



## PLANNING COMMISSION STAFF REPORT

**APPLICATION:** CUP2015-13

**AGENDA ITEM:** PH-2

**PREPARED BY:** Jose Barriga  
Assistant Planner

**MEETING DATE:** October 14, 2015

---

**SUBJECT:** Conditional Use Permit CUP2015-13  
800 Royal Oaks Drive

**REQUEST:** Review of a Conditional Use Permit to operate an educational institution in the M (Manufacturing) Zone.

**APPLICANT:** Mt. Sierra College  
101 East Huntington Drive  
Monrovia, CA 91016

**ENVIRONMENTAL DETERMINATION:** Categorical Exemption (Class 1)

**BACKGROUND:** In September of 1998, the Planning Commission approved Conditional Use Permit CUP98-15 to allow Mt. Sierra College an educational institution to locate at 101-121 East Huntington Drive. With their lease soon expiring, Mt. Sierra College has been searching for new campus location that is compatible with their use.

**SUBJECT PROPERTY:** The subject site is located on southwest corner of Royal Oaks Drive and South Mountain Avenue. The lot is approximately 8.94 acres and is comprised of two parcels.

The subject site is improved with 2 two-story buildings with approximately 639 parking spaces provided, that is also referred to as the Monrovia Technology Campus. The site is served by three (3) ingress/egress points on Royal Oaks Drive and one (1) on South Mountain Avenue with a bridge over the Sawpit Wash. Mt. Sierra is proposing to occupy a portion of the eastern building.

The subject property is located in the M (Manufacturing) Zone and is surrounded by various types of development. The properties located to the north and west are zoned Manufacturing and operate as manufacturing and Trader Joe's corporate offices. To the south, the property is zoned CRS (Commercial-Regional/Subregional) and Manufacturing that is operated a shopping center and light industrial uses. To the east, the property is zoned PD-7 (Planned Development Area 7) and are operated as an educational institution, light manufacturing, and dialysis center.

## **DISCUSSION/ANALYSIS:**

### ***Site Plan/Floor Plan***

The applicant is proposing to occupy approximately 27,000 square feet located in the eastern building of the first floor of the 120,000 square foot two-story building. The driveway approach South Mountain Avenue will serve as the primary access point that leads to the majority of the parking spaces dedicated to the college. The building provides two entrance points to the facility, one entrance on the east and the second on the north side of the building.

The proposed floorplan provides classrooms, offices, staff and student lounge, bookstore, multi-purpose room, and guest reception. Since the Monrovia Technology Campus was completed in 2003, the proposed use will only require interior improvements.

### ***Operation***

Currently, the college has between 450-500 students seeking bachelor degree, 35-40 administrative staff members, and 10-12 faculty members. A total of 114 lectures and labs sessions are offered per week. The college is accredited by Accrediting Commission of Career Schools and Colleges (ACCSC) and offers Bachelor of Art and Science degrees programs in Information Technology, Media Arts, and Business.

Classes are offered quarterly and are conducted Monday through Saturday, starting at 8:00 AM each morning. Evening classes will end by 11:00 PM Monday through Thursday, Friday classes will conclude at 7:00 PM, and Saturday classes will conclude by 5:00 PM.

### ***Parking***

Mt. Sierra College has been allocated 108 parking spaces that are located on the east side of the project site. The parking spaces are distributed between the parcel accessed from South Mountain Avenue and the parcel accessed from Royal Oaks Drive. The allocated number of parking spaces and operation are consistent with the previous CUP approval. Based on the proposed operation there will be adequate parking to accommodate the use. The existing schedule indicates that a majority of the classes commence in the afternoon or evening when neighboring businesses are not occupying the parking lot. The class schedule (Attachment A) provides a breakdown of the existing schedule and is consistent with the previous approval. Additionally, the new site at 800 Royal Oaks Drive will provide substantial additional parking, if required, on site.

### ***Conclusion***

The proposed use will continue in providing a complimentary operation to the existing research and development uses along the East Huntington Drive High Tech Corridor to the south. This site is appropriate to accommodate an educational institution with the existing building and available parking.

**RECOMMENDATION:** Staff recommends approval of the Conditional Use Permit CUP2015-13. If the Planning Commission concurs with this recommendation then, following the public hearing, the appropriate actions are to:

1. Pursuant to the California Environmental Quality Act ("CEQA") and the City's local CEQA Guidelines, the Planning Commission in the exercise of its independent judgment finds that CUP2015-13 is categorically exempt from CEQA under Class 1.

2. The Planning Commission finds that the custodian of records for all other materials that constitute the record of proceeding upon which this decision is based is the Planning Division Manager. Those documents are available for public review in the Planning Division located at 415 South Ivy Avenue, Monrovia, California, 91016.
3. The Planning Commission in the exercise of its independent judgment hereby makes the findings listed on attached Data Sheet No. 3 for CUP2015-13, which are incorporated herein by this reference.
4. The Planning Commission approves CUP2015-13, subject to the attached Planning Conditions on Data Sheet No. 1 and recommendations in the Staff Report, all of which are incorporated herein by this reference.

**MOTION:**

**Approve CUP2015-13 pursuant to the recommendations in the Staff Report.**



# DATA SHEET 1

# Planning Conditions

CUP2015-13

800 Royal Oaks Drive

Development of the subject property and operations on the site must remain in substantial conformance at all times with the request and application forms and plans for CUP2015-13, to operate an educational institution in approximately 27,000 square feet of the 120,000 square foot two-story building with 108 dedicated parking spaces submitted by the applicant, as approved by the Planning Commission and placed on file in the office of the Planning Division, except as modified by the conditions imposed by the Planning Commission and by subsequent modifications determined by the Planning Division Manager to be in substantial compliance with the conditions of approval.

1. The approval shall be for a higher education facility which provides educational programs of study in selected information technology and business disciplines.
2. Any deviation in the operations that will impact the parking demand shall require prior, Planning Commission or Development Review Committee, review and approval as determined appropriate by the Planning Division.
3. All exterior signs shall be submitted for review by the Development Review Committee and no exterior sign may be installed without prior approval of the Development Review Committee. The existing electronic message board sign located on the northeast corner of Huntington Drive and Myrtle Ave shall be removed. If it is to be relocated to the proposed site, the electronic message board sign shall be subject to the Minor Conditional Use Permit process.
4. All supplies, products, materials, and equipment shall be stored within the building. Outdoor storage of supplies, products, materials, and equipment is prohibited.
5. The Development Review Committee shall review the use six from the date the use commences. The review shall focus on compliance with the conditions of approval related to any impacts to the surrounding properties.
6. All parking related to the educational institution shall remain on site.
7. Any violation of these conditions of approval or the Monrovia Municipal Code may be subject to the Administrative Fine Ordinance, other available remedies and/or revocation or modification of this permit at the discretion of the City Attorney and City Prosecutor.
8. In addition to Planning (Data Sheet No. 1), the Applicant shall also comply with all requirements of the Monrovia Municipal Code, Building Division and Fire Department that are directly applicable to the project.

9. The term "Applicant" as used herein shall include the applicant, the property developer and all successors in interest to this conditional use permit.
10. This CUP may be called for review, including modification or revocation, at any time by City Staff, the City Council, or Planning Commission if a violation of the approved conditions or the Monrovia Municipal Code (MMC) is alleged, or if it is alleged that the establishment, or its patrons, are creating a public nuisance, and such violation or public nuisance is verified as valid by the Police Department, Code Enforcement, or other City department. In addition to any other remedy available to the City, security measures may be required such as adding an employee to monitor the area where problems are occurring.
11. Indemnification. As a condition of approval, Applicant agrees to defend, indemnify, protect and hold harmless City, its officers, officials, employees, agents and volunteers from and against any and all claims, actions, or proceeding against the City, its officers, officials, employees, agents and/or volunteers to attack, set aside, void or annul, an approval of the City, Planning Commission or City Council concerning this permit and the project. Such indemnification shall include damages, judgments, settlements, penalties, fines, defensive costs or expenses, including, but not limited to, interest, attorneys' fees and expert witness fees, or liability of any kind related to or arising from such claim, action, or proceeding. The City shall promptly notify the Applicant of any claim, action, or proceeding. Nothing contained herein shall prohibit City from participating in a defense of any claim, action or proceeding. The City shall have the option of coordinating the defense, including, but not limited to, choosing counsel for the defense at Applicant's expense.
12. The Applicant shall, within 30 days after approval by the Planning Commission, submit to the Community Development Department his/her written consent to all of the conditions of approval contained in Data Sheet Numbers 1. This CUP shall be void and of no force or effect unless such written consent is submitted to the City within the 30 day period.
13. The use or development associated with this CUP shall begin within one (1) year after its approval or it will expire without further action by the City.
14. All of the above conditions shall be complied with prior to commencement of the operation, unless an earlier compliance period is specified as part of a condition.



## CONDITIONAL USE PERMIT

As required by Section 17.52.290 of the Monrovia Municipal Code, the decision for granting Conditional Use Permit No. CUP2015-13 to operate an educational institution (Mt. Sierra College) in the M (Manufacturing) Zone located at 800 Royal Oaks Drive is based on the following findings:

- A. The project site is adequate in size, shape and topography for an educational institution. The existing site is relatively flat and is developed with a 120,000 square foot two-story building that can accommodate the educational institution use.
- B. The project site has sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the educational institution. The site is served by three (3) driveway approaches on Royal Oaks Drive and one (1) on South Mountain Avenue. The proposed use will not create a significant traffic impact.
- C. The educational institution is compatible with the General Plan and will not adversely impact the objectives of the General Plan. The property is designated as Manufacturing in the Land Use Element of the General Plan. Mt. Sierra College offers educational opportunities that are consistent with the policies stated in the General Plan and will be complimentary to the businesses in the East Huntington Drive High Tech Corridor.
- D. The educational institution will comply with the applicable provisions of the Zoning Ordinance and will be consistent with the approved conditional use permit. The proposed use is permitted with a Conditional Use Permit and will not adversely impact the Zoning Ordinance.
- E. The proposed location of an educational institution and the conditions under which it will be operated or maintained will not be detrimental to the public health, safety or welfare, nor will it be materially injurious to properties or improvements in the vicinity. The proposed use will be a positive addition to the existing development and general area.



# DATA SHEET 4

# Surrounding Land Uses

CUP2015-13

800 Royal Oaks Drive

## Property Description:

The site is located on the southwest corner of Royals Oaks Drive and South Mountain Avenue. The lot is comprised to two lots for a lot area of approximately 8.94 acres. The site is developed with a 120,000 square foot two-story building.

## Zoning

Subject site: M (Manufacturing)

## Surrounding pattern:

north: M (Manufacturing)

south: CRS (Commercial-Regional/Subregional), M (Manufacturing)

east: PD-7 (Planned Development Area 7)

west: M (Manufacturing)

## Land Use

Subject site: Monrovia Technology Campus

## Surrounding pattern:

north: Manufacturing (Ducommun Aerospace)

south: Shopping Center

east: Trader Joe's Corporate Office

west: Mountain View Dialysis Center, Belco Packaging Systems Inc., Monrovia Community Adult School

Environmental Determination: Categorical Exemption Class 1

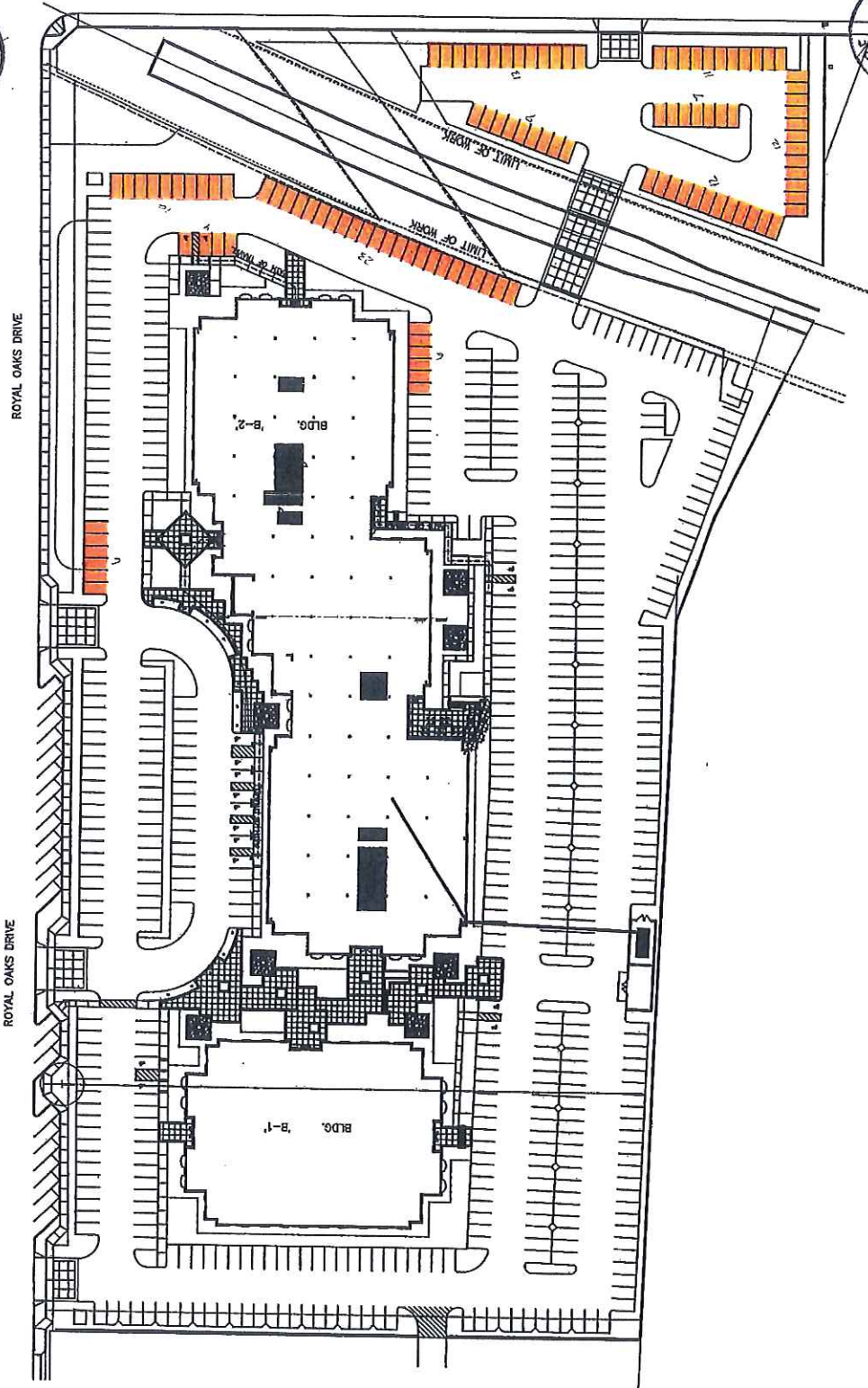
Applicable Ordinance Regulations: MMC 17.52.020 Planning Commission Authority for CUP

← 2 →

MOUNTAIN AVENUE

INITIAL HERE

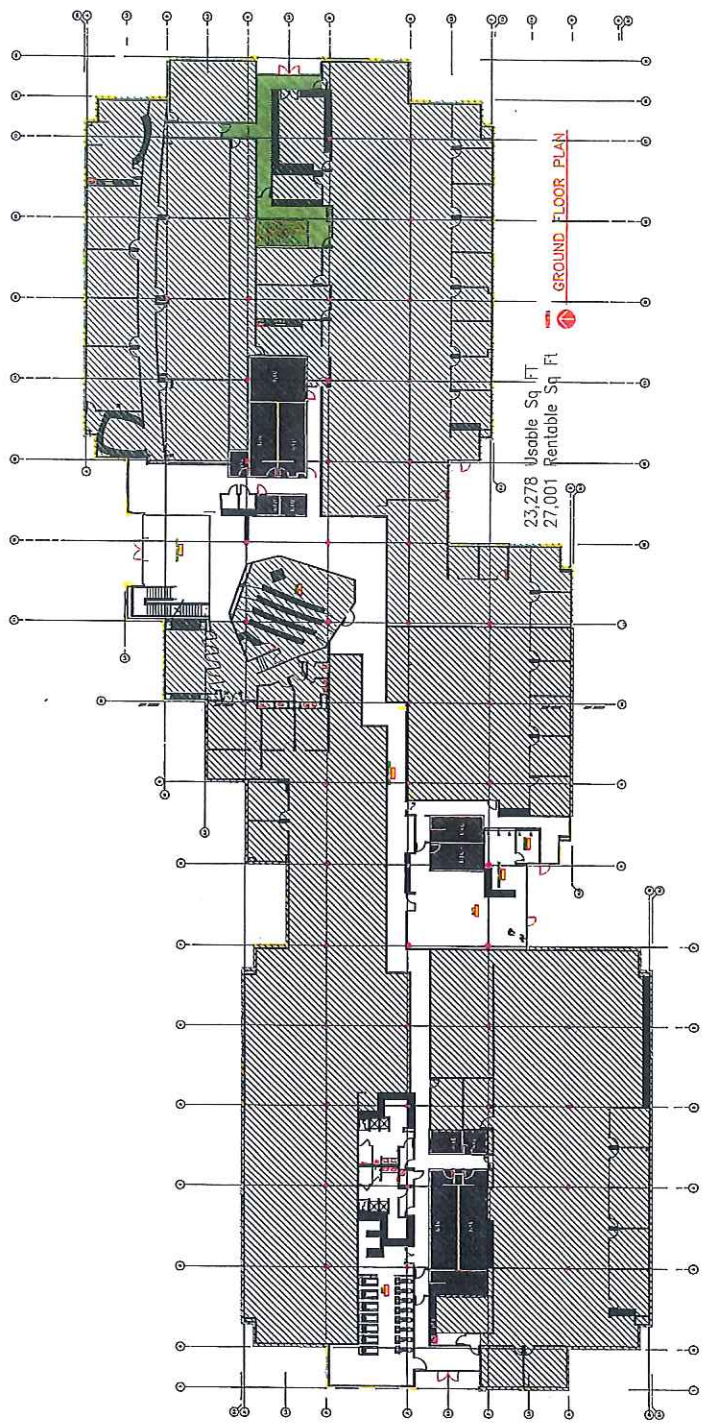
INITIAL HERE



ROYAL OAKS DRIVE

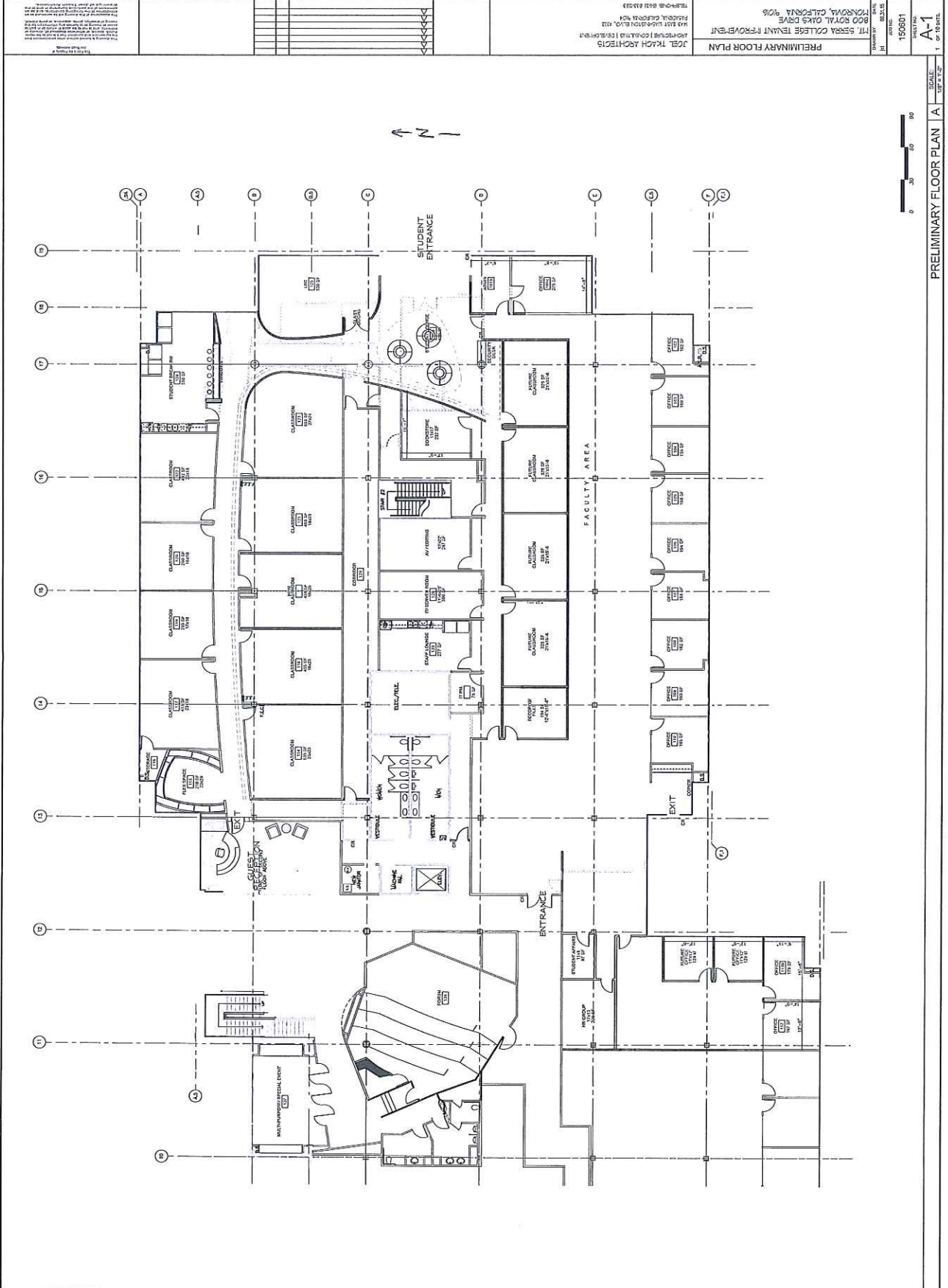
ROYAL OAKS DRIVE





INITIALS HERE  
BT

INITIALS HERE  
WJK



This drawing is a preliminary floor plan and is not to be used for construction. It is subject to change without notice. The architect assumes no responsibility for the accuracy of the information provided herein. The user of this drawing is advised to verify all dimensions and conditions before construction.

NO. 1	DATE	DESCRIPTION
1	10/15/08	PRELIMINARY FLOOR PLAN

PROJECT	MT. SACRA COLLEGE TENANT IMPROVEMENT
OWNER	MT. SACRA COLLEGE
ARCHITECT	JOEL TEICH ARCHITECTS
DATE	10/15/08
SCALE	1/8" = 1'-0"
SHEET NO.	A-1
TOTAL SHEETS	1 OF 10 SHEETS

JOEL TEICH ARCHITECTS  
 400 EAST LINDSAY BLVD., SUITE 100  
 FRESNO, CALIFORNIA 93705  
 TEL: 559.233.8333

**NOTICE OF PUBLIC HEARING**

**MONROVIA PLANNING COMMISSION**  
**415 South Ivy Avenue**  
**Monrovia, CA 91016**

This Notice is to inform you of a public hearing to determine whether or not the following request should be granted under Title 16 and/or 17 of the Monrovia Municipal Code:

**APPLICATION:** Conditional Use Permit CUP2015-13

**REQUEST:** Review of a Conditional Use Permit to operate an educational institution in the Manufacturing (M) Zone.

**ENVIRONMENTAL DETERMINATION:** Categorical Exemption (Class 1)

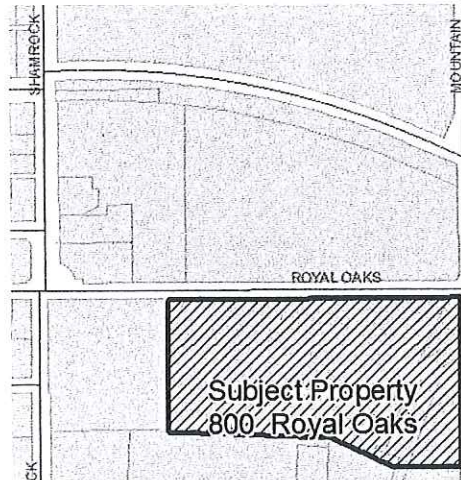
**APPLICANT:** Mt. Sierra College

**PROPERTY ADDRESS:** 800 Royal Oaks Drive

**DATE AND HOUR OF HEARING:** Wednesday, October 14, 2015 at 7:30 PM

**PLACE OF HEARING:** Monrovia City Hall, Council Chambers, 415 South Ivy Avenue, Monrovia, California

**AREA MAP:**



If you challenge this application in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Division at, or prior to, the public hearing. This application will not alter the zoning status of your property. For further information regarding this application, please contact the Planning Division at (626) 932-5565.

Staff Report pertaining to this item will be available on Thursday, October 8, 2015 after 4 p.m. at:  
Monrovia City Hall  
415 South Ivy Avenue  
Monrovia, CA 91016

Este aviso es para informarle sobre una junta pública acerca de la propiedad indicada mas arriba.

Si necesita información adicional en español, favor de ponerse en contacto con el Departamento de Planificación al número (626) 932-5587.

Craig Jimenez, AICP  
Planning Division Manager



ATTACHMENT A

WEDNESDAY

ROOM	100	103	117	118	119	120	121	123	124	125	126	127
8am				DES0121			GAM0305	PMT0310				
Des.			Digital Illustration II & Lab				Digital Sculpture	Project Management & Lab				
Ins.			Raul Garcia				Andrew Biza	Randall Stede				
1pm		PDT0375		DES0210	DES0302		GAM0320	HUM0240	MGT0315	GAM0470	DES0411	DES0400
		Portfolio Review	Animation & Lab	Advanced Typography & Lab	Level Design II & Lab		History of Graphic Design	Business Management II	Advanced Scripting for Games & Lab	Senior Thesis & Lab	Publication Design & Lab	
		Jordan Jannone	Ted Tomlinson	Matt Seng	Paul Smith		Reghan Hubbard	Mike Magro	Dan Carreker	Raul Garcia	Mike Pace	
6pm		PMT0410	PDT0426	GAM0480	DES0106	CIT0335	GAM0420	DES0102	CIT0140	CIT0235	GAM0354	SPH0305
		Senior Project I & Lab	Career Strategies for the Media Arts	Game Audio & Sound Design & Lab	Digital Painting and Lab	Wide Area Networks & Internetworking II & Lab	Level Design III & Lab	Typography/Layout & Lab	Programming Fundamentals I & Lab	Network Systems Administration I & Lab	Alternative Techniques in 3-D Production I & Lab	Speech Communications
		Mike Magro	Migo Wu	Jonathan Patterson	Ted Tomlinson	Ted Dalton	Paul Smith	Mike Pace	Dan Carreker	Ashlan Potter	Jason Taylor	Daniel Cheddes

THURSDAY

ROOM	100	103	117	118	119	120	121	123	124	125	126	127
8am									MGT0410			PHI0145
Des.									Human Resource Management			Critical Thinking & Problem Solving
Ins.									Randall Stede			Glenn Bailey
1pm			DES0471	DES0421			GAM0260	HUM0235		CIT0120	DES0404	PDT0315
			Dynamic Web Media I & Lab	Special Effects II & Lab			Environmental Modeling & Lab	Art History	Local Area Networks I & Lab	Pre-Press Design & Lab	Information Literacy & Research Skills	
			Mitchell Gohman	Laure Blizk			Jason Taylor	Reghan Hubbard	Maurice Dosso	Matt Seng	Glenn Bailey	
6pm	ENG0260	POL0210	DES0420	CIT0210	SEC0130	GAM0250	GAM0370	FIN0321	GAM0350	ENG0135	GAM0204	
	Storytelling	Political Science	Special Effects I & Lab	Introduction to Database Management & Lab	Introduction to Information Security & Lab	Introduction to 3-D Principles & Lab	Beginning Scripting for Games & Lab	Financial Management for Entrepreneurs	Keyframe Animation & Lab	English Composition	Game Design & Gameplay & Lab	
	Jordan Jannone	Alexia Berghoudan	Andrew Luis Flores	Ted Dalton	Elna Hartunian	Jason Taylor	Sean Osborn	Sai Rodriguez	Eddie Martstela	Rhea Sanchez	Dan Carreker	

