

**PACIFIC CHARTER INSTITUTE**  
**NEW PACIFIC CHARTER ROSEVILLE**  
**APPLICATION FOR CONDITIONAL USE PERMIT**  
1515 Cirby Way  
Roseville, CA

August 1, 2024 (*Revised September 30, 2024*)

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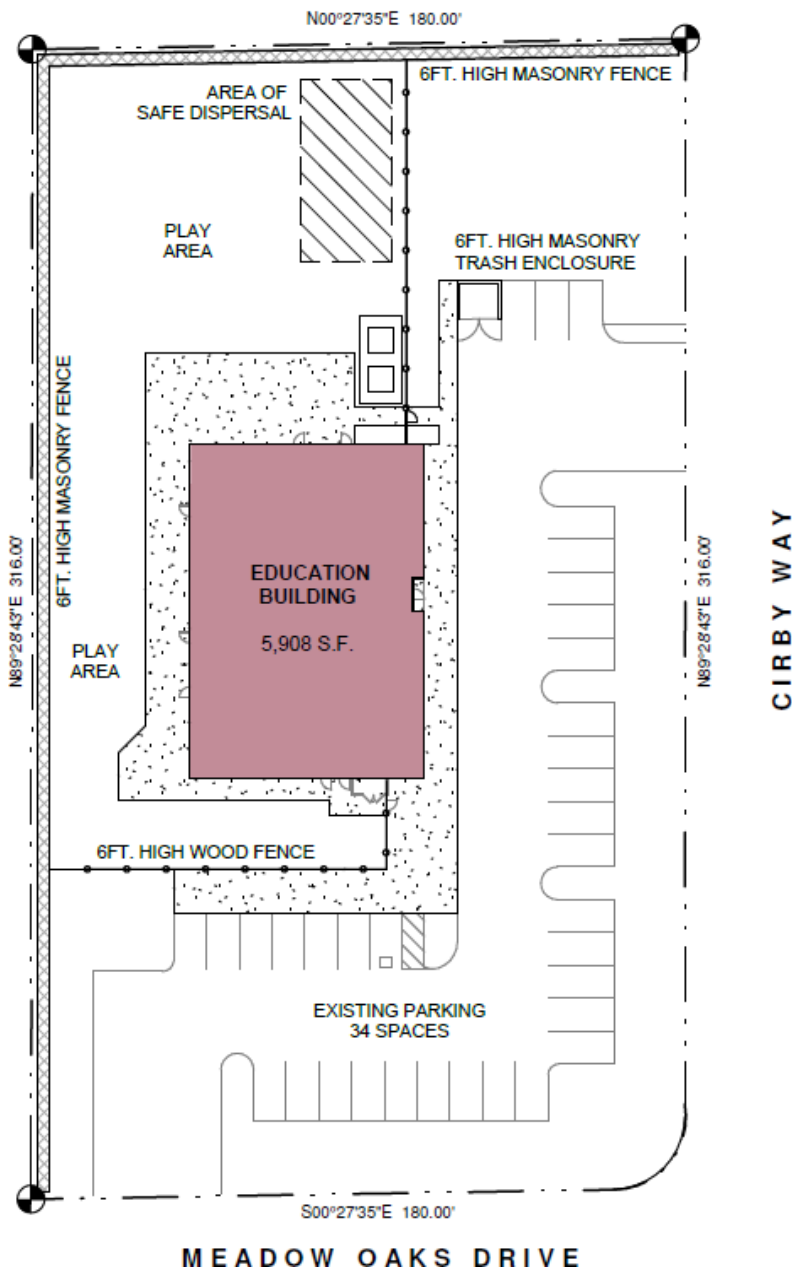
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## SECTION 1 – PROJECT DESCRIPTION

### PROJECT DESCRIPTION

Pacific Charter Institute is applying for a conditional use permit to operate an elementary school that will serve up to 144 students in transitional kindergarten (TK) through 5<sup>th</sup> grade in an existing 5,908 SF building at 1515 Cirby Way. No exterior improvements are proposed for the campus. Minor interior improvements are proposed. Pacific Charter Institute is seeking approval of their application to allow them to operate the school.

Figure 1: School Site Plan



**SITE DESCRIPTION – LAND USE**

The site has a General Plan land use designation of Low Density Residential (LDR). The site’s zoning is Single Family Residential (R1). Public schools are permitted with a Conditional Use Permit and public schools are permitted by right.

**EXISTING SITE CONDITIONS**

The approximately 5,908 square foot building is located at the northwest corner of Cirby Way and Meadow Oaks Drive. The building was historically used as a daycare and enrichment program **servicing infants through age 5**. Operating hours of the previous daycare were 6:30 AM to 6:30 PM Monday through Friday. It is currently occupied by a single classroom building. The site is bordered on all sides by single family residential development.

**PROPOSED DEVELOPMENT AND USES**

The existing classroom building, and site will be used in its current configuration without exterior modifications.

**SCHOOL PROGRAM**

The school would serve grades TK through 5th and serve a maximum of 144 students in 5 classrooms. The school would open in the Fall of 2024 with an enrollment of approximately 132 students. The following table provides the enrollment the school will be opening with along with scenarios for grade distributions at capacity. Please note that the actual enrollment by grade will vary year to year while staying under the overall cap of 144 students.

Grade	2024 Enrollment	Projected Enrollment at capacity	Projected Enrollment at capacity
TK	15	20	24
K	25	30	30
1	27	25	25
2	23	25	25
3	20	25	25
4	22	19	15
5			
Total	132	144	144

The school start times will be staggered by 30 minutes from each other. In addition, school start and end times have been scheduled to avoid those of the adjacent high school. Oakmont High School has classes commencing at 8:30 A.M. and ending at 3:20 P.M.

Grades TK through first grade will start at 7:30 A.M, and grades second through fifth will start at 8 A.M. TK classes will end at 12:20 P.M. Grades kindergarten and first will end at 1:50 P.M. Grades

second through fifth will end at 2:20 P.M. on Monday, Tuesday, Thursday, and Friday, and will end at 12:45 P.M. on Wednesday.

Approximately 30-40 students will stay for after-school care. The campus will be open from 6:30 A.M. to 6 P.M. Monday through Friday. Some activities would occur in the evening and on the weekends.

The school anticipates having 13 full-time and 1-2 part-time employees and that approximately 20% of the staff will carpool.

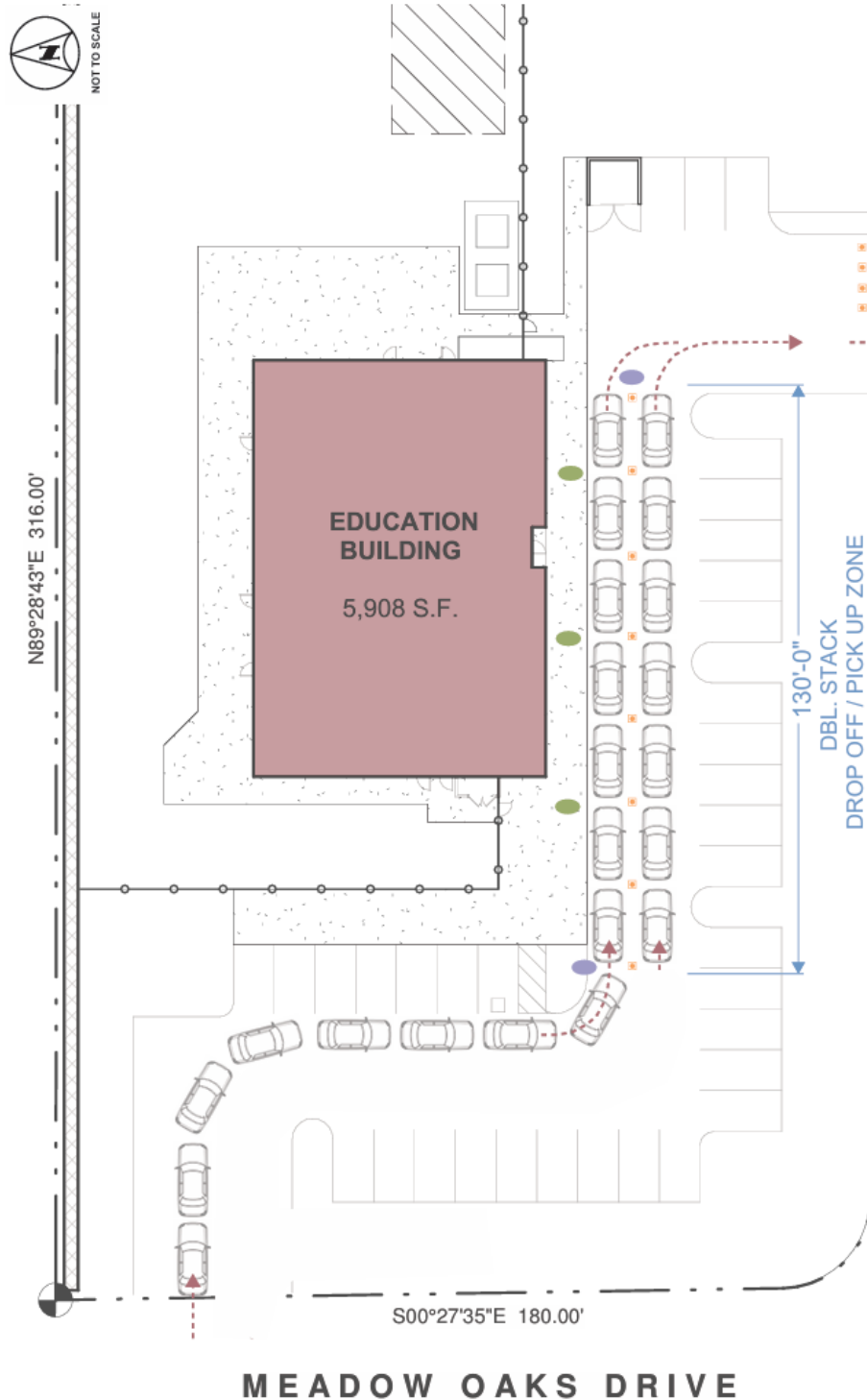
## **CIRCULATION**

A drop-off/pick-up loop wraps through the project with a single drop-off location at the schools main entrance (Figure 2). There is room on-site to queue approximately 22 cars double stacked with cars entering on Meadow Oaks Drive and exiting right turn only onto Cirby Way. The plan provides for 34 on-site parking stalls, including 1 accessible space, to accommodate staff, students, and visitors. The school will provide 4 to 5 staff members to manage the flow of vehicles and students during drop-off and pick-up.

We anticipate that the drop-off process will mirror our 143 Clinton site, with an anticipated duration of 9 minutes each for both pick-up and drop-off.

This site is centrally located, convenient to several residential neighborhoods and easily accessible by public transportation. The site has good public transit access with bus stops located at Cirby Way and Parkview Drive.

**Figure 2: School Drop-Off and Pick-Up Circulation**



**PARKING CALCULATION :**

5 Classrooms - 2 Spaces/Classroom =  
 10 Required Parking Spaces  
 34 Parking Spaces Existing

**DROP OFF NARRATIVE**

Entrance from Meadow Oaks Drive  
 Double row queuing & drop-off for 30 cars ±270 feet  
 Staff Assisted Entrance  
 Traffic Cone guide-lane/barriers  
 Exit Cirby Way - Right turn only

## **SECTION 2 – PACIFIC CHARTER INSTITUTE AND NEW PACIFIC SCHOOLS**

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The Pacific Charter Institute family of schools provides tuition-free personalized learning options by actively mentoring students, meeting them where they are, and empowering them with a path to success.

We understand that one size does not fit all in education. We continually strive to add options to best fit the needs of families and students in our rapidly changing world. Developing self-motivated, educated individuals in the Sacramento region who will spread the wealth of knowledge worldwide in a meaningful way.

Pacific Charter Institute empowers students to take charge of their education by connecting their individual needs and interests to a rigorous learning plan, thus creating self-motivated responsible citizens, critical problem solvers, and lifelong learners.