) to establish and operate a private elementary school and daycare (i.e., infant childcare through eighth grade), including various building and site improvements, at 3450 Broad Street (Attachment B, Attachment C).

The project is intended to relocate and consolidate existing SLOCA students and staff from three (3) separate locations, including (1) the K-8 school site at 165 Grand Avenue, (2) the preschool and infant care site at the intersection of Grand Avenue and Slack Street, and (3) staff offices at 1880 Santa Barbara Avenue. The school would consist of seven (7) preschool and infant rooms; 19 classrooms and educational flex spaces; a gymnasium; a library; a kitchen and breakroom; administration offices and meeting rooms; storage rooms; and an outdoor field with various recreational activity areas.

To serve different types of students, the school would offer a full-time program (traditional classroom setting during the entire school week) and a hybrid program (alternate between traditional classroom and at-home learning during the school week). As proposed, the project focuses on providing small class sizes and a maximum of 372 students would attend in-person classes at any one time at the project site.

2.0 PROJECT SITE INFORMATION

Site Data	
Location	3450 Broad Street
Land Use Designation	Services and Manufacturing (SM)
Zone	Service Commercial Zone with Special Considerations Overlay and Planned Development Overlay (C-S-S-PD)
Site Area	Approximately 3.5 acres
Surrounding Uses	North: Single-family residences
	South: Vehicle repair, single-family residence, etc.
	East: Manufacturing, distribution, wholesale, etc.
	West: Vacant, open space

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
 Planning Commission Report – June 11, 2025

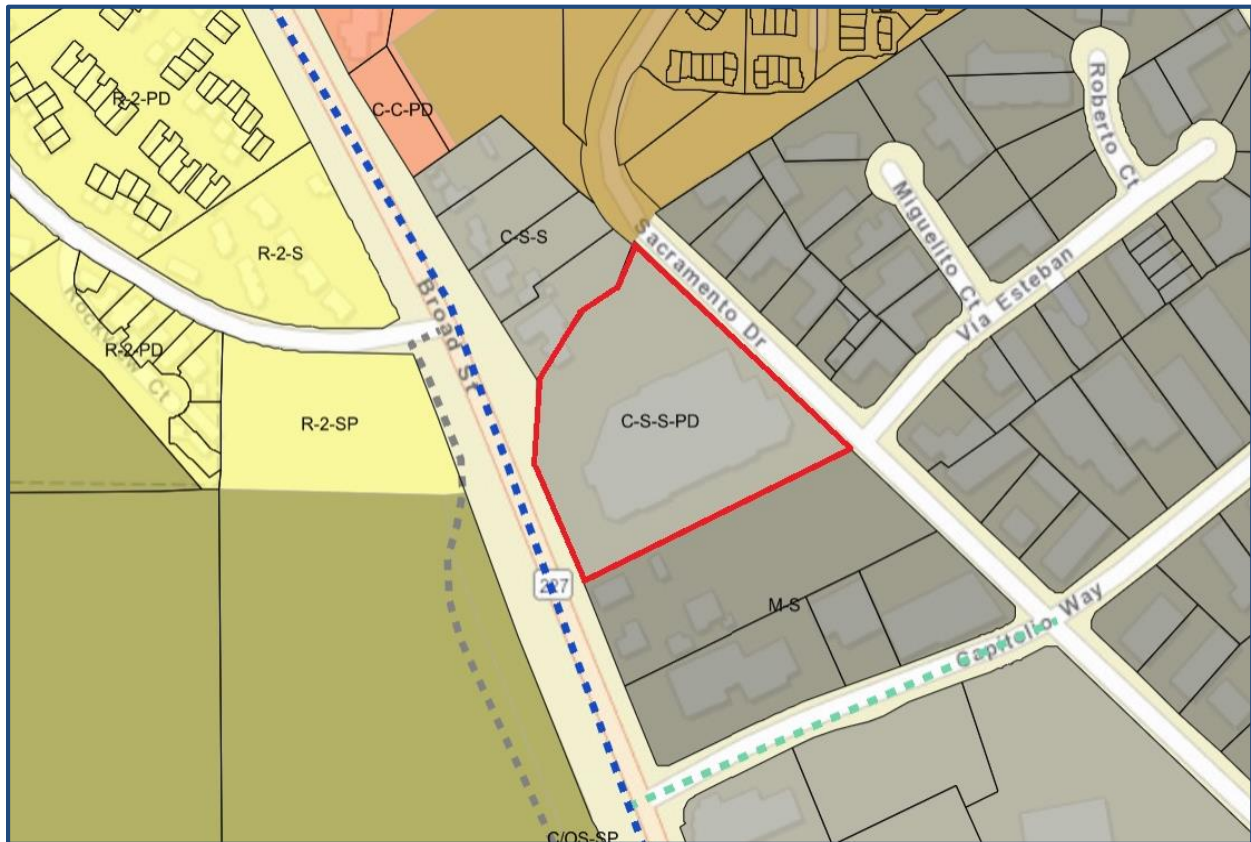


Figure 1 – Project Site

Special Considerations (S) Overlay

The project site is located in a S Overlay that requires the processing of an Administrative Use Permit (which is now referred to as a Minor Use Permit) with proposed development to ensure that particular special considerations associated with the site are addressed. The special considerations¹ for this site include (a) its location along Highway 227 (Broad Street) and concerns for areawide circulation impacts; (b) the need for various frontage improvements (which have been addressed as part of the original site development and is further described in the proceeding sections); and (c) the location of a portion of the riparian corridor of Acacia Creek within the site.

Planned Development (PD) Overlay

The project site is located in a PD Overlay that allows use of the existing building for large professional offices. On April 6, 1999, the City Council adopted [Ordinance No. 1351 \(1999 Series\)](#) amending the zoning map from C-S-S to C-S-S-PD at 3450 Broad Street to allow large professional office uses for the property. At that time, Land Use Element Policy 3.3.2.E² stated that large offices, with no single tenant space less than 2,500 square feet,

¹ Identified in Finding No. 3 of Use Permit, A 88-97, Approval Letter (Attachment F).

² Implemented by requirements described in [Ordinance No. 1087 \(1987 Series\)](#).

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

and having no substantial public visitation or need for access to downtown government services, may be located in the Services and Manufacturing district (i.e., land use designation), subject to approval of a PD Overlay.

3.0 PROJECT SITE BACKGROUND

Original Site Development

On November 17, 1997, the Architectural Review Commission (ARC) approved a development project (ARC and ER 78-97) for a 52,000 square foot commercial building with supporting site improvements such as parking, access, and landscaping, including a creek setback exception along portions of the creek to accommodate an asphalt bike path, at 3450 Broad Street. This approval sustained when the City Council denied an appeal of, and upheld, the ARC's approval of the Acacia Creek Commercial Center (which is now referred to as the Acacia Creek Business Park) on January 6, 1998 (Attachment D)

To address special considerations related to *frontage improvements and Acacia Creek*, public improvements and enhancement of the riparian corridor (located to the north side of the existing bike path) were required as part of the original site development. To protect the riparian corridor, an Open Space Easement, which details allowable uses and structures within this area, was dedicated to the City (Attachment E).

Master Use Permit³

To address special considerations related to the *location and circulation concerns* of the site, the Hearing Officer approved a Master Use Permit (A 88-97) on December 9, 1997 (Attachment F). The approval identified an initial range of allowable and conditionally

³ Master Use Permits are intended for placemaking and identify a range or combination of allowable and conditionally allowable uses determined to be appropriate and/or compatible given the existing or proposed development and any site considerations or constraints (i.e., immediate project and site context). The review process of a Master Use Permit includes the evaluation of uses that are typically allowed or conditionally allowed in the underlying zone, and determines whether, and how, those uses can be allowed given the immediate project and site context. A Master Use Permit may:

- a. Continue to permit uses as allowed per the underlying zone (i.e., allow by right, with Minor Use Permit approval, or with Conditional Use Permit approval);
- b. Streamline or reduce permitting requirements of an allowable use (e.g., reduce the discretionary review requirement from a Conditional Use Permit to a Minor Use Permit, eliminate the need for discretionary review and allow a use by-right, etc.); and/or
- c. Prohibit uses that would have otherwise been allowed in the underlying zone but would raise issues given the immediate project and site context.

Note – This review process evaluates uses that are allowed and conditionally allowed in the underlying zone *at that time*. Therefore, any subsequent changes (e.g., changes to allowable uses in the underlying zone, etc.) or new information (e.g., subsequent reviews and approvals) may not be reflected in a prior Master Use Permit approval.

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

allowable uses based on the environmental analysis conducted at that time. This Master Use Permit⁴ approval was later modified when the large professional office use was evaluated and subsequently approved as part of the PD overlay for the site in 1999.

3.0 PROJECT DESCRIPTION

To facilitate the proposed school and daycare use at the project site, the Applicant has applied for four (4) applications that affect different elements of the overall project scope. Summarized below are the various requests associated with each application type.

Moderate Development Review

Building and site improvements are proposed in order to accommodate the school and daycare at the existing development (Attachment C). Proposed building improvements include (a) an approximate 4,300 square foot addition (i.e., enclose loading dock to accommodate gymnasium and construct second floor offices and library mezzanine) to the existing approximate 50,800 square foot building and produce an approximate 55,100 square foot building; (b) tenant improvements to create classrooms, offices, library, gymnasium, etc.; (c) a façade refresh with new exterior colors and finishes; and (d) establishment of a new sign program. Proposed site improvements include (a) removal of the north parking lot and replacement with an outdoor field and various activity areas; (b) design revisions to the south parking lot to accommodate new access and circulation improvements; and (c) landscaping upgrades.

Creek Setback Exception

As part of the building improvements, new mechanical equipment is proposed along the building exterior to the northwest. A creek setback exception is requested to allow the installation of new equipment within the creek setback⁵ (delineated as a dashed blue line on the Project Plans, Attachment C) adjacent to the bike path.

⁴ Because of *parking concerns specific to the large office use*, Condition No.1 of Use Permit, A 88-97, was nullified and superseded by Condition No. 5 of the PD approval to restrict the office use to the current floor area and prohibited the construction of additional mezzanine areas ([Ordinance No. 1351 \[1999 Series\]](#)).

⁵ Creek setbacks are measured from the top of bank or edge of riparian vegetation, *whichever is further away from the creek channel*. However, the creek setback was measured from the *top of bank* at the time of original site development as a flexibility in exchange for riparian enhancements on the north side of the creek. Subsequent growth in the riparian vegetation (towards the bike path) has shifted the measurement of the creek setback closer to the existing development and resulted in minor encroachments of the creek setback into the existing building and hardscape footprints as shown on the plans. It should also be noted that a creek setback exception was previously approved to accommodate the asphalt bike path as part of the original site development to provide a community benefit.

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

Fencing in the Open Space Easement

As part of the site improvements, fencing is proposed along the site perimeter to provide security and create separate spaces between the public bike path and private uses. Six-foot-high (6'0") see-through black aluminum fencing (identified as Fence, F1 on Sheet L1.0 of the Project Plans, Attachment C) is proposed within the Open Space Easement⁶ (delineated as an orange dashed line on the Project Plans) between the public bike path and the private school, outdoor field, and parking area.

Planned Development Amendment

Since the PD overlay is specific to allowing large office use at the project site, an amendment to the PD is requested to change the use and allow building and site improvements that accommodate the proposed school and daycare at the project site.

Conditional Use Permit

As proposed, the project includes the establishment and operation of a private elementary school and daycare (i.e., infant childcare through eighth grade) (Attachment B). The project would provide (a) full-time programs, where students attend classes five (5) days a week and learn in traditional classrooms and other flexible study spaces, and (b) hybrid programs, where students alternate between traditional classrooms and at-home learning with parents and guardians during the week. Class schedules would therefore be staggered and designed to serve different students on different days between the hours of 7:45 a.m. to 5:00 p.m. (Attachment G). As proposed, the project emphasizes the provision of small class sizes (maximum of 16 students per class), and a maximum of 372 students would attend classes at the project site at any given time.

Tree Removal Application

There are 40 existing trees at the project site. To accommodate the site improvements (i.e., outdoor field, recreational activity areas, decks for outdoor classroom areas, and seating area), 20 existing trees (i.e., 19 trees and one [1] stump⁷) would be removed (Attachment H). To compensate for these removals, the project includes the planting of 45 replacement trees on the perimeter of the outdoor field, along Sacramento Drive, and throughout the south parking area. The 20 existing trees to remain would be protected during project construction.

⁶ Approved plans for the original site development were hand drawn in the late 1990s. Based on more recent surveying and mapping tools available, the Open Space Easement is shown on this plan set with increased accuracy and thus indicates that the easement extends into the existing building and hardscape envelopes at some minor portions.

⁷ Identified as Tree No. 8 on the landscape plans. It is unknown when this tree was cut and may have previously been a plum tree. The stump is to be removed as part of the site improvements and is accounted for as part of the compensatory plantings.

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

4.0 PLANNING COMMISSION'S PURVIEW

As part of this review, the Planning Commission (PC) would take action on all four (4) accompanying project applications. The required findings and criteria for approval of each application type are described below along with the recommendations from the prior Architectural Review Commission (ARC) and Tree Committee (TC) reviews.

Moderate Development Review

Since the project includes an addition of approximately 4,300 square feet (interior to the building footprint), approval of a Moderate Development Review application is required. On [April 7, 2025](#), the ARC reviewed the project and unanimously recommended the PC approve the proposed building, site, and sign improvements based on consistency with design principles and objectives in the Community Design Guidelines, Sign Regulations, and applicable City standards per the San Luis Obispo Municipal Code (SLOMC) [Section 17.106.050](#). No design changes were included as part of their recommendation.

It should also be noted that this application is elevated to PC review (where normally the Community Development Director would review a Moderate Development Review) because the project includes other applications that require PC review and approval (i.e., PD Amendment, Conditional Use Permit, and Tree Removal Application).

Planned Development Amendment

Per SLOMC [Section 17.48.090\(D\)](#) and SLOMC [Section 17.48.090\(B\)](#), amendments to large office PD ordinances approved by the City Council prior to 2003 (such as Ordinance No. 1351) to allow changes to the proposed use and the final development plan (i.e., building and site) may be approved by the PC. An amendment may be approved if the PC determines the proposed uses to be consistent with the General Plan. If the proposed amendment is approved, the PC resolution and its updated findings and conditions would supersede findings and conditions of Ordinance No. 1351 for the project site and allow the proposed school and daycare.

Conditional Use Permit

Per [Table 2-1](#) of the SLOMC, approval of a Conditional Use Permit (CUP) is required to establish and operate a school in the C-S zone. While daycares typically require approval of a Minor Use Permit in the C-S zone, both uses are evaluated in this CUP application because the project includes the operation of both uses as one establishment. Approval of a CUP is subject to requirements outlined in SLOMC [Section 17.110.060](#) and SLOMC [Section 17.110.070](#).

Additionally, to ensure that special considerations associated with the site are addressed, the S overlay requires use permit review for proposed development at the project site.

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

Tree Removal Application

Per SLOMC [Section 12.24.090\(F\)\(4\)](#), a Tree Removal Application is required for any tree removals for a discretionary application. On [March 24, 2025](#), the TC reviewed the project and unanimously recommended the PC approve the requested tree removals based on consistency with the policies and standards set forth in SLOMC [Section 12.24.090\(G\)](#) and SLOMC [Section 12.24.090\(J\)](#). No design changes were included as part of their recommendation.

5.0 PROJECT ANALYSIS

Staff has evaluated the project against applicable policies and standards and found it to be in compliance as discussed in the following analysis.

Moderate Development Review and PD Amendment

Change in the Use

Per SLOMC [Section 17.48.090\(D\)](#), the PC may approve an amendment to the large office PD ordinance for a change in use, if the proposed school and daycare uses are consistent with the General Plan. Per Table 1 of the Land Use Element (LUE), the project site is located in the Services and Manufacturing (SM) land use designation, which is intended to provide a wide range of service uses that meet the needs of the City and some demands of the region. Listed examples of appropriate uses include public and quasi-public uses such as schools and daycares. LUE Goals No. 26 and 27 also state that the City would support high quality education and serve as the County's hub for education. As proposed, the project would be consistent with the intent of the SM land use designation and facilitate these preceding goals to support education in the City.

Change in the Final Development Plan (Building, Site, and Signs)

To accommodate the change in proposed use, the project includes minor changes to the final development plan as described in SLOMC [Section 17.48.090\(B\)](#). The project includes a gross floor area increase of approximately 4,300 square feet consisting of the (1) enclosure of the loading dock to create the gym and gym lobby, (2) addition of second floor offices, and (3) addition of a library mezzanine. While the project results in a gross floor area increase, these improvements are limited to the interior of the building (i.e., new second floor offices and library mezzanine to be created within the existing building space without increasing its height) and the only exterior building wall change is to enclose the loading dock (located on the north elevation) and create a gym lobby without altering the footprint of the existing loading dock area. Accompanying site improvements would remove hardscape (i.e., existing north parking lot) and replace with outdoor recreational and landscaping areas (i.e., outdoor field and activity areas). Additional native trees would also be planted throughout the site (around the outdoor field, along the side yard on Sacramento Drive, and in the south parking lot).

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

As proposed, the building improvements include a limited change to its existing form (i.e., one new wall to enclose the loading dock) and an overall façade refresh with a consistent use of new paint colors in a muted color palette and complementary metal/wood materials and detailing throughout all elevations of the existing metal building. The accompanying site improvements would also introduce outdoor spaces and additional landscaping and native trees to soften the overall appearance of the development. As proposed, the ARC unanimously found the project consistent with the Community Design Guidelines for the consistent muted use of colors, materials, and detailing throughout all elevations, and integration of landscaping to define new outdoor spaces and the addition of pedestrian amenities and native trees throughout the project site.

The project also includes a new sign program for the proposed tenant. The sign program includes a variety of eight (8) signs throughout the building and site that are primarily oriented at the street frontages to provide visibility (i.e., awning, monument, and wall signs to indicate SLOCA as the tenant) and at select building entries to indicate changes in the use of different rooms and areas (i.e., wall and projecting signs to indicate the gym, little wonders, and den). As proposed, the ARC found the project consistent with the Sign Regulations because the sign program provides sufficient visibility and information (i.e., scale and readability) while remaining well integrated with the project building and site (i.e., compatible with the building architecture and facade details and site features).

Deviation from Development Standards

The PD overlay is also intended to provide flexibility in the application of development standards and allow for more effective designs in response to site features, adjacent land uses, and potential environmental impacts. To facilitate specific proposed improvements, the following exceptions are requested as described below:

- Creek Setback Exception⁸ – New mechanical equipment⁹ is proposed in three (3) areas between the existing bike path and development (labeled as Reference Note C on Sheet A3 of the Project Plans, Attachment C). One (1) new equipment area would be installed where hardscape exists near the motorcycle parking spaces, and two (2) new equipment areas would be installed along the building wall exterior where shrubs and mechanical equipment (to be removed and replaced) are currently located.

⁸ The exception request is specific to allowing new mechanical equipment and associated hardscape. Other minor *new encroachments* (e.g., fencing, pervious walkways/surfaces, decks, etc.) are allowable features and improvements in the creek setback as detailed in SLOMC [Section 17.70.030\(G\)\(2\)](#).

⁹The location of mechanical equipment would encroach into the creek setback *but is outside of the Open Space Easement to comply with terms of the Open Space Easement Agreement*.

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
 Planning Commission Report – June 11, 2025

Per SLOMC [Section 17.70.030\(G\)](#), an exception is required to locate mechanical equipment (and any associated hardscape) within the creek setback area. While creek setbacks are intended to protect scenic resources, water quality, and natural creekside habitat (SLOMC [Section 17.70.030\(A\)](#)), approval of the original site development included an exception to accommodate the bike path and required an Open Space Easement instead because the pertinent creek habitat was recognized to be on the northwesterly side of the bike path and not on the side where the building, parking lots, etc. are located. The Open Space Easement primarily overlaps with the creek setback, but there are minor discrepancies as shown by the orange and blue delineations on the plans (Figure 2 – Excerpt of the Proposed Site Plan). New (replacement) mechanical equipment would be installed in areas where shrubs, mechanical equipment (to be removed and replaced), and hardscape exist. As such, the new equipment would be placed in areas that have previously been disturbed and improved, and do not have value as riparian habitat.



Figure 2 – Excerpt of the Proposed Site Plan (Attachment C)

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

- Fencing in the Open Space Easement¹⁰ – See-through black aluminum fencing is proposed in the Open Space Easement along the site perimeter between the existing public bike path and the proposed private school, outdoor field, and parking area. As described in the Open Space, Drainage, and Bicycle/Pedestrian Access Easement Agreement (Open Space Easement Agreement), fencing may be permitted in the easement, if appropriate for open space preservation.

On [April 7, 2025](#), the ARC reviewed the request per Condition 3.a. of the Agreement (Figure 3 – Excerpt of the Open Space Easement Agreement) and unanimously recommended the PC allow the fencing. The fencing would create separate spaces and allow the protection of different uses and features, including open space preservation. In addition, the City Biologist has reviewed and does not have any concerns related to natural resources regarding the proposed fencing. Should there be any future improvements in the Open Space Easement by the City, the Applicant shall remove or relocate the fencing outside of the easement area as needed (Condition No. 11).

- | |
|---|
| <p>3. The restrictions hereby imposed upon the use of the open space portion of the subject property by Owner and the acts which owner shall refrain from doing upon the subject property are, and shall be, as follows:</p> <p>a. No structures will be placed or erected upon said premises. If desired, see-through fencing appropriate to open space preservation may be allowed if approved by the city's Architectural Review Commission.</p> |
|---|

Figure 3 – Excerpt of the Open Space Easement Agreement (Attachment E)

Conditional Use Permit

School Use

SLOMC [Section 17.86.240\(B\)](#) states that no school shall be located:

1. Within 1,000 feet of any business licensed for retail sale of cannabis or cannabis products; or

Currently, there are only two (2) cannabis retail storefronts in the City – Megan's Organic Market at 280 Higuera Street and SLO CAL Roots at 3535 S. Higuera Street – and both businesses are located over 1,000 feet away from the project site at 3450 Broad Street. If the project is approved, a 1,000-foot buffer would be created for this site on the City's [cannabis overlay zone map](#) to ensure compliance with SLOMC [Section 17.86.080\(E\)\(10\)\(b\)\(iii\)](#).

¹⁰ The exception request is specific to allowing fencing in the Open Space Easement. Other minor *new improvements* (e.g., landscaping/pervious surface changes) have been verified for compliance with terms in the Open Space Easement Agreement.

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

2. Within 1,000 feet of any business which, as determined by the review authority (i.e., Planning Commission), would pose a significant health risk to the school due to the presence of hazard materials or conditions; or

EnviroStor is an online data management system, provided and managed by the Department of Toxic Substances Control (DTSC), for tracking cleanup, permitting, enforcement, and investigation efforts at hazardous waste facilities and sites with known or suspected contamination issues. Currently, there are no known or suspected sites of hazardous materials or conditions within 1,000 feet of the project site at 3450 Broad Street.

3. Any area identified in the Airport Land Use Plan (ALUP) as prohibiting such school use.

As proposed, the project would not conflict with the use, safety/density, height, use, or noise criteria established in the ALUP:

Use – Per the ALUP, the project site is within Safety Zone 6 of the Airport Influence Area as shown in Figure 2-2 (SLO County Airport Safety Zones), and schools (and daycares) are identified as compatible uses within Safety Zone 6 under Table 4-5 (Airport Land Use Compatibility Table).

Safety/Density – As proposed, the school and daycare have a staggered class schedule and a maximum number of 442 people (372 students and 70 staff members) would be present at any one time, which is under the maximum nonresidential intensity of 1,200 people per acre.

Height – While the project would result in an increase to the gross floor area, all improvements are located to the interior of the building footprint (i.e., enclose loading dock area on the ground floor and construct second floor offices and library mezzanine within the existing building space without increasing its height). As proposed, the project building would remain at approximately 33-feet, 9-inches in height and not result in an obstruction to air navigation (i.e., a height that is 200 feet above ground level [AGL] or is above 409 feet mean sea level [MSL], whichever is greater).

Noise – While schools and daycares are identified as moderately noise sensitive land uses, the project site is located outside of all noise contours identified in Figure 4-1 (SLO County Regional Airport Noise Contours). Therefore, users located at 3450 Broad Street would not be disrupted by aviation noise and noise attenuation measures are not necessary.

SLOMC Section 17.86.240(C) states that the following regulations shall apply to private primary and secondary schools, unless otherwise regulated in the CUP (see open space discussion below):

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

- Pick-Up/Drop-Off Plan – A plan and schedule for the pick-up and drop-off of children or clients shall be provided for review and approval by the Director. The plan shall demonstrate that adequate parking and loading are provided on site to minimize congestion and conflict points on travel aisles and public streets. The plan shall also demonstrate that increased traffic will not cause traffic levels to exceed those levels customary in residential neighborhoods except for somewhat higher traffic levels during the morning and evening commute. The plan shall include an agreement for each parent or client to sign which includes, at minimum:
 - A scheduled time for pick-up and drop-off with allowances for emergencies.
 - Prohibitions of double-parking, blocking driveways of neighboring houses, or using driveways of neighboring houses to turn around.

As proposed, the project would provide staggered class schedules with drop-off and pick-up times starting between 7:45 a.m. and 5:00 p.m. on Mondays through Fridays. The Applicant shall submit a Pick-Up and Drop-Off Plan to the Community Development Department for review and approval. This Plan shall be consistent with all recommendations of the Final TIS (Conditions No. 28-34) (e.g., location and number of queuing/loading spaces and areas, one-way westbound only access for the parking lot, number of staff members during drop-off and pick-up times, etc.) and include a copy of the agreement form that each parent or client will need to sign regarding pick-up and drop-off times and prohibited, illegal, and unsafe behaviors. This Plan shall be approved by the Director prior to building permit final and occupancy of the building (Condition No. 15). If there are any subsequent operational changes based on the results and recommendations of the School Circulation and Safety Monitoring Plan (Condition No. 33), the Pick-Up and Drop-off Plan shall be revised as necessary for consistency and re-reviewed for approval and implementation.

- Recreational Open Space – If open space is not required as part of the minimum requirements of the zone in which a private school of general education is located, private schools of general education shall provide the following recreation areas, unless otherwise regulated by the CUP:
 - 200 square feet of usable outdoor recreation area for each child in grades K-3 that may use the space at any one time
 - 430 square feet of usable outdoor recreation area for each child in grades 4-12 that may use the space at any one time

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

Instead of providing these minimum outdoor recreation areas (identified above), the Applicant is requesting to provide reduced outdoor recreation area as part of the CUP application. As proposed, the project would provide approximately 20,056 square feet of outdoor recreational area – of which 4,408 square feet would be for pre-school and kindergarten children and 15,648 square feet would be for grades 1-8 students¹¹.

As proposed, there is a total of 32 kindergarten students that would be divided into two (2) classes with 16 each (Attachment B). Since access to the 4,408 square feet of outdoor area¹² would be shared and staggered between classes, each student would have approximately 275 square feet of recreational space, which complies with the minimum requirement of 200 square feet for kindergarten students.

While there would be a total of 272 students for grades 1-8, a maximum 176 of these students would be on break at the same time based on the proposed class schedule, which is staggered by in-person classes, time, and grade (Attachment G). In addition to the 15,648 square feet of outdoor recreational space, grades 1-8 students may occupy approximately 9,000 square feet of indoor recreational spaces, including the gym, library, and den, during breaks. This results in approximately 140 square feet of recreational space per grade 1-8 student.

- Noise – Compliance with SLOMC [Chapter 9.12](#) (Noise Control) shall be required for zone in which the school is located.

The project shall comply with exterior noise limits established in the City's Noise Ordinance (Informational Note No. 41).

Daycare Use

Per SLOMC [Section 17.86.100](#) (Daycare), the following performance standards shall apply to daycares that serve more than eight (8) children:

- Noise – The day care facility shall be subject to all applicable provisions of the City's Noise Regulations (SLOMC [Chapter 9.12](#)). Where the day care facility is adjacent to housing in a residential zone, outdoor play and activities shall be prohibited prior to nine a.m.

¹¹ To illustrate how much open space would typically be required based on minimum requirements, the proposed amount of open space area would allow *at most* 47 students (rounded up from $46.6 = 20,056 \text{ square of recreational area} / 430 \text{ square of recreational area per grades 4-12 student}$).

¹² This outdoor space would be shared with 32 preschool students, which do not have minimum open recreation area requirements.

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

The project site is adjacent (i.e., having a common property or zone line, or separated only by an alley, path, private street, or easement) to a property in the C-S zone to the north and Manufacturing (M) zone to the south. Therefore, the project is not adjacent to a residential zone and would comply with exterior noise limits established in the City's Noise Ordinance (Informational Note No. 41).

- Traffic – Designated delivery and pick-up areas shall not pose any traffic or safety hazards. Operators of day care facilities shall provide carpool-matching services to all clients.

To address traffic or safety hazard concerns, all recommendations of the Final TIS, including the location and number of queuing/loading spaces and areas for drop-off and pick-up (Conditions No. 28-34), shall be implemented. The Applicant shall also submit a Pick-Up and Drop-Off Plan, consistent with the Final TIS, to the Community Development Department for review and approval (Condition No. 15). This Plan may be revised as needed based on any new results and recommendations of the School Circulation and Safety Monitoring Program (Conditions No. 33). Lastly, the Applicant shall provide carpool-matching services for all clients (Condition No. 16).

S Overlay

Based on the proposed project and to address special considerations related to the *location and circulation concerns* of the site, a Transportation Impact Study (TIS) was prepared for the project by a professional transportation engineering consulting firm, Advanced Mobility Group (AMG) (Attachment I, Attachment J). Per the City's Multimodal TIS Guidelines, development projects are evaluated based on the CEQA Guidelines (Attachment I) and for consistency with local transportation policy (Attachment J). The TIS evaluated project-generated vehicle miles traveled (VMT), site circulation and safety, parking demand management, and off-site multimodal transportation operations, including vehicle, bicycle, pedestrian and transit considerations. Recommendations from the TIS informed the recommended conditions for the project as summarized below.

Per the TIS, the project is anticipated to generate 206 net new daily, 283 net new AM peak hour, and three (3) net new PM peak hour vehicle trips. The project is also expected to generate 14 net new pedestrian trips, nine (9) net new bicycle trips, and two (2) net new transit trips during the highest peak hour period. The TIS concluded that the project would have a less than significant impact on VMT, and adequate site circulation and safety with implementation of the following (Conditions No. 29-33):

1. Construct new sidewalk to close the existing pedestrian connectivity gap on the west side of Sacramento Drive just south of the project site.
2. Install signage and curb markings as needed to designate the parking lane on the west side of Sacramento Drive fronting the project site for passenger loading only during drop-off/pick-up periods.

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

3. Construct pedestrian crossing safety upgrades at the intersection of Sacramento Drive and Via Esteban, including high-visibility school crosswalk markings, advance warning signage and pavement markings, and a rectangular rapid flashing beacon (RRFB) system for the Sacramento Drive pedestrian crosswalk.
4. Install green bike lane markings along the project frontage and site driveway on Sacramento Drive to increase visibility the existing bike lane and conflict points.
5. Install traffic calming elements along Sacramento Drive approaching the project site, including addition of radar speed feedback signs and school zone reduced speed limit signage.
6. Implement School Access and Parking Management strategies, including staggered pick-up/drop-off times, configuring the on-site driveway to one-way westbound only, providing staff/parent volunteers to help direct responsible user behaviors during pick-up/drop-off times, and designating on-site parking stalls for carpool/short-term parking/passenger loading only, etc., to maximize efficient parking and passenger loading.
7. Implement a School Circulation and Monitoring Program, which will include conducting data collection and observations of traffic operations in the vicinity of the school several months after first occupancy to identify potential concerns, such as double parking, vehicles blocking traffic/bike lanes on Sacramento Drive, vehicle speeds approaching the campus, and observations of any bicycle or pedestrian safety problems or nuisance concerns. The Monitoring Study would identify further actions needed to address safety concerns (if any) and require the Applicant to correct these issues in a timely manner and continue monitoring until concerns have been adequately addressed. Additionally, the Director reserves the discretion to require that the Project return to the Planning Commission for consideration of further conditions of approval if safety or nuisance concerns remain unresolved.

Further, the TIS confirmed that the project would not result in significant impacts to off-site vehicle, bicycle, pedestrian, and transit transportation operations, as conditioned:

1. Project-generated traffic would contribute to the already deficient vehicle level of service (LOS) at the intersections of Broad Street (SR 227) & Farmhouse Lane, Enda Road (SR 227) & Buckley Road, and Edna Road (SR 227) & Los Ranchos Road.

To address this concern, the Applicant must pay the applicable San Luis Obispo County State Route 227 Corridor Mitigation Fees to satisfy the project's fair contribution towards planned improvements at these intersections, which includes the construction of roundabouts at Buckley and Los Ranchos (currently in design) and a future signal or roundabout at Farmhouse Lane (Condition No. 28).

2. Project-generated traffic would contribute to deficient vehicle LOS at the intersection of Sacramento Drive & Capitolio Way under future conditions (Year 2045), thus exceeding the City's adopted impact thresholds.

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

To address this concern, the School Circulation and Monitoring Program would evaluate whether warrants for an all-way stop-control are met at this intersection following occupancy of the campus. If warrants are met, the Applicant must install the all-way stop control. If warrants are not yet met following occupancy of the campus, the Applicant must provide fair share mitigation fee to City for future implementation of all-way stop control, when warranted (Condition No. 34).

While not directly related to the project, it should also be noted that the City has a paving project planned for Sacramento Drive starting fall of 2025, which also includes measures that will improve safety, bicycle and pedestrian conditions along Sacramento Drive. Improvements include pavement repairs, ADA pedestrian ramp upgrades, addition of traffic calming measures, including speed reduction measures along the curvature in the road north of the project site, buffered bike lanes (where width allows) and green bike lane markings in intersection conflict areas.

Tree Removal Application

The Applicant is requesting to remove 20 existing trees, as follows:

- To accommodate a new outdoor field and various recreational activity areas, nine (9) trees located in the north parking lot (identified as Trees No. 2-6, 8, 30-31) would be removed;
 - Note – Tree No. 8 has been cut (may have previously been a plum tree), and its stump is to be removed as part of the project.
- To accommodate new decks for outdoor classroom areas and a seating area, ten (10) trees located in the side yard along Sacramento Drive (identified as Trees No. 9-16, 32, 36) would be removed; and
- To accommodate a new parking design, one (1) tree located in the south parking lot (identified as Tree No. 37) would be removed.

To compensate for these removals, the project includes 45 replacement plantings consisting of Chitalpas (*Chitalpa tashkentensis*), Brisbane box trees (*Lophostemon confertus*), coast live oaks (*Quercus agrifolia*), Engelmann oaks (*Quercus engelmannii*), island oaks (*Quercus tomentella*), water gum (*Tristaniaopsis laurina*), and Chinese elms (*Ulmus parvifolia*) (Sheet L1.2C of Project Plans). The TC unanimously supported these replacements because the compensatory trees would (a) range from 24-inch to 60-inch box replacements; (b) be planted on the perimeter of the outdoor field, along Sacramento Drive, and throughout the south parking area; and (c) result in larger and more visually prominent trees at maturity for a majority of the selected species.

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

While all 20 tree removal requests are located outside of the Open Space Easement and creek setback, there are six (6) compensatory coast live oak (*Quercus agrifolia*) plantings proposed within the Open Space Easement and creek setback (identified as Trees No. 12, 14-18 on Sheet L1.2C of the Project Plans). The City Arborist and City Biologist are supportive of these plantings because coast live oaks are an appropriate native species for riparian corridor restoration, erosion control, and soil stabilization. These plantings would comply with terms in the Open Space Easement Agreement and be consistent with the intent of the creek setback to protect and further restore natural creekside habitat.

5.0 ENVIRONMENTAL REVIEW

The project is categorically exempt under Section 15332 (In-Fill Development Projects) of the CEQA Guidelines because it is consistent with applicable General Plan policies and Zoning Regulations; is located on a site that is less than five (5) acres in size (approximately 3.5 acres); is surrounded by other urban uses (light manufacturing, distribution, storage, office, and residential uses); and is not a habitat for endangered, rare, or threatened species as it is a developed property that is currently used for offices. As conditioned, approval of project will not result in any significant effects related to (a) traffic because the project does not conflict with applicable transportation plans, programs or policies, is anticipated to generate vehicle miles traveled (VMT) within the City's adopted thresholds, and is not anticipated to substantially increase transportation hazards or safety concerns; (b) noise because the project would comply with exterior and interior noise limits outlined in Chapter 9.12 (Noise Control); (c) air quality because construction-related emissions for the building and site improvements are temporary; or (d) water quality because the project would not result in impacts to onsite, or impact offsite, creeks or wetlands. Lastly, the project will continue to be served by all required utilities and public services.

6.0 OTHER DEPARTMENT COMMENTS

The project has been reviewed by the Building Division, City Arborist, City Biologist, Engineering Division – Development Review, Fire Department, Transportation Division, and Utilities Department for concurrence. Any recommended conditions of approval have been incorporated into the Draft Resolution (Attachment A) as appropriate.

7.0 ACTION ALTERNATIVES

1. **Continue review of the project.** This action would require that the Planning Commission provide staff and the applicant with clear direction on the additional information or analysis required to make a decision.
2. **Deny the project.** An action denying the project would require findings that cite the basis for denial and should reference inconsistency with the General Plan, Zoning Regulations, and/or other policy documents.

ARCH-0672-2024, PDEV-0673-2024, USE-0674-2024, TREE-0033-2025
Planning Commission Report – June 11, 2025

8.0 ATTACHMENTS

- A. Draft PC Resolution
- B. SLOCA Project Description
- C. SLOCA Project Plans
- D. Resolution No. 8753 (1998 Series)
- E. Open Space, Drainage, and Bicycle/Pedestrian Access Easement Agreement
- F. Use Permit, A 88-97, Approval Letter
- G. Transportation/Parking Demand Management Plan and Daily Schedule
- H. Tree Removal Application
- I. Final Transportation Impact Study – Phase 1 (CEQA Analysis)
- J. Final Transportation Impact Study – Phase 2 (Multimodal Transportation Operations Analysis)