MINUTES OF THE REGULAR MEETING OF THE STAFF REVIEW COMMITTEE
COUNCIL CONFERENCE ROOM FULLERTON CITY HALL
THURSDAY, 10:00 A.M., December 20, 2007

CALL TO ORDER	Chairman Eastman called the meeting to order at 10:10 a.m.
COMMITTEE MEMBERS PRESENT	Bastreri, Eastman, Lopez, St. Paul, Tabatabaee, Voronel,
COMMITTEE MEMBERS ABSENT	None
STAFF MEMBERS PRESENT	Jenkins, Kusch, Allen, Norton

APPROVAL OF MINUTES

MOTION by Committee Member St Paul, SECONDED by Committee Member Eastman, and CARRIED unanimously by voting members present, to APPROVE the December 6, 2007 minutes.

ACTION ITEMS

PRJ07-00505 – ZON07-00113. APPLICANT: JUSTIN LEE; PROPERTY OWNER: HILL RANCH PARTNERSHIP. A request for a minor site plan review to operate a tutoring facility, focusing on college preparation services, on property located at 1435 North Harbor Boulevard (west side of Harbor Boulevard, approximately 770 feet north of the intersection of Harbor and Brea Boulevards (C-2 zone) (Categorically exempt under Section 15303 of CEQA Guidelines) (MJE).

Planning Technician Jenkins briefly described the request. The applicant was proposing to have college preparation and consulting services for 6th to 12th grade students. He estimated approximately three to four part-time employees per shift with four to six students attending once to twice a week. The applicant also offers on call services at other locations for college preparation services. The building is 2,100 square feet with seven rooms for instruction, one kitchen, two storage rooms, and two bathrooms. The property has a total of three buildings. The site is parked at a ratio of one parking space per 250 sq ft. (retail/office parking ratio) The required parking of 26 spaces for the three buildings on the site have been met. Classes would begin after 4:00 p.m. and weekends by appointment with four to six students at any given time. The hours of operation for administrative duties are 2:00 p.m. until 6:00 or 8:00 p.m. Planning Technician Jenkins noted that the business was approved as a private consulting business; however, it became a Code Enforcement issue when they had more than one student per instructor.

Committee Member Voronel asked the applicant if he anticipates any remodel to the facility, and the applicant replied no.

Committee Member Tabatabaee asked Planning Technician Jenkins if the applicant had applied for a change of occupancy. If not, that would be one of the conditions of approval. The restroom facilities do not comply with ADA and must be upgraded.

Public Hearing opened

The applicant, Mr. Lee, shared the background of the business. There would be two full-time people on staff. The consulting part of the business is preparing students for college. Summer time is the busy time of year when students are preparing for SATs and their college applications. Workshops are held once or twice a year.

Committee Member Eastman asked if the parcel is one property or three different parcels. Planning Technician Jenkins said it appears to be three different parcels, same owner.

Committee Member Eastman said because of parking requirements it is important to know if the parcel is one or three different parcels. He would support a condition to consolidate them into one parcel, or provide a Preliminary Title Report to planning showing it as one parcel. He is concerned with adequate parking and has heard complaints from customers and the public about the parking.

Public hearing closed.

MOTION by Committee Member St. Paul, SECONDED by Committee Member Eastman and CARRIED unanimously by all voting members present to APPROVE PRJ07-00505 – ZON07-00113 subject to the following Conditions of approval.

- Obtain a change of occupancy to meet the E occupancy requirements
- Upgrade handicapped access and include restroom upgrades
- No more than six instructors shall be allowed at any given time; and the number of students shall not exceed ten
- Hours of operation shall be limited to the hours between 2:00 p.m. and 10:00 p.m.
- Verify the number of parcels if there are more then one parcel then do a lot consolidation or a reciprocal parking and access agreement which shall be recorded with the County of Orange.
- The applicant shall provide the City with a Preliminary Title Report

OTHER MATTERS

None

PUBLIC COMMENTS

None.

Adjourned at 10:20 a.m.

BY: _____
Beverly Norton, Clerical Asst. III