

# CITY OF ARCADIA

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## Planning Commission Regular Meeting Agenda



**Tuesday, October 8, 2024, 7:00 p.m.**

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from Planning Services at (626) 574-5423. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

根据《美国残障人法案》的规定，需要提供残障相关调整或便利设施才能参加会议的残障人士（包括辅助器材或服务），可向规划服务部请求获得此类调整或便利设施。电话号码 (626) 574-5423。请在会前 48 小时通知规划服务部，以便作出合理安排，确保顺利参加会议。

Pursuant to the City of Arcadia's Language Access Services Policy, limited-English proficient speakers who require translation services in order to participate in a meeting may request the use of a volunteer or professional translator by contacting the City Clerk's Office at (626) 574-5455 at least 72 hours prior to the meeting.

根据阿凯迪亚市的语言便利服务政策，英语能力有限并需要翻译服务才能参加会议的人可与市书记官办公室联系（电话：626-574-5455），请求提供志愿或专业翻译服务，请至少在会前 72 小时提出请求。

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### CALL TO ORDER

### ROLL CALL

Marilynne Wilander, Chair  
Domenico Tallerico, Vice Chair  
David Arvizu, Commissioner  
Angela Hui, Commissioner  
Vincent Tsoi, Commissioner

### SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS

#### **PUBLIC COMMENTS (5 minute time limit per person)**

Each speaker is limited to five (5) minutes per person, unless waived by the Planning Commission. Under the Brown Act, the Commission or Board Members are prohibited from discussing or taking action on any item not listed on the posted agenda.

#### **PUBLIC HEARING**

All interested persons are invited to appear at a public hearing and to provide evidence or testimony concerning any of the proposed items set forth below for consideration. Separate and apart from the applicant (who may speak longer at the discretion of the Commission) speakers shall be limited to **five (5) minutes per person**. The applicant may additionally submit rebuttal comments, at the discretion of the Commission.

You are hereby advised that should you desire to legally challenge in court or in an administrative proceeding any action taken by the City Council regarding any public hearing item, you may be limited to raising only those issues and objections you or someone else raised at the public hearing or in written correspondence delivered to the City Council at, or prior to, the public hearing.

1. **Resolution No. 2157** – Approving Conditional Use Permit No. CUP 24-07 to allow a tutoring center with up to 80 students at the Arcadia Community Church at 121 Alice Street  
**CEQA: Exempt**  
**Recommendation: Adopt**

**Applicant:** Dr. Wendy Hsiao

*There is a ten day appeal period. Appeals are to be filed by 5:30 p.m. on Monday, October 21, 2024.*

### **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the Commission, staff, or the public request that specific items be removed from the Consent Calendar for separate discussion and action.

1. Minutes of the September 10, 2024, Regular Meeting of the Planning Commission

**Recommendation:** Approve

### **MATTERS FROM CITY COUNCIL LIAISON**

### **MATTERS FROM PLANNING COMMISSIONERS**

### **MATTERS FROM ASSISTANT CITY ATTORNEY**

### **MATTERS FROM STAFF INCLUDING UPCOMING AGENDA ITEMS**

### **ADJOURNMENT**

The Planning Commission will adjourn this meeting to Tuesday, October 22, 2024, at 7:00 p.m.

# Welcome to the Arcadia Planning Commission Meeting!

The Planning Commission encourages public participation and invites you to share your views on City business.

**MEETINGS:** Regular Meetings of the Planning Commission are held on the second and fourth Tuesdays of each month at 7:00 p.m. in the City Council Chambers. A full Planning Commission agenda packet with all backup information is available at City Hall, the Arcadia Public Library, and on the City's website at [www.ArcadiaCA.gov](http://www.ArcadiaCA.gov). Copies of individual Agenda Reports are available via email upon request ([Planning@ArcadiaCA.gov](mailto:Planning@ArcadiaCA.gov)). Documents distributed to a majority of the Planning Commission after the posting of this agenda will be available for review at the Planning Services Office in City Hall, 240 W. Huntington Drive, Arcadia, California.

**CITIZEN PARTICIPATION:** Your participation is welcomed and invited at all Planning Commission meetings. Time is reserved at each regular meeting for those in the audience who wish to address the Planning Commission. The City requests that persons addressing the Planning Commission refrain from making personal, slanderous, profane, or disruptive remarks. When the Chair asks for those who wish to speak please come to the podium and state your name and address for the record. Please provide a copy of any written materials used in your address to the Planning Commission as well as a copy of any printed materials you wish to be distributed to the Planning Commission.

**MATTERS NOT ON THE AGENDA** should be presented during the time designated as "PUBLIC COMMENTS." In general, each speaker will be given (5) minutes to address the Planning Commission; however, the Chair, at his/her discretion, may shorten the speaking time limit to allow all speakers time to address the Planning Commission. **By State law, the Planning Commission may not discuss or vote on items not on the agenda. The matter will automatically be referred to staff for appropriate action or response, or will be placed on the agenda of a future meeting.**

**PUBLIC HEARINGS AND APPEALS** are items scheduled for which public input is either required or desired. Separate and apart from an applicant or appellant (who may speak longer at the discretion of the Planning Commission), speakers shall be limited to (5) minutes per person. The Chair, at his/her discretion, may shorten the speaking time limit to allow all speakers to address the Planning Commission. The applicant or appellant may also be afforded an additional opportunity for rebuttal comments.

**AGENDA ITEMS:** The Agenda contains the regular order of business of the Planning Commission. Items on the Agenda have generally been reviewed and investigated by the City Staff in advance of the meeting so that the Planning Commission can be fully informed about a matter before making its decision.

**CONSENT CALENDAR:** Items listed on the Consent Calendar are considered to be routine by the Planning Commission and may be acted upon by one motion. There will be no separate discussion on these items unless a member of the Planning Commission, Staff, or the public so requests. In this event, the item will be removed from the Consent Calendar and considered and acted on separately.

**DECORUM:** While members of the public are free to level criticism of City policies and the action(s) or proposed action(s) of the Planning Commission or its members, members of the public may not engage in behavior that is disruptive to the orderly conduct of the proceedings, including, but not limited to, conduct that prevents other members of the audience from being heard when it is their opportunity to speak, or which prevents members of the audience from hearing or seeing the proceedings. Members of the public may not threaten any person with physical harm or act in a manner that may reasonably be interpreted as an imminent threat of physical harm. All persons attending the meeting are expected to adhere to the City's policy barring harassment based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, sexual orientation, or age. The Chief of Police, or such member or members of the Police Department, may serve as the Sergeant-at-Arms of the Planning Commission meeting. The Sergeant-at-Arms shall carry out all orders and instructions given by the presiding official for the purpose of maintaining order and decorum at the meeting. Any person who violates the order and decorum of the meeting may be placed under arrest and such person may be prosecuted under the provisions of Penal Code Section 403 or applicable Arcadia Municipal Code section.

# 欢迎来到阿卡迪亚规划委员会会议！

规划委员会鼓励公众参与并诚邀您分享对市政业务的看法。

**会议：**规划委员会的例会于每月的第二个及第四个星期二下午七时在市议会会议厅举行。可在市政厅、阿卡迪亚公共图书馆 (Arcadia Public Library) 和市政网站 ([www.ArcadiaCA.gov](http://www.ArcadiaCA.gov)) 上查阅包含所有备份信息的完整的规划委员会议程包。个人议程报告的副本可通过电子邮件的方式 ([Planning@ArcadiaCA.gov](mailto:Planning@ArcadiaCA.gov)) 索取。本议程发布后，分发至大多数规划委员会的文件可在规划服务办公室 (地址：City Hall, 240 W. Huntington Drive, Arcadia, California) 查阅。

**公民参与：**欢迎并邀请您参加规划委员会的所有会议。每次例会都为希望向规划委员会发表意见的听众预留时间。本市政要求向规划委员会发表意见的个人不得发表人身攻击、诽谤、亵渎或破坏性言论。当主持人邀请想要发言之人上台发言时，请说出自己的姓名和地址，以便记录。请向规划委员会提供您所在地址所使用的任何书面材料的副本，以及您希望分发给规划委员会的任何印刷材料的副本。

**未列入日程的事项**应在“公众征求意见”所指定的时间提出。一般而言，每位发言者都将获得 (5) 分钟的时间来向规划委员会表达自己的意见；但是主持人可以酌情缩短发言时间，以便可以让所有发言者都可以向规划委员会表达自己的想法。**根据州法律，规划委员会不得讨论或就议程外事项进行投票。此事项将自动提交至工作人员采取适当地行动或回应，或将列入今后会议的议程。**

**公众听证会或上诉**是需要或希望公众发表意见的计划项目。除了申请人或上诉人（规划委员会可酌情延长其发言时间）外，每位发言者的发言时间不得超过 (5) 分钟。市长可以酌情缩短发言时间，确保所有发言者都可以向市议会表达意见。申请人或上诉人也可获得额外的反驳意见机会。

**议程事项：**该议程包括规划委员会的正常议事日程。市政工作人员一般会在会议前审查和调查议程内事项，以便规划委员会在作出决定前充分了解有关事项。

**获准日历：**“获准日历”上所列事项被规划委员会视为例行公事，可通过一项动议采取行动。除非规划委员会成员、工作人员或公众要求，否则不会单独讨论这些事项。若出现这一情况，则该事项将从“获准日历”中删除，并对其进行单独审议和行动。

**礼节：**虽然公众可以自由地批评城市政策以及规划委员会或其成员的行动或拟议的行动，但公众不得采取破坏诉讼有序进行的行为，包括但不限于阻止其他听众在有机会发言时发表意见的行为，或阻止听众听到或看到诉讼进程。公众不得以人身伤害威胁任何人，或以可合理地解释为迫在眉睫的人身伤害威胁的方式行事。所有参加会议的人都应遵守本市的政策，禁止基于个人的种族、宗教信仰、肤色、国籍、血统、身体残疾、医疗状况、婚姻状况、性别、性取向或年龄而进行骚扰。警务处处长或警务处的此类成员可担任规划委员会会议的警卫官。警卫官应执行主持会议的官员为维持会议秩序和礼仪而发出的所有命令和指示。任何违反会议秩序和礼仪的人均可被逮捕，并可根据《刑法典》第403条或适用的《阿卡迪亚市政法典》相关部分的规定对其提起诉讼。



# STAFF REPORT

Development Services Department

**DATE:** October 8, 2024

**TO:** Honorable Chair and Planning Commission

**FROM:** Lisa L. Flores, Deputy Development Services Director  
By: Edwin Arreola, Senior Planner

**SUBJECT:** RESOLUTION NO. 2157 – APPROVING CONDITIONAL USE PERMIT NO. CUP 24-07 TO ALLOW A TUTORING CENTER WITH UP TO 80 STUDENTS AT THE ARCADIA COMMUNITY CHURCH AT 121 ALICE STREET

**CEQA: Exempt**

**Recommendation: Adopt**

## **SUMMARY**

The Applicant, Dr. Wendy Hsiao, on behalf of TECC Learning Center, is requesting approval of Conditional Use Permit No. CUP 24-07 to allow an after school and summer tutoring center (dba: TECC Learning Center) at the Arcadia Community Church located at 121 Alice Street. The tutoring center will accommodate up to 80 elementary and middle school aged students and seven (7) employees. It is recommended that the Planning Commission adopt Resolution No. 2157 (Attachment No. 1) and find this project Categorically Exempt under the California Environmental Quality Act (“CEQA”) and approve Conditional Use Permit No. CUP 24-07, subject to the conditions listed in this staff report.

## **BACKGROUND**

The subject site is approximately 4.4 acres in size and consists of multiple parcels that are tied together - see Figure No. 1 below for an aerial view of the site. The subject site is located on the east side of S. First Avenue between Genoa Street and Alice Street with a parking lot also located across the street on Alice Street. The existing buildings on site consist of the main church, a day care building, an office building, a two-story education building, and a fellowship hall. The proposed business is looking to use the fellowship hall and a meeting room and classroom within the office and classroom building on site. The site has a total of 244 parking spaces with 12 accessible spaces available within two parking lots.

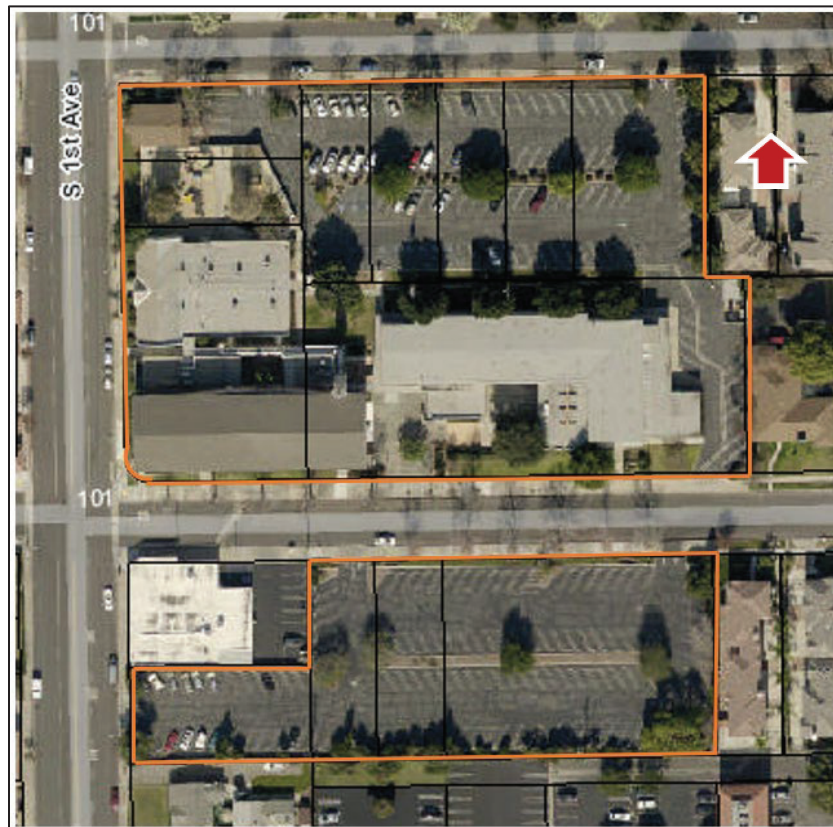


Figure 1 - Aerial of Subject Site

The parcels that front S. First Avenue are zoned Mixed Use (MU) and have a General Plan Land Use Designation of Mixed Use (MU) with a Downtown Parking Overlay. The rear parcels are zoned High Density Residential (R-3) and have a General Plan Land Use Designation of High-Density Residential. The site is surrounded by other commercial properties along S. First Avenue zoned MU and by multifamily residential properties to the rear and north zoned R-3 - refer to Attachment No. 2 for an Aerial Photo with Zoning Information and Photos of the subject property.

The church site also currently includes a music school (Arcadia Conservatory Music) and a Chinese language school (Arcadia First Chinese School) which were both previously approved with a Conditional Use Permit (CUP). The Chinese language school was approved in 2014 and operates weekdays in the evening hours and on Saturday mornings with up to 50 students. The music school is managed by the church and is allowed to operate with a capacity of up to 75 students.

TECC Learning Center has been in operation in Arcadia since 1993. The tutoring business originally operated at 141 E. Duarte Road under a different owner and then relocated to 806 S. First Avenue (across the street from the church site) in 1998. In 2021, the 806 S. First Avenue site was sold, and the leasing contract for TECC was not renewed. In 2022, staff discovered that TECC had been operating out of the Arcadia Community Church without City approval. At that time, tutoring centers were not permitted to apply for a CUP within a place of religious assembly unless the school was affiliated

with the church. Following numerous inquiries from places of religious assembly trying to lease out their underutilized classroom spaces and staff recognizing the suitability of these sites for tutoring centers, the City decided to bring forward a text amendment to allow third-party tutoring businesses to operate in places of religious assembly through the approval of a CUP. The City Council approved a text amendment to the Development Code to allow this use through a CUP and the change went into effect on December 8, 2024. While the text amendment was being processed, TECC was temporarily allowed to operate without a permit but is now required to go through the CUP process to continue operating at the site.

## **PROPOSAL**

TECC Learning Center is requesting a CUP to allow the business to operate a third-party tutoring center on the church site for afterschool and summer tutoring with up to 80 elementary and middle school grade students (Kindergarten to 8<sup>th</sup> grade). TECC will occupy a section of the Fellowship Hall (see Figure No. 2 and 3), one classroom (room 206) on the second floor of the educational building (see Figure No. 4), and a meeting room (room B101) (see Figure No. 5) – refer to Attachment No. 3 for the Site Plan and Floor Plans. There will be up to seven employees within the tutoring center at any given time. The proposed hours of operation during the school year for the afterschool program are from 2:30 PM to 6:00 PM, Monday through Friday, and the summer program will operate from 9:00 AM to 5:00 PM, Monday through Friday. TECC provides homework support in math and English subjects, Chinese language courses, and educational social activities for the students. TECC also works closely with the students' teachers and parents by providing communication support and assistance to help address behavioral and academic issues.



**Figure No. 2 – The exterior entrance to the Fellowship Hall from Alice Street**



**Figure No. 3 – The interior area of the Fellowship Hall used by TECC**



**Figure No. 4 – Doorway to the second floor classroom used by TECC**



**Figure No. 5 – Exterior of the meeting room used by TECC**

A total of 23 parking spaces are required for the tutoring center; 16 for the students based on the parking requirement of one (1) parking space for every five (5) students and seven (7) for the employees based on the requirement of one (1) parking space for every employee. TECC, along with the Arcadia First Chinese School, work with the Arcadia Unified School District (AUSD) to provide transportation services from six elementary schools (Baldwin Stocker, Camino Grove, Holly, Hugo Reid, Highland Oaks, and Longley Elementary schools) and the Foothill Middle school for up to 80 students to tutoring center. Students are picked up from their schools and dropped off in front of the church site through the school district's transportation service. Additionally, the church site is also within walking distance of the First Avenue Middle School and Dana Middle School both located along S. First Avenue. In terms of pick up for the students, there is a two-hour pick-up window for parents to pick up their children from 4:00 PM to 6:00 PM for the afterschool program and one-hour pick up window for the summer program from 4:00 PM to 5:00 PM so that the students are not picked all at once.

### **ANALYSIS**

The request to allow a new tutoring center at the Arcadia Community Church will be a minor expansion to the primary church use. A tutoring center is permitted as an accessory use to any place of religious assembly through the approval of a CUP. The church has more than sufficient space and capacity to accommodate the tutoring center within the existing buildings on site. The tutoring center also will not interfere with the primary church operations as those operations typically take place on the weekends and in the evenings with only office hours for the church overlapping with the tutoring center hours. While there is also a Chinese language school and music school present on site, the addition of the tutoring center will not create any operational issues for the site as there is more

than sufficient assembly space on the site for each one of the uses. The tutoring center will compliment and be compliable with the other educational services on the church site.

TECC has been utilizing parking on the Arcadia Community Church site since they were located across the street at 806 S. First Avenue. TECC previously were permitted to use 116 parking spaces on the church site. No parking issues were raised at that time. The business has not had any issues with parking demand since operating on the church site and is not expected to be an issue moving forward. The required parking amount of 23 spaces for the tutoring center is also about a fifth of the 116 parking spaces that have been available to the tutoring business since they were located at 806 S. First Avenue (across the street, which is now a new office building). Additionally, the partnership between TECC and AUSD for transportation to the site has drastically reduced the need for parking. The proximity of the site to two middle schools also allows many of the students to walk to the tutoring center. Parking is mostly needed for pick-up which is provided in one-to-two-hour pick-up windows to ensure that the students are not released or picked up all at once. Public street parking is also available along all street frontages of the church which parents can utilize for picking up their children.

In addition to these efforts, the Applicant hired More Services to conduct a parking study for the site during the operating hours of the tutoring center – refer to Attachment No. 4 for the Parking Study. The parking lots were observed for three weekdays between Wednesday, March 20, 2024, and Friday, March 22, 2024, and parking counts were taken at every hour from 3:00 PM to 7:00 PM. At most, the amount of parking that was occupied was 14% of the total parking allotment which occurred during the pick-up hours at 4:00 PM. The parking study observed that almost all of the students were dropped off by the AUSD buses for the tutoring center and two to four drop offs occurred at the streetside. During several site visits while reviewing the application, staff has also observed relatively low use of the parking lots and ample amounts of available parking during the proposed tutoring center's hours (see Figure Nos. 6 through 8 below for pictures of parking availability during a staff site visit on September 26, 2024). Therefore, the parking on site is expected to be more than sufficient for the tutoring business and the existing church and educational uses on the site and no impacts to parking or traffic are expected.



Figure No. 6 – Parking lot area on the north side of the property at 4:00 PM



Figure No. 7 – Parking lot area on the east side of the property at 4:00 PM



Figure No. 8 – Parking lot across the street at 4:00 PM

## **FINDINGS**

Section 9107.09.050(B) of the Development Code requires that for a Conditional Use Permit to be granted, it must be found that all of the following prerequisite conditions can be satisfied:

- 1. The proposed use is consistent with the General Plan and any applicable specific plan; and is allowed within the applicable zone, subject to the granting of a Conditional Use Permit, and comply with all other applicable provisions of the Development Code and the Municipal Code.**

**Facts to Support This Finding:** The request to allow a tutoring center at the Arcadia Community Church is consistent with the goals and provisions of the Arcadia General Plan and the Development Code. The Development Code allows tutoring centers to be accessory uses to places of religious assembly subject to the review and approval of a Conditional Use Permit. The Arcadia Community Church's operations are compatible to allowing tutoring during the week due to church activities primarily taking place on the weekends. The site has the capacity to accommodate the tutoring center within an existing educational building and the use will complement the other educational uses currently on the site. Furthermore, the proposal complies with all other applicable provisions of the Arcadia Development Code. Therefore, the tutoring center will not adversely affect the comprehensive General Plan, and it is consistent with the following General Plan goal and policy:

### Land Use and Community Design Element

- Policy LU-6.7: Encourage a balanced distribution of commercial development throughout the City, ensuring that neighborhoods and districts have adequate access to local-serving commercial uses.

#### **2. The design, location, size, and operating characteristics of the proposed activity will be compatible with the existing and future land uses in the vicinity.**

**Facts to Support This Finding:** The tutoring center will be an accessory use to the Arcadia Community Church. The tutoring center will only occupy a portion of the facilities which include a classroom within an existing educational building, a meeting room and the Fellowship Hall. The tutoring center's drop off and pick up protocols help ensure that there are no impacts to the existing uses on site and helps minimize the impacts on the land uses within the vicinity. Since the church's operations do not occur during the tutoring center's proposed business hours, the activity is compatible for the site. The use will be compatible with the other educational uses on site, as each use has sufficient space and parking on site and will not impact the functions of the commercial businesses and residential properties within the vicinity. Therefore, the tutoring business is compatible with existing uses on the site and future land uses in the vicinity.

#### **3. The site is physically suitable in terms of:**

##### **a. Its design, location, shape, size, and operating characteristics of the proposed use in order to accommodate the use, site improvements, loading, and parking;**

**Facts to Support This Finding:** The site is physically suitable for the proposed tutoring center. The tutoring center will occupy spaces within the church that are not being utilized for any other uses during the business's proposed hours and that are large enough to accommodate the proposed capacity of the business. The site has ample parking for all of the church uses. There are two parking lots with 244 spaces that will provide more than sufficient parking for the proposed business. Additionally, the tutoring center includes operation characteristics that help ensure minimal impacts to traffic both on and off the site. No exterior or interior improvements are required to accommodate the tutoring center. Therefore, the proposed use is suitable for this site.

##### **b. Streets and highways adequate to accommodate public and emergency vehicle (e.g., fire and medical) access.**

**Facts to Support This Finding:** The site is located along S. First Avenue between Genoa Street and Alice Street. These streets are adequate in width and pavement type to carry the traffic generated by the existing uses at the church, the tutoring center, and any emergency vehicle. Therefore, the proposed use will not impact these streets.

**c. Public protection services (e.g., fire protection, police protection, etc.).**

**Facts to Support This Finding:** The application was reviewed by the Fire Department, and it was determined that no additional improvements to the building are needed to provide adequate protection service as a result of the tutoring center at the church site. Therefore, no impacts to public protection services are anticipated.

**d. The provision of utilities (e.g., potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.).**

**Facts to Support This Finding:** The subject unit is located within an existing educational building and fellowship hall that are adequately serviced by existing utilities. The request does not require any new construction, nor will the use be operated in a manner that will impact the provision of utilities. Therefore, no impacts to the provision of utilities are anticipated.

**4. The measure of site suitability shall be required to ensure that the type, density, and intensity of use being proposed will not adversely affect the public convenience, health, interest, safety, or general welfare, constitute a nuisance, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zone in which the property is located.**

**Facts to Support This Finding:** The proposed tutoring center will not be detrimental to the public health or welfare, or to the surrounding properties. The church site has the capacity in terms of space and parking to accommodate the tutoring center. The tutoring center will be an accessory use that is compatible and complimentary to the exiting educational uses on the site and the church use. The City has not encountered any issues with TECC during their 31 years in operation in Arcadia. Per the conditions of approval, the use will be subject to periodic inspections to ensure that the business is operating in manner that is consistent with the proposal. As such, it will not negatively affect the existing uses in the surrounding properties.

**ENVIRONMENTAL IMPACT**

It has been determined that the project qualifies as a Class 1 Categorical Exemption per the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines for the use of an existing facility - refer to Attachment No. 6.

**PUBLIC COMMENTS/NOTICE**

A public hearing notice for this item was posted at the City Clerk's Office, City Council Chambers, the Arcadia Library, and on the City's website on September 26, 2024. It was also mailed to the property owners located within 300 feet of the subject property.

On October 3, 2024, the City received a comment via email from Mr. Pang in opposition of the tutoring center due to concerns regarding the existing pick-up/drop-off that is occurring off of Alice Street – refer to Attachment No. 5. While street parking is not restricted, as part of this Conditional Use Permit a condition of approval has been added that all drop-off and pick-up shall occur on-site within the parking lot area, including drop-offs by the AUSD – refer to Condition of Approval No. 7.

### **RECOMMENDATION**

It is recommended that the Planning Commission adopt Resolution No. 2157 approving Conditional Use Permit No. CUP 24-07 for a tutoring center with up to 80 students as an accessory use to the Arcadia Community Church and find that the project is Categorically Exempt under the California Environmental Quality Act (CEQA), subject to the following conditions of approval:

1. The use approved by CUP 24-07 is limited to a tutoring center with up to 80 elementary and middle-aged students within the Arcadia Community Church and shall be operated and maintained in a manner that is consistent with the proposal and plans submitted and approved for CUP 24-07. The use shall be subject to periodic inspections, after which the conditions of this Conditional Use Permit may be adjusted after due notice in order to address any adverse impacts to the adjacent streets, rights-of-way, and/or the neighboring businesses, nearby residential uses and properties.
2. No more than 80 students shall be permitted at any given time.
3. Any changes to the hours of operation shall be subject to review and approval by the Deputy Development Services Director, or designee, unless significant modifications are proposed; in which case, the application may be referred to the Planning Commission.
4. Each classroom or tutoring area shall have an unobscured glass window to allow easy viewing from the outside or hallway. The final design and specifications of the door with a glass window shall be subject to the reviewed and approval of the Deputy Development Services Director, or designee, prior to the issuance of a business license.
5. Prior to the issuance of a business license, two (2) Automated External Defibrillator (AED) shall be installed; one for the classroom on the second floor and one in the Fellowship Hall. A revised floor plan showing the location of the AEDs shall be submitted for the review and approval by the Deputy Development Services Director, or designee prior to the issuance of a business license.
6. No classrooms for any students that are of Kindergarten through 2<sup>nd</sup> grade age shall be allowed on the second floor of the structure per the City's Fire Department.
7. Any drop-off and pick-up for this business shall occur on the subject site and within the church's parking lot area, including drop-off by the Arcadia Unified School District buses. Any changes to this operation shall be subject to review and approval by the

Deputy Development Services Director and City Engineer, unless significant modifications are proposed; in which case, the application may be referred to the Planning Commission.

8. All City requirements regarding disabled access and facilities, occupancy limits, building safety, health code compliance, emergency equipment, environmental regulation compliance, and parking and site design shall be complied with by the property owner/applicant to the satisfaction of the Building Official, City Engineer, Planning & Community Development Administrator, Fire Marshal, and Public Works Services Director, or their respective designees. The changes to the existing facility may be subject to building permits after having fully detailed plans submitted for plan check review and approval by the aforementioned City officials.
9. Noncompliance with the plans, provisions and conditions of approval for CUP 24-07 shall be grounds for immediate suspension or revocation of any approvals, which could result in the closing of the tutoring center.
10. To the maximum extent permitted by law, the Applicant must defend, indemnify, and hold the City, any departments, agencies, divisions, boards, and/or commissions of the City, and its elected officials, officers, contractors serving as City officials, agents, employees, and attorneys of the City ("Indemnitees") harmless from liability for damages and/or claims, actions, or proceedings for damages for personal injuries, including death, and claims for property damage, and with respect to all other actions and liabilities for damages caused or alleged to have been caused by reason of the Applicant's activities in connection with CUP 24-07 ("Project") on the Project site, and which may arise from the direct or indirect operations of the Applicant or those of the Applicant's contractors, agents, tenants, employees or any other persons acting on Applicant's behalf, which relate to the development and/or construction of the Project. This indemnity provision applies to all damages and claims, actions, or proceedings for damages, as described above, regardless of whether the City prepared, supplied, or approved the plans, specifications, or other documents for the Project.

In the event of any legal action challenging the validity, applicability, or interpretation of any provision of this approval, or any other supporting document relating to the Project, the City will notify the Applicant of the claim, action, or proceedings and will cooperate in the defense of the matter. The Applicant must indemnify, defend and hold harmless the Indemnitees, and each of them, with respect to all liability, costs and expenses incurred by, and/or awarded against, the City or any of the Indemnitees in relation to such action. Within 15 days' notice from the City of any such action, the Applicant shall provide to the City a cash deposit to cover legal fees, costs, and expenses incurred by City in connection with defense of any legal action in an initial amount to be reasonably determined by the City Attorney. The City may draw funds from the deposit for such fees, costs, and expenses. Within 5 business days of each and every notice from City that the deposit has fallen below the initial amount, Applicant shall replenish the deposit each and every time in order for City's legal team to continue working on the matter. The City shall only refund to the Developer any unexpended funds from the deposit within 30 days of: (i) a final, non-appealable

decision by a court of competent jurisdiction resolving the legal action; or (ii) full and complete settlement of legal action. The City shall have the right to select legal counsel of its choice. The parties hereby agree to cooperate in defending such action. The City will not voluntarily assist in any such third-party challenge(s). In consideration for approval of the Project, this condition shall remain in effect if the entitlement(s) related to this Project is rescinded or revoked, at the request of the Applicant or not.

11. Approval of CUP 24-07 shall not be in effect unless the Property Owner and Applicant have executed and filed the Acceptance Form with the City on or before 30 calendar days after the Planning Commission has adopted the Resolution. The Acceptance Form to the Development Services Department is to indicate awareness and acceptance of the conditions of approval.

### **PLANNING COMMISSION ACTION**

#### Approval

If the Planning Commission intends to approve this proposal, the Commission should approve a motion to approve Conditional Use Permit No. CUP 24-07, stating that the proposal satisfies the requisite findings, and adopting the attached Resolution No. 2102 that incorporates the requisite environmental and Conditional Use Permit findings and the conditions of approval as presented in this staff report, or as modified by the Commission.

#### Denial

If the Planning Commission intends to deny this proposal, the Commission should approve a motion to deny Conditional Use Permit No. CUP 24-07, stating that the finding(s) of the proposal does not satisfy with reasons based on the record, and direct staff to prepare a resolution for adoption at the next meeting that incorporates the Commission's decision and specific findings.

If any Planning Commissioner or other interested party has any questions or comments regarding this matter prior to the October 8, 2024, hearing, please contact Senior Planner, Edwin Arreola, at 626-821-4334, or by email at [earreola@ArcadiaCA.gov](mailto:earreola@ArcadiaCA.gov).

Approved:



Lisa L. Flores  
Deputy Development Services Director

- Attachment No. 1: Resolution No. 2157
- Attachment No. 2: Aerial Photo and Zoning Information
- Attachment No. 3: Architectural Plans and Photos of the Subject Property

Resolution No. 2157 - CUP 24-07

October 8, 2024

Page 14 of 14

Attachment No. 4: Parking Study

Attachment No. 5: Comment from Mr. Pang via email, dated October 3, 2024

Attachment No. 6: Preliminary Exemption Assessment

# Attachment No. 1

Resolution No. 2157

RESOLUTION NO. 2157

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ARCADIA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT NO. CUP 24-07 WITH A CATEGORICAL EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT TO ALLOW A TUTORING CENTER WITH UP TO 80 STUDENTS AT THE ARCADIA COMMUNITY CHURCH AT 121 ALICE STREET

WHEREAS, on June 25, 2024, an application for Conditional Use Permit No. CUP 24-07 was filed by the business owner, Dr. Wendy Hsiao (“Applicant”), on behalf of TECC Learning Center, to allow an after school and summer tutoring center (dba: TECC Learning Center). The tutoring center will accommodate up to 80 elementary and middle school aged students and seven (7) employees at the Arcadia Community Church located at 121 Alice Street; and

WHEREAS, on September 19, 2024, Planning Services completed an environmental assessment for the Project in accordance with the California Environmental Quality Act (“CEQA”) and determined that the Project is exempt under Section 15301 of the CEQA Guidelines and qualifies as a Class 1 Categorical Exemption pertaining to the use of an existing facility; and

WHEREAS, on October 8, 2024, a duly noticed public hearing was held before the Planning Commission on said application, at which time all interested persons were given full opportunity to be heard and to present evidence.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF ARCADIA, CALIFORNIA, HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The factual data submitted by the Community Development Division in the staff report dated October 8, 2024, are true and correct.

SECTION 2. This Commission finds that based upon the entire record, pursuant to Section 9107.09.050 of the Arcadia Development Code, all of the following findings can be made.

1. The proposed use is consistent with the General Plan and any applicable specific plan; and is allowed within the applicable zone, subject to the granting of a Conditional Use Permit, and the applicant will be required to comply with all other applicable provisions of the Development Code and the Municipal Code.

FACT: The request to allow a tutoring center at the Arcadia Community Church is consistent with the goals and provisions of the Arcadia General Plan and the Development Code. The Development Code allows tutoring centers to be accessory uses to places of religious assembly subject to the review and approval of a Conditional Use Permit. The Arcadia Community Church's operations are compatible to allowing tutoring during the week due to church activities primarily taking place on the weekends. The site has the capacity to accommodate the tutoring center within an existing educational building and the use will complement the other educational uses currently on the site. Furthermore, the proposal complies with all other applicable provisions of the Arcadia Development Code. Therefore, the tutoring center will not adversely affect the comprehensive General Plan, and it is consistent with the following General Plan goal and policy:

Land Use and Community Design Element

- Policy LU-6.7: Encourage a balanced distribution of commercial development throughout the City, ensuring that neighborhoods and districts have adequate access to local-serving commercial uses.

2. The design, location, size, and operating characteristics of the proposed activity will be compatible with the existing and future land uses in the vicinity.

FACT: The tutoring center will be an accessory use to the Arcadia Community Church. The tutoring center will only occupy a portion of the facilities which include a classroom within an existing educational building, a meeting room and the Fellowship Hall. The tutoring center's drop off and pick up protocols help ensure that there are no impacts to the existing uses on site and helps minimize the impacts on the land uses within the vicinity. Since the church's operations do not occur during the tutoring center's proposed business hours, the activity is compatible for the site. The use will be compatible with the other educational uses on site, as each use has sufficient space and parking on site and will not impact the functions of the commercial businesses and residential properties within the vicinity. Therefore, the tutoring business is compatible with existing uses on the site and future land uses in the vicinity.

3. The site is physically suitable in terms of:

a. Its design, location, shape, size, and operating characteristics of the proposed use in order to accommodate the use, site improvements, loading, and parking;

FACT: The site is physically suitable for the proposed tutoring center. The tutoring center will occupy spaces within the church that are not being utilized for any other uses during the business's proposed hours and that are large enough to accommodate the proposed capacity of the business. The site has ample parking for all of the church uses. There are two parking lots with 244 spaces that will provide more than sufficient parking for the proposed business. Additionally, the tutoring center includes operation characteristics that help ensure minimal impacts to traffic both on and off the site. No

exterior or interior improvements are required to accommodate the tutoring center. Therefore, the proposed use is suitable for this site.

b. Streets and highways adequate to accommodate public and emergency vehicle (e.g., fire and medical) access;

FACT: The site is located along S. First Avenue between Genoa Street and Alice Street. These streets are adequate in width and pavement type to carry the traffic generated by the existing uses at the church, the tutoring center, and any emergency vehicle. Therefore, the proposed use will not impact these streets.

c. Public protection services (e.g., fire protection, police protection, etc.); and

FACT: The application was reviewed by the Fire Department, and it was determined that no additional improvements to the building are needed to provide adequate protection service as a result of the tutoring center at the church site. Therefore, no impacts to public protection services are anticipated.

d. The provision of utilities (e.g., potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.).

FACT: The subject unit is located within an existing educational building and fellowship hall that are adequately serviced by existing utilities. The request does not require any new construction, nor will the use be operated in a manner that will impact the provision of utilities. Therefore, no impacts to the provision of utilities are anticipated.

4. The measure of site suitability shall be required to ensure that the type, density, and intensity of use being proposed will not adversely affect the public convenience, health, interest, safety, or general welfare, constitute a nuisance, or be

materially injurious to the improvements, persons, property, or uses in the vicinity and zone in which the property is located.

FACT: The proposed tutoring center will not be detrimental to the public health or welfare, or to the surrounding properties. The church site has the capacity in terms of space and parking to accommodate the tutoring center. The tutoring center will be an accessory use that is compatible and complimentary to the exiting educational uses on the site and the church use. The City has not encountered any issues with TECC during their 31 years in operation in Arcadia. Per the conditions of approval, the use will be subject to periodic inspections to ensure that the business is operating in manner that is consistent with the proposal. As such, it will not negatively affect the existing uses in the surrounding properties.

SECTION 3. Pursuant to the provisions of the California Environmental Quality Act (“CEQA”), this Project is a Class 1 Categorical Exemption pertaining to the use of an existing facility per Section 15301 of the CEQA Guidelines.

SECTION 4. For the foregoing reasons, the Planning Commission determines that the Project is Categorically Exempt under the California Environmental Quality Act (“CEQA”) Section 15301, Class 1, and approves Conditional Use Permit No. CUP 24-07 for a tutoring center with up to 80 students as an accessory use to the Arcadia Community Church located at 121 Alice Street, subject to the conditions of approval attached hereto.

SECTION 5. The Secretary shall certify to the adoption of this Resolution.

[SIGNATURES ON THE NEXT PAGE]

Passed, approved and adopted this 8th day of October, 2024.

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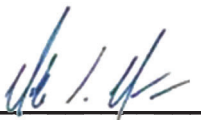
Marilynne Wilander  
Chair, Planning Commission

ATTEST:

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Lisa L. Flores  
Secretary

APPROVED AS TO FORM:



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Michael J. Maurer  
City Attorney

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RESOLUTION NO. 2157

**Conditions of Approval**

1. The use approved by CUP 24-07 is limited to a tutoring center with up to 80 elementary and middle-aged students within the Arcadia Community Church and shall be operated and maintained in a manner that is consistent with the proposal and plans submitted and approved for CUP 24-07. The use shall be subject to periodic inspections, after which the conditions of this Conditional Use Permit may be adjusted after due notice in order to address any adverse impacts to the adjacent streets, rights-of-way, and/or the neighboring businesses, nearby residential uses and properties.
2. No more than 80 students shall be permitted at any given time.
3. Any changes to the hours of operation, shall be subject to review and approval by the Deputy Development Services Director, or designee, unless significant modifications are proposed; in which case, the application may be referred to the Planning Commission.
4. Each classroom or tutoring area shall have an unobscured glass window to allow easy viewing from the outside or hallway. The final design and specifications of the door with a glass window shall be subject to the reviewed and approval of the Deputy Development Services Director, or designee, prior to the issuance of a business license.
5. Prior to the issuance of a business license, two (2) Automated External Defibrillator (AED) shall be installed; one for the classroom on the second floor and one in the Fellowship Hall. A revised floor plan showing the location of the AEDs shall be submitted for the review and approval by the Deputy Development Services Director, or designee prior to the issuance of a business license.
6. No classrooms for any students that are of Kindergarten through 2nd grade age shall be allowed on the second floor of the structure per the City's Fire Department.
7. Any drop-off and pick-up for this business shall occur on the subject site and within the church's parking lot area, including drop-off by the Arcadia Unified School District buses. Any changes to this operation shall be subject to review and approval by the Deputy Development Services Director and City Engineer, unless significant modifications are proposed; in which case, the application may be referred to the Planning Commission.
8. All City requirements regarding disabled access and facilities, occupancy limits, building safety, health code compliance, emergency equipment, environmental regulation compliance, and parking and site design shall be complied with by the property owner/applicant to the satisfaction of the Building Official, City Engineer, Planning & Community Development Administrator, Fire Marshal, and Public Works

Services Director, or their respective designees. The changes to the existing facility may be subject to building permits after having fully detailed plans submitted for plan check review and approval by the aforementioned City officials.

9. Noncompliance with the plans, provisions and conditions of approval for CUP 24-07 shall be grounds for immediate suspension or revocation of any approvals, which could result in the closing of the tutoring center.
10. To the maximum extent permitted by law, the Applicant must defend, indemnify, and hold the City, any departments, agencies, divisions, boards, and/or commissions of the City, and its elected officials, officers, contractors serving as City officials, agents, employees, and attorneys of the City ("Indemnitees") harmless from liability for damages and/or claims, actions, or proceedings for damages for personal injuries, including death, and claims for property damage, and with respect to all other actions and liabilities for damages caused or alleged to have been caused by reason of the Applicant's activities in connection with CUP 24-07 ("Project") on the Project site, and which may arise from the direct or indirect operations of the Applicant or those of the Applicant's contractors, agents, tenants, employees or any other persons acting on Applicant's behalf, which relate to the development and/or construction of the Project. This indemnity provision applies to all damages and claims, actions, or proceedings for damages, as described above, regardless of whether the City prepared, supplied, or approved the plans, specifications, or other documents for the Project.

In the event of any legal action challenging the validity, applicability, or interpretation of any provision of this approval, or any other supporting document relating to the Project, the City will notify the Applicant of the claim, action, or proceedings and will cooperate in the defense of the matter. The Applicant must indemnify, defend and hold harmless the Indemnitees, and each of them, with respect to all liability, costs and expenses incurred by, and/or awarded against, the City or any of the Indemnitees in relation to such action. Within 15 days' notice from the City of any such action, the Applicant shall provide to the City a cash deposit to cover legal fees, costs, and expenses incurred by City in connection with defense of any legal action in an initial amount to be reasonably determined by the City Attorney. The City may draw funds from the deposit for such fees, costs, and expenses. Within 5 business days of each and every notice from City that the deposit has fallen below the initial amount, Applicant shall replenish the deposit each and every time in order for City's legal team to continue working on the matter. The City shall only refund to the Developer any unexpended funds from the deposit within 30 days of: (i) a final, non-appealable decision by a court of competent jurisdiction resolving the legal action; or (ii) full and complete settlement of legal action. The City shall have the right to select legal counsel of its choice. The parties hereby agree to cooperate in defending such action. The City will not voluntarily assist in any such third-party challenge(s). In consideration for approval of the Project, this condition shall remain in effect if the entitlement(s) related to this Project is rescinded or revoked, at the request of the Applicant or not.

11. Approval of CUP 24-07 shall not be in effect unless the Property Owner and Applicant have executed and filed the Acceptance Form with the City on or before 30 calendar days after the Planning Commission has adopted the Resolution. The Acceptance Form to the Development Services Department is to indicate awareness and acceptance of the conditions of approval.

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# Attachment No. 2

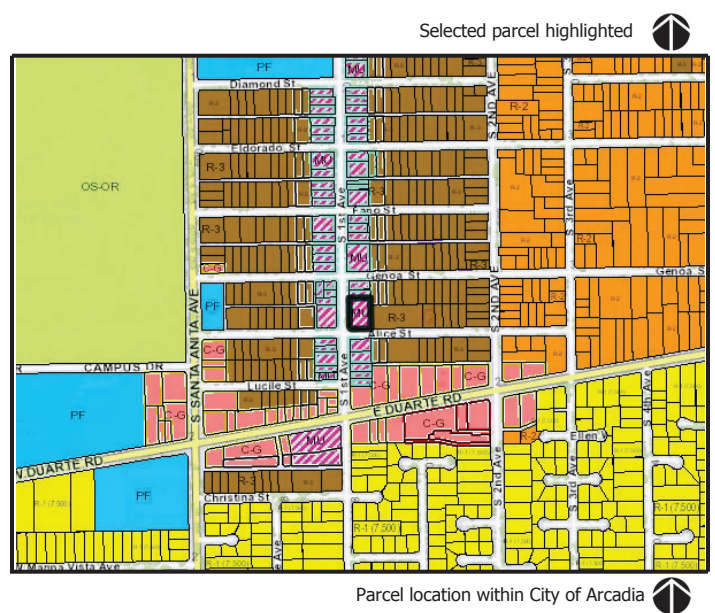
Aerial Image with Zoning Information

Site Address: **121 ALICE ST**

Property Owner(s): Property Owner



Property Characteristics	
<b>Zoning:</b>	MU
<b>General Plan:</b>	MU
<b>Lot Area (sq ft):</b>	
<b>Main Structure / Unit (sq. ft.):</b>	9,667
<b>Year Built:</b>	1962
<b>Number of Units:</b>	0
Overlays	
<b>Architectural Design Overlay:</b>	N/A
<b>Downtown Overlay:</b>	N/A
<b>Downtown Parking Overlay:</b>	Yes
<b>Parking Overlay:</b>	N/A
<b>Racetrack Event Overlay:</b>	N/A
<b>Residential Flex Overlay:</b>	N/A
<b>Special Height Overlay:</b>	N/A



# Attachment No. 3

Architectural Plans & Photos of the  
Subject Site







# Attachment No. 4

## Parking Study

## City of Arcadia Parking Occupancy Study For:

TECC Learning Center  
121 Alice Street  
Arcadia, California



Prepared for the City of Arcadia  
By More Services

**PARKING STUDY FOR  
121 Alice Street**

Prepared for:

City of Arcadia

Solicited by:

T.E.C.C. Learning Center

Prepared By:

More Services  
Joe Moreno  
12106 Lambert Ave.  
El Monte, CA. 91732  
[moreservices@sbcglobal.net](mailto:moreservices@sbcglobal.net)

April 2024

## Introduction

### Study Purpose

The City of Arcadia has requested that a parking count survey be completed for the existing TECC Learning Center at 121 Alice Street. The parking survey will be used to determine if the site can continue to accommodate the use of an education center.

The City has asked our client to perform a three-day, four hour parking count, from 3:00 PM to 7:00 PM (during operation hours) of vehicles parked in the parking lot for Arcadia Community Church – the new classroom location for the afterschool and summer TECC Learning Center at 121 Alice Street.

**Goal: To provide site specific information of the current existing conditions to assist in the assessment of the proposed updated application.**

### Study Tasks

The primary objectives of this study are to:

- To assess the existing parking conditions and inventory.

## Subject Site Parking Observations

We observed the subject parking area (Diagram A,B) for three days from Wednesday, March 20, 2024, to Friday, March 22, 2024. We counted occupied parking spaces from 3:00 PM to 7:00 PM at hourly intervals and recorded our observations in Tables 2-4. Each table indicates the number of vehicles parked in the subject parking lot at each hour. We also computed the percent of parking stalls occupied at any one hour. We indicated the peak hour(s) of stall occupancy and the average occupancy for each day. At the end of the three-day study, we combined the data into Table 1 to facilitate analysis of parking supply and occupancy. We have also presented the data in graphical format in Graphs A-E, indicating the average occupancy for the observations.

During the study period we observed the percentage occupancy ranged from a low of 7% occupancy to a high of 14%. On average, parking occupancy peaked usually in the late afternoon at 4 pm. Four to five vehicles were parked at the western most parking area fronting to First Avenue at the south parking lot from employees and customers of the adjacent businesses. These accounted for anywhere from 7% to 14% of the occupied stalls at any point during the survey of the total 244 stalls occupied in our counts. One occupied stall was the pastor of the church for the duration of our counts.

Almost all the children were transported and dropped off by Arcadia Unified School District buses street side on Alice Street directly in front of the fellowship hall where the children were assembled to move on to classrooms. We only observed 2-4 drop offs by parents, also curbside on Alice Street.

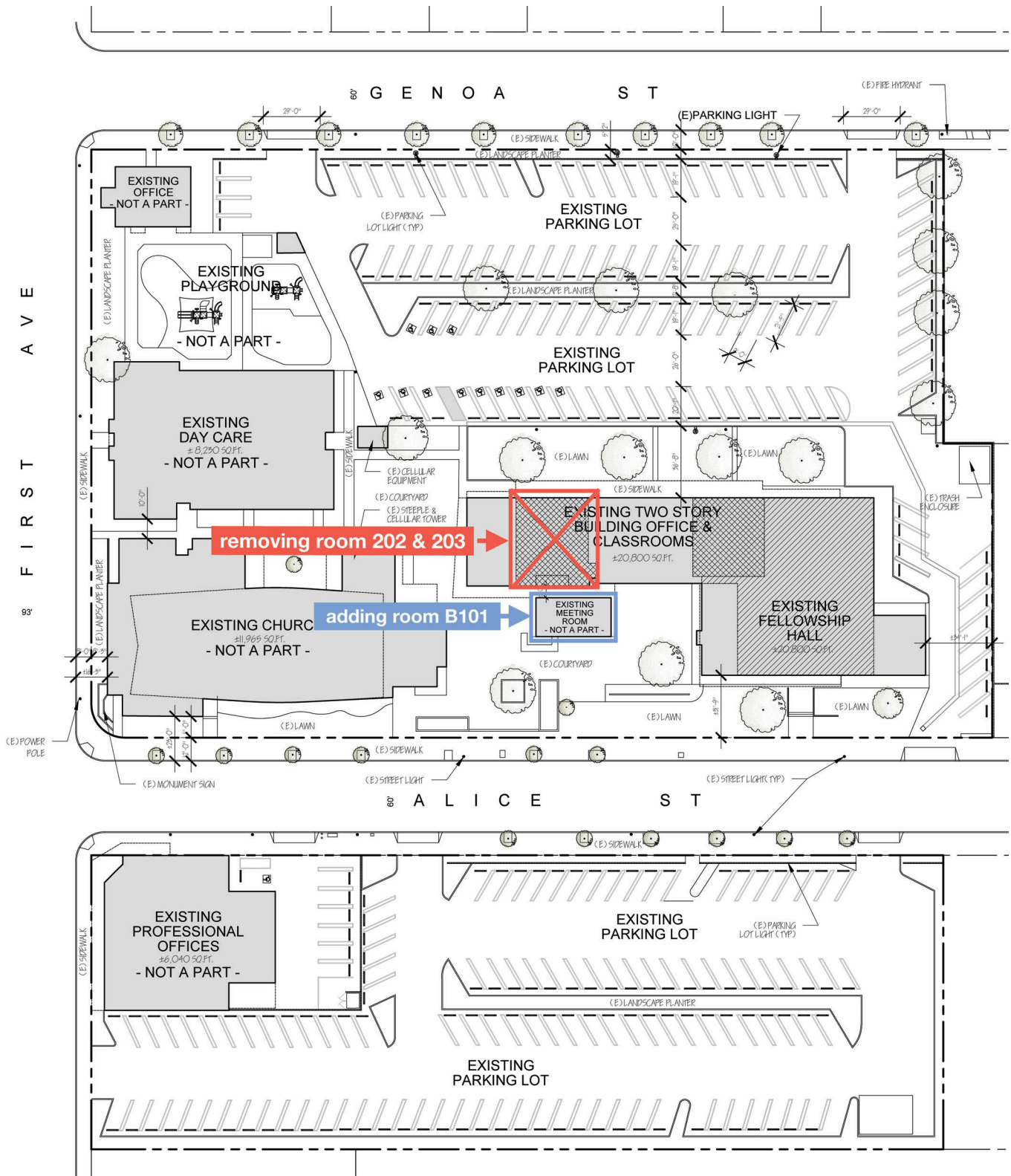
We observed one employee present outside to assist and monitor all activity throughout our survey. Starting approximately at 4pm an onsite safety officer with a neon vest and handheld stop sign was present to assist with the pick-up of children at curbside or crossing to the south side of Alice Street. Pick up of students would start slowly at 4pm, increasing until approximately 5:30 pm and diminishing until 6pm. At no time did we observe any congestion along the street curbside parking (pick-up) area or blockage of traffic on Alice Street.

Very few students were picked up from the north Genoa Street parking lot. Those vehicles picking up were counted in the study as parked vehicles in the lot as it was difficult to distinguish picking up vehicles vs. parked vehicles at times. Also, at approximately 5:20 - 5:30 pm some students were picked up curbside along Alice Street by the Arcadia transit bus system.

## **Subject Site Parking Conditions**

**Although both sides of the street on Genoa Street and Alice Street had no parking on Wednesday and Thursday from 8:00 am to 10:00 am, there was no effect on the proposed use as the hours of operation were outside the no parking time period. We estimate in addition to the 244 on-site parking stalls there are approximately 40 street/curbside parking on Genoa and Alice Streets that is available public parking.**

# SITE PLAN

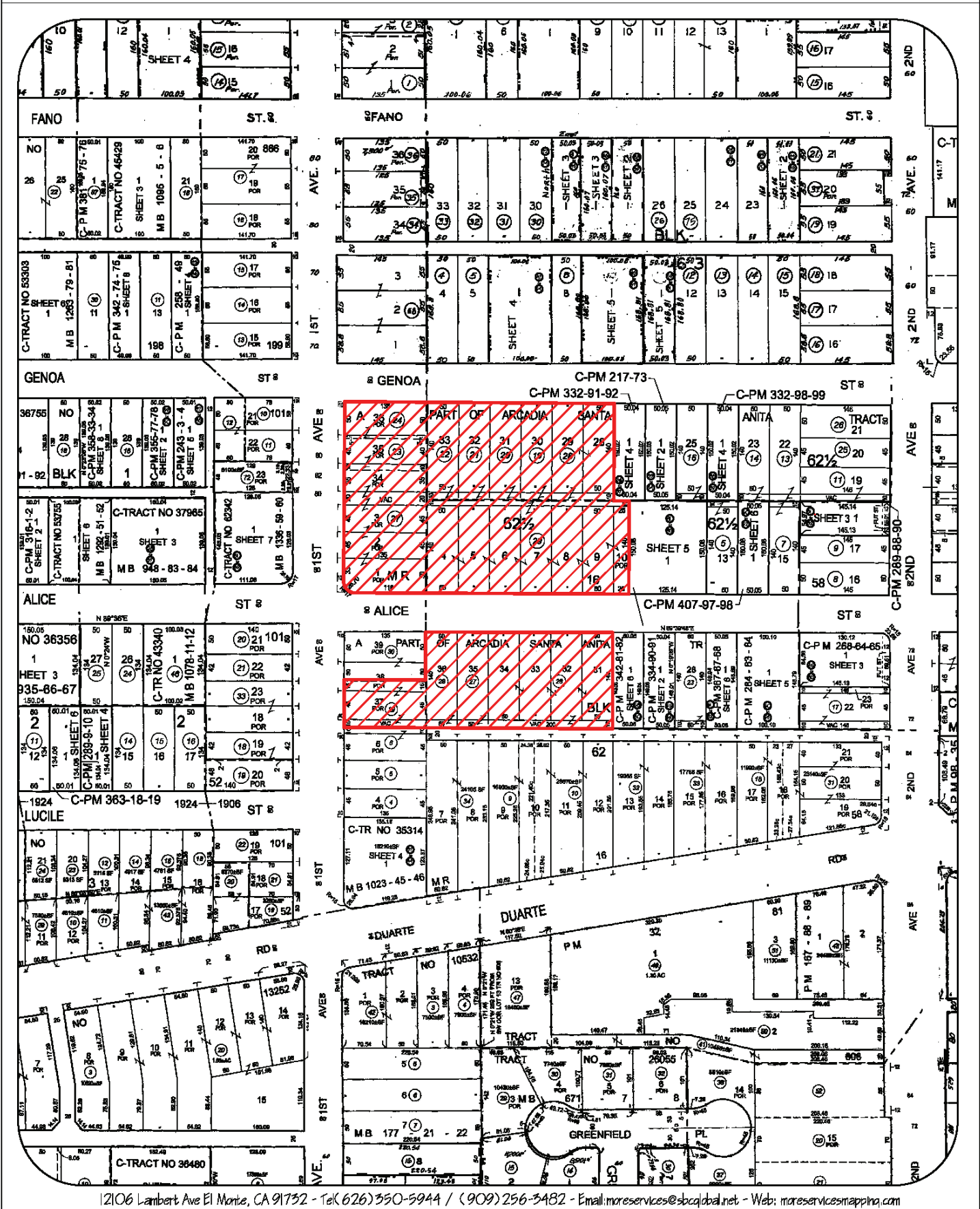


EXISTING SITE PLAN

SCALE: 1" = 30'-0"



PARCEL MAP



12106 Lambert Ave El Monte, CA 91732 - Tel(626)350-5944 / (909)256-3482 - Email:moreservices@sbqglobal.net - Web: moreservicesmapping.com

# 121 ALICE STREET PARKING OCCUPANCY PATTERN

## TABLE 1

121 ALICE ST  
TOTAL PARKING OCCUPANCY FOR SITE: 244

### PARKING OCCUPANCY PATTERN

TIME	WEDNESDAY, MARCH 20, 2024		THURSDAY, MARCH 21, 2024		FRIDAY, MARCH 22, 2024	
	DEMAND	OCCUPANCY	DEMAND	OCCUPANCY	DEMAND	OCCUPANCY
3:00 PM	28	11%	27	11%	22	9%
4:00 PM	30	12%	33	14%	23	9%
5:00 PM	23	9%	24	10%	25	10%
6:00 PM	22	9%	17	7%	17	7%
AVERAGE DEMAND/OCCUPANCY	26	11%	25	10%	22	9%

PEAK HOUR
AVERAGE
PEAK AVERAGE

# SITE PHOTOS

3/20/24, 3PM



# SITE PHOTOS

3/20/24, 4PM



# SITE PHOTOS

3/20/24, 5PM



# SITE PHOTOS

3/20/24, 6PM



# SITE PHOTOS

3/21/24, 3PM



**SITE PHOTOS**

**3/21/24, 4PM**



# SITE PHOTOS

3/21/24, 5PM



# SITE PHOTOS

3/21/24, 6PM



# SITE PHOTOS

3/22/24, 3PM



# SITE PHOTOS

3/22/24, 4PM



# SITE PHOTOS

3/22/24, 5PM



# SITE PHOTOS

3/22/24, 6PM



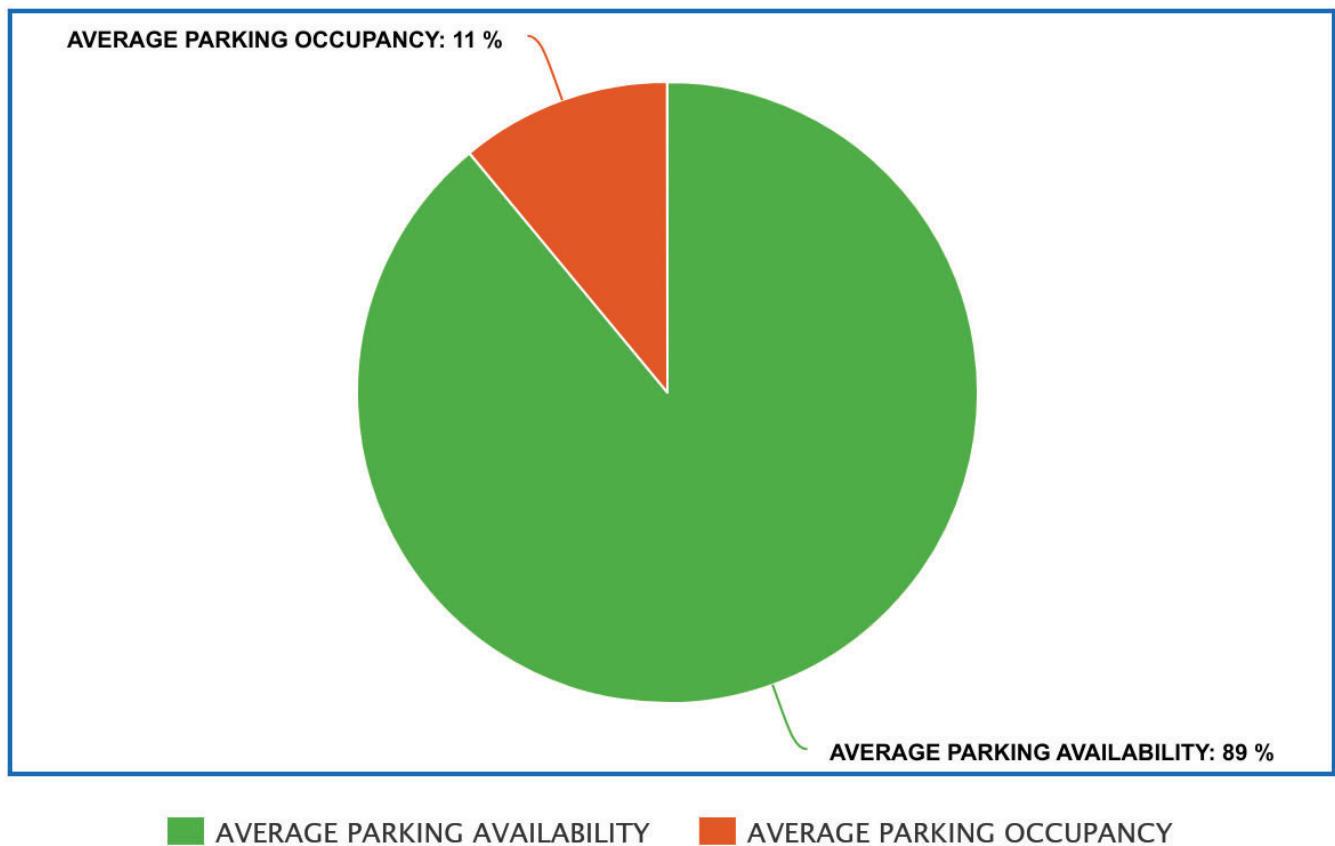
**TABLE 2 – PARKING MATRIX 3-20-24**

TABLE 2: PARKING MATRIX 3/20/24

121 ALICE STREET, ARCADIA		
TOTAL PARKING OCCUPANCY FOR SITE: 244 SPACES (12 ACCESSIBLE)		
<b>PARKING OCCUPANCY PATTERN</b>		
<b>DATE: WEDNESDAY, MARCH 20, 2024</b>		
TIME	CARS PER HOUR	PERCENT OCCUPANCY
3:00 PM	28	11%
4:00 PM	30	12%
5:00 PM	23	9%
6:00 PM	22	9%
<b>AVERAGES</b>	<b>26</b>	<b>11%</b>

<b>PEAK HOUR</b>
<b>AVERAGES</b>

**GRAPH A – PARKING OCCUPANCY 3-20-24**



# Subject Site Parking Conditions

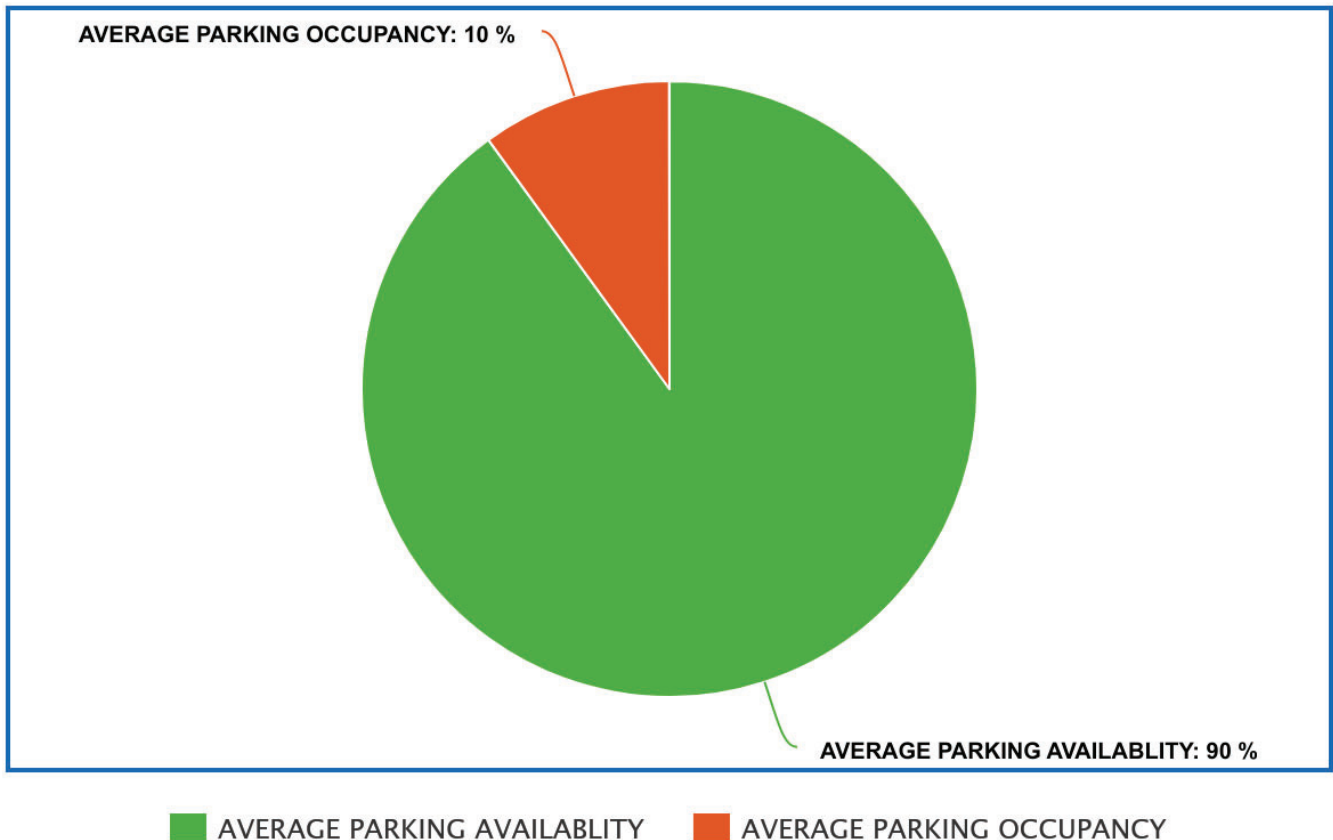
TABLE 3 – PARKING MATRIX 3-21-24

TABLE 3: PARKING MATRIX 3/21/24

121 ALICE STREET, ARCADIA		
TOTAL PARKING OCCUPANCY FOR SITE: 244 SPACES (12 ACCESSIBLE)		
<b>PARKING OCCUPANCY PATTERN</b>		
<b>DATE: THURSDAY, MARCH 21, 2024</b>		
TIME	CARS PER HOUR	PERCENT OCCUPANCY
3:00 PM	27	11%
4:00 PM	33	14%
5:00 PM	24	10%
6:00 PM	17	7%
AVERAGES	25	10%

PEAK HOUR
AVERAGES

GRAPH B – PARKING OCCUPANCY 3-21-24



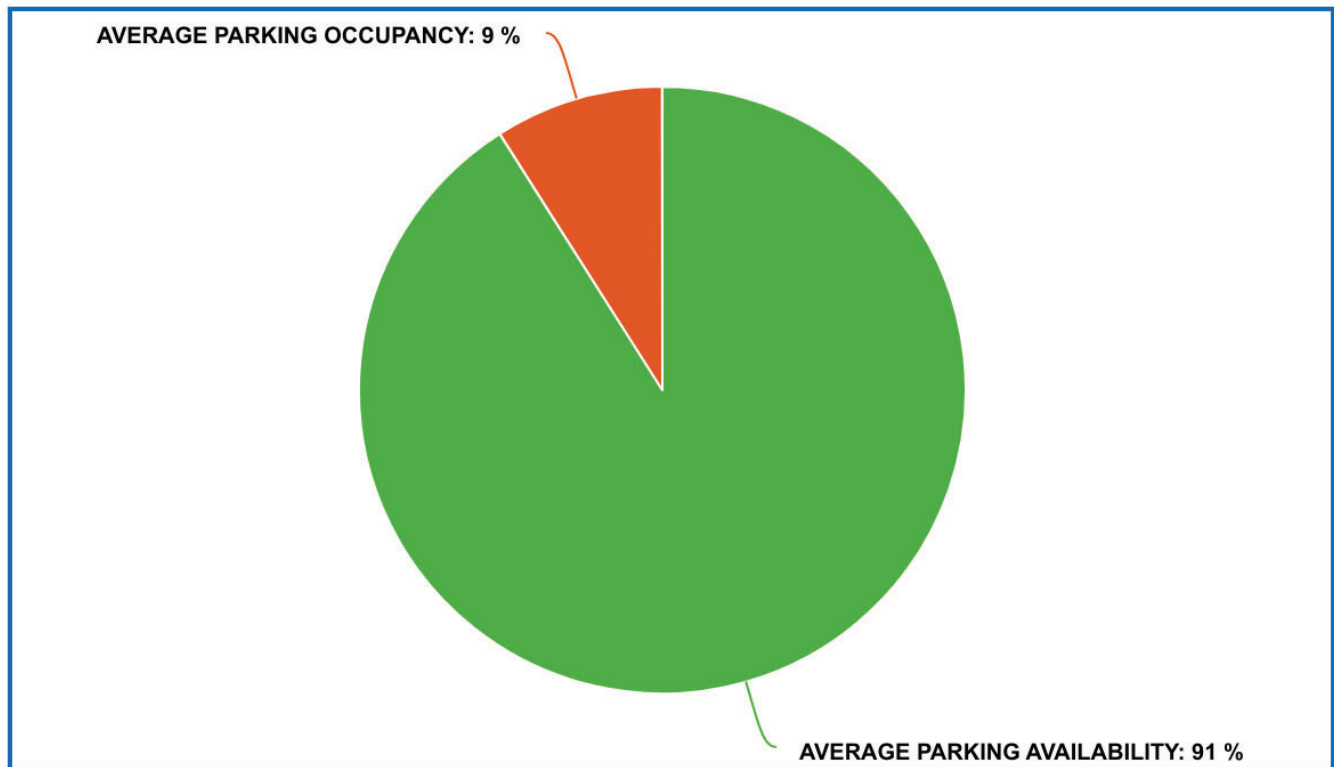
**TABLE 4 – PARKING MATRIX 3-22-24**

TABLE 4: PARKING MATRIX 3/22/24

121 ALICE STREET, ARCADIA		
TOTAL PARKING OCCUPANCY FOR SITE: 244 SPACES (12 ACCESSIBLE)		
<b>PARKING OCCUPANCY PATTERN</b>		
<b>DATE: FRIDAY, MARCH 22, 2024</b>		
TIME	CARS PER HOUR	PERCENT OCCUPANCY
3:00 PM	22	9%
4:00 PM	23	9%
5:00 PM	25	10%
6:00 PM	17	7%
<b>AVERAGES</b>	<b>22</b>	<b>9%</b>

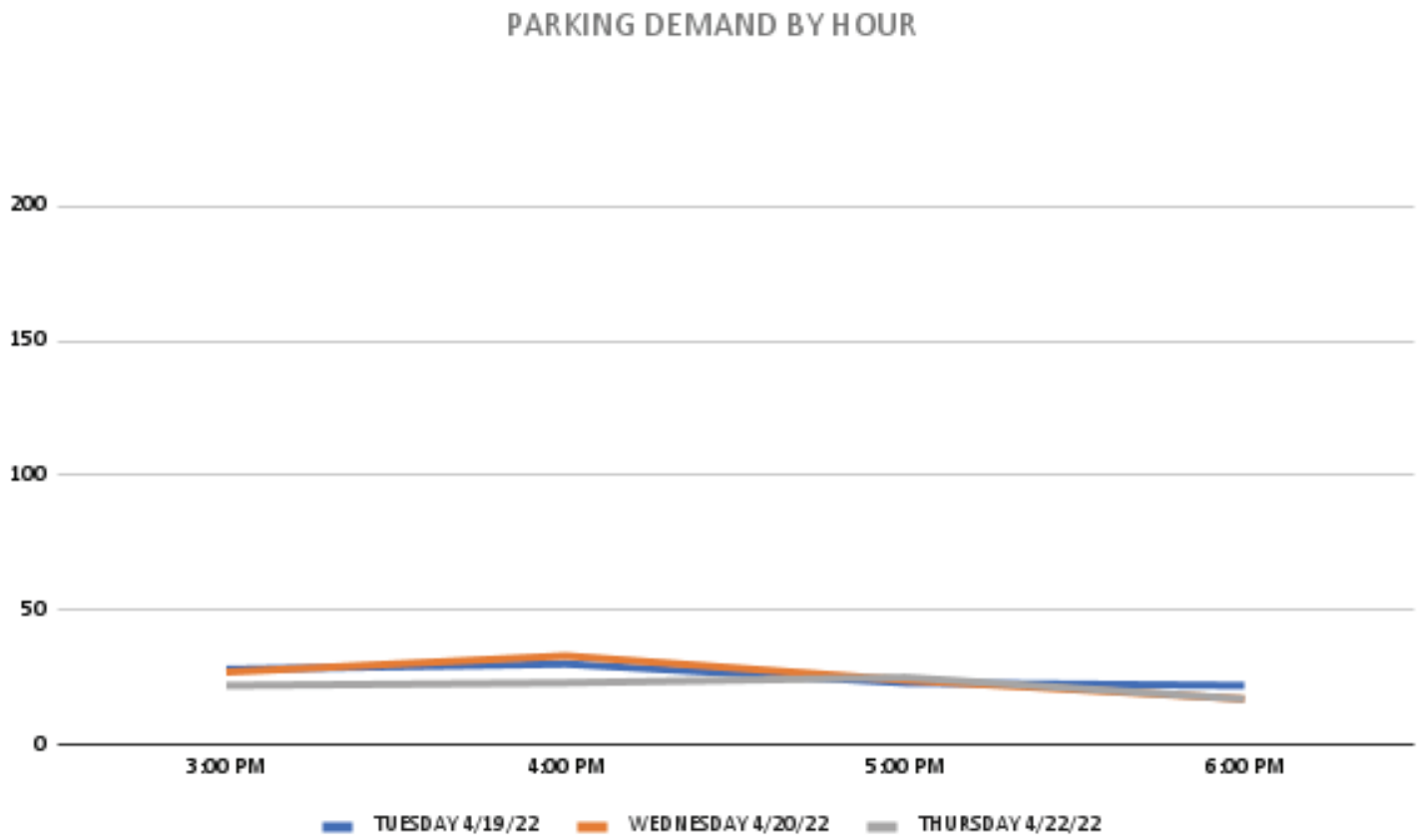
<b>PEAK HOUR</b>
<b>AVERAGES</b>

**GRAPH C – PARKING OCCUPANCY 3-22-24**



■ AVERAGE PARKING AVAILABILITY    
 ■ AVERAGE PARKING OCCUPANCY

GRAPH C – PARKING DEMAND BY HOUR



## Summary

### Findings

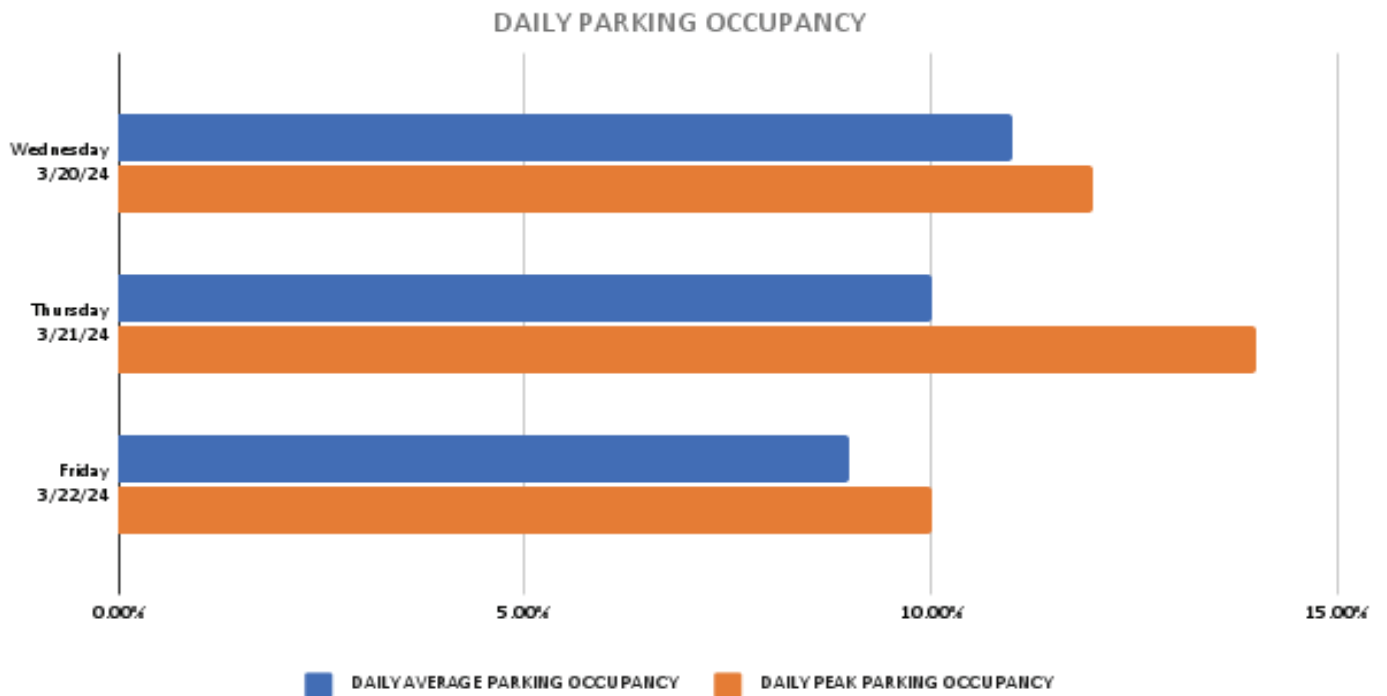
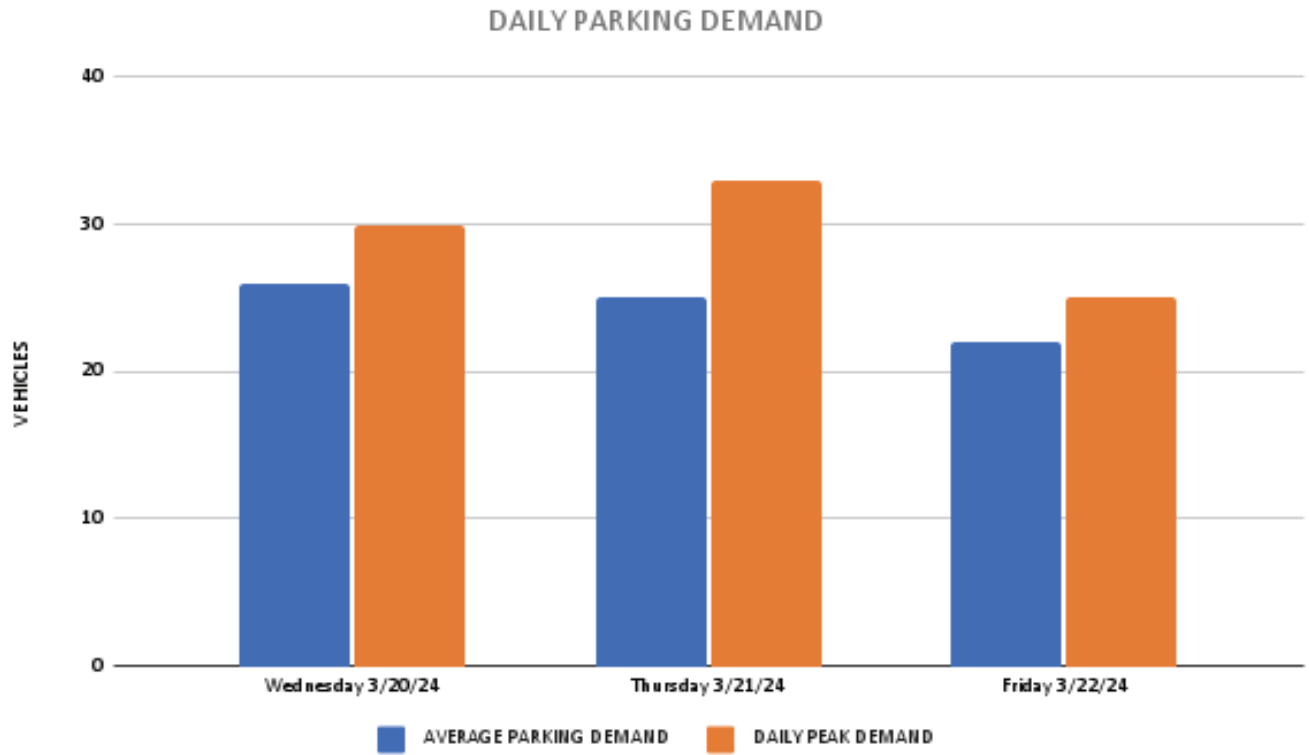
The purpose of the parking study for 121 Alice Street, for the proposed TECC Learning Center was to provide information that best portrays the conditions of the site as it relates to the business activities of the users with the focus on parking needs and availability. The data accumulated during the review of actual use showed that ‘parking need’ was well below the strict interpretation of the City Code minimum requirements and was at its peak operating hours 14% of the 244 stalls listed as required. The study may assist the Arcadia City planning staff to determine the adequacy of parking for the desired use for the site.

Several measures to determine parking were utilized. Observation vehicle counts were taken hourly for three days (as required). Photos, observations, and analysis of the parking use were also recorded anecdotally. These measures provided the information necessary to determine if there was enough parking and to understand the nature of the user, to better gauge the parking type and if any measures are needed to facilitate better efficiencies. Through analysis of the site parking demand and occupancy, conclusions can be drawn to help determine if the parking supply for the proposed changes for the afterschool TECC Learning Center is adequate for the use.

During the study of the site, we found that parking demand on average was approximately 24 spaces for this use and all other visitors or employees not associated with the subject use, with a heightened demand during peak hours of no more than 33 spaces. Of the 244 parking spaces in the site parking supply, the average occupancy was about 10%. During peak hours the parking occupancy reached 14%. See Graph D – Average Parking Demand and Graph E – Average Parking Occupancy.

A shortfall of parking was never observed during the 3-day study at the site location, even during peak hours. Furthermore, we observed that attendance at the site remained relatively constant during the study operating hours. With approximately eight staff and a proposed student body of 80 pupils (who would be dropped off - either by parents or via school bus coordinated with the Arcadia Transportation Department), parking demand never outpaced supply.

GRAPH D – AVERAGE PARKING DEMAND



### Conclusions

The purpose of this study was to determine if the proposed changes to the TECC Learning Center would have an adequate parking supply to meet demands for the use in question. We found that due to the distinct peak hours of operation, along with the nature and structure of the center, the parking supply for the proposed center is more than adequate to meet demand. The study thereby shows, with consideration of the current standards, and the unique conditions of the use, that the proposed changes to the subject site would continue to meet the parking demand.

The average occupancy per hour at the site was 10% or 24 stalls occupied on average per hour from a total of 244 available. The peak hours of occupancy were between 4:00 PM and 5:00 PM with a total average peak occupancy of 11% (26 stalls in use) and a maximum peak occupancy of 14% at any given time. The site has a total of 244 parking spaces available to meet the demand of its clients, which was more than adequate as found by the daily vehicle counts.

## **Considerations**

**Based on the information provided by the applicant, the city codes, site study, and the empirical parking analysis, we have concluded that the site parking supply of 244 spaces is adequate to accommodate the use during peak parking demand without any additional resources for parking, off-site public parking, or off-site agreements.**

# Attachment No. 5

Comment from Mr. Pang via email,  
dated October 3, 2024

Hello Edwin,

This is the resident at 142 Alice St. My name is James Pang.

It was nice talking to you yesterday and had the opportunity to express my concerns regarding the proposal of 121 Alice St. I am strongly against the proposal to allow after school and summer tutoring at 121 Alice St for the following reasons:

(1) the door of the after school program is opening toward Alice St. Parents park their car on the Alice St and cross the street to pick up their children. After they pick up the children, they across the street again to get back to their car. There is no pedestrian crossing sign and no pedestrian crossing mark on the road. During the operating hours, parents and children may cross Alice St anywhere and anytime depending on where they park their car. It is very dangerous and children are not easy to control. Children may cross road to pick up a ball or just run in front of their parents. I personally find it's very unsafe.

The church has another parking lot in the north side on Genoa St. If parents all follow the rule and park their car in the north parking lot and then walk to the door. It avoids parents and children cross the road. Unlike elementary school or middle school, they have volunteers to oversee the traffic when school finishes. Volunteers check the traffic and make sure the children are safe. I don't believe the parents will follow the rules even if the TECC Learning center instructs the parents to pick up their kids at north parking lot. , because there is no rule that they can't park on Alice St. If City of Arcadia put RED line or NO PARKING sign near TECC, then our family and friends have no place to park when they visit us. Why do I as a resident need to suffer this kind of situation because a commercial institute is trying to make money in residential area?

(2) when the school bus drops the children, it takes tremendous time to let all the children out of the bus, because the employee needs to check in every single kid. I ran into the school buses several times. Because it's a "school bus", other cars in both directions must stop. Sometimes they have two school buses, it doubles the time they check in the kids. Unlike regular school buses, they pick up just one kid or two kids in one location and then move to the next stop. TECC's school buses will park in the same location for extended time and create traffic jams in the neighborhood. When I encounter this situation, I can see my garage door, but I cannot go home until the school buses leave. Again, Why do I as a resident need to suffer in this kind of situation because a commercial institute is trying to make money in a residential area?

(3) The church already has a lot of events (Saturday and Sunday mostly and sometimes on Thursday). Adding regular weekday after school and summer tutoring at the same place, it

is unfair to the neighborhood. When we bought the house, we knew there was a church and expected to see people on weekends. But we don't expect there will be parents and children all over the place during weekdays. Again, Why do I as a resident need to suffer in this kind of situation because a commercial institute is trying to make money in a residential area?

I am an engineer. Let's put it in a scientific way.

80 elementary and middle school students, if the employee takes 30 seconds to check in one kid, that will be 2400 seconds equal to 40 minutes.

If the employee takes 20 seconds to check in one kid, that will be 1600 seconds equal to 26.7 minutes.

If the employee takes 10 seconds to check in one kid, that will be 800 seconds equal to 13.3 minutes.

I don't believe their employee can check in one kid in 10 seconds, so maybe 15-20 seconds for each kid, can you imagine if you stop 20 ft away from your house and wait 20-27 minutes to get back to your house???

Hope it better illustrates my frustration.

Also, on the record,

<https://www.cde.ca.gov/SchoolDirectory/details?cdscode=19642616165799>

Status	Closed
Open Date	October 18, 2022
Closed Date	June 30, 2024

This school is closed.

City of Arcadia is allowing this "CLOSED" school operating in Arcadia???

Please take my concerns into consideration.

Thank you

James Pang

# Attachment No. 6

## Preliminary Exemption Assessment



CITY OF  
ARCADIA

## PRELIMINARY EXEMPTION ASSESSMENT

1. Name or description of project:	CUP 24-07 Conditional Use Permit with a Categorical Exemption under the California Environmental Quality Act ("CEQA") Section 15301(a) to allow a tutoring center as an accessory use to the Arcadia Community Church.	
2. Project Location – Identify street address and cross streets or attach a map showing project site (preferably a USGS 15' or 7 1/2' topographical map identified by quadrangle name):	121 Alice Street – The business is located on the northeast corner of Alice Street. and S. 1st Avenue.	
3. Entity or person undertaking project:	A.	
	B. Other (Private)	
	(1) Name	TECC Learning Center, Dr. Wendy Hsiao, Business Owner
	(2) Address	760 W. Naomi Ave. Unit E Arcadia, CA 91007
4. Staff Determination:		
<p>The Lead Agency's Staff, having undertaken and completed a preliminary review of this project in accordance with the Lead Agency's "Local Guidelines for Implementing the California Environmental Quality Act (CEQA)" has concluded that this project does not require further environmental assessment because:</p>		
a. <input type="checkbox"/>	The proposed action does not constitute a project under CEQA.	
b. <input type="checkbox"/>	The project is a Ministerial Project.	
c. <input type="checkbox"/>	The project is an Emergency Project.	
d. <input type="checkbox"/>	The project constitutes a feasibility or planning study.	
e. <input checked="" type="checkbox"/>	The project is categorically exempt.	
	Applicable Exemption Class:	15301(a) – Class 1 (Use of an existing facility)
f. <input type="checkbox"/>	The project is statutorily exempt.	
	Applicable Exemption:	
g. <input type="checkbox"/>	The project is otherwise exempt on the following basis:	
h. <input type="checkbox"/>	The project involves another public agency which constitutes the Lead Agency.	
	Name of Lead Agency:	

Date: September 19, 2024

Staff: Edwin Arreola, Senior Planner



**ARCADIA PLANNING COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY, SEPTEMBER 10, 2024**

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**CALL TO ORDER** Chair Tsoi called the meeting to order at 7:00 p.m.

**ROLL CALL**

PRESENT: Chair Tsoi, Vice Chair Wilander, Hui, and Tallerico

ABSENT: Arvizu

It was moved by Vice Chair Wilander and seconded by Commissioner Tallerico to excuse Commissioner Arvizu from the meeting.

Without objection, the motion was approved.

**SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS**

There were none.

**PUBLIC COMMENTS (5 minute time limit per person)**

There were none.

**PUBLIC HEARING**

- 1. Resolution No. 2155**– Approving a subsequent one-year time extension for Tentative Tract Map No. TTM 21-05 (83054) at 180 W. Huntington Drive  
**CEQA:** Not a Project  
**Recommendation:** Adopt

**Applicant:** SAICP, LLC

**MOTION - PUBLIC HEARING**

Chair Tsoi introduced the item and Senior Planner Edwin Arreola presented the staff report.

Commissioner Tallerico was concerned about the frequent extensions. Mr. Tallerico asked if all background information can be shared with the Commission on future extension requests.

Vice Chair Wilander suggested the recent increase in extensions may be due to the challenges posed by the pandemic.

Commissioner Hui asked when construction would begin.

Mr. Arreola said the Applicant plans to break ground by the second quarter of 2025 but deferred the question to the Applicant for a timeline of the construction.

Commissioner Hui asked if the construction plans have been submitted to Building Services.

Deputy Development Services Director Lisa Flores indicated that the plans were already submitted to Building for plan-check and the City issued a permit. However, due to financial reasons the project was put on hold and the plan-check expired. Therefore, they need the map to be extended so that they can revise the structural plans to comply with the current Building Code and obtain their building permit again.

The public hearing was opened.

Karen Mazone introduced herself as the Director of Operations and was there on behalf of the Applicant and one of the owners, Eric Chen. Ms. Mazone reiterated what Ms. Flores stated. Ms. Mazone added that their plan is to submit their revised structural plans to the Building Division by February 2025 and to break ground in April 2025.

Vice Chair Wilander was pleased to hear that the project will eventually be completed.

Commissioner Tallerico asked if there were any impediments other than financial reasons that could have been prevented.

Ms. Mazone said the pandemic set them behind but that they did everything they could to complete the project.

Commissioner Hui asked the Applicant if they anticipate any more financial challenges in the future.

Ms. Mazone said no, they hope they do not run into any more financial issues and get this project completed.

The Commissioners did not have any further questions for the Applicant.

No one spoke in favor of the proposal.

No one spoke in opposition to the proposal.

Commissioner Tallerico made a motion to close the public hearing. Commissioner Hui seconded the motion.

Without objection, the motion was approved.

## **DISCUSSION**

Vice Chair Wilander said she understands there were many factors that were out of the developer's control, and she had no reason to deny the extension.

Commissioner Tallerico said he had no issues approving the extension.

Commissioner Hui stated she has no problem with approving the extension and was glad this project would produce more housing.

## MOTION

It was moved by Commissioner Tallerico, seconded by Commissioner Hui to adopt Resolution No. 2155 approving a subsequent one-year time extension for Tentative Tract Map No. TTM 21-05 (83054) at 180 W. Huntington Drive in which the findings were made and is not a CEQA project.

## ROLL CALL

AYES: Chair Tsoi, Vice Chair Wilander, Commissioners Hui, and Tallerico  
NOES: None  
ABSENT: Arvizu

The motion was approved.

*There is a ten (10) day appeal period. Appeals are to be filed by 5:30 p.m. on Monday, September 23, 2024.*

- 2. Resolution No. 2154**– Approving Vesting Tentative Tract Map No. TTM 24-03 (82734) for approved Huntington Plaza Mixed Use Project at 117-129 E. Huntington Drive and 124-134 Wheeler Avenue  
**CEQA:** No Further Action Required to the Adopted IS/MND  
**Recommendation:** Adopt

**Applicant:** Arcadia Huntington Plaza, LLC

## MOTION - PUBLIC HEARING

Chair Tsoi introduced the item and Planning Services Manager Fiona Graham presented the staff report.

Commissioner Hui asked when they plan to break ground.

Ms. Graham deferred the question to the Applicant.

The public hearing was opened.

Ben Zhang introduced himself as the representative of the property owner and the Applicant. Mr. Zhang provided some background information about the project and why they are reapplying for the Vesting Tentative Tract Map. He also answered Commissioner Hui's question and said they plan to break ground in the second or third quarter of 2025.

No one spoke in favor of the proposal.

No one spoke in opposition to the proposal.

Vice Chair Wilander made a motion to close the public hearing. Commissioner Tallerico seconded the motion.

Without objection, the motion was approved.

**DISCUSSION**

Vice Chair Wilander said the map needs to be approved for this project to move forward.

Commissioner Tallerico agreed with the Vice Chair and said he did not have any concerns with this request and was ready to approve it.

Commissioner Hui said that the project looks like it is moving along since the Applicants are in the process of revising their construction plans and she has no problem with approving it.

Chair Tsoi said he understands there are many challenges for developers at the moment. Mr. Tsoi added that it is a beautiful project, and he would like to see this project come to fruition.

**MOTION**

It was moved by Vice Chair Wilander, seconded by Commissioner Tallerico to adopt Resolution No. 2154 approving Vesting Tentative Tract Map No. TTM 24-03 (82734) for the approved Huntington Plaza Mixed Use Project at 117-129 E. Huntington Drive and 124-134 Wheller Avenue in which the findings were made and no further action is required to the adopted IS/MND.

**ROLL CALL**

AYES: Chair Tsoi, Vice Chair Wilander, Commissioners Hui, and Tallerico  
NOES: None  
ABSENT: Arvizu

The motion was approved.

*There is a ten (10) day appeal period. Appeals are to be filed by 5:30 p.m. on Monday, September 23, 2024.*

**CONSENT CALENDAR**

- 1. Minutes of the August 13, 2024, Regular Meeting of the Planning Commission

**Recommendation:** Approve

Commissioner Tallerico motioned to approve the minutes and seconded by Vice Chair Wilander.

**ROLL CALL**

AYES: Chair Tsoi, Vice Chair Wilander, and Tallerico  
NOES: None  
ABSENT: Arvizu

Commissioner Hui abstained from voting because she was absent at the August 13, 2024, meeting.

The motion was approved.

## **PLANNING COMMISSION REORGANIZATION**

### **1. Planning Commission Reorganization**

Recommended Action: It is recommended that the Secretary initiate the procedure for reorganization of the Planning Commission

Ms. Flores called for nominations for Planning Commission Chair and Vice Chair.

Ms. Flores thanked Chair Tsoi for his service as Chair of the Commission this year.

Chair Tsoi nominated Vice Chair Wilander to the position of Chair.

Commissioner Tallerico asked if any of us can nominate ourselves for a position.

Ms. Flores said yes.

Commissioner Tallerico said he would not be nominating himself but he would be interested in serving as Chair, if nominated.

There were no other nominations or objections, therefore Vice Chair Wilander was voted as the new Chair.

Vice Chair Wilander nominated Commissioner Tallerico for the position of Vice Chair.

There were no other nominations or objections, therefore Commissioner Tallerico was voted as the new Vice Chair.

## **MATTERS FROM CITY COUNCIL LIAISON**

City Council Member Wang introduced herself and thanked the Commission for all their hard work. Ms. Wang also congratulated the new Chair and Vice Chair.

## **MATTERS FROM THE PLANNING COMMISSIONERS**

Commissioner Tallerico informed the Commission about a YouTube video he watched regarding zoning and development codes, and modular housing. Mr. Tallerico recommended the YouTube video to the Commission.

Commissioner Tallerico also informed the Commission that Commissioner Arvizu and himself attended the Highland Oaks block party and represented the Planning Commission.

Commissioner Hui invited the Commission to a Taylor Dayne concert hosted by the Arcadia Performing Arts Foundation to raise funds for the Arcadia Unified School District's performing arts program.

## **MATTERS FROM ASSISTANT CITY ATTORNEY**

Mr. Martz had nothing to report.

**MATTERS FROM STAFF INCLUDING UPCOMING AGENDA ITEMS**

Ms. Flores reported that the City Council had continued the hearing for the assisted living care project known as “The Ivy” and it will be back before the City Council on September 17, 2024.

Ms. Flores reported that the Planning Commission meeting on September 24 will be cancelled, as there are no items. But that there will be several items before the Commission in October.

Vice Chair Wilander informed Ms. Flores that she will be absent on the October 8, Planning Commission meeting.

Commissioner Hui asked about inclusionary housing and asked if the Commission will have enough time to review it before it is heard before the Planning Commission. Ms. Flores informed her that we are still in the very early stages, and we would know more after we receive direction from the City Council.

**ADJOURNMENT**

The Planning Commission adjourned the meeting at 7:36 p.m., to Tuesday, September 24, 2024, at 7:00 p.m. in the City Council Chamber.

\_\_\_\_\_  
Chair Tsoi, Planning Commission

ATTEST: \_\_\_\_\_  
Lisa L. Flores  
Secretary, Planning Commission