

## Project Description

*Use Permit Application for California South Bay University.*

California South Bay University (CSBU) is a startup organization that plans to provide advanced degree programs for students in local community to enhance the overall competitiveness in the job market. CSBU offers two programs: Master of Business Administration and Master of Science in Computer Science. California South Bay University was recently granted approval to operate by the State and still in preparation stage. Currently, CSBU is located at 830 Stewart Drive, Sunnyvale, CA. It leased four suites in the building: 118, 151, 145 and 282. The total area of four suites combined is 2321.0 SQFT. The proposed use of the suites for CSBU is to provide spaces for school administration, admissions and offer higher education learning in the future.

The small-scale educational institution has no student enrolled at this moment. It just started marketing and plans to start enrollment within the next one year. It is projected to have 3 to 5 students in summer session in 2018. In three to five years, it is expected to have total 10 to 20 students. Classes will be offered during weekends to accommodate students who are currently working. And weekend classes will be held from 9:00 a.m. to 6:00 p.m. During class hours, CSBU expects approximately 10 students and faculty at the same time. In three to five years, there might be maximum 20 students and faculty using the facility during each class session.

Other business activities may include workshops, seminars and testing services. CSBU is an authorized test center by Pearson VUE. The operation hours are 9:30 a.m. to 5:00 p.m. Monday through Friday. The testing center offers computer-based teaching credential tests for public school teachers and major IT company certification tests for future employees. It is a site at convenient location for adult candidates to obtain their credentials for employment. The average number of candidates taking test at the same time is about 8 to 9. Due to limited testing system capacity we have, it is unlikely that significant increase of number of test candidates will take place in the future.

Triton Institute is currently sharing space with California South Bay University. Triton Institute offers short adult career training programs. It only subleased classroom 145 and sharing Office 118 with CSBU. Currently, Triton Institute has 5 students enrolled. Their class schedule is Wednesday through Friday 9:00 a.m. to 2:00 p.m. One part-time employee is working (same part-time employee working for CSBU that was mentioned earlier) and one instructor who only comes to school for class sessions. Triton Institute features small class teaching. The projection of the amount of the students is limited to 10 students every class session.

During regular business hours, there will be only one full-time and one part-time administrative staff in the office. The office hours are Monday through Friday from 9:00 a.m. to 5:30 p.m. In the future, the total number of employees may increase to four.

The arrangement of the spaces is:

<b>Floor</b>	<b>Room Number</b>	<b>Room Usage</b>
1 <sup>st</sup> Floor	Suite 118-A	Administrative office
	Suite 118-B	Office
	Suite 118-C	Meeting Room
	Suite 151	Test Center
	Suite 151 A, B & C	Testing Rooms
	Suite 145	Classroom

2 <sup>nd</sup> Floor	Suite 282	Classroom
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The facility does not have a passenger elevator to the second floor. And at this point, no new elevator is proposed. However, CSBU has a plan that provides accessibility to future instructors and students who are handicapped. Suite 145 is a room with multiple functions. It is planned to be used as regular classroom and computer lab. It has regular classroom settings with all the tables equipped with desktop computers. In the cases of having instructors or students who are handicapped, classes can be arranged at Suite 145 on the first floor instead of classroom 282 which is on the second floor. Both Suite 145 and 282 provide same function to hold regular classes. Except Suite 282, all other rooms of the university are located on the ground floor including administrative offices, test center, bathrooms, etc.

The long term CSBU development plan states that CSBU will expand its campus at another location instead of expanding the spaces at 830 Stewart Drive, Sunnyvale.

**Parking Estimate:**

<b>Business Hours</b>	<b>Usage</b>	<b>Maximum Number of Parking Needed</b>
Monday through Friday 9:00 a.m. - 5:30 p.m.	Staff & Test Center	11
Wednesday through Friday 9:00 a.m. - 2:00 p.m.	Class	6
Weekend 9:00 a.m. - 6:00 p.m.	Class	0 (currently) 20 (future)