

February 22, 2016

RECEIVED

FEB 2 2016

CITY OF PLEASANTON PLANNING DIVISION



Mr. Eric Luchini
Planning and Community Development Department
City of Pleasanton
200 Old Bernal Road
Pleasanton, California 94566

Subject: Notice of Incomplete Application – File No. P16-0174 New Church Facility for GraceWay Church 1183 Quarry Lane Revised Application Information

Dear Eric.

Below please find our revised application information in response to the Notice of Incomplete dated February 12, 2016. Also attached please find revised drawings consisting of:

- Site Plan
- Floor Plan
- · Demolition/Existing Conditions Plan

Detailed responses and information are provided below the requests and questions in your letter.

- 1. Written Narrative. The narrative requires clarification, revision or additional information as follows:
  - a. While the facility appears to be designed to accommodate up to a maximum of 325 people at any one time, please clarify and provide more detail as follows:
    - Clarify if 325 persons is going to be the maximum capacity for the facility, including future planned growth of the congregation
    - The average and maximum attendance for all proposed and potential future planned weekday/weekend services.
    - iii. The average and maximum attendance for all proposed and potential future planned activities including bible study, youth events, classes and workshops, et cetera.
    - iv. The average and maximum attendance for all proposed special events.
    - v. Clarify the age breakdown and number of driving age youths that are anticipated to participate in available activities such as bible study and youth events.

The revised floor plan submitted with this response has a maximum capacity of 318 people for the Sanctuary. Even with planned growth, this will remain the maximum capacity because our intention is to handle growth by providing additional services. There will be no expansion of the sanctuary.

#### **Proposed Activity and Attendance Table**

Activity	Day(s)	Time of Use	# of People	Section/ Maximum square	Expected Frequency
		1		feet utilized	7.0400(10)
Worship Service	Sunday	10:00am	Average: 150-200 Future Max: 250	Sanctuary 3,963SF	Weekly
Worship Service	Sunday	Future early service 8:30am	Future: 75- 125	Sanctuary 3,963SF	Future Weekly
Worship Service	Sunday	Future late service 11:30am	Future: Future: 125-175	Sanctuary 3,963SF	Future Weekly
Worship Service	Saturday	Future Evening Service 6:00pm	Future: 175- 250	Sanctuary 3,963SF	Future Weekly
Worship Service	Mid- Week (Wednes day?)	Future Evening Service 6:00pm	Future: 175- 250	Sanctuary 3,963SF	Future Weekly
Christmas Eve Worship Services	Varies with Calendar	5:00pm 8:00pm	Avg: 175 Future: 250 Avg: 90 Future: 250	Sanctuary 3,963SF	Yearly
		3:00pm (Future)	Avg: 125 Future: 250		
Ash Wednesday, Maundy Thursday, Good Friday Worship Services (1 ea. per yr.)	Mid- Week	6:00pm (or 6:30pm)	Avg: 75 Future: 175 (max).	Sanctuary 3,963SF	Yearly
Choir Rehearsal	Tuesday	6:00pm	Avg: 12 Future: 20	Sanctuary 3,963SF	Weekly
Band Rehearsal	Tuesday	6:00pm	Avg: 6	Sanctuary 3,963SF	Weekly
Middle School	Tuesday	7:00pm	Avg: 15 Future:45	Youth 1,008SF	Weekly
High School	Wed.	7:00PM	Avg: 20 Future: 60	Youth 1,008SF	Weekly
Bible Study	Monday	7:00PM	Avg: 8-12 Future: 12- 20	Classroom 325 SF	Weekly

Bible Study	Tuesday	9:30AM	Avg: 8-12 Future: 12- 20	Classroom 325SF	Weekly
Bible Study	Wed.	7:00PM	Avg: 8-12 Future: 12- 20	Classroom 325 SF	Weekly
Bible Study	Future: Thursday	9:30AM	Future: 12- 20	Classroom 325 SF	Weekly
Elder Meeting	Tuesday	7:00PM	Avg: 12 Future: 12	Classroom 325 SF	Monthly
Deacon Meeting	Tuesday	7:00PM	Avg: 12 Future: 12	Classroom 325 SF	Monthly
Stewardship Team Meeting	Wed.	7:00PM	Avg: 6 Future: 6	Offices 1,256SF	Monthly
Personnel Team Meeting	Wed.	7:00PM	Avg: 6 Future: 6	Offices 1,256SF	Monthly
Club 56	Friday	7:00PM	Avg: 15 Future: 30	Classroom 325 SF or Multi Use Room 2,087 SF	Monthly
Staff Office Hours	Monday- Friday	8:30AM- 5:00PM	Avg: 5 Future: 12	Offices 1,256SF	Weekdays
Memorial Service	Saturday or Sunday afternoon	Times vary from 11:00AM to 3:00PM	Avg: 75-150 Future: 75- 150	Sanctuary 3,963SF	5-10 times per year
Wedding	Saturday or Sunday afternoon	Times vary from 11:00AM to 5:00PM	Avg: 125- 200 Future: 125-200	Sanctuary 3,963SF	2-4 times per year
Congregation Special Event	Saturday or Sunday Night	7:00PM	Avg: 80 Future:150	Multi Use Room 2,087 SF	2-4 times per year
Youth Special Event	Friday or Saturday Night	7:00PM	Avg: 40 Future:80	Youth 1,008SF or Multi Use Room 2,087 SF	2-4 times per year
Vacation Bible School	Monday- Friday	9:00AM	Avg:125 Max: 200	Sanctuary 3,963SF or Multi Use Room 2,087 SF and Classrooms	One week per year during the summer (July)

Boy Scouts Event	Saturday	Afternoons	Avg: 75 Max: 150	Sanctuary 3,963SF or Multi Use Room 2,087 SF	2-4 times per year
Support Groups	Tuesday, Wed. or Saturday	7:00PM (Tues. Wed.) 8:30AM (Sat.)	Avg: 10-15 Future: 10- 15	Classroom 325 SF	Weekly

For worship service attendance, we expect to add future worship services when a worship service reaches 75-80% capacity (238-250 people). National statistics for churches identify this as a threshold that when surpassed visitors no longer feel comfortable attending because available seating is less accessible. So when we get to this limit, by adding a service we can continue growing without maxing out the facility and discouraging new people.

For Christmas Eve services, it is possible we could utilize the maximum seating but we would seek to also keep it comfortable for guests seeking to add a future third service if needed.

b. Clarify if wedding receptions and other similar types of special occasion events would be held and if alcohol service will be permitted.

Wedding receptions and possible special occasion events (e.g. anniversary renewal of vows) will be held. We do not permit the use of alcohol on campus.

c. Clarify if any amplified music or other activities requiring amplification are proposed and provide details. Please note that sound attenuation may be required to be installed within the tenant space.

We do use amplified music for worship related events in the sanctuary only. Because worship is a sacred act and we wish to hear the voices of the people, we do not play at high db levels. We provide sound for instruments and also for spoken voice. The layout of the sanctuary is intentionally designed so that no door from the sanctuary opens to the outside. The building has exterior concrete walls which provide excellent sound attenuation. Further, we have designed the floor plan so that other spaces and walls separate the sanctuary from the demise wall and the other tenant's space.

2. Parking. Please be advised that when evaluating parking, staff looks at not only the requirements of the Municipal Code, but also takes a more realistic approach in evaluating how much parking a proposed use may actually generate based on attendance and occupancy, types of activities associated with the use, demand generated by similar uses, et cetera. This is especially true in this case, as the Municipal Code only requires one space for every six seats for this type of use, which staff feels is an optimistic assumption as most vehicles would contain less than six people.

Accordingly, as part of the written narrative changes requested above, please prepare a table that provides all proposed uses/activities and the associated hours, days of the week, location within the building, and the average and maximum attendance.

Please find below a table identifying parking demand and use needs. Please note in some instances, we changed the user demand to actual number of participants where that would be more realistic. Also, some events are for youth and because they are dropped off by parents, we have noted parking requirements accordingly.

#### **Anticipated Parking Demand**

Activity	Day(s)	Time of Use	# of People	Section/	Required
	,(-)		" or copic	Maximum square	Parking
		İ		feet utilized	(1space/
		-		TOCK GRIII2GG	60 sq. ft.)
Worship Service	Sunday	10:00am	Average:	Sanctuary	3,963 SF = 66
Troising Cervice	Cunday	10.000	150-200	3,963SF	1 '
			Future Max:		3,000 SF = 50
			250	110 / 2. 10/	
				Sanctuary SF,	
				approximately	
1				420SF = foyer	
				and 543 SF =	
				stage. Seating	
<u> </u>				area is 3,000SF	
Worship Service	Sunday	Future early	Future: 75-	Sanctuary	3,963 SF = 66
		service	125	3,963SF	3,000 SF = 50
Marchin Consis	0	8:30am			
Worship Service	Sunday	Future late	Future:	Sanctuary	3,963 SF = 66
		service	125-175	3,963SF	3,000 SF = 50
Worship Service	Saturday	11:30am Future	E <sup>tt</sup> rate man	P	2 252 25 - 22
i	Saturday	Evening	Future: 175- 250	Sanctuary	3,963 SF = 66
		Service	175-250	3,963SF	3,000 SF = 50
		6:00pm	]		·
Worship Service	Mid-	Future	Future:	Sanctuary	3,963 SF = 66
	Week	Evening	175- 250	3,963\$F	3,000 SF = 50
	(Wednes	Service	''' 255	0,00001	0,000 01 - 30
	day?)	6:00pm			
Christmas Eve Worship		5:00pm	Avg: 175	Sanctuary	3,963 SF = 66
Services	with	•	Future: 250	3,963SF	3,000 SF = 50
	Calendar	1		.,	
		8:00pm	Avg: 90		
			Future: 250		
		3:00pm			
		(Future)	Avg: 125		
		· · · · · · · · · · · · · · · · · · ·	Future: 250		
Ash Wednesday,	Mid-	6:00pm	Avg: 75	Sanctuary	3,963 SF = 66
Maundy Thursday,	Week	(or 6:30pm)	Future: 175	3,963SF	3,000 SF = 50
Good Friday Worship			(max).		
Services (1 ea. per yr.)	Tropodor	6.00-	A 45	0	0.000.00
Choir Rehearsal	Tuesday	6:00pm	Avg: 12	Sanctuary	3,963 SF = 66
<u> </u>			Future: 20	3,963SF	3,000 SF = 50
Band Rehearsal	Tuesday	6:00pm	Avg: 6	Sanctuary	3,963 SF = 66
				3,963SF	3,000 SF = 50

Middle School	Tuesday	7:00pm	Avg: 15	Youth	Students
Ivadale School	Tuesday	7.00pm	Future:45	1,008SF	dropped off.
		•	1 010/6.43	1,0005F	1 ''
	į				Parking for
I link Cake at	104	7.00014	•		leaders: 5
High School	Wed.	7:00PM	Avg: 20	Youth	Students
-			Future: 60	1,008SF	dropped off.
					Parking for
······································					leaders: 5
Bible Study	Monday	7:00PM	Avg: 8-12	Classroom	1 Parking stall
			Future: 12-	325 SF	per participant:
			20		12 -20
Bible Study	Tuesday	9:30AM	Avg: 8-12	Classroom	1 Parking stall
			Future: 12-	325SF	per participant:
			20		12 -20
Bible Study	Wed.	7:00PM	Avg: 8-12	Classroom	1 Parking stall
			Future: 12-	325 SF	per participant:
	1		20		12 -20
Bible Study	Future:	9:30AM	Future: 12-	Classroom	1 Parking stall
-	Thursday		20	325 SF	per participant:
			]		12 -20
Elder Meeting	Tuesday	7:00PM	Avg: 12	Classroom	1 Parking stall
	1 "		Future: 12	325 SF	per participant:
		-	ĺ		12
Deacon Meeting	Tuesday	7:00PM	Avg: 12	Classroom	1 Parking stall
_			Future: 12	325 SF	per participant:
			1		12
Stewardship Team	Wed.	7:00PM	Avg: 6	Offices	1 Parking stall
Meeting		·	Future: 6	1,256SF	per participant:
				.,	6
Personnel Team	Wed.	7:00PM	Avg: 6	Offices	1 Parking stall
Meeting			Future: 6	1,256SF	per participant:
	[			1,2000.	6
Club 56	Friday	7:00PM	Avg: 15	Classroom	Students
			Future: 30	325 SF or Multi	dropped off.
				Use Room	Parking for
	1			2,087 SF	leaders: 5-7
Staff Office Hours	Monday-	8:30AM-	Avg: 5	Offices	1 Parking stall
Otan Onice Hours	Friday	5:00PM	Future: 12	1,256SF	
Memorial Service					per staff: 5-12
Memoriar Service	Saturday	Times vary from 11:00AM	Avg: 75-150	Sanctuary	3,963 SF = 66
	or Sunday	to 3:00PM	Future: 75- 150	3,963SF	3,000 SF = 50
	afternoon		190		
<u> </u>	atternoon	· · · · · · · · · · · · · · · · · · ·		<del></del>	<u> </u>

Wedding  Congregation Special	Saturday or Sunday afternoon Saturday	from 11:00AM to 5:00PM	Avg: 125- 200 Future: 125-200 Avg: 80	Sanctuary 3,963SF Multi Use Room	3,963 SF = 66 3,000 SF = 50
Event	or Sunday Night		Future:150	2,087 SF	
Youth Special Event	Friday or Saturday Night	7:00PM	Avg: 40 Future:80	Youth 1,008SF or Multi Use Room 2,087 SF	Students dropped off. Parking for leaders and students who drive themselves: 30-40
Vacation Bible School	Monday- Friday	9:00AM	Avg:125 Max: 200	Sanctuary 3,963SF or Multi Use Room 2,087 SF and Classrooms	Students dropped off. Parking for leaders: 50
Boy Scouts Event	Saturday	Afternoons	Avg: 75 Max: 150	Multi Use Room 2,087 SF	35
Support Groups	Tuesday, Wed. or Saturday	7:00PM (Tues. Wed.) 8:30AM (Sat.)	Avg: 10-15 Future: 10- 15	Classroom 325 SF	1 Parking stall per participant: 6

Additionally, please justify how the current parking supply will accommodate all of the proposed church uses/activities, as well as those of the potential tenant in the other vacant space.

For Mondays – Saturdays, GraceWay Church will allocate the tenant portion of the space 38 parking spaces (3 per 1000) plus the loading dock. GraceWay Church will utilize the remaining 62 spaces. Additionally, written into the purchase agreement and supporting documents will be the right for GraceWay to utilize the full parking lot of 100 spaces on Sundays for worship services.

Based upon the activities and special events schedules and parking demand noted above, we believe the parking supply is sufficient to meet the use needs as noted.

Please also provide parking counts for your existing church, including the Sunday service with the heaviest attendance. Indicate the congregation size at that service, as well as the number of employees and other activities that occur at that time.

Please see the parking count on the next page. We currently have one service of worship averaging 150-200. This includes children who worship with their teachers and therefore occupy seats before leaving for Sunday School with their teachers. Most families drive together on Sunday mornings. We estimate currently 2-3 high school students drive themselves.

#### Sunday Worship Service

Activity	Day(s)	Time of Use	Congregation Size and Employee Counts	Parking Count
Worship Service	Sunday	10:00 AM	Avg: 150- 200 (including children) Ministry staff counted in worship attendance plus 1 hospitality staff 2-3 High school students	75 to high of 90

3. Site Plan. Provide an existing and proposed site plan that clearly shows the existing site conditions and any proposed modifications, including the addition of new parking spaces or removal or reconfiguration of existing parking spaces, reconfiguration of any existing paths of travel, landscaping modifications, et cetera. The site plan should also more clearly outline the portion of the building to be utilized for the church. Also, while not shown on the site plan, clarify if the temporary fence and storage containers at the rear of the site will be removed and the parking in that area will be fully accessible for the proposed use. Lastly, clarify if the existing loading dock will remain for use by the future tenant of the vacant tenant space within the existing building.

Please see the Site Plan and notes that provide the requested information.

The parking lot configuration remains unchanged from its original design. The striping is not visible in some areas. The proposed Site Plan shows parking spaces in the same specific areas as the original design. We will be removing the fenced area and storage containers prior to occupancy and re-striping this section per the Site Plan. As noted in our pre-submittal meeting, we would like to keep the storage units during construction to use for storage. Near the end of tenant improvements, they would be removed the parking underneath slurry coated and restriped. Additionally, the trash compactor unit adjacent to the building and the materials around it will be moved by the current occupant upon vacancy of the building.

4. Floor Plan. In addition to the proposed floor plan within the submitted plan set, provide an existing floor plan that clearly shows the existing interior building conditions. Please add a north arrow to both the existing and proposed floor plans.

Please see the Demolition Plan showing existing interior building conditions.

5. Elevations. Provide a detailed list of any proposed/anticipated exterior building design modifications including the addition of new building openings, removal or reconfiguration of existing building openings, design details, color, et cetera. Please note that minor changes may be able to be reviewed over-the-counter at the Building Permit stage; however, more significant changes may require a Design Review application and additional application fees. Either way, building elevations will not be required for this application, simply just a list of the proposed/anticipated changes.

There are three minor changes proposed for the exterior elevations affecting the south and east side of the building:

- 1. On the south side of the building, a full height window will be changed to a single exit door.
- 2. On the south side of the building, a single door opening will be changed to a double door opening.
- 3. On the east side of the building, a single door opening will be changed to a double door opening.

Please see the Floor Plan for the locations.

6. Shared Parking Agreement. Please be advised that a shared parking agreement may be necessary if the anticipated parking demand exceeds the currently available on-site parking supply.

We anticipate being able to meet parking demands with currently available on-site parking supply and intend to carefully monitor our parking needs.

Building Division, Ray Yamada (925) 931-5308, ryamada@cityofpleasantonca.gov

Exit Analysis and Occupancy Load. Provide an exit analysis showing the maximum occupant load of each room.

Please see the floor plan for the exit analysis and occupancy load as requested.

As we discussed in our pre-submittal conference, GraceWay Church is in escrow for this property. Escrow must close no later than March 31 or we must give up the building. We have conducted a 9-month site search and there is literally no other building on the market that meets the space and parking needs the church has within the budget available. It is therefore extremely important to us that action on this CUP application occurs as soon as possible. We would be grateful if every effort can be made to place this item on the March 9 Planning Commission agenda to ensure successful completion.

Thank you for your attention and help Eric.

Sincerely.

Mike Barris, Pastor

cc: David Hopkins, Hopkins and Wall Architects



January 15, 2016

Planning and Community Development Department City of Pleasanton 200 Old Bernal Road Pleasanton, California 94566

RE: GraceWay Church Conditional Use Permit Application - Anticipated Uses

The purpose of this letter is to describe the anticipated uses for our new facility as part of our Conditional Use Permit application. As noted, the proposed building is located at 1183 Quarry Lane in Pleasanton, approximately 7/10 of a mile from our current location.

Currently, we serve the community through a number of programs including worship services, Sunday School, youth ministries, bible studies, and ministry meetings. We hold a variety of occasional events (usually in the evenings and on weekends) including weddings and memorial services, vacation bible school, children's' and youth events, adult classes such as parenting classes and marriage enrichment workshops, fellowship gatherings, and special musical programs. We also provide meeting spaces and support for community groups such as AA, Boy Scouts, community choral groups, or other civic and non-profit groups.

Current plans call for our worship space to be designed to seat up to 325 people. We anticipate that full attendance would occur during the holy holidays (i.e. Christmas, Easter, etc.) and occasional special events. Currently, one Sunday morning service is held at 10:00 am with attendance averaging 175 people. We anticipate moving to two services and ultimately perhaps three morning services between 8:30 am and 12:30 pm. During Sunday mornings, we also hold Sunday School classes and youth classes for children, middle school and high school students who come with their parents. Currently, approximately 5 high school students drive separate vehicles to Sunday morning classes. Over time, up to two evening worship services might be held at 6:00pm or later (one mid-week and one either Saturday or Sunday evening).

We will provide meeting space for the ministry and community programs mentioned above during the weekdays, weekday evenings, and weekends normally outside of the traffic commute periods. Most weekday gatherings will begin at 9:00am or later although one or more small group Bible studies of 5-10 people may gather earlier. Our weekday evening and/or weekend activities are not expected to continue later than 11:00 PM.

Currently we have 5 staff members who work scattered schedules throughout the week. 1 or 2 staff arrive at 8:30 and the rest arrive later in the morning. We project that our staff team could increase over time to as many as 15 but there is no identified timetable for growth at this point.

Most care and serving of congregational members is done off campus or via phone or email so that member visits to the office are minimal and scattered throughout the day.

Sincerely,

Mike Barris, Pastor

cc: David Hopkins, Hopkins and Wall Architects



January 15, 2016

Planning and Community Development Department City of Pleasanton 200 Old Bernal Road Pleasanton, California 94566

RE: GraceWay Church Conditional Use Permit Application - Introduction

Attached please find a Conditional Use Permit application and supporting materials for GraceWay Church. We are currently in escrow for the property located at 1183 Quarry Lane and are seeking permission to utilize this property for our congregational activities. In advance of submitting this application, we have met with several Planning Department staff members to describe our plans and gather information that enables us to present a comprehensive plan based on staff comments received to date.

We offer the following comments regarding this application:

Church History and Ministry – Our church has been serving Pleasanton since 1876 and will soon be moving off of our current location at 3410 Cornerstone Court, approximately 7/10 of a mile from 1183 Quarry Lane. Attached please find a detailed description of our planned uses.

Ministry Plan and Activities – This CUP request contains no significant change in our overall ministry plan for our current activities - our uses remain the same - except that we do not plan to house any sort of preschool or day care operation at this new location.

Condo Plan – 1183 Quarry Lane is a building of 27,362 square feet. We are proposing to create a "Condo" arrangement with a "Condo Side A" (12,362 SF) and "Church Side B" (15,000SF). This Conditional Use Application is for the church use in the proposed 15,000SF "Church Side B." only. We anticipate selling "Condo Side A" to another entity, consistent with overall uses approved for the Valley Business Park. We will be submitting our Condo application, legal documents and map in a separate filing once all required materials are ready.

Traffic – As noted, the proposed building is located at 1183 Quarry Lane in Pleasanton, approximately 7/10 of a mile from our current location. As such, we believe there is no identifiable change in traffic demands. Further, the 1183 Quarry Lane location is built out. No additional buildings can be built at this location so we do not anticipate a change in ministry uses in the future.

Parking – Quarry Lane has excellent parking capability and offers almost double the parking required by the city code. We intend, as part of our renovations, to slurry coat and restripe the parking lot per final architectural plans.

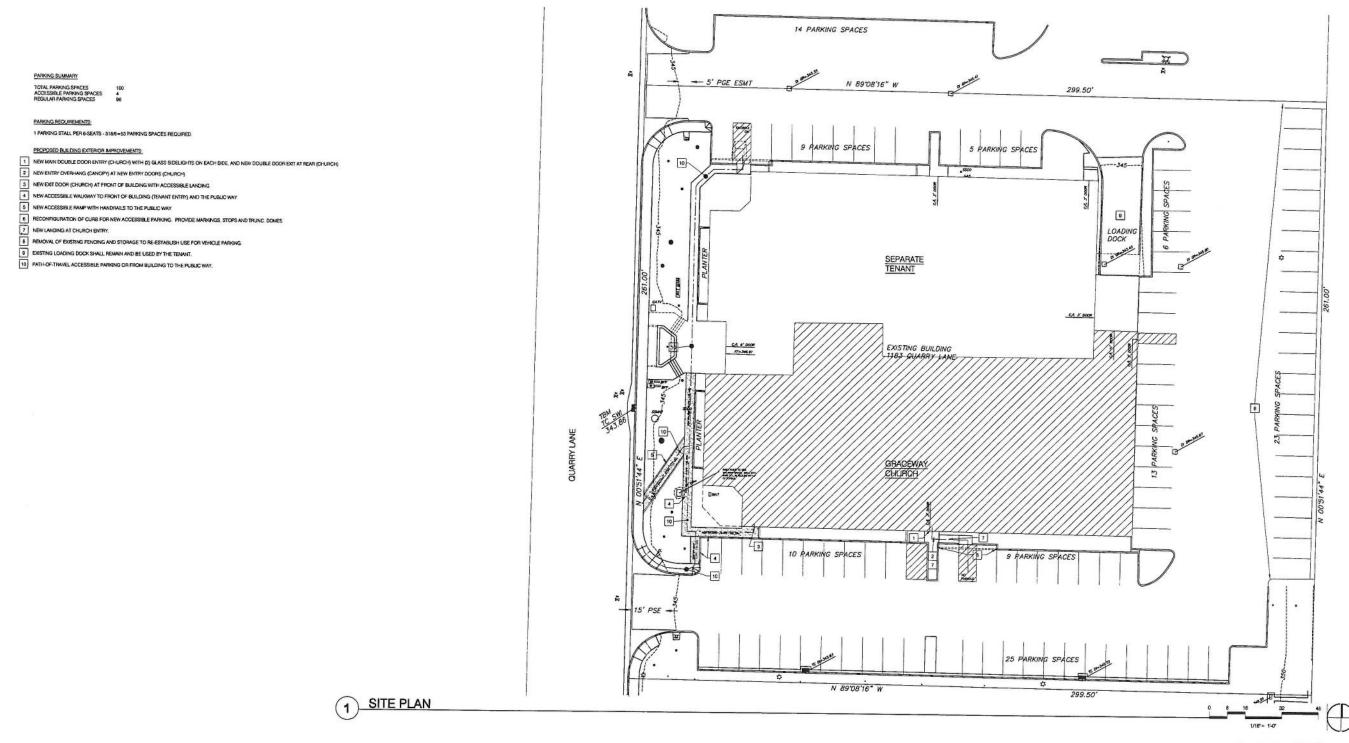
Planning Commission Agenda – we have been advised by the city staff of the normal processing time for CUP applications and have been working as expeditiously as possible to prepare our application. Obtaining a CUP is a necessary requirement for us prior to closing escrow. Escrow on the property is currently set to close on February 29. We therefore humbly and respectfully request your assistance in placing this approval before the Planning Commission no later than its February 24, 2016 meeting.

We are available to meet in person or respond in any way to questions and comments you have to move this application along. We look forward to working with city staff in this process and thank you in advance for your help.

Sincerely,

Mike Barris, Pastor

cc: David Hopkins, Hopkins and Wall Architects



## **RECEIVED**

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**EXHIBIT B** 

CITY OF PLEASANTON PLANNING DIVISION PLO 0174

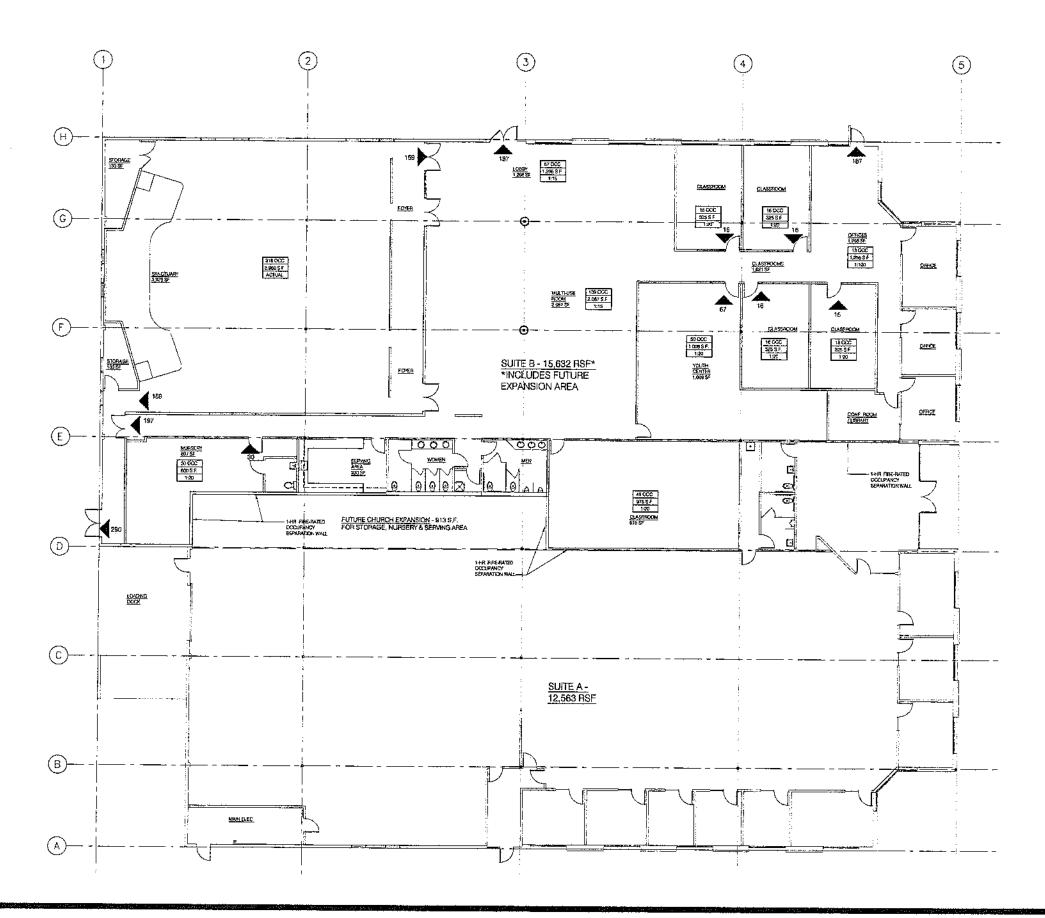
### GraceWay PROPOSED SITE PLAN

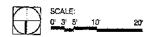
1183 QUARRY LANE PLEASANTON, CA Job No: 15-146 DATE: 2/22/16

# Hopkins & Wall

ARCHITECTURE | INTERIOR DESIGN

7901 STONERIDGE DRIVE, STE 550 PLEASANTON, CA 94588 925-225-0445 FAX 925-225-0492





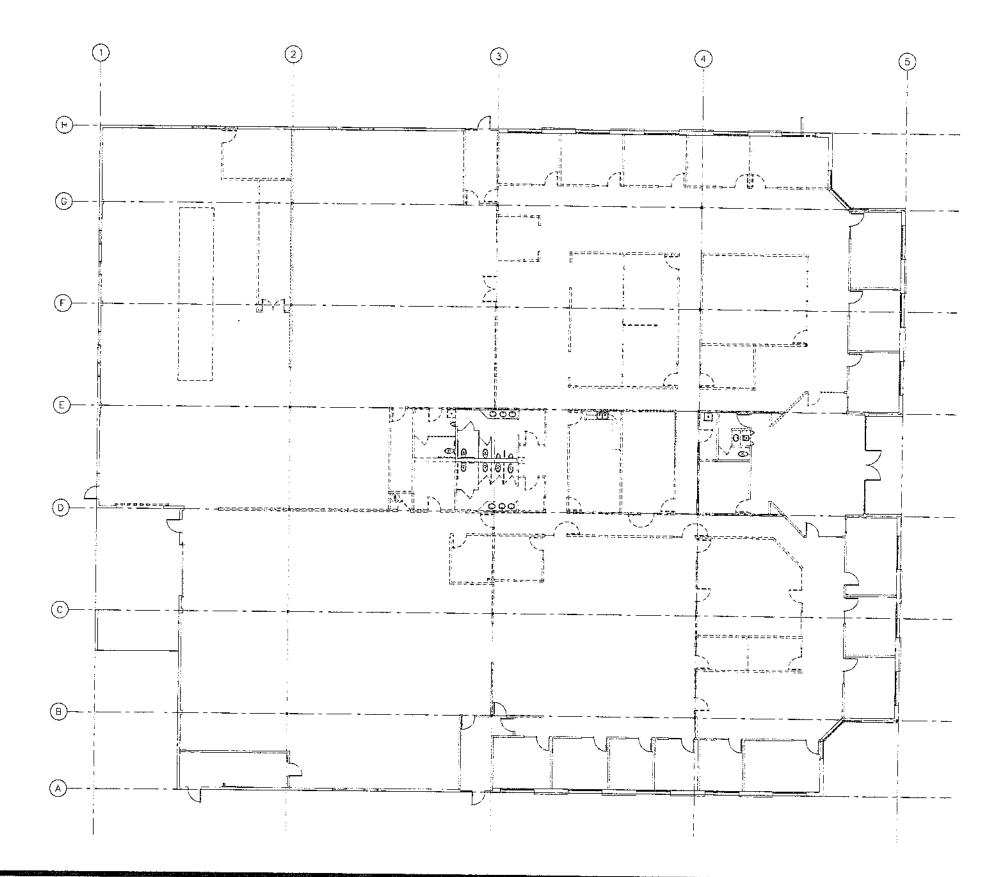
## GraceWay PROPOSED FLOOR PLAN

1183 QUARRY LANE
PLEASANTON, CA
Job No: 15-146
DATE: 2/22/16 | SCALE: 1/8"=150"

# Hopkins & Wall

ARCHITECTURE | INTERIOR DESIGN

7901 STONERIDGE DRIVE, STE 550 PLEASANTON, CA 94588 925-225-0445 FAX 925-225-0492



GraceWay PROPOSED DEMOLITION PLAN

1183 QUARRY LANE PLEASANTON, CA Job No: 15-146 DATE: 2/22/16 | SCALE - 1/8"=1'-0"

## Hopkins & Wall

ARCHITECTURE | INTERIOR DESIGN 7901 STONERIDGE DRIVE, STE 550 PLEASANTON, CA 94588 925-225-0445 FAX 925-225-0492