



**STAFF REPORT
HOLLISTER PLANNING COMMISSION
MEETING DATE: September 25, 2025
REPORT # Community Development-2025-59**

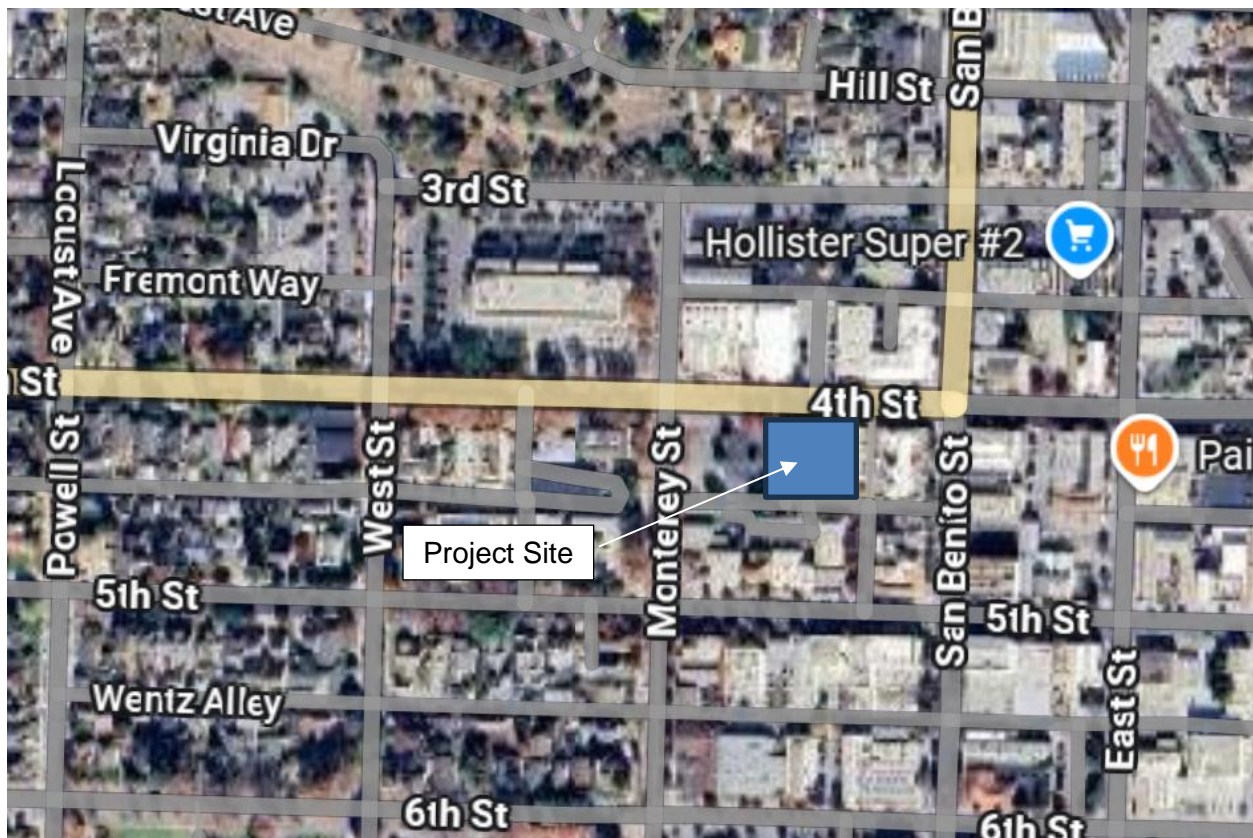
AGENDA ITEM: CONDITIONAL USE PERMIT (CUP 2025-4) FOR THE SAN BENITO COUNTY POLYTECHNIC ACADEMY LOCATED AT 365 4TH STREET (CONTINUED FROM AUGUST 28, 2025 PLANNING COMMISSION MEETING)

DEPARTMENT HEAD: Rod Powell, Assistant City Manager
STAFF CONTACT: Erica Fraser, AICP, Contract Senior Planner

RECOMMENDED ACTION: Adopt a Resolution approving a Conditional Use Permit (CUP 2025-4) for the San Benito County Polytechnic Academy.
CEQA: The project is categorically exempt from CEQA pursuant to Section 15301, Class 1, Existing Facilities.

PROJECT DESCRIPTION: The San Benito County Polytechnic Academy applied for a Conditional Use Permit (CUP 2025-4) to operate a charter high school with up to 200 students in the Briggs building located at 365 4th Street. The location of the school is shown below.

Figure 1: Location Map



ANALYSIS: The proposed Conditional Use Permit would allow the charter school to

operate within an existing building, in a tenant space formerly occupied by Gavilan College. The school is proposed to operate in two phases. Phase 1, which starts this school year, has a maximum of 70 students. Phase 2, which is anticipated to start next school year, will have a maximum enrollment of 200 students.

Information on school operations, educational programs offered, and security can be found in Exhibit A to Attachment 1 (Statement of Operations).

The proposed charter school was recently approved to operate at the facility with 70 students with a Temporary Use Permit to allow the school to begin operations while a traffic analysis, to study potential long-term impacts to the surrounding area, was underway.

Phasing

Phase 1 includes the following (currently allowed on a temporary basis as noted above):

- Maximum enrollment of 70 students
- Four (4) staff members
- Shared restrooms between Code Enforcement and the school. The school has installed locks on the doors and Code Enforcement will lock the restrooms from the inside to prevent students from entering while adults are using the facilities.

Phase 2 includes the following:

- Maximum enrollment of 200 students
- Fifteen (15) faculty and staff
- Additional bathrooms will be constructed to serve Code Enforcement and the school
- Enrollment is anticipated to reach 200 students by 2028

Hours of Operation

The school will operate Monday through Friday from 8:00 am – 5:00 pm. The schedule for various activities is as follows:

- Student drop-off starting at 8:15am
- Student bell schedule is from 8:30 am – 3:20 pm
- End of regular student hours and pick-up is 3:20 pm
- After-School Programs are available from 3:30 pm – 4:45 pm
- Special events and meetings a necessary

Traffic Impacts

Due to the proposed number of students at Phase 2, the City required the preparation of a focused traffic analysis to ensure that the school would not negatively impact

surrounding businesses.

A Circulation Report (Attachment 2) was prepared by Kimley Horn to study the potential for traffic impacts (Vehicle Miles Traveled), circulation, parking, access, and student drop-off and pick-up procedures.

Kimley Horn's findings regarding the proposed project can be found in Attachment 2. A summary of the findings can be viewed on pages 23- 24 of the report. In summary, Kimley Horn has determined that the school would result in reduced vehicle trips in the downtown area and that parking and drop-off and pick-up would not disrupt the surrounding area with incorporation of the recommended measures included on page 24.

Drop-off and Pick-up

Student drop-off and pick-up will occur at the rear of the building via Briggs Alley. A loading area will be delineated by cones or delineators during drop-off and pick-up. The school will employ two (2) persons to monitor traffic and ensure that parents and guardians do not loiter in the loading area. Parents and guardians will not be allowed to park or leave their car. If the loading area is full, monitors will direct vehicles to circle back to the loading area. A dedicated path of travel for thru traffic will be provided.

Employees or parents who wish to park may do so in the Briggs building garage. Students will also be encouraged to bike, walk, or take public transit.

School drop-off will begin at 8:15 which will allow for staggered drop-offs for 15 minutes prior to the start of school.

School pick-up will be staggered between students who leave at the end of the regular bell schedule and students who stay to attend after school programs.

The proposed loading area and path of travel are shown on the site plan below.

Figure 2: Site Plan



As discussed in the Circulation Report, the proposed school will not have impacts on the surrounding area with incorporation of the measures included on page 24 of the Report. The Report calls for the following improvements to the surrounding area:

- A new crosswalk in Briggs Alley from 5th Street to the sidewalk (COA No. 19)
- 'No Stopping Anytime' signage in the loading area (COA No. 20).

The Report also identifies procedures that should be incorporated into school operations to ensure that there will be no impacts to students or vehicles traveling in the area. These recommendations can be found on page 24 of the Report and Staff has included them as Conditions of Approval (Attachment 1). These conditions are also listed below.

- **COA No. 14.** The school shall employ two persons to supervise school drop-off

and pick-up in the locations shown on the site plan received on August 14, 2025 and prepared by ARTiK. All drivers shall drop-off children in the drop-off zone noted on the plans and immediately leave the site. For pick-up, no temporary parking will be permitted. Monitors shall ask parents to leave the loading area if their child is not present. Cones or delineators shall be placed in the drop-off/pick-up zone at least 30 minutes prior to the start of school and removed 15 minutes after the start of school. At the end of the day, the cones or delineators shall be placed 15 minutes prior to the end of regular classes and removed at the end of all after school classes. If at any time traffic begins to backup onto 5th Street, the monitors shall direct the vehicles to the pass-through lane and return to the loading queue.

- **COA No. 15.** All drivers shall drop-off children in the drop-off zone noted on the plans and immediately leave the site. For pick-up, no temporary parking will be permitted. Monitors shall ask parents to leave the loading area if their child is not present. Vehicles shall immediately leave the site once the child enters the car or if the child is not ready for pick-up.
- **COA No. 16.** All drivers shall drop-off children in the drop-off zone noted on the plans and immediately leave the site. For pick-up, no temporary parking will be permitted. Monitors shall ask parents to leave the loading area if their child is not present. Vehicles shall immediately leave the site once the child enters the car or if the child is not ready for pick-up.
- **COA No. 17.** Within 45 days of approval of this Conditional Use Permit, the school shall submit a document which outlines procedures for drop-off and pick-up, alternative transportation availability, and all other procedures for review and approval by the Community Development Director. Once approved, the school shall provide this document to all parents, guardians, and students at the beginning of each semester. If at any time the school or City observes problems with the procedures, the school shall renotify all parties of the procedures. If at any time the school wishes to revise the procedures, the school shall submit to the City for review. The procedures at a minimum must contain the following:
 - Drop-off and Pick-up procedures
 - Designated routes to school
 - Proper use of the new sidewalk
 - Alternative transportation opportunities (including carpooling, public transit, biking, and walking).
 - Parking location
- **COA No. 18.** The designated walking and bicycling route shall be via the two pedestrian plazas connecting 4th Street and San Benito Street. No walking or biking access shall be taken via Briggs Alley.

Incorporation of these conditions will ensure that the school will not impact the surrounding area during drop-off and pick-up.

CEQA: This project is exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1, Existing Facilities in that the establishment is located in a developed area, is consistent with zoning requirements, and is located within an existing building. The Circulation Report, prepared to study impacts of the school on the surrounding area, further notes that the school will not negatively impact the surrounding area with incorporation of the strategies listed and that vehicle miles traveled (VMT) associated with the school will be less than what would occur if the students attended San Benito High School.

CONCLUSION: The proposed charter school will operate with up to 200 students in an existing building in the space formerly occupied by Gavilan College. The new school will provide additional learning opportunities for residents of the City. As conditioned, trips related to the proposed project will not impact the surrounding area.

PREVIOUS COUNCIL OR COMMISSION ACTION: None

PLANNING COMMISSION OPTIONS: The Planning Commission can choose one of the following options:

1. Adopt a Resolution approving a Conditional Use Permit (CUP 2025-4) with the findings and conditions contained in the draft resolution;
2. Adopt a Resolution approving Conditional Use Permit (CUP 2025-4) with conditions or findings modified by the Planning Commission;
3. Deny the Proposed Project; or
4. Continue the hearing and direct staff to provide additional information or clarification.

Staff recommend the Planning Commission select Option 1 for this Item.

ATTACHMENTS:

1. Resolution approving a Conditional Use Permit (CUP 2025-4) for the San Benito County Polytechnic Academy with the Statement of Operations included as Exhibit A and the project plans included as Exhibit B.
2. Traffic Analysis Prepared by Kimley-Horn and Associates

GENERAL INFORMATION:

Applicant	San Benito County Polytechnic Academy
Property Owner	City of Hollister
Location/Address	365 4 th Street
Assessor Parcel Number(s)	054-110-035
General Plan Designation	Downtown Commercial – Mixed-Use
Zoning District	DMU (Downtown Mixed-Use)

SURROUNDING USES:

Location	Zoning Designation	General Plan Land Use	Current Use of Property
Project Site	DMU	Downtown Mixed-Use	Commercial businesses
North	DMU	Downtown Mixed-Use	Commercial businesses
South	DMU	Downtown Mixed-Use	Commercial businesses
East	DMU	Downtown Mixed-Use	Commercial businesses/Residential (400 Block Development)
West	DMU	Downtown Mixed-Use	Parking Lot