



# CITY OF SUNNYVALE REPORT ZONING ADMINISTRATOR HEARING

May 25, 2011

**File Number:** 2011-7241

**Permit Type:** Use Permit

**Location:** 447 De Guigne Dr. (near Stewart Dr.) (APN: 205-26-019)

**Applicant/Owner:** Frank Liu / Christian Leadership Institute

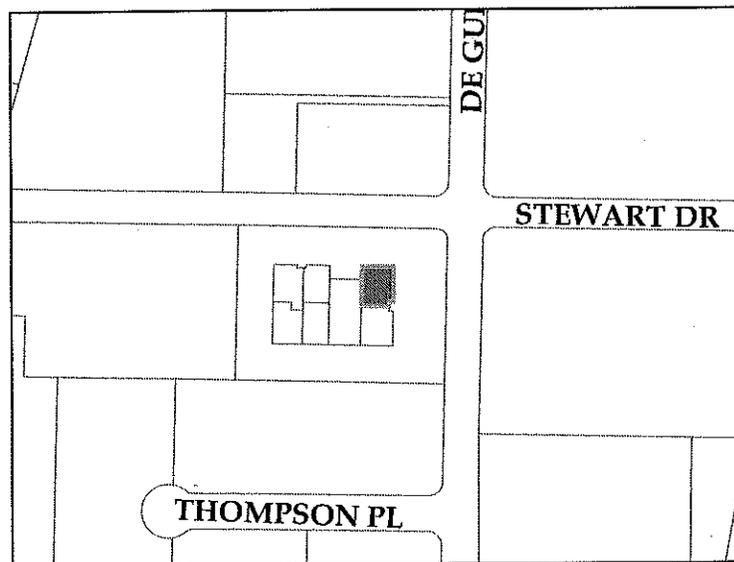
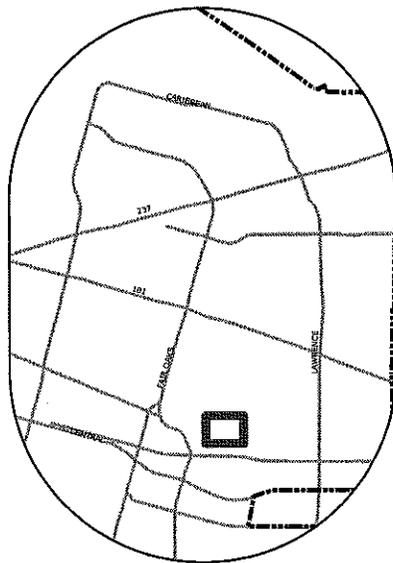
**Staff Contact:** Noren Caliva, Associate Planner, (408) 730-7637

**Project Description:** To allow an institution of higher learning within a multi-tenant industrial building.

**Reason for Permit:** A Use Permit is required for institutions of higher learning within the M-S (Industrial and Service) zoning district.

**Issues:** Neighborhood Compatibility & Parking

**Recommendation:** Approve with Conditions



**Z** 500 Feet

**PROJECT DESCRIPTION**

	<b>Existing</b>	<b>Proposed</b>
General Plan:	Industrial	Same
Zoning District:	M-S	Same
Lot Size:	111,922	Same
Total Building Sq. Ft.:	46,948	Same
Tenant Sq. Ft.:	3,370	Same
Parking:	184	Same

<b>Previous Planning Projects related to Subject Application</b> A Tentative Map and Use Permit was approved in 2005 (File 2005-0497) to convert the existing building into 9 condominium units. Subsequently, two places of assembly (Nine Star University and American Chinese Evangelical Seminary) have obtained Use Permits to occupy the building.	<b>Yes</b>
<b>Neighborhood Preservation Complaints</b> The existing use has been in operation at this site for several years without a Use Permit. This project is in response to a complaint received by the Sunnyvale Department of Public Safety, Neighborhood Preservation Division.	<b>Yes</b>
<b>Deviations from Standard Zoning Requirements</b>	<b>No</b>

**Use Description:** The Christian Leadership Institute currently occupies 3,370 square feet of the existing building and offers courses in theological and interpersonal relationships. Certificates and degrees are rewarded to students that attend the Institute, all of which are at least 18 years old.

As required per SMC 19.98.020 for places of assembly, the Christian Leadership Institute has submitted a letter acknowledging that it is located in an industrial area. In addition, the applicant is currently working with a consultant to create a Site Safety Plan. The project is also subject to payment of a transportation impact fee for net peak hour trips associated with the use (see Attachment A).

**Hours of Operation:** The general hours of operation are from 9 a.m. to 10 p.m., seven days a week. There are limited classes available before 7 p.m. on weekdays, as the program is generally tailored for students with day jobs. Typically, classes are held 7 p.m. to 10 p.m. on weekdays and 9 a.m. to 5 p.m. on weekends (see Attachment C).

**Floor Plan:** The Christian Leadership Institute occupies Unit A1, which is one of nine condominium units. The tenant space is approximately 3,370 square feet in size and is located on the first floor of the building. The floor plan includes administrative offices, conference/meeting rooms, and a library. These

smaller rooms surround an open classroom area in the middle of the tenant space which is primarily used for lectures. The Institute shares common bathroom and entry areas with Nine Star University, which occupies Unit A2. No modifications are proposed to the building, with the exception of minor upgrades needed to address fire prevention (see Attachment A).

**Parking:** The site currently has 184 parking spaces on-site. The original Use Permit for the condominium conversion in 2005 approved a mix of industrial, office and warehouse uses, which corresponded to parking availability. Several permits were subsequently approved to modify the mix of uses and parking allotment, including a seminary, institution of higher learning and a medical office. Based on the most current mix of uses (without the proposed project) and staff's parking analysis, a total of 169 parking spaces were required, which resulted in 15 excess parking spaces for the site.

The proposed use would convert a tenant space previously occupied by a general office use into an institution of higher learning. At the busiest time, the applicant estimates that a maximum of 30 students and 4 employees will be on-site. SMC 19.48 requires the following parking rate for institutions of higher learning: 1 per 4 students plus 1 per employee, or 1 per 250 square feet, whichever is greater. Below is staff's parking analysis for the entire site:

Tenant Space	Sq. Ft.	Parking Rate	Required Parking Spaces
A1 - PROPOSED Institution of Higher Learning	3,370	1/250	13
A2 (Lower south) Institution of Higher Learning & Medical Office	3,810	Per UP 2007-0848 & MPP 2007-0320	35
A2 (Upper north) Institution of Higher Learning	4,224		
A2 (Upper south) Institution of Higher Learning	4,225		
A Common Area	2,061	1/250	9
B1 Seminary	7,205	Per UP 2005-1174	25
C1 General Office	6,146	1/225	28
C2 Vacant	3,624	1/250	15
C3 Industrial	2,330	1/250	10
C4 General Office	6,124	1/225	28
C Common Area	3,781	1/250	16
<b>Total Parking Required = 179</b>			

Based on staff's parking analysis the project would result in 179 required parking spaces for the entire site, which would result in an excess of 5 parking spaces. Therefore, staff finds that on-site parking is sufficient to accommodate the proposed use. In order to reduce parking concerns for the Chinese Leadership Institute, staff recommends the following conditions (see Attachment A):

- No more than 30 students and 4 employees are permitted on-site at any given time. Changes to the occupancy will require a separate Use Permit.
- Classes must be staggered by a minimum of 30 minutes to reduce potential overlap of students on-site.
- Special events outside of scheduled classes, which have the potential of exceeding the occupancy limit (e.g. conferences), will require a separate staff-level permit to ensure parking availability.
- Comply with the existing parking management plan for the site.

**Public Contact:** 76 notices were sent to surrounding property owners and residents adjacent to subject site in addition to standard noticing practice. No letters were received at the time of the staff report.

**Environmental Determination:** A Categorical Exemption Class 1 (minor changes in use) relieves this project from CEQA provisions.

## **FINDINGS**

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In order to approve the Use Permit the following findings must be made:

1. The proposed use attains the objectives and purposes of the General Plan of the City of Sunnyvale.

The project provides an educational use that will increase the number of diversified professionals in the City. The location of the use is appropriate as it is within the vicinity of public transportation and expressways. The use is compatible with the mix of uses found in the building, which are primarily office and other place of assembly uses.

**Staff was able to make the findings as the project meets the guidelines described above.**

2. The proposed use ensures that the general appearance of proposed structures, or the uses to be made of the property to which the application refers, will not impair the orderly development of, or the existing uses being made of, adjacent properties.

As conditioned by staff, the existing parking on-site will be sufficient to meet the needs of all uses within the building. All uses will occur inside the building and will not result in noise impacts to the neighborhood.

**The project is expected to have minimal impacts on surrounding properties.**

**ALTERNATIVES:**

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1. Approve the Use Permit with recommended Conditions in Attachment A.
2. Approve the Use Permit with modifications.
3. Deny the Use Permit.

**RECOMMENDATION**

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Alternative 1. Approve the Use Permit with recommended Conditions in Attachment A.

Reviewed by:



Shaunn Mendrin  
Senior Planner

Prepared By: Noren Caliva, Associate Planner

Attachments:

- A. Standard Requirements and Recommended Conditions of Approval
- B. Site and Architectural Plans
- C. Letter from the Applicant
- D. Class Schedule

**RECOMMENDED  
CONDITIONS OF APPROVAL AND  
STANDARD DEVELOPMENT REQUIREMENTS  
May 11, 2011**

**Planning Application 2011-7241**

447 De Guigne Drive

Use Permit to allow an institution of higher learning within a multi-tenant industrial building (see approved uses and occupancy limitations in GC-3 through GC-5).

The following Conditions of Approval [COA] and Standard Development Requirements [SDR] apply to the project referenced above. The COAs are specific conditions applicable to the proposed project. The SDRs are items which are codified or adopted by resolution and have been included for ease of reference, they may not be appealed or changed. The COAs and SDRs are grouped under specific headings that relate to the timing of required compliance. Additional language within a condition may further define the timing of required compliance. Applicable mitigation measures are noted with "Mitigation Measure" and placed in the applicable phase of the project.

In addition to complying with all applicable City, County, State and Federal Statutes, Codes, Ordinances, Resolutions and Regulations, Permittee expressly accepts and agrees to comply with the following Conditions of Approval and Standard Development Requirements of this Permit:

**GC: THE FOLLOWING GENERAL CONDITIONS OF APPROVAL AND STANDARD DEVELOPMENT REQUIREMENTS SHALL APPLY TO THE APPROVED PROJECT.**

**GC-1. CONFORMANCE WITH APPROVED PLANNING APPLICATION:**

All building permit drawings and subsequent construction and operation shall substantially conform with the approved planning application, including: drawings/plans, materials samples, building colors, and other items submitted as part of the approved application. Any proposed amendments to the approved plans or Conditions of Approval are subject to review and approval by the City. The Director of Community Development shall determine whether revisions are considered major or minor. Minor changes are subject to review and approval by the Director of Community Development. Major changes are subject to review at a public hearing. [COA] [PLANNING]

**GC-2. USE EXPIRATION:**

The approved use Permit for the use shall expire if the use is discontinued for a period of one year or more. [SDR] (PLANNING)

**GC-3. CONFORMANCE WITH PREVIOUS PLANNING PERMITS:**

The subject site shall comply with all conditions of approval and requirements of previously approved planning applications. [PLANNING] [COA]

**GC-4. APPROVED USES:**

The building is approved with the following mix of uses: [COA] (PLANNING)

<b>Tenant Space</b>	<b>Use</b>	<b>Sq. Ft.</b>
A1	Institution of Higher Learning	3,370
A2 (Lower south)	Institution of Higher Learning & Medical Office	3,810
A2 (Upper north)	Institution of Higher Learning	4,224
A2 (Upper south)	Institution of Higher Learning	4,225
A	Common Area	2,061
B1	Seminary	7,205
C1	General Office	6,146
C2	Vacant	3,624
C3	Industrial	2,330
C4	General Office	6,124
C	Common Area	3,781
<b>Total Building Area</b>		<b>= 46,900</b>

**GC-5. FUTURE USES:**

Any proposed modifications to the mix of allowable uses and allowable floor areas noted by Condition of Approval GC-4 may be considered through a Miscellaneous Plan Permit provided parking requirements are met, except that uses requiring a separate Use Permit per Sunnyvale Municipal Code must be approved at a public hearing. Any future uses that require a Use Permit shall be reviewed and approved by the business owners association prior to application submittal. [COA] (PLANNING)

**GC-6. OCCUPANCY LIMIT:**

The educational use is limited to no more than 30 students and 4 employees on-site at any given time. Changes to the occupancy will require a separate Use Permit. [COA] (PLANNING)

**GC-7. SPECIAL EVENTS:**

Special events outside of scheduled classes, which have the potential of exceeding the occupancy limit and parking demand (e.g.

conferences), will require a separate staff-level permit to ensure parking availability. [COA] (PLANNING)

GC-8. PERMIT EXPIRATION:

The permit shall be null and void two years from the date of approval by the final review authority at a public hearing if the approval is not exercised, unless a written request for an extension is received prior to expiration date and is approved by the Director of Community Development. [SDR] (PLANNING)

**BP: THE FOLLOWING SHALL BE ADDRESSED ON THE CONSTRUCTION PLANS SUBMITTED FOR ANY DEMOLITION PERMIT, BUILDING PERMIT, GRADING PERMIT, AND/OR ENCROACHMENT PERMIT AND SHALL BE MET PRIOR TO THE ISSUANCE OF SAID PERMIT(S).**

BP-1. CONDITIONS OF APPROVAL:

Final plans shall include all Conditions of Approval included as part of the approved application starting on sheet 2 of the plans. [COA] [PLANNING]

BP-2. NOTICE OF CONDITIONS OF APPROVAL:

A Notice of Conditions of Approval shall be filed in the official records of the County of Santa Clara and provide proof of such recordation to the City prior to issuance of any City permit, allowed use of the property, or Final Map, as applicable. The Notice of Conditions of Approval shall prepared by the Planning Division and shall include a description of the subject property, the Planning Application number, attached conditions of approval and any accompanying subdivision or parcel map, including book and page and recorded document number, if any, and be signed and notarized by each property owner of record.

For purposes of determining the record owner of the property, the applicant shall provide the City with evidence in the form of a report from a title insurance company indicating that the record owner(s) are the person(s) who have signed the Notice of Conditions of Approval. [COA] [PLANNING]

BP-3. FIRE PREVENTION UPGRADES:

The following site upgrades are required:

- a) As applicable, comply with the requirements contained in current Sunnyvale Municipal Code; California Fire Code, and Title 19 California Code of Regulations.
- b) A Knox box (key box) may be required in accordance with Fire Prevention guidelines

- c) All means of egress systems, exit signs, and emergency lighting shall comply with the provisions of the California Fire Code
- d) A fire alarm system may be required per California Fire Code, depending on total occupant load.
- e) Provide required number of approved fire extinguishers (minimum size of 2A10BC). [COA] [FIRE PREVENTION]

BP-4. BLUEPRINT FOR A CLEAN BAY:

The building permit plans shall include a "Blueprint for a Clean Bay" on one full sized sheet of the plans. [SDR] [PLANNING]

BP-5. FEES AND BONDS:

The following fees and bonds shall be paid in full prior to issuance of building permit.

- a) TRANSPORTATION IMPACT FEE - Pay Traffic Impact fee for the net new trips resulting from the proposed project, prior to issuance of a Building Permit. (SMC 3.50). [SDR] [PLANNING]

BP-6. SITE SAFETY PLAN

The applicant shall develop a Site Safety Plan addressing the risks presented to employees and patrons, from the surrounding industrial facilities. The plan shall be approved by the Director of Community Development and Hazardous Materials Coordinator prior to issuance of a building permit, and shall include the following components:

- a) Identification of high risk locations within 1,000 ft.
- b) Knowledge of risks presented by these facilities (toxic gases, corrosive vapors, liquid leaks, fires).
- c) Contact information for nearby high risk facilities (names and phone numbers of management / safety personnel at nearby facilities).
- d) Arrangements with nearby facilities for phone notification in the event of a hazardous material release or potential release.
- e) Procedures for appropriate responses to chemical releases from nearby high risk facilities (complete evacuation / shelter in place procedures), addressing the specific needs of trainee/student population.
- f) Initial and ongoing safety training program for staff to insure on-site personnel are familiar with the Site Safety Plan and emergency procedures.

- g) Site and floor plan showing, at a minimum, building exits, evacuation routes, interior area of refuge (shelter in place), fire extinguishers and air handler shutoffs.
- h) The plan shall be reviewed by the City's Hazardous Materials Coordinator and updated annually. [COA] [PLANNING]

**AT: THE FOLLOWING CONDITIONS OF APPROVAL AND STANDARD DEVELOPMENT REQUIREMENTS SHALL BE COMPLIED WITH AT ALL TIMES THAT THE USE PERMITTED BY THIS PLANNING APPLICATION OCCUPIES THE PREMISES.**

- AT-1. HOURS OF OPERATION:  
Hours extending beyond midnight shall require approval of the Director of Community Development through a Miscellaneous Plan Permit. [COA] [PLANNING]
- AT-2. RECYCLING AND SOLID WASTE:  
All exterior recycling and solid waste shall be confined to approved receptacles and enclosures. [COA] [PLANNING]
- AT-3. LANDSCAPE MAINTENANCE:  
All landscaping shall be installed in accordance with the approved landscape plan and shall thereafter be maintained in a neat, clean, and healthful condition. Trees shall be allowed to grow to the full genetic height and habit (trees shall not be topped). Trees shall be maintained using standard arboriculture practices. [COA] [PLANNING]
- AT-4. CLASS SCHEDULES:  
Classes must be staggered by a minimum of 30 minutes to reduce potential overlap of students on-site. [COA] [PLANNING]
- AT-5. PARKING MANAGEMENT:  
On-Site parking management shall conform to the existing parking management plan for the site. [COA] [PLANNING]
- AT-6. PARKING LOT MAINTENANCE:  
The parking lot shall be maintained in accordance with the approved plans and as follows:
  - a) Clearly mark all employee, customer, and compact spaces. This shall be specified on the Building Permit plans and completed prior to occupancy.
  - b) Maintain all parking lot striping and marking.

- c) Assure that adequate lighting is available in parking lots to keep them safe and desirable for the use.
- d) Require signs to direct vehicles to additional parking spaces on-site, as needed.
- e) Clearly mark all compact spaces as per approved plans. [COA]  
[PLANNING]

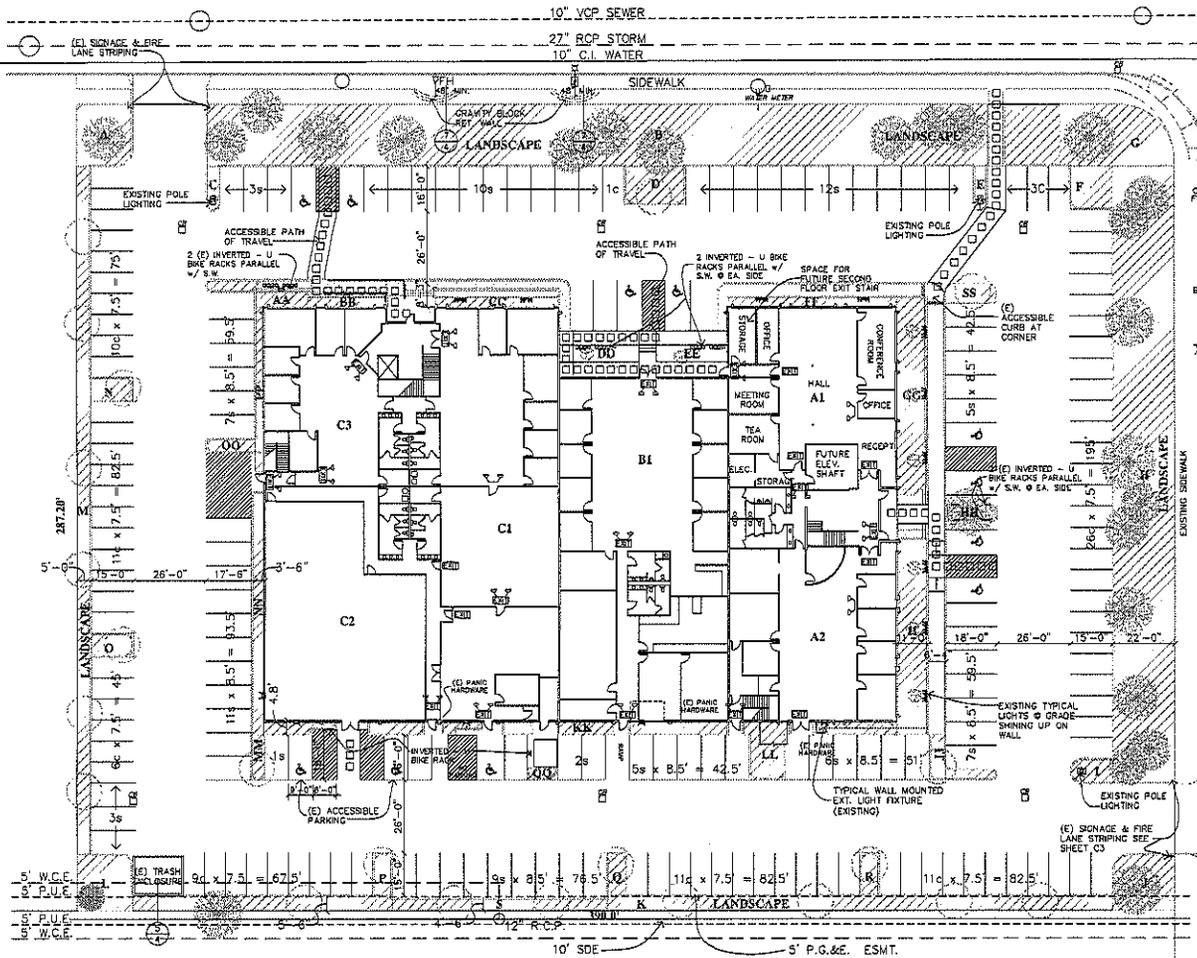
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8/1/05	GLD
12/2/05	GLD
2/1/06	GLD
2/20/06	GLD
6/8/06	GLD
7/26/06	GLD
4/8/11	GLD

CITY  
 Director  
 Architect  
 2500 LUMBER BL.  
 FAS LATUS  
 1000 FORTUNA  
 ROAD  
 P.O. BOX 1000  
 94086

R USE PERMIT  
 LEADERSHIP INSTITUTE  
 447 DE-GAIGNE DR.  
 EGUIGNE DR.  
 VALE, CA 94686

ATTACHMENT  
 Page 1 of 3

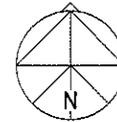
# STEWART DRIVE



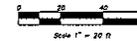
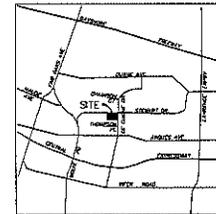
## PROPOSED SITE PLAN

- NOTES: TYPICAL AT DESIGNATED LOCATIONS  
 1. ILLUMINATED EXIT SIGNS PER (CFC 1212.4)   
 2. EMERGENCY EGRESS LIGHTING (CFC 1212.1)   
 3. PANIC HARDWARE ON EXIT DOORS (CFC 1207.4)   
 4. TACTILE SIGNAGE AT EACH ILLUMINATED EXIT SIGN

1"=20'



## LOCATION MAP



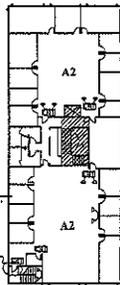
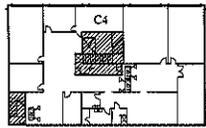
## GENERAL NOTES

Owner: Christian Leadership Institute  
 Dennis Wong - Director  
 447 De-Gaigne Dr.  
 Sunnyvale, CA 94085  
 Phone: (408) 257-1254  
 Assessor Parcel Number: 205-26-003

Zoning: M-5 (INDUSTRIAL & SERVICE)  
 Building Occupancy: B, F, M  
 Type of Construction: III - N  
 Project Description:  
 Minor Use Permit for POA use.

## INDEX

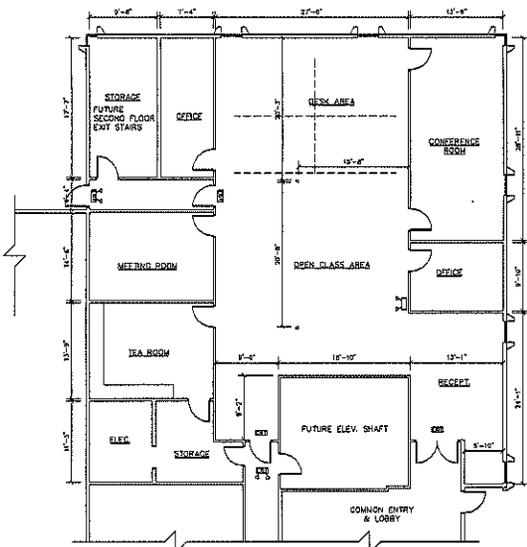
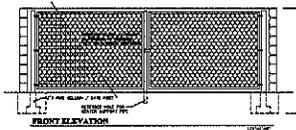
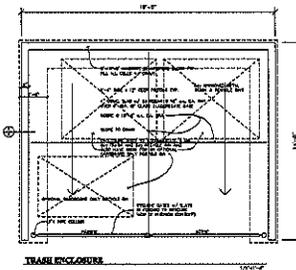
SHEET	DESCRIPTION
A1	SITE PLAN AND GENERAL NOTES
A2	FLOOR PLANS AND PROJECT DATA
A3	PHOTO ELEVATIONS



**SECOND FLOOR PLANS**

NOTE: CONFORM EXISTING OR INSTALL NEW AT DESIGNATED LOCATIONS

1. ILLUMINATED EXIT SIGNS PER (CFC 1212.4) (N) FOR NEW
2. EMERGENCY EGRESS LIGHTING (CFC 1212.1) (N) FOR NEW
3. PANIC HARDWARE ON EXIT DOORS (CFC 1207.4) (N) FOR NEW
4. ADD TACTILE SIGNAGE AT EACH ILLUMINATED EXIT SIGN (CBC 1003.2.8.6) (N)



**PARTIAL FLOOR PLAN - A1**

1/8"=1'-0"

**FAR:** SITE AREA 394,287.28 - 112,004.85A - 111,012.6C - 1,594 ACRES  
 ALLOWED FLOOR AREA RATIO: 35 MAX. = 34 x 111,000 = 37,740 SF  
 EXISTING FLOOR AREA: 14,820 SF FLOOR: TOTAL 46,560 SF = 419.94% ACTUAL

ALLOWABLE BUILDING SIZE:  
 OCC. E. T. R. AND OTHER CODE TABLE 4-B  
 CONSTRUCTION TYPE (II) - BASIC ALLOW 300 (R) = 12,000 SF  
 15% INCREASE ALLOWABLE FOR 4% YARDS ON ALL SIDES = 21,12,000 = 34,100  
 MULTISTORY INCREASE = 21,34,000 = 46,400  
 14 FLOOR

$$\frac{\text{ACTUAL AREA (SF)}}{\text{ALLOWABLE AREA (SF)}} = \frac{46,560}{46,400} = 1.0034$$

$$\frac{\text{TOTAL FLOOR AREA}}{\text{TOTAL YARDS}} + \frac{\text{TOTAL FLOOR AREA}}{\text{TOTAL YARDS}} = 1.424 \leq 1.5$$

BASED 12,000 + 2 YARD INCREASE 140.5 x 2 (SPRINKLERS) + 2 (MULTISTORY) = 14,000 SF ALLOWABLE  
 OR

BY 25% AREA ALLOWABLE UNLIMITED IF 1 OR 2 STORY, 2, P, M OCCUPANCY WITH 60' YARDS ALL AROUND AND FIRE SPRINKLERS

**BICYCLE PARKING TABULATIONS:**

	REQUIRE:	PREPARED/ACTUAL
BUILDING A:	17,000 17,000/1,000-1ST CLASS I	17,000/1,000-1ST CLASS II 1 CLASS I IN LOBBY, 1 CLASS II @ ENTRY
BUILDING B:	7,200 7,200/1,000-48 CLASS I	7,200/1,000-48 CLASS II 1 CLASS I IN LOBBY, 1 CLASS II @ ENTRY
BUILDING C:	22,100 22,100/1,000-1ST CLASS I 113 TOTAL LOCKERS	22,100/1,000-1ST CLASS II 113 TOTAL LOCKERS (2 RACKS PER RACK) 1 CLASS I IN LOBBY, 1 CLASS II @ ENTRY 1 CLASS II @ REAR ENTRY CL 1 CLASS II @ REAR ENTRY C2

NOTE: ONE SIGNUP ACCESS  
1 BIKE PER RACK

REVISIONS	BY
8/1/05	GLD
12/21/05	GLD
2/1/06	GLD
2/20/06	GLD
6/8/06	GLD
7/26/06	GLD
4/8/11	GLD

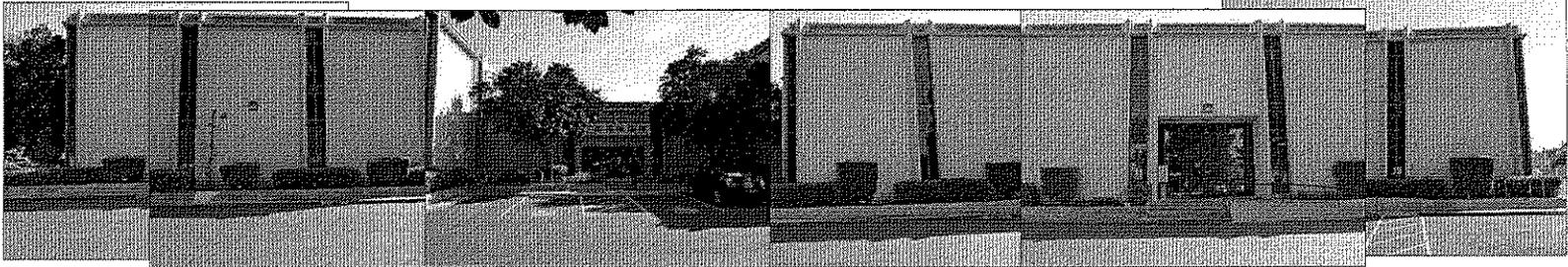
City of  
 Dennis  
 Architect  
 2008 SUNDOWN RD.  
 LOS GATOS,  
 CA 95024  
 PHONE: (408) 353-2817  
 FAX: (408) 353-2817

PERMIT  
 IHP INSTITUTE  
 NE DR.  
 CA 94066

REVISIONS	BY
8/1/05	GLD
12/21/05	GLD
2/1/06	GLD
2/20/06	GLD
6/8/06	GLD
7/26/06	GLD
4/8/11	GLD

GUY  
 Dennis  
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 2888 S. AUSTIN  
 LOS GATOS  
 CALIFORNIA  
 95024  
 PHONE: (408) 453-8197  
 FAX: (408) 453-8197

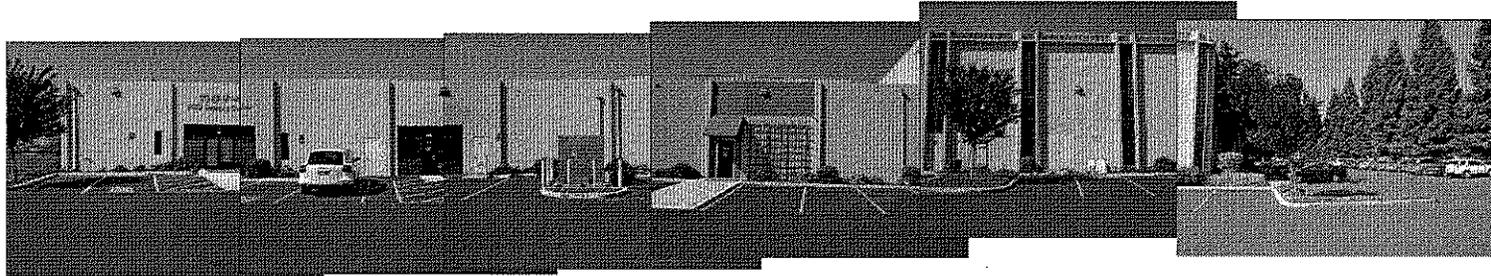
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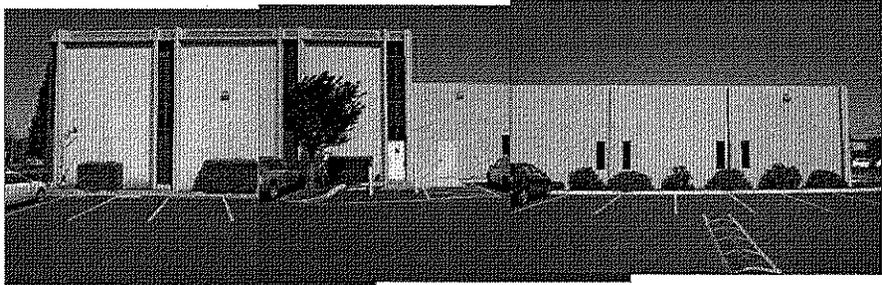
NORTH ELEVATION



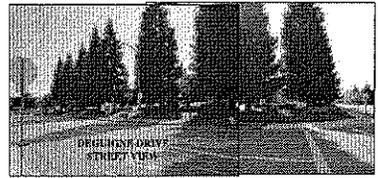
EAST ELEVATION



SOUTH ELEVATION



WEST ELEVATION



## CLI Project Description Letter

The Christian Leadership Institute (CLI) is a small higher education institute offering all its theological and interpersonal relationship classes in Mandarin Chinese, which can lead to a achievement certificate or eventually to the equivalent of a MA degree.

Since these classes are primarily catered to students with a full time job, majority of CLI's classes are scheduled for weekends and evenings. A typical class schedule will run from 9 am to 5 pm on Saturdays, and from 2:30 pm to 6 pm on Sundays. We also have classes running during the week days from 7 pm until 10 pm. There are a couple of classes during some quarters running on Fridays and Saturdays, from 9 am until 5 pm. Most of these classes have a class size from 10 to 15 students. Occasionally we shall have a larger class of up to 30 students, but they will always be conducted on Saturdays and Sunday afternoons. An exception is that we have one or two advanced classes during some quarters designed for pastors which will be conducted during the week days hours. But these classes are always limited to 10-12 students.

As indicated in the floor plan drawing attached, all of the teaching activities are to be taken place in the "Teaching Hall" in the center of the facility, which occupies about 1280 sq ft.. Surrounding the teaching Hall are two offices, a conference room, a library, a small cafeteria, a storage/electric room, and the reception area.

Since the Institute is catering to Mandarin Chinese speaking students only, it has been, and we expect it will continue to operate in a small scale as it is today, into the foreseeable future.

We have 4 part time staff at CLI at this time.

Use Permit / Special Development Permit Justification

1. The Christian Leadership Institute (CLI) is offering theological and interpersonal relationship related classes which can lead to a certificate or MA degree. As such, all these classes are catered to adults (18 or over) and no children or teens will participate in the educational process.
2. Since these classes are primarily catered to students with a full time job, the very majority of CLI's classes are scheduled for Weekends and evenings. I have attached a few of the class scheduled during 2010 and also for 2011 as references.
3. During our previous 4 years of operation in this location, we have been in excellent working relationship with our neighbors, and there were zero record of incident that CLI's operation created hindrance with our industrial neighboring businesses.

For these reasons, we fully expect that your approval of the CLI Use Permit application will not impair either the orderly development of, or the existing uses being made of the adjacent properties.

Attachment 1: Parking Analysis

Parking Analysis  
Christian Leadership Institute  
447 Guigne Drive, Sunnyvale CA

- 1) Christian Leadership Institute is one of the current seven business units at the DeGuigne Drive building sharing the parking lot. The other business units are:
  - (a) Nine Star University of Health Science
  - (b) Nine Star University Science Center (unoccupied currently)
  - (c) American Chinese Evangelical Seminary
  - (d) Stephen Wan Accountancy Corp.
  - (e) Sacred Logos Resource Center
  - (f) Great Commission Center Internal
  
- 2) The Parking lot has 184 parking stalls and the other business units have been each assigned a maximum number of parking stalls at different times according to the Stewart Drive Business Association.
  
- 3) Christian Leadership Institute has worked out on the parking needs of the other business units; a schedule of the operations and the maximum number of parking spaces needed are tabulated on the following table on the next page. A few foot notes are in order.
  - a) Monday to Friday 9 am to 6 pm – The American Chinese Evangelical Seminary has class mostly in the evenings after 6:30 pm or on Saturdays.
  
  - b) Saturday 9 am to 6 pm – Only three of the seven business units work during the weekends. The American Chinese Evangelical Seminary has class on Saturday. However a portion of their students are taking the class online and those students will not be on site. Nine Star University has some classes on Saturday.
  
  - c) Saturday and Sunday afternoon Classes for Christian Leadership Institute – Only small classes are conducted on site. If there is need for larger classes during weekends they will be conducted in the neighborhood churches associated with CLI.

<b>Attachment 1a - Total Parking Lot Utilization Matrix</b>				
	<b>Monday - Friday</b>		<b>Saturday</b>	<b>Sunday</b>
	<b>9:00 am - 6:00 pm</b>	<b>6:00 pm - 10:00 pm</b>	<b>9:00 am - 6:00 pm</b>	<b>2:30 Pm - 6:30 pm</b>
Christian Leadership Institute	15	10	15	15
Nine Star University of Health Sciences	35	5	30	0
Acupuncture office within A2	4	0	0	0
American Chinese Evangelical Seminary	16	40	40	0
S. Wan Accounting Corp	5	0	0	0
Sacred Logos Resource Center	6	0	0	0
Great Commission Center Internal	10	0	0	0
Total Parking Space Required	76	55	85	15
Total Parking Space Available	184	184	184	184
Free Parking Space	98	129	99	169

**Attachment 1b - Parking Analysis**

Unit #	Name Of Company	Emp #	Nature of Business	Sq. Ft.	Office Hour	Note
A Common area	entry lobby, stairwells, and restrooms			3241		
A1	Christian Leadership Institute	4	Higher education school. Non-profit Religious organization	3370	Tuesday & Thursday (10:00 am - 5:00 pm)	Class Hour: (1) Monday night 7:00 pm - 10:00 pm; (2) Friday 1:00 pm - 9:00 pm, Sat. 9:00 am - 5:00 pm; Sunday 2:30 pm - 6:30 pm) (*once per two months*); (3) Monday - Thursday (9:00 am - 4:00 pm) (*Jan. & July 2 weeks class*)
A2 (Lower S.)	Nine Star University of Health Sciences	8	Higher education school. Non-profit organization	3665	9:00 am - 6:00 pm	
A2 (Upper S.)	Nine Star University of Health Sciences		Higher education school. Non-profit organization	3646	9:00 am - 6:00 pm	
A2 (Upper N.)	Nine Star University of Health Sciences		Higher education school. Non-profit organization	3610	9:00 am - 6:00 pm	
A2	Acupuncture office within A2	2	Medical Office		9:00 am - 6:00 pm	
B1	American Chinese Evangelical Seminary	6	Higher education school. Non-profit Religious organization	7320	9:00 am - 6:00 pm	Mostly Class hours from 6:30 pm - 10:00 pm; Saturday 9:00 am - 6:00 pm
C Common area	entry lobby, stairwells, and restrooms			3344		
C1	S. Wan Accounting Corp	17	Tax and Accounting Service	6184	9:00 am - 6:00 pm	
C2	NSU Science Center	na	unoccupied	4018	N/A	
C3	Sacred Logos Resource Center	6	Office	2510	9:00 am - 6:00 pm	
C4	Great Commission Center Internal	5	Corporate Office	6014	9:00 am - 6:00 pm	
subtotals		48		46922		

**Attachment 1c - CLI Class Schedule**

Christian Leadership Institute Class Schedule							
	Number of Students						
	Mon	Tue	Wed.	Thur	Fri	Sat	Sun
9:00 am - 10:00 am	12	12	12	12	12	25	0
10:00 am - 11:00 am	12	12	12	12	12	25	0
11:00 am - 12:00 pm	12	12	12	12	12	25	0
Lunch Break							
1:00 pm - 2:00 pm	12	12	12	12	25	25	0
2:00 pm - 3:00 pm	12	12	12	12	25	25	25
3:00 pm - 4:00 pm	12	12	12	12	25	25	25
4:00 pm - 5:00 pm	0	0	0	0	25	25	25
5:00 pm - 6:00 pm	0	0	0	0	25	0	25
Dinner Break							
7:00 pm - 8:00 pm	15	0	0	0	25	0	0
8:00 pm - 9:00 pm	15	0	0	0	25	0	0
9:00 pm 10:00 pm	15	0	0	0	0	0	0
Note: The calculation is a worse case senario.							
The 9:00 am - 5:00 pm classes for 12 students only held 2 weeks in January and 2 weeks in July							



# Christian Leadership Institute

## 2011 Class Schedule

Class	Professor	Date	Time	Location
Pentateuch	Rev. William Sun	Jan 24- Apr 4	Every Monday (for 10 weeks)	7 pm – 10 pm Gospel Church
Bible and JTI	Dr. Harry Liu & Nancy Liu	Jan 28 & 29	Friday Saturday	9 am – 5 pm Campus
Love and Conflict	Dr. Harry Liu & Nancy Liu	Feb 11,12 & 26	Friday Saturday	9 am – 5 pm Campus
Youth Counseling	Mr. Sam Ng.	Mar 12-13 Mar 26-27	Saturday Sunday	9:00 am – 5:pm 2:00 pm – 6 pm Campus
Peacemaking Church & Family	Dr. Harry Liu & Nancy Liu	Apr 1,2 & 16	Friday Saturday	9 am – 5 pm Campus
Counseling I - Listening for Heaven's Sake	Rev. Wendell Friest	May 13-15	Friday Sat. Sunday	1:00 pm – 9:00 pm 9:00 am – 5:30pm 2:00 pm – 5:30 pm Campus
Spiritual Life Formation	Dr. David Eckman Western Seminary	July 18-22	Mon.– Friday	9:00 am – 3:30 pm Campus
Expository Preaching	Dr. Patrick Tang	July 25-29	Mon.– Friday	9:00 am – 3:30 pm Campus
Counseling II - Speaking the Truth in Love	Rev. Wendell Friest	Aug 26-28	Friday Sat. Sunday	1:00 pm – 9:00 pm 9:00 am – 5:30pm 2:00 pm – 5:30 pm Campus
Crisis Counseling	Rev. Samuel Liu	Sep 9,10 & 24	Friday Saturday.	9:00 am – 5:00 pm 9:00 am – 5:00pm Campus
NT Theology	Rev. Lawrence Chan	Sep 12 - Oct 24	Every Monday (for 8 weeks)	7:00 pm – 10 pm Gospel Church
Ecclesiastes	Rev. William Sun	Oct 7, 8 & 15	Friday Saturday.	9:00 am – 5:00 pm 9:00 am – 5:00pm Campus
Marriage Conflict	Dr. Harry Liu & Nancy Liu	Nov 4, 5 & 12	Friday Saturday.	9:00 am – 5:00 pm 9:00 am – 5:00pm Campus

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