



Agenda Report

File #: 19-0750

**PLANNING AND HOUSING COMMISSION
STAFF REPORT**

DATE: 9/9/2019

TO: Honorable Chair and Commissioners

FROM: Community Development Department

APPLICATION REQUEST:

CUP2018-0014 (CONTINUED): Conditional Use Permit application to establish and operate a 4,375-square foot public charter school within an existing commercial building located at 700 North Main Street in the CR (Commercial Retail) District of the North Main Street Specific Plan (SP99-01) (Applicant: Bill Calleja of Pivot Charter School, 700 North Main Street, Corona, CA 92880).

RECOMMENDED ACTION:

That the Planning and Housing Commission recommend adoption of Resolution No. 2536 **GRANTING CUP2018-0014**, based on the findings contained in the staff report and conditions of approval.

PROJECT SITE SUMMARY

Area of Property: 16.7 acres

Existing Zoning: CR (Commercial Retail) District of the North Main Street Specific Plan (SP99-01)

Existing General Plan: GC (General Commercial)

Existing Land Use: Commercial Center

Proposed Land Use: Public charter school

Surrounding Zoning/Land Uses:

N: CR (Commercial Retail) District of the North Main Street Specific Plan (SP99-01)/Commercial center

E: MU (Mixed Use) District of the North Main Street Specific Plan (SP99-01)/Commercial center

S: FP1(Primary Flood Plain) Zone/ Temescal Creek Channel

W: SFC (Single-Family Condominium) District of the North Main Street Specific Plan (SP99-01)/ Condominium homes

BACKGROUND

Pivot Charter School is currently located at 4300 Green River Road, Suite 108 in the City of Corona. The school has operated at their existing site for approximately 4 years. Pivot Charter School is relocating to 700 North Main Street and will be providing the same educational instruction that is

being provided at their current location. Per the North Main Street Specific Plan private schools are allowed in the CR zone with a conditional use permit.

The commercial center known as North Main Plaza was constructed in 1971 and contains 231,688 square feet of multi-tenant commercial space within six separate buildings. The subject 4,375-square foot commercial tenant space was previously occupied by Payless Shoe Source and has remained vacant for some time.

The applicant officially submitted the CUP application to the city on October 23, 2018 which was reviewed by city staff at the Project Review Committee (PRC) meeting on November 15, 2018. The applicant was issued an application incomplete letter due to missing information that was required to complete the application. The applicant over time submitted the required items to staff with the application finally considered complete on July 1, 2019 and cleared for public hearing before the Planning and Housing Commission on July 22, 2019.

July 22, 2019 Public Hearing

The project was initially reviewed by the Planning and Housing Commission at a public hearing on July 22, 2019. The Commission continued the public hearing on the application to August 12, 2019 to allow the applicant time to address concerns raised at the meeting related to the project's on-site circulation, parking, trip generation, and student attendance including drop-off and pick-up locations. At the applicant's request, the application was further continued to August 26, 2019 and finally to September 9, 2019, to allow the applicant additional time to address the concerns.

Since the original public hearing, the applicant has submitted additional information to staff to address the concerns raised at the hearing. The following sections in this report have been updated to include additional information:

- Operations
- Access, Circulation, and Parking

The following section has been added with new information:

- Circulation Patterns For Drop-off and Pick-up Activity

Also, Exhibits E through L and Exhibit M are new attachments to the report.

PROJECT DESCRIPTION

CUP2018-0014 is an application to establish and operate a 4,375-square foot public charter school within an existing commercial building located at 700 North Main Street in the CR (Commercial Retail) District of the North Main Street Specific Plan (Exhibit A1).

Site Plan

The 16.71-acre commercial center is located west of Main Street and south of Parkridge Avenue. As shown in Exhibit A1, the northernmost portion of the site contains three of the center's four anchor retail providers, which are Smart & Final, Big Lots, and Burlington Coat Factory. The fourth anchor retail provider, dd's Discount, is located in the southern portion of the site. Four small stand-alone commercial retail and restaurant structures are located near the easterly portions of the site adjacent to both Main Street and Parkridge Avenue. The commercial center's common parking lot area is

situated primarily in the central portion of the site.

As shown in Exhibit A2, the tenant space to be occupied by Pivot Charter School is located within the “L” shaped multi-tenant building at the southernmost portion of the commercial center. The commercial building is approximately 41,940 square feet and is sectioned into five tenant spaces ranging in size from 1,800 square feet to 23,100 square feet. The public charter school will be the third largest tenant space at 4,375 square feet in area. No changes are proposed to the exterior of the building. Only improvements will be made to the interior of the building which will be reviewed by city staff through the city’s plan check process.

Floor Plan

The floor plan for the public charter school is depicted in Exhibit C. Pivot Charter School will offer educational services for kindergarten, elementary, junior high, and high school aged students. As shown on the floor plan, the proposed public charter school contains a lobby area, storage rooms, office area, an elementary classroom with its own restroom, a separate junior high and high school classroom area, restrooms, billing area and a utility room. The elementary classroom will have 11 student desks, and the junior high and high school classroom area will have 60 student desks.

Operation

As stated in the applicant’s letter (Exhibit D), Pivot Charter School is a non-profit organization governed by the State of California. The public charter school offers educational services for small groups of students through a blended learning program using online curriculum coupled with on-site based support. The school will operate Monday through Friday from 9:00 a.m. to 12:00 noon; however, the students will not arrive all at the same time. Instead, the students’ drop-off and pick-up times are staggered as shown in Table A. This new information was provided by the applicant to clarify the students’ schedules.

TABLE A
Pick-Up and Drop-Off Times¹

Students	Drop-Off Times	Pick-Up Times
High School	8:30 a.m. to 9:00 a.m.	12:00 p.m. to 12:15 p.m.
Middle School	9:00 a.m. to 9:30 a.m.	12:15 p.m. to 12:30 p.m.
Elementary	9:30 a.m. to 9:45 a.m.	12:30 p.m. to 12:45 p.m.

1. Pivot Charter School Circulation Patterns For Drop-Off And Pick-Up Activity (Urban Crossroads, July 2019)

Additionally, the school will offer a specialized schedule, as needed, for students who need on-site support on Tuesdays and Thursdays from 12:30 p.m. to 3:00 p.m. Pivot Charter School currently has 130 students enrolled with an estimated growth of five students a year for the next four years, not to exceed 150 students. Many of the students engage in their on-line curriculum at home and do not attend the school site. Pivot Charter School will have approximately 11 elementary aged students, 24 middle school students, and 36 high school students along with eight staff maximum on-site on a daily basis.

Student attendance numbers for the existing Corona facility located on Green River Road are shown in Exhibit E. The attendance numbers provided represent the average number of students who came to the site, by grade level, for each month for the school years September 2016 through June 2019. The highest attendance numbers that came to the supplemental site-based program for both

elementary and junior high students is 10, while the highest attendance number of high school students is 28.

Access, Circulation, and Parking

The project site is provided with vehicular access from Main Street, Parkridge Avenue and Cota Street. There are four existing driveways located on Main Street, two existing driveways located on Parkridge Avenue, and two existing driveways located on Cota Street behind the center. All vehicular access points and parking spaces are shared among the tenants within the commercial buildings at the subject property. The surrounding streets are fully improved; therefore, no additional improvements are required.

Pivot Charter School is not a traditional campus style school, but because of the different age groups who will be attending the facility, staff is applying the Corona Municipal Code's established parking ratios for traditional schools which are the following:

- Elementary or Junior High School: 1 space/employee
- High School: 1 space/employee, plus 1 space/6 students

As discussed under the Floor Plan section of this report, the elementary classroom will have 11 student desks, and the junior high and high school classroom area will have 60 student desks. Based on the number of desks that will be provided for each age group, the applicant anticipates having no more than 71 students in total on site at any given time. However, the parking ratios above do not require parking to be provided for elementary and junior high students since these age groups are not of driving age, but employees working for these two age groups are required to be provided with parking. For the high school age group, both students and employees are required to be provided with parking. Since Pivot Charter School combines junior high and high school students together in one classroom these two age groups are being parked together. As shown in Table B below, the total number of employees that will be on site is 8, and the total number of junior and high school students will be 60. In total, the school is required to provide 18 parking spaces.

TABLE B
Parking Summary for Pivot Charter School

AGE GROUP	NO. OF EMPLOYEES AND STUDENTS	PARKING RATIO	REQUIRED PARKING
Kindergarten	2 employees	1 space/employee	2
Junior High and High School	6 employees and 60 students	1 space/employee plus 1 space/ 6 students	16
TOTAL			18

The shopping center has a mixed of commercial and service type uses including retail, office, a veterinarian, gym, and restaurants which are parked at various parking ratios that were established for the center at the time it was originally constructed. The shopping center has reciprocal access and parking that is shared among center tenants. The required number of parking spaces for the previous retail tenant was 12 spaces and the school requires a net of 6 spaces. Based on the existing uses within the center and the proposed school the shopping center is required to have 769

spaces. The center currently provides 818 parking spaces, which is a surplus of 49 parking spaces.

Trip Generation Assessment

A trip generation assessment was prepared by Urban Crossroads (April 2019), to determine how many vehicular trips the proposed school would add to the commercial center. To determine this, Urban Crossroads estimated what a typical retail use which is already an approved use for the building would generate compared to what the school would generate in order to determine the net difference between the two uses.

It is estimated that a retail use would generate a total of 165 trips per day, with approximately 5 trips in the AM peak hour, and 17 trips in the PM peak hour. The proposed school is anticipated to generate a total of 183 trips per day on a typical weekday, with approximately 109 trips in the AM peak hour and 14 trips in the PM peak hour. As shown, the school would generate 18 additional average daily trips and 104 additional trips in the AM peak hours than compared to a retail use. This increase, however, does not result in a significant impact to the existing level of service in the area or to the center's entry points. The center has multiple shared access points from the surrounding roadways and ample parking to serve the school and existing uses within the center.

Circulation Patterns For Drop-off and Pick-up Activity

In response to the on-site circulation and parking concerns raised at the July 22, 2019 public hearing, the applicant had an analysis prepared to analyze the project's circulation patterns during drop-off and pick-up times (Urban Crossroads, July 2019) to show how the school's operations would impact the shopping center's on-site circulation. The study is attached as Exhibit F. Exhibit M contains additional information with time-lapse photographs of the parking lot in front of the school's proposed suite. Per the analysis, the students' drop-off and pick-up times will be staggered as shown in Table A. In a given 15-minute period, it is anticipated that there will be approximately 25 vehicles arriving to the site for drop-off and pick-up. Note that 25 vehicles is a conservative estimate. The drop-off and pick-up process is estimated to take up to 5 minutes per vehicle. During the 15-minute pick-up time, it is anticipated that up to 15 parking spaces in the parking area in front of the school's suite will be utilized by Pivot Charter School (9 vehicles picking up students, 4 parked student vehicles, and 2 parked visitors). However, it is anticipated that during the majority of the school operational hours, only 6 of the 15 spaces are expected to be occupied.

In order to free up more desirable parking spaces that are located at the front of the commercial center, the applicant's parking policy (Exhibit G) is proposing to have the 8 staff members park in the existing parking spaces located along the back side of commercial center's main anchor tenant Burlington Coat Factory. Note that the school has not obtained landlord approval to designate this area for staff parking; however, this area is not expected to be an issue since the parking area behind Burlington Coat Factory is underutilized.

The applicant will provide 9 designated student drop-off and pick-up parking spaces. Six of the designated spaces will be located to the east of the Pivot Charter School building, perpendicular to Main Street and three spaces will be located in front of Pivot Charter School. As shown in Exhibit H, the applicant has secured the 9 designated parking spaces with the landlord for the purpose of student drop-off and pick-up. A condition of approval has been added to the Conditions of Approval in Exhibit B requiring staff to park in this designated area.

Students who drive themselves and park will be encouraged to utilize parking spaces located north of

the school to alleviate the desirable parking spaces located adjacent to the public Charter School and the adjacent tenants. As indicated in the School Safety Plan for Student Drop off, pick Up, and Parking (Exhibit I), families will be provided with a Student and Parent handbook which will include the parking plan. To ensure student safety, parents are required to walk their students to their classroom. Furthermore, with the exception of elementary students, parents of junior high and high school students may drop off and pick up their students using the designated short-term parking spaces when a teacher/supervisor is present.

Signage

The proposed public charter school will be advertised on the existing pylons within the center. Although no separate signs are being proposed as part of the CUP2018-0014 application, all future signs for the public charter school are subject to review by the Community Development Department Planning and the Building Divisions in which separate permits will be required.

ENVIRONMENTAL ANALYSIS

Per Article 19 Categorical Exemptions, Section 15301 (Existing Facilities) Class 1 categorical exemption of the State Guidelines for implementing the California Environmental Quality Act (CEQA) and Section 3.22 of the City's Local CEQA Guidelines, a Notice of Exemption has been prepared for the project because the project consists of establishing and operating a public charter school within an existing commercial building located in a commercial center that is fully developed with adequate parking, access, and utilities. The public charter school will be contained entirely inside the building, and no expansion is proposed to the commercial building. Therefore, there is no possibility that the proposal will have a significant effect on the environment. The Notice of Exemption is attached as Exhibit N.

FISCAL IMPACT

The applicant paid \$7,482.00 in application processing fees for the conditional use permit.

PUBLIC NOTICE AND COMMENTS

A 10-day public notice was mailed to all property owners within a 500-foot radius of the project site, as well as advertised in The Sentinel Weekly News and posted at the project site. As of the preparation of this report, the Community Development Department staff has received seven letters of support from the existing tenants and the commercial center owner's representative at the current location for Pivot Charter School located at 4300 Green River (Exhibit J). Additionally, three letters of support have been received from the surrounding tenants of Pivot Charter School located at 700 North Main Street (Exhibit K).

STAFF ANALYSIS

The project site is fully developed with multiple commercial buildings, landscaping and parking lot, and all the necessary public infrastructure has been constructed adjacent to the property. No changes are proposed to the exterior of the building and only interior tenant improvements are required by the applicant. The intended use and hours of operation will experience off-peak parking demands at different times of the day from other tenants that share the commercial center. The project site is capable of accommodating the number of parking spaces required by the Corona Municipal Code for the new public charter school and the existing commercial uses at the project site. The subject property also has sufficient access from surrounding roadways.

CUP2018-0014 helps fulfill General Plan Goal 1.11 and Policy 1.11.1, which encourage a diversity of

viable commercial districts and corridors that contain uses supporting residents, business, and visitor needs. CUP2018-0014 also helps fulfill General Plan Policy 1.11.3, which promotes and pro-actively recruits new businesses that fill gaps in the range of goods and services currently available and are needed by the City's residents and act as catalysts for attracting other retailers to the City. Therefore, based on the following findings and conditions of approval attached as Exhibit B, CUP2018-0014 is recommended for approval.

FINDINGS OF APPROVAL FOR CUP2018-0014

1. A preliminary exemption assessment has been conducted by the City of Corona and it has shown that this project does not require further environmental assessment because the project qualifies as a Class 1 categorical exemption under CEQA per Section 15301 of the State Guidelines and Section 3.22 of the City of Corona adopted Local Guidelines for implementing CEQA. The proposed conditional use permit will only establish the right to operate a public charter school within an existing commercial building located in a commercial center that is fully developed. Furthermore, the public charter school will not require an expansion to the building as it is capable of accommodating the proposed use. Therefore, there is no possibility that the proposal will have any significant effects on the environment.
2. All the conditions necessary for granting a Conditional Use Permit as set forth in Section 17.92.110 of the Corona Municipal Code do exist in reference to CUP2018-0014 for the following reasons:
 - a. *The proposed use will not be detrimental to the public health, safety convenience and general welfare, and is in harmony with the goals and policies of the City's General Plan, as the proposal supports the diverse needs of the Corona's residents. The proposed use will be conducted solely within an existing commercial building which met all the applicable development standards that existed at the time the property was initially developed. Furthermore, the applicant will be required to demonstrate compliance with all current building and fire codes that are applicable to the proposed use of the building through the city's plan check process.*
 - b. *The proposed use is not detrimental to other existing and permitted uses in the general area of the project site and relates properly to the surrounding roadways because the public charter school will be located entirely inside an existing commercial building. The subject property is adjacent to and is otherwise surrounded by other similar uses and properties located in similar zones. Furthermore, the public charter school has sufficient access from Main Street and Parkridge Avenue.*
 - c. *Reasonable conditions as necessary are being imposed to protect the public health, safety, and welfare and to establish full compliance with the applicable development standards of the CR (Commercial Retail) District of the North Main Street Specific Plan (SP99-01) and Corona Municipal Code in terms of building setbacks, building height, parking, and landscaping.*
3. The proposal is consistent with the General Plan for the following reasons:

- a. *The proposed project contributes to the achievement of General Plan Goal 1.11, which encourages a diversity of viable commercial districts and corridors that contain uses supporting residents, business, and visitor needs and contribute revenue to the City to fund external services. The proposed school will help support the needs by offering educational services that will provide a high quality of life for Corona's residents.*
 - b. *CUP2018-0014 fulfills General Plan Policy 1.11.1, which encourages having a comprehensive range of uses in the city that provide services to meet the diverse needs of Corona's residents. The proposed school as allowed by CUP2018-0014 will help promote the commercial center and attract a variety of quality commercial tenants to the center to meet and support the diverse needs of Corona's residents, visitors, and businesses.*
 - c. *CUP2018-0014 fulfills General Plan Policy 1.11.3, which promotes and pro- actively recruits new businesses that fill gaps in the range of goods and services currently available and are needed by the City's residents and act as a catalyst for attracting other retailers to the City. The proposed school will fill a gap by providing a use that provides educational services to the City's residents.*
4. The proposal is consistent with CR (Commercial Retail) District of the North Main Street Specific Plan (SP99-01) for the following reason:
- a. *The proposed use complies with the CR (Commercial Retail) District of the North Main Street Specific Plan (SP99-01) as public charter schools are permitted by a conditional use permit. Also, the proposed use is in harmony with the other existing uses within the commercial building and surrounding properties. The property is in compliance with the development standards that were in place at the time of development with respect to setbacks, minimum parking requirements and access.*

PREPARED BY: HARALD LUNA, ASSOCIATE PLANNER

REVIEWED BY: SANDRA YANG, SENIOR PLANNER

SUBMITTED BY: JOANNE COLETTA, COMMUNITY DEVELOPMENT DIRECTOR

EXHIBITS

1. Resolution No. 2536
2. Locational and Zoning Map
3. Exhibits A1 & A2 - Overall Site Plan and Focused Site Plan.
4. Exhibit B - Conditions of Approval.
5. Exhibit C - Floor Plan.
6. Exhibit D - Applicant's letter describing the operations of Pivot Charter School.
7. Exhibit E - Pivot Charter School Riverside On-site Attendance Numbers.
8. Exhibit F - Pivot Charter School Circulation Patterns for Drop off and Pick up Activity prepared by Urban Crossroads dated July 31, 2019.

9. Exhibit G - Pivot Charter School Riverside Parent, Student, and Staff Parking Policy.
10. Exhibit H - Landlord/Applicant Certificate of Approval.
11. Exhibit I - Pivot Charter School Safety Plan for Student Drop off, Pick Up, and Parking.
12. Exhibit J - Letters of support from tenants and landlord at 4300 Green River Road (Green River Promenade).
13. Exhibit K - Letters of support from tenants at 700 North Main Street (North Main Plaza).
14. Exhibit L - Letter from founder and chairman of the board of Pivot Charter School dated July 30, 2019.
15. Exhibit M - Letter from Pivot Charter School dated August 21, 2019, addressing the school's anticipated impacts to the parking lot.
16. Exhibit N - Environmental Documentation.

Case Planner: Harald Luna (951) 736-2268



RESOLUTION NO. 2536

APPLICATION NUMBER: CUP2018-0014

A RESOLUTION OF THE PLANNING AND HOUSING COMMISSION OF THE CITY OF CORONA, CALIFORNIA, GRANTING A CONDITIONAL USE PERMIT TO ESTABLISH AND OPERATE A 4,375-SQUARE FOOT PUBLIC CHARTER SCHOOL WITHIN AN EXISTING COMMERCIAL BUILDING LOCATED AT 700 NORTH MAIN STREET IN THE CR (COMMERCIAL RETAIL) DISTRICT OF THE NORTH MAIN STREET SPECIFIC PLAN (SP99-01) (APPLICANT: BILL CALLEJA OF PIVOT CHARTER SCHOOL).

WHEREAS, the application to the City of Corona, California, for a conditional use permit under the provisions of Chapter 17.92, Title 17, of the Corona Municipal Code, to establish and operate a 4,375-square foot public charter school within an existing commercial building located at 700 North Main Street, has been duly submitted to said City's Planning and Housing Commission;

WHEREAS, on July 22nd, 2019, the Planning and Housing Commission conducted a duly noticed public hearing on the Project, and continued the public hearing on the project to August 12th, 2019;

WHEREAS, on August 12th, 2019, the Planning and Housing Commission at the applicant's request continued the public hearing to August 26th, 2019, and on August 26th, 2019 continued the public hearing to September 9th, 2019;

WHEREAS, on September 9th, 2019, the Planning and Housing Commission conducted a continued public hearing regarding the Project, at which all persons wishing to testify in connection with the Conditional Use Permit were heard and the Conditional Use Permit was comprehensively reviewed.

WHEREAS, after close of said hearing, the Planning and Housing Commission by formal action, found that all the conditions necessary to grant a conditional use permit as set forth in Corona Municipal Code Section 17.92.110 do exist in reference to CUP2018-0014 based on the evidence presented to the Commission during said hearing; and

WHEREAS, the Planning and Housing Commission finds that this project is exempt from CEQA and falls within a class 1 categorical exemption pursuant to Section 15301 (Existing Facilities) of the State CEQA Guidelines and Section 3.22 of the City of Corona Local Guidelines for Implementing CEQA because there is no possibility that the activity may have a significant effect of the environment.

NOW THEREFORE, THE PLANNING AND HOUSING COMMISSION OF THE CITY OF CORONA, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. CEQA Findings. As the decision-making body for this Conditional Use Permit, the Planning and Housing Commission has determined that this project does not require further environmental assessment because the project qualifies as a Class 1 categorical exemption under CEQA per Section 15301 of the State Guidelines and Section 3.22 of the City of Corona adopted Local Guidelines for implementing CEQA. The proposed conditional use permit will only establish the right to operate a public charter school within an existing commercial building located in a commercial center that is fully developed. Furthermore, the public charter school will not require an expansion to the building as it is capable of accommodating the proposed use. Therefore, there is no possibility that the proposal will have any significant effects on the environment.

SECTION 2. Conditional Use Permit Findings. Pursuant to Corona Municipal Code (“CMC”) section 17.92.110 and based on the entire record before the Planning and Housing Commission, including all written and oral evidence presented to the Commission, the Commission hereby makes and adopts the following findings:

1. A preliminary exemption assessment has been conducted by the City of Corona and it has shown that this project does not require further environmental assessment because the project qualifies as a Class 1 categorical exemption under CEQA per Section 15301 of the State Guidelines and Section 3.22 of the City of Corona adopted Local Guidelines for implementing CEQA. The proposed conditional use permit will only establish the right to operate a public charter school within an existing commercial building located in a commercial center that is fully developed. Furthermore, the public charter school will not require an expansion to the building as it is capable of accommodating the proposed use. Therefore, there is no possibility that the proposal will have any significant effects on the environment.
2. All the conditions necessary for granting a Conditional Use Permit as set forth in Section 17.92.110 of the Corona Municipal Code do exist in reference to CUP2018-0014 for the following reasons:
 - a. *The proposed use will not be detrimental to the public health, safety convenience and general welfare, and is in harmony with the goals and policies of the City’s General Plan, as the proposal supports the diverse needs of the Corona’s residents. The proposed use will be conducted solely within an existing commercial building which met all the*

applicable development standards that existed at the time the property was initially developed. Furthermore, the applicant will be required to demonstrate compliance with all current building and fire codes that are applicable to the proposed use of the building through the city's plan check process.

- b. The proposed use is not detrimental to other existing and permitted uses in the general area of the project site and relates properly to the surrounding roadways because the*

public charter school will be located entirely inside an existing commercial building. The subject property is adjacent to and is otherwise surrounded by other similar uses and properties located in similar zones. Furthermore, the public charter school has sufficient access from Main Street and Parkridge Avenue.

- c. Reasonable conditions as necessary are being imposed to protect the public health, safety, and welfare and to establish full compliance with the applicable development standards of the CR (Commercial Retail) District of the North Main Street Specific Plan (SP99-01) and Corona Municipal Code in terms of building setbacks, building height, parking, and landscaping.*

3. The proposal is consistent with the General Plan for the following reasons:

- a. The proposed project contributes to the achievement of General Plan Goal 1.11, which encourages a diversity of viable commercial districts and corridors that contain uses supporting residents, business, and visitor needs and contribute revenue to the City to fund external services. The proposed school will help support the needs by offering educational services that will provide a high quality of life for Corona's residents.*
- b. CUP2018-0014 fulfills General Plan Policy 1.11.1, which encourages having a comprehensive range of uses in the city that provide services to meet the diverse needs of Corona's residents. The proposed school as allowed by CUP2018-0014 will help promote the commercial center and attract a variety of quality commercial tenants to the center to meet and support the diverse needs of Corona's residents, visitors, and businesses.*
- c. CUP2018-0014 fulfills General Plan Policy 1.11.3, which promotes and pro- actively recruits new businesses that fill gaps in the range of goods and services currently available and are needed by the City's residents and act as a catalyst for attracting other retailers to the City. The proposed school will fill a gap by providing a use that provides educational services to the City's residents.*

4. The proposal is consistent with CR (Commercial Retail) District of the North Main Street Specific Plan (SP99-01) for the following reason:

- a. *The proposed use complies with the CR (Commercial Retail) District of the North Main Street Specific Plan (SP99-01) as public charter schools are permitted by a conditional use permit. Also, the proposed use is in harmony with the other existing uses within the commercial building and surrounding properties. The property is in compliance with the development standards that were in place at the time of development with respect to setbacks, minimum parking requirements and access.*

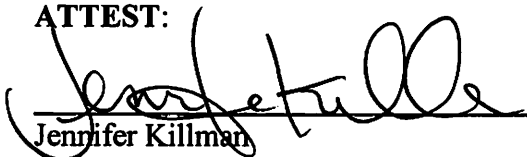
BE IT FURTHER RESOLVED that a copy of this resolution be delivered to the City Clerk of said City and a copy thereof be sent to the applicant therefore at the address of said applicant as set forth in the application for said conditional use permit.

Adopted this 9th day of September, 2019.



Karen Alexander, Chair
Planning and Housing Commission
City of Corona, California

ATTEST:



Jennifer Killman
Secretary, Planning and Housing Commission
City of Corona, California

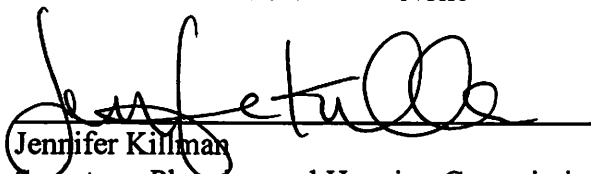
I, Jennifer Killman, Secretary to the Planning and Housing Commission of the City of Corona, California, do hereby certify that the foregoing resolution was regularly introduced and adopted in an adjourned regular session of said Planning and Housing Commission duly called and held on the 9th day of September, 2019, and was duly passed and adopted by the following vote, to wit:

AYES: Alexander, Jones, Hooks, Shah, and Siqueland

NOES: None

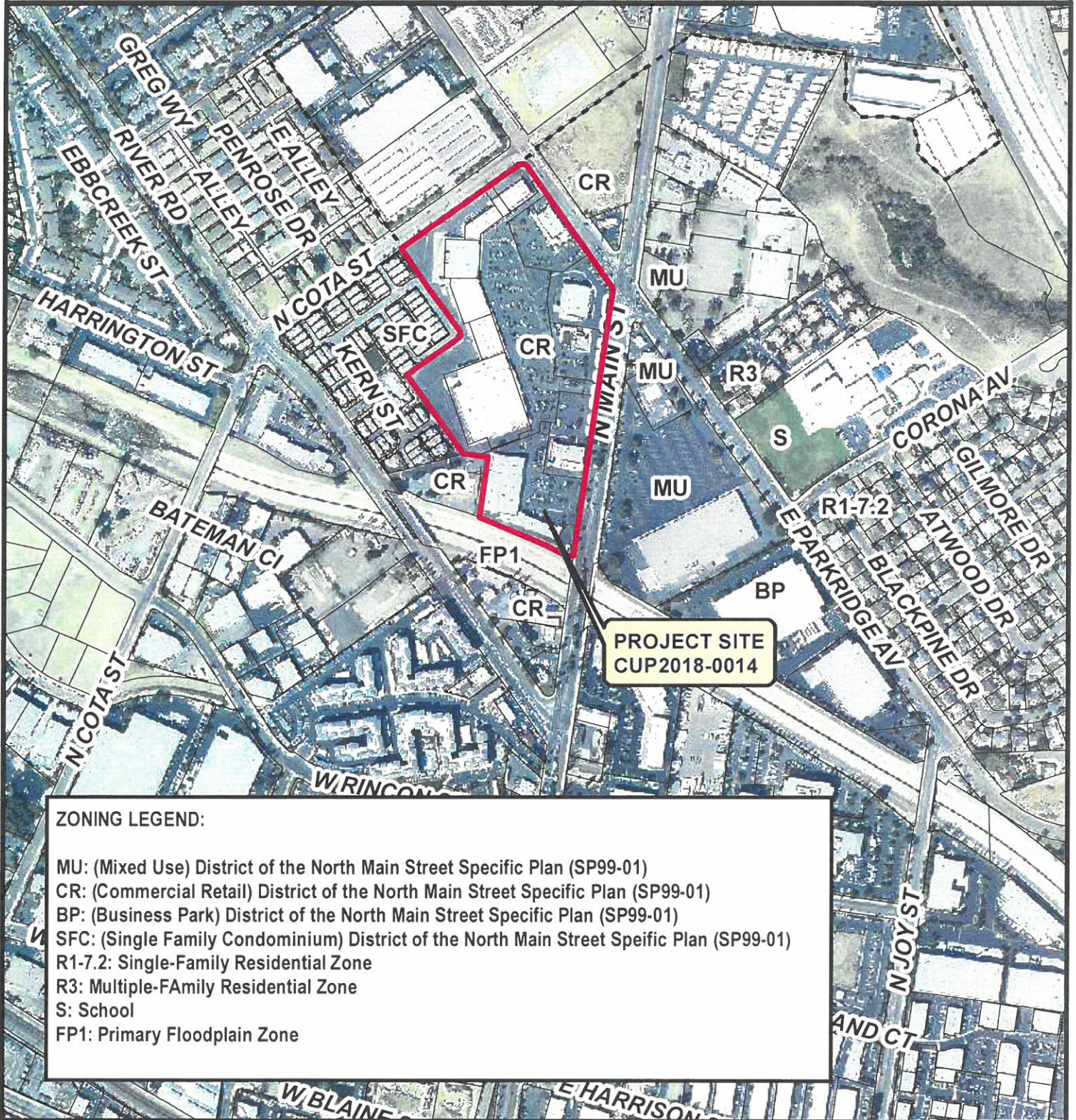
ABSENT: Jones

ABSTAINED: None



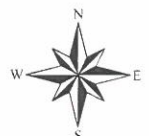
Jennifer Killman
Secretary, Planning and Housing Commission
City of Corona, California

LOCATIONAL & ZONING MAP



Date: 07/17/2019

CUP2018-0014
700 North Main Street



CUP 2018-0014 FOR PIVOT CHARTER SCHOOL, A 4375 S.F. FACILITY AT 700 N. MAIN STREET, CORONA CA 92880



General Plan: GC
(General Commercial)
Zoning: CR
(Commercial Retail)
District of the North
Main Street Specific
Plan (SP99-01)

General Plan: GC
(General Commercial)
Zoning: CR
(Commercial Retail)
District of the North
Main Street Specific
Plan (SP99-01)

N. MAIN ST.
R.O.W.

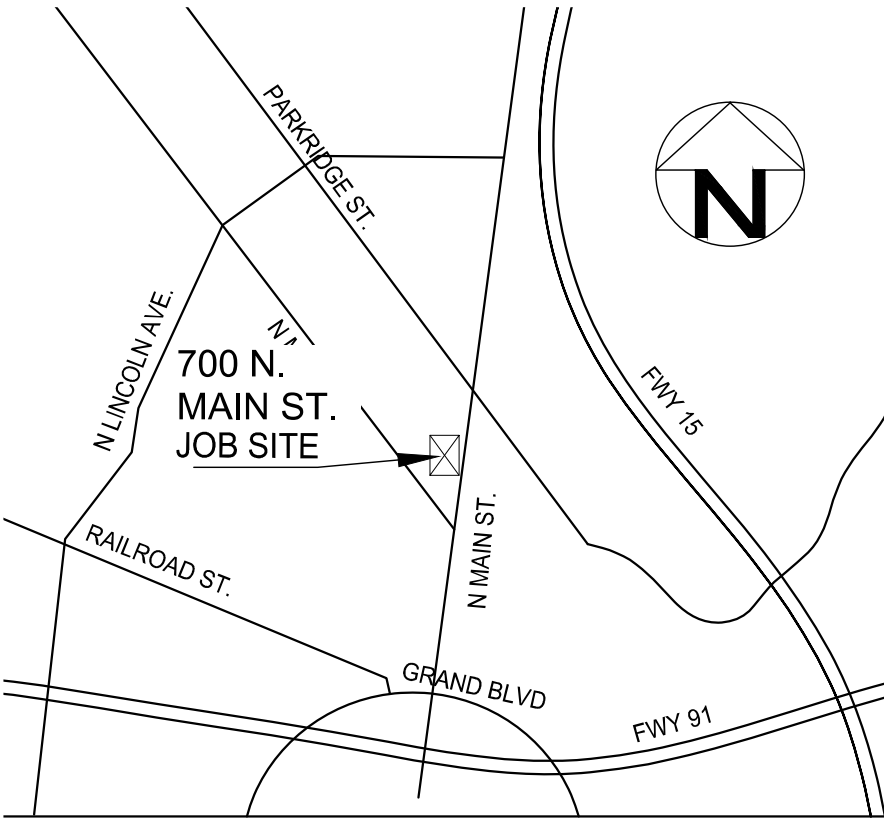
General Plan: MU 1 (Mixed Use
Commercial/Residential)
Zoning: MU (Mixed Use) District of
the North Main Street Specific Plan
(SP99-01).

New additional ADA
parking space
added

New accessible path
of travel to the
building from the
public way

PARKING ANALYSIS- NORTH MAIN PLAZA				
TENANT	S.F.	PARKING REQUIREMENT	PROVIDED	DIFF.
PREVIOUS PAY-LESS SHOES	4,375	1/375 S.F. = 12 PARKING SPACES	18 SPACES	0
PIVOT CHARTER SCHOOL	4,375	11 KINDERGARTEN (2 EMPLOYEES) 1/ EMPLOYEE = 60 STUDENTS = K12 (6 EMPL.) 1/ EMPL. + 1/6 STUDENTS = 6 + 10 = 16 SP, 16 SPACES	2 SP 2 SPACES	
TOTAL = 18SP			26 SPACES	+8

VETERINARIAN -	1,800	1/200 S.F. = 9 PARKING SPACES	5 SPACES	-4
MANTRA INDIAN REST. -	3,565	1/125 S.F. = 29 PARKING SPACES	29 SPACES	
D.D.'S DISCOUNTS -	23,100	1/375 S.F. = 62 PARKING SPACES	62 SPACES	
T SHIRTS UNLIMITED -	9,100	1/375 S.F. = 25 PARKING SPACES	35 SPACES	+10
BURLINGTON -	72,000	1/375 S.F. = 192 PARKING SPACES	212 SPACES	+20
SALLY BEAUTY -	2,000	1/375 S.F. = 6 PARKING SPACES	6 SPACES	
FORMER STYLES FOR LESS -	3,000	1/375 S.F. = 8 PARKING SPACES	8 SPACES	
THE AVENUE -	5,000	1/375 S.F. = 14 PARKING SPACES	14 SPACES	
CITY WEAR -	2,000	1/375 S.F. = 6 PARKING SPACES	6 SPACES	
CORONA VISION -	4,200	1/200 S.F. = 21 PARKING SPACES	12 SPACES	-9
JEWELRY -	1,800	1/375 S.F. = 5 PARKING SPACES	5 SPACES	
BIG LOTS -	20,415	1/375 S.F. = 55 PARKING SPACES	55 SPACES	
SMART AND FINAL -	23,200	1/375 S.F. = 62 PARKING SPACES	72 SPACES	+10
JAZZERISE -	2,300	1/250 S.F. = 9 PARKING SPACES	7 SPACES	-2
BOLLYWOOD THREADING -	2,080	1/375 S.F. = 6 PARKING SPACES	6 SPACES	
HAIR SALON -	1,300	1/375 S.F. = 4 PARKING SPACES	4 SPACES	
Q NAILS -	750	1/375 S.F. = 2 PARKING SPACES	2 SPACES	
DONUT SHOP -	1,545	1/375 S.F. = 5 PARKING SPACES	5 SPACES	
PHO RESTAURANT -	1,300	1/125 S.F. = 11 PARKING SPACES	11 SPACES	
LAUNDRY -	1,300	1/375 S.F. = 4 PARKING SPACES	8 SPACES	+4
MY GYM -	2,800	1/250 S.F. = 11 PARKING SPACES	8 SPACES	-3
PET PATROL -	5,880	1/375 S.F. = 16 PARKING SPACES	16 SPACES	
VACANT -	1,280	1/375 S.F. = 4 PARKING SPACES	4 SPACES	
DENTIST -	1,280	1/200 S.F. = 6 PARKING SPACES	4 SPACES	-2
RODRIGO RESTAURANT -	8,050	1/125 S.F. = 65 PARKING SPACES	75 SPACES	+10
WALGREENS -	14,560	1/375 S.F. = 39 PARKING SPACES	39 SPACES	
JACK IN THE BOX -	2,748	1/125 S.F. = 22 PARKING SPACES	22 SPACES	
BETTY FAYE CAFE -	3,200	1/125 S.F. = 26 PARKING SPACES	33 SPACES	+7
RUMTS RESTAURANT -	2,000	1/125 S.F. = 16 PARKING SPACES	16 SPACES	
FURNITURE -	3,800	1/375 S.F. = 11 PARKING SPACES	11 SPACES	
TOTAL SQUARE FOOTAGE	231,688	TOTAL PARKING REQUIRED = 769 SPACES	818 PROVIDED	+49 SPACES



THE BUILDING & APN THAT PIVOT CHARTER SCHOOL IS IN HAS A REQUIRED PARKING COUNT OF 141 CARS. THE PROVIDED PARKING SPACE COUNT IS 135. WE ARE SHORT 6 CARS BUT HAVE SHARED PARKING THROUGHOUT THE CENTER AND PICK UP A TOTAL OF 6 CARS FROM SHARED PARKING.

SCOPE OF WORK- PIVOT CHARTER SCHOOL

THE SCOPE OF THIS PROJECT IS CONVERTING THE PAY-LESS SHOE STORE TO THE PIVOT CHARTER SCHOOL. THE WORK WILL ENTAIL PROVIDING A MULTI-USER TOILET ROOM FOR BOYS AND GIRLS. PROVIDE AN ACCESSIBLE HIGH-LOW DRINKING FOUNTAIN PER CODE AND RELOCATE ONE STOREFRONT ENTRANCE DOOR. PROVIDE PANIC HARDWARE ON EXIT DOORS AND PROPER LIFE-SAFETY EXIT SIGNS AND FIRE ALARM SYSTEMS. REUSE EXISTING CEILING GRID AND INSTALL NEW LED TITLE 24 COMPLIANT LIGHT FIXTURES. A LARGE ELEMENTARY AND HIGH SCHOOL CLASSROOM ALONG WITH A SMALL KINDERGARTEN CLASSROOM AND STORAGE ROOMS AND BILLING OFFICE

USE:	CHARTER SCHOOL
ZONING:	CR (COMMERCIAL RETAIL) District of the North Main St. Specific Plan
APN:	119-250-021
TRACT/ PARCEL MAP #:	TR - 4548
LOT NUMBER:	L3
TENANT SPACE:	4,375 S.F.
OCCUPANCY GROUP:	E
CONSTRUCTION TYPE:	V-B
SPRINKLER SYSTEM:	YES
NUMBER OF STORY:	1
NUMBER OF EMPLOYEES:	8-10
SUITE SEPARATION WALLS:	ARE REQUIRED ADJACENT SUITE 708 N. MAIN ST.

BUILDING AREA SEPARATION WALLS: A 1-HOUR SEPARATION WALL IS REQ'D BETWEEN AN "E" OCCUPANCY & AN "M" OCCUPANCY .

PROPERTY OWNER:	
ARIZONA PARTNERS RETAIL INVESTMENT GROUP, LLC 8300 N HAYDEN RD STE A-200 SCOTTSDALE, AZ, 85258-2481	
TENANT:	
PIVOT CHARTER SCHOOL 700 N MAIN ST. CORONA, CA 92880	

THE ENTIRE SHOPPING CENTER IS A ONE OWNER CENTER AND HAS SHARED PARKING THROUGHOUT THE CENTER.



951.742.7179

7179 MAGNOLIA AVE
RIVERSIDE, CA 92504

www.trdesigngroup.com

APPLICANT:

PIVOT CHARTER SCHOOLS
4300 GREEN RIVER RD.
STE 108
CORONA, CA 92880
951-280-0229

PROJECT:

PIVOT CHARTER SCHOOL
CUP 2018-0014
700 N. MAIN STREET
CORONA, CA 92880

EXHIBIT A1

OVERALL SITE PLAN
SITE DATA
VICINITY MAP

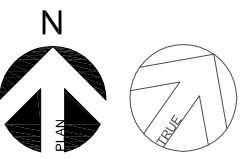
JOB #: 19-026
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CUP- 1

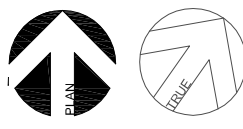
REVISED 06/13/19

BUTTERFIELD STAGE SQUARE SHOPPING CENTER SITE PLAN

SCALE: 1"= 100'-0" +/-



PARKING DATA SITE PLAN
N.T.S.





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APPLICANT:

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951-280-0229

PROJECT:

PIVOT CHARTER SCHOOL
CUP 2018-0014
700 N. MAIN STREET
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**FOCUSED
SITE PLAN**

EXHIBIT A2

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CUP-2



FOCUSED SITE PLAN
1"=20'-0"



Project Conditions

City of Corona

Project Number: CUP2018-0014

Description: ESTABLISHMENT AND OPERATION OF A NEW PIVOT CHARTER SCHOOL

Applied: 10/23/2018

Approved:

Site Address: 700 N MAIN ST CORONA, 92880

Closed:

Expired:

Status: COMPLETE

Applicant: PIVOT CHARTER SCHOOL

Parent Project:

700 N. MAIN STREET CORONA CA, 92881

Details: CUP TO ESTABLISH AND OPERATE A 4,375-SQUARE FOOT PUBLIC CHARTER SCHOOL WITHIN AN EXISTING COMMERCIAL BUILDING LOCATED AT 700 N. MAIN STREET.

LIST OF CONDITIONS	
DEPARTMENT	CONTACT
BUILDING	<ol style="list-style-type: none">1. Access, sanitary facilities, and parking shall comply with Title 24 Handicap Requirements.2. Construction activity shall not occur between the hours of 8:00 pm to 7:00 am, Monday thru Saturday and 6:00 pm to 10:00 am on Sundays and Federal Holidays.3. Roofing material shall be Class A.4. Provide occupancy separation(s) in the building(s). The following building(s) are affected:5. Submit five (5) complete sets of plans including the following - * Plot Plan * Foundation Plan * Floor Plan * Ceiling and roof framing plan * Electrical Plans (electrical service shall be underground per Corona Municipal Code Section 15.06), including size of main switch, number and size of service entrance conductors, circuit schedule and demand load. * Plumbing and sewer plan, isometric, including underground diagram, water piping diagram, sewer or septic tank location, fixture units, gas piping and vents, heating and air conditioning diagram. * Landscape and Irrigation plans; Submit four (4) complete sets detached from building plans. Landscape Maintenance District plans shall be submitted directly to the Public Works Department. Landscape plans shall be approved prior to the issuance of any Building Permits.6. Submit two (2) sets of structural calculations, energy conservation calculations and soils reports. Architects/Engineers stamp and wet signature is required prior to submittal of plan check.7. Upon tenant improvement plan check submittal there may be additional Building Department requirements.8. Fees - a. Occupancy fee of \$255.00 at the time of permit per unit. b. Property Development Tax at \$960.00 per dwelling unit. c. Storm water drainage fee at \$0.13 per square foot for Residential/ \$0.025 per square foot for Commercial \u0026 Manufacturing. d. School Fees shall be paid prior to issuance of permit. Provide copy of receipt to the Building Department.9. Separate permits are required for all fences, walls and paving.10. Comply with the Corona Burglary Ordinance # 15.52. Copies are available at the Building Department counter.11. All contractors must show proof of State and City licenses, and workmen's compensation insurance to the City prior to the issuance of permits.12. Business' shall not open for operation prior to posting of Certificate of Occupancy issued by the Building Department.13. All Fees Including Development Fees Must Be Paid in Full Prior to NIC or C of O Issuance14. All Fees Including City Impact Fees Must Be Paid in Full Prior to NIC or C of O Issuance
FIRE	<ol style="list-style-type: none">1. Process plans through the Building Department for a change of occupancy and all code requirements associated with this change.2. Submit separate detailed plans to the Building Department for review and approval of all fire systems.

EXHIBIT B



Project Conditions

City of Corona

FIRE	
3. FR-0098-Justify the basic allowable area for the change of occupancy.	
PLANNING	Harald Luna
<p>1. To the fullest extent permitted by law, the applicant shall defend, indemnify and hold the City of Corona and its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries of any kind, in law or equity, in any manner arising out of, pertaining to, or incident to any attack against or attempt to challenge, set aside, void or annul any approval, decision or other action of the City of Corona, whether such approval, decision or other action was by its City Council, Planning and Housing Commission or other board, director, official, officer, employee, volunteer or agent. To the extent that Government Code Section 66474.9 applies, the City will promptly notify the applicant of any claim, action or proceeding made known to the City to which Government Code Section 66474.9 applies and the City will fully cooperate in the defense. The Applicant's obligations hereunder shall include, without limitation, the payment of any and all damages, consultant and expert fees, and attorney's fees and other related costs and expenses. The City shall have the right to retain such legal counsel as the City deems necessary and appropriate.</p> <p>2. Nothing herein shall be construed to require City to defend any attack against or attempt to challenge, set aside, void or annul any such City approval, decision or other action. If at any time Applicant chooses not to defend (or continue to defend) any attack against or attempt to challenge, set aside, void or annul any such City approval, decision or other action, the City may choose, in its sole discretion, to defend or not defend any such action. In the event that the City decides not to defend or continue the defense, Applicant shall be obligated to reimburse City for any and all costs, fees, penalties or damages associated with dismissing the action or proceeding. If at any time both the Applicant and the City choose not to defend (or continue to defend) any action noted herein, all subject City approvals, decisions or other actions shall be null and void. The Applicant shall be required to enter into any reimbursement agreement deemed necessary by the City to effectuate the terms of this condition.</p> <p>3. The project shall comply with all applicable requirements of the Corona Municipal Code (CMC) and ordinances and the relevant Specific Plan, if any, including the payment of all required fees.</p> <p>4. This permit hereby allowed is conditional upon the privileges being utilized by the securing of the first permit thereof, or compliance with all conditions on the granting of this conditional use permit within two (2) years after the effective date thereof, and if they are not utilized, or construction work is not begun within said time and carried on diligently to completion, this authorization shall become void, and any privilege or permit granted shall be deemed to have lapsed.</p> <p>5. Any change in the hours of operation by the public charter school shall be disclosed in writing to the Community Development Department and is subject to the review and approval by the Community Development Department Director.</p> <p>6. The applicant shall adhere to the requirements and development standards of the underlying zone or specific plan designation and Conditions of Approval (Exhibit B), as well as be in substantial conformance with the respective application materials presented before the Planning and Housing Commission, including but not limited to the site plan, architectural elevations, renderings or photo simulations, landscape plans, etc.</p> <p>7. Include the Conditional Use Permit (CUP2018-0014) number and other related application numbers on the upper left margin of all related future plans and applications submitted.</p> <p>8. The Conditions of Approval shall be incorporated onto all future building plans.</p> <p>9. The applicant shall ensure that the public charter school attendees vehicles do not block or otherwise impede the free movement of motorists, pedestrians, and bicyclists traveling within the commercial center and on the public rights-of-way and shall ensure motorists associated with the public charter school are not parking or stopping in areas where such action is prohibited.</p> <p>10. As shown in Exhibit G, the first three parking spaces located directly to the north of Pivot Charter School tenant space and the six parking spaces located to the east of Pivot Charter School tenant space perpendicular to Main Street shall be reserved for student designated parking only to accommodate drop off and pick up during school hours of operation without interfering with customer parking.</p> <p>11. Pivot Charter School staff shall park within the existing parking spaces located within the parking lot area on the west side of the property behind the main anchor tenant space as shown in Exhibit G.</p>	



Project Conditions

City of Corona

PUBLIC WORKS

Chris Horn

1. The Public Works and the Departments of Water and Power, Maintenance and Parks and Landscaping Conditions of Approval for the subject application shall be completed at no cost to any government agency. All questions regarding the intent of the conditions shall be referred to the Public Works Department Land Development Section. Should a conflict arise between City of Corona standards and design criteria and any other standards and design criteria, City of Corona standards and design criteria shall prevail.
2. The developer shall comply with the State of California Subdivision Map Act and all applicable City ordinances and resolutions.
3. Prior to issuance of grading permit, the applicant shall demonstrate to the satisfaction of the Public Works Director that the proposed project will not unreasonably interfere with the use of any easement holder of the property.
4. The submitted site plan shall correctly show all existing easements, traveled ways, and drainage courses. Any omission or misrepresentation of these documents may require said site plan to be resubmitted for further consideration.
5. Any construction work or staging in the public right-of-way shall require an encroachment permit from the Public Works Department and is subject to review of traffic control measures.
6. Prior to issuance of any encroachment permit, the applicant shall post sufficient security guaranteeing the repair of landscaping and public facilities in the public right of way if work is proposed, unless otherwise approved by the Public Works Director.
7. The developer shall monitor, supervise and control all construction and construction related activities to prevent them from causing a public nuisance including, but not limited to, insuring strict adherence to the following:
 - (a) Removal of dirt, debris or other construction material deposited on any public street no later than the end of each working day.
 - (b) Construction operations, including building related activities and deliveries, shall be restricted to Monday through Saturday from 7:00 a.m. to 8:00 p.m., excluding holidays, and from 10:00 a.m. to 6:00 p.m. on Sundays and holidays, in accordance with City Municipal Code 15.04.060, unless otherwise extended or shortened by the Public Works Director or Building Official.
 - (c) The construction site shall accommodate the parking of all motor vehicles used by persons working at or providing deliveries to the site.

Violation of any condition or restriction or prohibition set forth in these conditions shall subject the owner, applicant, developer or contractor(s) to remedies as noted in the City Municipal Code. In addition, the Public Works Director or Building Official may suspend all construction related activities for violation of any condition, restriction or prohibition set forth in these conditions until such time as it has been determined that all operations and activities are in conformance with these conditions.

8. Erosion and sediment control Best Management Practices (BMPs) shall be implemented and maintained to minimize and/or prevent the transport of soil from the construction site.
9. Appropriate BMPs for construction related materials, wastes, spills, or residues shall be implemented to eliminate or reduce transport from the site to streets, drainage facilities, or adjoining properties by wind or runoff.
10. All the grading design criteria shall be per City of Corona standards, Corona Municipal Code Title 15 Chapter 15.36 and City Council Ordinance Number 2568, unless otherwise approved by the Public Works Director.
11. All the drainage design criteria shall be per City of Corona standards and the Riverside County Flood Control and Water Conservation District standards unless otherwise approved by the Public Works Director.
12. Prior to issuance of a building permit, the developer shall pay all water and sewer fees, including but not limited to additional sewer capacity fees.



951.742.7179

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www.trdesigngroup.com

APPLICANT:

PIVOT CHARTER SCHOOLS
4300 GREEN RIVER RD.
STE 108
CORONA, CA 92880
951-280-0229

PROJECT:

OCCUPANCY LOAD ANALYSIS

OFFICE:	617/100 = 7	OCCUPANTS
CLASSROOM AREA:	1,786/20 = 90	OCCUPANTS
STORAGE:	791/300 = 3	OCCUPANTS
TOTAL OCCUPANTS	= 100	OCCUPANTS

REQUIRED EXIT = 1,350 OCC. X .15 INCH = 20.25 INCH
PROPOSED EXIT = 4 X 36"= 144 INCH WIDTH
BUILDING IS FULLY SPRINKLERED AND WILL BE A DEFERRED SUBMITTAL TO THE FIRE DEPARTMENT FOR APPROVAL.

PIVOT CHARTER SCHOOL
CUP 2018-0014
700 N. MAIN STREET
CORONA, CA 92880

THE STUDENT CAROL DESKS HAVE BEEN SHOWN ON THE FLOOR PLAN. THERE ARE NO PULL-OUT ROOMS FOR THIS FACILITY AS THERE ARE REQUIREMENTS FOR MORE STUDENT EQUIPMENT STORAGE.

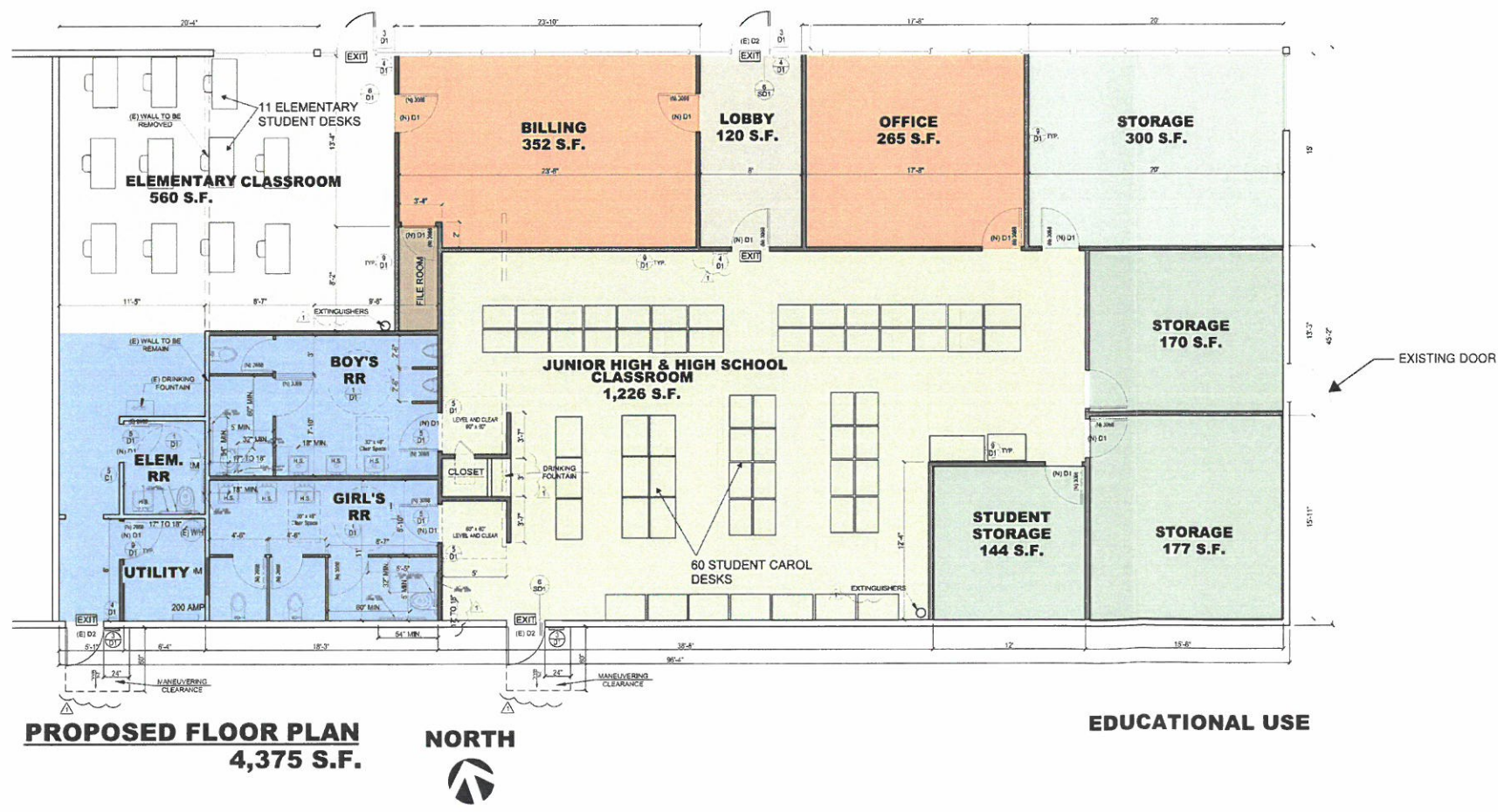
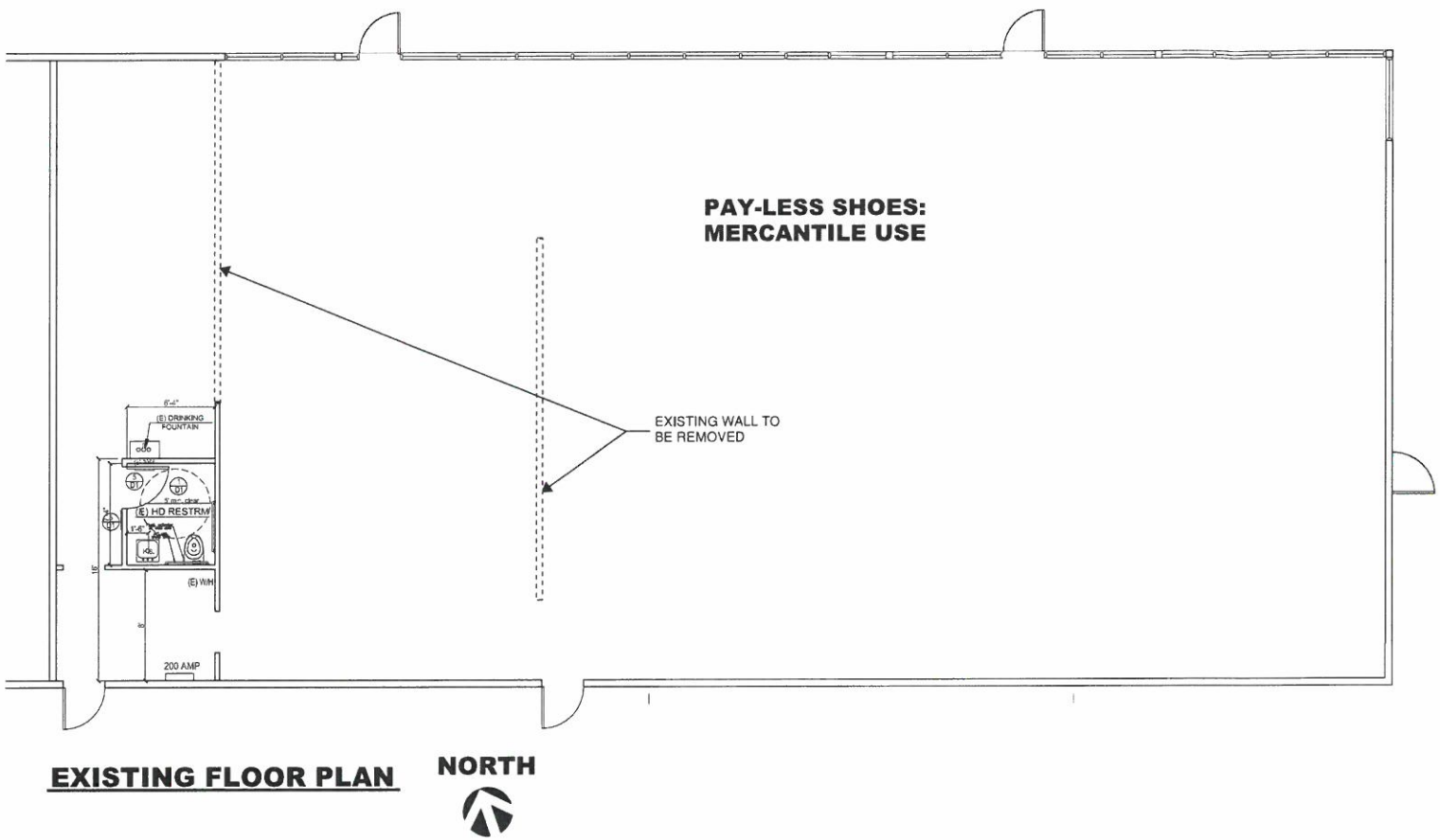
EXISTING AND
PROPOSED
FLOOR PLANS

EXHIBIT C

JOB #: 19-026
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CUP-3

REVISED 06/13/19





To Whom It May Concern Regarding Pivot Charter School Riverside:

Pivot Charter Schools are governed by a California not-for-profit 501 c 3 corporation that operates four small charter schools in CA. The not for profit corporation is registered as Roads Education Organization. Attached is a copy of the Articles of Incorporation filed in 2009 with an amendment changing the name of the corporation. The Board of the organization is comprised of seven volunteer members with expertise in education, finance, organizational management and operations. A copy of the Board members bios is attached. The Chairman of the Board is Jim Lewis. He is the City Manager of Pismo Beach. His primary address and contact information is: 6200 Via Huerto Court Atascadero, CA 93422 jlewis@pismobeach.com 805-441-6181

Daily operations of the four schools are conducted by me as Executive Director (contact information below) and CEO of the corporation, and staff. The primary contact at the school site is Bill Calleja. His title is Site Coordinator and he manages the office at the school site. His contact information is bcalleja@pivotcharter.org 951-280-0229.

Pivot Charter Schools are public schools and are therefore funded through tax revenues and the state education budget. Pivot Charter Schools are educating small groups of students through a blended learning program using an online curriculum coupled with site-based support. Students can receive support from teachers at the school site five days a week. Currently Pivot Riverside has 130 students enrolled (with estimated growth of 5 students a year for the next 4 years, estimated not to exceed 150 students), many of which engage in their online curriculum at home and do not come to the school site. Students can attend the site based program from 9:00 a.m until noon Monday through Friday where they work on their online curriculum and are tutored by credentialed teachers individually and in small groups. If there is a need for a specialized schedule, a group of students can also choose to receive support on site on Tuesday and Thursday afternoons from 12:30 until 3:00 p.m.

The school will install 57 "carols" in a learning lab setting where students sit and engage in their online curriculum if they attend the supplemental site based program or they can meet in a pull out room in small groups. Roughly eleven elementary aged students are in a separate open classroom setting for the same hours. Therefore, the maximum number of students for each grade level is 36 high school students, 24 middle school students, and 11 elementary school students being served by 8 staff on a daily basis. Most students do not drive their own cars and are transported by their parents. The number of parking spaces needed on a daily basis should not exceed 15.

Roads Education Organization has been in existence for 10 years and has been operating Pivot Charter School Riverside in the Corona area for 6 years. Pivot Charter School Riverside is authorized by the Riverside County Office of Education with whom Pivot enjoys a collaborative and positive working relationship.

EXHIBIT D

As the Executive Director/ Superintendent for the last 10 years, I have authority to submit this application as approved by the Board of Roads Education Organization and will be happy to answer any questions the City may have. Thank you for consideration of our request.

A handwritten signature in blue ink that reads "Jayna L. Gaskell". The signature is written in a cursive style with a large initial 'J' and a distinct 'G'.

Jayna Gaskell
Executive Director/Superintendent
Pivot Charter Schools/Roads Education Organization
1390 E 9th Street Suite 190
Chico, CA 95928
530-906-0658
Jgaskell@pivotcharter.org



Pivot Charter School Riverside On-Site Attendance Numbers

2016-2017	High School	Middle School	Elementary
September	17	5	8
October	18	6	7
November	18	6	8
December	17	6	6
January	17	5	6
February	20	5	6
March	21	6	8
April	20	7	7
May	19	7	7
June	19	7	7

2017-2018	High School	Middle School	Elementary
September	21	5	7
October	24	7	7
November	26	8	7
December	26	9	7
January	25	9	8
February	25	10	9
March	24	9	8
April	24	9	8
May	23	8	7
June	23	7	7

2018-2019	High School	Middle School	Elementary
September	25	4	7
October	26	5	8
November	27	5	8
December	27	7	8
January	28	6	9
February	28	7	9
March	28	7	10
April	28	7	10
May	28	7	10
June	25	7	10



Ofc: 1001 Dove St. | Suite 260 | Newport Beach, CA 92660
Main: 260 E. Baker St. | Suite 200 | Costa Mesa, CA 92626
urbanxroads.com

July 31, 2019

Mr. Thomas Riggle
TR DESIGN GROUP, INC.
7179 Magnolia Avenue
Riverside, CA 92504

SUBJECT: PIVOT CHARTER SCHOOL CIRCULATION PATTERNS FOR DROP OFF AND PICK UP ACTIVITY

Dear Mr. Thomas Riggle:

The purpose of this evaluation is to determine appropriate circulation patterns for teachers, visitors, and students interacting with the Pivot Charter School which is proposed to be located at 700 N. Main Street in the City of Corona.

As indicated by the Client, Pivot Charter School is a non-classroom-based charter school, where students engage in independent study and are not required to attend site-based offerings at the resource center. Rather, they can access curriculum via the internet and may only learn on-site for a limited number of days in a particular week.

This evaluation provides information regarding specific traffic inbound and outbound routes, drop off and pick up locations, and parking activity.

ACTIVITY LEVELS

The trips generated by the Project's change in land use were previously estimated in Pivot Charter School Trip Generation Assessment (Urban Crossroads, Inc., April 25, 2019), and are summarized below. Table 1 depicts the net change in trips generated by the Project, which results in 104 added trips in the AM peak hour, 3 fewer trips in the PM peak hour, and 18 added daily trips in comparison to a typical retail use.

TABLE 1: PROJECT NET CHANGE IN TRIP GENERATION

	AM Peak Hour			PM Peak Hour			Daily
	In	Out	Total	In	Out	Total	
Existing Building Trips	3	2	5	8	9	17	165
Proposed Project Trips	58	51	109	5	9	14	183
Net Change in Trips (Proposed Project - Existing Site)	55	49	104	(3)	0	(3)	18

EXHIBIT F

Eight (8) staff will access the site via a designated parking area, rather than circulating in the student drop off / pick up area. The staff are anticipated to generate 8 inbound vehicles in the AM peak hour (prior to student arrivals), and 8 outbound vehicles in the afternoon.

For students, drop off times have been provided by the Client, with high school drop off time ranging from 8:30 am to 9:00 am, middle school drop off time ranging from 9:00 am to 9:30 am, and elementary school drop off time ranging from 9:30 am to 9:45 am.

Pick up times are similarly segmented, with high school pick up time ranging from 12:00 pm to 12:15 pm, middle school pick up time ranging from 12:15 pm to 12:30 pm, and elementary school pick up time ranging from 12:30 pm to 12:45 pm.

The maximum number of students for each grade level is 36 high school students, 24 middle school students, and 11 elementary school students. On a typical day, some of the 36 high school students may not study on-site (due to study-at-home or absence), and some would stay for after school clubs. A small portion of high school students would drive and park their own vehicle. The possibility of travel via mode other than automobile, along with shared rides with siblings or neighbors would further reduce high school student drop off / pick up vehicle trips.

Transit service is currently provided along Main Street and River Road via the Corona Cruiser blue line, and also by the Riverside Transit Authority (RTA). Corona Transit Center and the Corona Metrolink station are approximately 1 mile away. Transit service is reviewed and updated by governing agencies periodically to address ridership, budget and community demand needs. Changes in land use can affect these periodic adjustments which may lead to either enhanced or reduced service where appropriate. Existing sidewalks are also available adjacent to the site.

In a given peak 15 minute period, a conservative estimate of approximately 25 vehicles arriving for student pick up activity would represent worst case conditions. Each pick up or drop off trip involves parking and exiting the vehicle, walking with the student to/from the school, potentially communicating with staff or other parents, entering the car, and maneuvering out of the parking space. This process is estimated to take 3 minutes to 5 minutes, so a conservative estimate of 5 minutes per vehicle is used. Assuming parked time of 5 minutes per vehicle, approximately 9 parking spaces could be utilized at the same time. The Client has indicated that at similar facilities, approximately 3 to 5 vehicles are engaged in pick up or drop off activity at any given time. Therefore, this estimate of 9 parked vehicles at the same time in the pick up / drop off area is conservative.

The proposed Project trip generation included in the Pivot Charter School trip generations assessment includes an inbound volume of 58 vehicles in the AM peak hour. If eight staff vehicles are excluded from the calculation, then approximately 50 vehicles are anticipated to engage in student drop off activity in the AM peak hour (which would result in an inbound and an outbound trip for each of the drop off vehicles). This estimate of 50 peak hour vehicles coincides with the estimate of approximately 25 vehicles for high school student drop off, 17 vehicles for middle school drop off and 8 vehicles for elementary school drop off.

How Busy Print
will be in 15 mins.

TRAFFIC ROUTES, PARKING, AND DROP OFF / PICK UP LOCATIONS

Access to Project site is provided primarily via two driveways at North Main Street, with secondary access to River Road. The northerly driveway on North Main Street is a full access driveway, with left turns allowed inbound and outbound. The southerly North Main Street driveway provides right turn only (inbound and outbound) access. The River Road driveway provides right or left inbound access, but outbound access is restricted to right turns only.

The Client has indicated that because staff parking will be utilized for several hours per day, staff will be encouraged to park in out-of-the-way spaces. In order to free up more desirable spaces that are located well for the commercial and restaurant properties that share the lot, school staff will park in the existing spaces located along the back side of Burlington, as shown on Exhibit 1.

School staff ingress / egress driving routes are also shown on Exhibit 1. School staff will then utilize the existing crosswalk to cross the drive aisle, then walk along existing commercial frontage sidewalks to Pivot Charter School.

For students who are dropped off and picked up by a parent, the student will wait inside of the building and parents will be required to physically pick them up from inside the school, rather than waiting outside. Circulation patterns which minimize vehicular and pedestrian conflicts near the main access, drive aisles, and parking lot are proposed to increase safety of the students.

Designated parking for pick up / drop off will be provided in the 6 parking spaces located east of the Pivot Charter School building, perpendicular to Main Street and three spaces located in front of Pivot Charter School, as shown on Exhibit 2. These parking spaces are located near to the school, but away from other businesses. The location of these parking spaces minimizes conflicts with other traffic, as the drive aisle leads to the back of the building.

As each student is walked to/from the school by their parent, parents need to pay attention to student safety in the parking lot. Parents engaged in picking up or dropping off students are expected to be aware of other students and their parents. Parents should be educated beforehand via registration material and school website information as to the pick up / drop off parking area and procedures.

Exhibit 2 also shows the potential inbound and outbound circulation patterns for arrivals and departures related to student pick up and drop off. Vehicles traveling southbound on North Main Street are anticipated to turn right at the southerly driveway, then make an immediate left into the pick up / drop off parking area. Vehicles traveling northbound on North Main Street will need to turn left at the northerly driveway, then turn left and travel through the drive aisles to get to the pick up / drop off parking area. If queues of left turning vehicles develop, storage exists within the existing northbound left turn bay.

Pedestrian striping may be desirable to draw attention to potential walking routes to / from parking areas. A new possible crosswalk connection is shown as an option from Pivot Charter School to the pick up / drop off area.

Visitors (other than student pick up / drop off) are expected to utilize the parking spaces located directly in front of Pivot Charter School. Two of the five parking spaces available directly in front of the school could be utilized by visitors, while the remaining three spaces at this location are estimated to be needed for drop off / pick up activity.

Exhibit 3 shows potential visitor parking spaces and ingress / egress routes. The inbound and outbound visitor traffic routes are similar to those used by parents picking up or dropping off their students at the start / end of the school day.

Students who drive themselves and park will be encouraged to utilize parking spaces located north of school as shown on Exhibit 4. Students who drive and park will access the northerly driveway via either a northbound left turn or a southbound right turn.

CONCLUSIONS

During the peak 15 minute pick up time, it is anticipated that up to 15 parking spaces in the main area will be in use by Pivot Charter School (9 vehicles picking up students, 4 parked student vehicles, and 2 parked visitor vehicles). During the majority of the school operational hours, 6 of the 15 parking spaces are anticipated to be occupied. It is important to note that staff parking has been designated at a low utilization area behind Burlington.

Exhibit 5 shows on-site recommendations, which are summarized below:

- Possible striped pedestrian crosswalks at two key driveway locations are shown on Exhibit 5.
- Educate parents as to the preferred use of 6 parking stalls for parent drop off / pick up east of the school main entrance and 3 along the school frontage as indicated on Exhibit 2.
- Facilitate visitor use of parking spaces located along the front of Pivot Charter School, as shown on Exhibit 3.
- Promote staff parking in spaces located as shown on Exhibit 1.
- Encourage student parking as designated on Exhibit 4.
- Provide materials that document alternative travel modes in the area (transit, pedestrian, etc.).

The unique characteristics of a small charter school facilitate opportunities for staff to interact with parents. Communication to parents should be proactive, utilizing web messaging to disseminate information regarding the parking areas, circulation plan, drop off / pick up activity, etc.

Mr. Thomas Riggle
TR DESIGN GROUP, INC.
July 31, 2019
Page 5

If you have any questions, please contact John Kain at (949) 336-5990 or Marlie Whiteman (949) 336-5991.

Respectfully submitted,

URBAN CROSSROADS, INC.



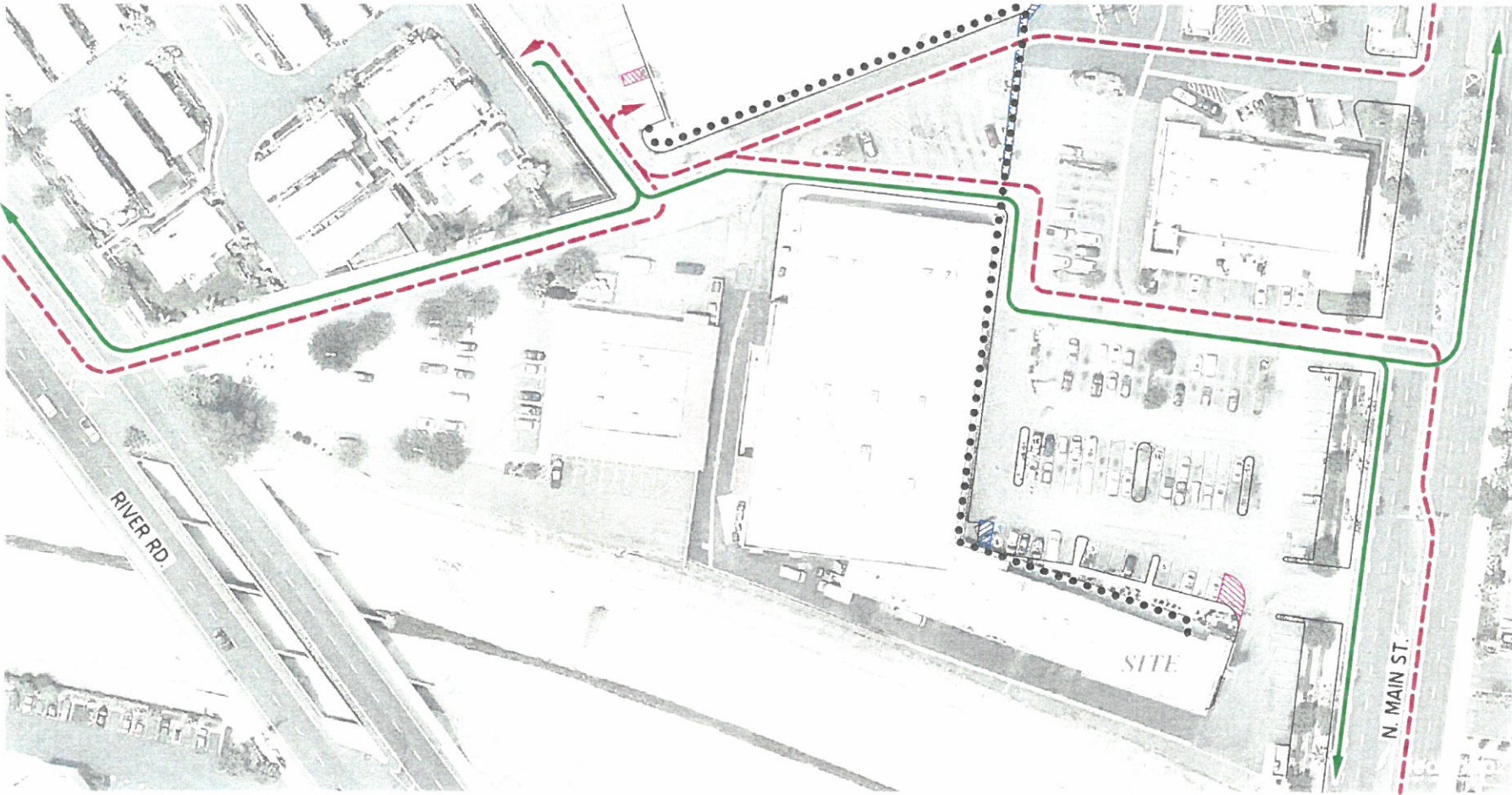
John Kain, AICP
Principal

JN: 12538
Attachments



Marlie Whiteman, PE
Senior Associate

**EXHIBIT 1: ARRIVAL AND DEPARTURE ACCESS PATTERNS
FOR SCHOOL STAFF PARKING**



LEGEND:





-  = INBOUND TRAFFIC FLOW
-  = OUTBOUND TRAFFIC FLOW
-  = STAFF PARKING SPACES
-  = 2-WAY PEDESTRIAN ROUTE



EXHIBIT 2: ARRIVAL AND DEPARTURE ACCESS PATTERNS FOR STUDENT PICK-UP/DROP-OFF PARKING

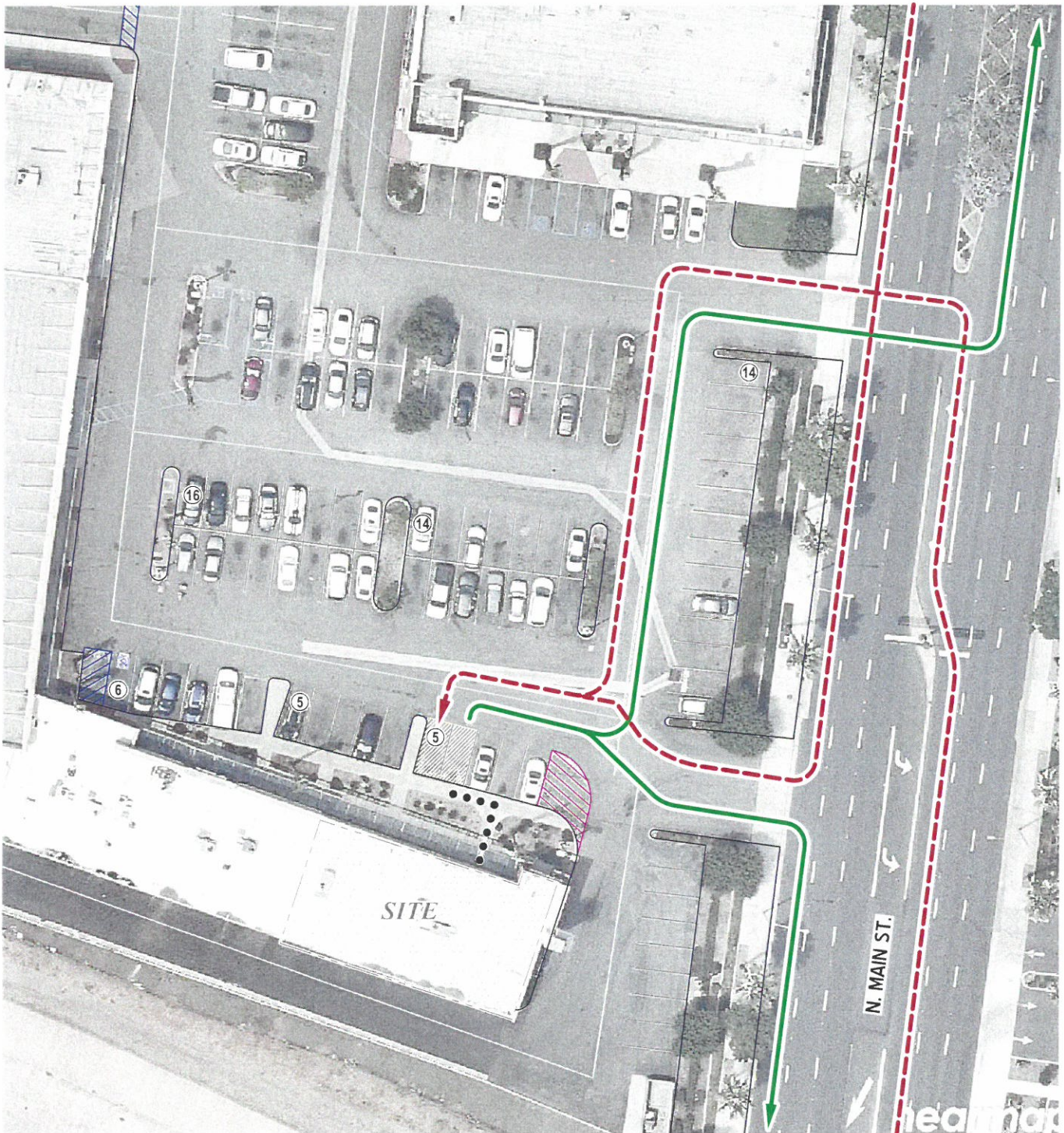


LEGEND:

- = INBOUND TRAFFIC FLOW
- = OUTBOUND TRAFFIC FLOW
- = DROP-OFF/PICK-UP PARKING SPACES
- = 2-WAY PEDESTRIAN ROUTE



EXHIBIT 3: ARRIVAL AND DEPARTURE ACCESS PATTERNS FOR VISITOR PARKING (OTHER THAN STUDENT PICK UP / DROP OFF)

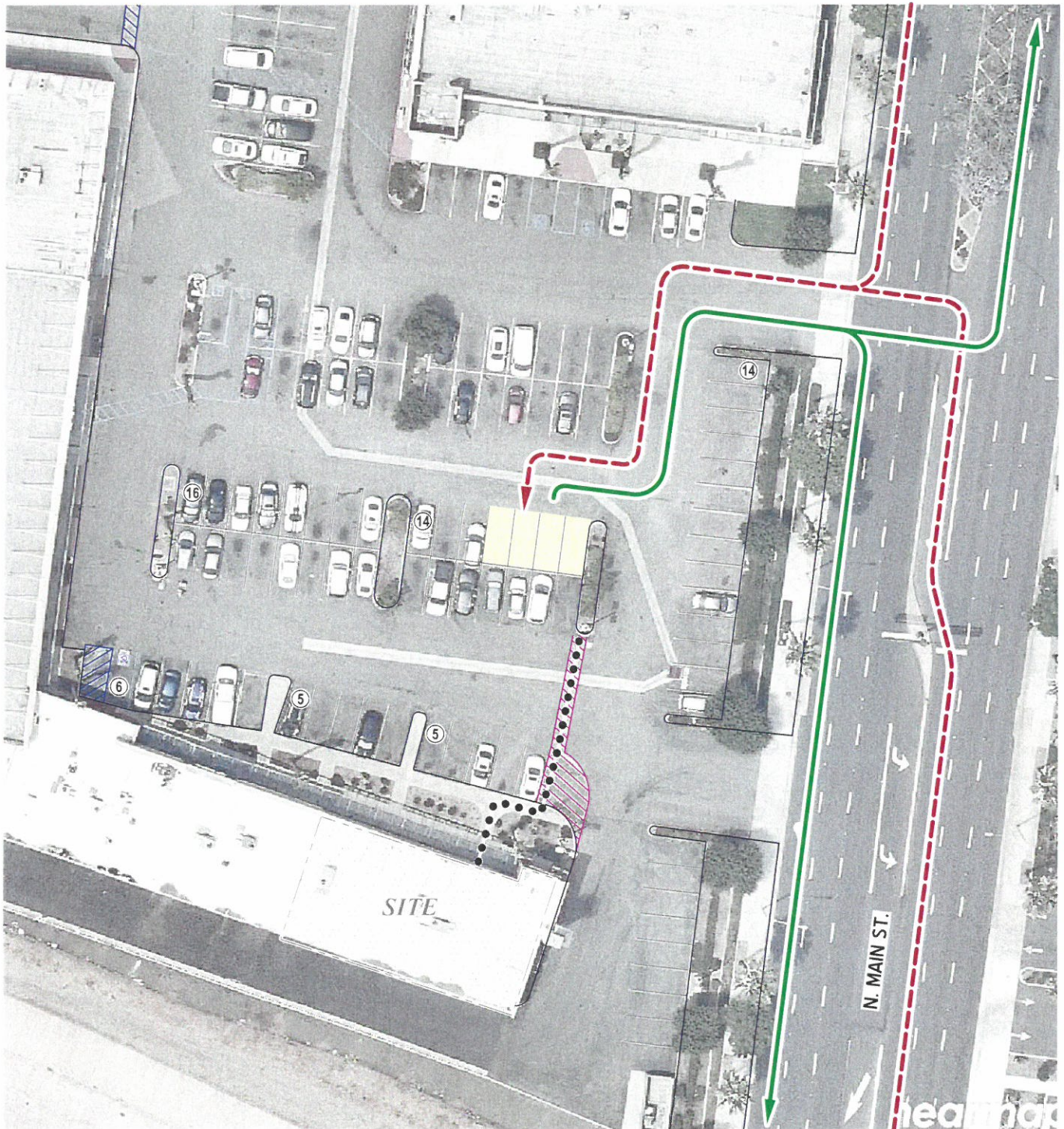


LEGEND:

- — — — — = INBOUND TRAFFIC FLOW
- = OUTBOUND TRAFFIC FLOW
- = VISITOR PARKING SPACES
- • • • • = 2-WAY PEDESTRIAN ROUTE



EXHIBIT 4: ARRIVAL AND DEPARTURE ACCESS PATTERNS FOR STUDENT PARKING

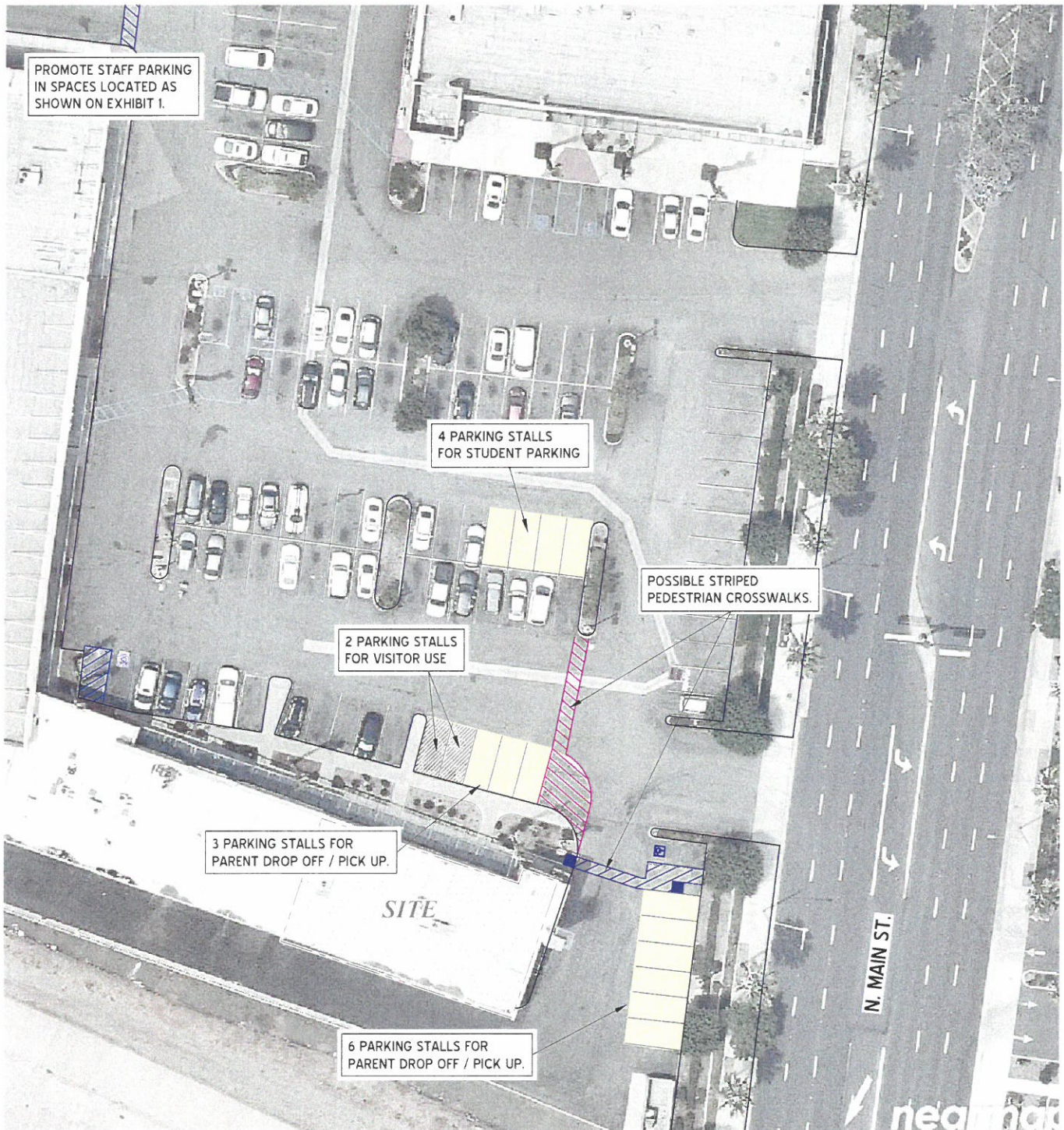


LEGEND:

- = INBOUND TRAFFIC FLOW
- = OUTBOUND TRAFFIC FLOW
- = STUDENT PARKING SPACES
- = 2-WAY PEDESTRIAN ROUTE



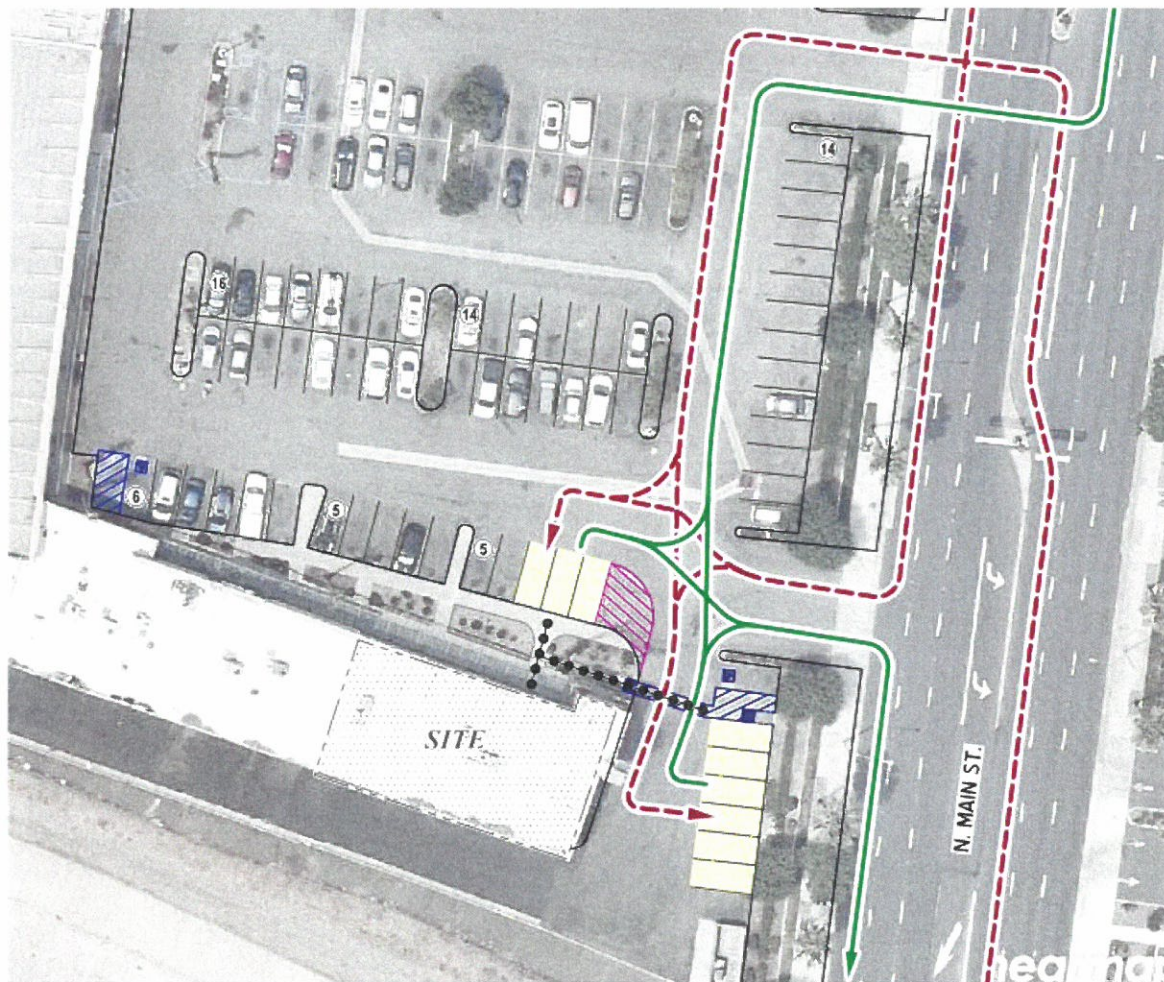
EXHIBIT 5: ON-SITE RECOMMENDATIONS





Pivot Charter School Riverside Parent, Student, and Staff Parking Policy

Parents dropping off and picking up their students are asked to park their vehicles in a parking space to ensure students enter the school safely. Additionally, we ask that parents utilize the parking spaces closest to the entrance of the school so that they are within range of Pivot's staff supervision. If students arrive outside of the designated drop off and pick up times, parents are asked to walk their students in or out of school. This practice will optimize student safety in the parking areas around the school.

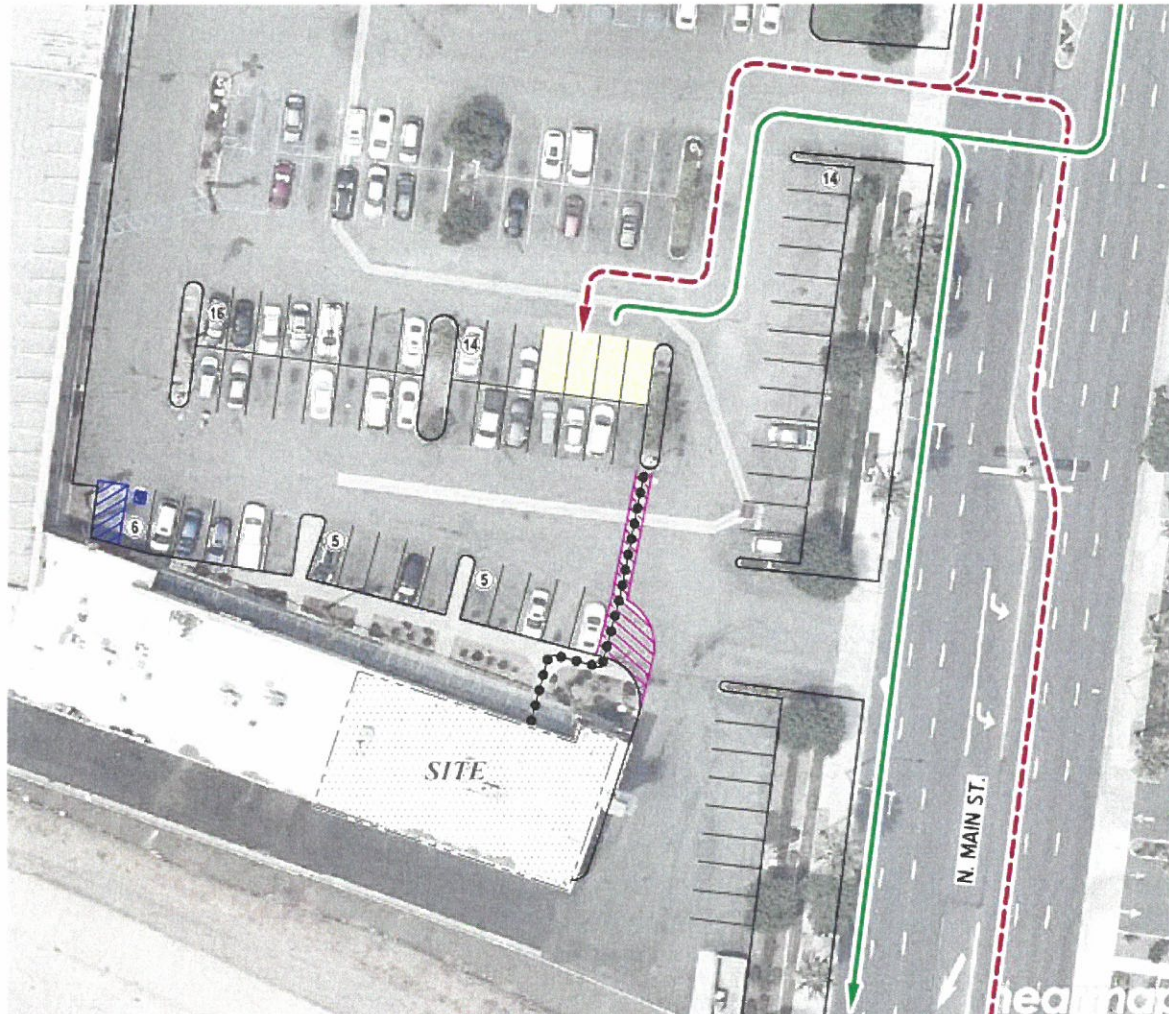


LEGEND:

- INBOUND TRAFFIC FLOW
- OUTBOUND TRAFFIC FLOW
- DROP-OFF/PICK-UP PARKING SPACES
- 2-WAY PEDESTRIAN ROUTE



Students driving to school are requested to park their cars in the spaces marked below so that the parking spaces closest to the school can be utilized by parents during drop off and pick up, as well as by visitors. Students are also asked to follow the exit path shown below in green in order to ease potential traffic congestion near the school's entrance.

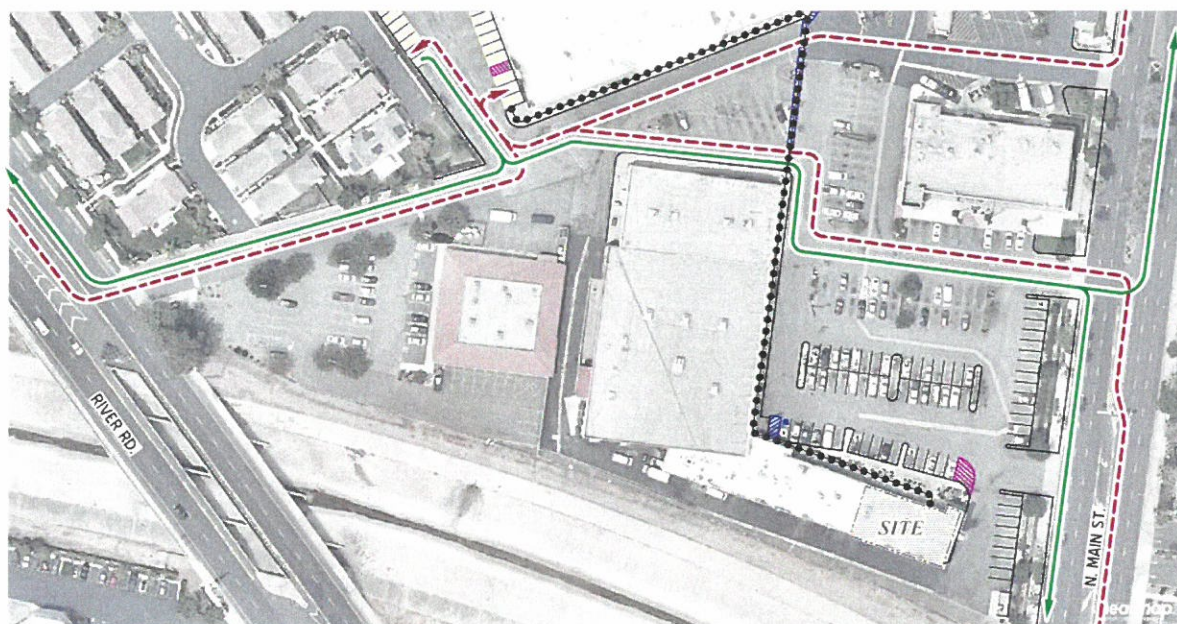


LEGEND:

- INBOUND TRAFFIC FLOW
- OUTBOUND TRAFFIC FLOW
- STUDENT PARKING SPACES
- 2-WAY PEDESTRIAN ROUTE



Staff are asked to park their cars behind the Burlington retail store and walk to the Pivot resource center as indicated in the image below. This practice will allow for parking spaces in the more desirable east portion of the parking lot to be utilized by patrons of the local businesses, including families visiting Pivot.



LEGEND:

- INBOUND TRAFFIC FLOW
- OUTBOUND TRAFFIC FLOW
- STAFF PARKING SPACES
- 2-WAY PEDESTRIAN ROUTE

CERTIFICATE OF APPROVAL

LANDLORD: Parkridge Main LLC, a California limited liability company

TENANT: Roads Education Organization

TRADE NAME: Pivot Charter School

USE: Charter School

DATE OF LEASE: September 18, 2018

SHOPPING CENTER: North Main Plaza

Landlord hereby certifies that the Lease and Use are hereby approved as of Commencement Date of the above-referenced Lease. Landlord also approves of Nine (9) designated parking spaces within the parking lot for drop off and pick up.

Landlord

By:

Shannon Green

Its:

Development Partner

EXHIBIT H



School Safety Plan for Student Drop Off, Pick Up, and Parking

Each school site shall have a parent, student, and staff parking plan. The parking plan will be made available to all families and be included in the Student and Parent Handbook provided to families at the beginning of each school year.

Parents have access to short term drop-off and pick-up parking spots near the school entrance. Parents of elementary students are always required to walk their students to and from the elementary classroom. Parents of Middle School and High School students may drop-off or pick-up from the short term parking spots when a teacher supervisor is present, otherwise parents are required to walk their student into the entrance. Supervision shall be 15 minutes before and after site program time start and finish.

Students will have designated parking spots within visual eyesight of the staff supervisors. Students are to park in the designated areas only, and then enter the school immediately. Students are not to be in their cars before, during, or after school except to arrive or depart. If a student forgot something in their car during school, the student is required to get permission and have a staff member supervise them going to their car.

Staff are to park away from the building and away from neighboring business, leaving the nearby spots open for transitional parking for student drop-off and pick-up, student parking, and neighboring business parking. Staff may have designated parking areas away from the school site as needed, and may be asked to move or park in an alternative parking.

Site Administrators and staff will ensure that students are following the parking policy at each school site. Site supervision schedules will include parking lot supervision near the school drop-off and entrance area. Supervision shall be 15 minutes before and after site program time start and finish.

As a fellow tenant at the Green River Road facility, located very close to the Pivot Charter School resource center, I have never had any problem with any students or lack of parking spaces due to families dropping off or picking up their students. Furthermore, we have never seen any issues with traffic or challenges in the lot during student drop-off and pick-up times. The students and the staff have frequented our business and we appreciate that. There's a very brief period during each weekday when parents sit in their cars waiting for the students to be walked out to the parking lots. It has very little impact on the facility as a whole. Staff have always had the drop-off and pick-up times very well organized and students are safe.

Andra Hashin Date 7/30/19

Business name Gomp-o-Gama

As a fellow tenant at the Green River Road facility, located very close to the Pivot Charter School resource center, I have never had any problem with any students or lack of parking spaces due to families dropping off or picking up their students. Furthermore, we have never seen any issues with traffic or challenges in the lot during student drop-off and pick-up times. The students and the staff have frequented our business and we appreciate that. There's a very brief period during each weekday when parents sit in their cars waiting for the students to be walked out to the parking lots. It has very little impact on the facility as a whole. Staff have always had the drop-off and pick-up times very well organized and students are safe.



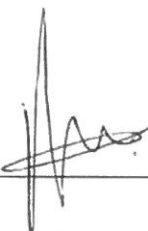
Date 7/30/19

Business name J Sushi

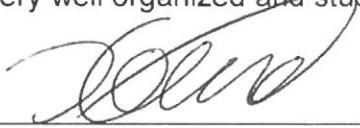
As a Business located at 4300 Green River Road where Pivot Charter School has their current Resource Center for the last 3 years, I have never received a complaint from any tenants regarding loss of parking spaces or difficulty in the parking lots at school pick up and drop off times. It appears that there is a very small window of time the parents are waiting for their children in parking spaces. Children are escorted in and out of the building by staff. The only parking spaces that are used during business hours for any length of time are 7 or 8 for staff.

I have in fact noticed that having families coming and going throughout the parking lot has been a boost to other businesses. For example, Pivot and their families frequent the pizza parlor and other eateries in the complex on a daily basis.

If you have any further questions of me regarding the operations of the Pivot Charter School at their current facility, please contact me at the numbers below.


Date 7/25/19
Business Name: One stop Liquor

As a fellow tenant at the Green River Road facility, located very close to the Pivot Charter School resource center, I have never had any problem with any students or lack of parking spaces due to families dropping off or picking up their students. Furthermore, we have never seen any issues with traffic or challenges in the lot during student drop-off and pick-up times. The students and the staff have frequented our business and we appreciate that. There's a very brief period during each weekday when parents sit in their cars waiting for the students to be walked out to the parking lots. It has very little impact on the facility as a whole. Staff have always had the drop-off and pick-up times very well organized and students are safe.



Date 7-29-19

Business name Big Al's Pizza

As a Business located at 4300 Green River Road where Pivot Charter School has their current Resource Center for the last 3 years, I have never received a complaint from any tenants regarding loss of parking spaces or difficulty in the parking lots at school pick up and drop off times. It appears that there is a very small window of time the parents are waiting for their children in parking spaces. Children are escorted in and out of the building by staff. The only parking spaces that are used during business hours for any length of time are 7 or 8 for staff.

I have in fact noticed that having families coming and going throughout the parking lot has been a boost to other businesses. For example, Pivot and their families frequent the pizza parlor and other eateries in the complex on a daily basis.

If you have any further questions of me regarding the operations of the Pivot Charter School at their current facility, please contact me at the numbers below.

Michael M. V

Date 7/25/2019

Business Name: corona hills fitness

As a Business located at 4300 Green River Road where Pivot Charter School has their current Resource Center for the last 3 years, I have never received a complaint from any tenants regarding loss of parking spaces or difficulty in the parking lots at school pick up and drop off times. It appears that there is a very small window of time the parents are waiting for their children in parking spaces. Children are escorted in and out of the building by staff. The only parking spaces that are used during business hours for any length of time are 7 or 8 for staff.

I have in fact noticed that having families coming and going throughout the parking lot has been a boost to other businesses. For example, Pivot and their families frequent the pizza parlor and other eateries in the complex on a daily basis.

If you have any further questions of me regarding the operations of the Pivot Charter School at their current facility, please contact me at the numbers below.

Bill Blackburn

Date 7-25-2019

Business Name: BLACKBURN'S FARM

To whom this may concern,

I am the authorized representative for **Capital Corona, Ltd.**, the Ownership for 4300 Green River Road, Corona CA 92880 where Pivot Charter School has leased for the last since 2015. Let this serve to confirm we have never received a complaint from any party regarding a loss of parking spaces or difficulty in the parking lots at school pick up and drop off times, or due to the school itself. It appears that there is a very small window of time the parents are waiting for their children in parking spaces. We've been advised that children are escorted in and out of the building by staff. Although difficult to speculate, we believe the only parking used during business hours for any length of time are for the staff members. We've been advised there are only 7-8 of these at a time.

If you have any further questions of me regarding the operations of the Pivot Charter School at their current facility, please contact me at the numbers below.

Best Regards,

Orion Wise

Portfolio Manager

Capital Investment Network, Inc.

BRE #01919398

Office (714) 960-0400

Cell (714) 469-9287

Email: Orion@cin-inc.net

As a small business owner in the 700 N. Main Street plaza, I am supportive of Pivot Charter School moving in as our new neighbor. After reading their safety plan, and/or speaking with Pivot staff I understand the parking situation, as well as the flow for pick up and drop off and their operations will not interfere with my business.

William Kim

Printed Name

[Signature]

Signed Name

BOTEY FATE'S CAFE

Business Name

8-23-19

Date

Printed Name

Signed Name

Business Name

Date

EXHIBIT K

As a small business owner in the 700 N. Main Street plaza, I am supportive of Pivot Charter School moving in as our new neighbor. After reading their safety plan, and/or speaking with Pivot staff I understand the parking situation, as well as the flow for pick up and drop off and their operations will not interfere with my business.

Young Cho

Printed Name

Y. Cho

Signed Name

T shirt Mart

Business Name

8/16/19

Date

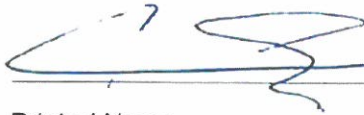
Printed Name

Signed Name

Business Name

Date

As a small business owner in the 700 N. Main Street plaza, I am supportive of Pivot Charter School moving in as our new neighbor. After reading their safety plan, and/or speaking with Pivot staff I understand the parking situation, as well as the flow for pick up and drop off and their operations will not interfere with my business.



Printed Name

Jose Acevedo

Signed Name

Casa Bella Furniture

Business Name

08/16/19

Date

Printed Name

Signed Name

Business Name

Date

July 30, 2019

Dear City of Corona Planning and Housing Commission Members:

As the founder and Chairman of the Board of Pivot Charter Schools, I respectfully request that you approve the Conditional Use Permit for Pivot Charter School Riverside. I was very disappointed and stunned to learn that a relatively routine CUP that had a staff recommendation for our school site was not approved.

I founded the Pivot Charter Schools ten years ago to serve students who were disenfranchised with the large traditional schools; the students who, for many reasons, were not comfortable attending these schools and whose special needs were not being met. I am proud to say that all four of the Pivot Schools have been enormously successful at serving a unique population of students. These young people in your community need us and we are helping their dreams become reality.

That said, I also have a strong understanding of local planning issues. In my professional capacity, I serve as the City Manager of Pismo Beach. I also serve on the board of the League of California Cities. I understand and appreciate the important role the planning commission plays in ensuring that the City of Corona grows strategically, consistent with the General Plan and Zoning Code, and that great care is taken to ensure quality development. As retail centers struggle, tenants such as schools are a great fit. We don't create parking issues, we are a day use, and we complement existing retail by bringing customers to the center. Further, Pivot Charter Schools is a very good neighbor and we have strong relationships within your community and the others we serve. From a land use, traffic, and parking perspective we are a very good fit. We trust the Planning and Housing Commission in its decision focuses on land use issues and not external politics to make its decision.

We take the safety of our students and our reputation in a community very seriously. The Board approved policies require students to be supervised at all times, especially during drop off and pick up times. Pivot has well defined practices for student safety. And we are very considerate of our neighboring businesses, never dominating parking spaces for longer than 30 minutes in a day.

As Pivot Riverside has had a signed lease with our new landlord at 700 N. Main Street for a year, we are eager to begin the renovations necessary to move our students to a much more accessible and effective learning center that is a compliment to the surrounding center and an asset to your community. We look forward to continuing our strong relationship with Corona businesses and in furthering our positive impact in the community. We look forward to approval of our

EXHIBIT L



Conditional Use Permit whether it be by you or ultimately the City Council. Please do the right thing for the children of your community and in the spirit of your City's plans and codes.

I may be reached at (805) 441-6181 should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "James R. Lewis". The signature is fluid and cursive, with the first name "James" and last name "Lewis" clearly distinguishable.

James R. Lewis
Board Chairman
and City Manager, Pismo Beach

CC: Mayor Jason Scott
Vice Mayor Jim Steiner
Council Member Yolanda Carrillo
Council Member Jacques Casillas
Council Member Wes Speake
City Treasurer Chad Willardson
Acting City Manager Mitch Lansdell
Community Development Director Joanne Coletta

TO: Harald Luna | Associate Planner, Community Development | Planning Commission
City of Corona
VIA EMAIL: | harald.luna@coronaca.gov
FROM: Jayna Gaskell, Executive Director/Superintendent, Pivot Charter Schools
DATE: 08/21/19

Dear Mr. Luna,

I was forwarded two sets of follow up questions regarding the Pivot Charter School Riverside CUP from Bill Calleja. Below are the responses to those questions. I have also attached time lapse photos of the parking lot in front of our proposed location over several days during different hours of use for your and the Planning Commissioner's review. As you can see, there are rarely times during the day when the lot is impacted with cars, least of all during the times of our highest use.

Lastly, you should already have received the attached memo from our landlord accepting the traffic report from Urban Crossroads.

Responses to Questions Posed by Planning Division:

1. Mid-day (time from the City) student pick up numbers and timing. If they are students being picked up or dropped off, what those numbers are.

The maximum number of students being picked up mid-day for each grade level is 25-36 high school students and 18-24 middle school students between 12:00 and 12:30, and 11 elementary school students between 12:30 and 12:45.

In a given peak 15-minute period, a conservative estimate of approximately 25 vehicles arriving mid-day for student pick up activity represents worst case conditions. The process is estimated to take 3 minutes to 5 minutes, so a conservative estimate of 5 minutes per vehicle is used. Assuming parked time of 5 minutes per vehicle, approximately 9 parking spaces could be utilized at the same time.

2. Any mid-day staff that leaves, lunch etc. Will they just walk to lunch in the center?

Staff members typically do not leave the campus for lunch. They either order takeout from the local restaurants or they bring their own lunch.

3. What activities happen at the time?

During drop off and pick up times, there are no other activities that occur. All staff are required to be supervising drop off and pick up and have no other assigned responsibilities.

4. Anything else that would generate traffic in mid-day.

After the drop off and pick up of students who attend the supplemental site-based program, teachers are working with their other students who do not come to the site; the “virtual” students. Teachers are on their computers and phones contacting students via video conferencing and overseeing the work that is completed by individual students in the online systems.

Urban Crossroads report dated July 31, 2019

1. In the Trip Memo provided by Urban Crossroads dated July 31, 2019, TABLE 1: Project Net Change in Trip Generation needs to be updated to include a Mid-Day Peak Hour Analysis that reflects the Pivot School end of day pick-up time of 12:00 PM to 12:45 PM. Additionally, provide detailed explanation for the Mid-Day Peak Hour Analysis in the report.

See above.

2. Based on the proposed recommendations shown in Exhibits 1-5: Staff parking (Exhibit 1), Student Pick-up/Drop-off (Exhibit 2), Visitor Parking (Exhibit 3), Student Parking (Exhibit 4), and On-site Recommendations (Exhibit 5), has the information been presented and approved by the property management company? Please provide a letter by the property management company stating that they accept/approve the proposed designated parking recommendations. How are you going to implement the recommendations as stated in the report? Will there be signage for the reservation of the parking spaces as illustrated in the exhibits?

Pivot provides an extensive orientation for all parents even if they enroll mid year through the school year. Parents will be trained on the drop off and pick up procedure during that time. The displays and a walk through of the recommendations in the report will be reviewed with them at that time. Additionally, all of this type of information is already in the parent and student handbook and will be updated and sent out to parents via Parent Square when we change facilities. Parents receive the handbook annually and as major changes are made. There will also be an all school meeting when we move as there are many things that will change in a new site. The report and all of the policies and procedures for parking and their responsibilities will all be reviewed at that time.

Most importantly, we currently have staff overseeing all aspects of the drop off and pick up. This will continue to occur. Staff can direct traffic. They will be able to re-direct parents who do not follow protocol. If a parent or guardian consistently disobeys the process and procedures, an administrative meeting will be held. Parents can be prohibited from dropping off students at a public school if their behavior violates procedures or can be considered unsafe for students.

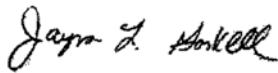
Staff are aware that ongoing violations of school procedures (like being asked to park in designated areas) can result in termination of their employment.

3. Pivot Charter School Riverside On-Site Attendance: Please indicate how the attendance numbers are being represented (monthly, weekly, or daily) for each school year provided. Additionally, are the attendance numbers actual numbers or averages?

These attendance numbers represent the average number of students who came to the site, by grade level, for each month (specified in the table) in the years specified on the tables so that your commission can see several years' worth of data. Students are required to sign in every day. The school tracks their coming to the site in a data base. The school can supply daily numbers, but for simplicity sake the maximum has been utilized by Urban Crossroads in the above trip generation estimates. This is not the "attendance" that generates our public school's funding, called ADA. It is merely the average number of students that come to the supplemental site-based program at our resource center.

I would be happy to supply any additional information you may need. Thank you for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Jayna G. Gaskell".

Jayna Gaskell
Executive Director / Superintendent
jgaskell@pivotcharter.org
530-906-0658

Monday 12 00 PM 1



Monday 12 00 PM 2



Thursday 12 30 PM 1



Thursday 12 30 PM 2



Tuesday, 1215 PM 1



Tuesday, 1215 PM 2



Teacher parking behind burlingtons





CITY OF CORONA

PRELIMINARY EXEMPTION ASSESSMENT

(Certificate of Determination When attached to Notice of Exemption)

Name, Description and Location of Project:

CUP2018-0014 is a conditional use permit application to establish and operate a 4,375-square foot public charter school within an existing commercial building located at 700 North Main Street in the CR (Commercial Retail) District of the North Main Street Specific Plan (SP99-01).

Entity or Person Undertaking Project:

☐ A. Public Agency:

☒ B. Other (private):

Name: Bill Calleja
Pivot Charter School
Address: 700 North Main Street
Corona, CA 92880
Telephone No.: (951) 280-0229

Staff Determination:

The City's staff, having undertaken and completed a preliminary review of this project in accordance with the City's Resolution entitled "Local Guidelines of the City of Corona Implementing the California Environmental Quality Act (CEQA)" has concluded that this project does not require further environmental assessment because:

- ☐ A. The proposed action does not constitute a project under CEQA.
☐ B. The project is a Ministerial Project.
☐ C. The project is an Emergency Project.
☐ D. The project constitutes a feasibility or planning study.
☒ E. The project is categorically exempt: **Section 15301 (Existing Facilities), Class 1 because the project consists of establishing and operating a public charter school within an existing commercial building located in a commercial center that is fully developed with adequate parking, access, and utilities. The public charter school facility will be contained entirely inside the building, and no expansion is proposed to the commercial building. Therefore, there is no possibility that the proposal will have any significant effects on the environment.**
☐ F. The project is a statutory exemption. Code section number:
☐ G. The project is otherwise exempt on the following basis:
☐ H. The project involves another public agency, which constitutes the lead agency. Name of Lead Agency:

Date: July 22, 2019

Harald Luna, Associate Planner
Lead Agency Representative

EXHIBIT N



NOTICE OF EXEMPTION

TO: CLERK OF THE BOARD OF
SUPERVISORS COUNTY OF RIVERSIDE

FROM: CITY OF CORONA
COMMUNITY DEVELOPMENT DEPARTMENT
400 S. VICENTIA AVE, SUITE 120
CORONA, CA 92882

1. Project title: *CUP2018-0014*
2. Project location (specific): *700 North Main Street, Corona, CA 92880 (APN: 119-250-021)*
3.
 - a. Project location - City of Corona
 - b. Project location - County of Riverside
4. Description of nature, purpose and beneficiaries of project: *CUP2018-0014 is an application to establish and operate a 4,375-square foot public charter school within an existing commercial building located at 700 North Main Street in the CR (Commercial Retail) District of the North Main Street Specific Plan (SP99-01).*
5. Name of public agency approving project: *City of Corona*
6. Name of Person or Agency undertaking the project, including any person undertaking an activity that receives financial assistance from the Public Agency as part of the activity or the person receiving a lease, permit, license, certificate, or other entitlement of use from the Public Agency as part of the activity:

*Bill Calleja
Pivot Charter School
700 North Main Street
Corona, CA 92880*
7. Exempt Status (check one):
 - a. ☐ Ministerial Project
 - b. ☐ Not a project
 - c. ☐ Emergency project
 - d. ☒ Categorical Exemption. State type and class number: **Section 15301 (Existing Facilities), Class 1**
 - e. ☐ Declared Emergency
 - f. ☐ Statutory Exemption. State code section number:
 - g. ☐ Other: Explain:
8. Reasons why the project is exempt:

CUP2018-0005 qualifies as a Categorical Exemption under Section 15301 (Existing Facilities), Class 1 of the California Environmental Quality Act (CEQA) because the project consists of establishing and operating a public charter school within an existing commercial building located in a commercial center that is fully developed with adequate parking, access, and utilities. The public charter school facility will be contained entirely inside the building, and no expansion is proposed to the commercial building. Therefore, there is no possibility that the proposal will have any significant effects on the environment.
9. Contact Person/Telephone No.: Harald Luna / (951) 736-2268
10. Attach Preliminary Exemption Assessment (Form "A") before filing.

Date received for filing: July 22, 2019

Signature: _____
Harald Luna, Associate Planner
Lead Agency Representative