

Preliminary Application for Conditional Use Permit

STRATFORD SCHOOL

1500 Partridge Ave
Sunnyvale, CA 94087

Revised January 10, 2016



Project Description for Preliminary Use Permit Application

A. Purpose

The purpose of this preliminary Project Description is to share the vision of the applicant with the public, reviewing agencies, and decision makers.

B. Project Objectives

The applicant, Stratford School, Inc. ("Stratford") is one of the nation's premier independent education providers and operators of preschool, elementary and middle schools. It has designed the proposed project to accomplish the following primary goals:

- Create a new, high-performing private school that serves preschool through middle school students in an economically feasible manner.
- Modernize and reuse the Raynor campus to create an attractive project consistent with the City of Sunnyvale's interest in providing quality educational facilities in the community.
- Draw from the surrounding community to create a critical mass of students interested in high quality education with an emphasis on core academics, leadership, and character development.
- Respect the community with planning and design that minimizes impacts on the project site while enhancing the neighborhood.
- Preserve, protect and enhance the natural settings where the existing buildings have existed since the 1950s, with the necessary improvements to suit modern educational requirements.
- Preserve, to the maximum extent feasible, healthy trees on site and replace any trees removed with a ratio of new trees approved by the City.

C. Project Location and Setting

The project site is located in the City of Sunnyvale at 1500 Partridge Avenue and is adjacent to Raynor Park. Currently, the campus buildings and Raynor Park are combined in one parcel. Once a new plat map is recorded by the City, three parcels will be created from the existing one:

- Raynor Park will continue to be the largest parcel;
- The campus property (Assessor's parcel # to be assigned upon recording of parcel map) located at the Northeast corner of Dunford Way and Partridge Avenue, across from Full Circle Farms, will encompass 3.546 acres; and,
- A third parcel (for the City-owned well) will also be designated.

The campus property consists of eight buildings originally constructed as an elementary school by Santa Clara Unified School District ("SCUSD") between 1959 and 1962. The buildings have undergone minor periodic renovations to its interior and exterior. The property was deemed surplus by SCUSD in 1979, whereupon the City of Sunnyvale purchased the full property (approximately 14 acres). The turf area has been converted to a city park – Raynor Park. The buildings have continued to be used over the years—art clubs, private preschool operations, gymnastics, philatelic library, and storage. All buildings are currently vacant.

The site currently has three driveway curb cuts—one on Partridge Avenue and two on Dunford Way. Presently, access is obtained from either right or left hand turns into the property. One large asphalt parking lot on the South and one small parking lot to the North, landscaped areas, and driveways occupy the remainder of the site.

The City of Sunnyvale's Zoning Map classifies the site with a P-F, (Public Facility) zoning designation. Conditional uses are allowed, subject to obtaining a use permit. The proposed use is consistent with the current zoning regulations.

The existing buildings are of frame and stucco construction, with 8' walls and approximately 14' to 16' tall at the roof peak, with half-wall windows on one side of each building. As this was originally constructed as a school facility with E and A occupancies, and as there is not a change in use for the property, it is anticipated that the buildings will not require seismic upgrades. Very little modifications will be made to the structure of the buildings—other than replacement of certain interior walls that have been removed over

the years.

D. Project Characteristics

When originally built, the school was designed by SCUSD to serve up to 660 students. Stratford will reduce the anticipated use to serve no more than 520 students.

While obtaining a use permit for 518 students, Stratford will initially use the school as a middle school with an expected capacity of no more than 460 middle school students. Further, we anticipate the first year (FY 2015-2016) enrollment will be approximately half of the projected capacity.

However, since Stratford offers other educational programs and as markets change and needs evolve over time, Stratford may provide Preschool, Pre-KG and elementary school in the future at the site. For example, our other campus locations utilizing facilities for younger children, may look something like this:

- Preschool and Pre-KG (ages 3-4) 156 Students
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- Elementary School (grades K-8) 338 Students

In no event would the total student population exceed the maximum number of students of 518, which is 142 students less than originally planned for the site by SCUSD.

Note: The Parking Calculations on Sheet A1.3 of the attached drawings indicates 494 total students allowed per existing parking stalls. However, should the four parking spaces currently utilized by the City's backup generator be made available in the future, one additional classroom (up to 24 students) would be permitted. Therefore, this application is based on 518 total students, but limited to 494 students until those stalls are vacated.

The curriculum emphasizes a strong academic focus, but also includes significant combined instruction in music, sports, and the arts. It will draw from a broad demographic of students in the Sunnyvale and Santa Clara areas. Similar to our other Sunnyvale campus locations, we anticipate the majority of our students will be Sunnyvale residents.

The existing buildings are comprised of approximately 32,278 square

feet including 23 classrooms, offices, multipurpose room, restrooms and storage space. All buildings will be modernized and improved to meet required ADA standards and fire codes. We will also add some minor exterior non-structural improvements including a new circulation driveway and fencing. All surfaces will be repainted and landscaping will be upgraded.

Overall, the redevelopment of the project will include the following elements:

- ADA compliance upgrades, as required
- Required fire code upgrades, as required
- New windows, classroom walls, and exit doors where necessary
- Newly painted surfaces (interior and exterior)
- Upgrades to restrooms, cabinets, counters, plumbing, whiteboards, etc.
- Fencing of entire campus area for safety and security
- Student courtyard
- New volleyball court
- New basketball court—park-side for school and public use
- Landscaping upgrades
- Addition of on-site circulation driveway
- Addition of bicycle parking for students
- Sealcoat and striping of all asphalt parking areas

D2. Access, Parking, and Circulation

Access

Vehicular access is provided by two access driveways off Dunford Way feeding a small parking lot and a third access from Partridge Avenue feeding the larger parking lot. Both driveways are currently accessible with either right or left turns in and out. In the redeveloped plan, the three access drives will be maintained, with some minor differences to the access from Dunford. The easternmost driveway on Dunford will be reconfigured to feed a new two-lane, one-way circulation driveway between the buildings and Raynor Park. Combined with staggered schedules, the one-way, double lane driveway will provide more than sufficient queuing for daily drop-off and pick-up to occur on-site and will ensure no backup onto either Dunford Way or Partridge Avenue.

Pedestrian Access

A public sidewalk exists on the City's right-of-way along both the Partridge and Dunford frontage. Pedestrian access will be allowed in three locations—front door access from Partridge, south parking lot access, and north parking lot access.

Bicycle Access

New bicycle racks will be added to the site to encourage riders for both intermittent and daily use.

Parking

On-site Parking

Per the ALTA survey by TerraMark, the existing site contains parking stalls for 91 cars, which includes three handicap accessible spaces. None of the 91 spaces are currently configured as "compact size". Per Sunnyvale municipal code for permitted school uses in the P-F zone, off-street parking is required, as follows:

- School grades K-8: 3 parking spaces per classroom = 69

The proposed site plan does not reduce the total number of spaces to accommodate the parking required for the school's use. And, since the property is already configured for 82 parking stalls, no further parking accommodations are necessary or warranted. However, Stratford anticipates that one lane of the circulation driveway could be used for overflow parking on the infrequent occasion of school performances, etc. Our agreement with the City of Sunnyvale allows public parking in the south parking lot for park access after 5:00PM on school days and all day when school is not in session.

Because staff will typically arrive before students arrive and leave after the students have departed, angled parking along the Partridge side of the school will be restricted to staff to eliminate any parking conflicts during drop-off and pick-up times. The parking lot at the south of the campus will be reserved for middle school parents during pick-up and drop-off times and will be available for visitors the rest of the time.

Off-site Parking

Stratford rarely has evening events that would require additional parking. However, Stratford will reach out to adjacent non-residential properties to work out an agreement for use of additional parking spaces, if needed.

On-Street Parking

The parking slots located just to the west of the campus are included in the parking calculations for the school and will be maintained by Stratford. These parking spaces will be for public use during non-school days and hours. While we do not anticipate using it, there is additional parking allowed along both Dunford Way and Partridge Avenue.

Private Roads

There are no private roads that are part of this project.

Circulation

The on-site (parking lot) circulation will be modified to facilitate a stream-lined pick-up and drop-off of students. Our proposal is to create a one way traffic flow, coming off of Dunford Avenue into the northern drive entrance. Drivers will continue around the driveway loop to the southern drop-off/pick-up point, at which point the students will exit cars to their respective classrooms. The drop-off/pick-up lane will then continue to the west exit onto Partridge Avenue. (See Sheet A1.3, attached.)

As enrollment numbers increase, Stratford will stagger the arrival time for students based on a classroom schedule. As fewer students leave after school at the same time the pickup time will require less space and staggering will be reduced.

Because staff will typically arrive before students arrive and leave after the students have departed, most of the staff will be required to utilize the designated staff parking (as stated in Parking above) angled parking located closest to the school will be designated for Preschool Parents to eliminate any parking conflicts during drop-off and pick-up times. Stratford will modify arrival and departure procedures as needed to mitigate any impact on local surface streets.

The following is our current plan for Arrival/Departure. The plan may be modified as necessary to mitigate traffic impacts.

Raynor Campus Proposed Arrival/Departure Procedures

Arrivals

- 7:15am–7:45am all middle school students. Middle school parents will follow the loop around the school and drop off at the

south parking curb. They will then continue out onto Partridge Avenue.

- School Administration, floater teachers, and one teacher per classroom will unload students from their cars.
- Staff will monitor the students until they safely enter the school's perimeter fencing.
- At roughly 7:45am, the gates to the driveway will be closed and all remaining late families will be required to park in a designated Stratford space and their child will check into the office before going to their assigned classroom.
- Classes start at 7:45am.

Departures

Classes end at 2:50pm. Departures from the middle school are spread throughout the afternoon due to clubs and after school activities.

Generally speaking, the students will depart in about these percentages:

- 3:00pm to 4:00pm - 15%
- 4:00pm to 4:30pm - 20%
- 4:30pm to 5:00pm - 22%
- 5:00pm to 5:30pm - 23%
- 5:30pm to 6:00pm - 20%

With rare exception, all students, parents, and staff depart by 6:00pm.

Driveway gates will remain closed during the day and opened only by staff for arrival and departure times.

The above traffic controls are established for Stratford's anticipated middle school. Should Stratford add preschool and elementary students to the campus, additional traffic calming and student safety measures will be put into place. (See Appendix)

Anticipated traffic counts have been based on counts taken at other campuses by the traffic engineers as part of the EIR. Should that number increase, we will stagger the arrival time for students based on a classroom schedule. As fewer students leave after school at the same time the pickup time will require less space and will be adequate without staggering.

D3. Proposed Landscaping

The site contains mature trees of various kinds. Of these, a select few will be removed because of their poor health and to accommodate the new circulation patterns and basketball court (see Landscaping plans). Most trees along the perimeter of the site will be retained. Mature trees on adjacent properties that occur at the property line will be protected during construction and will remain. Stratford will comply with the City's ordinance in replacing trees, if necessary.

The project will maintain the landscaped common open space distributed throughout the site. The main common open space will be west of the buildings and will include one play yard for use by the students and an in-yard volleyball court. A basketball court will be constructed just inside Raynor Park near the southeast corner of the school property. The full-size court will feature an asphalt play surface and will be surrounded by a 12' tall vinyl coated chain link fence. The court will be used by the school during school days and be available for public use evenings, weekends, and holidays.

The school will be responsible for the maintenance of the common open space areas within the project site as well as the areas up to the curb within the adjacent public right-of-ways. In addition, Stratford will maintain both parking lots and the basketball court.

D4. Site Lighting

The site is currently lit with pole lights as well as building and soffit mounted fixtures. Due to any reconfiguration of the parking and landscape areas, additional building-mounted light fixtures will be placed to provide adequate lighting for safe access to the building and parking areas. New lighting will be directed downward so as not to spill over onto adjacent properties. The lighting levels will be consistent with City and safety standards. The school will be responsible for the maintenance of the lighting. Existing streetlights will remain.

D5. Proposed Tenant Improvement Prep Work

The proposed project will require tenant improvement prep work including removal of some minor interior improvements of the building, parts of the existing exterior walls in order to replace windows and widen doors (for ADA compliance), and some asphalt courtyard areas between the buildings. All main building walls, concrete floor slabs and

roofs will remain. Some asphalt paving and landscaping will be removed and replaced. All asphalt surfaces or earth being removed will be recycled per the Santa Clara County requirements for the recycling of construction materials.

D6. Grading

Grading design will include some earthwork and spoils removal in preparation for the new circulation driveway. All utilities are anticipated to remain "as is". The buildings will remain at their existing ground floor elevation. Per the TerraMark ALTA, FEMA maps show that the site is in Flood Zone X, areas determined to be outside of the 100-year flood plain.

D7. Drainage

The project maintains drainage away from the existing buildings. The parking lots and courtyards currently drain to catch basins that connect and discharge to the gutter on Dunford Way. The additional driveway will provide for on-site water retainage. The replacement of selected asphalt paved courtyards with landscaped play yards will increase the permeable area of the site. The school will be responsible for the maintenance of all on-site storm drainage facilities.

D8. Utilities

A domestic water line serves the existing buildings along with a second waterline that is used for landscape irrigation on the campus. A fire line runs from Dunford Way on the east side and wraps the length of the property to the south continuing to Partridge Avenue on the west.

Fire lines feed one Automatic Sprinkler Riser (ASR) for overhead fire sprinklers. The water lines are all believed to be more than adequate for the educational use.

Currently the site is served by a PG&E 600 amp power service. One additional transformer may be added to the campus to accommodate air conditioning in the future. Based on the campus' previous use as a school, we believe there is more than sufficient gas and water supplied to the site.

Stratford has agreed to grant an easement to the City to allow the current location of the secondary culinary water well and its associated

utility connections and backup generator to remain. These are located near the corner of Dunford Way and Partridge Avenue. City's power and water connections shall be separately metered.

D9. Local Roadways

The project does not propose modifications to the local roadways, with the exception of adjustments to the drive entrance at Dunford Way.

D10. Construction Schedule

Construction of the project will begin after the approval of the project by the City's Planning Commission, City Council, and Building Department and will last approximately 5 months.

D11. Aesthetics

The proposed project will make only minor updates to the 1960's building facade with contemporary colors and materials. Enhancements include replacing glass that has been removed from certain classrooms and new exterior paint. Updated fencing will also be installed to provide security for the students.

D12. Economics

The proposed project will bring a new, vibrant and needed educational use to the area. While the City and a variety of tenants—including a preschool—have occupied this site for over 30 years, it is currently vacant and much is deemed unsafe or unusable. The modernization of the campus will generate increased construction, permanent employment, business activity, improved property values because of the addition of a high quality educational option, and annual property tax dollars to the City. In addition, the purchase of the property by Stratford will provide approximately \$14 million of capital funds for the City of Sunnyvale to utilize on other needed projects.

E. Documents Submitted

A preliminary package is submitted that includes the existing conditions ALTA survey, the proposed site plan, and floor plans.

F. Approvals Requested

The applicant is requesting entitlement approvals for the use of 1500 Partridge Avenue as a private Preschool through 8th grade educational facility. This will include the rework of the existing buildings and site to accommodate the educational needs as the school implements the use permit.

It is our understanding that development of the proposed project will require the following approvals:

- Conditional Use Permit approved by the City of Sunnyvale Planning Commission and potentially the Sunnyvale City Council.
- Building permit issued by City of Sunnyvale Building Department and Fire Department.

In conjunction with the Conditional Use Permit and Planned Use Development Permit being requested, Stratford has already entered into a Joint Use Agreement with the City of Sunnyvale for the use of a portion of Raynor Park. Stratford will design access to Raynor Park directly from the school.

Appendix

Stratford intends that the Raynor Center will be used as a middle school; however, it is being entitled for preschool through middle school use in the event that market conditions change

Traffic calming and student safety remain our highest priorities and the Circulation, Parking, and Traffic flow represented above will remain in place with the following additions:

Anticipated Arrival Times

- 7:15am-7:45am Middle School
- 8:00am-8:15am Elementary
- 8:15am-9:00am Preschool/Pre-KG

Elementary parents will use the –onsite driveway after the middle school parents have departed.

Preschool parents will be required to park their cars and escort their children directly to the classroom for check-in.

Anticipated Departure Times

- 3:15pm-3:30pm Elementary
- 3:30pm-3:45pm Preschool/Pre-KG
- Middle school as previously described

Other elementary safeguards

The departure process is also well-choreographed and includes the following:

- Elementary parents will be provided with visor cards. These will be given to parents only after verifying pertinent details with the emergency forms and matching to parent photo identification. Visor cards contain the official Stratford logo, the child’s first name, initial of the last name, and classroom number.
- Parents will follow the same loop as during the arrival process for departure.

- One teacher will read the names on the visor card as that parent arrives at the campus, and call that child's name using a walkie-talkie to a teacher positioned in the main hallway. She/he will relay this information to the teachers in the auditorium, and staff members or School Administration will escort children to their car by holding their hand and carefully loading them in the car. The staff member will secure them into their car seat.
- As soon as there are 15 or fewer students in the auditorium, a teacher from the auditorium will come outside to assist with escorting children to their car.
- The staff and School Administration will assist with this procedure to ensure that staff ratios are met, and that safety procedures are maintained at all times.

Preschool parents will again park their cars and escort their child from the classroom to their own vehicle.

Photoshop Renderings



Front of campus



Campus rear



Overhead view of campus

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