



City of Paso Robles Planning Commission Agenda Report

From: Darcy Delgado, Assistant Planner

Subject: Conditional Use Permit (CUP) 17-003
614 13th Street / APN 009-036-008
Applicant – Novelles Developmental Services
A request to establish an Adult Day Care Program to be licensed for up to 35 individuals. The program would provide community and job skills training for adults with developmental disabilities. Training opportunities would occur on-site as well as off-site with prospective employers.

Date: May 9, 2017

Facts

1. The Adult Day Care Program would be located within the existing building located at 614 13th Street (See Vicinity Map, Attachment 1).
2. The building is located in the T4-F (T4-Flex) zoning district and has a Mixed Use (MU) General Plan Land Use designation.
3. Table 5.3-1 of the Uptown/ Town Center Specific Plan requires a Conditional Use Permit (CUP) for non-family day care center for more than 14 persons, which would include an Adult Day Care Program in the T4-F zone.
4. The Novelles Developmental Services would be an Adult Day Care Program licensed by the Community Care Licensing Division of California Department of Social Services. The facility would operate as an office and would be licensed for up to 35 individuals to provide community and job skills training for adults with developmental disabilities. Training opportunities would occur on-site as well as off-site with prospective employers. The facility would hold office hours Monday through Friday, from 8:00 AM to 5:00 PM, however program participants would only be able to attend for up to six hours on these days, with the anticipated times to be from 9:00 AM to 3:00 PM (See Applicant's Project Description and Response to Staff Comments, Attachments 2 and 3). Program participants will be supervised at all times with the average ratio of participants to staff being three (3) participants to one (1) staff member.
5. There are four (4) parking spaces at the rear of the building, accessed from the public alleyway. Since there is no change of occupancy nor is there an increase of square footage proposed with this conditional use permit request, no additional parking is required. The applicant intends to keep the four (4) parking spaces available for program participant's families to drop them off. The office staff would utilize public parking along 13th Street or the public parking lot(s) just east of the building (see Vicinity Map, Attachment 1).
6. The Development Review Committee (DRC) reviewed this project at their meeting on April 24, 2017, and were in favor of the conditional use permit request.

Agenda Item 1

7. This application is Categorically Exempt from environmental review per Section 15301 (existing facilities) of the State's Guidelines to Implement the California Environmental Quality Act (CEQA).

Options

After consideration of any public testimony, the Planning Commission should consider the following options:

1. Approve Draft Resolution A (Attachment 4); approving Conditional Use Permit 17-003, subject to site specific conditions of approval.
2. Approve Draft Resolution A (Attachment 4), with amended conditions such as limiting the number of daytime clients that may be on-site at any given time.
3. Refer the project back to staff for additional analysis on specific issues identified, and continue the public hearing to a date-certain.
4. Deny the application with findings.

Analysis and Conclusions

Project Summary

For the Planning Commission to consider a request to establish an Adult Day Care Program licensed by the Community Care Licensing Division of California Department of Social Services. The facility would operate as an office which is the existing use, and would be licensed for up to 35 individuals to provide community and job skills training for adults with developmental disabilities. Training opportunities would occur on-site as well as off-site with prospective employers. The facility would hold office hours Monday through Friday, from 8:00 AM to 5:00 PM, however program participants would only be able to attend for up to six hours on these days, with the anticipated times to be from 9:00 AM to 3:00 PM. Program participants would be supervised at all times with the average ratio of participants to staff being three (3) participants to one (1) staff member.

General Plan / Zoning Consistency

The existing building is located in the T4-F (T4-Flex) zoning district and has a Mixed Use (MU) General Plan Land Use designation. The T4-F zone is currently occupied by 1- and 2-story single-family dwellings and flex block buildings. The intent of the T-4F zone is to preserve the small-scale mixed-use character, while allowing for higher densities and a more diverse use mix than the T4-N (T4-Neighborhood) zone. The T4-F zone conditionally allows non-family day care centers for more than 14 persons, which would include an Adult Day Care Program. In this case, the CUP is attempting to find a balance with the number of participants who would be utilizing the program's services.

The Planning Commission will need to review this CUP request to determine if the proposed use is compatible in the T4-F zone. The CUP gives the Planning Commission the ability to require special conditions of approval to insure that a particular use is compatible with surrounding uses. In this case, no special conditions of approval have been applied to the applicant's request.

Neighborhood Compatibility / Site Design Issues

As part of the applicant's request, Novelles Developmental Services would work with adults with developmental disabilities by providing them with community and job skills training, such as how to look for and apply to jobs, how to write a resume, how to interview, how to get to work on time and utilize public transportation, etc. The training would occur both on- and off-site, depending on whether participant(s) have scheduled meetings with prospective employers. As shown on the floor plan of the

Agenda Item 1

existing building (see Exhibit B to Attachment 4), there will be areas dedicated for job skills training, including a computer lab and training room.

The facility would hold office hours Monday through Friday, from 8:00 AM to 5:00 PM, however program participants would only be able to attend on these days for up to six hours, with the anticipated times to be from 9:00 AM to 3:00 PM. Program participants would be able to attend for full or partial days, depending on their individual needs. Additionally, the program participants would be supervised at all times with the average ratio of participants to staff being three (3) participants to one (1) staff member. As part of the Program's licensing, each program participant will have a schedule for when they will be in the office or be at an off-site location. The participants would not be able to show up for training unless it is scheduled. This allows staff to maintain the appropriate ratio of participants to staff. Even though the program will be licensed for 35 individuals, the participants will generally be involved in off-site training at various locations in the community, therefore, it would be highly unlikely for all participants to be scheduled for on-site training at the same time. Additionally, the office staff would be able to regulate the schedule to further prevent an incidence in which many of the participants were on-site at the same time. Additionally, the program will periodically be inspected by the Department of Social Services, Tri-Counties Regional Center and the Paso Robles Fire Department to ensure that Novelles is compliant with appropriate state and federal regulations, such as maintaining levels of service for job-related training.

The surrounding blocks are majority commercial uses, including an optometrist, massage therapy offices, law offices, and the Paso Robles Children Museum immediately surrounding the site. There are four (4) on-site parking spaces at the rear of the building, accessed from the public alleyway. A company vehicle would be used to take participants to off-site locations for job-training, and would occasionally be parked in one of the four parking spaces. Otherwise, the applicant intends to keep the parking spaces available for program participant's families to drop them off. The office staff would utilize public parking along 13th Street or the public parking lot(s) just east of the building. Since there is no change of occupancy to the building nor is there an increase of square footage proposed with this conditional use permit request, no additional parking spaces are required as part of the applicant's request.



Photo 1: View of existing building facing the front entrance (looking south).

Agenda Item 1



Photo 2: View of the existing building facing the rear entrance (looking north).

Architecture and Appearance

No changes to the existing building are needed to accommodate the proposed Adult Day-Care Use.

CEQA issues

This application is Categorically Exempt from environmental review per Section 15301 (existing facilities) of the State's Guidelines to Implement the California Environmental Quality Act (CEQA).

Options

Option 1. Option 1 takes into account the facility would operate as an office, which is the existing use of the building. Although the program will be licensed for 35 individuals, it would be highly unlikely for all participants to be scheduled for on-site training at the same time since the office staff would be able to regulate the schedule. Additionally, the program will periodically be inspected by the Department of Social Services, Tri-Counties Regional Center and the Paso Robles Fire Department to ensure that Novelles is compliant with appropriate state and federal regulations, such as maintaining levels of service for job-related training. This periodic inspection would self-regulate the facility's ability to over extend its services or go beyond an office-type use.

Option 2. Option 2 takes into account that the proposed use may require additional conditions of approval to make it more compatible with surrounding uses, such as limiting the number of daytime clients that may be on-site at any given time since the facility would be licensed for up to 35 individuals.

Option 3. Continuing the item to a future Planning Commission meeting would allow staff to work with the applicant and further review the compatibility of the use as it is proposed.

Option 4. The Planning Commission would have to make finding to support denial of the project. It does not appear denial findings would be warranted in this case.

Agenda Item 1

Fiscal Impact

None identified at this time.

Recommendation

Option 1. Approve Draft Resolution A, approving the proposed Conditional Use Permit 17-003, subject to site specific conditions of approval.

Attachments

1. Vicinity Map
2. Applicant's Project Description
3. Applicant's Response to Staff Comments
4. Draft Resolution A
5. Mail affidavit
6. Newspaper affidavit

Attachment 1

Vicinity Map



Project Site
614 13th Street

City parking lots
(purple)



Novelles Developmental Services
614 13th Street
Paso Robles, CA 93446
(805) 440-5627

RECEIVED
MAR 17 2017
City of Paso Robles
Community Development Dept.

City of El Paso De Robles Community Development Department Planning Division
1000 Spring Street
Paso Robles, CA 93446

March 16, 2017

TO: City of El Paso De Robles Community Development Department

RE: Conditional Use Permit– 614 13th Street, Paso Robles CA 93446

Novelles Developmental Services will provide job skills training for adults with developmental disabilities. Much of the training will occur away from the location with perspective employers. The program will be licensed for 35 individuals although it would be unlikely all would be there at the same time. There will be approximately 13 staff members serving as program instructors, job specialists and administrator. Hours of operation are Monday – Friday, 8:00AM – 5:00PM, with no services on holidays or weekends. The participants will attend 6 hours per day from 9:00AM until 3:00PM. The facility is licensed through the Community Care Licensing Division of California Department of Social Services. Department of Social Services, Tri-Counties Regional Center and Paso Robles Fire Department conduct periodic inspections and reviews to ensure that Novelles is compliant with appropriate state and federal regulations.

The program participants will arrive and depart by private van service and public transportation. The program has area in front of the building and behind for parking where participant can be dropped off and picked up. Staff will use private transportation and utilize public transportation. There are 4 non-handicapped spaces and 1 handicapped space. There are 35+ parking spaces in the alley and in the parking lot nearby. There is angled street parking on the south side of 13th and regular street parking on the north side of 13th Street in front of the building.

The building is well maintained and the grounds are nicely landscaped by the building owners. We have recently installed smoke detectors and carbon monoxide detectors for safety.

This address is in T4 Flex zoning area. There are no homes within 300 feet of the address. All are businesses, such are Banks, hair salon, barber shop, dentist, coffee shop, pizza parlor, pharmacy, shops, insurance broker, children’s museum and miscellaneous offices.

If you have any questions about our program services, or the use of the property and facility, please do not hesitate to contact me at the above telephone number.

Sincerely,

A handwritten signature in blue ink that reads "Jeanette Wisler".

Jeanette Wisler
Area Director, Novelles Developmental Services

RECEIVED
MAR 17 2017
BUILDING DIVISION



Novelles Developmental Services
614 13th Street
Paso Robles, CA 93446
(805) 440-5627

City of El Paso De Robles Community Development Department Planning Division
1000 Spring Street
Paso Robles, CA 93446

April 14, 2017

TO: City of El Paso De Robles Community Development Department

Subject: 30-Day Application Completeness Review for CUP 17-003 proposing to establish an Adult Day Program for more than 14 adults.

COMPLETENESS ITEMS:

1. Expanded project description:
 - a. The program participants will spend their time while onsite working on job searches and job skills. Job searches will be done in a computer lab, where staff will assist a group in how to look for jobs, apply for jobs, write resume's and complete applications. Soft employment skills training such as how to interview, dress for work, who to talk with when you have difficulties at work, how to get to work on time, bus schedules etc. The staff will show videos in the larger training room. Discussions and role playing scenarios will be held in offices.
 - b. Program participants can attend for full or partial days depending on what they need. The participants may only be on the property for a short time, then leave to go to an internship where staff support the participant.
 - c. Staff will be offsite with the participants for most of the day. There will need to be one person in the building during office hours.
 - d. The number of staff members correlates to the number of participants in attendance at that time. The average ratio we have established is 3 participants to 1 staff. Our licensing does not establish ratios in day programs.
2. Floor plan
 - a. See attached updated floor plan.

In addition, Novelles has added smoke detectors and a carbon monoxide detector as required for an Adult Day Program.

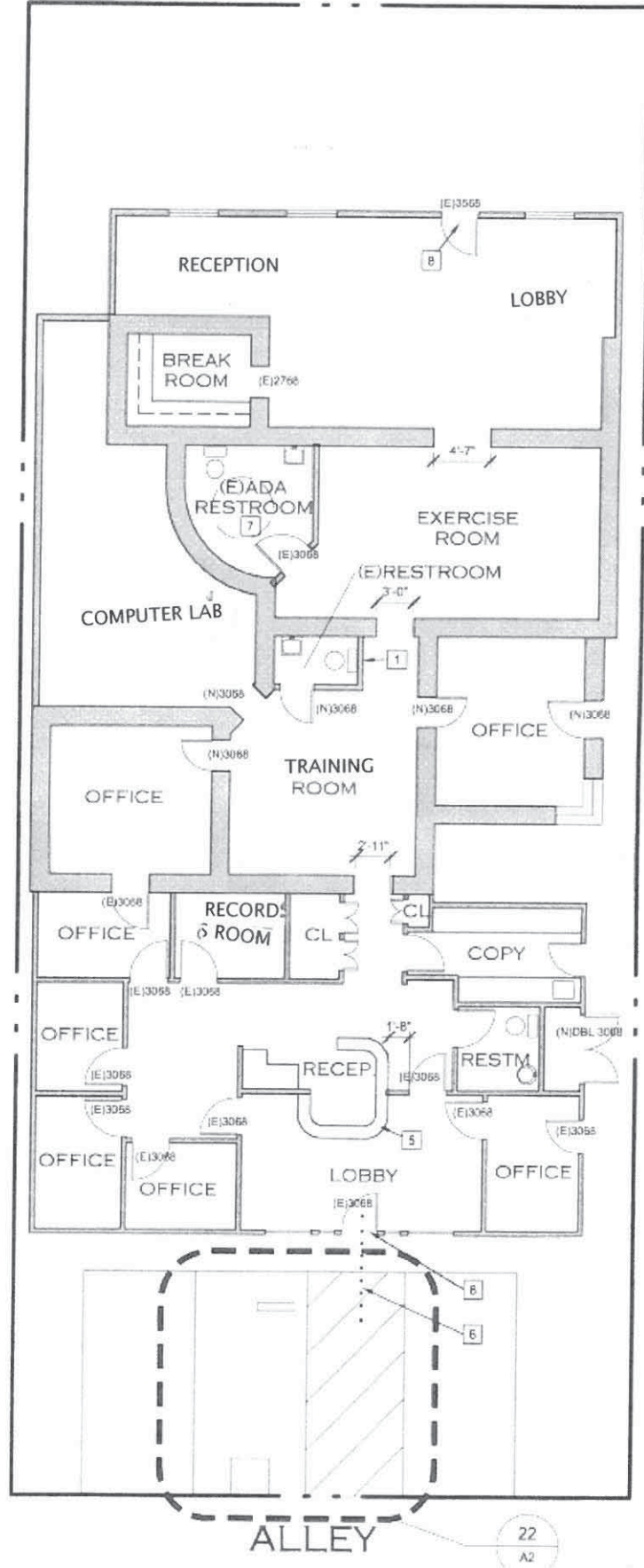
If you have any questions about our program services, or the use of the property and facility, please do not hesitate to contact me at the above telephone number.

Sincerely,

A handwritten signature in cursive script that reads "Jeanette Wisler".

Jeanette Wisler

Area Director, Novelles Developmental Services



Attachment 4

Draft Resolution A

RESOLUTION NO: PC 17-XXX

A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF EL PASO DE ROBLES
TO APPROVE CONDITIONAL USE PERMIT 17-003
(613 14th Street – Novelles Developmental Services)
APN: 009-036-008

WHEREAS, the applicant, Novelles Developmental Services, has filed a Conditional Use Permit (CUP) application to establish an Adult Day Care Program within the existing building at 614 13th Street; and

WHEREAS, the Adult Day Care Program would be licensed for up to 35 individuals. The program would provide community and job skills training for adults with developmental disabilities. Training opportunities would occur on-site as well as off-site with prospective employers; and

WHEREAS, Table 5.3-1 of the Uptown/ Town Center Specific Plan requires a Conditional Use Permit (CUP) for non-family day care center for more than 14 persons, which would include an Adult Day Care Program in the T4-F zone; and

WHEREAS, this application is Categorically Exempt from environmental review per Section 15301 (existing building) of the State's Guidelines to Implement CEQA; and

WHEREAS, a duly noticed public hearing was conducted by the Planning Commission on May 9, 2017, to consider the facts as presented in the staff report prepared for this project, and to accept public testimony regarding this conditional use permit request; and

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2 - Findings: based upon the facts and analysis presented in the staff report, public testimony received and subject to the conditions listed below, the Planning Commission makes the following findings:

1. The proposed use is consistent with the General Plan and Uptown / Town Center Specific Plan; and
2. The proposed use satisfies the applicable provisions of this Paso Robles Zoning Ordinance; and
3. The establishment, and subsequent operation or conduct of the use will not, because of the circumstances and conditions applied in the particular case, be detrimental to the health, safety or welfare of the general public or persons residing or working in the neighborhood of the use, or be detrimental or injurious to property or improvements in the vicinity of the use; and
4. That the proposed project or use will not be inconsistent with the character of the immediate neighborhood or contrary to its orderly development; and

Agenda Item 1

5. That the proposed use or project will not generate a volume of traffic beyond the safe capacity of all roads providing access to the project, either existing or to be improved in conjunction with the project, or beyond the normal traffic volume of the surrounding neighborhood; and

Section 3- Environmental Determination: This application is Categorically Exempt from environmental review per Section 15301 (existing building) of the State's Guidelines to Implement the California Environmental Quality Act (CEQA).

Section 3 - Approval: Conditional Use Permit 17-003 is approved subject to the following:

<u>EXHIBIT</u>	<u>DESCRIPTION</u>
A	Project Conditions
B	Floor Plan

PASSED AND ADOPTED THIS 9th Day of May 2017 by the following Roll Call Vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CHAIRMAN JOHN DONALDSON

ATTEST:

WARREN FRACE, PLANNING COMMISSION SECRETARY

Exhibit A

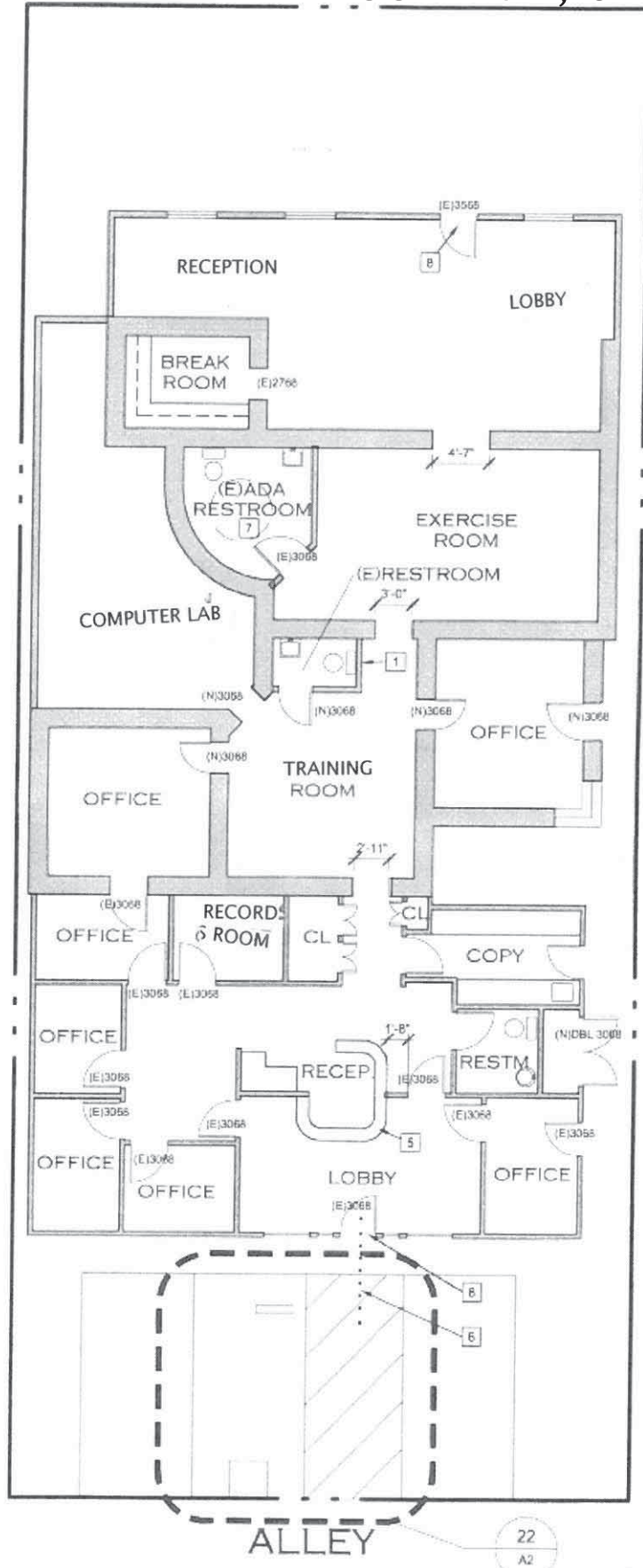
Conditions of Approval – CUP 17-003

Planning Division Conditions:

1. This Conditional Use Permit (CUP) authorizes the establishment and operation of an Adult Day Care Program licensed by the Community Care Licensing Division of California Department of Social Services for up to 35 individuals, located at 614 13th Street.
2. This project approval shall expire on May 10, 2019, unless the use has not been executed, or unless a time extension request is filed with the Community Development Department prior to expiration.
3. The site shall be developed and maintained in accordance with the approved plans and unless specifically provided for through the Conditional Use Permit process shall not waive compliance with any sections of the Zoning Code, all other applicable City Ordinances, and applicable Specific Plans.
4. Any condition imposed by the Planning Commission in granting this Conditional Use Permit may be modified or eliminated, or new conditions may be added, provided that the Planning Commission shall first conduct a public hearing in the same manner as required for the granting of the original permit. No such modification shall be made unless the Commission finds that such modification is necessary to protect the public interest and/or neighboring properties, or, in the case of deletion of an existing condition, that such action is necessary to permit reasonable operation and use under the Conditional Use Permit.

Exhibit B

Floor Plan, 614 13th Street





AFFIDAVIT
OF MAIL NOTICES
PLANNING COMMISSION/CITY COUNCIL PROJECT NOTICING

I, Monica Hollenbeck, employee of the City of El Paso de Robles, California, do hereby certify that the mail notices have been processed as required for Conditional Use Permit CUP 17-003, on this 27th day of April, 2017.

City of El Paso de Robles
Community Development Department
Planning Division

Signed: Monica C Hollenbeck
Monica Hollenbeck

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MAY 01 2017

City of Paso Robles
Community Development Dept

THE Newspaper of the Central Coast
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In The Superior Court of The State of California
In and for the County of San Luis Obispo
AFFIDAVIT OF PUBLICATION

AD # 3048812
CITY OF PASO ROBLES

STATE OF CALIFORNIA

ss.

County of San Luis Obispo

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen and not interested in the above entitled matter; I am now, and at all times embraced in the publication herein mentioned was, the principal clerk of the printers and publishers of THE TRIBUNE, a newspaper of general Circulation, printed and published daily at the City of San Luis Obispo in the above named county and state; that notice at which the annexed clippings is a true copy, was published in the above-named newspaper and not in any supplement thereof – on the following dates to wit; APRIL 28, 2017 that said newspaper was duly and regularly ascertained and established a newspaper of general circulation by Decree entered in the Superior Court of San Luis Obispo County, State of California, on June 9, 1952, Case #19139 under the Government Code of the State of California.

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Jane E. Toward

(Signature of Principal Clerk)

DATE: APRIL 28, 2017

AD COST: \$225.06

**CITY OF PASO ROBLES
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Planning Commission will hold a Public Hearing to consider the following project:

APPLICATION: Conditional Use Permit (CUP 17-003), a request to establish an Adult Day Care Program to be licensed for up to 35 individuals. The program would provide community and job skills training for adults with developmental disabilities. Training opportunities would occur on-site as well as off-site with prospective employers.

APPLICANT: Novelles Developmental Services

LOCATION: 614 13th Street; Assessor's Parcel Number 009-036-008

ENVIRONMENTAL DETERMINATION: This application is Categorical Exempt from environmental review per Section 15301 (existing facilities) of the State's Guidelines to Implement the California Environmental Quality Act (CEQA).

HEARING: The Planning Commission will hold a Public Hearing on Tuesday, May 9, 2017, at 6:30 p.m. at the Library Conference Center, 1000 Spring Street, Paso Robles, California.

Questions about this application may be directed to the Community Development Department at (805) 237-3970 or via email at planning@prcity.com. Comments on the proposed application may be mailed to the Community Development Department, or emailed to planning@prcity.com provided that such comments are received prior to the time of the hearings.

If you challenge the application in court, you may be limited to raising only those issues you or someone else raised at the public hearings described in this notice, or in written correspondence delivered to the Planning Commission or City Council at, or prior to, the public hearings.

Copies of the staff report pertaining to this project will be available for review at the Community Development Department on the Thursday preceding each hearing (copies are available for purchase for the cost of reproduction). If you have any questions, please contact the Community Development Department at (805) 237-3970.

Darcy Delgado
Assistant Planner
April 28, 2017

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