

February 15, 2011

City of Pleasanton
Planning Department

RE: 4430 Willow Road, Suite #B
Pleasanton, CA 94588
Summit Tutoring Center, Suite #C (Expansion)

EMP. 289
RECEIVED

FEB 15 2011
CITY OF PLEASANTON
PLANNING DIVISION

EXHIBIT B

Dear Ladies and Gentleman,

This written is for Louis and Maggie Liou of the aforementioned property, a 1,600± square foot office condo located within a 33,400± square foot building on Willow Road across the street from Thomas Hart Middle School. 4430 Willow Road is a one story office/flex building. 4430 Willow Road is currently zoned PUD-I/C-O. In 2010, ours Summit Tutoring Center was granted a permit by Pleasanton City located at Suite #C for doing academic enrichment tutoring.

Since our business is expanding, I am proposing to obtain an amendment use permit for Suite #B to be purchased by Louis and Maggie Liou to continue do the business as Summit tutoring Center.

BUSINESS HISTORY

My self, Louis Liou hold the position of Assistant Professor and have been teaching at the Graduate School of Electrical Engineering at Northerwestern Polytechnic University (www.npu.edu) in Fremont, CA since 2001.

Maggie Liou is a Chinese teacher who teaches at Berreyassa School in North San Jose. Both of us would like to extend our enthusiasm to help teenage students enrich their academic curriculum. Summit Tutoring Center offers two different field courses of English and Math.

The 4430 Suite #C Willow Road has been running as a tutoring center since January 2010 with a conditional use permit and Suite #B is an amendment to Suite #C with same format of programs offered and same operating hours in regular season and summer season.

Suite #C OPERATION(Existing)

Suite C classroom assignment:(students to teacher ratio is 4:1)

English			
Critical Reading 6 th	Monday	3:30pm-5:20pm	Room No. 1
Persuasive Writing 7 th	Tuesday	3:30pm-5:20pm	Room No. 1
Essay Writing 8 th	Wednesday	3:30pm-5:20pm	Room No. 1
Essay Writing 9 th	Thursday	3:30pm-5:20pm	Room No. 1
Essay Writing 10 th	Friday	3:30pm-5:20pm	Room No. 1

Math			
Algebra 10th	Monday	5:30pm-7:00pm	Room No. 2
Geometry 9th	Tuesday	5:30pm-7:00pm	Room No. 2
Pre-Algebra 7th	Wednesday	5:30pm-7:00pm	Room No. 2
Algebra 8th	Thursday	5:30pm-7:00pm	Room No. 2
Math 6 th	Friday	5:30pm-7:00pm	Room No. 2

Note: Students will not be allowed to take back to back classes. Our experience is that 90-120 minutes is the maximum attention span following a full school day.

As for Suite #C facility, at one time, the maximum students and teachers would be 10 (8 students, 2 teachers).

Suite #B OPERATION(proposed)

Suite #B will be operated at same hours as Suite #C in regular season. The operation starts from 3 PM to 8 PM Monday, Tuesday, Wednesday, Thursday, and Friday. In summer, STC will use Suite #B to continue to offer the same English, Math programs from 10AM – 3PM, in the same format, rather than 3PM -8PM during regular school section.

A) Two additional class rooms (room3, room4) in Suite B. Each classroom accommodates maximum teacher to student ratio is one to eight.

Suite B classroom assignment:(students to teacher ratio is 8:1)

English			
Critical Reading 6 th	Monday	4:00pm-5:10pm	Room No. 3
Persuasive Writing 7 th	Tuesday	4:00pm-5:10pm	Room No. 3
Essay Writing 8 th	Wednesday	4:00pm-5:10pm	Room No. 3
Essay Writing 9 th	Thursday	4:00pm-5:10pm	Room No. 3
Essay Writing 10 th	Friday	4:00pm-5:10pm	Room No. 3

Math			
Algebra 10th	Monday	4:30pm-5:40pm	Room No. 4
Geometry 9th	Tuesday	4:30pm-5:40pm	Room No. 4
Pre-Algebra 7th	Wednesday	4:30pm-5:40pm	Room No. 4
Algebra 8th	Thursday	4:30pm-5:40pm	Room No. 4
Math 6 th	Friday	4:30pm-5:40pm	Room No. 4

Note: Students will not be allowed to take back to back classes. Our experience is that 90-120 minutes is the maximum attention span following a full school day.

B) Homework club is offered from 3:45-5:35pm M-F where students work on their homework with assistance of TA (teaching assistants). Homework interaction is to help students to do their homework or science projects; there is no teaching in homework area. Since students is not allowed to take back-to-back session therefore, they can come in for a class but need to come in another day for the homework club.

The ratio of students to TA in homework area is six to one. Currently, there are 8 students and 2 TAs are using the homework section. The maximum usage in the homework area is 12 students. As such, the maximum number of students at the #B facility at one time would be 32 (16 from classrooms and 12 from homework help) and number of teachers and teacher assistants would be 4(2 from classrooms and 2 from homework help).

Students must be drop off and picked up by their parents right before and right after their session; students are not allowed to stay at center after they finish sessions. We do sign in and sign off in the lobby and escort students to their parents' car if they are under 12.

In our business plaza, there are total a 132 parking places. Verizon, located on the adjacent site, has 58 Parking spaces over which we have an access and parking easement. Therefore, there are a total of 190 parking places available.

For our tutoring center, at one time, the maximum parking need is 8 (4 parking for teachers and 2 parking for STC staff and 2 for TA); Parents only do pick up and drop off.

The Music Academy currently uses 2-4 at any one time. Church which is not yet operational will need at maximum of 30 and that is Sunday mornings only

NOTE: Unit C (existing use) = 1882 sf
Unit B (expansion) = 1600 sf

All classes and the homework club start/end time is separated so parents have enough time to do pick up and drop off. The impact of traffic congestion to the community plaza is minimum.

Student transportation by STC will not be provided at any time.

SUMMARY

In conclusion, we feel the minimal parking requirements needed by STC will not pose any issues for on-going businesses and that the city, parents, and students will highly benefit from our amendment.

Thank you for your consideration,

Louis and Maggie Liou
Owners of Summit Tutoring Center

RECEIVED

FEB 01 2011
CITY OF PLEASANTON
PLANNING DIVISION

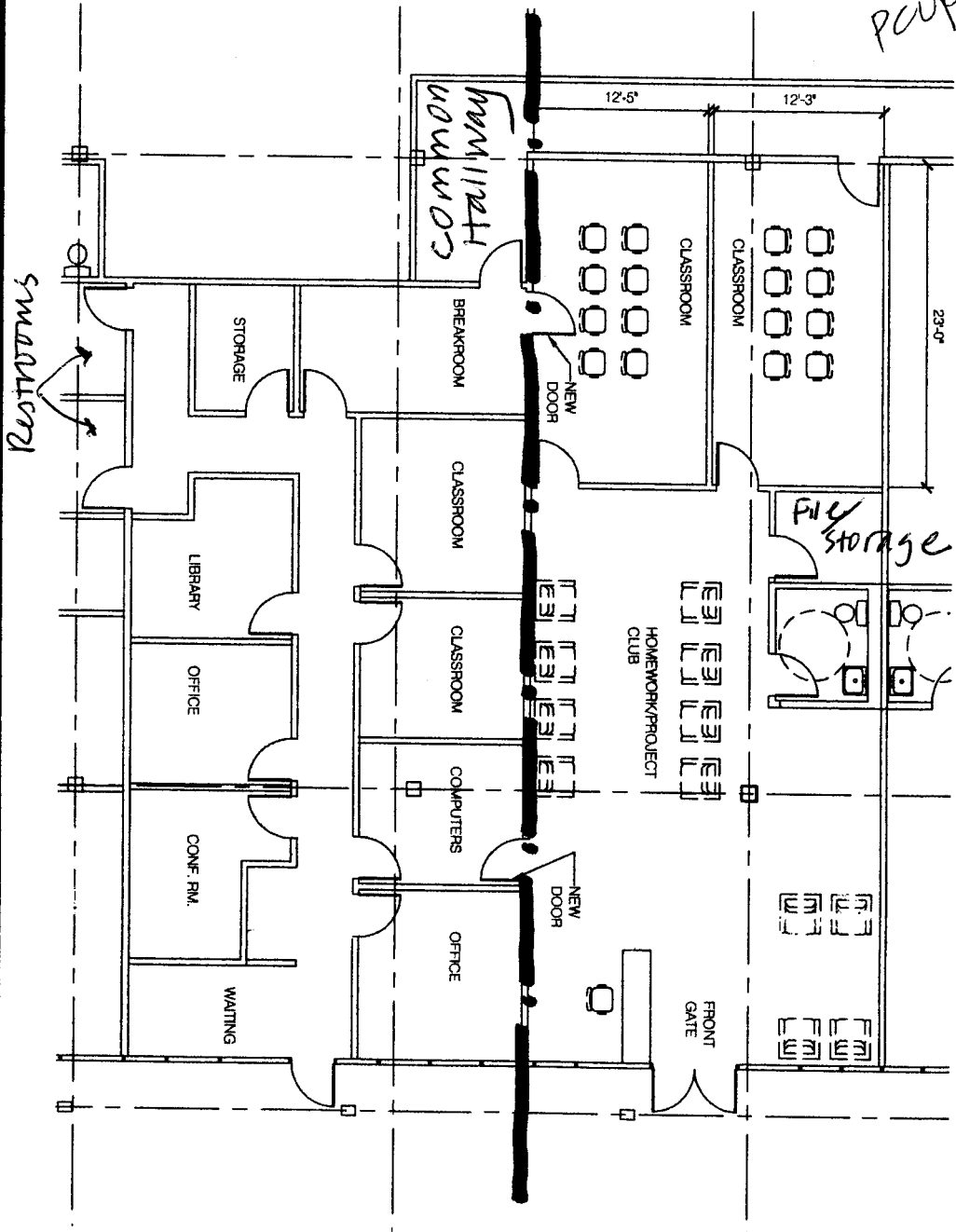
PCUP-289

Suite C

Suite B

SUMMIT TUTORING CENTER
PROPOSED FLOOR PLAN

SCALE - 1/8" = 1'-0"
4430 WILLOW ROAD, SUITE B
PLEASANTON, CA
1-5-2011



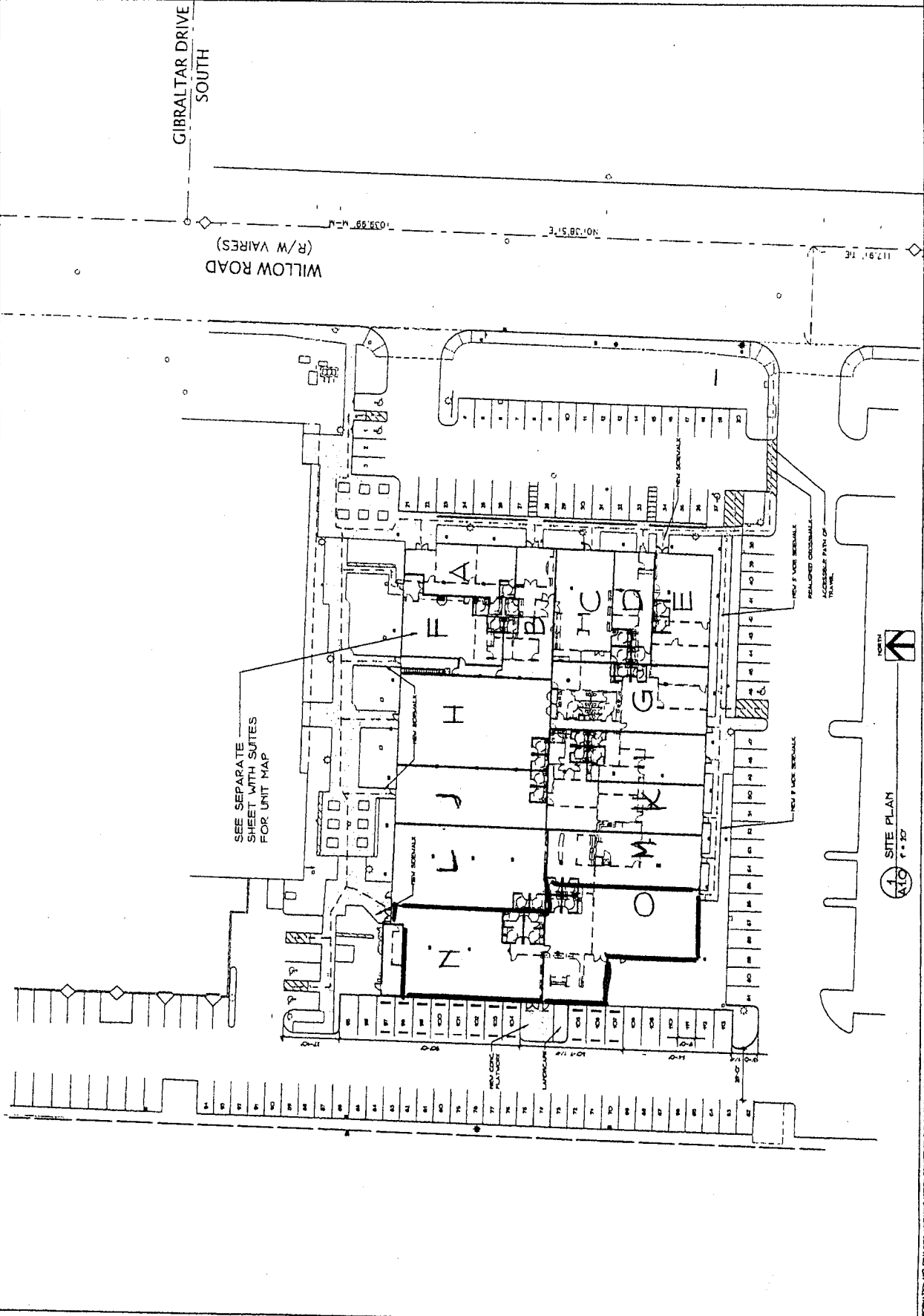
Hopkins & Wall
ARCHITECTURE | INTERIOR DESIGN

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

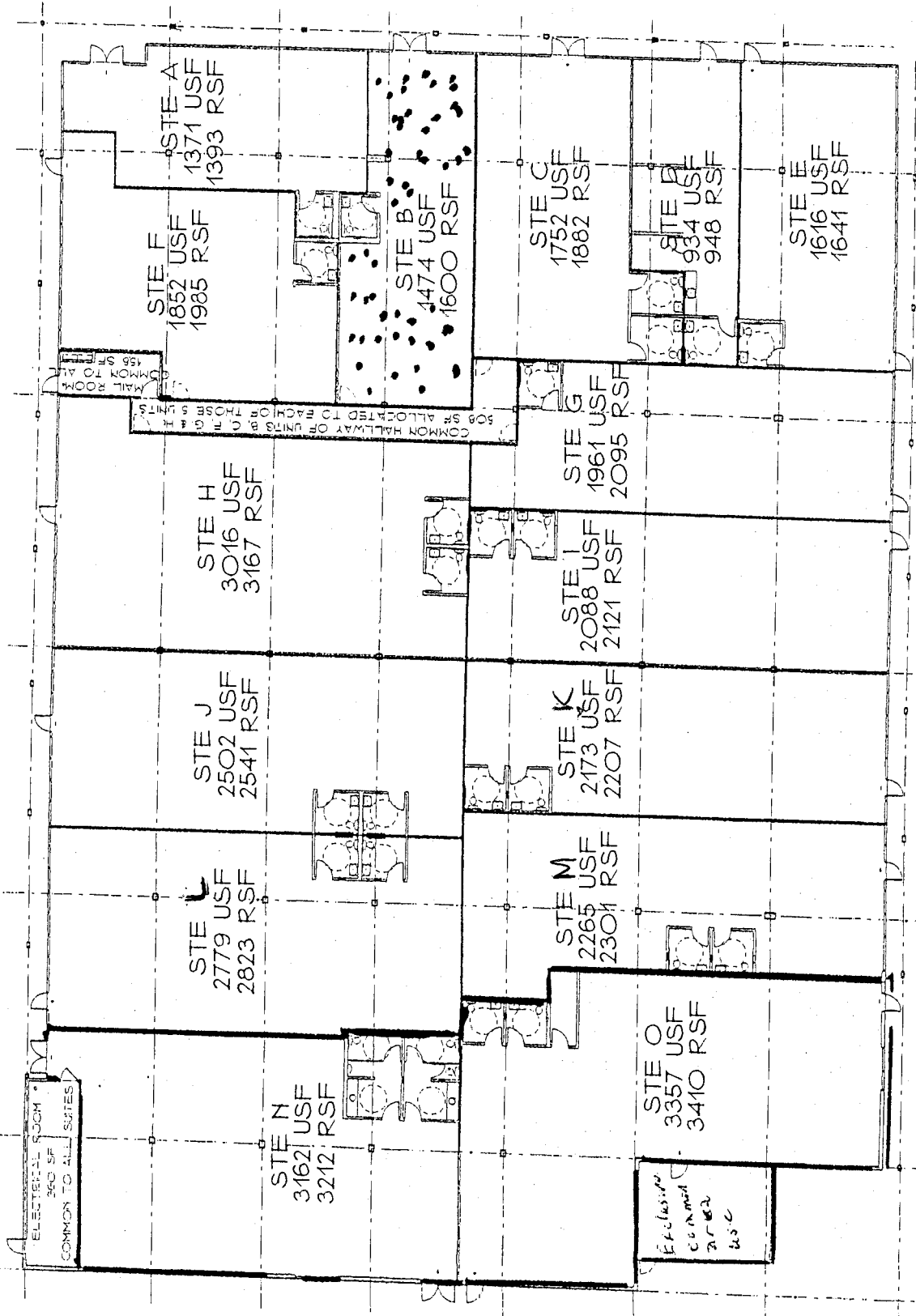
PERKINS, WILLIAMS & GOTTFRID
 ARCHITECTS
 1000 17TH AVENUE, SUITE 1000
 DENVER, COLORADO 80202
 TEL: 303.733.1000
 FAX: 303.733.1001
 WWW.PWGARCHITECTS.COM

A REMODEL PROJECT FOR
 ANTRIM CONSTRUCTION
 SINGLE STORY OFFICE BUILDING
 4450 WILLOW ROAD
 PLEASANTON, CALIFORNIA

2-20-00
 A10
 20182



INFORMATION AND CHANGES APPEARING HEREIN CONSTITUTE THE ORIGINAL WORK OF THE ARCHITECT AND MAY NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN CONSENT OF PERKINS, WILLIAMS & GOTTFRID ARCHITECTS.





March 17, 2011

Ms. Janice Stern
Planning Manager
City of Pleasanton
200 Bernal Avenue
Pleasanton, CA 94566

Re: Conditional Use Permit
Summit Tutoring Center
Site 31D, Pleasanton One

Dear Janice:

This letter is being provided in accordance with the Declaration of Covenants, Conditions and Restrictions for Hacienda, Article III, Section 3.2, Paragraph 3.2.3, Plan Changes and Plans for Changes to Improvements. The Design Review Committee for the Hacienda Owners Association has reviewed the application for a conditional use permit. This application was submitted by AHM-4430 Willow Investors, LLC, on behalf of The Antrim Group, LTD/AHM-4430 Willow Investors LLC, Site 31D, dated February 9, 2011. This modification is in substantial compliance with the guidelines set forth in the Design Guidelines and Covenants, Conditions and Restrictions.

The proposed conditional use permit will allow Summit Tutoring Center to expand their school age children math, english and music tutoring facility into the adjoining tenant space at 4430 Willow Road, Suite B. The school will offer tutoring and a homework club from 3:30 pm to 5:20 pm Monday through Friday. In consideration of the conditional use permit, the applicant has reviewed site parameters of concern including: parking, traffic and noise. Based on a comprehensive review of space allocation and business practice, the applicant has demonstrated that their noise, parking and traffic impacts will be compatible with currently approved uses. The description of the use proposal for this modification is attached.

This application is hereby approved by the Hacienda Owners Association and may be processed for necessary approvals by the City of Pleasanton. Please feel free to contact me at the Association's office if I can be of any assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "James Paxson", is written over a horizontal line.

James Paxson
General Manager, HBPOA

cc: Brad Hirst
Louis Liou

fc: 31D_mod013_approval.let
dc: DEV\DES\APP\MOD