



# CITY OF POMONA

## PLANNING COMMISSION REPORT

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**DATE:** October 10, 2018

**TO:** Chairperson and Members of the Planning Commission

**FROM:** Development Services Department, Planning Division

**SUBJECT:** **CONDITIONAL USE PERMIT (CUP 9813-2018):**

A request for a Conditional Use Permit (CUP 9813-2018) to allow the operation of a boarding school on an 8.75 acre site at 2322-2350-2370 S. Garey Avenue

### **STAFF RECOMMENDATION**

The Planning Division recommends that the Planning Commission adopt the attached Resolution (Attachment 1) approving Conditional Use Permit (CUP 9813-2018), subject to conditions.

### **PROJECT/APPLICANT INFORMATION**

**Project Location:** 2322-2350-2370 S. Garey Avenue  
**APN Information:** 8331-012-025, -026 and -027  
**Project Applicant:** Grand Sequoia Global Holding Corp. (Serena Jan, representative)  
**Property Owners:** Grand Sequoia Global Holding Corp. (Serena Jan, representative)  
**CC District:** District # 3  
**Historic/CBD:** Not Applicable  
**Specific Plan:** Pomona Corridors Specific Plan- Neighborhood Parkway Segment  
**General Plan:** Neighborhood Edge (westerly half of project) and Residential Neighborhood (easterly half of project)

### **PREVIOUS ENTITLEMENTS**

2011: CUP 11-016 (Reso. 11-034) to allow operation of a private school. No evidence the school ever operated though some administrative functions may have been performed on the property.  
1981: PM 14161 for a 2-lot parcel map for the credit union.  
1966: Variance (Reso. 2448) to reduce parking ratio, waive block wall requirement along Garey Ave. and reduce the height of the required block wall on the South property line. This was to construct the credit union complex.  
1957: Rezone from R-1-7200 to C-2

## **BUILDING PERMIT HISTORY**

### 2322 S. Garey Ave.

- 2013: Permit B13-0037—reroof
- 1985: Permit B54617—Tenant improvement, lower ceiling, change electrical fixtures, add a few walls
- 1983: Grading permit 514050—for landscaping and irrigation at 2322-2370 S. Garey Ave.
- 1982: Permit B49287—Construct a 2-story office building and 1-story common building. No final date.
- 1979: Permit B40680—Minor remodeling incl. free standing partitions, paint, carpet, and 6 new electrical outlets.
- 1976: Permit B33526—Enclose existing staircase of office building  
Permit B33229—Construct 60'x75' addition to existing office structure.
- 1969: Certificate of Occupancy
- 1964: Permit B48999—Construct office building

### 2324 S. Garey Ave.

- 1983: Permit B51334—Construct 640 linear feet of 6' high block wall.  
Permit B48483—Interior alterations to non-bearing walls
- 1977: Permit B36691—TI of office building  
Permit B36925—TI for partitions and new shower room
- 1974: Permit B30994—Construct central wall dividing one office into two
- 1969: Permit B23392—Construct office building

### 2370 S. Garey Ave.

- 1993: Permit B92-2399—TI on 1<sup>st</sup> floor, remodel to accommodate more people
- 1992: Permit B92-2377—Demo interior non-bearing walls in prep for TI for offices
- 1987: Permit B61301—Remove existing steps and rebuild 2 locations
- 1985: Permit B57283—Partial interior remodel
- 1983: Permit B51146—Special extinguishing system for restaurant  
Permit B51948—Partial remodel of 1<sup>st</sup> floor  
Permit B52003—Relocating fire sprinklers
- 1981: Permit B48857—Auto fire sprinkler work  
Permit B48527—Construct interior non-bearing partition in basement to create office and toilets
- 1980: Permit B44206—Repair roof, reseal A/C units, pipes, vents and parapet walls
- 1972: Permit B27870—Install wall across north bay of basement.  
Enclose 3 openings at south wall of bay. Enclose westerly openings w/glass block.

1968: Permit B27792—2' chain link addition and cover on trash bin & 10' fence and cover on basement stairwell  
Permit B89726—Build storage room 18'x32', 8x16x8 concrete block walls in basement.  
1967: Permit B77404—Fire sprinkler system  
1966: Permit B75973—New office building w/19,872 sf 1<sup>st</sup> floor, 19,872 sf basement

2374 S. Garey Ave.

1981: Permit B48016—Install temp trailer for use during construction

## **PROJECT DESCRIPTION & BACKGROUND**

The applicant, Grand Sequoia Global Holding Corp., is requesting a Conditional Use Permit (CUP 9813-2018) to allow the operation of a boarding school at 2322-2350-2370 S. Garey Avenue. The 8.75 acre site, located at the southeast corner of Garey Avenue and East Olive Street, includes four existing buildings totaling approximately 116,800 square feet (SF). The property consists of three parcels in the Neighborhood Parkway Segment of the Pomona Corridors Specific Plan (PCSP)-(Attachment 3).

The site has previously been used as a credit union campus and as administrative offices by the school district. At one time the site was acquired by the Pomona Redevelopment Agency to relocate Pomona Police Department to that location. The Redevelopment Agency sold the site when this concept was abandoned.

Buildings C and D front Garey Avenue and are approximately 50 and 65 feet, respectively, from the street, with mature landscaping located in the setback area. Building B is located near the center of the campus and has limited visibility from either Garey Avenue or Olive Street. Building A located approximately 100 feet from Olive Street (see Aerial Photograph).

Tenant improvements are proposed to modify the buildings to support the proposed uses. No new floor area or exterior modifications to the buildings are proposed. Building A will be primarily devoted to classrooms and office space. Building B will contain a dining room and kitchen. Buildings C and D will be converted to dormitories.

The applicant has submitted plans showing proposed window modifications. On building C (near the intersection of Garey Avenue and Olive Street), existing fixed windows are being replaced with operable windows (horizontal sliders and one vertical slider) on the west side facing Garey Avenue and the north side facing Olive Street (all vertical sliders). The openings are not being enlarged. On the sides of the building not facing a street (the east and south sides), new openings are being created for horizontal sliders. On building D (near Garey Avenue and south of building C), only the west side faces a street. On that side, some of the fixed windows are being replaced with vertical sliders. The openings are not being enlarged. On the north side, two large window

panes are being replaced with a pane half as high and a horizontal slider filling in the space below. The openings are not being enlarged. On the other walls, openings are being created for new horizontal slider windows. No new windows are proposed on buildings A or B. (See Aerial Below)



The windows are placed in a rhythmic pattern. The installation matches the contemporary architecture of the two buildings. The proposed windows do not significantly alter the appearance of the building, nor do they change the visual character of the neighborhood.

The school plans to house 100-300 international students in grades 6-12 and up to 30 teachers (Attachment 4—Project Narrative). Roughly half of the teachers will live on the property as chaperones. The school will operate will be from 7 a.m. to 10 p.m. The campus will be closed to the general public.

### **Applicable Code Sections**

The PCSP establishes the permitted uses in the plan area. Educational facilities are classified as “Civic and Cultural” uses which are subject to approval of a Conditional Use Permit. Required findings for the issuance of a Conditional Use Permit are in Section .580.B of the Zoning Ordinance.

### **Surrounding Land Use Information**

The following table summarizes the surrounding land uses, zoning and general plan designations for Planning Commission consideration.

**Land Use Summary Table**

	<b>Existing Land Use</b>	<b>Zoning Designation</b>	<b>General Plan Designation</b>
<b>Subject Site</b>	Vacant buildings	Neighborhood Parkway Segment (PCSP)	Neighborhood Edge (westerly half) and Residential Neighborhood (easterly half)
<b>North</b>	Commercial strip mall and multi-family residential	Neighborhood Parkway and R-1-7200	Neighborhood Edge (westerly half) and Residential Neighborhood (easterly half)
<b>South</b>	School district facility	Neighborhood Parkway	Neighborhood Edge (westerly half) and Residential Neighborhood (easterly half)
<b>East</b>	Multi-family residential	R-2	Residential Neighborhood
<b>West</b>	Single family residential	R-1-7200	Neighborhood Edge

## **ZONING COMPLIANCE ANALYSIS**

### **Site Development Standards**

Since the project is a conditionally permitted use in the Neighborhood Parkway Segment of the PCSP, the proposed project is subject to development standards of that zone. No new construction is proposed that would alter the floor area of any of the buildings. In order to provide the Planning Commission with a comparison of the required development standards and that of the proposed project, staff has prepared the “*Project Summary Table*” on the next two pages for the Planning Commission’s consideration:

**Project Summary Table**

<b>Development Standard</b>	<b>PCSP Code Requirements</b>	<b>Proposed Project</b>	<b>Compliance Determination</b>
Lot Area	No requirement	8.75 acres	N/A
Lot Dimensions	No requirement	610.83' on Olive St., 624.40' on Garey Ave.	N/A
Height	No max. on Garey Ave.; max. 2 stories across from housing. New development shall not exceed a line: <ul style="list-style-type: none"> <li>- Originating at a height of 1 floor above the height of the adjacent building's eave line;</li> <li>- Extending through a point located along the new development's side façade;</li> <li>- With a 45 degree slope.</li> </ul>	Existing buildings are 1-2 stories tall across from 1-2 story housing, adjacent to 2 story housing. No alterations to building height proposed.	Pre-existing buildings: no alterations proposed
Building Length	Max. 120' (limited corner) Max. 80' (limited mid-block)	Existing buildings: 178' (Building C – limited corner location), 183' (Building D – limited mid-block), 192' (Building A – limited mid-bloc). No alterations to building dimensions proposed.	Pre-existing buildings: no alterations proposed
Building Massing (Height to Length ratio)	3H:2L to 5H:2L (1.5 to 2.5) on Garey; 2L:3H to 5L:2H (.67 to 2.5) all other streets	Existing buildings: Ratio of <0.2 on both frontages. No alterations to building dimensions proposed.	Pre-existing buildings: no alterations proposed
Building Orientation to Street	Required except on Garey	Provided	Pre-existing buildings: no alterations proposed
Front Setback	Corner property: 5'-15'	>60' from Olive St.	Pre-existing buildings: no alterations proposed
Side Setback	Without living space windows: 0'	>60' from easterly property line	Pre-existing buildings: no alterations proposed

Development Standard	PCSP Code Requirements	Proposed Project	Compliance Determination
Rear setback	Min. 10'	>60' from southerly property line	Complies
Frontage Coverage	No min. on Garey Min. 60% on other streets	0% on Olive St.	N/A since no alterations proposed
Build to Corner	Not required	N/A	N/A
Parking	3 min./4 max. per 1,000 SF for Civic/Cultural uses not Public Assembly, 1-1.2 spaces/room for lodging	Required: 249 spaces for Bldgs. A and B, 65 spaces for Bldgs. C and D. Total 314 spaces. Provided: 338 spaces.	Yes
Landscaping	New standards apply if rehabilitated landscape area is 2,500 SF or greater	No landscaping rehabilitation proposed	N/A

### **Vehicular Circulation, Access & Parking**

The existing site has two driveways on Olive Street and one on Garey Avenue, each a 2-way driveway. Drive aisles on the property are over 25 feet wide throughout the site. The project provides sufficient parking to meet Code. A traffic study has not been required by Public Works because no new construction is proposed. The site likely has a considerable parking surplus, because most of the foreign students will not have cars.

### **Landscaping**

The site has substantial mature landscaping throughout the property. No alterations to the existing landscaping are proposed.

## **ISSUE ANALYSIS**

### **Issue 1: General Plan/Land Use**

The General Plan land use map designates the westerly portion of the site as Neighborhood Edge and the easterly portion as Residential Neighborhood. No alterations to the existing buildings are proposed. Educational uses are conditionally permitted in this portion of the PCSP and are consistent with the following General Plan goal:

*“To promote a balanced and dynamic economic growth for Pomona with continued development of commercial, professional, and industrial services to assure the expansion of local opportunities and to promote a rising standard of living for all residents in a quality environment.”*

Approval of the proposed Conditional Use Permit will be consistent with past educational uses approved on the property. Renewed use of the site for educational use will not be detrimental to the City, it will promote increased diversity of educational opportunities, and will promote enhanced quality of life within the City.

### **Issue 2: Zoning Ordinance Compliance**

Staff has evaluated the proposed project and has determined that the proposed use is consistent with the Civic and Cultural uses allowed in the Neighborhood Parkway of the PCSP. No alterations to the exterior of the buildings are proposed. Tenant improvements will be required to comply with Building and Fire codes. The surrounding commercial and residential uses are compatible with the proposed educational use of the property. The proposed educational use is a conditionally permitted use within the Neighborhood Parkway of the PCSP. As a result, the granting of this Conditional Use Permit will not adversely affect the Zoning Ordinance.

### **ENVIRONMENTAL ANALYSIS/DETERMINATION**

Pursuant to the provisions of the California Environmental Quality Act (CEQA), an Initial Study was prepared consistent with CEQA Section 15070 to assess the potential effects of this project on the environment. Further review of Noise, Transportation/Traffic, Aesthetics, Land Use/Planning and other environmental factors were reviewed.

The study determined that the project either had no potential environmental effects or the effects were less than significant. No mitigation measures were recommended. In compliance with Article 19, Section 15301, (Class 1 – Existing Facilities), the proposed project described meets the guidelines for a Categorical Exemption in that the proposed project is in an urbanized area and involves the re-use of existing buildings without new construction. The proposed project is consistent with the categorical exemption; therefore, no further environmental review is required (see Attachment 2).

### **PUBLIC COMMUNICATIONS**

A copy of the public hearing notice was published on September 28, 2018 in the Inland Valley Daily Bulletin and was sent to the owners and occupants of properties within a 1,000-foot radius of the subject site on September 27, 2018 (Attachment 5). As of the date of this staff report, staff has not received any correspondence either supporting or opposing the proposed project.

### **CONCLUSION**

The proposal is consistent with the allowed uses and development standards of the Neighborhood Parkway Segment of the PCSP. Based on staff's analysis of the issues, the boarding school has no potential to be detrimental to the health, safety, peace and general welfare of persons residing in the area. Consequently, the project, as conditioned, will be compatible with the adjacent land uses and will not result in any adverse impacts to the surrounding area.



Respectfully Submitted By:

Prepared By:

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Development Services Director

Jeff Hamilton  
Contract Planner

**ATTACHMENTS:**

- 1) Draft PC Resolution
- 2) Exhibit A to Draft PC Resolution: Initial Study– Class 1 Categorical Exemption Finding
- 3) Location Map & Aerial Photograph
- 4) Project Narrative, Plans Reductions
- 5) 1,000-foot Radius Map & Public Hearing Notice
- 6) Project Plan Reductions