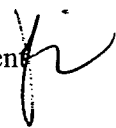
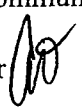


**CITY OF MANHATTAN BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT
STAFF REPORT**

TO: Planning Commission

FROM: Richard Thompson, Director of Community Development 

BY: Angelica Ochoa, Assistant Planner 

DATE: December 10, 2008

SUBJECT: Use Permit for an Expansion at 1826-1832 Manhattan Beach Boulevard of an Existing School (Manhattan Academy) located at 1740 and 1808 Manhattan Beach Boulevard

RECOMMENDATION

Staff recommends that the Planning Commission **CONDUCT** the **CONTINUED PUBLIC HEARING** and **APPROVE** the project subject to conditions contained in the attached draft Resolution (Exhibit A).

APPLICANT

Mia and Evan Levi
1740 Manhattan Beach Boulevard
Manhattan Beach, CA 90266

PROJECT BACKGROUND

The project proposal is to expand an existing private school use (Manhattan Academy) located at 1740 and 1808 Manhattan Beach Boulevard (MBB) to a new satellite location at 1826-1832 MBB. The proposal also includes combining the operations and conditions for all three sites into one use permit and to allow the change of use from the existing commercial uses at 1826-1832 MBB to a school.

At the meeting of September 10, 2008, the Planning Commission requested that the applicant re-evaluate the project and submit a revised plan that included information on existing and future traffic loading and parking impacts from all three sites. The project was continued to the Planning Commission meeting of October 22, 2008 (Exhibit B, minutes excerpt dated 10/22/08).

At the Planning Commission meeting of October 22, 2008, after discussion and public testimony was received, the Planning Commission requested that the applicant again re-evaluate the project and provide a plan to address the outstanding issues of the sufficient number of parking spaces, maximum number of students and employees, and the operation of the loading and unloading of students and traffic impacts at all three sites.

Overall, the Planning Commission felt that the applicant still did not revise the project to minimize parking impacts by decreasing the amount of students and/or employees in order to reduce the parking demand. The revised proposal included increasing the amount of employees but not providing additional parking to accommodate the increase in employees. They felt that the applicant should meet the parking requirements that the City Traffic Engineer addressed in his report dated October 14, 2008 (Exhibit C).

PROJECT DETAILS

The following chart summarizes the changes that the applicant has revised since the last Planning Commission meeting on October 22, 2008. Specifically, changes were made to the number of employees and the number of parking spaces.

Location	No. of Staff / Teachers	No. of Classrooms	Parking Spaces	Students	Total Students
Existing:					
1740 Manhattan Beach Blvd.	10 teachers 1 director 1 staff	5 classrooms	9 Standard, 2 Compact, 1 Handicap (12 total)	158 Students	
1808 Manhattan Beach Blvd.	4 teachers	4 classrooms	6 Standard, 1 Handicap (7 total)	49 Students	
Current Total	16 staff / teachers	9 classrooms	19 Spaces		207 Students
Proposed:					
1740 Manhattan Beach Blvd.	10 teachers 1 director 1 staff	5 classrooms	9 Standard, 2 Compact, 1 Handicap (12 total)	149 Students	
1808 Manhattan Beach Blvd.	4 teachers	4 classrooms	1 standard 1 Handicap (2 total)	49 Students	
1826-1832 Manhattan Beach Blvd. <i>Year 1 proposed</i>	2 teachers	2 classrooms	4 Standard, 1 Handicap 1 compact (6 total)	48 Students	
<i>Year 2 proposed</i>	4 teachers (Total)	4 classrooms (Total)		84 Students (Total)	
Total Year 1 proposed	18 staff / teachers	11 classrooms	20 spaces		246 Students
Total Year 2 proposed	20 staff / teachers	13 classrooms	20 spaces		282 Students

DISCUSSION

The Planning Commissioners felt that in order to approve the subject proposal, it must meet the use permit findings and therefore the outstanding issues must be resolved or mitigated.

Applicant's Revised Proposal

The applicant has submitted to staff a revised proposal that includes the following and is summarized in the project details of this report:

- An increase of 1 parking space and 1 handicap parking space at 1808 MBB for a total of 20 parking spaces for all 3 sites (18 previously proposed)
- A reduction in the number of teachers for a total of 20 employees for all three sites (25 previously proposed)
- Maximum enrollment cap of 282 students
- Allow the use of up to 3 parking spaces as play area at 1826-1832 MBB in the event the total number of employees is less than 20, with prior City approval

Parking/Traffic/Circulation/# of Employees

The Planning Commission requested that the applicant look into traffic and parking impacts due to the loading and unloading of students. They expressed concerns that the City Traffic Engineer recommended more parking spaces based on the number of employees than the applicant originally proposed.

Per the recommendation from the Planning Commission and the City Traffic Engineer, the applicant proposes to provide a combined total of 20 parking spaces for employees and visitors for all three sites. The applicant has revised the project to add one standard space and 1 handicap space at 1808 MBB to provide a total of 20 parking spaces. This is an increase of 2 parking spaces from the previous proposal on October 22, 2008 of only 18 parking spaces.

The applicant is also proposing to decrease the number of employees to a maximum of 20 employees at all three sites. This is a decrease of 5 employees from the previous proposal of a total of 25 for all three sites. For this reason, the applicant is proposing to provide a parking space for each employee for a total of 20 parking spaces for 20 employees. Also, the fact that the applicant will be capping the total number of students at 282 for all three sites and phasing in the students for 2 years at 1826-1832 MBB will help to reduce the parking demand. Only a maximum of 48 students will be enrolled at 1826-1832 MBB for a total of 246 students for the first year for all three sites and 36 students for the second year at 1826-1832 MBB for a total of 282 students all three sites.

The applicant would like to request using a portion of the parking area be used for play area at 1826-1832 MBB if enrollment is low. Specifically, they would like to request that a portion of the parking lot, up to 3 parking spaces be used for play area in the event that not all 20 parking spaces are needed. According to the applicant, the Department of Social Services does not require more play area for an expansion of an existing school and Manhattan Academy currently meets the open space requirement.

Applicant's Traffic Consultant

The Planning Commission at its meeting on October 22, 2008, was concerned with the traffic impacts from the loading and unloading of students on Manhattan Beach Boulevard for all three sites. The applicant's consultant has stated in their reports, dated October 15, 2008, that traffic impacts along Manhattan Beach Boulevard could be evaluated based on the amount of vehicles

generated from the student loading and unloading operations during peak times at 1740 and 1808 MBB.

In their previous analysis (October 15, 2008), the traffic consultant also stated that based on their traffic counts and observations at 1740 and 1808 MBB, there was no significant traffic impact created during the loading and unloading of students at peak times since vehicles moved quickly in and out of the queue and the traffic light at Redondo Avenue and MBB helped keep traffic flowing. Also, the new school at 1826 MBB would not generate a significant amount of trips during the loading and unloading of students since the start and end times of students is staggered for all three locations depending on the grades.

The applicant will be providing a video conducted and observed by their traffic consultant of the operation of the loading and unloading of students at 1740 and 1808 MBB during peak times to visually see how this operation impacts traffic on Manhattan Beach Boulevard and how cars move in and out of traffic during these times. The applicant's traffic consultant will also be providing more details on the loading and unloading process, impact on traffic of additional drop off and pick up for expansion at 1826-1832 MBB and specify peak times for drop off and pick up at the Planning Commission meeting of December 10, 2008.

City Traffic Engineer's Comments

According to the City Traffic Engineer (Exhibit D), he concludes that the revisions that the applicant has made are acceptable with conditions to approve the subject project.

Overall, the City Traffic Engineer recommends that the applicant provide a parking ratio of one space for each employee and 1 visitor space for every 4 classrooms for a total of 24 spaces (20 employees and 4 visitor). He believes that as long as Manhattan Academy maintains an aggressive ridesharing program, it would be expected to provide a 20% reduction on a long-term, on-going basis and this would equate to 20 required spaces, which the applicant is providing. The applicant would be required by the conditions of approval to provide a minimum of 20 parking spaces. However, if the applicant requests to provide less than the minimum required spaces, then based on annual reports that include student enrollment, staff employment, school loading area and management plan, employee ridesharing program and verification of compliance with a 20% reduction, a reduction of up to 3 spaces may be allowed subject to the approval by the City Traffic Engineer based on the same parking ratio.

The City Traffic Engineer also reviewed the loading and unloading videos with the applicant's traffic engineer and was satisfied that with conditions the operations were safe, did not interrupt traffic on Manhattan Beach Boulevard and were acceptable. By providing a cap on the number of students, employees, requiring a minimum of parking spaces and reviewing the traffic and parking operation through annual reports, the City Traffic Engineer feels that this project could be supported with conditions.

Other Outstanding Issues

The applicant is also requesting as part of this proposal to provide a 12 foot high fence along the east side property line of 1808 MBB for safety purposes of their play area. According to Municipal Code Section 10.16.030 (K), this is allowed as long as the adjacent property owner (Tomboy's) approves the request.

All Building department, Fire department and Public Works department requirements will be addressed during the plan check process. The Public Works requirements for trash facilities to be located at 1826-1832 MBB are addressed in the conditions of the draft Resolution.

Use Permit

If the project is approved, the Conditional Use Permit would include conditions, listed in the attached draft resolution that would mitigate significant issues associated with the subject proposal. The Planning Commission must make findings provided in the Draft Resolution in accordance with Section 10.84.060 for the use permit, if the project is approved.

The Planning Commission, as part of approving the use permit for the subject project, in accordance with Section 10.84.070 can impose reasonable conditions, as detailed in the Draft Resolution.

CONCLUSION

If the project is approved, conditions have been included in the attached draft resolution to mitigate any issues of concern. Staff feels that the conditions stated in the resolution address the main issues of concern. Staff feels that the conditions stated in the resolution address the main issues of required number of parking spaces, loading and unloading zones, establishing a cap on students and employees for all three sites, requiring annual reporting of the school's parking and unloading and loading operations and that revising any condition would require review and approval of the City Traffic Engineer and the Community Development Director. Staff feels that this project could be supported based on these conditions.

ALTERNATIVES

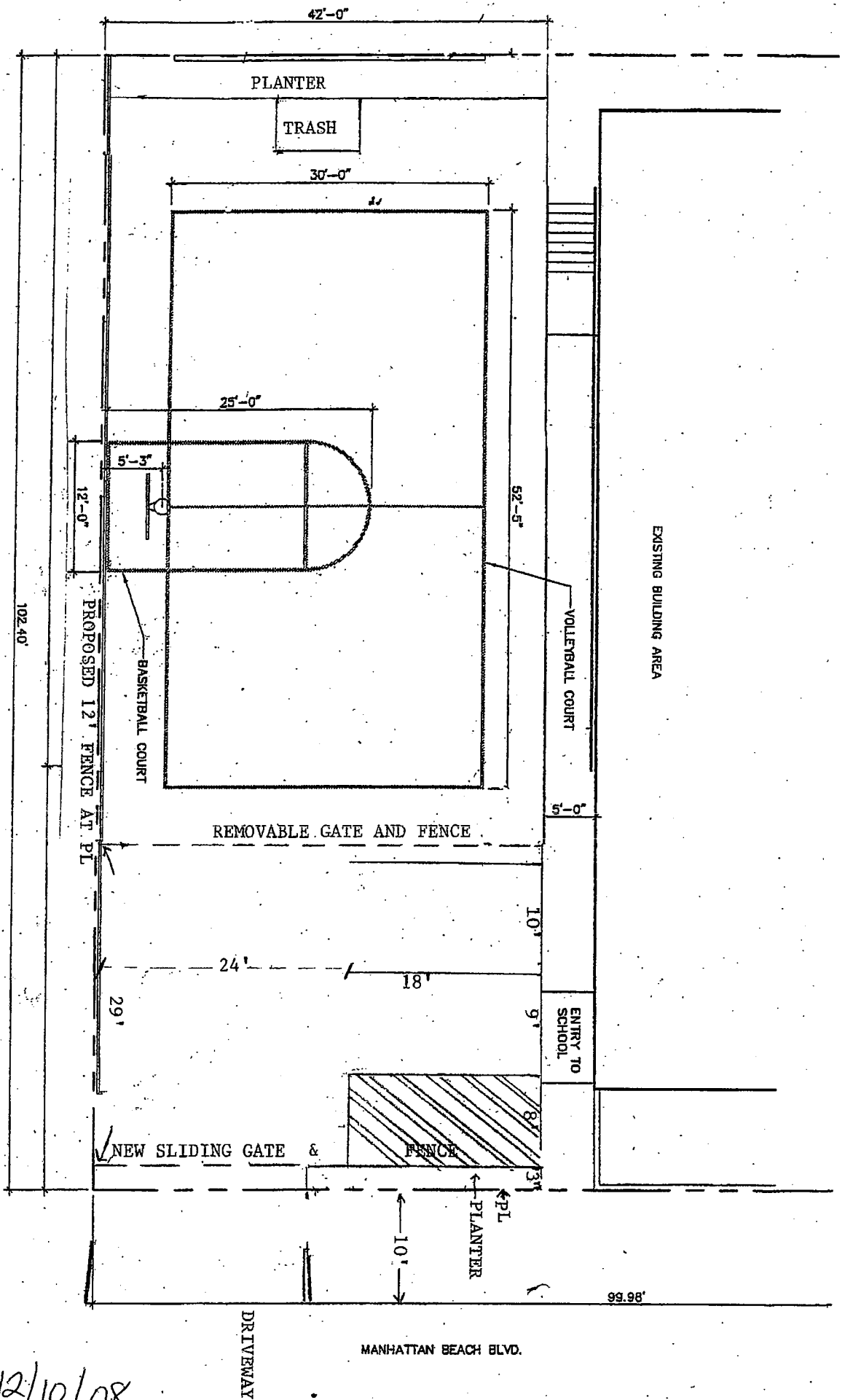
Other than the stated recommendation, the Planning Commission may:

1. **DENY** the project subject to public testimony received, based upon appropriate findings, and **DIRECT** Staff to return a draft Resolution.
2. **APPROVE** the project subject to public testimony received, based upon appropriate findings, and **APPROVE** the attached draft Resolution.

Attachments:

- A. Draft Resolution No. PC 08-
- B. Planning Commission Minutes dated October 22, 2008
- C. Staff Report dated October 22, 2008
- D. City Traffic Engineer Comments dated October 14, 2008
Plans (not available electronically, separate)

cc: Mia and Evan Levi, Applicant/Property Owners
Cheryl Vargo, Applicant's Representative



PROPOSED PLAYGROUND AND 2 SPACE PARKING LOT AT 1808

REV. 11/26/08

Revised - 12/10/08

DRIVEWAY

MANHATTAN BEACH BLVD.

RESOLUTION NO. PC 08-

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH APPROVING A USE PERMIT AND ADOPTING A NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACTS TO ALLOW AN EXPANSION AT 1826-1832 MANHATTAN BEACH BOULEVARD OF AN EXISTING PRIVATE SCHOOL (MANHATTAN ACADEMY) LOCATED AT 1740 AND 1808 MANHATTAN BEACH BOULEVARD (Levi/Manhattan Academy)

THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Planning Commission of the City of Manhattan Beach hereby makes the following findings:

- A. The Planning Commission of the City of Manhattan Beach conducted a public hearing pursuant to applicable law on September 10, 2008, which was continued to October 22, 2008 and continued to December 10, 2008 to consider an application for a Use Permit for the property legally described as 1740 Manhattan Beach Boulevard, Lots 4,5,6, Block 2, Redondo Villa Tract No. 3, 1808 Manhattan Beach Boulevard, Lots 10 and 11, Block 1, Redondo Villa Tract No. 3, and 1826-1832 Manhattan Beach Boulevard, Lots 6 and 7, Block 1, Redondo Villa Tract Number 3 in the City of Manhattan Beach.
- B. Said public hearing was advertised pursuant to applicable law, testimony was invited and received.
- C. The project applicants are Mia and Evan Levi, owners of the subject property.
- D. The applicant requests approval to allow the change of use from existing commercial uses at 1826-1832 Manhattan Beach Boulevard (MBB) to a private school, establish a new combination loading and unloading zone at 1826-1832 MBB, convert a portion of an existing parking lot at 1808 MBB to a play area, establish a joint parking standard and to include combining the operations, parking and conditions for all three sites, 1740, 1808 and 1826-1832 MBB, into one use permit.
- E. The Planning Commission finds that the project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.
- F. The subject project was found not to have a significant effect on the environment after an Initial Study was conducted and therefore a Negative Declaration was proposed per CEQA (California Environmental Quality Act) Guidelines.
- G. The site is located in Area District I and is zoned CG, (Commercial General) and CL (Commercial Local). The properties to the north, across Manhattan Beach Boulevard are zoned with a mix of single family/high density residential and improved with commercial establishments to the east and west. The adjoining lots to the south are zoned RH and improved as high density residential uses.
- H. Pursuant to MBMC 10.84.60.A, findings are hereby made:
 - a. The proposed location of the use, near a concentration of local serving businesses along Manhattan Beach Boulevard is in accord with the objectives of the Local Commercial and General Commercial Zoning District which seeks to provide sites for businesses serving the daily needs of nearby residential areas, incorporating standards that prevent significant adverse impacts on adjoining residential uses.
 - b. The project site is classified General Commercial and Local Commercial in the General Plan, which is intended for a wide range of businesses/uses. The project is a

EXHIBIT
A

RESOLUTION NO. PC 08-

satellite site expansion of an existing private pre-school/elementary school and is consistent with the goals and policies of the Land Use Element of the General Plan.

- c. The proposed use will comply with all applicable provisions of the Manhattan Beach Zoning Ordinance.
- d. The proposed use will not adversely impact nor be adversely impacted by nearby properties or create demands exceeding the capacity of public services and facilities that cannot be mitigated. Potential impacts may include but not necessarily be limited to: traffic, parking, and noise. The addition of a small private school at 1826-1832 Manhattan Beach Boulevard will not exacerbate parking problems in the immediate area because a new on-site parking lot for up to six vehicles will be provided with the project. Two parking spaces will be provided at 1808 Manhattan Beach Boulevard for a total of 20 parking spaces for all three sites.

SECTION 2. The Planning Commission of the City of Manhattan Beach hereby **APPROVES** the subject use permit amendment subject to the following conditions:

Construction/Implementation – 1740, 1808 and 1826-1832 MBB

- 1. The project shall be built in substantial conformance with the plans and project description as submitted to and approved by the Planning Commission on December 10, 2008. Any substantial deviation from the approved plans and project description requires review and approval from the Director of Community Development and the determination if Planning Commission review and approval is required.
- 2. Landscaping shall be provided at the front of the parking lot at 1808 and 1826-1832 MBB consistent with code requirements and wherever feasible to beautify the entire site. All existing landscaping areas at 1808 and 1740 MBB shall remain and maintained. An irrigation system shall be installed and maintained in all new and existing planting areas. Plans must be submitted for review and approval by the Community Development Department.
- 3. The applicant shall provide an on-site trash, recycling and mop sink area to be a minimum of 100 square feet, subject to the approval from Public Works, Community Development, and Waste Management. The designated area shall be screened from public view and constructed within the building structure.
- 4. A maximum 12-foot high fence shall be installed and maintained on the east side property line of 1808 MBB for safety purposes with approval from the adjacent property owner.

Operational Conditions – 1740, 1808 and 1826-1832 MBB

- 5. The maximum number of full time employees shall be 20 for all three sites combined. The intent of this provision is to minimize parking and traffic impacts resulting from the school operation.
- 6. The maximum enrollment of students shall be 282 for all three sites. The intent of this provision is to minimize parking and traffic impacts resulting from the school operation.
- 7. The applicant shall maintain an existing bike rack containing a minimum of 6 spaces on the premises near the sidewalk on Manhattan Beach Boulevard at 1740 MBB.
- 8. On the northern side of 1740 MBB adjacent to the play field area along Manhattan Beach Boulevard, a 10-foot tall fence shall be maintained for safety purposes.
- 9. A minimum 10-foot high chain link fence shall be permanently maintained along the west property line of the play yard site at 1740 MBB.

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Traffic Conditions – 1740, 1808 and 1826-1832 MBB

10. The applicant shall work cooperatively with the City to establish a combination school loading zone and limited time parking areas along the curb adjacent to 1740, 1808 and 1826-1832 MBB, including signage and restrictions for all three sites. Each loading zone shall maintain the following loading areas: 100 feet of white curb at 1740 MBB, 56 feet of white curb at 1808 MBB and 80 feet of white curb (keep existing 4 parking meters) at 1826-1832 MBB. The length of the loading zones and/or the parking times shall be subject to the review and approval of the City traffic engineer to ensure such restrictions are not detrimental to parking, traffic and operations. Peak loading times will generally be defined as 7:30 am to 9:00am and 2:30pm to 5:30pm. Applicant shall pay for all signage and related improvements to implement all the above requirements. A student loading area and management plan shall be submitted to the City Traffic Engineer for approval, and implemented on school days.
11. Six on-site parking spaces shall be provided at 1826-1832 Manhattan Beach Boulevard (MBB), two parking spaces shall be provided at 1808 MBB and 12 parking spaces shall be maintained at 1740 MBB for a total of 20 parking spaces for all three sites as per the submitted plans. The required number of parking spaces for all three sites shall be a minimum of 20 spaces except as provided in these conditions. At least 1 handicap space shall be provided and maintained at each site.
12. The total number of required parking spaces for all three sites is 20 spaces. If the applicant desires to reduce the number of parking spaces due to a reduction in the number of employees and/or classrooms, the reduction shall require the submittal of a parking study to the City traffic engineer for review and approval. The parking study shall provide the following parking ratio: 1 parking space per every full-time employee plus 1 visitor space per every 4 classrooms. Up to a 20% reduction may be granted for maintaining an approved employee carpooling program. The minimum parking spaces that must be maintained for each site shall be as follows: 12 parking spaces at 1740 Manhattan Beach Boulevard, 2 parking spaces at 1808 Manhattan Beach Boulevard and 3 parking spaces at 1826-1832 Manhattan Beach Boulevard, subject to the approval of the City Traffic Engineer.
13. A potential reduction of up to 3 additional parking spaces if school has fewer than 20 full-time employees subject to review by the City Traffic Engineer, based on parking ratios.
14. Annual reports shall be submitted to the Community Development Department at the beginning of each school enrollment period or more often at the City's discretion including, but not limited to the number of full time and part time employees, employees' daily schedules, the number of students, the number of employees in the carpooling program, full description of the carpooling program, current student loading and parking procedures, and verification of ridesharing participation to determine the impact on parking and traffic as a result of the school operation for all three sites. The City Traffic Engineer shall designate the exact criteria for the report and shall determine if it is appropriate to reduce the number of parking spaces to less than 20 based on the findings of the report.
15. Adult supervision shall be provided along Manhattan Beach Boulevard during peak arrival and departure times to assist with the student pick-up and drop-off adjacent to all designated loading zones for all three sites. Peak times will generally be defined as 7:30 am to 9:00am and 2:30pm to 5:30pm.
16. The school shall maintain staggered starting times of the individual classes to spread out the morning and afternoon peak traffic periods for all three sites. A plan indicating those times shall be submitted to the Community Development Department for approval.

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17. The play area and parking lot at 1808 MBB shall be designated as overflow parking during special events and high demand parking times.
18. All school employees shall be required to park in the school loading lots. Evidence of employee parking on city streets shall be a violation of the Use Permit.
19. An Employee Rideshare Program shall be instituted and maintained for all employees that encourages carpooling or other alternative transportation modes. The program shall include incentives and other features to effectively reduce single-occupancy vehicle usage. The school administrators shall submit a report annually (or more often as required) to the Community Development Director that analyzes the effectiveness of the program pursuant to City guidelines. Additional incentives shall be incorporated into the Program if the rideshare goal is not met for the prior year.
20. No bus, van or other school vehicle shall be stored on-site unless approved by the Community Development Director.
21. Vehicle gates shall remain open during business hours, or if closed during business hours, at least one vehicle must be able to queue outside the proposed access gate in both directions without blocking the sidewalk. The driveway gates at 1808 and 1826-1832 MBB shall remain open during all operating times. All parking areas shall be unreserved, open and available for employees and visitors during school hours.
22. Parking lots shall remain open to visitors during school hours.
23. Parking stall cross-slope shall not exceed 5%.
24. All two-way driveways and approaches shall be as wide as the aisle it serves. The driveway approach for 1826-1832 MBB must be at least 24 feet wide.
25. Doors and gates along property frontages shall not open across the public right-of-way.
26. At least two feet is required beyond the end of an aisle to provide sufficient back-up space for vehicles in the last space of the aisle.

Procedural – 1740, 1808 and 1826-1832 MBB

27. In accordance with Section 10.84.090 of the Manhattan Beach Municipal Code, the subject use permit shall expire two years after the date of approval, unless implemented, or extended.
28. All provisions of the use permit are subject to review by the Community Development Department 6 months after occupancy and annually thereafter.
29. At any time in the future the Planning Commission or City Council may review the use permit or the purposes of revocation or modification. Modification may consist of conditions deemed reasonable to mitigate or alleviate impacts to adjacent land uses.
30. Pursuant to Public Resources Code section 21089 (b) and Fish and Game Code Section 711.4 (c) as applicable, the project is not operative, vested or final until required filing fees are paid.
31. The applicant agrees as a condition of approval of this project to pay all reasonable legal and expert fees and expenses of the City of Manhattan Beach in defending any legal action brought against the City within 90 days after the city's final approval, other than one by the Applicant, challenging the approval of the project or any action or failure to act by the City relating to the environmental review process pursuant to the California

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Environmental Quality Act. In the event such a legal action is filed against the City, the City shall estimate its expenses for the litigation. The Applicant shall deposit said amount with the City or enter into an agreement with the City to pay such expenses as they become due.

SECTION 3. Pursuant to Government Code Section 65009 and Code of Civil Procedure Section 1094.6, any action or proceeding to attack, review, set aside, void or annul this decision, or concerning any of the proceedings, acts, or determinations taken, done or made prior to such decision or to determine the reasonableness, legality or validity of any condition attached to this decision shall not be maintained by any person unless the action or proceeding is commenced within 90 days of the date of this resolution and the City Council is served within 120 days of the date of this resolution. The City Clerk shall send a certified copy of this resolution to the applicant, and if any, the appellant at the address of said person set forth in the record of the proceedings and such mailing shall constitute the notice required by Code of Civil Procedure Section 1094.6.

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution as adopted by the Planning Commission at its regular meeting of December 10, 2008 and that said Resolution was adopted by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

RICHARD THOMPSON
Planning Commission Secretary

Sarah Boeschen
Recording Secretary

Discussion

Director Thompson said that staff's understanding is that an agreement has been reached between the applicant and the owner of the mall; however, staff has not yet received the necessary documentation of the agreement. He commented that the City Attorney will review the letter that staff received from Latham and Watkins. He indicated that staff is recommending that the item be continued to the next meeting.

Commissioner Seville-Jones asked regarding granting a further continuance, as the item has been continued from the previous two meetings. She asked whether it would be more appropriate to reschedule the hearing once the agreement has been received.

Director Thompson commented that the item would be further delayed if it is rescheduled once the documentation is received rather than continued, as it would need to be renoticed once it is rescheduled.

In response to a comment from Commissioner Seville-Jones, Director Thompson indicated that if the agreement satisfies the issues identified by staff, the applicant would be able to withdraw their application for a restaurant and move forward with their application for an alcohol license.

Chairman Lesser opened the public hearing.

There being no one wishing to speak regarding the issue, Chairman Lesser closed the public hearing.

Action

A motion was MADE and SECONDED (Powell/Fasola) to **REOPEN** and **CONTINUE** the public hearing for a Master Use Permit to allow conversion of an existing office to restaurants or other commercial uses and allow a new restaurant (Tin Roof Bistro) with a new outdoor dining patio and on-site consumption of alcohol at 3500 Sepulveda Boulevard, Hacienda/Haagen Building, Manhattan Village Shopping Center to November 12, 2008.

AYES: Fasola, Powell, Seville-Jones and Chair Lesser
NOES: None
ABSENT: Paralusz
ABSTAIN: None

1. **Consideration of a Use Permit for an Expansion at 1826-1832 Manhattan Beach Boulevard, of an Existing School (Manhattan Academy) Located at 1740 and 1808 Manhattan Beach Boulevard**

Assistant Planner Ochoa summarized the staff report. She indicated that at the last hearing, the Commission asked the applicant to further address the outstanding issues of parking; capping the total number of students; potential traffic impacts from the loading and unloading of students; and sharing of the trash enclosure. She commented that the applicant is now proposing an increase of one compact parking space at the new site; a reduction in the total capacity of students for the three sites from 300 to 282; and an increase in the number of preschool teachers for a total of 25 employees. She commented that the applicant would like to phase in the enrollment of students at the new site for two years. She indicated that the applicant would like to add signage and time limits to the loading zones for all three sites. She said that the parking area at 1808 Manhattan Beach Boulevard is proposed to be used for overflow parking during special events for dropping off and picking up students and as a play area during school hours. She stated that the parking area at 1826 Manhattan Beach Boulevard is proposed to be used for a play area during off-peak times such as during the summer. She indicated that with the revised proposal the total parking is increased from 17 to 18 spaces; the total number of employees is increased from 19 to 25; the total number of students is decreased from 300 to 282; and the loading zone for the three sites is increased from 156 feet to 236 feet.

Assistant Planner Ochoa commented that staff received letters from nearby residents with concerns regarding parking for the school on the adjacent residential streets. She stated that letters were also received from parents concerned with the new curbside service which requires them to quickly access and leave the loading spaces. She indicated that one issue for the Commission to consider is whether the onsite parking spaces are sufficient for 25 employees. She pointed out that the City's Traffic Engineer is recommending 29 parking spaces be provided. She indicated that a reduction of 20 percent for the school's ride share program would result in a total of 24 parking spaces. She indicated that another issue for the Commission to consider is whether signage and restricted hours for the loading zones would decrease traffic impacts. She commented that another issue for the Commission to consider is whether the maximum number of students should be capped based on the number of actual parking spaces. She said that the applicant has proposed to address special events by allowing overflow parking at 1808 Manhattan Beach Boulevard; however, the day-to-day parking impacts are still outstanding. She said that the Traffic Engineer recommends that the total number of students for the school could be increased by 42 based on 18 parking spaces being provided as proposed. She indicated that the applicant is still requesting to share the trash enclosure for the 1826 Manhattan Beach Boulevard and the 1808 Manhattan Beach Boulevard sites. She pointed out that a trash enclosure is required by the Municipal Code and Department of Public Works for all commercial structures, and staff feels it should be required.

Traffic Engineer Erik Zandvliet said that the standard for parking is one space for every employee or classroom plus an additional amount for visitors, guests, and part-time employees.

In response to a question from Chairman Lesser, Traffic Engineer Zandvliet indicated that his recommendation in the memo that was provided to the Commissioners is based on an accumulation of the industry standards in various cities for ITE parking generation for

California schools. He stated that his recommendation is supported by the Linscott law and Greenspan study that was submitted by the applicant.

Chairman Lesser commented that it would be the Department of Education State Schools Facilities Planning Division that would be responsible for setting the required number of parking spaces if the school were public rather than private, which would be different than the Traffic Engineer's recommendation. He asked why a different ratio would be applied for a private school. He indicated that page 13 of the 2000 edition of the Department of Education Guide indicated that in recent years the number of teacher aides and other staff members for classrooms have increased and that the formula that reflects current practice would provide 2.25 parking spaces for each teaching station which would include space for staff members and visitors.

Traffic Engineer Zandvliet indicated that the formula for determining parking can be based on the number of classrooms, the number of employees, or actual counts of an existing school. He commented that the document referenced by Chairman Lesser is for elementary and middle schools which typically include one teacher per classroom with support staff. He stated that such a determination would be sufficient for the elementary portion of the subject school. He indicated, however, that the preschool portion would have a higher parking demand because there is a larger number of teachers in relation to the number of students. He stated that he did provide a credit of up to 20 percent if they continue to pursue an aggressive ride share program. He indicated that a 20 percent reduction in parking demand has been determined by the Air Quality Management District with their experience throughout Southern California as the maximum amount of reduction that can be expected from a ride share program.

Chairman Lesser asked if there was any concern with the impact to eastbound traffic on Manhattan Beach Boulevard during rush hour with an increased number of vehicles entering or exiting the loading zone.

Traffic Engineer Zandvliet said that the applicant operates a very efficient loading zone, and it would need to operate in the same manner to maintain the same level of safety on the street if the enrollment is increased. He indicated that the proposal is to create an additional loading zone in front of the property at 1826 Manhattan Beach Boulevard which would help to support the increase in students for that site. He said that the proposal would not result in much of an increase in the number of students at the 1808 and 1740 Manhattan Beach Boulevard sites.

In response to a question from Commissioner Fasola, Traffic Engineer Zandvliet said that there would be an additional factor of delay for cars exiting or entering Tomboys with the proposal. He indicated that although drivers could have to wait a greater amount of time to enter or exit the Tomboys driveway, safety would not be impacted as the right-of-way is already established.

Commissioner Seville-Jones asked regarding the factor of parents who may have more than one child attending the school who would drop off one child at one site, then pull back into traffic,

and then enter back into the loading zone for the other building.

Traffic Engineer Zandvliet indicated that the analysis included that there would be fewer cars as a result of families who had more than one student attending the school; however, that would not necessarily be true with parents needing to access in and out of the loading area for more than one of the sites.

In response to a question from Commissioner Fasola, Traffic Engineer Zandvliet indicated that he would have more of a concern with the loading area if the school were concentrated on a smaller site rather than spread out with a larger amount of frontage along the street. He stated that the applicant is using existing buildings that are not designed to provide an adequate parking area or off-street loading zones.

In response to a question from Commissioner Powell, Traffic Engineer Zandvliet said that the proposed compact parking space that previously had a width of 7 ½ feet has been increased to a width of 8 feet.

In response to a question from Commissioner Powell, Traffic Engineer Zandvliet indicated that an offsite shuttle operation would only change the parking requirement if the employees could park at the offsite location and be shuttled to the school. He said that a shuttle operation would not provide relief for the loading zones in front of 1740 and 1808 Manhattan Beach Boulevard as well as the property at 1826 Manhattan Beach Boulevard, as the students could not realistically be shuttled.

In response to a question from Chairman Lesser, Traffic Engineer Zandvliet stated that he has not had an opportunity to study the impacts to traffic on 11th Street.

In response to a question from Commissioner Seville-Jones, Traffic Engineer Zandvliet said that the Use Permit applies to the property, and it cannot be guaranteed that a ride sharing program in the future will continue to be as successful as it is currently.

Commissioner Fasola commented that there is concern with the number of cars that currently park on Harkness Street, 11th Street and Redondo Avenue. He commented that it does not appear that the parking study included consideration of the current parking situation on the adjacent streets with the proposed expansion. He said that the applicant has indicated that their existing spaces are not fully utilized by their employees; however, the residents are indicating that the parking on the adjacent streets is impacted by employees or room helpers for the school. He asked if there was any plan to determine who is parking on the adjacent streets.

Traffic Engineer Zandvliet indicated that it is very difficult to determine the destination of the people who park on the streets. He said that there are limitations for regulating the street parking, as it is designated for public use. He commented that it would be up to the adjacent property owners along Harkness Street to request that restrictions be placed on parking, which

would then be reviewed by staff. He indicated that there are several uses in the area aside from the subject school that could also result in the demand for parking along the adjacent streets.

In response to a question from Chairman Lesser, Traffic Engineer Zandvliet commented that at this time there is no plan to expand Manhattan Beach Boulevard to add a lane in front of the subject properties.

Cheryl Vargo, representing the applicant, said that they have made significant changes to the project since the previous hearing. She indicated that they have placed a cap on the number of students, staff, and teachers; they plan to phase in the enrollment at 1826 Manhattan Beach Boulevard over two years; they are proposing to retain the existing parking lot at 1808 Manhattan Beach Boulevard; and they have added a parking space at 1826 Manhattan Beach Boulevard. She commented that the Commission was given information regarding the hours during which students are dropped off and picked up at the school. She stated that they are still requesting the shared trash enclosure for 1808 and 1826 Manhattan Beach Boulevard. She said that currently the sites at 1740 and 1808 Manhattan Beach Boulevard are operating at full capacity. She commented that they are proposing to phase in 48 new students in the first year at 1826 Manhattan Beach Boulevard for a total number of 246 students at all three sites. She pointed out that the figures provided to the Commissioners are anticipating future expansion based on the requirement of Social Services and not the capacity at which the school is currently operating. She indicated that they are proposing to add 48 students in the first year. She commented that they are proposing to provide City staff with their ride share program at the beginning of each school year.

Ms. Vargo said that the peak time for dropping off students is between 8:00 a.m. and 9:00 a.m. She commented that an offsite shuttle system would not be practical for the preschool students because they are required to be signed in at the school by the parents and must travel in car seats. She commented that they also are not aware of space that would be available for such a shuttle system. She indicated that the flow of the drop off area works very well. She pointed out that Tomboys is not busy between 7:00 a.m. to 9:00 a.m. which are the peak hours of dropping off at the school. She said that the hours for picking up vary during the afternoon. She indicated that they are suggesting that the parking area at 1808 Manhattan Beach Boulevard be used for dropping off and picking up students during peak times from 7:00 a.m. and 9:00 a.m. in the morning and between 3:15 p.m. and 4:30 p.m. and be used as a play area during the middle of the day. She said that allowing it to be used as a temporary parking area would allow parents the ability to park and walk their children to their classroom rather than drop them off with a teacher. She said that the parking area would also allow parents with children at more than one of the sites to park and walk their children to class rather than drop them each off separately. She commented that it is very important that an outdoor play area be provided. She said that there is sufficient parking if the ride share program does not work. She indicated that it is in the school's best interest to make sure the ride share program is successful in order to reduce the need for parking to accommodate a play area during school hours. She commented that the applicant would also like for the parking area at 1826 Manhattan Beach Boulevard to be

utilized as a play area during school hours in the event that all of the cars can be accommodated at the 1740 Manhattan Beach Boulevard site.

Ms. Vargo commented that the two existing sites currently are operating near capacity and are working very efficiently. She stated that they are proposing to add 46 students and four teachers during the first year at 1826 Manhattan Beach Boulevard, which would not create a very large impact. She said that there is currently a large trash bin at 1808 Manhattan Beach Boulevard. She indicated that they are anticipating that one 13 gallon bag of trash per day would be generated at 1826 Manhattan Beach Boulevard which a cleaning person could deliver to the bin at 1808 Manhattan Beach Boulevard. She said that there are substantial requirements for trash enclosures which would be difficult for them to accommodate because they are proposing modifications to existing structures rather than new construction.

In response to a question from Commissioner Lesser, **Ms. Vargo** commented that it would not be economically viable to operate the school with a limit of only 42 students at the new site.

Marsha Mar, representing the applicant, said that the ratio of students to teachers at their school is lower than at public schools. She stated that the lead teachers sign up in advance for activities in the rooms in order to not have overlapping events that would interfere with parking. She said that only a maximum of one or two reading parents are in the school building at any one time. She indicated that there are rarely parents in the classrooms, they instead help out with communications, e-mails and coordinating off-site.

In response to a question from Commissioner Powell, **Ms. Mar** commented that if parents have children at more than one of the schools, the children are held at the school until both students are ready to be picked up at one time.

In response to a question from Chairman Lesser, **Ms. Vargo** pointed out that the ratio of 282 students to 25 teachers is a future projection of the number of students, and the current enrollment is not as high as the projected number. She indicated that currently there are only 16 teachers.

Chairman Lesser opened the public hearing.

Audience Participation

Nancy Adler said that they utilize the services and shops of Manhattan Beach even though they live in Marina del Rey because their daughter attends the school. She indicated that it is very important that the building at 1808 Manhattan Beach Boulevard include an outdoor play area for all of the children. She commented that she feels it would be a good compromise for the parking lot at 1808 Manhattan Beach Boulevard to be used as a loading area during the hours for dropping off and picking up students and as a play area during the middle of the day. She indicated that the lot currently is under utilized and should be used as a play area. She indicated

that she knows of several students have left the school because there is not an outdoor play area at the elementary building. She pointed out that it is the only private school in the City.

Jennifer DeCosta said that the school is very diverse, has high academic standards, and is one of the only non-parochial private schools in the area. She said that it provides an important benefit to the community. She said that using the parking area also as a play area would encourage parents to keep their children at the school. She indicated that currently students need to be taken to the nearby park to play outside. She said that it is very important for the students to have an outdoor play area. She commented that using at least part of the parking area at 1808 Manhattan Beach Boulevard as a play area would encourage parents to allow their children to stay at the school.

Harry Munns, a resident of Redondo Beach, said that there have been cars parked in front of his driveway even though there is not a school, church or store near his home. He commented that the reason that a car was parked in front of the driveway of the resident on 11th Street who spoke at the last hearing is not necessarily directly a result of the subject school. He said that his son attends the school at 1808 Manhattan Beach Boulevard, and he would prefer for him not to have to walk down the City street to access a play area. He commented that he is pleased that there appears to be a possible compromise to provide a play area on the parking lot at 1808 Manhattan Beach Boulevard, as it would be unfortunate to sacrifice parking for a play area. He stated that he cannot think of another instance of an elementary school without an adjacent outdoor play area. He commented that it is very important for the development of the children to have the ability to play outside during the day.

Sally Lu said that she has one son who is enrolled at the preschool and one son who is enrolled in the kindergarten class. She commented that they are extremely happy with the school, and their children are progressing very well. She indicated, however, that they have not decided whether to keep their older child at the school next year because of the lack of an outdoor play area. She stated that energetic young children need an outdoor area to run and play sports. She said that the only other options for private schools in the area that are not religiously affiliated are in Palos Verdes, which is a long commute for young children. She pointed out that the parents who assist at the school do not spend significant time in the classroom as in public schools, but rather they organize extracurricular activities for the students and help coordinate communication between the teachers and parents. She said that parents are only in the classroom for limited amount of time on occasions when they do assist with activities. She asked why it is harmful to allow patrons of the school to utilize the parking on the adjacent streets. She commented that street parking is available for the purpose of people who need to utilize the parking. She said that she agrees that there would be a concern if all of the parking was inundated because of the school and parking spaces were not available for other nearby uses, which is not the case. She said that while school is in session there may be at most only a handful of parents that help in the classrooms who would need to park.

Ms. Vargo pointed out that the adjacent neighborhood including Harkness Street, 11th Street

and Redondo Avenue is located very close to a commercial corridor which results in an overflow of parking on the residential streets. She said that they are proposing that the loading zone at 1740 Manhattan Beach permit ten minute parking to allow people who wish to park for a very short period to drop something off at the school or pick up a sick child. She indicated that the parking would be restricted during the hours of 7:00 a.m. to 9:00 a.m. and during a certain period of the afternoon for loading and unloading only. She stated that they are proposing to allow two hour parking in front of 1808 Manhattan Beach Boulevard with the same restrictions for loading and loading only during certain hours. She commented that it is more convenient for someone to park on the street rather in the visitor spaces or in the garage at 1740 Manhattan Beach Boulevard if they are visiting the school for a short period of time. She indicated that allowing some shared use of the loading area for parking would be preferable to not allowing any parking at all which is currently the case.

Chairman Lesser closed the public hearing.

Discussion

Commissioner Seville-Jones commented that the passion with which people have spoken at this hearing and the prior hearing reflects highly on the school. She said that the goal of wanting to add outdoor space for the children to play is very commendable. She stated, however, that she feels the project is too large as proposed and does not include sufficient parking. She commented that the standards by which the Traffic Engineer is recommending a 20 percent reduction in parking for the ride share program is the application of a reasonable standard and takes into account that there may be variations in the number of employees who ride share. She indicated that although the ride share may be sufficient to allow for a 50 percent reduction currently, it is not certain that it will remain at the same level in the future. She said that she would not be comfortable that a system of monitoring the ride share program would work. She indicated that the compromise that the applicant has offered from the original proposal is not material enough. She said that a decrease of 18 students is not sufficient to address the issue of parking. She said that the phasing in of new students as proposed would be helpful if the project were approved to help adjust to the expansion, but it does not resolve the issue of the deficiency in the amount of parking. She commented that she does not feel the proposal is fair to the neighbors, as projects in the community must include sufficient parking. She stated that street parking allows for the fact that the parking demand for businesses may be different during certain periods of the day. She does not feel the subject project should be given benefits for street parking that are not afforded to other projects. She indicated that she is also not certain that the loading area would be successful and she has a concern of cars going in and out of traffic on Manhattan Beach Boulevard to access the loading areas for the different sites. She commented that there is the potential for traffic on Manhattan Beach Boulevard to be impacted more as the school becomes larger. She commented that she is sympathetic to the applicant regarding the requirement for an additional trash enclosure; however, the Code does not provide for granting the request to share the existing structure between the sites.

Commissioner Fasola said that he agrees with the statements of Commissioner Seville-Jones. He commended the school on becoming successful enough to expand. He indicated that each business must provide parking for their own particular use, and street parking is intended for overflow and for mixed uses. He said that there is an issue of fairness to the adjacent residents and businesses. He commented that employees would park in other areas besides the parking lot at 1808 Manhattan Beach Boulevard if it were also used as a play area because they would not want to deprive the students of having an outdoor playground. He said that he also questions whether children would want to play in a parking lot, although he does like the concept. He pointed out that he is not certain if the number of employees who do not drive to work is as high on days when it is cold or raining, as any employees who ride bicycles may choose to drive instead. He said that the school is receiving a benefit from the City, as allowing for the use of the street for a loading zone takes away parking for other businesses and residents in the area. He stated that he does not feel the amount of parking as proposed is adequate, and it should be near the recommendation of the Traffic Engineer. He indicated that he feels the site at 1826 Manhattan Beach Boulevard needs to include a trash enclosure, and it would not be fair to Tomboys to have a cleaning person from the school deliver the trash across their parking lot. He said that he is surprised that the school does not already have an outdoor play area. He commented that he feels an option would be to use the new site in part for parking and decreasing the size of the expansion. He indicated that the size of the school is increasing to the point where it will need to meet the criteria of larger institutions such as public schools.

Commissioner Powell commented that the applicant did make a somewhat reasonable attempt to scale down the project. He indicated that he does recognize the need for the children to have an outdoor play area. He also commended the applicant on their ride share program. He indicated that it is difficult to make the Use Permit for the project work with having three noncontiguous lots. He pointed out that the number of employees is proposed to increase from 12 to 25 and the number of students is proposed to increase from 194 to 282. He indicated, however, that the total number of parking spaces is proposed to decrease from 20 to 18. He said that the Traffic Engineer has indicated that a total of 282 students would require at least 24 parking spaces rather than 18 as proposed. He said that the parking would be short as proposed even with allowing for a 50 percent reduction because of the ride share program. He indicated that the project is too ambitious for the site. He pointed out that two of the required findings for granting the Use Permit are that the project cannot have an adverse effect to the surrounding neighborhood or create a detriment to the health safety or public welfare of the community. He stated that the proposal would create a risk to the students that would need to cross Harkness Street and would force some traffic onto residential roads. He commented that the school is not different from other types of businesses, and the parking should be off of Manhattan Beach Boulevard and not within the adjacent residential area. He said that he cannot support the necessary findings in order to grant the proposal.

Chairman Lesser said that he wants to support the school and its ability to offer alternative education alternatives, and he understands the desire to provide open space. He indicated that he does not see the issue as providing parking as opposed to providing a play area but rather

parking as it relates to the density of the site. He commented that additional students would result in additional cars on Manhattan Beach Boulevard and in the adjoining neighborhood. He said that the reason for having parking requirements is to minimize the impacts to the community. He indicated that he must defer to the recommendations of the City's Traffic Engineer. He said that he would agree with allowing a 20 percent parking reduction for the ride share program based on the standard set by the Air Quality Management District. He stated that he has concerns regarding the loading area that he would like to have reviewed further. He said that he would want more information regarding the impact of having separate loading areas for the properties at peak traffic periods and of the safety of the children. He indicated that there needs to be a cap of 240 students with 18 parking spaces being provided. He commented that he is sensitive to the economic concerns of the applicant; however it is separate from the traffic analysis for the site. He said that he would like further information regarding whether there are instances in which the requirement for a trash enclosure can be waived.

Commissioner Fasola said that he was intrigued with the possibility of a parking area also being used as a playground. He said that there may be a possibility that has not been considered, and he would encourage the applicant to look for a possible solution that could solve both concerns.

At 8:20, a 10 minute recess was taken.

Ms. Vargo said that they would request a two week continuance and would like an opportunity to work further with staff. She indicated that they feel that they can reach a solution that would address the concerns that have been raised.

Director Thompson commented that the November 12 meeting agenda is full, and staff needs sufficient time to prepare a new staff report and resolution. He said that he would recommend that the item be continued to December 10, 2008.

Commissioner Seville-Jones stated that the phasing in of additional students over a period of time does not solve the problem she sees with the deficiency in parking. She commented that she is not persuaded with the idea of the shared use of a parking lot and a play area.

Commissioner Powell said that he would want the parking to be brought closer into compliance with the recommendations of the Traffic Engineer rather than allowing a larger number of students to be phased in over a period of time. He indicated that the first phase of increasing students might not create a large impact; however, additional students being phased in after the initial increase would be a concern.

Director Thompson said given the discussion of the Commission, staff would not want the discretion to allow more than 240 students with 18 parking spaces.

Chairman Lesser commented that he would like for a further study of the loading zones and the open space. He said that he feels it may take the applicant some time to arrive at a proposal

which addresses the concerns that have been raised.

Commissioner Seville-Jones said that she also does not have a clear understanding of how the loading zone would work and would like further information to be provided.

Ms. Vargo stated that the applicant cannot accept an overall cap of 240 students.

Commissioner Seville-Jones commented that she does not necessarily feel there needs to be a cap provided that there is sufficient parking to accommodate the number of students and teachers.

Director Thompson said that there would need to be some limit on the overall number of students, and the question is the number that would be acceptable to the applicant. He said that a cap would be related to the number of parking spaces that would be provided based on the determination of the Traffic Engineer.

Action

A motion was MADE and SECONDED (Powell/Fasola) to **REOPEN** and **CONTINUE** the public hearing for a Use Permit for an expansion at 1826-1832 Manhattan Beach Boulevard, of an Existing School (Manhattan Academy) Located at 1740 and 1808 Manhattan Beach Boulevard to December 10, 2008.

AYES: Fasola,, Powell, Seville-Jones and Chair Lesser

NOES: None.

ABSENT: Paralusz

ABSTAIN: None.

E. BUSINESS ITEMS

None.

F. DIRECTORS ITEMS

G. PLANNING COMMISSION ITEMS

H. TENTATIVE AGENDA November 12, 2008

1. Consideration of the Proposed Housing Element

I. ADJOURNMENT

The meeting was adjourned at 8:50 p.m. to Wednesday, November 12, 2008 in the City Council Chambers, City Hall, 1400 Highland Avenue

SARAH BOESCHEN
Recording Secretary

ATTEST:

RICHARD THOMPSON
Community Development Director

**CITY OF MANHATTAN BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT
STAFF REPORT**

TO: Planning Commission

FROM: Richard Thompson, Director of Community Development *RT*

BY: Angelica Ochoa, Assistant Planner *AO*

DATE: October 22, 2008

SUBJECT: Use Permit for an Expansion at 1826-1832 Manhattan Beach Boulevard of an Existing School (Manhattan Academy) located at 1740 and 1808 Manhattan Beach Boulevard

RECOMMENDATION

Staff recommends that the Planning Commission **CONDUCT** the **CONTINUED PUBLIC HEARING, DISCUSS** and **PROVIDE DIRECTION** to staff.

APPLICANT

Mia and Evan Levi
1740 Manhattan Beach Boulevard
Manhattan Beach, CA 90266

PROJECT BACKGROUND

At the Planning Commission meeting of September 10, 2008 staff presented the applicants' proposal to expand an existing school use (Manhattan Academy) located at 1740 and 1808 Manhattan Beach Boulevard to a new satellite location at 1826-1832 MBB (Exhibit A). The proposal also included combining the operations and conditions for all three sites into one use permit and to allow the change of use from the existing commercial uses at 1826-1832 MBB to a school.

After the Planning Commission received public testimony, the main issues of concern were not having the sufficient amount of parking for all employees at all three sites, residents complaints of Manhattan Academy teachers, parents and visitors parking in adjacent residential streets, traffic impacts due to more cars loading and unloading students at all three sites, capping the number of students versus the number of employees to reduce the parking demand, and whether a trash enclosure should be required at the new site, 1826-1832 MBB, instead of sharing the trash enclosure with 1808 MBB.

The Planning Commission requested that the applicant re-evaluate the project and provide other options to address the outstanding issues. Specifically, the applicant was to submit a revised plan that included information on existing and future traffic and parking impacts from all three sites.

EXHIBIT
C

PROJECT DETAILS

<u>Parking:</u>	<u>Existing</u>	<u>Proposed</u>	<u>Required</u>
1740 MBB	11 standard spaces 1 handicap space	11 standard spaces 1 handicap space	By use permit
1808 MBB	7 standard spaces 1 handicap space	None None	By use permit
1826-1832 MBB	N/A	4 standard spaces 1 compact space (revised) 1 handicap space	By use permit
Total Standard: Sized Parking Spaces	18 standard spaces	15 standard spaces	By use permit
Total Compact Spaces:		1 compact space (revised)	
Total Handicap:	2 spaces	2 spaces	
Total Parking:	20	18	

<u>Employees:</u>	<u>Existing</u>	<u>Proposed</u>	<u>Revised</u>
1740 MBB	6 teachers, 1 staff, 1 director	9 teachers, 1 staff, 1 director	13 teachers , 1 staff, 1 director
1808 MBB	4 teachers	Same	4 teachers, 1 staff
1826-1832 MBB	None	4 teachers	4 teachers, 1 staff
Total Employees:	12	19	25

<u>Students:</u>	<u>Existing</u>	<u>Proposed</u>	<u>Revised</u>
1740 MBB	145	155	149
1808 MBB	49	49	49
1826-1832 MBB	None	96	84
Total Students:	194	300	282

<u>Loading/Unloading Zone:</u>	<u>Existing</u>	<u>Proposed</u>
1740 MBB	100' (white curb, no signage)	100' white curb with 10 minute parking limit signage during non-peak hours
1808 MBB	56' (white curb, no signage)	56' white curb with 2 hour parking signage during non-peak hours
1826-1832 MBB	4 metered spaces (2 hr. limit 9am-8pm)	80' white curb to permit loading/unloading during peak hours and keep existing meters
Total Loading Zone:	156 feet	236 feet

DISCUSSION

The Planning Commissioners generally supported the project at the September 10th meeting (Exhibit B) but felt that in order to approve the subject proposal, it must meet the use permit findings and therefore the outstanding issues must be resolved or mitigated.

Applicant's Revised Proposal

The applicant has submitted to staff a revised proposal that includes the following and is summarized in the project details of this report:

- An increase of 1 compact parking space at 1826-1832 MBB for a total of 18 parking spaces
- A reduction in the total capacity of students for all three sites from 300 to 282,
- An increase in the number of pre-school teachers at 1740 MBB for a total of 25 employees for all three sites
- Phasing in new students at 1826-1832 MBB; first year 48, second year 36
- Added 1 staff member at 1808 MBB and 1 staff member at 1826-1832 MBB
- Adding signage and restrictions for loading and unloading zones at all three sites
- Designate 8 space parking lot at 1808 MBB as another student drop-off location only between 8-9am
- Designate 8 space parking lot at 1808 MBB as overflow for special events (keep existing parking spaces stripped)
- Allow 6 space parking lot at 1826-1832 MBB to be used as open space during summer months or other off-peak times

Parking/Traffic/Circulation

The Planning Commission requested that the applicant look into other parking opportunities to address the number of available parking spaces. They expressed concerns that the addition of a new school will increase traffic and impact parking in the surrounding community.

In terms of parking, in the original proposal, the applicant proposed to provide a combined total of 17 parking spaces for employees and visitors for all three sites. The applicant has revised the project to add one compact space at 1826-1832 MBB to provide a total of 18 parking spaces. The applicant's consultant (Linscott, Law and Greenspan, Exhibit C, page 2) states that 18 spaces (12 spaces at 1740 MBB and 6 spaces at 1826-1832 MBB) is adequate based on the number of employees (10) who currently participate in the ridesharing program and the anticipated future employees. For this reason, the consultant recommends that the 8 spaces at 1808 MBB are not needed and that the parking lot be used as a play area during school time.

In exploring additional parking options the applicant is proposing to designate the existing 8 space parking lot at 1808 MBB as overflow parking during special events to ease parking on adjoining residential streets. The applicant would like to use the area as a play area during school hours, as the space is required by the Department of Social Services. The applicant would like the same request of using the parking area for play area during school hours at

1826-1832 MBB during off-peak times. The applicant's consultant stated that traffic and parking concerns would be addressed by providing other parking alternatives when there is an increase in demand (designating 1808 MBB as an overflow lot and pick-up/drop-off location) and by effectively operating the loading and unloading of students at peak times. The consultant recommends that the City evaluate the use of the parking lot at 1826-1832 MBB for play area by the number of employees participating in their rideshare program.

The applicant's consultant stated that traffic impacts along Manhattan Beach Boulevard could be evaluated based on the amount of vehicles generated from the student loading and unloading operations during peak times at 1740 and 1808 MBB. Based on traffic counts performed by the consultant (see attached Table 2 in Exhibit C), their recommendations included extending the current loading and unloading zone at 1740 MBB, which generated the majority amount of vehicles during peak times of 8-9am, by placing cones in the driveway of the parking garage to allow more cars in the queue. The school would require all teachers to arrive by 7:45am at 1740 MBB since the parking garage would be blocked between 8-9am. The applicant is also requesting to add signage and restrictions to the existing loading zones at 1740 (10 minute parking limit during non-peak times) and 1808 MBB (2 hour limit during non-peak times) and a new combination loading and unloading zone at 1826-1832 MBB (2 hour limit during non-peak times with meters).

According to the consultant's analysis, they felt that based on their observations at 1740 and 1808 MBB, there was no significant traffic impact created during the loading and unloading of students at peak times since vehicles moved quickly in and out of the queue and the traffic light at Redondo Avenue and MBB helped keep traffic flowing. Also, the new school at 1826 MBB would not generate a significant amount of trips during the loading and unloading of students since the start and end times of students is staggered for all three locations depending on the grades.

City Traffic Engineer's Comments

According to the City Traffic Engineer (Exhibit E), he recommends that the applicant provide a parking ratio of one space for each employee and 1 visitor space for every 4 classrooms for a total of 29 spaces (25 employees and 4 visitor). He believes that the Manhattan Academy ridesharing program would only be expected to provide a 20% reduction on a long-term, on-going basis and this would equate to 24 required spaces. He feels that the applicant should consider visitor parking in addition to employee parking due to the revised loading zones being available to the public during non-peak school times. In discussions with the engineer and staff, the number of students that could be added based on the proposed on-site parking spaces of 18 would be 42 students (applicant is requesting a total of 84 at 1826-1832 MBB) and a total maximum of 22 employees (applicant is requesting a total of 25). This would provide a maximum of 240 students for all three sites instead of the applicant's request of 282, which would reduce the parking demand and congestion.

The City Traffic Engineer is in support of designating 1808 MBB as an overflow parking lot for special events to ease off-street parking in the nearby residential streets. Since the loading zones are not combined for all three sites and there are intersecting driveways between 1808 and 1826-1832 MBB, the City Engineer suggested possibly looking into designating an off-site loading area and shuttle students into the school.

If the project is approved, the City Traffic Engineer recommends that the Use Permit include a condition to provide a minimum of 24 parking spaces based on a maximum enrollment of 282 students for all three sites unless the project is scaled down based on the availability of only 18 on-site parking spaces.

Teacher/Student Capacity

At the meeting of September 10, the Planning Commission wanted the applicant to look at the possibility of reducing and capping the total number of students for all three sites in order to reduce the number of teachers required and therefore reduce the parking demand. Another option the Planning Commission discussed was the phasing in of students at the new location, 1826-1832 MBB in order to re-evaluate the traffic, loading/unloading and parking issues.

The applicant has revised the original proposal of a maximum of total students for all three sites from 300 to 282 students. The applicant felt that by capping the number of students for all three sites, it would limit the total amount of teachers and staff the school could employ and thereby reduce the amount of parking spaces needed for each employee. The applicant is also proposing to increase the number of teachers from 9 to 13 at 1740 MBB due to an anticipated demand from the Department of Social Services in the number of preschool teachers for a total maximum of 25 employees (see project details for breakdown of employees by location). Another change is to phase in the students at the new site, 1826-1832 MBB for two years. The school would enroll 48 students the first year and 36 students the second year for a total of 84 students.

Residents Complaints

Staff has received correspondence (Exhibit D) from residents regarding visitors and employees of the school parking in nearby residential streets, especially on 11th Street. Residents feel that the applicant should provide adequate parking for all employees at the new location at 1826-1832 MBB as well as the existing 1740 and 1808 MBB locations to lessen the parking impact to the residential streets. According to the applicant, the majority of the students are dropped off and picked up during peak times at the existing loading zones. Also, according to the Manhattan Academy Parent Handbook (Exhibit C), the school has created a curbside drop off service for parents not to get out of their cars and assist students by staff into the school to ease congestion and parking issues. Staff received a letter from a parent in opposition to this new curbside service since they are no longer allowed to get out of their cars and walk their child into the school. One resident came to the counter who also lives on 11th Street and was concerned with parking enforcement of the existing meters at 1826-1832 MBB and traffic congestion.

Other Outstanding Issues

At the Planning Commission meeting, the applicant requested that no trash enclosure be required at the new location of 1826-1832 MBB and that the existing trash enclosure at 1808 MBB be shared with the new location. The Planning Commissioners wanted more information and study done on whether the applicant would be required to provide a trash enclosure at the new site of 1826-1832 MBB.

The Department of Public Works is requiring that the applicant provide a trash enclosure at the new site of 1826-1832 MBB. However, the applicant is still requesting that the Planning Commission waive the trash enclosure at the new location.

Use Permit

If the project is approved, the Conditional Use Permit would include conditions that would mitigate significant issues associated with the subject proposal.

The Planning Commission must make the following findings in accordance with Section 10.84.060 for the use permit, if the project is approved:

1. The proposed location of the use is in accord with the objectives of this title and the purposes of the district in which the site is located;
2. The proposed location of the use and the proposed conditions under which it would be operated or maintained will be consistent with the General Plan; will not be detrimental to the public health, safety or welfare of persons residing or working on the proposed project site or in or adjacent to the neighborhood of such use; and will not be detrimental to the public health, safety or welfare of persons residing or working on the proposed project site or in adjacent to the neighborhood of such use; and will not be detrimental to properties or improvements in the vicinity or to the general welfare of the city;
3. The proposed use will comply with the provisions of this title, including any specific condition required for the proposed use in the district in which it would be located; and
4. The proposed use will not adversely impact or be adversely impacted by nearby properties. Potential impacts are related but not necessarily limited to: traffic, parking noise, vibration, odors, resident security and personal safety, and aesthetics, or create demands exceeding the capacity of public services and facilities which cannot be mitigated.

The Planning Commission, as part of approving the use permit for the subject project, in accordance with Section 10.84.070 can impose reasonable conditions as necessary to:

- A. Achieve the general purposes of this ordinance or the specific purposes of the zoning district in which the site is located, or to make it consistent with the General Plan;
- B. Protect the public health, safety, and general welfare, or
- C. Ensure operation and maintenance of the use in a manner compatible with existing and potential uses on adjoining properties or in the surrounding area.
- D. Provide for periodic review of the use to determine compliance with conditions imposed, and Municipal Code requirements.

CONCLUSION

If the project is approved, conditions will be included in the resolution to mitigate any issues of concern. The key issues that staff would ask the Planning Commission to focus their discussion on include:

- 1) **On-site Parking** – Is there a sufficient amount of parking based on an increase in the number of students and employees?
- 2) **Loading and Unloading Zones** – Is the revised plan adequate to address traffic impact?
- 3) **Number of Students** – What should the maximum cap on the number of students be based on actual parking spaces?

ALTERNATIVES

Other than the stated recommendation, the Planning Commission may:

1. **DENY** the project subject to public testimony received, based upon appropriate findings, and **DIRECT** Staff to return a draft Resolution.
2. **APPROVE** the project subject to public testimony received, based upon appropriate findings, and **DIRECT** Staff to return a draft Resolution.

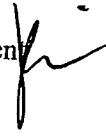
Attachments:


- A. Staff Report dated September 10, 2008
- B. Planning Commission Minutes dated September 10, 2008
- C. Linscott, Law and Greenspan (Applicant's Traffic Engineer) Report dated October 15, 2008
- D. Residents' correspondence
- E. City Traffic Engineer Comments dated October 14, 2008
Plans (not available electronically, separate)

cc: Mia and Evan Levi, Applicant/Property Owners
Cheryl Vargo, Applicant's Representative

**CITY OF MANHATTAN BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT
MEMORANDUM**

TO: Planning Commission

FROM: Richard Thompson, Director of Community Development 

BY: Angelica Ochoa, Assistant Planner 

DATE: September 10, 2008

SUBJECT: Use Permit for an Expansion at 1826-1832 Manhattan Beach Boulevard of an Existing School (Manhattan Academy) located at 1740 and 1808 Manhattan Beach Boulevard

RECOMMENDATION

Staff recommends that the Planning Commission **CONDUCT** the **PUBLIC HEARING**, **DISCUSS** and **PROVIDE DIRECTION** to staff.

APPLICANT

Mia and Evan Levi
1740 Manhattan Beach Boulevard
Manhattan Beach, CA 90266

PROJECT OVERVIEW

LOCATION

Location

1740 Manhattan Beach Boulevard (MBB), 1808 Manhattan Beach Boulevard and 1826-1832 Manhattan Beach Boulevard (Exhibit A).

Legal Description

1740 Manhattan Beach Boulevard, Lots 4, 5, 6, Block 2, Redondo Villa Tract No. 3, 1808 Manhattan Beach Boulevard, Lots 10 and 11, Block 1, Redondo Villa Tract No. 3, and 1826-1832 Manhattan Beach Boulevard, Lots 6 and 7, Block 1, Redondo Villa Tract No. 3

Area District

I

LAND USE

General Plan

General Commercial and Local Commercial

Zoning (Exhibit B)

CG, General Commercial and CL, Local Commercial

EXHIBIT

A

<u>Land Use</u>	<u>Existing</u>	<u>Proposed</u>
1740 MBB	Private School	Same
1808 MBB	Private School	Same
1826-1832 MBB	Vehicle Repair, Personal Services, Retail & Building Materials & Services	Private School

Neighboring Land Uses/Zoning

Mix of Single Family/High Density Residential and Commercial to the North across Manhattan Beach Boulevard; Commercial to the East and West; Single Family/High Density Residential to the South.

PROJECT DETAILS

Parcel Size:

1740 MBB	15,763 sf
1808 MBB	15,342 sf
1826-1832 MBB	10,263 sf

Building/Play Area:

	<u>Existing</u>	<u>Proposed</u>
1740 MBB	10,737 sf (offices/classrooms) 5,600 sf (play area)	No change No change
1808 MBB	9,081 sf (classrooms) 0 sf (play area)*	No change 4,800 sf (play area)*
1826-1832 MBB	4,517 sf (auto repair, dry cleaners, glass store, building materials & services) 0 sf (play area)*	4,517 sf (classrooms) 1,595 sf (play area)*
Total Building Area:	19,818 sf (school uses) 4,517 sf (commercial)	24,335 sf (school uses)
Total Play Area:	5,600 sf	11,995 sf

- Parking lot to be converted to play area.

<u>Parking:</u>	<u>Existing</u>	<u>Proposed</u>	<u>Required</u>
1740 MBB	11 standard spaces 1 handicap space	11 standard spaces 1 handicap space	By use permit

1808 MBB	7 standard spaces 1 handicap space	None None	By use permit
1826-1832 MBB	N/A	4 standard spaces 1 handicap space	By use permit
Total Standard: Sized Parking Spaces	18 standard spaces	15 standard spaces	By use permit
Total Handicap:	2 spaces	2 spaces	

<u>Hours of Operation:</u>	<u>Existing</u>	<u>Proposed</u>
1740, 1808 & 1826-1832 MBB	M-F 7:00am-6:00pm	Same Same

<u>Employees:</u>	<u>Existing</u>	<u>Proposed</u>
1740 MBB	6 teachers, 1 staff, 1 director	9 teachers, 1 staff, 1 director
1808 MBB	4 teachers	Same
1826-1832 MBB	None	4 teachers
Total Employees:	12	19

<u>Students:</u>	<u>Existing</u>	<u>Proposed</u>
1740 MBB	145	155
1808 MBB	49	49
1826-1832 MBB	None	96
Total Students:	194	300

<u>Classrooms:</u>	<u>Existing</u>	<u>Proposed</u>
1740 MBB	5	5
1808 MBB	4	4
1826-1832 MBB	0	4
Total Classrooms:	9	13

ENVIRONMENTAL DETERMINATION

In accordance with the provisions of the California Environmental Quality Act (CEQA) as amended by the City of Manhattan Beach CEQA Guidelines, the Community Development Department after conducting an Initial Study (Exhibit C), found that the subject project would not have a significant effect on the environment and therefore a Negative Declaration is proposed.

PROJECT BACKGROUND

The subject applicants, Evan and Mia Levi, owners of Manhattan Academy, operate an existing private school at two locations: 1740 Manhattan Beach Boulevard (MBB) and 1808 Manhattan Beach Boulevard. The 1740 MBB site functions as the main school facility and provides pre-school, elementary and recreational uses. This site also includes the administrative offices for the school and has a subterranean parking structure. The attached Resolution (PC 98-43) for this site was approved with conditions on December 9, 1998 (Exhibit D). The site located at 1808 MBB functions as a satellite site to the main site at 1740 MBB and provides elementary use and a gymnasium. The attached Resolution (PC 99-26) for this site was approved with conditions on August 25, 1999 (Exhibit E).

The applicants would like to expand their school use and offer a middle school program in order to have students continue their education at Manhattan Academy. The proposed location at 1826-1832 MBB for the middle school program requires a use permit to allow the change of use from the existing uses of auto repair, personal services, retail and building materials and services uses. The use permit will also replace the current use permits for the 1740 and 1808 MBB locations and include the operations and conditions for all three locations into one use permit, as the sites function together as one use.

PROJECT PROPOSAL

The subject applicants are requesting to expand its school use to a new satellite location at 1826-1832 MBB and tie the existing school properties at 1740 MBB, the main school site and 1808 MBB, another satellite site into a single use permit. The applicant provided a summary chart on their existing and proposed operations for 1740 MBB, 1808 MBB and 1826-1832 MBB (Exhibit F).

The applicants propose to establish a middle school program at 1826-1832 MBB to supplement its main campus at 1740 MBB located approximately one block away and the existing satellite site location at 1808 MBB, which is one property over from the new location. Tomboy's restaurant separates the 1808 MBB and 1826-1832 MBB sites. As part of the proposal, there will be no change at the 1740 MBB main school site. The project at the existing satellite site location at 1808 MBB will include a change to convert the existing parking lot to recreational use with a volleyball and basketball court.

The project at the new satellite site location at 1826-1832 MBB will include converting the existing buildings into classrooms and reusing the existing parking lot for a play area and 4 standard parking spaces plus 1 handicap space. The two locations at 1808 and 1826-1832 MBB will function as satellite site expansions to the main school facility located at 1740 MBB. In terms of operational use, the applicants would like to incorporate the flexibility of providing a mix of pre-school, elementary and middle school use at 1808 and 1826-1832 MBB as part of the project.

In terms of parking, the three sites would provide a combined total of 17 parking spaces for employees and visitors. The applicant originally requested that the existing public parking meters located on the street adjacent to the new location of 1826-1832 MBB be restricted only during peak times for loading and unloading of students and unrestricted at all other times. Just prior to the completion of the staff report the applicant indicated to staff that they would like to also use the loading adjacent to 1808 MBB for 1826-1832 MBB. Staff and the

City Traffic Engineer have not evaluated this new proposal. The existing process of loading and unloading of students at 1740 and 1808 MBB would continue and not change. The applicant would also like to request that no trash enclosure be required at the new location of 1826-1832 MBB and that the existing trash enclosure at 1808 MBB be shared with the new location.

If the project is approved, the Conditional Use Permit would include conditions that would mitigate significant issues such as capping the number of employees to reduce the parking demand and a combination loading and unloading zone to reduce traffic congestion.

Use Permit

The Planning Commission must make the following findings in accordance with Section 10.84.060 for the use permit, if the project is approved:

1. The proposed location of the use is in accord with the objectives of this title and the purposes of the district in which the site is located;
2. The proposed location of the use and the proposed conditions under which it would be operated or maintained will be consistent with the General Plan; will not be detrimental to the public health, safety or welfare of persons residing or working on the proposed project site or in or adjacent to the neighborhood of such use; and will not be detrimental to the public health, safety or welfare of persons residing or working on the proposed project site or in adjacent to the neighborhood of such use; and will not be detrimental to properties or improvements in the vicinity or to the general welfare of the city;
3. The proposed use will comply with the provisions of this title, including any specific condition required for the proposed use in the district in which it would be located; and
4. The proposed use will not adversely impact or be adversely impacted by nearby properties. Potential impacts are related but not necessarily limited to: traffic, parking noise, vibration, odors, resident security and personal safety, and aesthetics, or create demands exceeding the capacity of public services and facilities which cannot be mitigated.

The Planning Commission, as part of approving the use permit for the subject project, in accordance with Section 10.84.070 can impose reasonable conditions as necessary to:

- A. Achieve the general purposes of this ordinance or the specific purposes of the zoning district in which the site is located, or to make it consistent with the General Plan;
- B. Protect the public health, safety, and general welfare, or
- C. Ensure operation and maintenance of the use in a manner compatible with existing and potential uses on adjoining properties or in the surrounding area.
- D. Provide for periodic review of the use to determine compliance with conditions imposed, and Municipal Code requirements.

DISCUSSION

1740 MBB

The current use of this site is a private school (Manhattan Academy) with preschool and elementary programs. The site also includes the administrative offices of the school with 1 director, 1 employee, 6 teachers and 145 students. The site includes 5,600 square feet of playground area and a subterranean garage of 11 spaces plus 1 handicap. There is an existing restricted loading and unloading zone (5 spaces) for the drop off and pick up of students in front of 1740 MBB along Manhattan Beach Boulevard. The hours of operation are Monday through Friday 7:00 am to 6:00pm with peak times between 8:30-9am and 2:30-3:30pm. According to the applicant, there is a State requirement to provide 75 square feet of outdoor play area per child. The applicant provides 5,600 square feet of outdoor play area.

As part of the original Resolution (PC 98-43), the project was approved with a condition to have a maximum enrollment of 155 students. The applicant currently has a student enrollment of 145 and would like to increase the number of students to 155. For this reason, the applicant would like to employ more teachers and increase the total teachers from 6 to 9. No other changes are proposed at this site as part of the subject project.

1808 MBB

This site is an expansion of the main site at 1740 MBB that offers an elementary program. The site includes classrooms, a gymnasium and has a total enrollment of 49 students, grades 1st through 6 and 4 teachers. The hours of operation are 7:30 am to 5:30 pm, Monday through Friday with peak times of 7:45-8:05am and 3:15-3:30pm. As part of the original resolution (PC 99-26), the applicant provided 8 on-site parking spaces in a new parking lot to mitigate any parking problems. According to the applicant, there is no state requirement for outdoor recreational area at this location.

As part of the subject project, the applicant would like to convert the existing parking lot to a playground consisting of a volleyball and basketball court and have the flexibility of offering K through 8th grades. The applicant would also like to limit the existing loading zone in front of 1808 MBB to loading and unloading only during peak times and allow public parking at all other times. The project was originally approved in 1999 as a combination loading zone (3 spaces) with meters only Monday through Friday between 7:30-9am and 3-4pm, however no signage is posted at the site with these restrictions.

1826-1832 MBB

The proposed location is a second satellite site expansion of the main school facility at 1740 MBB and will offer pre-school and K-8th grades. The applicant is proposing to reuse the existing buildings and convert them to classrooms. The site will also convert a portion of the existing parking lot to play area and provide an outdoor play area of 1,595 square feet and a parking lot of 4 spaces plus 1 handicap. The total number of students will be 96 and the total number of teachers will be 4. The hours of operation will be Monday through Friday, 7:30am-6:00pm with peak times of 8-9am and 2:30-3:30pm. The applicant is proposing to restrict the existing 4 meters for loading and unloading of students during peak times and unrestricted at all other times.

Land Use

The two sites, 1808 MBB and 1826-1832 MBB are located in a CG zone (General Commercial) and the third site, 1740 MBB is located in a CL zone (Local Commercial) permits school uses per Manhattan Beach Municipal Code Section 10.16.020 and are subject to a use permit in accordance with Municipal Code Section 10.84.060. The project is located along a major arterial street, Manhattan Beach Boulevard and half a block east is Aviation Boulevard, also a major arterial street. Nearby properties on Manhattan Beach Boulevard are predominantly local serving businesses. The adjoining properties abutting the sites to the south (fronting on 11th Street) are zoned and developed as a mix of high density residential apartments and single family residences. To the north, is a mix of single family, high density residential and commercial uses. The adjacent residential uses are somewhat buffered from the commercial uses on Manhattan Beach Boulevard in that they are at a much higher elevation, and separated by a hillside. Because of this, and due to the fact that the proposed uses will be minimal on evenings and week-ends, staff does not believe that the proposed use will result in any undesirable new impacts.

The proposed new school use at 1826-1832 MBB is expected to with conditions be compatible with nearby commercial uses on Manhattan Beach Boulevard in that it will have minimum impacts to on-street parking and traffic circulation. Since the applicant is proposing to restrict the existing parking meters only during peak times of the school, it will cause less impact to existing available parking for existing commercial businesses in the area. Although there is expected to be a surge of traffic in the morning and late afternoon during drop-off and pick-up periods, it is expected to be limited due to the small size of the new school.

Parking/Circulation

The existing Manhattan Beach Zoning Ordinance (Section 10.64.030) for private and public school uses provides that its on-site parking requirement be determined by the use permit. According to the project details for all three sites, 1740, 1808 and 1826-1832 MBB, the school will have a total of 19 employees, 13 classrooms and provide 17 parking spaces. The applicant's consultant (Linscott, Law and Greenspan), their parking analysis (Exhibit G) states that 17 parking spaces is sufficient to support the parking demand based on a comparison of off-street requirements from other South Bay cities. The applicant is proposing to offer an incentive driven Transportation and Carpooling Program to employees that they believe will reduce the parking demand by 4 parking spaces.

The City Traffic Engineer in his analysis (Exhibit H) recommends that a total of 23 parking spaces (19 staff and 4 visitor) should be provided based on 1 parking space per employee and 1 visitor space per every 4 classrooms. The City Traffic Engineer feels that if Manhattan Academy maintains an employee carpooling program, a 20% reduction in parking demand could be achieved, equating to a reduction of 4 spaces and 19 spaces would be required. For this reason, if the project is approved, the City Traffic Engineer recommends that the Use Permit limit the amount of employees on staff to a maximum of 19 and require the provision of periodic status reports of the applicant's Transportation and Carpooling Program in order to ensure the parking demand does not increase.

In addition to on-site parking issues, the applicant is proposing a plan for loading and unloading of students during peak times at 1808 and 1826-1832 MBB. The applicant would like to limit the existing loading zone at 1808 MBB only during peak times Monday through

Friday and allow public parking at all other times. The applicant is proposing the same plan at 1826-1832 MBB by only restricting the existing 4 parking meters during peak times and allowing public parking at all other times.

Staff suggests that a combination public parking space/passenger zone be implemented at 1808 MBB as it was originally approved in 1999. By installing appropriate signage, the zone can serve two purposes: to provide the necessary drop off/pick up area for the school, and when not needed by the school, it can provide public parking for nearby businesses.

Similar to the Manhattan Academy's main campus at 1740 MBB, the applicant proposes to provide 2 staff members to monitor and direct the school traffic and ensure that each car pulls in safely and away from the curb at the new location of 1826-1832 MBB and the existing 1808 MBB location. The Traffic Engineer in general supports the loading and unloading zone for students with conditions.

The applicant has also stated to staff that another option they would like the Planning Commission to consider is to expand the current loading zone at 1808 MBB. If the subject project is approved for the parking lot to be converted to play area at 1808 MBB, the existing driveway would be removed and the loading zone could be expanded. If this option is approved, the applicant would request to share the loading zone at 1808 MBB with the new location at 1826-1832 MBB and not restrict the existing parking meters at 1826-1832 MBB. Staff has not evaluated this revising proposal as it was just presented to staff.

Public Input

Staff received one correspondence opposing the project from a neighbor who lives on 11th Street, behind the proposed new location at 1826-1832 MBB. The main issues of concern are available parking for the employees, traffic circulation and congestion, and safety of the students during loading and unloading. One resident came to the counter who also lives on 11th Street and was concerned with parking enforcement of the existing meters at 1826-1832 MBB and traffic congestion.

Other Departments Input

The Department of Public Works will be requiring the applicant to provide a trash enclosure at the new location of 1826-1832 MBB, if the project is approved. The Police Department stated that the existing loading and unloading zone at 1740 MBB and 1808 MBB does not have any posting of signage and for this reason it is difficult to enforce. Their recommendation for all three sites is to have appropriate signage for restriction of times. The Fire Department and Building Department had no specific conditions for the project. All specific department conditions will be included in the resolution. Department requirements will be addressed during the plan check process.

CONCLUSION

Staff feels that the addition of a new private school at 1826-1832 MBB compared to the existing uses of auto repair, personal services, retail and building materials and services will be compatible with the surrounding land uses.

If the project is approved, conditions will be included in the resolution to mitigate any issues of concern. The key issues that staff would ask the Planning Commission to focus their discussion on include:

- 1) Parking,
- 2) Loading and unloading zones, and
- 3) Maximum number of total employees for all three subject sites.

ALTERNATIVES

Other than the stated recommendation, the Planning Commission may:

1. **DENY** the project subject to public testimony received, based upon appropriate findings, and **DIRECT** Staff to return a draft Resolution.
2. **APPROVE** the project subject to public testimony received, based upon appropriate findings, and **DIRECT** Staff to return a draft Resolution.

Attachments:

- A. Vicinity/Aerial Map
- B. Zoning Map
- C. Negative Declaration/Initial Study
- D. 1740 MBB Resolution (PC 98-43)
- E. 1808 MBB Resolution (PC 99-26)
- F. Applicant's Operating Details Chart
- G. Linscott, Law and Greenspan (Applicant's Traffic Engineer)
- H. City Traffic Engineer Analysis
- I. Other Department Comments
- J. Public Input Comments
- K. Applicant's Correspondence
Plans (not available electronically, separate)

cc: Mia and Evan Levi, Applicant/Property Owners
Cheryl Vargo, Applicant's Representative

Aerial Image

1740, 1808, 1826-1832
Manhattan Beach Boulevard

12TH ST

MANHATTAN BEACH BLVD

HARKNESS ST


11TH ST


1826-1832
Manhattan
Beach Blvd

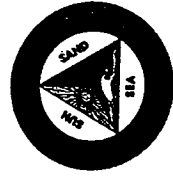
1808
Manhattan
Beach Blvd

1740
Manhattan
Beach Blvd

Legend

 Subject Properties

 Parcels



City of Manhattan Beach
Community Development

Exhibit A

Zoning

1740, 1808, 1826-1832
Manhattan Beach Boulevard

CG

RS

12TH ST

MANHATTAN BEACH BLVD

1740
Manhattan
Beach Blvd

CL

RS

HARKNESS ST

1808
Manhattan
Beach Blvd

CG

RHD2


1826-1832
Manhattan
Beach Blvd

11TH ST

RS


RS

Legend

 Subject Properties

 CG - General Commercial

 CL - Local Commercial

 RH-D2 - Residential High Density (11th Street Design Review)

 RS - Residential Single Family



City of Manhattan Beach
Community Development

Exhibit B

**CITY OF MANHATTAN BEACH
PROPOSED MITIGATED NEGATIVE DECLARATION**

In accordance with the California Environmental Quality Act of 1970, as amended, and the City of Manhattan Beach CEQA Guidelines, the Community Development Department after conducting an Initial Study found that the following project would not have a significant effect on the environment and that possible environmental impacts have been mitigated and has instructed that this Negative Declaration be prepared.

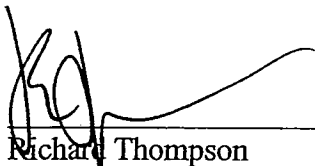
1. **Project Title:** USE PERMIT FOR AN EXPANSION AT 1826-1832 MANHATTAN BEACH BOULEVARD OF AN EXISTING PRIVATE SCHOOL (MANHATTAN ACADEMY) LOCATED AT 1740 AND 1808 MANHATTAN BEACH BOULEVARD

2. **Project Location:** 1740 Manhattan Beach Boulevard, 1808 Manhattan Beach Boulevard and 1826-1832 Manhattan Beach Boulevard

3. **Project Description:** The project includes the following: to tie the two existing properties at 1740 and 1808 Manhattan Beach Boulevard with the new location at 1826-1832 Manhattan Beach Boulevard. The properties at 1808 and 1826-1832 Manhattan Beach Boulevard will function as satellite sites to the main Manhattan Academy school facility at 1740 Manhattan Beach Boulevard. The use permit will also allow the change of use from auto repair, cleaners and a glass/window store to a school facility located at 1826-1832 Manhattan Beach Boulevard.

4. **Support Findings:** Based upon the Initial Study, which is attached hereto and made a part hereof, it is the finding of the Community Development Department that the above mentioned project is not an action involving any significant environmental effects.

Prepared by the Community Development Department on August 21, 2008.



Richard Thompson
Director of Community Development



ENVIRONMENTAL CHECKLIST FORM

CITY OF MANHATTAN BEACH
COMMUNITY DEVELOPMENT DEPARTMENT

PROJECT INFORMATION

Project Title: Manhattan Academy Use Permit
Project Location: 1740 Manhattan Beach Boulevard (MBB), Lots 4, 5, 6, Block 2, Redondo Villa Tract No. 3, 1808 Manhattan Beach Boulevard, Lots 10 and 11, Block 1, Redondo Villa Tract No. 3, and 1826-1832 Manhattan Beach Boulevard, Lots 6 and 7, Block 1, Redondo Villa Tract No. 3
Project Description: The project involves the following actions: Use Permit to tie the two existing properties at 1740 and 1808 Manhattan Beach Boulevard with the new location at 1826-1832 Manhattan Beach Boulevard. The properties at 1808 and 1826-1832 Manhattan Beach Boulevard will function as satellite sites to the main Manhattan Academy school facility at 1740 Manhattan Beach Boulevard. The use permit will also be required for the change of use from auto repair, cleaners and a glass/window store to a school facility located at 1826-1832 Manhattan Beach Boulevard.

The 3 sites total 42,358 square feet. Existing development at 1740 MBB consists of a two-story building comprised of 10,737 square feet consisting of 5 classrooms (elementary and pre-school), 5,600 square feet of play area and a subterranean garage of 11 parking spaces plus 1 handicap space. The development at 1808 MBB consists of a 9,081 square foot building consisting of 4 classrooms (elementary), a gymnasium and 7 parking spaces plus 1 handicap space. The proposal includes converting the existing parking lot at 1808 MBB to an outdoor play area. As part of the project, the applicant is also requesting the flexibility of providing not only elementary but also pre-school and middle school at 1808 and 1826 MBB. No changes will occur to the 1740 MBB main school site.

The proposed school expansion at the new location, 1826-1832 MBB will re-use the existing buildings and consist of the following:

4 Classrooms totaling:	4,517 sq. ft. (pre-school & K-8 th)
Outdoor Play Area:	1,595 sq. ft.
Parking Spaces:	4 spaces plus 1 handicap

The applicant is supplying a total of 17 parking spaces for the proposed uses. The applicant is requesting a parking reduction from 23 spaces to 17 spaces based on their employee rideshare program. The applicant also proposes to restrict street parking in front of the facilities, only during peak times in the morning and afternoon, to facilitate the loading and unloading of students at 1740, 1808 and 1826-1832 MBB and allow public parking at all other times.

Lead Agency

Name: City of Manhattan Beach, Community Development Dept.
 Address: 1400 Highland Avenue, Manhattan Beach, CA 90266
 Contact: Planner Name, (310) 802-5517

Applicant

Name: Levi Family Partnership LP
 Address: 17719 Palora Street, Encino, CA 91316
 Contact: Cheryl Vargo (310) 644-3668

Other agencies whose approval is required: May require City of Manhattan Beach Parking and Public Improvements Commission (PPIC), State Department of Social Services Licensing

LAND USE DESIGNATIONS

General Plan: General Commercial
 Local Coastal Program: N/A
 Area District: I
 Zoning: CG
 Surrounding Land Uses and Setting:

Mix of Single Family/High Density Residential and Commercial to the North across Manhattan Beach Boulevard; Commercial to the East and West; Single Family/High Density Residential to the South. The environmental setting is urban developed land. The project is located along a major arterial street, Manhattan Beach Boulevard and half a block east is Aviation Boulevard, also a major arterial street. There is a mix of residential and commercial businesses serving local residents and visitors. (see attached maps).

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

- | | | | | | |
|----------------------------|--------------------------|---------------------------|--------------------------|--------------------------|--------------------------|
| Land Use and Planning | <input type="checkbox"/> | Biological Resources | <input type="checkbox"/> | Aesthetics | <input type="checkbox"/> |
| Population and Housing | <input type="checkbox"/> | Energy/Mineral Resources | <input type="checkbox"/> | Cultural Resources | <input type="checkbox"/> |
| Geological Problems | <input type="checkbox"/> | Hazards | <input type="checkbox"/> | Recreation | <input type="checkbox"/> |
| Water | <input type="checkbox"/> | Noise | <input type="checkbox"/> | Mandatory | |
| Air Quality | <input type="checkbox"/> | Public Services | <input type="checkbox"/> | Findings of Significance | <input type="checkbox"/> |
| Transportation/Circulation | <input type="checkbox"/> | Utilities/Service Systems | <input type="checkbox"/> | | |

DETERMINATION (to be completed by the Lead Agency)

On the basis of this initial evaluation:


I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.

I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because the mitigation measures described on an attached sheet have been added to the proposed project. A NEGATIVE DECLARATION will be prepared.

I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

I find that the proposed project MAY have a significant effect(s) on the environment, but at least one effect: 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards; and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets, if the effect is a "potentially significant impact" or "potentially significant unless mitigated". An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

I find that although the proposed project could have a significant effect on the environment, there WILL NOT be a significant effect in this case because all potentially significant effects (a) have been analyzed adequately in an earlier EIR pursuant to applicable standards and (b) have been avoided or mitigated pursuant to that earlier EIR, including revisions or mitigation measures that are imposed upon the proposed project.



Signature of Preparer

8/25/08

Date

Printed Name

Richard Thompson, Director of Community Development
Prepared For

Potentially Significant Impact	Potentially Significantly Impact Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
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ENVIRONMENTAL IMPACTS

1. Earth. Will the proposal result in:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Unstable earth conditions or in changes in geological substructures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Disruptions, displacements, compaction or over covering of the soil? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Change in topography or ground surface relief features? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. The destruction, covering or modification of any unique geologic or physical features? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e. Any increase in wind or water erosion of soils, either on or off the site? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f. Changes in deposition or erosion of beach sand, or changes in siltation, deposition or erosion which may modify the channel of a river or stream or the bed of the ocean or any bay, inlet or lake? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| g. Exposure of people or property to geologic hazards such as earthquakes, landslides, mudslides, ground failure, or similar hazards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

DISCUSSION: The Manhattan Academy school expansion to include the new satellite site location at 1826-1832 Manhattan Beach Boulevard will reuse the existing commercial buildings and convert them to classrooms. The site also contains a paved parking lot which will be reused as a parking lot and outdoor play area. The project will not demolish any buildings and therefore will not create any significant physical changes to the site.

A minor modification to convert the existing parking lot to outdoor play area at the existing satellite site located at 1808 Manhattan Beach Boulevard will not create any significant physical changes to the site.

No changes will occur at the Manhattan Academy main school site located at 1740 Manhattan Beach Boulevard.

2. Air. Will the proposal result in:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Substantial air emissions or deterioration of ambient air quality? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. The creation of objectionable odors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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- c. Alteration of air movement, moisture, or temperature, or any change in climate, either locally or regionally?

DISCUSSION: The Manhattan Academy school expansion to include the new satellite site location at 1826-1832 Manhattan Beach Boulevard will reuse the existing commercial buildings and convert them to classrooms. The site also contains a paved parking lot which will be reused as a parking lot and outdoor play area. The project will not demolish any buildings and therefore will not create any significant physical changes to the site.

A minor modification to convert the existing parking lot to outdoor play area at the existing satellite site located at 1808 Manhattan Beach Boulevard will not create any significant physical changes to the site.

No changes will occur at the Manhattan Academy main school site located at 1740 Manhattan Beach Boulevard.

The proposed project will not create conditions at the subject site or in the surrounding area that will impact any air quality, create odors, or alter air movement or climate.

3. Water. Will the proposal result in:
- | | | | | |
|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| a. Changes in currents, or the course or direction of water movements, in either marine or fresh waters? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Changes in absorption rates, drainage patterns, or the rate and amount of surface runoff? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Alterations to the course or flow of flood waters? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Change in the amount of surface water in any water body? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e. Discharge into surface waters, or in any alteration of surface water quality, including but not limited to temperature, dissolved oxygen or turbidity? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f. Alteration of the direction or rate of flow of ground waters? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| g. Change in the quantity of ground waters, either through direct additions or withdrawals, or through interception of an aquifer by cuts or excavations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| h. Substantial reduction in the amount of water otherwise available for public water supplies? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| i. Exposure of people or property to water related hazards such as flooding or tidal waves? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| j. Significant changes in the temperature, flow, or chemical content of surface thermal springs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

DISCUSSION: The Manhattan Academy school expansion to include the new satellite site location at 1826-1832 Manhattan Beach Boulevard will reuse the existing commercial buildings and convert them to classrooms. The site also contains a paved parking lot which will be reused as a parking lot and outdoor play area. The City may require the parking lot to be

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repaved with a pervious surface to retain water on the site and not drain to the street. The project will not demolish any buildings and therefore will not create any significant physical changes to the site.

A minor modification to convert the existing parking lot to outdoor play area at the existing satellite site located at 1808 Manhattan Beach Boulevard will not create any significant physical changes to the site. The existing pervious surface will be removed and replaced with pervious material which will decrease runoff.

No changes will occur at the Manhattan Academy main school site located at 1740 Manhattan Beach Boulevard.

The proposed project will not create conditions at the subject site or in the surrounding area that will impact water. Compliance with the City's Building and Public Works requirements will mitigate any water related impacts associated with the project. All runoff will be required to drain to approved drainage structures.

4. Plant Life. Will the proposal result in:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Change in the diversity of species, or number of any species of plants (including trees, shrubs, grass, crops, and aquatic plants)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Reduction of the numbers of any unique, rare or endangered species of plants? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Introduction of new species of plants into an area, or in a barrier to the normal replenishment of existing species? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Reduction in acreage of any agricultural crop? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

DISCUSSION: The Manhattan Academy school expansion to include the new satellite site location at 1826-1832 Manhattan Beach Boulevard will reuse the existing commercial buildings and convert them to classrooms. The site also contains a paved parking lot which will be reused as a parking lot and outdoor play area. The project will not demolish any buildings and therefore will not create any significant physical changes to the site.

A minor modification to convert the existing parking lot to outdoor play area at the existing satellite site located at 1808 Manhattan Beach Boulevard will not create any significant physical changes to the site.

No changes will occur at the Manhattan Academy main school site located at 1740 Manhattan Beach Boulevard.

There are no unique or rare plants on the site or agricultural crops. The project will be appropriately landscaped and irrigated with materials known to this area, and therefore will not introduce any species of plant that could serve as a barrier to the replenishment of native plants.

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5. Animal Life. Will the proposal result in:

- a. Change in the diversity of species, or numbers of any species of animals (birds, land animals including reptiles, fish and shellfish, benthic organisms or insects)?
- b. Reduction of the numbers of any unique, rare or endangered species of animals?
- c. Introduction of new species of animal into an area, or result in a barrier to the migration or movement of animals?
- d. Deterioration to existing fish or wildlife habitat?

DISCUSSION: The Manhattan Academy school expansion to include the new satellite site location at 1826-1832 Manhattan Beach Boulevard will reuse the existing commercial buildings and convert them to classrooms. The site also contains a paved parking lot which will be reused as a parking lot and outdoor play area. The project will not demolish any buildings and therefore will not create any significant physical changes to the site.

A minor modification to convert the existing parking lot to outdoor play area at the existing satellite site located at 1808 Manhattan Beach Boulevard will not create any significant physical changes to the site.

No changes will occur at the Manhattan Academy main school site located at 1740 Manhattan Beach Boulevard.

There are no unique or rare animals on the site, and no fish or wildlife habitats. The project will not result in the introduction of new species of animal nor result in a barrier to the migration or movement of existing species.

6. Noise. Will the proposal result in:

- a. Increases in existing noise levels?
- b. Exposures of people to severe noise levels?

DISCUSSION: The Manhattan Academy school expansion to include the new satellite site location at 1826-1832 Manhattan Beach Boulevard will reuse the existing commercial buildings and convert them to classrooms. The site also contains a paved parking lot which will be reused as a parking lot and outdoor play area. The project will not demolish any buildings and therefore will not create any significant physical changes to the site.

A minor modification to convert the existing parking lot to outdoor play area at the existing satellite site located at 1808 Manhattan Beach Boulevard will not create any significant physical changes to the site.

No changes will occur at the Manhattan Academy main school site located at 1740 Manhattan Beach Boulevard.

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Short term noise impacts will result during the construction phases of the project. The City's construction hours are 7:30 a.m. to 6 p.m., Monday through Friday, and 9 a.m. to 6 p.m. on Saturday. No work will occur on Sundays nor holidays. Given the hours of construction, the location of the site, and the existing noise levels related to traffic on Manhattan Beach Boulevard, (70 dB per Noise Element of General Plan) construction related noise impacts are not expected to be significant. Additionally, compliance with the City's Noise Ordinance should limit any noise impacts to a level of insignificance.

The developer shall be required to meet with the City's Residential Construction Officer prior to the issuance of a building permit to address construction related issues. The developer shall notify adjacent residential neighbors in advance of construction activities and provide a contact name and telephone number to allow expression of community concerns. The type of notification utilized will be at the discretion of the developer subject to approval by the City of Manhattan Beach, Community Development Department.

7. Light and Glare.

- a. Will the proposal produce new light or glare?

DISCUSSION: The proposed project will not intensify or create any new lighting indoors or outdoors since modifications will mainly occur to the inside of the buildings at 1826-1832 Manhattan Beach Boulevard. Any new exterior lighting will be required to be shielded to prevent off-site illumination and will be required to meet all height limits in compliance with the Manhattan Beach Municipal Code.

8. Land Use.

- a. Will the proposal result in a substantial alteration of the present or planned land use of an area?

DISCUSSION: The property is currently designated "General Commercial" by the Land Use Element of the Manhattan Beach General Plan, and zoned "CG" (Commercial, General) to correspond with the General Plan designation.

The change of use from auto repair, cleaners (personal services) and a glass/window store (retail) to a school facility located at 1826-1832 Manhattan Beach Boulevard will result in a less than significant impact to the present land use.

The surrounding area is a mix of Single Family/High Density Residential and Commercial to the North across Manhattan Beach Boulevard, Commercial to the East and West and Single Family/High Density Residential to the South.

Based upon the predominant commercial character within the vicinity of the project site at 1826-1832 MBB and subject to the appropriate land use entitlements, the proposed project does not present any significant impacts relative to land use. The Use Permit and public hearing process will determine whether a school use will be an appropriate land use for the subject site and

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surrounding neighborhood, as well as evaluate the policy issue of the conversion of retail commercial space to institutional use and the potential economic impacts.

9. Natural Resources. Will the proposal result in:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Increase in the rate of use of any natural resources? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Substantial depletion of any nonrenewable natural resources? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

DISCUSSION: The use of natural resources to meet the basic operational needs of the proposed project would not create a demand considered substantial. The project will be required to comply with the State Energy Conservation Standards for New Non-residential Buildings (Title 24, Par. 6, and Article 2 of the California Administrative Code). These regulations establish mandatory maximum energy consumption levels, as well as requiring energy conserving design features.

10. Risk of Upset. Will the proposal involve:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. A risk of an explosion or the release of hazardous substances (including, but not limited to oil, pesticides, chemicals or radiation) in the event of an accident or upset conditions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Possible interference with an emergency response plan or an emergency evacuation plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

DISCUSSION: The project, as proposed and under expected operation, will not create any risks associated with explosion or release of hazardous substances. The use of the site for school purposes does not typically involve the type of activity that could result in a substantial risk of explosion or hazardous substance release.

The project has been reviewed by both the City of Manhattan Beach Police and Fire Departments with no indication that the proposal has the potential to impact emergency response or evacuation plans. The project will again be reviewed by these Departments prior to the permit stage. Any potential impacts identified by either of these Departments will be appropriately addressed.

11. Population.

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Will the proposal alter the location, distribution density, or growth rate of the human population of an area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|

DISCUSSION: No residential dwellings will be created, removed, or needed by the proposed project, nor would the project employ a significant amount of people that would change the location, density, or growth rate of the human population of the area. The project will provide a service to the existing population.

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12. Housing.

- a. Will the proposal affect existing housing, or create a demand for additional housing?

DISCUSSION: In the "CG" commercial zone no residential development is permitted. The proposed project would not affect existing housing, therefore the project does not eliminate any presumed housing opportunities.

13. Transportation/Circulation. Will the proposal result in:

- | | | | | |
|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| a. Generation of substantial additional vehicular movement? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Effects on existing parking facilities, or demand for new parking? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Substantial impact upon existing transportation systems? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Alterations to present patterns of circulation or movement of people and/or goods? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| e. Alterations to waterborne, rail or air traffic? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f. Increase in traffic hazards to motor vehicles, bicycles or pedestrians? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

DISCUSSION: The 3 sites that Manhattan Academy would occupy are 1740, 1808, and 1826-1832 Manhattan Beach Boulevard. According to the project proposal, the school would have a total of 19 employees, and 13 classrooms, and provide 17 parking spaces. Based on the proposed use as a private school, the Manhattan Beach Zoning Code (Section 10.64.030) does not specify a parking requirement and it is left to the discretion of the Planning Commission. The applicant's parking consultant (Linscott, Law and Greenspan) states that 17 parking spaces is sufficient to support the parking demand based on a comparison of off-street requirements from other South Bay cities and other research information. The City Traffic Engineer recommends a total of 23 parking spaces (19 staff and 4 visitor) should be provided as part of the project based on 1 parking space per employee and 1 visitor space per every 4 classrooms (total of 13 classrooms). However, the applicant is proposing to offer an incentive driven Transportation and Carpooling Program to employees by encouraging carpooling, walking and bicycling that will mitigate the deficiency of 4 parking spaces and reduce the parking demand. For this reason, the Use Permit will limit the amount of employees on staff and require the provision of periodic status reports on the Transportation Program in order to ensure that the parking demand does not increase.

As part of the proposal, the applicant is proposing a plan for dropping and picking up students during peak times, which are approximately 7:45-9:00am and 2:30-3:30pm, to minimize the impact of public parking. As part of the project, the applicant is proposing to limit the existing loading zone at 1808 Manhattan Beach Boulevard to loading and unloading only during peak times and allow public parking at all other times. Currently, the 3 public parking spaces in front of 1808 MBB are approved as a loading zone only Monday to Friday 7:30-9am and 3-4pm as approved with the original Use Permit for the site in 1999, however there is no signage or posting of these

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restrictions at the site. Signage and meters may be installed in the loading zone area, consistent with the meters adjacent to the site and surrounding area. The applicant is proposing the same plan at 1826-1832 Manhattan Beach Boulevard by restricting the existing 4 parking meters during peak times and allowing public parking at all other times. This process will most likely require review of the Parking and Public Works Commission and approval of the City Council since it will be a change to parking in the public right of way.

Restricting parking only during peak times will cause less impact to existing available parking since peak times for the existing commercial businesses in the surrounding area are during the lunch time and evening. The existing restaurants to the west at 1816 MBB (Tomboy's) and to the east at 1852 MBB (McDonald's) have available parking on their property. This will lessen the impact on the public parking at the subject sites.

Review and action on the Use Permit, which is a discretionary application, is required by the Planning Commission and the City Council. Specific findings, criteria and conditions are required to be not in order to approve the Use Permit. If the Planning Commission and City Council approve the application then conditions will be required which will mitigate any potentially significant impacts to less than significant.

14. Public Services: Will the proposal have an effect upon, or result in a need for new or altered governmental services in any of the following areas:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Fire protection? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Police protection? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Schools? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Parks or other recreational facilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e. Maintenance of public facilities, including roads? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f. Other governmental services? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

DISCUSSION: The subject location is already served by the City's public services. It is not anticipated that the new use would require additional service. It is not anticipated the new uses would create any additional or new demand for police protection by the Manhattan Beach Police Department. The proposed project would not generate a significant increase in population and, therefore, no new services would be required. There will be no impact on the maintenance of public facilities, including the road system, since traffic generation will not increase. The project is located in an existing urban environment, and it is not expected that other governmental services would be impacted by the proposed development.

15. Energy. Will the proposal result in:

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Use of substantial amounts of fuel or energy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Substantial increase in demand upon existing sources or energy, or require the development of new sources of energy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

DISCUSSION: As indicated in Section 9 (Natural Resources), the project will be required to comply with the State Energy Conservation Standards for Non-residential Buildings (Title 24, Par. 6,

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Article 2 of the California Administrative Code). Compliance with these regulations, which establish mandatory maximum energy consumption levels as well as requiring energy conserving design features will mitigate any impacts upon energy resources.

16. Utilities. Will the proposal result in a need for new systems, or substantial alterations to the following utilities:

- | | | | | |
|------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Power or natural gas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Communications systems? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c. Water? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d. Sewer or septic tanks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e. Storm water drainage? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f. Solid waste and disposal? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

DISCUSSION: The project would not create a new demand for electricity or natural gas as the site is already served by power and gas companies. Access to communication infrastructure is already provided by existing communication carriers. The site is currently served by the municipal water system and is connected to the City's sewer network. The existing non-pervious development has been at this location for many years with no demonstrable impacts upon the existing storm water drainage. It is anticipated that the proposed project will reduce run-off by increasing pervious surfaces. It is not anticipated that the proposed replacement project will generate any significant amounts of existing solid waste relative to the existing uses and the surrounding residential and commercial uses.

17. Human Health. Will the proposal result in:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Creation of any health hazard or potential health hazard (excluding mental health)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Exposure of people to potential health hazards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

DISCUSSION: The proposed project will be constructed in full compliance with all applicable State, County and local regulations. There is nothing associated with the project, as proposed, that could result in the creation of a health hazard nor expose people to potential health hazards.

18. Aesthetics.

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|
| a. Will the proposal result in the obstruction of any scenic vista or view open to the public, or will the proposal result in the creation of an aesthetically offensive site open to public view? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|-------------------------------------|

DISCUSSION: The change of use from auto repair, cleaners and glass to a school at 1826 MBB will not impact or obstruct any scenic vista or view to the public since the existing buildings will be remodeled and reused. Since the project will be subject to a public hearing process, as well as plan review, prior to issuance of any building permits, it will provide an opportunity to evaluate the

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aesthetics of the site, and allow an opportunity to mitigate any potential impacts resulting from the remodel and/or site design.

19. Recreation.

- a. Will the proposal result in an impact upon the quality or quantity of existing recreational opportunities?

DISCUSSION: The proposed project will not create any direct impacts upon existing recreational opportunities. As part of the project, 1808 and 1826 -1832 MBB will provide new play areas and increase private recreational opportunities.

20. Cultural Resources.

- a. Will the proposal result in the alteration of or the destruction of a prehistoric or historic archaeological sites?
- b. Will the proposal result in adverse physical or aesthetic effects to a prehistoric or historic building, structure, or object?
- c. Does the proposal have the potential to cause a physical change which would affect unique ethnic cultural values?
- d. Will the proposal restrict existing religious or sacred uses within the potential impact area?

DISCUSSION: The site does not contain any potentially cultural or historic resources that could be impacted by the proposed development. The existing structures located at all sites at 1740, 1808 and 1826 -1832 MBB are not known to be of historic importance.

21. Mandatory Findings of Significance.

- a. Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?
- b. Does the project have the potential to achieve short-term, to the disadvantage of long-term, environmental goals? (A short-term impact on the environment is one which occurs in a relatively

	Potentially Significant Impact	Potentially Significantly Impact Unless Mitigation Incorporated	Less Than Significant Impact	No Impact
brief, definite period of time while long-term impacts will endure well into the future.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Does the project have impacts which are individually limited, but cumulatively considerable? (A project may impact on two or more separate resource is relatively small, but where the effect of the total of those impacts on the environment is significant.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Does the project have environmental effects which all cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DISCUSSION: a. The project does not have any potential to significantly degrade the quality of the environment. As indicated in Sections 4 (Plant Life), 5 (Animal Life) and 20 (Cultural Resources) there are no identified rare or endangered plant or animal species, nor historic resources, which could be negatively impacted by this project.

b. Based upon this analysis there are no long-term environmental goals which are being compromised as a result of this project.

c. Based upon this analysis there are no cumulative impacts which will result in a significant effect upon the environment.

d. There is no evidence to suggest that the project could, directly or indirectly, substantially impact human beings.

Sources: City of Manhattan Beach Municipal Code
 Parking Analysis, Linscott, Law & Greenspan
 City of Manhattan Beach Traffic Engineer Comments
 Project Narrative/Application Materials

RESOLUTION NO. PC 98-43

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH APPROVING A USE PERMIT AMENDMENT TO ALLOW THE CONVERSION OF OFFICE USE TO CLASSROOM USE FOR INCORPORATION WITHIN AN EXISTING PRIVATE SCHOOL LOCATED AT 1740 MANHATTAN BEACH BOULEVARD (Levi/Manhattan Academy)

THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Planning Commission of the City of Manhattan Beach hereby makes the following findings:

- A. The Planning Commission of the City of Manhattan Beach conducted a public hearing pursuant to applicable law on December 9, 1998 to consider an application for a Use Permit Amendment for the property legally described as lots 4, 5, 6, and portions of 21 and 22, Block 2, Redondo Villa Tract 3, located at 1740 Manhattan Beach Boulevard in the City of Manhattan Beach.
- B. Said public hearing was advertised pursuant to applicable law, testimony was invited and received.
- C. The project applicants are Mia and Evan Levi, owners of the subject property.
- D. The applicant requests approval to remodel 775 square feet of existing area on the second floor of an existing school/office building to convert an existing architectural office to a first grade classroom. The proposed classroom is expected to accommodate 20 new students, increasing the total enrollment of the Manhattan Academy school from 120 to 140 children.
- E. The Planning Commission finds that the project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.
- F. The project is categorically exempt from environmental review in that it is a minor expansion of an existing structure involving minor expansion of use, pursuant to Section 15301 of the CEQA (California Environmental Quality Act) Guidelines.
- G. The site is located in Area District I and is zoned CL, (Local Commercial). The properties to the east and west are similarly zoned and improved with commercial establishments. The three adjoining lots to the south and across Manhattan Beach Boulevard to the north are each zoned RS, Single Family Residential and are improved with single family residences.
- H. The existing school is a conditional use in the CL zone. The school use at its present capacity was inaugurated in 1986, upon approval of a use permit, Resolution BZA 85-34 allowing expansion and upgrading to a total building containing 10, 737 gross square feet, including a 4,628 square foot subterranean garage. On September 28, 1994 the Planning Commission approved a use permit amendment, Resolution PC 94-25 allowing improvement and incorporation of an adjoining 5,600 square foot lot as a school play yard. The existing use is in compliance with applicable conditions of approval of Resolution PC 94-25. All applicable conditions of Resolutions BZA 85-34 and PC 94-25 are carried forward in this Resolution and all previously approved entitlements are hereby rescinded.
- I. Pursuant to MBMC 10.84.60.A, findings are hereby made:
 - a. The proposed location of the use, near a concentration of local serving businesses along Manhattan Beach Boulevard is in accord with the objectives of the Local Commercial Zoning District which seeks to provide sites for businesses serving the daily needs of nearby residential areas, incorporating standards that prevent significant adverse impacts on adjoining residential uses.

RESOLUTION NO. PC 98- 43

- b. The project site is classified Local Commercial in the General Plan which is intended for smaller scale local serving businesses/uses. The project is a minor expansion of an existing small private pre-school/elementary school that is consistent with the goals and policies of the Land Use Element of the General Plan.
- c. The proposed use will comply with all applicable provisions of the Manhattan Beach Zoning Ordinance.
- d. The proposed use will not adversely impact nor be adversely impacted by nearby properties or create demands exceeding the capacity of public services and facilities that cannot be mitigated. Potential impacts may include but not necessarily be limited to: traffic, parking, and noise. The increase of additional students including the subject proposal and future minor enrollment expansions are not expected to increase existing parking demands beyond that of the existing use. Possible minor increases in noise levels from outdoor school activities in play yards should be offset by a condition limiting the total amount of play time.

SECTION 2. The Planning Commission of the City of Manhattan Beach hereby **APPROVES** the subject use permit amendment subject to the following conditions (* indicates a site specific condition):

Construction/Implementation

- * 1. The project shall be built in substantial conformance with the plans as submitted to and approved by the Planning Commission on December 9, 1998.

Operational Conditions

- * 2. The approved private recreation use for the property at 1736 Manhattan Beach Boulevard (lot 6 and the rear 10 feet of lot 21) shall be in conjunction with the adjacent private school (Manhattan Academy) located at 1740 Manhattan Beach Boulevard (lots 4 and 5). Any modifications to this arrangement shall require an amendment to this use permit.
- * 3. The applicant shall maintain an existing bike rack containing a minimum of 6 spaces on the premises near the sidewalk on Manhattan Beach Boulevard.
- * 4. The student enrollment of the subject facility (including pre-school, and elementary students) shall not exceed 155 at any time. The intent of this provision is to minimize parking, traffic and noise impacts resulting from the school operation.
- * 5. The hours of classroom operation shall be between 7:30 am and 5:30 p.m. Monday through Friday.
- * 6. Outdoor recreational play shall be limited to no more than 2 hours per day to limit nuisance noise emanating from the site.
- * 7. The school shall maintain staggered starting times of the individual classes to spread out the morning and afternoon peak traffic periods; a plan indicating such shall be submitted and approved by the Community Development Department.
- * 8. Three on-site parking spaces shall be designated for visitor parking.
- * 9. The subterranean garage spaces shall be accessible at all times for parking.

RESOLUTION NO. PC 98- 43

- * 10. The school administration shall provide at least two staff members during peak arrival and departure times along Manhattan Beach Boulevard to facilitate compliance with an existing 100 -foot long curbside 6-minute loading zone. The school administration shall ensure that its visitors using the loading zone do not illegally park within an existing red "no parking" zone near an adjacent driveway servicing the adjacent business to the east.
- * 11. A minimum 10-foot high chain link fence shall be permanently maintained along the west property line of the play yard site (lot 6 and the rear 10 feet of lot 21), subject to the approval of the Community Development Department.
- * 12. No bus, van or similar vehicles shall be stored or located on-site unless appropriate accommodations are provided in compliance with applicable code and subject to the approval of the Community Development and Public Works Departments.
- * 13. On the northern side of the site adjacent to the play field area along Manhattan Beach Boulevard, a 10-foot tall fence shall be maintained for safety purposes.
- * 14. A low pressure or drip irrigation system shall be installed/maintained in landscaped areas except within the turf/grass areas.

Procedural

- 15. The subject amendment shall be approved for a period of two years after the date of approval, with the option for future extensions, in accordance with Section 10.84.090 of the Manhattan Beach Municipal Code.
- * 16. All provisions of the use permit are subject to review by the Community Development Department 6 months after occupancy and annually thereafter.
- 17. Pursuant to Public Resources Code section 21089 (b) and Fish and Game Code Section 711.4 (c) as applicable , the project is not operative, vested or final until required filing fees are paid.
- 18. The applicant agrees as a condition of approval of this project to pay all reasonable legal and expert fees and expenses of the City of Manhattan Beach up to \$20,000 in defending any legal action brought against the City within 90 days after the city's final approval, other than one by the Applicant, challenging the approval of the project or any action or failure to act by the City relating to the environmental review process pursuant to the California Environmental Quality Act. In the event such a legal action is filed against the City, the City shall estimate it is expenses for the litigation . The Applicant shall deposit said amount with the City or enter into an agreement with the City to pay such expenses as they become due.
- 19. At any time in the future the Planning Commission or City Council may review the use permit for the purposes of revocation or modification. Modification may consist of conditions deemed reasonable to mitigate or alleviate impacts to adjacent land uses.

SECTION 3. Pursuant to Government Code Section 65009 and Code of Civil Procedure Section 1094.6, any action or proceeding to attack, review, set aside, void or annul this decision, or concerning any of the proceedings, acts, or determinations taken, done or made prior to such decision or to determine the reasonableness, legality or validity of any condition attached to this decision shall not be maintained by any person unless the action or proceeding is commenced within 90 days of the date of this resolution and the City Council is served within 120 days of the date of this resolution. The City Clerk shall send a certified copy of this resolution to the applicant, and if any, the appellant at the address of said person set forth in the record of the proceedings and such mailing shall constitute the notice required by Code of Civil Procedure Section 1094.6.

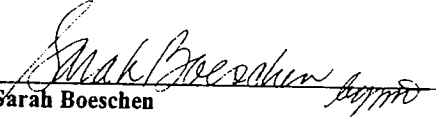
RESOLUTION NO. PC 98- 43

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution as adopted by the Planning Commission at its regular meeting of December 9, 1998 and that said Resolution was adopted by the following vote:

AYES: Blanton, Dougher, Kaplan, Kirkpatrick,
Chairman Milam
NOES: None
ABSTAIN: None
ABSENT: None



RICHARD THOMPSON
Planning Commission Secretary



Sarah Boeschen
Recording Secretary

RESOLUTION NO. PC 99-26

RESOLUTION OF THE PLANNING COMMISSION OF THE
CITY OF MANHATTAN BEACH APPROVING A USE
PERMIT TO ALLOW THE ADDITION OF A PRIVATE
ELEMENTARY SCHOOL TO AN EXISTING CHURCH USE
ON THE PROPERTY LOCATED AT 1808 MANHATTAN
BEACH BOULEVARD (Levi/Manhattan Academy)

THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH DOES
HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Planning Commission of the City of Manhattan Beach hereby makes the following findings:

- A. The Planning Commission of the City of Manhattan Beach conducted a public hearing pursuant to applicable law on August 25, 1999 to consider an application for a Use Permit for the property legally described as lots 10 and 11, Block 1, Redondo Villa Tract 3, located at 1808 Manhattan Beach Boulevard in the City of Manhattan Beach.
- B. Said public hearing was advertised pursuant to applicable law, testimony was invited and received.
- C. The project applicants are Mia and Evan Levi, owners of the subject property.
- D. The applicant requests approval to convert an existing 9,081 square foot church building to primary use as an elementary school, while retaining the existing church as a secondary use. The proposed school will accommodate a maximum of 60 students between grades two through six.
- E. The Planning Commission finds that the project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.
- F. The project is categorically exempt from environmental review in that it is a minor infill development within an urbanized area, pursuant to Section 15332 of the CEQA (California Environmental Quality Act) Guidelines.
- G. The site is located in Area District I and is zoned CG, (General Commercial). The properties to the east, west and north, across Manhattan Beach Boulevard are similarly zoned and improved with commercial establishments. The adjoining lots to the south are zoned RH and improved as high density residential uses.
- H. Pursuant to MBMC 10.84.60.A, findings are hereby made:
 - a. The proposed location of the use, near a concentration of local serving businesses along Manhattan Beach Boulevard is in accord with the objectives of the Local Commercial Zoning District which seeks to provide sites for businesses serving the daily needs of nearby residential areas, incorporating standards that prevent significant adverse impacts on adjoining residential uses.
 - b. The project site is classified General Commercial in the General Plan which is intended for a wide range of businesses/uses. The project is a satellite site expansion of an existing private pre-school/elementary school and is consistent with the goals and policies of the Land Use Element of the General Plan.
 - c. The proposed use will comply with all applicable provisions of the Manhattan Beach Zoning Ordinance.
 - d. The proposed use will not adversely impact nor be adversely impacted by nearby properties or create demands exceeding the capacity of public services and facilities that cannot be mitigated. Potential impacts may include but not necessarily be

RESOLUTION NO. PC 99- 26

limited to: traffic, parking, and noise. The addition of a small private school at the subject site will not exacerbate parking problems in the immediate area because a new on-site parking lot for eight vehicles will be provided with the project. In addition, the existing church use will jointly utilize, by a private agreement, 18 additional parking spaces on the adjoining property located at 1816 Manhattan Beach Boulevard during hours when a fast food restaurant on that property is closed. Noise impacts are not anticipated due to the fact that the subject school will conduct physical education in an enclosed building.

SECTION 2. The Planning Commission of the City of Manhattan Beach hereby **APPROVES** the subject use permit amendment subject to the following conditions:

Construction/Implementation

1. The project shall be built in substantial conformance with the plans as submitted to and approved by the Planning Commission on August 25, 1999.
2. Eight on-site parking spaces shall be provided in a new parking lot, replacing an existing auxiliary church building as per the submitted plans.
3. Landscaping shall be provided at the front and rear of the parking lot consistent with code requirements, and at the front of the existing church building and wherever feasible to beautify the entire site. An irrigation system shall be installed in all new planting areas.
4. The applicant shall work cooperatively with the city to establish a combination school loading zone and public parking along the curb adjacent to the subject property.
5. The applicant shall record a certificate of compliance for a lot line adjustment, merging lots 10 and 11 into a single parcel.
6. The applicant shall provide an on-site trash enclosure, pursuant to Public Works requirements, and MBMC 5.24.030 (C) (2). The refuse storage space shall be screened from public view and either constructed within the building structure or in a screened enclosure on private property.
7. The public sidewalk on Manhattan Beach Boulevard shall be replaced from the west side of the new parking lot to the east property line.

Operational Conditions

8. Hours of operation for church services shall be limited to Sundays, between 8:00 a.m. and 11:00 a.m.
9. The maximum enrollment of the school shall be 60 students. The intent of this provision is to minimize parking and traffic impacts resulting from the school operation.
10. The hours of classroom operation shall be limited to between 7:30 am and 5:30 p.m. Monday through Friday.
11. At least two school staff members shall be present on the sidewalk along Manhattan Beach Boulevard during peak arrival and departure times to assist with the student drop-off and loading adjacent to an existing 60 -foot long curbside loading zone.

Procedural

12. In accordance with Section 10.84.090 of the Manhattan Beach Municipal Code, the subject use permit shall expire two years after the date of approval, unless implemented, or extended.

RESOLUTION NO. PC 99- 26

13. All provisions of the use permit are subject to review by the Community Development Department 6 months after occupancy and annually thereafter.
14. At any time in the future the Planning Commission or City Council may review the use permit for the purposes of revocation or modification. Modification may consist of conditions deemed reasonable to mitigate or alleviate impacts to adjacent land uses.
15. Pursuant to Public Resources Code section 21089 (b) and Fish and Game Code Section 711.4 (c) as applicable , the project is not operative, vested or final until required filing fees are paid.
16. The applicant agrees as a condition of approval of this project to pay all reasonable legal and expert fees and expenses of the City of Manhattan Beach in defending any legal action brought against the City within 90 days after the city's final approval, other than one by the Applicant, challenging the approval of the project or any action or failure to act by the City relating to the environmental review process pursuant to the California Environmental Quality Act. In the event such a legal action is filed against the City, the City shall estimate it is expenses for the litigation . The Applicant shall deposit said amount with the City or enter into an agreement with the City to pay such expenses as they become due.

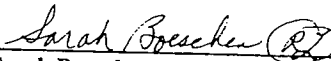
SECTION 3. Pursuant to Government Code Section 65009 and Code of Civil Procedure Section 1094.6, any action or proceeding to attack, review, set aside, void or annul this decision, or concerning any of the proceedings, acts, or determinations taken, done or made prior to such decision or to determine the reasonableness, legality or validity of any condition attached to this decision shall not be maintained by any person unless the action or proceeding is commenced within 90 days of the date of this resolution and the City Council is served within 120 days of the date of this resolution. The City Clerk shall send a certified copy of this resolution to the applicant, and if any, the appellant at the address of said person set forth in the record of the proceedings and such mailing shall constitute the notice required by Code of Civil Procedure Section 1094.6.

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution as adopted by the Planning Commission at its regular meeting of August 25, 1999 and that said Resolution was adopted by the following vote:

AYES: Kaplan, Milam, Simon, Ward, Chairman Kirkpatrick
NOES: None
ABSTAIN: None
ABSENT: None



RICHARD THOMPSON
Planning Commission Secretary



Sarah Boeschen
Recording Secretary

MAY 13 2008

By *AD*

Manhattan Academy Use Permit

1740 MBB	Existing	Proposed
Use	Office/Classroom/Play area	Same
Play Area	5600 square feet	Same
Parking	12 spaces plus 1 handicap	11 spaces plus 1 handicap
Students	145	155
Teachers	6	9 (proposed maximum)
# of Classrooms	5	5
Other Staff	1 staff plus 1 director	1 staff plus 1 director
Grades	Pre-school through Elementary	Same
Hours of operation	7:00 am - 6:00 pm	7:00 am - 6:00 pm
Drop off & Pick up	Staggered times w/2 staff personnel at designated loading zone	Same
Loading spaces	5	5
Peak Times	8:30am-9am & 2:30pm-3:30pm	8:30am-9am & 2:30pm-3:30pm

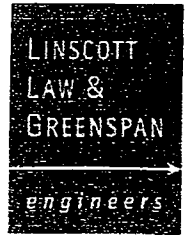
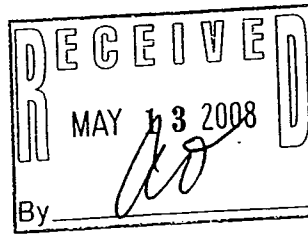
1808 MBB	Existing	Proposed
Use	Elementary school and gymnasium	Vary use of elementary and middle school, keep gymnasium
Play area	0	4800 Square Feet
Parking	6 spaces plus 1 handicap	None
Students	49	49
Teachers	4 teachers	4 teachers
# of Classrooms	4	4
Other Staff	None	None
Grades	1st - 6th grade	K - 8th grade
Hours of operation	7:30am - 5:00pm	7:30am - 5:00pm
Drop off & Pick up	Parents park and pick-up and drop-off at designated loading zone	Staggered times w/2 staff personnel at designated loading zone
Loading spaces	3	Same
Peak Times	7:45am-8:05am & 3:15pm-3:30pm	7:45am-8:05am & 3:15pm-3:30pm

1826 MBB	Proposed
Use	Elementary, Middle & Pre-school
Play area (sq. ft)	1845 Square Feet
Parking	5 spaces
Students	96
Teachers	4
# of Classrooms	4
Other Staff	0
Grades	Pre-school, K - 8th grade

Hours of Operation	7:30am-6:00pm
Drop off & Pick Up	Staggered times w/2 staff personnel at designated loading zone
Loading spaces	4 (currently metered)
Peak Times	8:00am-9:00am & 2:30pm-3:30pm

Proposed Classrooms and Parking for Manhattan Academy

	1740	1808	1826
	<u>1st Floor</u>		
	1 Classroom	49 Students	4 Classrooms
	Pre School	4 Classrooms	Pre School-Middle School
	48 Students	Grades K-8	
	4 teachers	4 Teachers	
	2 Classrooms		
	Elementary Ages		
	44 Students		
	2 Teachers		
	<u>2nd Floor</u>		
	2 Classrooms		
	Elementary Ages		
	63 Students		
	3 Teachers		
	155 Students	49 Students	96 Students
Total Teachers	9	4	4
Staff	1		
Director	1		
Total Possible Employees	11	4	4
Total Maximum Parking Required all 3 Buildings	19		
Total	300 Students		



May 12, 2008

Ms. Cheryl Vargo
SUBTEC
5147 West Rosecrans Avenue
Hawthorne, CA 90250

LLG Reference: 2.08.2984.1

Subject: **Revised Parking Analysis for the Manhattan Academy Expansion Project - Manhattan Beach, California**

Engineers & Planners
Traffic
Transportation
Parking

Linscott, Law &
Greenspan, Engineers
1580 Corporate Drive
Suite 122
Costa Mesa, CA 92626
714.641.1587 T
714.641.0139 F
www.llgengineers.com

Dear Ms. Vargo:

As requested, Linscott, Law & Greenspan, Engineers (LLG) is pleased to submit the following Revised Parking Analysis for the proposed Manhattan Academy Expansion project to be located at 1826 – 1832 Manhattan Beach Boulevard in the City of Manhattan Beach that has been updated to address applicable City staff comments. The new site is necessary to accommodate additional students from the community and surrounding areas that have been on the school's waiting list.

Pasadena
Costa Mesa
San Diego
Las Vegas

The parking analysis evaluates the overall parking demand for the school based on review of the school's operational characteristics and the school's existing Transportation and Parking Program.

The forecast parking demand will be compared to the proposed supply to identify any surplus/shortfall in parking spaces for the existing and proposed sites. A comparison to Off-street Parking Code requirements of several jurisdictions in the South Bay and information contained in the 3rd Edition of *Parking Generation*, published by the Institute of Transportation Engineers (ITE) [Washington, D.C., 2004] was also performed.

PROJECT DESCRIPTION

The existing Manhattan Academy is comprised of two building located at 1740 & 1808 Manhattan Beach Boulevard. The 1740 site has five classroom, a current student enrollment of 145 students (capacity is 155 students), and a staff of eight employees (six teachers, one staff member and the director of the school). Manhattan Academy expects to hire three additional three teachers, resulting in a total of 9 teachers at the 1740 site, as the student enrollment increases to a maximum of 155 students. The 1808 site has four classrooms, a current student enrollment of 45 students (capacity is

Philip M. Linscott, PE (1924-2000)
Jack M. Greenspan, PE (Ret.)
William A. Law, PE (Ret.)
Paul W. Wilkinson, PE
John P. Keating, PE
David S. Shender, PE
John A. Boarman, PE
Clare M. Look-Jaeger, PE
Richard E. Barretto, PE
Kell D. Maberry, PE

49 students), and a staff of four employees/teachers. The remaining employees (i.e. clerical, accounting, marketing, and other staff) work off site at the corporate office.

Student drop-off/pick-up for the 1740 site and 1808 site now occur curbside along Manhattan Beach Boulevard in front of each building, as these areas have been designated as "loading/unloading" zones. However, with the proposed conversion of existing surface parking lot at the 1808 site to outdoor play area, Manhattan Academy proposes, with approval from the City, to restrict parking only during the morning and afternoon peak school times to facilitate the "loading/unloading" of children; public metered parking (inclusive of visitors of the school) will be allowed at all other times of the day.

The proposed Manhattan Academy Expansion project consists of the conversion of two existing commercial buildings to a private school. The 1826-1832 site is expected to have four classrooms, a (maximum) student enrollment of 96 students, a staff of four teachers. Similar to the 1740 site and 1808 site, student drop-off/pick-up for the 1826-1832 site is expected to occur curbside along Manhattan Beach Boulevard in front of the proposed school. Currently, there are four metered parking spaces in front of the 1826-1832 site. However, Manhattan Academy proposes, with approval from the City, to restrict parking only during the morning and afternoon peak school times to facilitate the "loading/unloading" of children; public metered parking (inclusive of visitors of the school) will be allowed at all other times of the day.

Table 1 provides a summary of the existing and proposed development totals for the Manhattan Academy.

EXISTING AND PROPOSED PARKING SUPPLY

The study area was visited and an inventory of existing parking spaces was identified. The number and type of parking space (i.e. compact, standard or handicapped) for the existing and proposed sites are also summarized in *Table 1*.

As summarized in *Table 1*, the 1740 site, which has five classrooms, has a parking supply of 12 spaces, consisting of 9 standard stalls, 2 compact stalls and 1 handicapped space; the 1808 site, which has four classrooms, has a parking supply of 7 spaces consisting of 6 standard stalls and 1 handicapped space. The 1826-1832 site, which will have four classrooms, will provide a total of 5 spaces comprised of 4 standard stalls and 1 handicapped space. With the proposed expansion project, Manhattan Academy proposes to convert the surface parking lot at 1808 site to an outdoor playground. Therefore, upon completion of the proposed Project, Manhattan Academy, which will have a staff of 19 teachers/employees and 13 classrooms, will have a parking supply of 17 spaces consisting of 13 standard stalls, 2 compact spaces and 2 handicapped spaces.

EXISTING PARKING CHARACTERISTICS

Based on information provided by Manhattan Academy, the school currently has a Transportation and Parking Program that encourages employees to use alternative forms of transportation other than driving alone, such as carpooling and public transit. A form of compensation is given to those staff members who participate in the "Ride-Share" program.

Based on surveys of the existing employees, four carpool with other teachers, three drive themselves, two take public transit, two ride bicycles and one is dropped off by their spouse. Based on the above, the 1740 and 1808 sites have a combined parking demand of five parking spaces. With an existing parking of 19 spaces, Manhattan Academy currently has a parking surplus of 14 parking spaces. No changes to the current Transportation and Parking Program of Manhattan Academy are expected with the proposed expansion, as all existing and future employees will be encouraged to use alternatives forms of transportation.

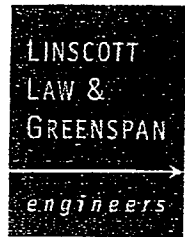
PARKING CODE EVALUATION

Since the City of Manhattan Beach does not currently have a parking code for schools, a comparison of the parking codes for surrounding cities in the South Bay, inclusive of the City of Los Angeles and County of Los Angeles, was developed and is summarized in *Table 2*.

Review of this table indicates that parking code ratios vary from requiring one space per employee/faculty member (City of Hawthorne and City of Redondo Beach), two spaces per classroom (City of Gardena and City of Torrance), one space per classroom plus one space per employee (City of El Segundo) or one space per classroom (City of Los Angeles and County of Los Angeles).

Based on application of the parking ratios summarized in *Table 2*, the existing Manhattan Academy would require between 9 and 21 spaces (or an average of 14 spaces). However, as indicated above, the 1740 and 1808 sites now only require 5 spaces as a result of their current Transportation and Parking Program.

Application of the parking ratios of the surrounding jurisdictions to the 1740 site, 1808 site and the 1826-1832 site results in a project parking requirement ranging between 13 spaces and 32 spaces (or an average of 21 spaces). With a proposed parking supply of 17 spaces, a parking shortfall of 4 spaces is calculated when compared to the average parking requirement of 21 spaces.



PARKING FORECAST – 3rd EDITION OF PARKING GENERATION

To estimate the parking demand requirements of the Manhattan Academy, the parking generation rate for ITE Land Use Code 520: "Elementary School", found in the 3rd Edition of *Parking Generation*, published by the Institute of Transportation Engineers (ITE) [Washington, D.C., 2004], was utilized. Based on a parking ratio of 0.28 spaces per student, Manhattan Academy would require 84 parking spaces based on a projected student enrollment of 300 children. With a proposed parking supply of 17 parking spaces, Manhattan Academy would have a forecast (theoretical) parking deficiency of 67 spaces.

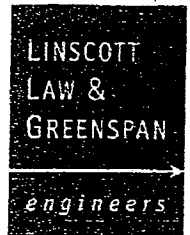
PARKING DEMAND VERSUS SUPPLY

As shown in *Table 1*, a total of 17 spaces will be provided at Manhattan Academy upon completion of the proposed expansion project. According to the parking code requirements above, the existing and proposed project would have an average "code parking requirement" of 21 spaces which theoretically would result in a parking deficiency (or shortfall) of 4 parking spaces.

However, as stated above, Manhattan Academy has a successful Transportation and Parking Program that encourages employees to use alternative travel modes, and as a result the existing school only requires 5 parking spaces. Assuming each new teacher of the 1826-1832 site and the three additional teachers that have yet to be added to the 1740 site will drive alone to work, this results in a parking demand of 7 spaces. When combined with the existing parking demand of 5 spaces, Manhattan Academy will only require a total 12 spaces. With proposed supply of 17 spaces, a surplus of 5 spaces is forecast.

In recognition that the employment and personal conditions of the school's staff could change, it is recommended that Manhattan Academy's Transportation and Parking Program be incorporated as part of the project's parking mitigation measures to ensure adequate parking will be provided upon completion of the proposed expansion project.

Ms. Cheryl Vargo
May 12, 2008
Page 5



CONCLUSION

Based on the results of this parking analysis, we conclude that the proposed Manhattan Academy parking supply of 17 spaces will be sufficient to support the peak parking demand of the private school upon completion of the proposed expansion project.

We appreciate the opportunity to provide this analysis letter. Should you have any questions, please call me at (714) 641-1587.

Very truly yours,
Linscott, Law & Greenspan, Engineers

A handwritten signature in black ink, appearing to read "Richard Barretto", is positioned below the typed name.

Richard Barretto, P.E.
Principal

Attachments

cc: Monica L. Clayton, LLG

TABLE 1
MANHATTAN ACADEMY DEVELOPMENT SUMMARY

Location	No. of Employees/Teachers	No. of Classrooms	Parking Spaces
<i>Existing</i>			
1740 Manhattan Beach Boulevard	8 ¹ staff/teachers	5 Classrooms	9 Standard, 2 Compact, 1 Handicapped (12 total)
1808 Manhattan Beach Boulevard	4 teachers	4 Classrooms	6 Standard, 1 Handicapped (7 total)
Total	12 staff/teachers	9 classrooms	19 spaces
<i>Proposed</i>			
1740 Manhattan Beach Boulevard	11 staff/teachers	5 Classrooms	9 Standard, 2 Compact, 1 Handicapped (12 total)
1808 Manhattan Beach Boulevard	4 teachers	4 Classrooms	None ²
1826-1832 Manhattan Beach Boulevard	4 teachers	4 Classrooms	4 Standard, 1 Handicapped (5 total)
Total	19 staff/teachers	13 classrooms	17 spaces

¹ Total consists of 6 teachers, one staff person and the director of the school. All other clerical and accounting staff work off site at the corporate office.


² Since the 1808 site currently only has an indoor gymnasium, Manhattan Academy proposes to convert the underutilized parking lot to an outdoor playground.

TABLE 2
COMPARISON OF PARKING CODE REQUIREMENTS FOR EDUCATIONAL USES

City	Description	Code Requirement	No. of Spaces Required	
			Existing	Proposed
City of El Segundo	Schools, private: Pre-school, elementary through junior high level	1 space for each classroom, plus 1 space for each employee and faculty member.	21	32
City of Gardena	Educational facilities: Elementary and junior high schools	2 spaces per classroom.	18	26
City of Hawthorne	Schools, elementary and junior high	1 space per employee and faculty member.	12	19
City of Los Angeles	Schools, elementary	1 space on the same lot with each classroom.	9	13
County of Los Angeles	Schools, elementary	1 space per school classroom.	9	13
City of Manhattan Beach	Public and Semipublic: Schools Public or Private	As specified by use permit.	—	—
City of Redondo Beach	Schools: Elementary schools, public and private	1 space for each faculty member, plus one space for each employee.	12	19
City of Torrance	Elementary Schools	2 spaces for each classroom.	18	26
		Average parking requirement	14	21

CITY OF MANHATTAN BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

TO: Angelica Ochoa, Assistant Planner
FROM: Erik Zandvliet, Traffic Engineer 
DATE: June 12, 2008
SUBJECT: **Development Review-1740/1808/1826 Manhattan Beach Boulevard
Manhattan Academy
Traffic Engineering Comments**

The following comments have been prepared to address traffic engineering concerns for the proposed Manhattan Academy private school at 1808 and 1826 Manhattan Beach Boulevard based on plans prepared by Trotter Building Designs, Inc. dated April 11, 2008 and the Revised Parking Analysis prepared by Linscott, Law and Greenspan Engineers dated May 12, 2008.

Parking Analysis

The Revised Parking Analysis states that the Manhattan Academy would occupy buildings at 1740, 1808 and 1826-32 Manhattan Beach Boulevard. The school would employ 19 employees and have 13 classrooms. The LLG analysis proposes that the existing parking supply of 17 spaces will be sufficient for the proposed uses. However, it also states that the project would be deficient by 4 spaces if the average parking ratio from comparable city rates is used. Further, it recommends that the deficit be addressed through a mitigation measure to require a Transportation and Parking Program to reduce parking demand by encouraging carpooling, bicycling and walking.

Based on the analysis and professional industry standards, it is my recommendation that the project provide a parking ratio of 1 space per employee working on-site during school hours, inclusive of staff, teachers and assistants. Further, one visitor space per 4 classrooms is recommended. Therefore, a total of 23 spaces (19 staff spaces and 4 visitor spaces) are recommended based on the proposed uses.

The Manhattan Academy proposes to maintain an employee rideshare program to reduce the parking demand for all three properties. It is expected that a 20% reduction in parking demand could be achieved, equating to 4 spaces. This would bring the net parking requirement to 19 spaces. If a 33% reduction is achieved, the net parking requirement would be reduced to 17 parking spaces, equal to the proposed parking supply.

Since parking demand for school uses is largely generated by employees, the number of employees should be limited by the Use Permit. This allows the applicant to have flexibility in the use of the particular classrooms for pre-school, elementary, or middle school use, as well as for ancillary uses such as computer or media rooms, library, etc. without increasing the parking requirement.

The following Conditions of Approval should be imposed to ensure that the parking demand does not adversely impact the surrounding community:

1. A maximum of 19 employees shall be allowed to work on-site during school hours, inclusive of staff, teachers and assistants. (COA)
2. All school employees shall be required to park in the school parking lots. Evidence of employee parking on city streets shall be a violation of the Use Permit. (COA)
3. An Employee Rideshare Program shall be instituted and maintained for all employees that encourages carpooling or other alternative transportation modes. The program shall include incentives and other features to effectively reduce single-occupancy vehicle usage. The school administrators shall submit a report annually (or more often as required) to the Community Development Director that analyzes the effectiveness of the program pursuant to City guidelines. Additional incentives shall be incorporated into the Program if the rideshare goal is not met for the prior year. (COA)
4. The school shall maintain staggered start and dismissal times for individual classes to minimize traffic demand along the Manhattan Beach Boulevard loading zone(s). (COA)
5. Each loading zone location along Manhattan Beach Boulevard shall be staffed at peak arrival and dismissal times with at least 2 school employees to assist in loading students in and out of their vehicles. (COA)
6. The total length of school loading zones for the three properties along Manhattan Beach Boulevard shall not exceed 180 feet. (COA)
7. A student loading area and management plan shall be submitted to the City Traffic Engineer for approval. (COA)
8. No bus, van or other school vehicle shall be stored on-site unless approved by the Community Development Director. (COA)

Site Plan Comments

9. Vehicle gates shall remain open during business hours, or if closed during business hours, at least one vehicle must be able to queue outside the proposed access gate in both directions without blocking the sidewalk. (COA)
10. Parking lots shall remain open to visitors during school hours. (COA)
11. Parking stall cross-slope shall not exceed 5%. (COA)
12. All two-way driveways and approaches shall be as wide as the aisle it serves. The driveway approach for 1826 Manhattan Beach Boulevard must be at least 24 feet wide. (COA)
13. Provide unobstructed triangle of sight visibility (5' x 15') adjacent to each driveway and behind the property line when exiting the parking areas without walls, columns or landscaping over 36 inches high, tree trunks excepted. (MBMC 10.64.150) (COA and show on plans-modify planter walls if necessary.)
14. At least two feet is required beyond the end of an aisle to provide sufficient back-up space for vehicles in the last space of the aisle. (COA and shown on revised plans)
15. All parking spaces adjacent to an obstruction, except columns, must be at least one foot wider than a standard space. (COA)

16. Wheel stops are necessary for all parking spaces inside a parking lot or structure except those spaces abutting a masonry wall or protected by a 6-inch high planter curb. (MBMC 10.64.100D) (COA)
17. All outside lighting shall be directed away from the public right-of-way and shall minimize spill-over onto the sidewalks and street. Shields and directional lighting shall be used where necessary. (COA)
18. Disabled parking must comply with current standards. One or more van size spaces may be required in each parking lot. See CBC Chapter 11B, Div II and other ADA requirements. (COA)
19. All unused driveways shall be reconstructed with curb, gutter and sidewalk. (COA)
20. Doors and gates along property frontages shall not open across the public right-of-way. (COA and revise plans as necessary.)
21. Any compact spaces shall be labeled with a sign and a stencil marking at the back of each space. (COA)

COA – Condition of Approval

Angelica Ochoa

From: Bryan Klatt
Sent: Wednesday, September 03, 2008 7:28 AM
To: Angelica Ochoa
Subject: RE: Manhattan Academy - 1740, 1808 & 1826-1832 MBB

Hi Angelica,

Sorry for the late response to this....I just realized I did not reply back...Sorry about that....

As far as parking issues, anywhere along Manhattan Beach Blvd from Redondo to Aviation, we do not get regular calls for service there, so I am unaware of any specific problems....The officers do provide enforcement to the meters on a regular basis....Now if we are going to add more restricting to the parking for loading/unloading....I would recommend that signage be added to each meter that is affected. The signs should read "Loading/Unloading Zone Mon-Fri 7am-9am and 1pm-3pm" or whatever the most appropriate hours are for the academy. This will allow us to provide enforcement to those who leave there cars parked when the loading/unloading is taking place....Hope this makes sense....If you have any questions, please let me know....I am at extension 5156

Take care, Bryan

-----Original Message-----

From: Angelica Ochoa
Sent: Wednesday, August 27, 2008 11:52 AM
To: Bryan Klatt
Cc: Laurie B. Jester
Subject: Manhattan Academy - 1740, 1808 & 1826-1832 MBB

Hi Bryan,

Manhattan Academy will be expanding its school use to a new location at 1826-1832 Manhattan Beach Boulevard. This site currently has an auto repair, dry cleaners and glass store. The applicant will be requesting to restrict the existing parking meters at 1826-1832 during peak times in the morning and afternoon Monday through Friday and unrestricted at all other times for the loading and unloading of students. The project will also consist of revising the current loading and unloading zone at 1808 MBB to restrict it only during peak times Monday through Friday and make it available to the public at all other times. I am wondering if you have had any parking enforcement issues at 1808 or 1740 MBB with the loading zone or any other parking/traffic concerns. This project will be going before the Planning Commission on September 10th and they may want to know if there have been any parking problems at 1740 or 1808 with the current loading zone or neighbor complaints.

Please let me know your thoughts on this so I can include your comments in my staff report. I have the plans for the project if you want to see them.

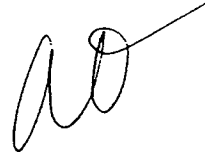
Thank you.

Angelica Ochoa
Assistant Planner
City of Manhattan Beach
Community Development Dept.

09/05/2008

CITY OF MANHATTAN BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT

TO: See Distribution Below
FROM: May Dorsett, Planning Secretary
DATE: February 11, 2008
SUBJECT: Review Request for Proposed Project at:



1808-1826 MANHATTAN BEACH BLVD.
(MANHATTAN ACADEMY)

The subject application has been submitted to the Planning Division. Please review the attached material(s) and provide specific comments and/or conditions you recommend to be incorporated into the draft Resolution for the project. Conditions should be primarily those which are not otherwise addressed by a City Ordinance. If no response is received by **FEBRUARY 18, 2008**, we will conclude there are no conditions from your department.

Comments/Conditions (attach additional sheets as necessary):

2007 CBC, CMC, CPC, CEC

DIAA GURGHIS

Distribution:

X Public Works
X Fire Dept.
X Building Official

CITY OF MANHATTAN BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT

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FROM: May Dorsett, Planning Secretary
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Comments/Conditions (attach additional sheets as necessary):

Parking mods only.
OK
JLS

Distribution:

X Public Works
X Fire Dept.
X Building Official

Angelica Ochoa

From: Thom Reif [thomreif@yahoo.com]
Sent: Tuesday, September 02, 2008 1:28 PM
To: Angelica Ochoa
Subject: Mnahattan Academy Expansion

No-No-No-No

This is not the appropriate location for any expansion of any type of elementary education facility. How they were able to locate into the church earlier is questionable. The property is commercial which I don't believe includes an educational facility. What will become of the resturarant between the buildings and his entrance and exit driveways?

The main concern is additional traffic that will be generated at already congested times on a high traffic street along with safety for young children where streets and driveways need to be frequently crossed. Has anyone looked at the congestion at the intersection of Harkness & MB Blvd. in morning between 8 and 8:30. Will the Academy be required to provide a large number of off street parking spaces for employees and drop off and pickup?

If this project is allowed to proceed, may the thought of the first child hit by a motor vehicle rest on the shoulders of those who approved this facility.

Sincerely,

Thomas Reif
1833-A 11th Street



ENVIRONMENTAL INFORMATION FORM

(to be completed by applicant)

CITY OF MANHATTAN BEACH
COMMUNITY DEVELOPMENT DEPARTMENT

REVISED APPLICATION 4/11/08

Date Filed: _____

APPLICANT INFORMATION

Name: Levi Family Partnership LP

Contact Person: Cheryl Vargo

Address: 17719 Palora St., Encino 91316

Address: 5147 W. Rosecrans Ave, Hawthorne 90250

Phone number: 818-342-4905

Phone number: 310-644-3668

Relationship to property: Owner

Association to applicant: Representative

PROJECT LOCATION AND LAND USE

Project Address: 1740, 1808 & 1826 Manhattan Beach Blvd.

Assessor's Parcel Number: 4164-001-029 & 030 and 4164-016-057

Legal Description: Lots 6,7,10,11 Blk 1, & Lots 4,5,6 Blk 2, Redondo Villa Tr No. 3

Area District, Zoning, General Plan Designation: I, CG, General Commercial

Surrounding Land Uses:

North Commercial

West Mixed use & commercial

South High Density Residential

East Commercial/auto repair

Existing Land Use: Mixed use commercial, retail, auto repair (vacant)

PROJECT DESCRIPTION

Type of Project: Commercial _____ Residential _____ Other Private School

If Residential, indicate type of development (i.e.; single family, apartment, condominium, etc.) and number of units: _____

If Commercial, indicate orientation (neighborhood, citywide, or regional), type of use anticipated, hours of operation, number of employees, number of fixed seats, square footage of kitchen, seating, sales, and storage areas: _____

Private School - see project description

If use is other than above, provide detailed operational characteristics and anticipated intensity of the development: NA

	<u>Existing</u>	<u>Proposed</u>	<u>Required</u>	<u>Removed/ Demolished</u>
Project Site Area:	_____	_____	_____	_____
Building Floor Area:	SEE EXISTING AND PROPOSED PLANS			_____
Height of Structure(s)	_____	_____	_____	_____
Number of Floors/Stories:	_____	_____	_____	_____
Percent Lot Coverage:	_____	_____	_____	_____
Off-Street Parking:	_____	_____	_____	_____
Vehicle Loading Space:	_____	_____	_____	_____
Open Space/Landscaping:	_____	_____	_____	_____

Proposed Grading: NONE
 Cut _____ Fill _____ Balance _____ Imported _____ Exported _____

Will the proposed project result in the following (check all that apply):

- | <u>Yes</u> | <u>No</u> | |
|------------|-----------|--|
| _____ | <u>x</u> | Changes in existing features or any bays, tidelands, beaches, lakes, or hills, or substantial alteration of ground contours? |
| _____ | <u>x</u> | Changes to a scenic vista or scenic highway? |
| _____ | <u>x</u> | A change in pattern, scale or character of a general area? |
| _____ | <u>x</u> | A generation of significant amount of solid waste or litter? |
| _____ | <u>x</u> | A violation of air quality regulations/requirements, or the creation of objectionable odors? |
| _____ | <u>x</u> | Water quality impacts (surface or ground), or affect drainage patters? |
| _____ | <u>x</u> | An increase in existing noise levels? |
| _____ | <u>x</u> | A site on filled land, or on a slope of 10% or more? |
| _____ | <u>x</u> | The use of potentially hazardous chemicals? |
| _____ | <u>x</u> | An increased demand for municipal services? |
| _____ | <u>x</u> | An increase in fuel consumption? |
| _____ | <u>x</u> | A relationship to a larger project, or series of projects? |

Explain all "Yes" responses (attach additional sheets or attachments as necessary):

CERTIFICATION: I hereby certify that the statements furnished above and in attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Signature: Cheryl Vasquez Prepared For: Levi Family Partnership
 Date Prepared: 6-11-08

PROJECT DESCRIPTION FOR MANHATTAN ACADEMY

1740, 1808 AND 1826 MANHATTAN BEACH BLVD.

It is the desire of the applicant to tie the use of the two existing properties at 1740 and 1808 together with the new site at 1826 under a single Conditional Use Permit so that the sites at 1808 and 1826 operate as satellite site expansions to the main Manhattan Academy school facility located at 1740 Manhattan Beach Blvd.

1740 SITE - Existing main school campus building

This building provides both preschool and elementary uses as well as the administrative offices for the school. The permitted capacity at this site is 145 students. No changes are proposed for this site.

1808 SITE - Auxiliary site

This site currently provides elementary school uses only. No changes are proposed to the building.

The only proposed change involves a converting the existing parking lot to a playground.

The site currently operates as an elementary school with 4 classrooms and a gymnasium. The maximum number of students permitted by the fire department is 49 rather than the 60 permitted under the current CUP for the site.

1826 SITE - New site addition to Manhattan Academy

The proposal is for an additional facility converting the existing improvements to 4 classrooms, an outdoor play area and a new parking plan with 5 parking places including 1 handicap parking space.

Combined operational use of the 1808 and 1826 sites to the main operation at 1704

It is the applicants desire to have the flexibility of providing not only elementary but also middle school at the 1808 and 1826 sites, and possibly preschool at the 1826 site. The maximum number of students for 1808 would be 49 and the maximum number for 1826 would be 105.

Combined parking

The three sites combined would provide a total of 17 parking spaces (12 currently exist at 1740, the 7 at 1808 would be eliminated and 5 would be provided at 1826). Currently, the existing parking spaces at 1808 are not utilized at all. Manhattan Academy has a ride share program for its teachers. It is anticipated that all staff and teachers will use only the parking at 1704. (See supplemental information labeled as "Manhattan Academy Transportation and parking Program".)

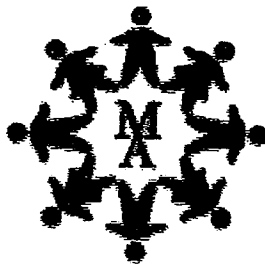
Student drop-off and pick-up

The applicant requests the approval of curb side drop-off and pick-up in front of 1826 similar to that provided in front of 1740 and 1808 during peak arrival and departure times. There are currently 4 metered on-street parking spaces in front of 1826.

The curbs in front of 1740 and 1808 are labeled for loading only. The applicant proposes that off street parking areas could be used by the general public during non drop off and pick up times and that a signage program be developed for such a joint use. The greatest demand for street parking is generally during the lunch hour or between about 11:00 am and 2:00 pm which would not conflict with the schools use of the spaces during the morning and mid to late afternoon.

Trash collection

The applicant would like to place trash for the 1826 site at the trash enclosure area at 1808. The cleaning service people at 1826 would need to carry the trash a little over 100' between the 2 properties.



4/10/2008

Manhattan Academy

1740, 1808 and 1826 Manhattan Beach Blvd.

Operational Information:

All sites will be under the umbrella of Manhattan Academy. The new site, located at 1826-1832 Manhattan Beach Blvd. is necessary to accommodate additional students from the community and surrounding areas who remain on our waiting list. Each teacher will be assigned to a designated classroom and there will be no co-mingling of instructors within various buildings. The new building at 1826 is to have four new classrooms in addition to existing four classrooms at 1808 Manhattan Beach Blvd. Currently we have no outside playground for students at existing 1808 building. We are proposing playgrounds at our existing 1808 site as well as an additional one at our new 1826-1832 site.

Hours of Operation:

1808 Building:

Currently, our operating hours at 1808 are 8:15 a.m. to 3:15 p.m. Our morning drop-off hours at the 1808 site are 7:00 a.m. to 8:00 a.m. Afternoon pick-up is from 4:00 p.m. until 5:00 p.m.

1826 Building:

We are proposing the same schedule as the 1808 site to help mitigate traffic congestion.

1740 Building:

Hours of operation for the 1740 site are from 9:00 a.m. to 2:30 p.m. Morning drop-off hours at our 1740 site are from 8:30 a.m. to 9:00 a.m. Afternoon pick-up is from 5:00 p.m. to 6:00 p.m.

Only 15% of our students require late pick-up. That way we're not impacting Manhattan Beach Blvd. at the end of the business day for non-education folks.

Current and Proposed Enrollment:

Our current student enrollment at our 1808 building is forty five with a capacity of 49. The number of teachers at that site is four. Our current enrollment at the 1740 site is 145 students. The number of teachers is seven. We are proposing that number remain the same. At the new 1826 site, we are proposing a student capacity of 105 with four classrooms, and a teacher population of four as well.

Because we are a school, our peak times of operation are and will be 8:15 a.m. until 3:15 p.m. During these hours, no traffic whatsoever is incurred. Because we have noticed that several non-Manhattan Academy cars are utilizing the loading and unloading parking spots on the street in

front of 1808 for long term parking, Manhattan Academy is willing to have paid parking meters placed in front of 1808 with permitted loading and unloading times for school parent body in order to facilitate safety and mitigate possible traffic congestion.

Required outdoor space:

At our 1740 building, we provide seventy five square feet of outdoor space per child as mandated by the California Department of Social Services. We stagger recess times to adhere to these regulations. Currently at 1808, we utilize our gymnasium for physical fitness. We are requesting the use of the outside space currently an unused parking lot be converted into an outdoor playground. For the sake of the children's health and well-being, we are requesting this outdoor space, because up until this point, we have not been able to fulfill the demands of the families of Manhattan Beach to provide adequate outdoor space. There is no outdoor space requirement for elementary or middle school students.

Enrollment for 2008-2009:

Our re-enrollments for the 2008-2009 school year have suffered a major setback. Several parents in our elementary through middle school program, and from our elementary wait list, have currently not re-enrolled as they are holding off as long as possible to see if the City of Manhattan Beach will grant our request to convert the 1808 parking lot into outdoor yard space, and to see the expansion of the new 1826 site. Using the unused parking lot at the 1808 site for outdoor space will not impact staff parking as we will have adequate parking availability at 1740 and 1826. We have a schematic that illustrates our proposed play space for the new 1826 building.

Trash

We would like the trash enclosure at 1808 to remain in its current location and also be used for the new 1826 site, as the size of the current trash bin is more than adequate to handle the trash from both sites.

4/11/2008

Manhattan Academy Transportation and Parking Program

Parking Currently Available:

1740 Manhattan Beach Blvd.	12 parking spots
1808 Manhattan Beach Blvd.	7 parking spots

Transportation Usage for Faculty and Staff at 1740 and 1808 sites:

3 take the bus – 3 teachers – no spots taken
2 ride bikes – 2 teachers – no spots taken
1 transported by spouse – 1 teacher – no spots taken
4 ride share – 4 teachers – 2 spots taken
1 Director – single ride – 1 spot taken
2 teachers – 2 single rides – 2 spots taken

7 unused parking spots at the 1740 site
7 unused parking spots at the 1808 site
5 total parking spots currently being used

Proposed Parking:

1740 Manhattan Beach Blvd.	12 parking spots
1808 Manhattan Beach Blvd.	0 parking spots
1826 Manhattan Beach Blvd.	5 parking spots

Transportation Usage for Faculty and Staff at 1740 and 1808 sites will remain the same:

3 take the bus – 3 teachers – no spots taken
2 ride bikes – 2 teachers – no spots taken
1 transported by spouse – 1 teacher – no spots taken
4 ride share – 4 teachers – 2 spots taken
1 Director – 1 single ride – 1 spot taken
2 teachers – 2 single rides – 2 spots taken
4 new teachers at the 1826 site not yet hired, will probably use the parking spots unless they use our ride share program
Total parking spots used by staff will be a maximum of 9
Total unused parking spots at all three sites will be 8

Incentive for gas conservation and traffic mitigation:

Striving to be energy efficient, Manhattan Academy is “going green” by shutting off computers, copiers, printers, lights and all other utilities on nights and weekends. Nine thousand square feet of outdoor grass areas has been converted to artificial turf to reduce the need for watering our grounds. All shrubs around the new turf are being replaced by low maintenance plants or ice plants that require either a drip system or hand watering once a week. This procedure eliminates the need for sprinklers that waste a lot of water. All lights are slowly being converted to energy

saving bulbs or fluorescent light fixtures. The lighting in the 1808 building has already been converted. For example at the new 1826 site, we are proposing to use only energy saving materials, central heating that will have individual thermostats per room, extra insulation to keep out the hot air during the summer and the cold air during winter months, etc.,etc..

Manhattan Academy encourages its staff to use our Ride Share Program or alternative forms of transportation. A form of compensation is given to those staff members who do not drive alone, ride their bikes, use the rapid transit, etc. We always encourage parents to carpool. There is a drop-off and pick-up lane in front of each building for the children. Children are escorted into the buildings when dropped off and helped with pick-up as well. The same procedure will be implemented at the new 1826 building.

Angelica Ochoa

From: Anna Luke
Sent: Tuesday, September 09, 2008 8:53 AM
To: Angelica Ochoa
Cc: Roy Murphy
Subject: Manhattan Academy Project

Hi Angelica,

After further review of the Manhattan Academy Project, Public Works determined the project will require a trash enclosure built to the PW standard per the following PW note:

All trash enclosures shall be enclosed, have a roof, built in such a manner that storm water will not enter, and a drain installed that empties into the sanitary sewer system. Floor drain or similar traps directly connected to the drainage system shall be provided with an approved automatic means of maintaining their water seals. See 1007.0 Trap seal Protection in the Uniform Plumbing Code. Contact the City's refuse contractor for sizing of the enclosure. **Drawings of the trash enclosure must be on the plan, and must be approved by the Public Works Department before a permit is issued. See Standard Plan ST-25.**

Thanks,

Anna

Anna Luke


Public Works Management Analyst

City of Manhattan Beach

(310) 802-5363 office

(310) 802-5301 fax

aluke@citymb.info

 Please consider the environment before printing this email.

Angelica Ochoa

From: Kevin@MarquisCollection.com
Sent: Wednesday, September 10, 2008 1:16 PM
To: Angelica Ochoa
Subject: Proposed business expansion of Manhattan Academy

----- Original Message -----

From: Kevin@MarquisCollection.com
To: aochoa@citimb.info
Cc: mjamespace@gmial.com
Sent: Tuesday, September 09, 2008 5:24 PM
Subject: Proposed business expansion of Manhattan Academy

Dear Angelica,

This letter is in reference to the proposed business expansion of Manhattan Academy and the increasingly NEGATIVE affect it will have on the surrounding residential neighborhood due to the current lack of adequate parking at Manhattan Academy

- 1) Staff and Parents ALREADY use our street extensively (11th street) due to the lack of adequate parking at Manhattan Academy.
- 2) We the residents, feel that Manhattan Academy MUST provide adequate parking for their Staff and Customers. Our residential street is NOT a business parking lot.

Thank you for your attention to this matter.

Kevin Lee
1746 11th Street

----- Original Message -----

From: Angelica Ochoa
To: kevin@marquiscollection.com
Sent: Wednesday, September 10, 2008 12:55 PM

Angelica Ochoa
Assistant Planner
City of Manhattan Beach
Community Development Dept.
Planning Division
(310) 802-5517 (P)
(310) 802-5501 (F)

Angelica Ochoa

From: Hines, Cheryl [Cheryl.Hines@macerich.com]
Sent: Wednesday, September 10, 2008 1:58 PM
To: Angelica Ochoa
Subject: Manhattan Academy public hearing

Dear Ms Ochoa and members of the Planning Commission,

I understand from the staff report that tonight the Planning Commission will hear public testimony on the proposed project. I live on 11th street between Redondo and Harkness and am familiar with the area. I would like to share my thoughts regarding the proposed project.

There currently are a number of significant traffic generators in the local area at peak times. The middle school at drop off and pick up times around the Manhattan Beach Blvd (MBB) and Redondo intersection and surrounding streets as well as the Trader Joe's near MBB and Aviation Blvd. Cars overflow the left turn into Trader' Joe's onto MBB almost exactly across from the proposed development. I have concerns about the loading and unloading area working in this area.

I am cautious about the idea of restricting the meters to allow for loading and unloading. The adjacent street parking on MBB and Harkness in the vicinity of the proposed school is heavily used due to the number of multi-family units in the area as well as the commercial uses. Early morning has most of the available parking spaces filled which leads me to believe that they are residents parking overnight. If these spaces are no longer available for overnight parking, the cars will shift onto the adjacent residential streets. While you could tow the cars parked in the loading zone, the immediate need to pick and drop off will be occurring outside of the intended area. Based upon the current parking, I am concerned that allowing the school to reduce their parking requirement will not be adequate.

I don't know why you would not require a trash enclosure for the new use. Carting trash down the street to the other building doesn't sound very plausible.

I have had issues with the landscape crew at Manhattan Academy starting work on weekends before allowed per the noise ordinance. I hope they will try to be better neighbors.

Thank you for your consideration of these comments.

Cheryl Hines



Please consider the environment
before printing this message.

size parking spaces as originally designed. He indicated that the Variance request for the additional height is not related to the LEED certification, and he has a concern of setting a precedent with the parapet and towers being taller than the Code allows. He commented that he could support the Variance request if it were only to allow additional height above the maximum permitted for the tower elements and not the parapet.

Commissioner Paralusz said that she also supports the project and commends the developer in addressing the concerns of the neighbors and Commissioners. She indicated that she is concerned with placing the remediation equipment at the western corner of the property, and it still is unknown whether it would generate a large amount of noise or if the mitigation measures would be successful. She commented that she would prefer that the equipment be moved closer to Sepulveda Boulevard. She stated that she supports the recommendation that the landscaping around the remediation unit be put in immediately which would help alleviate her concern with the location of the equipment. She indicated that she is satisfied with the recommendations of the Traffic Engineer regarding the parking and supports the changes.

In response to a question from Chairman Lesser, Director Thompson said that staff feels the concerns regarding the proposed location of the remediation equipment have been properly addressed. He indicated that a condition can be drafted to address issues regarding the noise and location of the equipment. He said that staff would support the equipment being placed in one of the surplus parking spaces which would provide motivation for it to be removed as soon as possible in order to provide an additional parking space.

Chairman Lesser stated that he also supports the project and commended the applicant on designing the first LEED certified building at the gateway to the City. He commented that the project also is less dense than the maximum that would be permitted on the site. He stated that it would not appear substantially higher than the surrounding buildings in the area even though it would exceed the City's height requirements. He said that he can make the findings for the Variance request based on the topography of the site. He commented that he supports the parking plan as presented. He said that he would support the comment of Commissioner Seville-Jones that the project be required to come back before the Commission if any additional equipment other than the oxygenation unit is determined to be necessary.

Commissioner Fasola commented that he will vote to approve the project but does have concerns regarding granting the height Variance.

Action

A motion was MADE and SECONDED (Seville-Jones/Powell) to **APPROVE** a Use Permit and Variance for Construction of Two Commercial Buildings Located at the Northwest Corner of Sepulveda and Manhattan Beach Boulevards with the additional condition drafted by staff to address the issues regarding the oxygenation unit including shielding from the neighborhood; that the landscaping plan including planting of a 36-inch box tree be implemented at the time the site is occupied; and that the equipment for the oxygenation unit be placed within a surplus parking space.

AYES: Fasola, Paralusz, Powell, Seville-Jones and Chair Lesser
NOES: None.
ABSENT: None.
ABSTAIN: None.

Director Thompson explained the 15-day appeal period and said that the item will be placed on the City Council's Consent Calendar for their meeting of October 7, 2008.

E. PUBLIC HEARINGS (NEW)

1. Consideration of a Use Permit for an Expansion at 1826-1832 Manhattan Beach Boulevard of an Existing School (Manhattan Academy) Located at 1740 and 1808 Manhattan Beach Boulevard

Assistant Planner Ochoa summarized the staff report. She provided the Commissioners with three additional letters that staff received after the staff report was prepared. She indicated that the proposal is to combine an existing site for a private school at 1740 and 1808 Manhattan Beach Boulevard with a new site at 1826-1832 Manhattan Beach Boulevard. She stated that the Use Permit would allow the change of use from an existing auto repair, glass store, drycleaners and computer service to a school use. She indicated that the proposal is to retain the existing building of the main school at 1740 Manhattan Beach Boulevard and to increase the total number of students from 145 to 155 and the number of teachers from 6 to 9 at that site. She indicated that the proposal is also to convert existing parking lot to a play area and offer a middle school program at 1808 Manhattan Beach Boulevard. She said that they are also proposing to convert existing buildings into classrooms and convert a portion of the existing parking lot to a play area at 1826 and 1808 Manhattan Beach Boulevard. She indicated that the proposal is to combine all three sites into one Use Permit with 1740 Manhattan Beach Boulevard as the main site and the other two properties as satellites.

Assistant Planner Ochoa indicated that the existing play area is proposed to increase from 5,600 to 11,995 square feet. She indicated that there currently are 20 parking spaces which is proposed to decrease to 17. She stated that the total number of employees is proposed to increase to from 12 to 19 and the total number of students is proposed to increase from 194 to 300. She commented that notice was mailed to property owners within 500 feet and published in the Beach Reporter. She said that staff received three letters and one phone call with concerns regarding parking and traffic circulation. She indicated that there was a suggestion by the Police Department that signage be posted at the loading zone and a requirement by the Public Works Department that a trash enclosure be provided for the new site. She indicated that 23 parking spaces are required, and staff feels 19 spaces is adequate in order to provide parking for each employee and four visitor spaces. She said that recommends restriction of the meters at 1826-1832 Manhattan Beach Boulevard during peak hours and unrestricted access during all other hours. She said that staff would recommend limiting the maximum number of employees for the school in order to reduce the parking demand.

In response to a question from Commissioner Powell, Traffic Engineer Zandvliet said that the parking demand will increase because of the additional number of employees to service the new classrooms. He commented that the parking requirement has been considered separately from the loading and unloading area.

Cheryl Vargo, representing the applicant, said that the school currently consists of three campuses. She commented that there is also a campus for toddlers located at 1544 Manhattan Beach Boulevard which is not involved as part of the subject proposal. She indicated that the main campus at 1740 Manhattan Beach Boulevard includes a preschool and elementary school, and the proposal is to add three teachers and ten children at that site. She indicated that the campus at 1808 Manhattan Beach Boulevard has four classrooms with 49 children and four teachers. She indicated that the properties at 1740 and 1808 Manhattan Beach Boulevard currently have separate Conditional Use Permits. She indicated that the new facility at 1826



Manhattan Beach Boulevard is proposed as an elementary and middle school with four classrooms and four teachers. She commented that no new buildings are proposed for the site at 1826 Manhattan Beach Boulevard; however, the existing structures will be significantly renovated. She said that they feel 17 parking spaces would be more than adequate to serve the facility because they have a very successful ride share program and incentives. She indicated that currently three of the teachers take the bus, two ride bicycles, four rideshare, one is dropped off, and two drive independently. She said that currently 5 of the 12 spaces provided for employees are being utilized at 1740 Manhattan Beach Boulevard, and the spaces at 1808 Manhattan Beach Boulevard are not used because there is no need. She stated that there is a great need for an additional outdoor play area. She indicated that there are incentives for the teachers to rideshare, and the Traffic Engineer has recommended that an annual report be submitted to the Community Development Department in order to demonstrate how the program is working.

Ms. Vargo said that currently there is 100 feet of curb in front of 1740 Manhattan Beach Boulevard that is utilized for loading and unloading. She indicated that they would like for signs to be posted to provide for loading and unloading between 7:30 a.m. and 9:00 a.m. and 2:30 p.m. to 4:00 p.m. She commented that the loading area could be utilized for parking during other hours of the day, although they felt it may be better for it to be designated as only a loading zone. She said that they would like for signage to designate the area in front of 1808 Manhattan Beach Boulevard for loading and unloading during peak hours and to allow public parking during other hours. She commented that there are currently four meters in front of 1826 Manhattan Beach Boulevard which they are proposing be restricted to loading and unloading during peak hours. She indicated that they do not feel the businesses in the area are competing for street parking during the peak hours of the school. She said that they are requesting that a cap not be placed on the number of employees. She indicated that any change in the requirements by the Department of Social Services for the preschool would impact the number of teachers that they would need. She suggested that a condition could possibly be placed in the Use Permit that they would need to come back before the Commission if they did not meet the goals of the ride share program and parking becomes a concern. She commented that the loading and unloading zones work very well, as the hours for classes of the different age groups are staggered. She said that they would not want to be required to install a trash enclosure at 1826 Manhattan Beach Boulevard and are proposing to use the existing trash enclosure at 1808 Manhattan Beach Boulevard for both properties. She commented that the trash could be carried to the existing enclosure from 1826 Manhattan Beach Boulevard. She said that the existing trash enclosure is very large and has requirements. She commented that there is a great need to expand the school and provide additional outdoor space at 1808 Manhattan Beach Boulevard, which is the reason they acquired the additional property. She pointed out that the school will have a business license that will generate some revenue for the City, and the need for the school to expand outweighs the need for the replacement of the existing retail uses. She commented that the site is not large enough to redevelop as retail given the current requirements for parking, the amount of space needed for a retail use, and its location in the middle of the block.

Chairman Lesser opened the public hearing.

Audience Participation

Marsha Marr, representing the applicant, said that the school currently consists of three buildings, and the existing building located near to Pollywog Park is not associated with the proposal. She indicated that the building at 1740 Manhattan Beach Boulevard operates between 7:00 a.m. and 6:00 p.m. She indicated that parents may drop off their children at any

time between 7:00 a.m. and 9:00 a.m., and most arrive after 8:00 a.m. She indicated that they offer curbside service between 8:00 a.m. and 9:00 a.m. where teachers meet students at their cars at the loading zone and escort them into the school. She indicated that the students arrive between 7:30 a.m. and 8:10 a.m. at the elementary campus at 1808 Manhattan Beach Boulevard. She said that the elementary campus is small and has little impact to the morning traffic flow on the boulevard. She commented that some of the preschool children leave the main building at noon. She said that the afternoon pick-up hours are between 2:30 p.m. to 6:00 p.m. She commented that staff has observed and praised the school for the smoothness of their afternoon dismissal procedure at the main campus at 1740 Manhattan Beach Boulevard. She said that each parent that arrives at the loading zone has a bright placard with their child's name and classroom number which is easily visible to the teacher at the curb. She indicated that the teacher then calls with a walkie-talkie for the student to be brought out of the building. She said that the children are waiting in the lobby during the pick up time which reduces the time that each car is stopped to load their child. She stated that there is never a time period where there are an abundance of children leaving at the same time. She said that there are staggered dismissal times for the classes at the main building. She commented that 50 percent of the students at the elementary campus stay for extended hours to use their homework club. She stated that the children who do leave at 3:15 p.m. are stationed at the front steps ten minutes early and are escorted to the appropriate car.

Ms. Marr said that they have been told that the students at the new building at 1826 Manhattan Beach Boulevard would need to be dropped off and picked up at 1808 Manhattan Beach Boulevard. She stated that dropping the students off at 1808 Manhattan Beach Boulevard would require them to walk across the driveways for Tomboy's which would be dangerous and result in parents waiting longer at the drop off area to make certain their child makes it to the building safely. She indicated that they are requesting to instead use the same procedures at the new campus that they currently use for the other two buildings.

Marisa Levy said that she is working with Manhattan Academy and the City to incorporate green alternative building practices at their new site, and their goal is for the new structure to be LEED certified. She indicated that environmentally friendly measures they plan to include are updating the roofing material to be highly reflective; replacing all of the lighting fixtures and bulbs; adding ceiling insulation to decrease energy output; updating the heating and electrical systems to decrease energy output; replacing the windows; incorporating new plumbing fixtures to reduce water use; using turf for part of the site rather than lawn to reduce water use; using paint and carpet that are certified to not emit volatile organic compounds; and reducing waste through recycling and composting. She commented that using environmental friendly practices is a good method of teaching children about the environment and measures to help protect it.

Commissioner Powell commented that the City's annual arts festival is on Sunday, September 14, 2008, from 11:00 a.m. to 4:00 p.m. with a theme of environmentally friendly practices. He commented that it is on Manhattan Beach Boulevard from Highland Avenue to Valley Ardmore.

Alisha Crew, a student of the Academy's middle school, said that the gymnasium at the school is very hot and small which results in more frequent injuries to the students and insufficient space to allow for any team sports. She commented that the students become so hot in the gym that recess and exercising are not enjoyable. She pointed out that fresh air, sunlight and exercise are very important for growth and health. She said that team sports can only be played outdoors. She commented that not all of the students have a large yard at home where they can play outdoors and would benefit very much from a larger outdoor play area at school.

Kevin Lee, a resident of the 1700 block of 11th Street, said that he supports the school but has concerns regarding the amount of parking provided with the new proposal. He indicated that staff and parents have parked on 11th Street over the past couple of years. He said that he has a concern that the plans reduce the amount parking while expanding the school. He commented that there have been occasions where cars have parked extending into his driveway. He pointed out that parents also assist in the classrooms in addition to the staff, and there are occasions when the parents park on the surrounding streets to visit the school.

Jennifer Decosta-Coslo said that no resident is immune to the problem of parking in the City, which can be very frustrating. She pointed out that Manhattan Academy is one of seven schools in the area, and the parents who parking on the adjacent streets are most likely visiting one of the other schools. She commented that the curb side check-in is very efficient in regulating the traffic flow in and out of the loading zone. She commented that she lives in Playa del Rey and was lucky to find Manhattan Academy. She indicated that the school is setting a very good example with its rideshare program. She indicated that there is also an incentive for the teachers and staff to take public transportation to the school. She indicated that the school is filling the need for early childhood education in the community, and they have a great need for additional space for classrooms and open play area.

Heather McCall said that the school supports their employees carpooling and using public transportation. She commented that she is a teacher at the school and rides her bike to work. She said that there is a desperate need for additional outdoor area at the school. She said that the teachers currently must walk the children to the park or other outdoor areas to play. She indicated that the proposal would provide an outdoor play area on site and would prevent the need to walk the children down the busy boulevard.

Melanie Patterson said that she highly values the school as a parent of one of the students. She said that the expansion of the school is long overdue, and additional outdoor space would allow the children to have much more physical activity. She pointed out that most of the City's residents chose to live in the area because of the great weather.

Julie Caru said that there is a need and demand for private schools in the area, and there are not many options in the community. She commented that there is an issue of traffic on 11th Street during the afternoon hours when parents are picking up their children; however, it is not a result of the parents from Manhattan Academy. She pointed out that one of the rules of a Montessori school is that the parents must leave their children and not visit the classrooms, and the majority of the parents use the curbside check-in procedure.

Dalia Wheeler indicated that she and her husband are not residents of Manhattan Beach, and they came to the school in order to provide a better education to challenge their children. She said that they do shop in Manhattan Beach although they are not residents because their children are at the school and her husband works in the City.

Chairman Lesser closed the public hearing.

Discussion

Commissioner Paralusz said that she generally supports the proposal; however, she has concerns regarding the parking. She indicated that the proposal is to increase the number of students and staff by 50 percent, and she wonders if the parking should correlate. She said that she realizes that there is an incentive for ride sharing, but she has concerns regarding its effectiveness in the future particularly if no cap is placed on the number of staff. She asked if

staff feels there is sufficient parking as proposed.

Traffic Engineer Zandvliet said that he also had concerns regarding the parking. He indicated that he would be comfortable with 23 parking spaces being provided to allow one space for each employee and four for visitors. He indicated that he suggested placing the cap on the number of employees. He said that there are different requirements for the number of teachers for each class according to the age group. He said that he has a concern with reducing the number of parking spaces below 23, and the proposal is for 17 to be provided. He stated that the school's rideshare incentive program would be in place that would be periodically reviewed by the City. He indicated that the Use Permit would be brought back before the Commission if it is determined that the applicant is not in compliance with the rideshare program. He said that there is not a guarantee that the success of the current rideshare plan would remain the same in the future. He said that it should be imperative that the employees park on site and not in the surrounding residential or commercial street parking spaces. He said that it cannot be guaranteed that the street spaces would always be available because of future traffic demands or the need for additional turn lanes. He stated that the City does traditionally allow for loading zones in front of public schools. He indicated that the proposal is for loading during certain hours and to allow for parking during other hours for the neighboring commercial businesses or visitors to the school.

In response to a question from Commissioner Paralusz, Traffic Engineer Zandvliet said that signage could be placed to identify the loading zone at the request of the school or an administrative decision of the City without going through the Use Permit process. He said that including it as a condition or requirement of the CUP ensures that signage will be provided.

In response to a question from Commissioner Seville-Jones, Traffic Engineer Zandvliet said that there are currently loading zones in front of the buildings at 1740 and 1808 Manhattan Beach Boulevard. He indicated that he has not had an opportunity to study the request for the proposed loading zone in front of 1826 Manhattan Beach Boulevard.

Commissioner Seville-Jones commented that she has a question regarding the determination of the maximum number of employees, as some teachers may visit the school for only a short time to supplement classrooms.

Traffic Engineer Zandvliet said that employees would count as anyone who is paid whether part time or full time. He indicated that volunteers would not count as employees. He indicated that the site is very constrained, and any space that is allocated for parking results in a reduction in the amount of open space. He commented that the required amount of open space for the school is regulated by Social Services, which determines the total number of students that they are able to accommodate. He indicated that limiting the number of employees would limit the number of children within certain grade levels. He said that he does not feel parking structures would be a reasonable alternative for providing parking because the sites are very small and the ramps would require a great deal of space. He stated that rooftop open space would require raising the height of the building to create fencing. He indicated that the only alternative option would be to provide for an off-site parking area.

Commissioner Fasola indicated that it would be difficult to regulate and limit the number of employees, as there are also volunteers.

In response to a question from Commissioner Fasola, Traffic Engineer Zandvliet indicated that there is not a parking requirement in the Code for schools in the City, and it is determined for the individual CUP and the Community Development Director.

In response to a question from Commissioner Powell, Traffic Engineer Zandvliet said that the Parking Generation Handbook by the Institute of Transportation Engineers recommends one parking space per classroom with some additional parking for visitors, and his recommendation for the subject proposal is in the same range. He indicated that the City's public schools provide about 40 parking spaces for 300 students. He said that the state architect controls the amount of parking for public schools, and the City has no jurisdiction.

In response to a comment from Chairman Lesser, Traffic Engineer Zandvliet said that the recommended number of parking spaces is the minimum number for the daily operation of the school. He said that parking for any special events, sporting events, or social activities would spill out into the adjacent streets.

Chairman Lesser said that he supports the school but would like to determine further study that would be helpful to the Commission in considering the project. He indicated that he would like more information regarding the impact to traffic on Manhattan Beach Boulevard during the morning and afternoon rush hour periods. He said that he also would like further information regarding whether 23 parking spaces would be appropriate and regarding the requirement of the state architect for public schools. He said that he would also like further study on the potential impact to ancillary streets of 11th Street and Harkness Street, particularly in conjunction with the other nearby schools. He said that he also would want more information as to whether 180 feet in length is sufficient for a loading zone, particularly with the proposed increase in students. He commented that he has a concern that cars queuing in the loading zone could become an issue notwithstanding the staggered times of the classes.

Commissioner Powell said that he also would like additional information regarding potential traffic impacts on the side streets.

Commissioner Seville-Jones asked about the possibility of providing crosswalks on Harkness Street or signs to provide additional safety for any pedestrian traffic between the three campuses.

Traffic Engineer Zandvliet said that a study has not been done for Harkness Street. He indicated that signs and high visibility warnings have been added on Manhattan Beach Boulevard.

In response to a question from Commissioner Fasola, Traffic Engineer Zandvliet stated that there probably is not a large number of students who live within walking distance to the school.

Commissioner Paralusz commended the applicant on their operation and said that she generally supports the project. She indicated, however, that she has concerns regarding the parking and the request by the school to have no cap on employees. She said that she would also like additional information regarding the safety of the proposed loading zone with regard to crossing the driveway for Tomboy's. She said that she would like further information regarding the requirement for a trash enclosure. She commented that one or two letters were received in opposition to waiving the requirement for a trash enclosure for 1826 Manhattan Beach Boulevard. She asked about the feasibility of moving trash across the Tomboy's parking lot from one site to another. She said that it is important to balance the needs for parking with the need for open space. She commented that she is not as concerned with a decrease in revenue with the loss of retail, as parents of the students utilize other businesses in the area.

Commissioner Seville-Jones commended the students of the school for their community

involvement. She said that she is generally in support of increased open space; however, there is a problem with the size of the expansion in relation to the number of parking spaces. She said that she does not feel she will be convinced that the amount of parking is acceptable given the size of the expansion that is proposed. She said that there needs to be consideration for either limiting the number of students or increasing the amount of parking. She said that she would be more in favor of limiting the number of students or classrooms rather than the number of employees. She commented that she is generally in favor of the loading zone as proposed, although it is possible that further study could raise concerns. She indicated that she also would like more information regarding the requirement for an additional trash enclosure and the amount of trash that would be generated at the new building. She commented that she does recognize that it can be difficult to integrate a trash enclosure into a building design and that there may be a need to consolidate it at one site.

Commissioner Powell said that he agrees with the comments of the other Commissioners. He also commended the school and recognizes the need for more open space. He said that he is not certain if it would be more appropriate to limit the number of students or employees. He suggested the possibility of providing a separate parking or drop off area and shuttling the students and employees to the school. He commented that there is no guarantee that the current rideshare program will continue to be as successful in the future, and the Commission must take into consideration the future use of the site. He indicated that having a separate drop off point may help in alleviating the concerns regarding parking and the safety of children being dropped off and picked up along a busy street.

Commissioner Fasola indicated that he supports the expansion of the school; however, he also has concerns with the parking as proposed. He said that a 50 percent increase in the number of students would require at least 50 percent more parking. He commented that he would like more information regarding the state architect's parking requirements for public schools. He indicated that he is not concerned with the loading zone as proposed. He asked whether it would be fair to allow the school to take their trash across Tomboy's. He said it would be appropriate for staff to require a trash enclosure. He said that he would not support capping the number of employees and would want requirements that are much easier to enforce.

Chairman Lesser indicated that he supports the expansion of the school and that there is a real need for additional open space. He stated, however, that the Commission needs to be concerned with the parking and traffic as it impacts the entire community. He said that he would like to see alternative proposals for a smaller school. He stated that he also has concerns with limiting the number of employees, as the requirements of Social Services for the number of staff members in relation to the number of children may change. He stated that the number of students determines the total number of trips and parking requirements for the site. He commented that he would like further study to be done regarding the trash enclosure. He said that he also would like further information regarding the loading area as well as parking requirements.

Director Thompson summarized that the Commission has concerns and would like further information regarding the number of students; regarding the parking demand and if there are other opportunities on the properties to provide parking; and regarding the loading area and its relation to Tomboy's.

Chairman Lesser reopened the public hearing.

Ms. Vargo pointed out that it does not seem that the Commission has given credit to the effectiveness of the ride share program that the school has in place and the fact that the existing

parking spaces are not fully utilized.

Chairman Lesser commented that the Commission is seeking further analysis from the Traffic Engineer regarding whether the parking as proposed is appropriate.

Commissioner Paralusz indicated that the ride share program is one of the factors that the Traffic Engineer will take into account in considering the parking. She said that while the ride share program is currently very successful, the Commission also needs to take the future use of the site into consideration if there is a growth or turnover in staff.

Ms. Marr pointed out that there are many students who do walk to the school. She stated that they have moved their larger events such as their holiday program to other venues rather than impact the neighbors. She commented that the trash is moved at 8:00 at night after the peak hours for Tomboy's. She also pointed out that they do composting of much of the trash from the school.

Chairman Lesser closed the public hearing.

Action

Chairman Lesser moved to **CONTINUE** a Use Permit for an Expansion at 1826-1832 Manhattan Beach Boulevard of an Existing School (Manhattan Academy) Located at 1740 and 1808 Manhattan Beach Boulevard to October 22, 2008.

At 9:30 a 10 minute recess was taken.

F. BUSINESS ITEMS

Amendment to the Planning Commission's Decision Approving a Driveway Vehicular Turntable for a New Duplex at 729 Manhattan Beach Boulevard

Commissioner Fasola indicated that he was the architect for the driveway turntable at the home next door to the subject property and submitted a proposal to the applicants for construction of the subject project. He indicated that he is recusing himself from consideration of the issue to avoid any potential conflict of interest.

Assistant Planner Danna summarized the staff report. He indicated that the turntable is proposed in order to comply with Manhattan Beach Code Section 10.64.130A which prohibits backing out across a property line at Manhattan Beach Boulevard. He indicated that the Commission previously determined that one turntable serving two residences would be appropriate for the subject applicants. He stated that the plans submitted by the applicants for the August 22 and October 24, 2007 meetings showed a 20 foot turntable, and the current site plan submitted for the building permit show the turntable with a 14 foot diameter. He indicated that the applicant is proposing a non permanent 15'4" diameter turntable with a turning surface of 13'4". He said that staff's concern is that the turning surface is insufficient for turning larger vehicles and that it is a non permanent structure that can be easily moved or relocated. He said that staff's rationale for requiring a 20 foot permanent structure is to accommodate larger vehicles and to prevent the turntable from being removed or relocated to the side. He indicated that the Traffic Engineer has concluded that a 13'4" diameter turning surface is insufficient to effectively serve the residential parking needs for the project and recommends that the turntable be at least 18 feet in diameter. He stated that staff supports the recommendations of the Traffic

Engineer. He said that staff requests that the Commission review the proposal and provide direction.

In response to a question from Chairman Lesser, Traffic Engineer Zandvliet said that his concern is access into the driveway and the maneuverability of cars onto the turntable coming from a higher speed on a busy street. He said that drivers backing onto the turntable from the garage may also have difficulty maneuvering onto it from different angles. He said that the smaller diameter limits the ability to maneuver onto the turntable. He said that larger turntables are available at similar pricing and would not be a hardship.

In response to a question from Chairman Lesser, Traffic Engineer Zandvliet said that Code Section 10.64.130A is similar to codes in other cities that restrict backing out onto major arterial streets. He commented that most properties have a sufficiently wide area to provide for a circular driveway with sufficient turning radius for cars to turn and pull out forward onto the street. He indicated that the subject site is very confined, and a turntable is a practical solution.

In response to a question from Commissioner Lesser, Traffic Engineer Zandvliet indicated that the radius of the turntable for the property adjacent to the subject site is 19 or 20 feet.

In response to a question from Commissioner Paralusz, Traffic Engineer Zandvliet indicated that the turntable on the property adjacent to the subject site is built into the ground and would be considered permanent. He indicated that he would not object to the turntable being permanent or not permanent provided that it has a diameter of at least 18 feet. He pointed out that the condition of approval would be invalidated if it were removed.

In response to a question from Commissioner Seville-Jones, Traffic Engineer Zandvliet said that he does not believe that two cars can be on a 20 foot diameter turntable at the same time.

Director Thompson commented that two cars can fit at one time on a 20 foot turntable, but it is not practical for use with two cars.

Chris Steinbacker, the applicant, said that they were surprised that the issue came back before the Commission as a modification. He said that the first plans that were submitted to the Commissioners were conceptual, and their understanding was that they were seeking approval for the general concept of a turntable. He said that they were not sure of the manufacturer or of the dimensions when they submitted the plans over a year ago, and they were asked by the Commission to provide further information. He stated that they then submitted additional information for the meeting of October from the manufacturer CarTurner that showed the dimensions for the smaller turntable. He said that they were not aware that they needed additional approval after they submitted the plans back to staff for review.

Tim Harvey, the applicant, said that the plans submitted as of August 2008 clearly specify the dimensions of the turntable with a 14 foot diameter. He said that the original plans did not include the specific scale of the turntable. He indicated that the Planning Commission at the August 22, 2007, meeting indicated that the plans were conceptual. He said that the plans that were originally submitted did not include dimensions.

Mr. Steinbacker indicated that there were many changes to the plans since they were originally submitted. He commented that the 20' diameter turntable for the driveway at the home next to their property is specifically designed for two cars, and the turntable they are proposing is intended for use by one car at a time. He indicated that it is currently very dangerous to back out of their driveway onto Manhattan Beach Boulevard. He pointed out that they would not

SUBTEC

SUBDIVISION TECHNICAL SERVICES

5147 WEST ROSECRANS AVENUE, HAWTHORNE, CA 90250 (310) 644-3668

September 19, 2008

To: Rich Barretto
Trissa Allen

From: Cheryl Vargo

Re: Manhattan Academy

Hi Rich and Trissa,

The Planning Commission has requested that we provide them with additional information specifically addressing the impact to traffic based on the operation of the drop off and pick up program and the total number of teachers/employees and the total number of children. They do, however, agree to our expansion. I am including new and or revised documents for your review and use in your evaluation:

Manhattan Academy - Anticipated Maximum Capacity

- 1) Eric Zandvliet, City Traffic Engineer, has suggested that we use the "worst-case" number of students rather than the number of teachers and/or classrooms to determine the parking requirements (I'm not sure how you do that).
- 2) This form anticipates future growth as well as potential Dept. of Social Services increasing the number of teachers for the preschool program

Manhattan Academy Rideshare Program

- 1) Currently there are a total of 16 teachers and staff at the 1740 & 1808 facilities. There is an increase in enrollment for this new school year which has increased the number of teachers from 10 to 14. Earlier forms given to you had a total number of 12.
- 2) Parking being provided:

Previous evaluation - 12 spaces at 1740 + 5 spaces at 1826. Eliminate 8 spaces at 1808

Revised project - 12 spaces at 1740

8 spaces at 1808 to be utilized as play area during school hours
but retained only for use after the school day for special
events etc.

6 spaces at 1826

EXHIBIT

C

3) Your report/review should include a recommendation that the Ride Share Program be mandatory with an annual reporting to the City required.

Drop off Pick up Manhattan Academy

- 1) The school administrator oversaw the drop off and pick up Monday, Sept 15th. Mondays are ususally the busiest day.
- 2) The Planning Commission's concern was how the operation affected traffic on Manhattan Beach Blvd especially during peak hours.
- 3) These are our suggestions

	Present restrictions	Vs	proposed modifications
1740	100' of white curb/no signage		100' of white curb w/signage to 10 minute parking outside of Peak hours
1808	56' of white curb/no signage		56' of white curb with 2 hour parking Outside of peak hours
1826	4 metered spaces		Meters to remain Paint curb white to permit loading Unloading during peak hours

4) The Planning Commission also asked that we possibly phase in the expansion at 1826.

You can see from the Anticipated Maximum Capacity form that the anticipated growth of students at 1826 is capped at 84. The Drop off Pick up shows 48 planned for the first year with the remainder to be added the second year.

LASTLY, several neighbors complained by people parking on 11th Street or the immediate area and either walking children to school or waiting to pick them up. We believe these are parents of the public school (MBI) located on Redondo Avenue just north of Manhattan Beach Blvd.

Erik asked that someone sit at the corner of Redondo Avenue and 11th Street to watch where folks are going. I believe this means primarily in the morning only when children are going to the school.

I know this seems pretty complicated so a conversation would most likely be in order. Of course, Trissa, I can elaborate more when we meet on Monday.

Manhattan Academy

1740-1808-1826-1832 Manhatan Beach Blvd.

Revised 9/17/2008

Anticipated Maximum Capacity

	1740	1808	1826
	1st Floor		
		49 Students	4 Classrooms
	Pre School	4 Classrooms	
	89 Students	Grades K-8	
	8 teachers	4 Teachers	
	2nd Floor		
	2 Classrooms		
	Elementary Ages		
	60 Students		
	5 Teachers		
	149 Students	49 Students	84 Students
Total Teachers	13	4	4
Staff	1	1	1
Director	1		
Total Possible Employees	15	5	5
Total Students 283 reduced from 300			

Drop off Pick up Manhattan Academy

As of 9/15/2008

MORNING:		MORNING:		MORNING:	
1740 MBB building	# cars	1808 MBB building	# cars	1826-1832 (Estimate)	# cars
7:00 - 7:15 am	2	7:00 - 7:15 am	0	7:00 - 7:15 am	0
7:15 - 7:30 am	4	7:15 - 7:30 am	0	7:15 - 7:30 am	0
7:30 - 7:45 am	5	7:30 - 7:45 am	9	7:30 - 7:45 am	9
7:45 - 8:00 am	10	7:45 - 8:00 am	13	7:45 - 8:00 am	13
8:00 - 8:15 am	15	8:00 - 8:15 am	9	8:00 - 8:15 am	11
8:15 - 8:30 am	26	8:15 - 8:30 am	1	8:15 - 8:30 am	1
8:30 - 8:45 am	26	8:30 - 8:45 am	0	8:30 - 8:45 am	0
8:45 - 9:00 am	28	8:45 - 9:00 am	0	8:45 - 9:00 am	0
9:00 - 9:15 am	2	9:00 - 9:15 am	0	9:00 - 9:15 am	0
Total Students	146	Total Students	49	Total Students	48
(sibling factor)	-21	(sibling factor)	-12	(sibling factor)	-10
(walk)	-6	(walk)	-1	(walk)	-1
(carpool)	-1	(carpool)	-4	(carpool)	-3
Total Cars	118	Total Cars	32	Total Cars	34
Total cars all bldgs	186				
AFTERNOON:		AFTERNOON:		AFTERNOON:	
1740 MBB building	# cars	1808 MBB building	# cars	1826-1832 (Estimate)	# cars
12:00 -12:15 pm	11				
12:15 -12:30 pm	1				
2:30 - 2:45 pm	9				
2:45 - 3:00 pm	10				
3:00 - 3:15 pm	9				
3:15 - 3:30 pm	8	3:15-3:30 pm	12	3:15-3:30 pm	10
3:30 - 3:45 pm	9	3:30-3:45 pm	5	3:30-3:45 pm	6
3:45 - 4:00 pm	8	3:45-4:00 pm	5	3:45-4:00 pm	7
4:00 - 4:15 pm	7	4:00-4:15 pm	7	4:00-4:15 pm	7
4:15 - 4:30 pm	7	4:15-4:30 pm	5	4:15-4:30 pm	4
4:30 - 4:45 pm	7				
4:45 - 5:00 pm	8				
5:00 - 5:15 pm	8				
5:15 - 5:30 pm	7				
5:30 - 5:45 pm	6				
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Total Students	146	Total Students	49	Total Students	48
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(carpool)	-1	(carpool)	-2	(carpool)	-3
Total Cars	121	Total Cars	34	Total Cars	34
Total cars all bldgs	189				
Current capacity	204				
Total student capacity					
1st year, all bldgs	247				

Manhattan Academy Rideshare Program

3 take the bus – 3 teachers – no spots taken
2 ride bikes – 2 teachers – no spots taken
1 transported by spouse – 1 teacher – no spots taken
4 ride share – 4 teachers – 2 spots taken
6 staff / teachers drive to school

Of the above sixteen (16) staff / teachers listed above, only 8 use parking spots. The other eight (8) staff / teachers utilize our **Manhattan Academy Rideshare Program**.

Of the proposed twenty five (25) staff members indicated on the attached spreadsheet, only 17 parking spaces will be used. This includes the expansion at 1826-1832 Manhattan Beach Blvd with a possible maximum of five (5) staff / teachers. This is also based on the fact that the five (5) new staff / teachers at 1826 M.B. Blvd. will not be using the **Manhattan Academy Rideshare Program**.

Manhattan Academy encourages its staff to use our **Ride Share Program** or alternative forms of transportation. A form of compensation is given to those staff members who do not drive alone, who ride their bikes, or use the rapid transit, etc.

Parking Spaces

We are proposing adding 1 additional parking space at 1826-1832 M.B. Blvd. This will increase our total parking spaces to 18. With our current Rideshare program only 17 spaces would be utilized, assuming that all five (5) additional staff/teachers anticipate driving themselves to school.

The updated proposal of staff / teachers at Manhattan Academy is being modified for any private school state regulations that may be changed or amended in the future.

As we had originally requested at the 1808 building that the parking lot be used for the students outdoor play area, but we would not resurface the cement in the parking lot, with any ground cover, and let it remain the way it is with it's current stripping for parking. This would allow an overlay when we have any events that the parking lot would be used for parking 8 cars.

Since we do not have a need to use the parking lot at the 1808 building, and several spaces at the 1740 building because we offer a rideshare program, we are also requesting that the parking lot at 1826-1832, when not utilized by staff / teachers, be used as additional outdoor yard space if needed. We would not change any stripping of the parking spaces. There are times when enrollment and teachers are low, for example during the summer months, when we have fewer staff / teachers at the school. If the rideshare program is used by any new staff / teachers that are hired in the future this space could be available for use by the students.

Morning overview

In an effort to keep traffic flowing on a more even keel, Manhattan Academy offers child care in the morning beginning at 7 a.m., at no charge, for all students, at all campuses. Students are required to be at school at varying times, depending on age. For example, elementary and middle school students must be on campus by 8:00 a.m. Younger students must be there no later than 9:00 a.m.

The elementary and middle school students, located at the 1808 MBB campus, as they are older and self-sufficient, are simply dropped off. Parents pull up to the Loading/Unloading zone in front of that building, the student gets out and walks into the building alone. As noted in the Parent Handbook, parents are NOT allowed into the school in the morning before school begins.

The preschool, pre-kindergarten, and kindergarten students are located at the 1740 MBB campus. Because the Academy is a Montessori-based school, students may begin their lessons as soon as they arrive. Therefore, parents are discouraged from entering the building unless a prearranged meeting has been set up. Parents of the pre-kindergarten and kindergarten students therefore do one of two things in the morning: either they pull into the Curbside Service area between 8-9 a.m., stay in the driver's seat, and have their child removed from the car by one of the teachers on duty, or they park – in the garage or at a parking meter on the street, or approved parking area, and walk their child just to the front steps where one of the Curbside Service teachers takes the child into the building. These students are not required by law to be “signed in”. The parents do not enter the building. The exception to this might be if a student is in charge of snack for his/her class that day and it is too heavy or large for the student him/herself to carry.

The preschoolers are required to be “signed in” by a parent, per the Department of Social Services. A parent can pull in to the Curbside Service area, stay in the driver's seat, and a staff member opens the back passenger door, on the right side. The staff member hands the parent the clipboard for signature and then removes the child from the car, handing the child off to one of the other staff members working outside, who then escorts the child safely inside the building.

Students Class Schedules w/drop-off & pick-up options: 1740 Manhattan Beach Bldg. building

The preschool students in this building have 3 program options: Half Day (dismissed at 12 noon), Full Day (2:30 p.m. dismissal), or Extended Day – whereby they are cared for and can be picked up anytime between 2:30-6:00 p.m.

The pre-kindergarten class has 2 program options: Full Day (which dismisses at 2:45 p.m.) or Extended Day - whereby they are cared for and can be picked up anytime between 2:30-6:00 p.m.

The kindergarten classes have 2 program options: Full Day (which dismisses at 3:00 p.m.) or Extended Day - whereby they are cared for and can be picked up anytime between 2:30-6:00 p.m.

Staff Work schedules: 1740 Manhattan Beach Blvd. building

Arrival times vary between 7:00-9:30 a.m. Departure times are as follows:

1:45 p.m.	3 teachers leave for the day
3:15 p.m.	4 teachers leave for the day
4:00 p.m.	1 teacher leaves for the day
5:00 p.m.	1 teacher leaves for the day
5:30 p.m.	1 teacher leaves for the day
6:00 p.m.	1 teacher closes the building/leaves for the day

Of the 8 teachers who leave by 4 p.m., 1 enrichment teacher replaces them at 2:30 p.m., each day, Monday through Thursday. On Fridays, there are 2 enrichment teachers who arrive at 2:30 p.m. Any remaining enrichment classes are taught by on-site staff and are already in the count.

Public Relations

Manhattan Academy administration and staff work diligently to maintain a harmonious relationship with those in the neighborhood. To the west is a medical building. The dentist speaks every school year to our students about the importance of good dental hygiene. In turn, we promote that dentist's business through our school newsletter. Additionally, despite not having any parking difficulties between the two entities, the school director delivers coffee and baked goods to the dental office staff each year, as an additional sign of good will. Any time a patient parks in the school's loading zone, the dental staff apologizes and works to immediately correct the situation.

To the east of the school, the Academy's closest neighbor, Ben, is semi-retired from his insurance business. Although on-site infrequently, the school is well aware of the need to not allow parents to park in the red zone between the school's driveway and his driveway. Traffic cones are put out there frequently. Reminders are also included in the school newsletter. The relationship is such that Ben, impressed one time at how diligently the school was working to keep parents from negatively impacting his business, bought the school new traffic cones, as a thank you gift!

The Academy staff frequents Tomboys restaurant and in doing so communicates with them as to any upcoming events, especially evening events, which always produces additional business for the restaurant.

October 15, 2008

Ms. Cheryl Vargo
SUBTEC
5147 West Rosecrans Avenue
Hawthorne, CA 90250

LLG Reference: 2-08-2984-1

Subject: **Traffic and Parking Management Evaluation
for the Manhattan Academy Expansion**
Manhattan Beach, California

Dear Ms. Vargo:

As requested, Linscott, Law & Greenspan, Engineers (LLG) is pleased to submit this Traffic and Parking Management evaluation for the proposed Manhattan Academy Expansion project to be located at 1826 – 1832 Manhattan Beach Boulevard in the City of Manhattan Beach. The existing school is comprised of two buildings located at 1740 & 1808 Manhattan Beach Boulevard.

This study updates the parking analysis we completed on May 12, 2008 to address comments from the City's Planning Commission related to the school's anticipated maximum enrollment and number of employees, and potential traffic impacts on Manhattan Beach Boulevard during the school's peak student drop-off and pick-up time periods. The following sections describe our findings, conclusions, and recommendations.

REVISED PROJECT DESCRIPTION

The attached *Table 1* was developed by Manhattan Academy staff, and describes the anticipated maximum capacity for the school, including the proposed expansion at Building 1826. As indicated in *Table 1*, the maximum enrollment is expected to total 282 students (comprised of 149 students in Building 1740, 49 students in Building 1808, and 84 students in Building 1826), which has been reduced from 300 students per earlier proposals from Manhattan Academy, and the maximum potential number of employees is 25 (15 employees in Building 1740, five employees in Building 1808, and five employees in Building 1826). The two existing school sites (Buildings 1740 and 1808) currently have 190 students and 16 employees.

Of the maximum enrollment of 84 students for the expansion (i.e., Building 1826), it is planned that 48 students would be accommodated in the first year, and the remaining 36 students would be added the second year.

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Traffic
Transportation
Parking

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Jack M. Greenspan, PE (Ret.)
William A. Law, PE (Ret.)
Paul W. Wilkinson, PE
John P. Keating, PE
David S. Shender, PE
John A. Boorman, PE
Clare M. Look-Jaeger, PE
Richard E. Barretto, PE
Keil D. Maberry, PE

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PROPOSED OFF-STREET PARKING SUPPLY

The proposed off-street parking supply totals 26 spaces, comprised of 12 subterranean spaces for Building 1740, eight surface spaces for Building 1808, and six surface spaces for Building 1826. Manhattan Academy plans to use the eight-space surface lot serving Building 1808, when the spaces are not occupied by employees, as play area during school hours. In the event that parking spaces in the Building 1826 lot (providing six spaces) are not needed (due to less than expected employee demand), Manhattan Academy proposes to also use those spaces for play area during school hours.

PARKING DEMAND VERSUS SUPPLY

For preschool/primary and elementary schools, where the majority of students are required to be dropped-off and picked-up by private vehicle or school bus, the best indicator of parking demand is the number of school employees. An elementary school's parking supply is primarily sized to serve the parking needs of the employees that would be occupying a parking space for the duration of a typical school day, although peak demand may include shorter-term parking needs attributable to student drop-off/pick-up and visitors. This is why, as presented in our May 12, 2008 report, city code ratios typically use the number of employees or classrooms to calculate code-based parking requirements for elementary schools.

In addition to marked, off-street parking spaces (counted as part of a school's "parking supply"), staging areas are designated to accommodate student drop-off and pick-up activities during peak time periods. For Manhattan Academy, student drop-off and pick-up zones are located along eastbound Manhattan Beach Boulevard adjoining the school. Instead of conducting parking demand-versus-supply analyses for student drop-off and pick-up activities, it was deemed more appropriate to evaluate traffic operations, queuing, and "parking friction" related to Manhattan Academy's student drop-off and pick-up zones (discussed further in the next section of this report).

As previously described in our May 12, 2008 parking study, Manhattan Academy currently implements a Transportation Demand Management (TDM) program that encourages ridesharing, and use of public transit and bicycles. The following provides a breakdown of employee parking demand:

<u>Existing</u>	<u>Parking Demand</u>
Single-Occupant Vehicles: 6 employees	6 spaces
2-Person Carpool/RideShare: 4 employees	2 spaces
Drop-off/Pick-up: 1 employee	0 spaces
Public Transit: 3 employees	0 spaces
Bicycle: 2 employees	0 spaces
<u>Future</u>	<u>Parking Demand</u>
Single-Occupant Vehicles: 9 employees (conservatively assumed not to rideshare)	9 spaces

As can be seen from the breakdown of existing and future employee parking demand, the existing parking demand totals eight spaces, and the future demand corresponds to the potential addition of nine spaces, totaling 17 spaces that could be required. It should be noted that these estimates are based on maximum employee numbers, and conservatively assume that all nine additional employees would not participate in the rideshare and/or TDM program.

Comparing the total future parking demand of 17 spaces against the proposed off-street supply of 26 spaces results in a surplus of nine spaces. Therefore, we conclude that the proposed supply of 26 spaces would be adequate in serving the future parking needs of the school with the expansion.

As discussed previously, Manhattan Academy plans to use the eight-space surface lot serving Building 1808, when the spaces are not occupied by employees, as play area during school hours. Subtracting eight spaces from the supply, and comparing the peak demand of 17 spaces against the adjusted supply of 18 spaces yields a surplus of one space. Therefore, the findings support the proposed use of the Building 1808 lot as play area during school hours.

In the event that parking spaces in the Building 1826 lot (providing six spaces) are not needed (due to less than expected employee demand), Manhattan Academy proposes to also use those spaces for play area during school hours. This proposal recognizes that the employment and personal conditions of the school's staff could change, and that employee participation in the rideshare program and means of transportation (use of public transit and non-motorized travel modes) could result in the need for fewer employee parking spaces. To evaluate whether there would be spaces in the Building 1826 lot that could be used for play area instead of employee parking, it is recommended that Manhattan Academy's Transportation and Parking Management Plan, including current details of employee participation in the rideshare program, be submitted to the City for review at the beginning of each school year.

STUDENT DROP-OFF AND PICK-UP OPERATIONS

To evaluate traffic operations related to Manhattan Academy's loading and unloading zones, actual observations and field studies were performed to determine whether there is adequate "storage" within the designated loading and unloading zones to accommodate the vehicles queues formed, and any potential impacts to eastbound through traffic along Manhattan Beach Boulevard as a result of "parking friction", during the school's peak drop-off and pick-up time periods.

Currently, the curb adjoining the Building 1740 site (approximately 100 feet between the western limits of the school property and the school's parking garage driveway on the east) is painted white, and has been designated as the site's loading/unloading zone. Manhattan Academy places traffic cones along this curb to facilitate the

student drop-off and pick-up operations. This zone could accommodate a queue of four to five vehicles. Manhattan Academy proposes to permit time-restricted parking (10-minute limit) along this zone except during peak student drop-off/pick-up hours. A medical office building adjoins the Building 1740 site on the west, and service/retail uses exist to the east. Existing on-street parking along Manhattan Beach Boulevard, beyond the 100-foot loading/unloading zone for the school, serves the adjoining medical office, service, and retail uses.

The 56 feet of white curb adjoining the Building 1808 site is the designated student drop-off/pick-up zone for that school site. This zone has been formally marked to accommodate a queue of three vehicles. Manhattan Academy proposes to permit time-restricted parking (two-hour limit) along this zone except during peak student drop-off/pick-up hours. Metered parking exists west of the school's loading/unloading zone, providing one space with a two-hour limit between 9:00 AM and 8:00 PM, and a second space with a 24-minute limit between 9:00 AM and 8:00 PM). Commercial uses adjoin the Building 1808 site on both sides. Specifically, Tomboy's Restaurant is located immediately east of Building 1808's parking lot, and is served by two, marked on-street spaces adjoining the restaurant.

There are currently four metered-parking spaces (with a two-hour limit between 9:00 AM and 8:00 PM) in front of the Building 1826 site. Manhattan Academy proposes to keep the parking meters, but paint the curb white to permit loading/unloading during peak student drop-off/pick-up hours.

The attached *Table 2* presents the results of the field counts performed by Manhattan Academy on September 15, 2008. These counts were validated by LLG's additional observations on September 22, 2008, and review of the current class schedules.

It is evident from *Table 2* that the student arrivals and departures are fairly staggered throughout the morning and afternoon. This is attributable to the school's arrival and dismissal schedules and policies. Elementary and middle school students must be on campus by 8:00 AM, and younger/preschool students must be there no later than 9:00 AM. Dismissal times are also staggered, due to half-day, full-day, and extended day options for preschool/pre-kindergarten/kindergarten classes, a 3:15 PM dismissal time for elementary/middle school, after-school activities, and extended care until 6:00 PM.

Based on the field studies during peak student drop-off and pick-up time periods, Building 1740 generated the most number of vehicles dropping off and picking up students. The traffic generated at Building 1808 was significantly less. The peak hour for Building 1740 occurred between 8:00 and 9:00 AM, and generated 95 vehicles (95 inbound trips, 95 outbound trips). These school-generated trips are consistent with the traffic generation characteristics of other, similar private preschool and elementary schools we have previously studied.

Based on the vehicle counts, the peak 15-minute interval occurred between 8:45 AM and 9:00 AM when there were 28 vehicles that dropped off students at Building 1740. Queue observations performed along the Building 1740 loading/unloading zone indicated that, during the peak 15-minute period, a five-vehicle queue occurred only once, a four-vehicle queue occurred two times, and there were three or fewer vehicles (if any) queued at all other times. There was no significant “parking friction” observed between through traffic traveling eastbound on Manhattan Beach Boulevard and school-related vehicles maneuvering into and out of the loading/unloading zone. This may primarily be due to the existing traffic signal at the Redondo Avenue/Manhattan Beach Boulevard intersection that helps “platoon” traffic along eastbound Manhattan Beach Boulevard, which in turn, creates more and longer gaps in traffic for school-related traffic to avail of.

In conclusion, the observations indicate that the vehicle queues that formed in front of Building 1740 dissipated quickly, there was a nominal number of vehicles dropping off or picking up students at Building 1808, the storage length of the existing loading/unloading zones were adequate, and school-generated traffic did not cause any significant “parking friction” with eastbound through traffic on Manhattan Beach Boulevard from either of the two loading/unloading zones. It should also be noted that the observations were conducted during the first few weeks of the school year, when parents of new students (typically 40 to 45 students each year) are still getting familiar with the school operations. Despite the survey dates, no significant parking or traffic issues were observed during the field studies.

As estimated in *Table 2*, the expansion of Building 1826-1832 is not expected to add a significant number of student drop-off and pick-up trips. Therefore, based on the evaluation of existing student drop-off and pick-up operations, the expansion project is not expected to cause significant traffic impacts along Manhattan Beach Boulevard during the AM and PM commute peak hours.

RECOMMENDATIONS

Although no parking deficiencies or significant traffic impacts are expected to occur with development of the school expansion, the following recommendations have been developed to potentially enhance the Traffic and Parking Management Plan currently implemented by Manhattan Academy:

1. Submit Manhattan Academy’s Transportation and Parking Management Plan, including current details of employee participation in the rideshare program, to the City for review at the beginning of each school year.
2. Extend the loading/unloading zone adjoining Building 1740 between 8:00 AM and 9:00 AM by restricting access to the parking garage (by placing cones on the driveway). This will extend the storage length to accommodate one to two

additional vehicles during the peak drop-off time period in the morning. Require school employees to park in the garage before 7:45 AM.

3. Designate the eight-space surface lot serving Building 1808 as another student drop-off location between 8:00 AM and 9:00 AM, prior to using the spaces as play area.
4. Provide more traffic and parking detail in the "Manhattan Academy Parent Handbook", supplement the Handbook by making a letter (focused to the school's traffic and parking policies) part of the registration materials or an orientation meeting, and include reminders in the school newsletter. Specify arrival and dismissal times by student age group, drop-off and pick-up locations, where not to park (i.e., school parking garage, Harkness Street), what parents should do to make dropping off or picking up easier and quicker, what parents should expect during the peak times (i.e., there are three school staff assisting with the drop off and pick up, parents do not enter the building).
5. Disseminate traffic and parking-related information in advance of special events for the school, and include reminders in the school newsletter. As we understand it, there are usually four special events in a school year which are held in the gymnasium in Building 1808. These events are staggered, so there has been no need for additional parking in the past.
6. Continue implementing and encouraging employee participation in the Rideshare Program, and provision of incentives (i.e., compensation).
7. Continue being a "Good Neighbor" to adjoining uses.

We appreciate the opportunity to provide this analysis letter. Should you have any questions, please call me at (714) 641-1587.

Sincerely,

Linscott, Law & Greenspan, Engineers

 for

Trissa (de Jesus) Allen, P.E.
Senior Transportation Engineer

Attachments

Manhattan Academy

Revised 9/17/2008

1740-1808-1826-1832 Manhattan Beach Blvd.

Anticipated Maximum Capacity

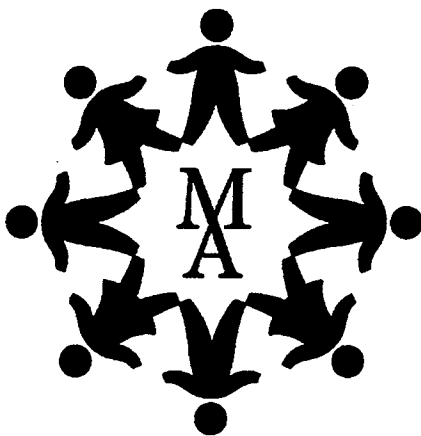
	1740	1808	1826
1st Floor			
Pre School	89 Students 8 teachers	49 Students 4 Classrooms Grades K-8 4 Teachers	4 Classrooms
2nd Floor			
2 Classrooms Elementary Ages 60 Students 5 Teachers			
	149 Students	49 Students	84 Students
Total Teachers	13	4	4
Staff	1	1	1
Director	1		
Total Possible Employees	15	5	5
Total Students 283 reduced from 300			

Table 2

**Drop off Pick up
Manhattan Academy**

As of 9/15/2008

MORNING:		MORNING:		MORNING:	
1740 MBB building	# cars	1808 MBB building	# cars	1826-1832 (Estimate)	# cars
7:00 - 7:15 am	2	7:00 - 7:15 am	0	7:00 - 7:15 am	0
7:15 - 7:30 am	4	7:15 - 7:30 am	0	7:15 - 7:30 am	0
7:30 - 7:45 am	5	7:30 - 7:45 am	9	7:30 - 7:45 am	9
7:45 - 8:00 am	10	7:45 - 8:00 am	13	7:45 - 8:00 am	13
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9:00 - 9:15 am	2	9:00 - 9:15 am	0	9:00 - 9:15 am	0
Total Students	146	Total Students	49	Total Students	48
(sibling factor)	-21	(sibling factor)	-12	(sibling factor)	-10
(walk)	-6	(walk)	-1	(walk)	-1
(carpool)	-1	(carpool)	-4	(carpool)	-3
Total Cars	118	Total Cars	32	Total Cars	34
Total cars all bldgs	186				
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12:15 -12:30 pm	1				
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2:45 - 3:00 pm	10				
3:00 - 3:15 pm	9				
3:15 - 3:30 pm	8	3:15-3:30 pm	12	3:15-3:30 pm	10
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(carpool)	-1	(carpool)	-2	(carpool)	-3
Total Cars	121	Total Cars	34	Total Cars	34
Total cars all bldgs	189				
Current capacity	204				
Total student capacity					
1st year, all bldgs	247				



MANHATTAN ACADEMY

Parent Handbook

2008-2009

Characters (cartoon)

Montessori is based on real life situations; real-life “work”. Fantasy play is discouraged. Cartoon characters on clothing, backpacks and lunchboxes are not allowed.

Classroom Etiquette

Our classrooms belong to the children. In a Montessori classroom, children begin work as soon as they enter. Parents entering a classroom are a disruption. Parents and other adults dropping off students are not to enter the classroom. Short and sweet good-byes are constructive and encouraged!

Curbside Drop-off (1740 MBB building only)

In order to comply with city requirements, we provide a curbside drop-off service between 8:00 – 9:00 a.m., Monday through Friday. Three staff members participate each morning. They will help take your children from the car (right side only, next to curb for safety purposes), have you sign the Sign-In sheet, and you are on to your next stop!

Between 8:00 – 9:00 a.m., NO ONE is allowed to park in the drop-off zone in front of the 1740 MBB building. If you do not wish to use the curbside service, you must find a place to park. DO NOT park in our garage driveway or in the red zone to the east of our driveway.

Anyone disrupting the drop-off service by refusing to move his/her car when asked or being verbally abusive to drop-off workers or other parents WILL BE REMOVED FROM THE SCHOOL.

Daily Schedules

Toddler, Primary, and Upper Primary daily schedules will be provided in the Wednesday Folder the first day of school. Elementary/Middle School students will receive a copy of their daily schedule from their homeroom teacher on the first day of school.

Discipline

In a Montessori-based environment, children work at their own level of ability. This offers a stress-free, enthusiastic environment. It usually means fewer disruptions. There are usually two types of discipline problems: behavior that disrupts one’s own work or negative interactions between students. The Academy staff works diligently with students from Toddler through Middle School to empower them with communication skills to resolve issues in a peaceful, successful manner. Continual adult intervention may resolve an issue in the short term, but does nothing to equip a student for positive relationships for a lifetime. Providing a secure environment where a child develops self-confidence ensures success as a student and success as an adult in later life. During the 2008-09 school year we will further emphasize a positive environment through the use of our *Peaceworks* curriculum.

For 1808 campus students, see Discipline policy in Student Handbook (elementary/middle school students are given a copy of the Student Handbook the first day of school; signatures are required from both student and parent).

Dismissal

Toddler Building: Teachers will discuss dismissal with you individually. There is a 15-minute grace period for Half Day toddlers, after which you will be charged \$2/minute until child is picked up. Half Day toddlers may not stay for lunch.

1740 MBB Building: Curbside service for pick-up is provided for both Half Day and Full Day students. Families will be given a bright-colored, laminated placard at the start of the school year. It has the family's last name and the child's classroom indicated on it. Please place it on the passenger side of your dashboard. Do not get out of your car if you are using the Curbside Pick-up Service. Using walkie-talkies, teachers stationed outside, at the front of the building, will call out your family name and classroom to teachers waiting with students in the lobby. Your child will be brought outside, handed off to an outside teacher, who will place your child in your car, and if necessary, buckled safely into a car seat. If your child is in Primary, you will need to sign your child out.

Primary students are dismissed at 12 noon (Half Day) or 2:30 p.m. (Full Day), Upper Primary Transition students at 2:45 p.m., and Upper Primary students at 3:00 p.m. There is a 15-minute grace period from your child's dismissal time. After that you will be charged \$2/minute until you pick up your child (unless you have arranged in advance for an emergency one-day Extended Care service).

1808 MBB Building: Dismissal occurs at 3:15 p.m. from the front steps/lobby area for those registered for the Full Day program. Families will be given a bright-colored, laminated placard at the start of the school year. It has the family's last name and the child's classroom indicated on it. Please place it on the passenger side of your dashboard. Do not get out of your car if you are using the Curbside Pick-up Service. As you pull up into the Loading/Unloading Zone in front of the building, one of the two teachers stationed outside, will call out your child's name. Your child will move from the front steps to your car, with the help of a second teacher, who will ensure your child is safely in the car (these children are old enough to put their own seatbelts on; please make sure they do!). For those students not enrolled in the Homework Club/Extended Care program, there is a 15-minute grace period (3:15 – 3:30 p.m.), after which you will be charged \$2/minute until you pick up your child. Please arrange in advance to speak to your child's teachers; please do not "drop in" for an after-school (or before school) conference as our teachers have after-school responsibilities to fulfill.

Children at the 1808 campus will be transferred to the 1740 MBB campus at 4:30 p.m. for continued Extended Care until 6:00 p.m.

Please understand: children not picked up at their regular dismissal time, regardless of age/building, create an "out of ratio" issue for the school, putting the school at risk for fines – and even closure – by the Dept. of Social Services.

Dismissal (and arrival) times are not appropriate times for you to attempt an impromptu conference with your child's teacher. Please call the school office to request a phone call or conference with your child's teacher. Our teachers love talking to their students' parents – at the appropriate time/place.

Dismissal, continued

Any child in Extended Care remaining at the school after 6:00 p.m. will be charged a \$2/minute late fee (there is NO grace period). Repeated abuse of the 6:00 p.m. dismissal time will cause loss of the Extended Care service. Please understand, that by law, we are required to notify the police 15 minutes after closing of any child who has not been picked up. We would not want to impose that horrific experience on any child. If you are going to be late, PLEASE call the school. We will then reassure your child you are on the way.

Earthquake Preparedness

- Extra clothing is to be brought in by each student. (Please include outer garments, underwear including extra socks, and a sweatshirt. We highly recommend a family photo and reassuring note be included. Place everything in a labeled plastic bag.)

- Earthquake Drills are conducted each month.
- First-Aid and C.P.R. Training is provided for all staff members.
- First-Aid equipment and supplies are maintained to the American Red Cross recommendations at all three campuses.
- Response and Rescue Equipment has been purchased and stored.

Gas Shut-Off Valves have been installed to automatically shut off the gas lines. Broken gas lines are one of the biggest concerns for life and safety, with fire expected to be the second most probable disaster after an earthquake.

No student will be dismissed from school unless a parent or individual listed on the Identification Emergency Information form comes for him/her.

No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's emergency card in our files. With this in mind, if your child's Emergency form is not up-to-date, please handle this immediately.

All parents or designated parties, who come for students, must have them signed out at the office or at the temporary Student Release Station. Signs will be posted if an alternate location is required.

Survival supplies for a minimum of three days are available and include:

- Food bar packets (five-year shelf life)
- Water: a combination of bottled and packaged water (five-year shelf life)
- Polarized blankets, which maintain body heat (one per person)
- Sanitation supplies: toilet and support supplies for sanitation and absolute control of waste materials
- Medical supplies, sufficient quantities for long-term care are available

Before an earthquake:

Please be sure to send any MEDICATION that your child would have to have if you could not reach us for three days. Keep in mind we would not have refrigeration and check with your doctor. Place medication in a zip-lock bag and label it with the child's name, kind of medication, expiration date, use, and dosage.

Please send a jacket or sweater each day to school and place WARM CLOTHES in your child's extra clothes bag. Mark the bag with the child's full name.

Angelica Ochoa

From: Kevin@MarquisCollection.com
Sent: Thursday, September 11, 2008 12:14 AM
To: Angelica Ochoa
Cc: Leslie@MarquisCollection.com; mjamespace@gmail.com
Subject: More Feedback for the Planners to think about

More Feedback for the Planners to think about.

Good Morning Angelica,

After hearing more detail about the school plans I am even more concerned. I also heard some of the responses of the teachers that spoke after me.

1) RE: Teachers Comments after me-- The parents with students that park on our street, do NOT walk towards the Manhattan Beach Middle School - they ONLY walk East on 11th to North on Harkness, which would only lead to Manhattan Academy. Anybody, that would be going to MBMS would park on the other West end of the block. The rebuttal of this teacher is inaccurate.

2) I am quite appalled that they plan to increase the number of students to 300 and decrease the amount of parking available. They do not have enough right now. Even the City's plan is not enough. If I heard correctly, the City was thinking 20 spaces for Teachers and 4 spaces for Guest parking??? That would be 4 spaces to accommodate 300 students?????!?!?!? How can that make sense to anybody? As I raised the issue during the meeting, what about the Room Moms?? Every class has a Room Mom that helps the teachers (a volunteer that is in that classroom every day). I think that at least 20 additional Guest spots is a much more (low-side) realistic number for 300 students. The Levy family is SUPER Rich, they should pay to put underground parking at their new facility and NOT depreciate our neighborhood. Room Moms/Volunteers, do not ride scooters to school.

3) What about Administrators, The front desk Secretary and other staff???

4) Even if at this moment their ride share is as stated, it has Not been that way in the past and probably will Not be that way forever.

5) I would like to remind all that Manhattan Academy is a FOR PROFIT business. They should be doing their expansion correctly, so that all the streets around here do not turn into a permanent parking lot for Manhattan Academy.

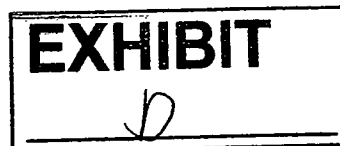
6) Attached is the letter that the school sent out. There were 2 BUS LOADS of people departing from the old church campus/gym - whom you could clearly see at the meeting. Along with the teachers that were there - where did the 2 bus loads park?? In our neighborhood!! When the school has a play or recital, this whole neighborhood is full of cars.

Please let us know if you would like to see a petition signed by the rest of the neighbors. We all feel the same way.

After this email, I will also forward to you some of the pictures I have. I am note sure that what I printed was explained enough.

Thank you for your help on this matter.

Kevin.



10/16/2008

Angelica Ochoa

From: Kevin@MarquisCollection.com
Sent: Thursday, September 11, 2008 1:09 AM
To: Angelica Ochoa
Cc: Leslie@MarquisCollection.com; mjamespace@gmail.com
Subject: Parking Pictures email #8. This is from Today actually 9-10-2008 now

Parking Pictures email #8. This is from Today --actually 9-10-2008 now.

This is actually a view of Harkness. There are so many cars, that most of the time it will be turned into a 1 way street!! The corner of Harkness and 11th is not safe. Many people also speed down 11th Street. I can't even let my kids stay out in my front yard. It is too dangerous. To quote a popular phrase from tonight, my front yard is for "Loading and Unloading" only. I heard from a neighbor that a pedestrian was actually killed on 11th and Harkness some years ago.

HELP!!!

Someone should put a speed trap on our street. You will make good money.

Angelica Ochoa

From: Kevin@MarquisCollection.com
Sent: Thursday, September 11, 2008 3:52 PM
To: Angelica Ochoa
Cc: Leslie@MarquisCollection.com; mjamespace@gmail.com
Subject: Parking Pictures email #9 Today about 3:15pm

Good Afternoon Angelica,

I just happened to be in my driveway when this lady just pulled up. I recognize her as a regular parent. This is a shot facing North and a little West from my driveway. You can see that she is walking toward Harkness to pick up her other child, which she did and left 10 minutes later.

I wonder how many pictures I would have to send you, if I watched the front of the house all day??

Obviously, if Manhattan Academy had ample Parking- Loading and Unloading people would NOT be using 11th street to do that!!!!!!!!!!!!!! They do not have enough parking now and they are planning to make it worse at our neighborhoods expense.

The Levy family is so wealthy. They have so many properties and schools, it is a hobby for the wife - and small time for the husband. They can afford to do what is right and put ample parking for their business.

We are NOT the parking lot for Manhattan Academy!!!

Thank you for your attention to this matter. I hope that you can disseminate all this information to the Commissioners.

September 25, 2008

copy
Richard

Richard Montgomery
Manhattan Beach City Counsel

Dear Mr. Montgomery,

We are concerned parents whose children are enrolled in Manhattan Academy. It is our understanding that the school is awaiting final approval from the City regarding expansion of its campus on Manhattan Beach Boulevard.

As you may be aware, the parking situation in front of the existing buildings is **dangerous** to say the least. Nevertheless, the Academy is moving forward full throttle as expansion, **not education**, has now become the number one priority of the owners, the Levy Family and the director, Ms. Mar.

The initial approval by City Council in early September had so consumed the faculty that they decided to forego an annual welcome back event for the families and children. Instead, they hired a bus to transport the parents and children to the council meeting and promised incentives to the children in return for their attendance in uniform. Please see the attached letter which was sent to all families regarding how the Academy has chosen to deceive City Council into believing that the parking situation can be cured.

Their solution is to pull the children out of their parents' cars on Manhattan Beach Boulevard. They have insisted that the parents shall not be permitted to get out of their cars. We are directed to simply wait in the idling car for the children to be taken and then instructed to "quickly drive away." The pick up arrangement is no different. The faculty is to meet the parents at their cars in front of the building, belt the child in, before again being told to "quickly drive away."

This is not a solution. There is no solution to an already very dangerous parking situation in front of the building. Adding another building is only going to make the situation worse. The Academy is now imploring the parents to participate in this temporary façade.

This is not the behavior of educators, but of greedy, over ambitious business people. We understand that Manhattan Academy is a private school, thus a private business. They have now made it abundantly clear that they are willing to sacrifice the physical and emotional well being of our children for their own financial gain.

For purposes of this letter, I am not addressing the obvious issues presented when pre-school and Kindergarten aged children are no longer permitted to hug their parent goodbye in the morning. Needless to say, the new rules have caused a great deal of stress to both the children and parents, many of whom privately oppose the expansion and urged the writing of this letter. Unfortunately, the likely prospect of retaliation, should they be caught expressing an opinion that would jeopardize the financial enrichment of Manhattan Academy, has kept many parents from standing up to the expansion. This same fear has, unfortunately, also caused me to submit this letter unsigned.

Please take our concerns under consideration. Do not approve the expansion until actual and realistic safeguards are in place for our children.

RECEIVED
CITY OF MANHATTAN BEACH
SEP 29 2008



MANHATTAN ACADEMY

September 22, 2008

MORNING DROP-OFF: Please read this carefully

Dear Parents,

City staffers were here this morning and “not so happy” with all going on. They do appreciate everyone is trying. However, there are some situations that must be corrected immediately. We would appreciate everyone’s cooperation with these:

▶ When you pull up for Curbside Service, do not get out of your car. We will have **FOUR** staff members outside. One will open the car door for you, hand you the sign-in sheet, and then help your child out, handing your child off to another staff member. She will then grab the sign-in sheet from you. You get to quickly drive off!

▶ Only Primary students need to be signed in. So, those driving UPT and UP students will not be handed the sign-in sheet.

▶ UPT and UP Parents: Your children are now comfortable with the school routine. Unless you need to drop off snacks or talk with someone in Admin, please do not walk your child into the school and upstairs to his/her classroom in the morning. It would be helpful for you to either use the Curbside Service or if you wish to park in the garage, that’s great – and then just hand your child to one of the staff members standing outside and they can get your child safely inside. You may be parked at a meter, but it does take time to get out, walk in and upstairs, and walk back. We are trying to make the system as safe and quick as possible.

We so appreciate everyone’s cooperation. We just need to keep working together to “tweak” the system, so that we get approved for the two new playgrounds and the new campus.

Many thanks,

P.S. By the way-same in the afternoon: please do not get out of your car; our teachers will help get your child *into* the car as you pull up to Curbside Service. Thanks!

CITY OF MANHATTAN BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

TO: Angelica Ochoa, Assistant Planner

FROM: Erik Zandvliet, Traffic Engineer

DATE: October 14, 2008

**SUBJECT: Development Review-1740/1808/1826 Manhattan Beach Boulevard
Manhattan Academy
Traffic Engineering Comments-REVISED 10/14/08**

The following comments have been prepared and updated to address traffic engineering concerns for the proposed Manhattan Academy private school at 1808 and 1826 Manhattan Beach Boulevard based on plans prepared by Trotter Building Designs, Inc. dated April 11, 2008, the Revised Parking Analysis prepared by Linscott, Law and Greenspan Engineers dated May 12, 2008 and the Traffic And Parking Management Evaluation dated October 3, 2008. These comments also reflect concerns raised by the Planning Commissioners at their meeting held on September 10, 2008.

PARKING ANALYSIS

The Revised Parking Analysis states that the Manhattan Academy would occupy buildings at 1740, 1808 and 1826-32 Manhattan Beach Boulevard. The school would employ up to 25 employees and enroll up to 282 students at the three sites. This represents an increase of 92 students above the current enrollment of 190 students. The project would provide 18 parking spaces (12 at 1740 MBB and 6 at 1826 MBB).

Employee Parking

The LLG analysis estimates that the proposed parking supply of 18 spaces will be sufficient for the proposed uses based on the current ridesharing program reductions for existing employees and no reductions for the additional 9 employees. Specifically, the October 3 analysis estimates an existing demand of 8 spaces for 16 employees for the current school year. However, the May 12 LLG Report states that there was a ridesharing-factored parking demand of 5 spaces for 12 existing employees in the prior school year.

The May 12 LLG report states that the previous project proposal with 19 employees and 13 classrooms would be deficient by 4 spaces if the average parking ratio from comparable city rates is used. By using the same parking ratios for a maximum of 25 employees and 13 classrooms, the revised project would be deficient by 6 spaces before ridesharing reductions are considered.

EXHIBIT
 E

Ridesharing Program

The Manhattan Academy proposes to maintain an employee rideshare program to reduce the parking demand for all three properties. While it is recognized that the current Rideshare Program has achieved admirable results of 50% reduction, there is no guarantee that the new employees would achieve the same reduction or that this rate would be sustained. It is expected that an industry standard 20% reduction (Source: AQMD) in parking demand for smaller businesses could be achieved, equating to 5 spaces. This would bring the net parking requirement to 20 spaces, which would exceed the proposed supply by 2 spaces.

Visitor Parking

The parking analysis still does not consider the need for off-street visitor spaces, and proposed that it be accommodated on the street. Visitor spaces are typically used for delivering or picking-up materials, parents picking up sick children, parent volunteers, part-time assistants/aides/coaches and maintenance activities. Often, these visitor spaces are needed at the same time as arrival and dismissal times, when most of the street parking will be unavailable due to the proposed loading zones.

Curb spaces may need to be eliminated in the future due to changes in lane configuration, visibility restrictions, or additional lanes to meet rising traffic volumes. At such time, the current and proposed parking and loading operation would be compromised. Also, due to the proximity of adjacent businesses, curb parking must also be shared for multiple uses along Manhattan Beach Boulevard. Therefore, long term use of curb parking for school visitors should not be assumed.

The applicant proposes to provide additional parking spaces during non-school times at 1808 Manhattan Beach Boulevard. This proposal would help provide additional off-street parking for special events and after-school activities. However, this lot could NOT be used towards the calculated parking capacity during typical school hours or for loading purposes due to its conflict as a playground and unprotected access to the adjacent building.

Curbside Loading Zone

$236/20 = 12$

The applicant proposes to maintain 236 feet of loading zone during peak arrival/dismissal times along Manhattan Beach Boulevard (100' at 1740, 56' at 1808 and 80' at 1826). This represents approximately 12 curb spaces. The applicant also proposes that these areas be designated for time-limit parking during off-peak times. The LLG analysis states that the current loading zones at 1740 and 1808 MBB operate satisfactorily. This represents 156 feet of loading zone for 190 students. An increase of 92 students would translate to 75 additional feet of loading zone, using the same proportions and operating procedure. The 80 additional feet requested at 1826 MBB would satisfy this need.

The non-contiguous school grounds make it difficult to consolidate the loading operation at one location. While it would be more efficient to have a single loading zone where siblings could be dropped off at one time, it is not practical given the intervening commercial businesses driveways and street intersection. Therefore, the addition of a separate loading zone at 1826 MBB could be supported during peak loading times only. An alternative that was not explored is the possibility of establishing an off-site loading area and shuttling students to the school.

The LLG analysis recommends extending the loading zones across the driveway at 1740 MBB. (Recommendation 2). This action is not recommended due to the need to keep this driveway open for late staff arrivals and visitors and parents in need of short-term parking when street parking is temporarily unavailable. LLG Recommendation No. 3 is also not advised due to the need to keep the campus secure while students occupy the parking area adjacent to the classrooms before and after school hours.

RECOMMENDATIONS

Based on the analysis and professional industry standards, it is my recommendation that the project provide a parking ratio of one (1) space per full-time employee working on-site during school hours, inclusive of staff, teachers and assistants. Further, one visitor space per 4 classrooms is recommended. Therefore, a total of 29 spaces (25 staff spaces and 4 visitor spaces) are recommended during school hours based on the proposed uses. In addition, a reduction of 5 spaces may be allowed if a Ridesharing Program is maintained to the satisfaction of the Community Development Department, with certain reporting and monitoring requirements described below.

Pursuant to the LLG analysis, a maximum enrollment of 282 students equates to a potential maximum of 25 employees. Based on this maximum enrollment and implementation of a ridesharing program, the recommended parking supply is 24 spaces. This allows the applicant to have flexibility in adjusting the number of students and/or teachers in particular classrooms for pre-school, elementary, or middle school use, as well as for ancillary uses such as computer or media rooms, library, etc. without increasing the parking requirement.

Based on current operating conditions, the proposed curbside loading zones may be maintained for student loading and unloading during peak school times with limited-time parking restrictions during the rest of the day, subject to regular monitoring. At such time as any of the loading zones are in need of reduction or elimination, the Use Permit should be reviewed by the Community Development Department.

PROPOSED CONDITIONS OF APPROVAL

The following Conditions of Approval should be imposed to ensure that the parking demand and student loading operation does not adversely impact the surrounding community:

1. Based on a maximum of enrollment 282 students at all three school sites, a minimum 24 parking spaces shall be provided. **(COA)**

2. All school employees shall be required to park in the school parking lots. Evidence of employee parking on city streets shall be a violation of the Use Permit. (COA)
3. An Employee Rideshare Program shall be instituted and maintained for all employees that encourages carpooling or other alternative transportation modes. The program shall include incentives and other features to effectively reduce single-occupancy vehicle usage. The school administrators shall submit a report annually prior to the beginning of the school year (or more often as required) to the Community Development Director that analyzes the effectiveness of the program pursuant to City guidelines. Additional incentives shall be incorporated into the Program if the rideshare goal is not met for the prior year. (COA)
4. The school shall maintain staggered start and dismissal times for individual classes to minimize traffic demand along the Manhattan Beach Boulevard loading zone(s). (COA)
5. The total length of school loading zones for the three properties along Manhattan Beach Boulevard shall not exceed 180 feet. (COA)
6. A student loading area and management plan shall be submitted to the City Traffic Engineer for approval. This plan shall be instituted and maintained for each of the curbside loading areas. Each loading zone location along Manhattan Beach Boulevard shall be staffed at peak arrival and dismissal times with at least 2 school employees to assist in loading students in and out of their vehicles. The school administrators shall submit a report annually (or more often as required) to the Community Development Director that analyzes the effectiveness of the loading zones pursuant to City guidelines. Additional measures shall be incorporated into the Plan if adverse street or neighborhood impacts are experienced. (COA)
7. No bus, van or other school vehicle shall be stored on-site unless approved by the Community Development Director. (COA)
8. Parking lots at 1740 and 1826 Manhattan Beach Boulevard shall remain open to visitors during school hours. Visitor parking signs shall be posted at both parking lots to the satisfaction of the City Traffic Engineer. (COA)

Site Plan Comments

9. Vehicle gates shall remain open during business hours. At least one vehicle must be able to queue outside any vehicle access gate in both directions without blocking the sidewalk. (COA)
10. Parking stall cross-slope shall not exceed 5%. (COA)
11. All two-way driveways and approaches shall be as wide as the aisle it serves. The driveway approach for 1826 Manhattan Beach Boulevard must be at least 24 feet wide. (COA)
12. Provide unobstructed triangle of sight visibility (5' x 15') adjacent to each driveway and behind the property line when exiting the parking areas without walls, columns or landscaping over 36 inches high, tree trunks excepted. (MBMC 10.64.150) (COA and show on plans-modify planter walls if necessary.)
13. Any compact spaces shall be at least 8 feet wide. **The proposed compact space at 1826 MBB shall be revised to meet the minimum width.** (COA)
14. At least two feet is required beyond the end of an aisle to provide sufficient back-up space for vehicles in the last space of the aisle. (COA and shown on revised plans)
15. All parking spaces adjacent to an obstruction, except columns, must be at least one foot wider than a standard space. (COA)

16. Wheel stops are necessary for all parking spaces inside a parking lot or structure except those spaces abutting a masonry wall or protected by a 6-inch high planter curb. (MBMC 10.64.100D) (COA)
17. All outside lighting shall be directed away from the public right-of-way and shall minimize spill-over onto the sidewalks and street. Shields and directional lighting shall be used where necessary. (COA)
18. Disabled parking must comply with current standards. One or more van size spaces may be required in each parking lot. See CBC Chapter 11B, Div II and other ADA requirements. (COA)
19. All unused driveways shall be reconstructed with curb, gutter and sidewalk. (COA)
20. Doors and gates along property frontages shall not open across the public right-of-way. (COA and revise plans as necessary.)
21. Any compact spaces shall be labeled with a sign and a stencil marking at the back of each space. (COA)

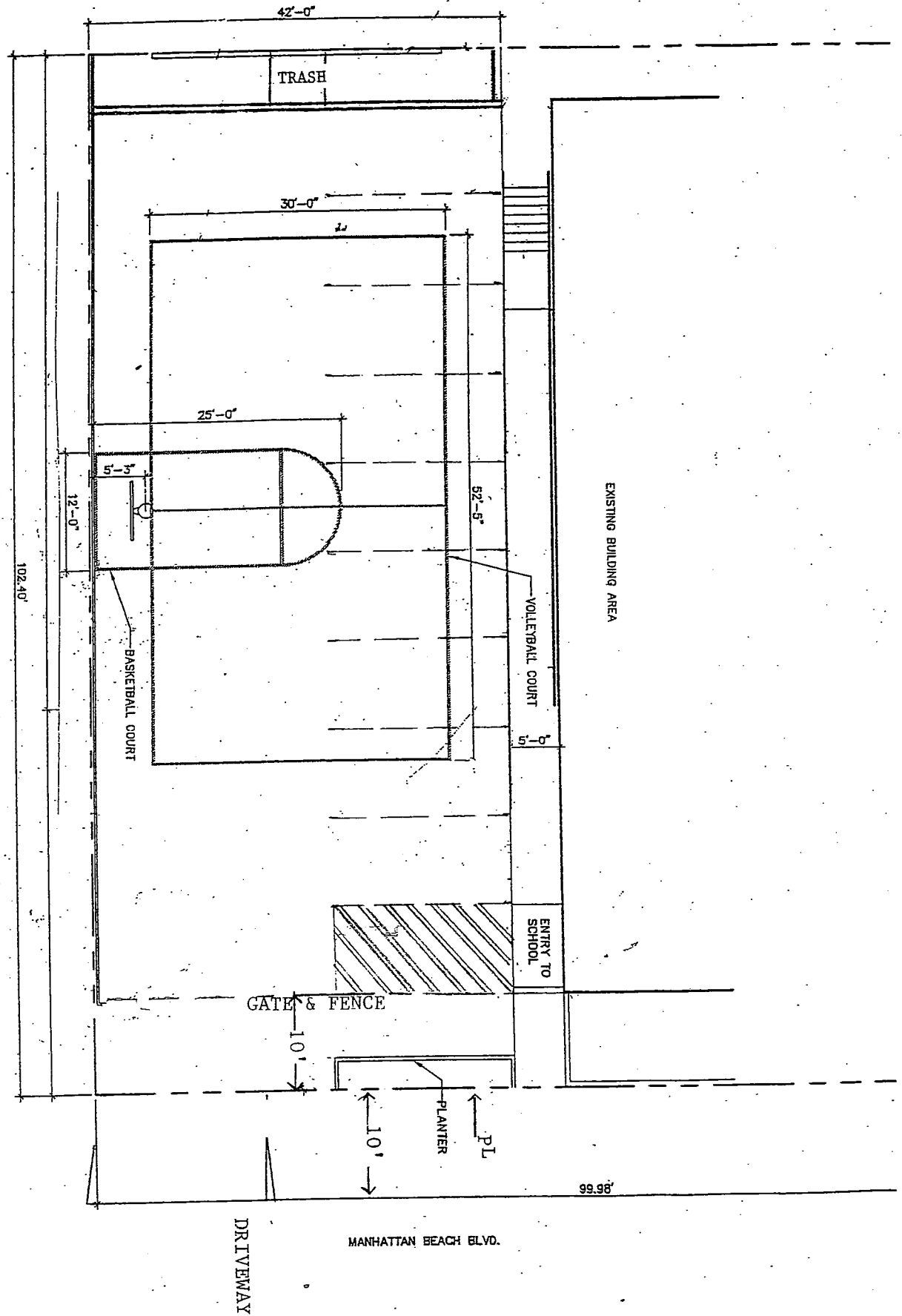
COA – Condition of Approval

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1 HANDICAP SPACE 9' x 18'
7 STANDARD SPACES 8.5' x 18'

AT 1808 SITE

PROPOSED JOINT USE PARKING LOT AND PLAYGROUND AREA



99.99'


MANHATTAN BEACH BLVD.

DRIVEWAY

CITY OF MANHATTAN BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

TO: Angelica Ochoa, Assistant Planner

FROM: Erik Zandvliet, Traffic Engineer 

DATE: December 3, 2008

SUBJECT: **Development Review-1740/1808/1826 Manhattan Beach Boulevard
Manhattan Academy
Response to Planning Commission Comments on October 22, 2008**

Pursuant to the Planning Commissioners' comments made on October 22, 2008, the applicant for Manhattan Academy at 1740/1808/1826 Manhattan Beach Boulevard has revised the proposed operating conditions for the three-site Montessori school. I have reviewed the proposed changes and discussed them with the applicant. The revised conditions and the proposed Conditions of Approval for this Use Permit would be expected to generate acceptable traffic and parking conditions that are not significantly different than the existing conditions.

The following proposed changes have been reviewed and found acceptable if maintained in a comprehensive manner:

1. A maximum of 20 full-time employees at all three school sites combined.
2. A maximum of 282 students for the school.
3. A minimum of 20 parking spaces at the three sites combined based on the 1:1 employee parking ratio plus 1 space per 4 classrooms for visitor parking, with up to a 20% reduction in total required parking spaces for maintaining an active ridesharing program, subject to review by the City Traffic Engineer.
4. Unreserved and open parking in all parking areas for visitors.
5. Overflow parking spaces in the play yard at 1808 Manhattan Beach Boulevard for special events and high demand parking times.
6. Loading zones at each site during peak times only, with adult supervision to assist students similar to existing operation at 140 MBB.
7. Limited time parking between morning and afternoon loading zone times, subject to City Traffic Engineer approval.
8. Annual (or more often) submittals and reviews of the following:
 - a. Student enrollment and staff employment,
 - b. School Loading Area and Management Plan,
 - c. Employee Ridesharing Program,
 - d. Verification of compliance with 20% reduction.
9. A potential reduction of up to 3 additional parking spaces if school has fewer than 20 full-time employees subject to review by the City Traffic Engineer, based on same parking ratios.
10. Evidence of staff parking on City streets shall be considered a violation of the Use Permit.

