

From: Tri-Valley Chinese Bible Church
1055 Serpentine Lane
Pleasanton, CA 94566

EXHIBIT B
RECEIVED

To: City of Pleasanton
Planning and Community Development

JUL 17 2012

CITY OF PLEASANTON
PLANNING DIVISION

Date: July 17, 2012 (re-submit)

Subject: Application for Conditional Use Permit and PUD Minor Modification
At Tri-Valley Chinese Bible Church
At 1055 Serpentine Lane

Background Information: The Tri-Valley Chinese Bible Church (TCBC) has been at the present location for 17 years. Over the past several years our church has sought to evaluate and identify possible ways to service the needs of our community through the utilization of our existing resources. As one of our plans involved an after school learning program for school-age children, kindergarten to 5th grade, a proposed plan for extended hours of use of our building facility during weekdays was submitted for a preliminary review in January 2009. However, this proposal was not pursued to its completion due to a pending city development policy concerning child care services requirements.

On November 21, 2011, our church returned to this pursuit by submitting an application to the California Department of Social Services, Community Care Licensing Division, for a license to operate an after school learning center for school-age children. During her review Suzanne Bothwell, the Licensing Program Analyst for the Dept. of Social Service Child Care Licensing, advised us to attain a Heritage School certificate of registration from the Dept. of Education for our proposed operation instead of a child care license. Following this advice, we studied the requirements for a heritage school as defined in EC Section 33195-33195.6. We have found that our mission, by providing school age children with a loving, caring and safe environment to learn and be enriched with the Chinese language and cultural activities, as well as Christian values, fits within the description in EC Section 33195.4 for a heritage school. We also understand that a heritage school will be exempt from child care licensing per EC Section 33195.4h. (*Attachment 1, Copy of an E-mail with Ms. Bothwell*)

With this understanding, we have started to work toward the following compliances to have the after school learning center operational:

1. Filed a registration form for 2012 with the California Department of Education for TCBC-Heritage School. (Completed 1/25/12-per EC33195)
2. Joined Association of Northern California Chinese Schools to become a member of the language association. (Completed -per EC33195.4e)
3. Apply to the City of Pleasanton Planning and Community Development for a Conditional Use Permit of our church building during weekdays. (In progress-EC 33195.4f)

3-1 As part of the requirements for Item 3 above, TCBC has received an approval from the Board of Valley Business Park Owners Association to operate the program on the church property. (*Attachment 2, Copy of an e-mail dated 7/9/12 from Bryan Bowers, Secretary to the Board of VBP Owner's Assoc.*)

3-2 A preliminary review application was submitted to City Planning Department on 4/6/12, per Case #P12-0634 to which City Planning Department's review comments have been received. We hereby submit this application incorporating our responses to the review comments in the following project narrative.

Description of Project: The proposed heritage school is an afterschool program for school age children to come and learn the Chinese language as well as participate in a number of life-enriching cultural activities. Under the sponsorship of the Christian church, our goal is to enable children to enjoy and experience a family-like atmosphere where, from a young age, they may begin to build character and develop lifelong Christian values.

Heritage Schools are exempt from childcare licensure pursuant to EC Section 33195. TCBC has registered the learning center with the Department of Education under the name of "TCBC-Heritage School" and self-certified to comply with the requirements of Section 33195 relative to health, safety screening, and training and background checks. A copy of the electronic registration form is available to prospective parents or guardians upon request. (*Attachment 4, Copy of TCBC-Heritage School Electronic Registration*).

Criminal Background Check: The director, teachers and staff who will work at the school for 15 hours and more per week are to be fingerprinted, and to sign an affidavit relative to criminal conviction prior to beginning work. Adults who have been convicted of either sexual or physical abuse of children will not be employed and shall not volunteer their service in any school activity.

Health Screening and Safety Training:

- a. The director, teachers and staff who will work at the school for 15 hours and more per week will require to submit a health screening report (with a TB clearance) before hiring.
- b. There will be at least one teacher or a staff who has received first-aid and CPR training on site during school hours.

Curriculum: The school will provide tutoring in homework assignments, learning the Chinese language, bible stories, and cultural activities, such as folk dance and folk songs, calligraphy, drawing and painting. In addition, the school may provide private musical instrument lessons such as piano, guitar, Chinese instruments if enough students are interested. (*Attachment 3, Uses of Church Building Facilities*)

Noise: All classes and activities will be held indoors. There are five doors in the building. The two doors on the rear and one door on the south side of the building are to be closed during school hours; the front entrance door is open during church office hours, and the door to the north side parking lot may be open for ventilation. All windows in the building are fixed glass panels which cannot be opened.

Microphones will be used during large group sessions in the fellowship hall. No loudspeaker will be needed or permitted. Music is part of the school curriculum as stated above. Children will sing along to a CD, or to be accompanied at the piano, or by other musical instruments, such as guitar, violin, Gu Zhen (like a key board) or Er Hu (like a violin) etc. Video music will be used for dance instructions. We intend to keep the music volumes low.

Floor Plan: The church located at 1055 Serpentine Lane is a single story building which has an approximately 12,920 square-foot usable space. The heritage school will utilize approximately 2,692 square feet consisting of the fellowship hall and 5 class rooms for instruction. In addition, there is one office for school administration, one bathroom exclusively for girls. Two bath rooms, a snack area and the corridor are shared with church staff. The area marked "nursery" in the floor plan adjacent to the snack area and fellowship hall will not be used for class room; however, it will be made available as rest area for children who are ill and waiting to be picked up by their parents/guardians. (*Attachment 5, Floor Plan*)

Building Safety and Facilities: Automatic fire sprinklers are in place throughout the church building. Fire alarm is connected to the Bay Alarm Co. Building exits and other utilities are listed on *Attachment 6, Facility Sketch*.

Surrounding Uses: The front entrance of the church building is facing Serpentine Lane, to its right (the south) is Powermatic Association, an automate systems design operation; to its left (the north) is an office/warehouse complex which houses 4 light industrial users, a precision engineering firm, a commercial ceiling and a meter design/installation firms, and a metal shaping shop. Across street on 1072 Serpentine Lane is Peridot and Joulebox, a precision parts and a fine-art jewelry manufacturing shops. To its west (on the back) are single-family homes separated from the church property by an 8 foot easement and a 10-foot high concrete block wall. (*Attachment 7, A partial Aerial View of Surrounding Area*)

Transportation and Traffic: The school will be responsible for arranging child pick-up from public schools by staff and/or parent volunteers. Although currently the church does not provide a van, two of our potential staff teachers, who each owns a mini-van, are willing to be the drivers. According to the number of student enrollment, we plan to secure one mini-van and one private car for every ten students. We may consider van service in future years if circumstances warrant it. Children are to be dropped off at the front and north side parking lot of the building (*See Attachment 8, Site Plan*).

Our plan is to enroll a maximum of 60 students. However, we will limit enrollment in the initial periods. The number of students at the school at any one time would be about 35 in the 1st year of operation, about 50 the 2nd year and up to 60 at full enrollment in the 3rd year.

These students will arrive at staggered times: kindergarteners at 12:00noon, 1st to 5th graders at 3:00PM, and part timers who come for selective classes at 4:00PM.

Therefore, It is anticipated that traffic will be smooth on regular school days due to pick-up, carpooling and staggered schedules. On extended hour days, there will be higher traffic at

8:00AM, however, depending on the working schedules of the parents, we anticipate some children to be dropped off after 8 o'clock, between 8AM to 10AM.

Parking: The church parking lot has a total of 46 parking stalls, 3 are ADAs. The church has a letter of understanding with Powermatic Associates, neighbors at 1057 Serpentine Lane, that the company can use the parking spaces on the south side of the church property. Powermatic employees normally occupy 3 to 5 parking spaces during weekdays.

Presently, the use of the remaining parking spaces is limited to church staff and occasional visitors. At present, there is only 2 office staff Monday through Friday. In the near future, the number of staff can be increased to a maximum of 5.

In addition, on the 2nd and 4th Thursday mornings of the month, the seniors and ladies carpool to their fellowship gatherings. They have no activities in the summer from July to August.

At an eight to one student/teacher ratio, we anticipate 5 to 8 additional cars to the in-site parking by the afterschool program. (*Attachment 8, Site Plan, Building Photos and Copy of Parking Agreement with Powermatic*)

Other Uses of Church Facility: The heritage school operation will not cause any conflict with existing church activities as indicated in *Attachment 4, Uses of Church Building Facility..*

Food-Service: The school will provide one 25 minute break with snack at 3:00PM on regular school days, two breaks with snack during the extended hour program, one in the morning at 9:30AM and one at 3:00PM. Kindergarteners need to bring their own lunch, 1st to 5th graders need to bring their own lunch on extended hour days, i.e. on school minimum days and no school days.

Medication: The center staff will not administer any medications to children. When sick, children must stay home. If a child becomes sick while at school, a parent/guardian will be informed to pick him/her up. Parent(s) are required to sign a medical release at registration related to treatment of a medical or dental emergency.

Sign-in/sign-out: Teacher/driver must sign-in children who are picked up from public schools. Parent/guardian or an authorized person must sign out at pick up.

Enclosures:

Attachment 1, Copy of an E-mail with Ms. Bothwell

Attachment 2, Copy of an e-mail dated 7/9/12 from Bryan Bowers, Secretary to the Board of VBP Owner's Association

Attachment 3, Copy of TCBC-Heritage School Electronic Registration

Attachment 4, Uses of Church Building Facilities

Attachment 5, Floor Plan

Attachment 6, Facility Sketch

Attachment 7, A Partial Aerial View of Surrounding Area

Attachment 8, Site Plan, Building Photos and Copy of an Understanding with Powermatic



beverly kuo <beverly.kuo@gmail.com>

Tri-Valley Chinese Bible Church Facility #013420921

2 messages

beverly kuo <beverly.kuo@gmail.com>

Sun, Jan 15, 2012 at 8:38 PM

To: "Bothwell, Suzanne@DSS" <Suzanne.Bothwell@dss.ca.gov>

Bcc: beverly kuo <beverly.kuo@gmail.com>

Hi, Suzanne,

Because of your advice and suggestions, we have decided to explore the feasibility of establishing a heritage school instead of seeking a school-age childcare license. We have found that our mission, at least for the first few years, does fit with the description in EC Section 33195.4 for a heritage school. We understand that by complying with the requirements of EC Section 33195, a heritage school will be exempt from child care licensing.

With this understanding, we have filed an online heritage school registration form with the California Department of Education, named TCBC-Heritage School. Secondly, we have applied to become a member of the Association of Northern California Chinese Schools.

In our preliminary inquiry into the City of Pleasanton Business Department for the use of our church facility to operate a heritage school, the planner asked me to obtain and include a letter from the State Community Care licensing Division with our application, to the effect that the nature of our proposed cultural education services to school-age students would fall into a heritage school category, and thus be exempt from the requirement of obtaining a state child care license.

I am wondering if you would be in a position to provide me with a letter to this effect. Thank you in advance for your help.

Sincerely,
Beverly Kuo

Bothwell, Suzanne@DSS <Suzanne.Bothwell@dss.ca.gov>

Control and click on the address below. Perhaps this could work for you.

It was nice talking to you yesterday.

<http://www3.cde.ca.gov/hsrs/registration.aspx>

Suzanne Bothwell

Attachment 1

<http://www3.cde.ca.gov/hsrs/registration.aspx>

Suzanne Bothwell

Licensing Program Analyst

Department of Social Services

Child Care Licensing

(510) 725-7006

Bothwell, Suzanne@DSS <Suzanne.Bothwell@dss.ca.gov>

Mon, Jan 16, 2012 at 8:44 AM

To: beverly kuo <beverly.kuo@gmail.com>

Hello Beverly,

You have done your homework regarding the Heritage School registration thoroughly. You most likely understand that you must reregister every year. The Heritage Bill is new and the Department of Education will probably fine tune this Bill over time so I would check its website now and then. Again, I bet you already realized this.

As far as a letter to the City of Pleasanton clarifying that you meet the requirements to attain a Heritage School certificate of registration, I do not qualify for that. The requirements are not the jurisdiction of the Department of Social Services, Community Care Licensing Division and we have not been trained in this matter. You should get your certificate of registration from the Dept. of Ed. as soon as they can supply it after you self-certify that you have met all requirements and that is what you will have to demonstrate your legality to operate as an exempt-from-licensure program for school age children. Perhaps the City personnel would be interested in calling the Department of Education and speaking to a knowledgeable person regarding this Bill.

Of course you know that part of the requirements to become a certified Heritage School is to meet all community standards which includes planning/zoning and fire clearance codes. You are correct in working with them.

Since you have determined that you do not wish to obtain a Community Care Licensing license, could you at your earliest convenience email me a request to withdraw your application so it can be closed.

Ultimately, I think you have made a good decision. Registering as a Heritage school will give you insight into some of the complexities of this sort of business and it could count as experience as required to qualify as a staff person in a school age center in a licensed facility if you should decide to move forward on that idea later.

Have a great New Year! Oh, yes, if anyone from the city of Pleasanton needs to speak to me they are welcome to call me.

Sincerely,

Suzanne Bothwell

Licensing Program Analyst

Department of Social Services

Child Care Licensing

(510) 725-7006

From: beverly kuo [mailto:beverly.kuo@gmail.com]
Sent: Sunday, January 15, 2012 8:38 PM
To: Bothwell, Suzanne@DSS
Subject: Tri-Valley Chinese Bible Church Facility #013420921

[Quoted text hidden]

Attachment 2



beverly kuo <beverly.kuo@gmail.com>

Fwd: FW: Application for a Heritage School

1 message

walter and linda <walter.linda@gmail.com>

Sun, Jul 15, 2012 at 6:00 PM

To: Beverly Kuo <beverly.kuo@gmail.com>

----- Forwarded message -----

From: "Bryan Bowers" <bryan@hoddyprop.com>

Date: Jul 9, 2012 12:37 PM

Subject: FW: Application for a Heritage School

To: <walter.linda@gmail.com>

For your records...

Bryan B. Bowers

Partner / General Manager

Hodnefield Properties, LLC

1020 Serpentine Lane, Suite 111

Pleasanton, CA 94566

bryan@hoddyprop.com

CA DRE License #1783008

925-485-0905 - Direct

925-963-7763 - Mobile

925-485-0909 - Fax

From: Bryan Bowers [mailto:bryan@hoddyprop.com]

Sent: Monday, July 09, 2012 12:31 PM

To: 'Erica Fraser'

Cc: bryan@hoddyprop.com; cconner@gsmanagement.com

Subject: RE: Application for a Heritage School

Hi Erica –

The VBP Owners Assoc. Board has approved the Heritage School request with the condition that they only use the parking spaces available on their own property, unless they obtain a parking agreement with another property owner.

The Board is probably ok with allowing Heritage Schools to apply as a CUP. Could you give me a call to help explain the difference?

Thanks,

Bryan B. Bowers

Partner / General Manager

Hodnefield Properties, LLC

1020 Serpentine Lane, Suite 111

Pleasanton, CA 94566

bryan@hoddyprop.com

CA DRE License #1783008

925-485-0905 - Direct

925-963-7763 - Mobile

925-485-0909 - Fax



beverly kuo <beverly.kuo@gmail.com>

Heritage School Registration Administration

1 message

HeritageSchools@cde.ca.gov <HeritageSchools@cde.ca.gov>

Wed, Jan 25, 2012 at 2:24
PM

Reply-To: HeritageSchools@cde.ca.gov

To: beverly.kuo@gmail.com

Dear Heritage School:

Thank you for registering your heritage school with the California Department of Education (CDE). We have received payment of your registration fee. Your 2012 Heritage School Registration Form has been posted to the CDE Web site at www.cde.ca.gov/ls/pf/he/. Please visit the Web site and print a copy of your registration form for your records. Thank you.

California Department of Education
Heritage School Registration
Heritageschools@cde.ca.gov

Uses of Church Building Facilities

A. Heritage School Hours of operation and Activities

I Full Time Students

a. Regular Afterschool Daily Activities (Fellowship Hall, Rooms 106,107,201,202,and 203)

Time	Activities
12:00-1:00PM	Kindergarteners Arrive, Sign-in and Lunch
1:00-2:00PM	K - Quiet Time
2:00-3:00PM	K - Arts & Crafts
3:00-3:25PM	1st to 5th Graders Arrive, Sign-in Assembly and Snack (K - 5th)
3:25-4:10PM	School Homework Tutoring/quiet time activities
4:10-4:20PM	Break time
4:20-5:05PM	Selective Classes: (Chinese, math and/or English)
5:05-5:50PM	Selective Arts: (Folk dance, songs, drawing/painting, Chinese musical instruments)
5:50-6:00PM	Clean-up, Pick-up & Sign-Out

Note: Parents/guardians may pick up their children at any time before 6:00PM

b. Extended Hours:

To accommodate Pleasanton public schools' 9 minimum days, 3 no school days and spring break as follows

Minimum days: 1:00PM - 6:00PM

No school days: 8:00AM - 6:00PM

Spring Break: 8:00AM - 6:00PM

Extended Hour Full Day Activities (Fellowship Hall, Rooms 106,107,201,202,and 203)

Time	Activities
8:00-8:15AM	K-5th arrive, Sign-in
8:15-8:55AM	Songs
8:55-9:35AM	Dance/Exercise
9:35-10:00AM	Break Time & snack
10:00-12:00 noon	Life Skills/Sports/Outing
12:00-1:00PM	Lunch
1:00-2:00PM	Quiet Time Activities
2:00-3:00PM	Arts & Crafts

Uses of Church Building Facilities

3:00-3:25PM		Assembly and Snack
3:25-4:10PM		Selective Arts: (drawing/painting, musical instruments)
4:10-4:20PM		Break time
	K	Quiet Time
4:20-5:05PM	1st to 5th	Selective Classes: (Chinese, math and/or English)
5:05-5:50PM		Game Time
5:50-6:00PM		Clean-up, Pick-up & Sign-Out

Note: The facility will open at 8:00AM and close at 6:00PM. However, parents/guardians may choose to drop off and/or pick up their children at any time

c. ~~Summer Camp (Tentative)~~

~~Mid-June - Mid-August 8:00AM - 6:00PM~~

~~Hours and schedule as that of the extended hours'~~

~~Students may enroll for a half-day program. For full time students, parents/guardians may drop off their children anytime at their convenient before 10:00AM. They may be picked up anytime before closing~~

NOT TO BE INCLUDED IN APPROVAL

d. Dates Heritage School Closed

All public school holidays

Thanksgiving (Thursday) and the following day (Friday)

Christmas Eve (Dec 24th) through New Year Day (Jan 1st)

Public school summer schedule, except when summer camp activities are offered

II Part Time Students

The School may accept students enrolling only in selective culture classes (Arts, Chinese or Dance/Music).

These students will be required also to sign-in and sign-out by parent or authorized representative.

B. Other Church Activities during Weekdays:

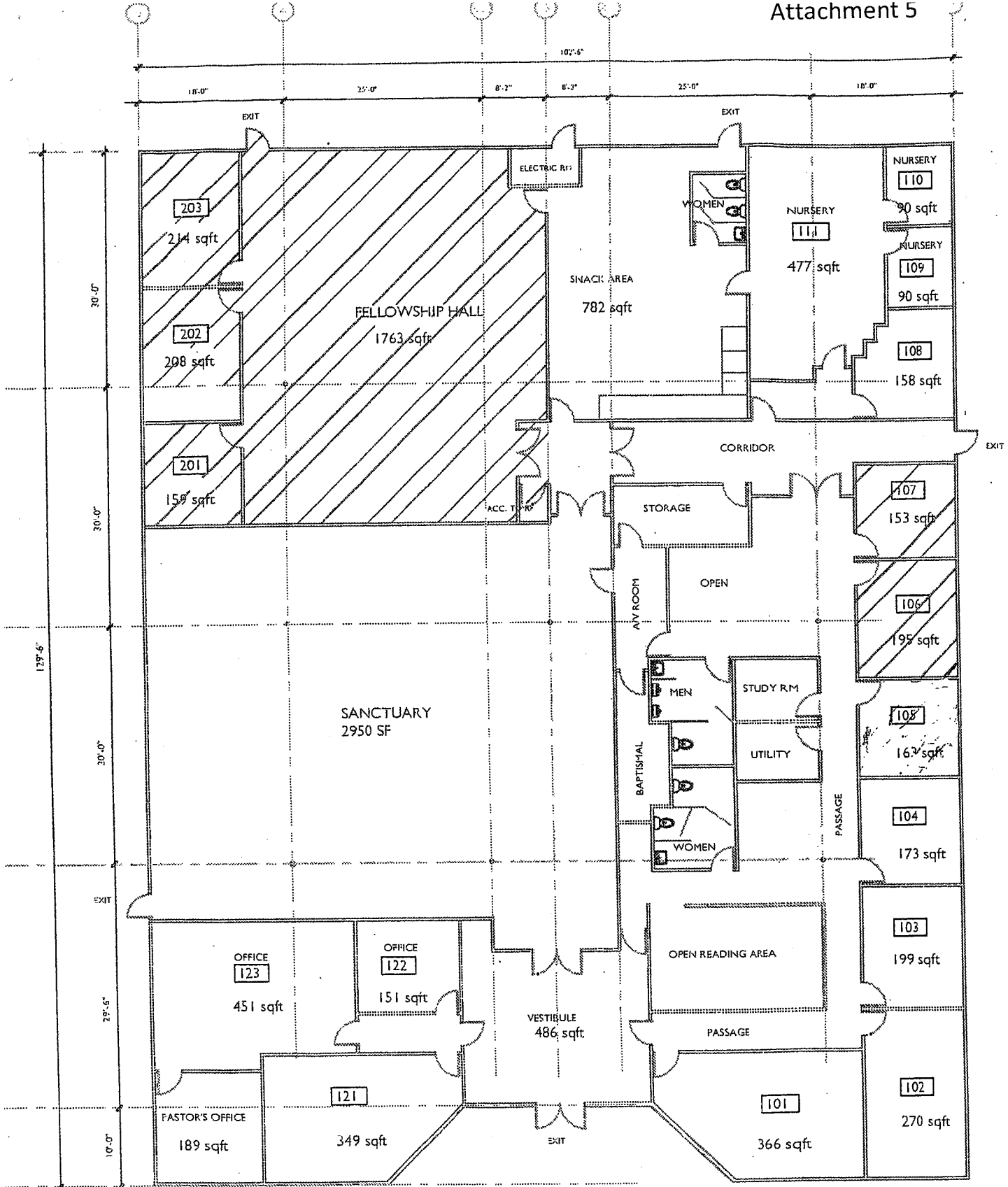
Mon. to Fri.	Church Office Hours (staff only)	8:00PM to 5:00PM (Rooms 122,123 & pastor's office)
Wednesday	Prayer Meeting	8:00PM to 9:30PM (Room 101 and 121)
Thursday	Senior Fellowship	10:00AM to 12 Noon (Room 121)
	Sisters' Fellowship	10:00AM to 12 Noon (Room 101)
Friday	Youth Fellowship	8:00PM to 10:00PM (Sanctuary)
	Awana (Children)	7:45PM to 9:20PM (Fellowship Hall, & Rooms 106,107,201, 202. and 203)

(SEE CHART ON FOLLOWING PAGE)

Uses of Church Building Facilities

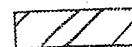
B. Other Church Activities during Weekdays

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
M o r n i n g				Senior Fellowship 10:00 AM- 12:00 N (Room 121) Sisters' Fellowship 10:00 AM - 12:00 N (Room 101)	
A f t e r n o o n					
E v e n i n g			Prayers Meeting 8:00 PM - 9:30 PM (Rooms 101/201)		Awana (Children) 7:45 PM - 9:20 PM (Fellowship Hall) Youth Meetings 8:00 PM - 10:00 PM (Sanctuary)



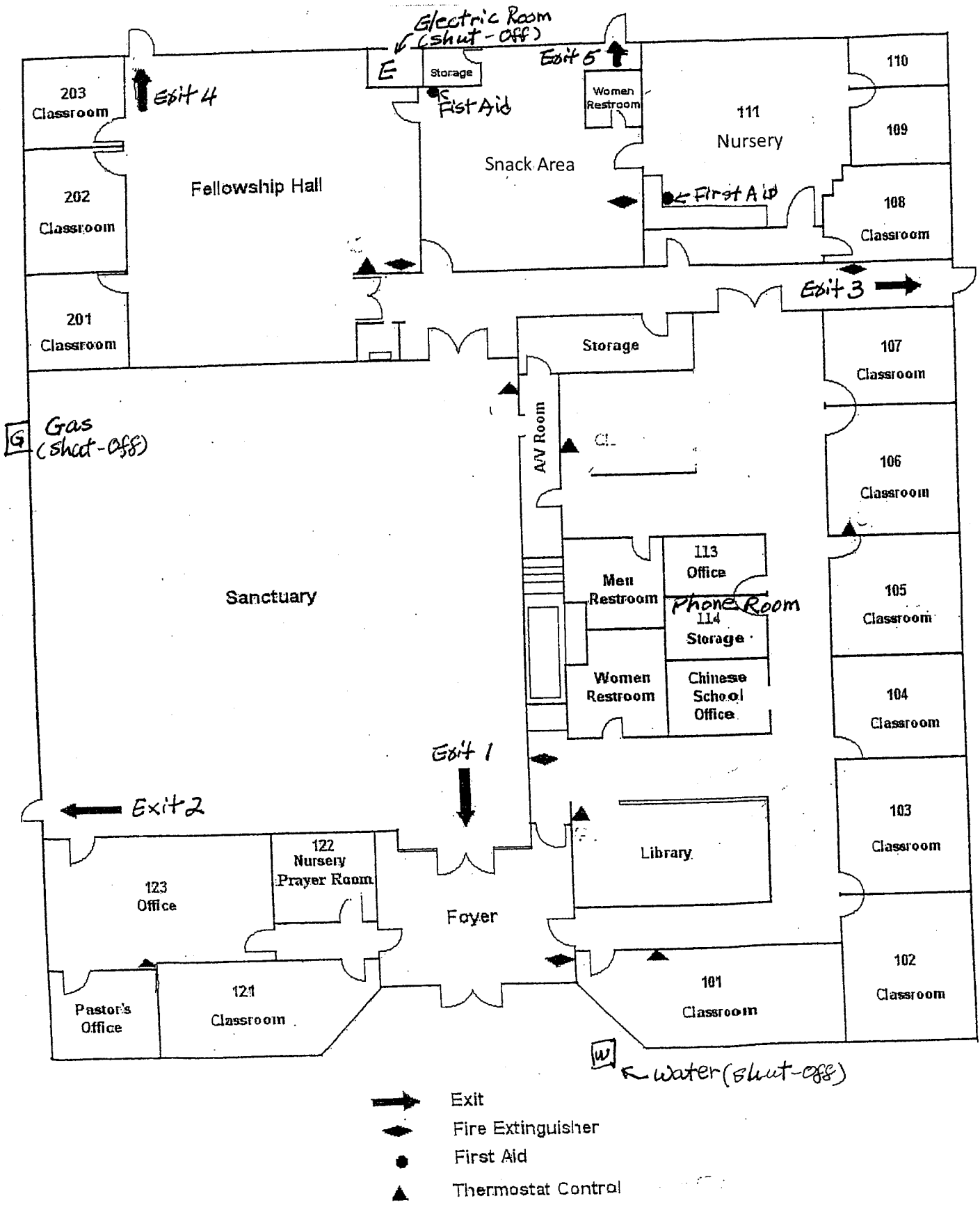
LEGENDS:

TCBC- Heritage School



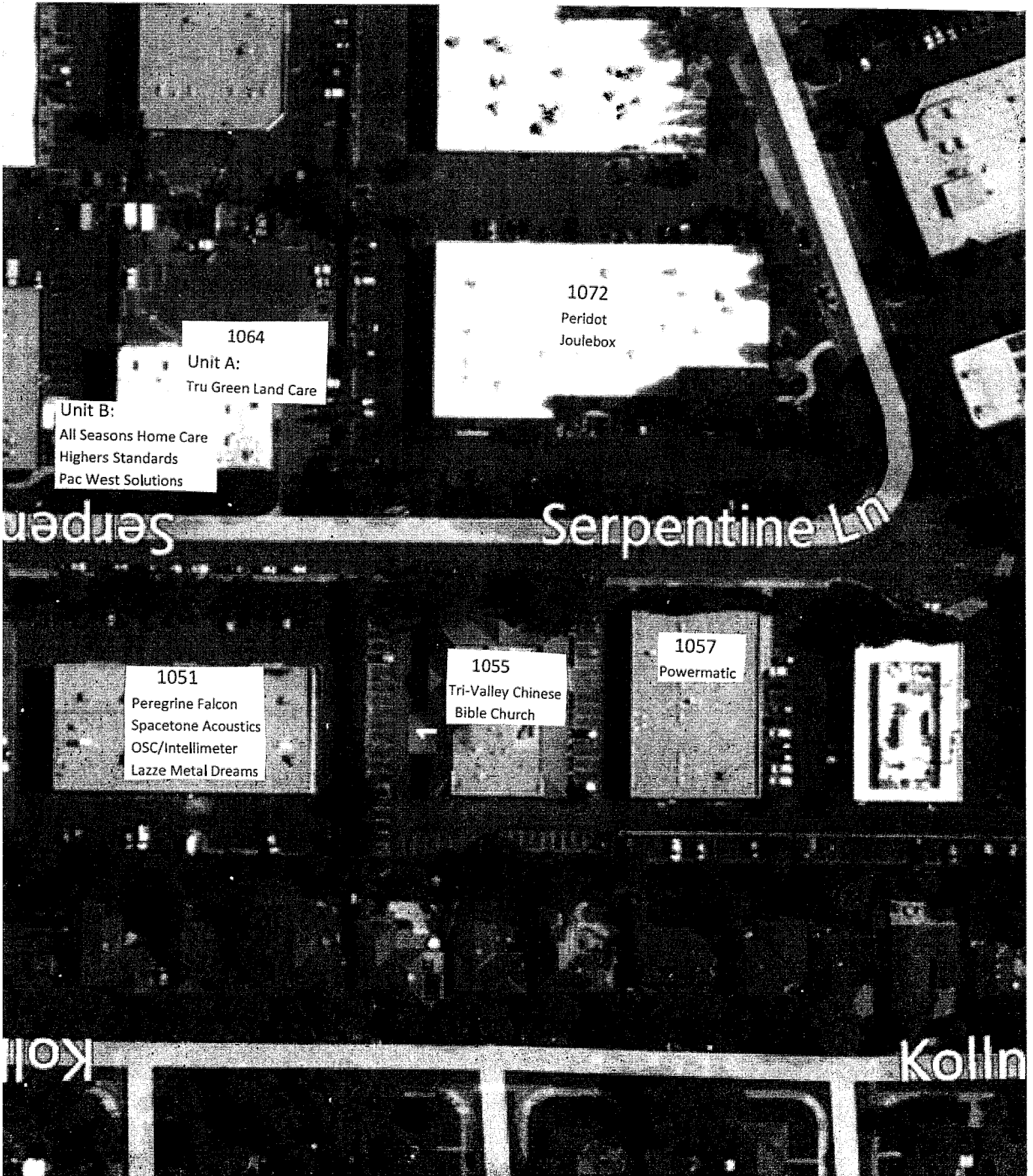
A total 2,692 sq.ft.
classroom spaces

FLOOR PLAN



FACILITY SKETCH

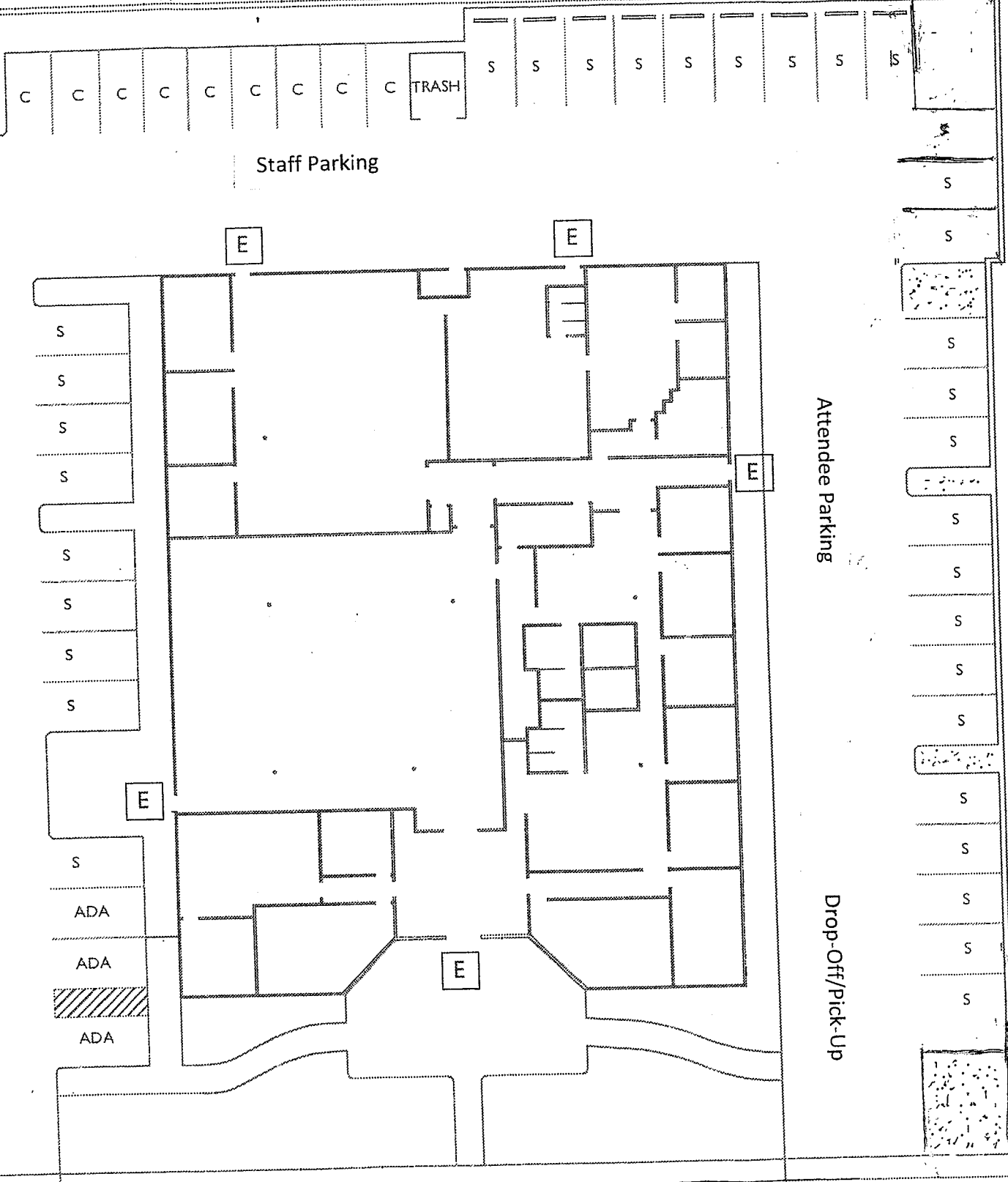
A Partial Aerial View of Surrounding Area



EASEMENT

Attachment 8

(E)WALL



Staff Parking

Attendee Parking

Drop-Off/Pick-Up

Drop-Off/Pick-Up

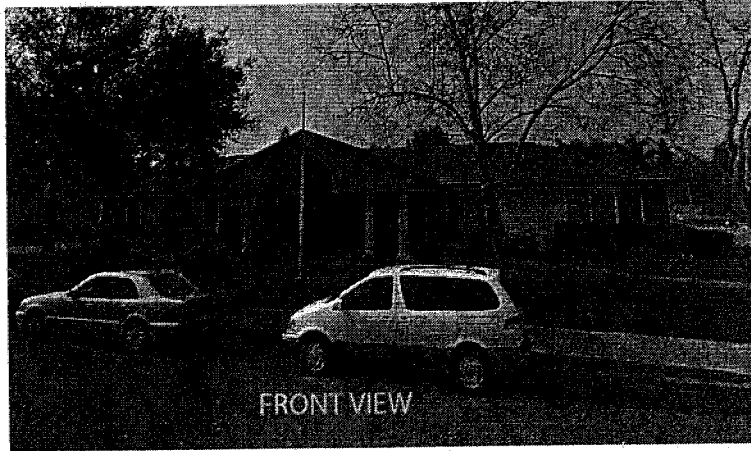
Parking Stalls:

S=Standard (total 34)

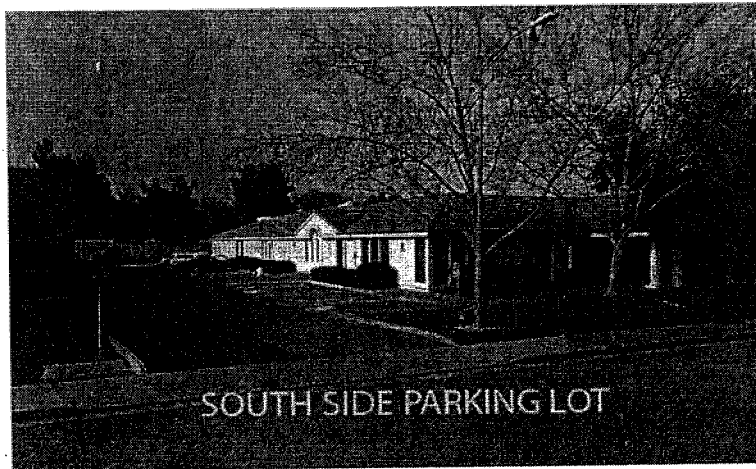
C=Compact (total 9)

SITE PLAN

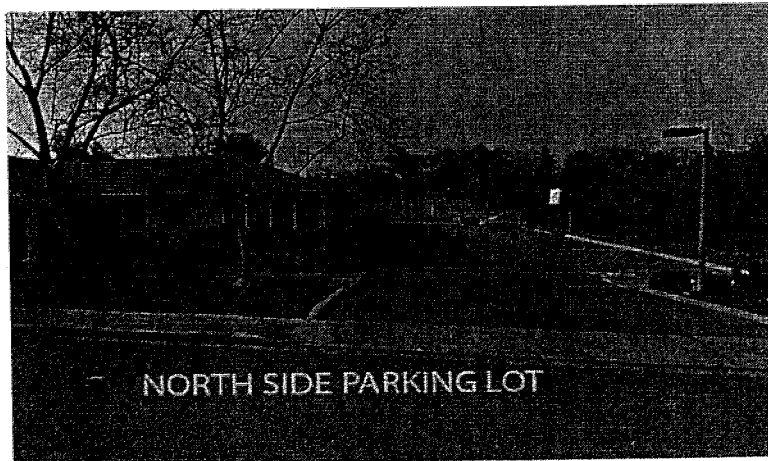
SERPENTINE LANE



Front View



South Side Parking Lot



North Side Parking Lot

MEMORANDUM OF UNDERSTANDING

It is an understanding between Powermatic Associates (the Company) and Tri-Valley Chinese Bible Church (the Church) that:

- The Company employees can use the parking spaces on the south side of the Church property during the weekdays and
- The Church members can use the Company's parking spaces on Sundays.

By Frank Liu

Date July 29, 1999

Frank Liu, Chairman of the Deacon Board
Tri-Valley Chinese Bible Church
1055 Serpentine Lane
Pleasanton, CA 94566

By Larry Fitzgerald
President

Date July 29, 1999

Powermatic Associates
1057 Serpentine Lane
Pleasanton, CA 94566

POWERMATIC ASSOCIATES

LARRY FITZGERALD

(800) 966-8513
(925) 461-7171
(925) 461-7184 Fax

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Pleasanton, CA 94566
larry@powermatic.com
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