

SIERRA COUNTY

Department of Planning and Building

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Tim Beals
Director

**SIERRA COUNTY PLANNING COMMISSION
MEETING AGENDA
THURSDAY, OCTOBER 13, 2016 10:00 AM
SIERRA COUNTY COURTHOUSE
BOARD OF SUPERVISORS CHAMBERS
100 COURTHOUSE SQ.
DOWNIEVILLE, CALIFORNIA**

The Sierra County Planning Commission welcomes you to its meetings which are regularly scheduled for the second Thursday following the first Tuesday of each month. Special meetings may be called from time to time and the meeting location, time, and date will be announced at the appropriate time as required by law. The meeting agenda contains a brief, general description of each item to be considered. If you wish to speak on any matter that does not appear on the meeting agenda, you may do so during the agenda item entitled "Public Comment to the Commission".

When addressing the Planning Commission, please walk to the podium and, after having received recognition from the Chairman, give your name and offer your comments and your questions. Please address the Planning Commission as a whole through the Chairman. Comments made to individual Planning Commissioners or staff members are not permitted.

Supporting documentation for meeting agenda matters is available for public review in the Office of the County Planning Department located in the annex building directly across from the Sierra County Courthouse, Downieville, California, 95936, during regular business hours.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the Secretary to the Planning Commission 72 hours prior to the meeting at (530) 289-3251 or toll free at 1-800-655-3251.

- 1. 10 a.m.-CALL TO ORDER –ROLL CALL-INTRODUCTIONS**
- 2. APPROVAL OF AGENDA
October 13, 2016**
- 3. APPROVAL OF MEETING MINUTES
August 25, 2016**
- 4. CORRESPONDENCE**

All items of correspondence which are listed below may be acted upon by the Planning Commission. If items of communication or correspondence are not listed, the item may be referred to staff members or to a committee or placed upon any future meeting agenda for action as may be necessary

5. PUBLIC COMMENT TO THE COMMISSION

The Planning Commission provides a period of time for the public to address the Commission on any matter not included upon the meeting agenda. Persons speaking are limited to three (3) minutes, except as otherwise provided by law, no action or discussion shall be taken or conducted on any item not appearing on the meeting agenda. Testimony related to an item on the meeting agenda should be provided when the specific agenda item is being considered by the Planning Commission.

6. PRESENTATION AND WORKSHOP SESSIONS

The Planning Commission allows time for guest presentations on matters of general or specific interest to the Commission or for conducting educational or technical workshops.

6.1 Short Term Rentals

7. PUBLIC HEARINGS

The Planning Commission conducts all public hearings in accordance with its governing by-laws as approved by the Commission and in accordance with Sierra County Resolution 76-80 entitled “Rules of Conduct”.

8. BUSINESS REQUIRING ACTION

8.1 Sierra Business Council Presentation of the Draft Energy Action Plan

8.2 Firm Foundation Academy Annual Compliance Review

9. PLANNING STAFF REPORTS

10. COMMISSION MEMBER REPORTS

11. ADJOURNMENT



Planning Commission Staff Report

October 13, 2016

PC EXHIBIT 1

Project: Firm Foundation Academy SUP
PD File No. 1608
Staff Rec. No.: 1173
Request: SUP Compliance Review
Location: 1999 Ridge Rd., Pike
APN: 006-140-013
Planner: Brandon Pangman

<u>Property Owner</u>	<u>Applicant</u>	<u>On-site Manager</u>
Intellectual Investments, LLC dba, Firm Foundation Academy, Inc.	Ghazala Jones	Ghazala Jones

1. Staff Recommendation

Staff recommends that the Planning Commission find that the Permittee is in substantial compliance with the conditionally-approved project description and the conditions of approval. No further action is necessary or recommended.

2. Project Description & Background

The Applicant is requesting an:

- *Annual Compliance Review of their Special Use Permit*

On appeal of the Planning Commission's decision to conditionally-approve a Special Use Permit (and recommend approval of a zone change from General Forest to Public Service) the Sierra County Board of Supervisors denied the appeal and conditionally-approved the Firm Foundation Academy (FFA) Special Use Permit, and approved the zone change, on September 1, 2015. The project description and conditions of approval were modified (in part) from those earlier adopted by the Planning Commission on March 5, 2015. In short, the proposed "Phase 2" dormitory buildings were deleted, and the boarding school was limited in scope to a remodel of the existing school facilities only (converting existing classroom space to dormitories and a faculty apartment) with a maximum overnight occupancy of 50 people, plus 2 additional staff/caretakers in a separate building on the property. The Special Use Permit (SUP) was conditionally-approved for a term of twenty (20) years, and 21 conditions of approval (COA) were attached to address a variety of expressed concerns and help ensure the operation's compatibility with the

neighborhood. COA #20 requires an annual compliance review by the Planning Commission, for at least the first five (5) years following the conditional approval of the Special Use Permit.

This staff report represents Planning staff's analysis and documentation of the Permittee's level of compliance to date.

A note on the timing: COA #20 requires a compliance review by the Planning Commission "...each year prior to the expiration of the anniversary date of one year following approval of the project..." [i.e., *September 1st*]. In preparation for this compliance review, it requires a coordinated effort by both the Permittee and Planning Department staff to document that each condition has been addressed—or if incomplete, to document the extent of such efforts. The condition requires that the Permittee: "...submit a written summary of all activity undertaken pursuant to the Use Permit over the previous twelve (12) months (i.e., facility improvements, number and type of class sessions and duration, number of students attending, number of employees, overnight occupancy numbers, number and kinds of community activities, well logs and reports and septic system reports as specified above, etc.)...." To facilitate the annual review, the condition requires that the Planning Department provide the Permittee at least 30 days' written notice, requesting that the Permittee "...provide such information as may be reasonably requested and deemed to be required by the Planning Director in order to ascertain compliance with the Use Permit and Conditions." Once the staff review and report are completed, the Permittee is then afforded at least 10 days to review the report and related exhibits prior to the review by the Planning Commission; and the County must provide at least 10 days' notice in advance of the annual compliance review—which notice shall be given to the Permittee, neighbors within 300 ft., and publication in the local newspaper. Strictly following this timeline, the compliance review process would have to begin at least in early June or May in order to make it to a Planning Commission meeting in August (since the annual review should be completed 'prior to' the anniversary date of the original approval, on September 1st).

The problem is, with lingering uncertainty about the status of the project in the light of a lawsuit filed by Morning Glory Gold Mines and Michael Miller against the County, as well as various permitting requirements to renovate and remodel the school and "bring it up to code" for the intended use, the school was not yet operational when the time came to begin the compliance review.

The Permittee did diligently work to satisfy all of the COAs and obtain all the necessary permits—as well as reach out to the County to provide a written summary of her efforts and 'activity undertaken pursuant to the Use Permit over the previous 12 months'; and County staff did accumulate and maintain a growing record of the corresponding documentation for each condition as it became available...but to date, the school still has not begun operations by enrolling students for its intensive study programs, including overnight occupancy. Realizing that an 'annual compliance review' was premature in light of this fact, staff placed on the Planning Commission's agenda for its regularly-scheduled September meeting a request and recommendation that the first FFA compliance review be deferred or waived for a year. Staff advised the Commission that a compliance review the following year would afford more time to gather the necessary supporting documentation and result in a more meaningful process once there was actually some data on the number of students, classes, hours of operation, neighborhood complaints or issues (if any), etc. While the Permittee was not present, several members of the public were at the meeting and some expressed concern about waiting another year to observe (and/or provide comments on) the compliance review process outlined in COA #20. After some discussion on the matter, the Planning Commission directed staff to return on October 13, 2016 to present its findings for the annual compliance review.

3. Summary Findings & Recommendations

Condition #20 states that the Planning Commission: "...shall conduct an annual review of the extent of the Permittee's good faith substantial compliance with these conditions of approval and terms of the Special Use Permit. Such compliance review shall be limited in scope to:

- (1) ensuring that only those activities permitted by, or ancillary to, the Use Permit are conducted upon the Property;
- (2) ensuring compliance with the Conditions of Approval; and
- (3) ensuring compliance with the adopted mitigation measures in accordance with Section 21081.6 of the Public Resources Code of the State of California."

In summary, the Permittee has diligently satisfied the Conditions of Approval and obtained the various permits necessary to commence operations of the FFA school in reliance on (and consistent with) the conditionally-approved Special Use Permit; but to date, has not yet begun enrolling students and conducting classes and overnight occupancy of its recently-converted dormitories or faculty apartments--so no meaningful data is yet available to review with respect to 'operational' compliance.

All conditions of approval (including the various mitigation measures adopted by the County as part of the environmental impact determination—a mitigated negative declaration) have been certified by the Planning Director to be 'satisfied' to the extent that pre-operational conditions have been met. Most notably, the school has undergone considerable remodeling and changes of occupancy consistent with the California Building Code under an approved permit, including successful completion of all final inspections and a 'Certificate of Occupancy' was issued on June 6, 2016.

Two State agencies—the Department of Water Resources-Division of Drinking Water (DDW), and Cal Fire—issued 'temporary' or 'conditional' approvals which allowed the school to begin operations but required some follow-up (see Conditions 10 & 14). Since then, County staff has received verbal assurances that Cal Fire has done follow-up testing and is satisfied; as well as assurances from DDW that the 'temporary' approval letter issued by that agency is sufficient to commence operations until a formal permit is subsequently issued—and that this is awaiting final action by the State Water Board 'likely at its October 2016 meeting.'

4. Conditions of Approval, Compliance Review & Recommendations

The full Conditions of Approval compliance checklist and CEQA Mitigation Monitoring Program are attached to this staff report as **Exhibits 2** and **3**, respectively. What follows is a summary table of each Condition; brief discussion or analysis; and summary determination of compliance (if it is yet known or applicable):

COA #	Condition	Compliance?
1	<p>Project Description [noting stipulated amendment to remove the "Phase 2" dormitories and reduce max. overnight occupancy]</p> <p><i>Discussion:</i> Standard condition to clarify what was (and what was not) conditionally-approved by the County. Minor deviations from the original proposal to remodel existing school were noted; but were carefully reviewed by the Planning Director at the time of Building Permit application and in each case (and cumulatively) were determined to</p>	Yes / TBD

	<p>substantially conform to the approved project description. These minor 'deviations' include the following: adding generator facilities; converting a laundry room; enclosing an existing entry-way as a "mud room"; and adding solar panels to the roof.</p> <p>Since the school is not yet operational, it cannot be determined whether the occupancy limitations and uses have been/will be in conformance.</p> <p>See Exhibit 4—Permittee's summary report of operations and compliance efforts to date. One "trial" class (free of charge) was held for interested people over the summer—which met once per week for 5 weeks, and had only 4 students. To date, there are only 3 employees in residence: 1 custodian overnighing regularly; and 2 others staying overnight periodically since the Certificate of Occupancy was issued in June 2016. Only one (1) community gathering was reported in the last year: 'a soft opening with friends on June 18th with 30 people present.'</p> <p><u>Recommendation</u>: No issues. Wait until classes begin and/or occupancy and uses increase and review in one year's time.</p>	
COA #	Condition	Compliance?
2	<p>Zone Change (GF → PS)</p> <p><u>Discussion</u>: Ord. #1063 was adopted by the Board of Supervisors on 9/1/15, eff. 10/1/15. A lawsuit challenging the decision was filed; but a settlement agreement dropping the challenge is being finalized.</p> <p><u>Recommendation</u>: No issues.</p>	Yes
3	<p>Compliance with other laws</p> <p><u>Discussion</u>: This is a standard condition, reminding the Permittee that the entitlement does not supersede or obviate compliance with all other applicable federal, state, or local laws or regulations. There is no evidence of an issue in this regard; and the Permittee has demonstrated efforts to reach out and seek approval from any other agencies whose approval may be necessary to operate as proposed.</p> <p><u>Recommendation</u>: No issues. Wait until classes begin and/or occupancy and uses increase and review in one year's time.</p>	Yes / TBD
4	<p>CEQA Mitigation Measures incorporated</p> <p><u>Discussion</u>: Ref. Exhibit 3. All mitigation measures adopted by the County in conjunction with this project and its environmental review and determinations have been incorporated into the project as conditions of approval. Since the conditionally-approved project description was significantly amended to limit use and occupancy to existing facilities (for the most part), many of the 'potential' environmental impacts identified in the CEQA Initial Study and Mitigated Negative Declaration were rendered largely irrelevant (e.g., grading, tree removal, new building construction, dust control during construction activities, etc.). Those mitigation measures that still pertain include: fire protection, noise, and parking. The latter two necessitate the school being operational and/or public gatherings or special events (which have not yet occurred). The fire protection measures (including installation of a</p>	Yes / TBD

	24,000 gal. supplemental water tank dedicated to fire suppression) was performed and signed off by the inspecting fire authority. <i>Recommendation: No issues. Wait until classes begin and/or occupancy and uses increase and review in one year's time.</i>	
COA #	Condition	Compliance?
5	Current contact information <i>Discussion:</i> Permittee did provide the Planning Department with updated/current contact info. for the various entities/persons involved. <i>Recommendation: No issues.</i>	Yes
6	Payment of any balance of processing fees <i>Discussion:</i> Upon conclusion of the processing and public hearing process for this application, it was determined that a balance was owed in excess of the deposits of estimated processing costs. Full payment of this balance was received by the Planning Department on 1/19/2016. <i>Recommendation: No issues.</i>	Yes
7	Building Permit(s): Change of Occupancy <i>Discussion:</i> To date, six (6) building permits have been issued in conjunction with this project (see margin notes in Exhibit 2). The principal permit is #2016-15, which was for the changes of occupancy; interior remodeling (primarily to convert 5 classrooms to dormitories and a staff apartment); and installation of a new fire suppression water tank (and corresponding plumbing). This permit, which satisfied COA #7, was finalled on 6/6/2016, and a new Certificate of Occupancy was issued reflecting the various mixed occupancies consistent with the conditionally-approved SUP (Exhibit 5). Other projects under separate permits (generator, solar, covered entry) were voluntary and not necessary for the school to operate or satisfy the COAs. Only one permit issue remains (see Demo. Permit, COA #16 below); but it is not directly related to this Change of Occupancy condition. <i>Recommendation: No issues.</i>	Yes
8	Residency/Max. overnight occupancy <i>Discussion:</i> An amendment to the SUP was stipulated by the applicant and County, reducing the maximum allowable overnight occupancy to only 50 people in existing classrooms converted to dormitories; no new dormitory buildings were approved. Also, the existing caretaker residence on the property (which may be replaced/remodeled) allows an additional 2 resident staff members. According to the Permittee (ref. Exhibit 4), there have been no overnight students yet; 1 custodian/caretaker who stays overnight regularly; and 2 other staff members who sleep at the school periodically (after June 6 th , when the Certificate of Occupancy was issued allowing this use). <i>Recommendation: No issues. Wait until classes begin and/or occupancy and uses increase and review in one year's time.</i>	Yes / TBD

COA #	Condition	Compliance?
9	<p>Sleeping conditions</p> <p><i>Discussion:</i> Health Dept. condition prohibiting “head-to-head” sleeping. Dorm rooms are set up so this cannot occur. No overnight students at the school yet. The Health Officer has inspected the facility.</p> <p><i>Recommendation:</i> No issues. Wait until classes begin and/or occupancy and uses increase and review in one year’s time.</p>	Yes / TBD
10	<p>Water Supply</p> <p><i>Discussion: Quality:</i> New water supply permit and upgrades to the existing potable water system required. The State Div. of Drinking Water received an application from FFA on April 22, 2015; approved plans and supporting documentation; inspected the facility on May 18, 2016; and issued a letter dated June 2, 2016, finding “...no deficiencies with the construction of the water treatment and storage system that would preclude operating the water system for public consumption...Therefore, based on the documentation submitted for this water source, bacteriological and chemical water quality results, and the recent inspection, our office has no objection at this time to the Academy supplying its customers with water produced by the treatment system while the Academy’s operating permit is being prepared....” (PWS# 4600096; cf, Exhibit 6). A subsequent conversation by Planning staff with DDW clarified that the formal permit was awaiting the Water Board’s final approval, which was expected at its October 2016 meeting. The County will be provided a copy of the final permit when it is available. In the meantime, DDW clarified that this temporary permit is sufficient to allow the Academy to operate.</p> <p><i>Quantity:</i> COA #10 also requires certain performance and monitoring requirements for the existing onsite wells. To date, the Planning Dept. has not been provided evidence of this monitoring and data logs; although with the school not yet in operation, such data would be of little value yet. The Planning Dept. will remind the Permittee of this requirement and request compliance reports and bi-annual data logs as required.</p> <p><i>Recommendation:</i> No issues; but a copy of the final Water System permit must be supplied to the Planning Dept. and Health Dept.; and staff should remind the Permittee of the well-monitoring and reporting requirements.</p>	Yes / TBD
11	<p>Food Facility Permit</p> <p><i>Discussion:</i> Food facility permit and pre-opening inspection by the Health Dept. are required, and have both been satisfied (confirmation of both by the Health Dept. were received on 5/20/2016).</p> <p><i>Recommendation:</i> No issues.</p>	Yes
12	<p>Garbage service</p> <p><i>Discussion:</i> The Environmental Health Dept. inspection and sign-off was received by the Planning Dept. on 5/20/2016. Solid waste disposal and weekly hauling proved a challenge for the Permittee because a contract waste hauler could not be found that would provide service at this location. With the assistance and concurrence of the County Solid</p>	Yes / TBD

	<p>Waste Administrators, a system was set up to allow the Permittee to haul their own garbage to the Alleghany transfer station and obtain weekly receipts. This approach appears to be working; but the situation should be monitored closely when the school begins operating at higher capacity and generating more non-inert waste (food garbage).</p> <p><i>Recommendation: No issues. Wait until classes begin and/or occupancy and uses increase and review in one year's time.</i></p>	
13	<p>Sign replacement</p> <p><i>Discussion:</i> Unfortunately the wooden sign that the Permittee had made—which replicated the size and style of the Pliocene Ridge School sign it was to replace—exceeded the size limitations contained in the Public Service zoning ordinance (ref. SCC 15.12.340(e)5 & 7). A second sign was commissioned and approved by the Planning Department under Building Permit #2016-026; which was inspected and finalled on 6/21/2016.</p> <p><i>Recommendation: No issues.</i></p>	Yes
14	<p>Fire Suppression Water System</p> <p><i>Discussion:</i> Adopted Cal Fire comments and Mitigation Measure 8.1 required the installation of a 24,000 gal. fire suppression water tank (in addition to the 10,000± gal. potable water supply tank). An engineered tank and associated plumbing (including tying into the new interior sprinklers as well as exterior hydrants) was approved and permitted under Building Permit #2016-015. The local volunteer fire department deferred to the State inspector; and Cal Fire inspected and issued a 'conditional' approval of the tank on 6/1/2016. (Conditions included upgrading the fire alert system, and mandating fire drills at the school when it is in session.) The Planning Dept. received verbal confirmation from Cal Fire Battalion Chief Matt Furtado that he had conducted a follow-up inspection in July 2016 and was satisfied. The permit was finalled.</p> <p><i>Recommendation: No issues. Periodic inspections of the fire suppression system should be conducted by Cal Fire and/or the local fire agency to ensure it is maintained in good operating condition, as required by the COA.</i></p>	Yes
15	<p>Parking (on-site only)</p> <p><i>Discussion:</i> Special event parking, and student and faculty parking is prohibited off-site. According to the Permittee (cf, Exhibit 4) there has been only one special event since the SUP was approved—a 'thank you' dinner with 30 people attending; and only one brief "pilot program" class with 4 daytime students. There have been no reports of offsite parking.</p> <p><i>Recommendation: No issues. Continue to monitor after school attendance increases and/or special community events take place.</i></p>	Yes / TBD

COA #	Condition	Compliance?
16	<p data-bbox="310 264 829 296">Trespassing Accessory Building - Demo</p> <p data-bbox="310 302 1252 1793"><i>Discussion:</i> This condition was placed on the project at the request of the affected neighboring property owner, Ms. Cain. When FFA acquired the property, they had it surveyed and discovered that a 21'x36' storage structure built decades earlier by the School District was encroaching approx. halfway over the property line. The condition provides as follows: <i>"Prior to commencing operations under the Special Use Permit, Permittee shall apply to the County Planning & Building Department for a permit either to demo. or relocate the accessory building that is partially encroaching onto the neighbor's property to the south; and shall accomplish either in a timely fashion."</i> After failed negotiations to remedy the situation with a proposed Lot Line Adjustment, FFA applied for a demo. permit on May 10, 2016. The original application proposed to have her current contractor (who was at that time working on the main school remodel project) demolish only the <i>portion</i> of the structure that was on Ms. Cain's property; and then have her architect and contractor enclose the remaining structure to salvage about half of the usable building. The Building Official allowed the demo. permit to be issued—but under several conditions: that the <u>entire</u> structure be removed; that it should be performed in a timely manner (commencing no later than 90 days from the date of permit issuance on 6/3/16—or by 9/3/16); and that FFA must provide the County with authorization by the affected owner to trespass during the demolition. The neighbor, Ms. Cain, reasonably requested indemnification from FFA in the event that anyone was injured during the project while on her property. By this time FFA's contractor had completed the work on the rest of the school, and left for another job (opting not to return for the small demo. job when-and-if the neighbor granted consent to begin work). FFA then proposed to hire an unlicensed local (although there was some confusion about his license status at the time) for less than \$500—which is legal, but led to more concerns by Ms. Cain who, along with the assistance of Petitioner Mike Miller, began making more demands of FFA before granting consent; accusing FFA of misrepresentations and dodging their requests; and accusing County staff of all manner of things. It became apparent that FFA could not satisfy COA #16 without obtaining the consent and meeting the demands of the neighbor, who by this time had become very antagonistic. In short: it was out of her control. Mrs. Jones (FFA) met with County staff at their request to try to clear up some of the confusion about the changing circumstances and application disclosures that had changed since she first applied, and which seemed to be contributing to the mutual distrust with the neighbor. The Building Official extended the '90-day' condition another 60 days and offered to help facilitate some kind of agreement between the two parties. He also had Mrs. Jones amend the original demo. permit application to more accurately reflect the current proposal, which included again hiring a licensed contractor to do the work (even if the total valuation was still less than \$500).</p> <p data-bbox="310 1799 1252 1856">As of the date of this writing, the structure has not been removed and the affected neighbor has not yet consented to have it removed. The</p>	Yes / TBD

	<p>Building Official has gotten both sides (and a potential new contractor for FFA) to meet in Downieville on Oct. 13th (after the Planning Commission meeting) to see if the two parties can come to agreement.</p> <p><i>Recommendation: Unresolved; although the Permittee has applied for a permit to demo. the structure and is awaiting permission to come onto the neighbor's property to complete the work. If permission remains withheld, Planning staff intends to return to the Board of Supervisors for further discussion and direction—which may include the option of extinguishing this condition of approval altogether.</i></p>	
COA #	Condition	Compliance?
17	<p>Septic System inspections</p> <p><i>Discussion:</i> This condition requires the Permittee to have the septic system inspected by a qualified person every 6 months. The Permittee hired Nevada City Engineering to perform these biannual inspections (cf, Exhibit 7). The County received the first inspection report on 8/10/2016, for an inspection that occurred on 7/13/16. No issues were found. The next septic inspection is scheduled for January 2017.</p> <p><i>Recommendation: No issues.</i></p>	Yes / TBD
18	<p>Emergency Plan</p> <p><i>Discussion:</i> FFA was required to prepare a “Fire, Emergency Medical, and Security Plan” which is to be reviewed annually by local fire, emergency medical, and police agencies, and revised as necessary in response to their comments. The original plan was received by the County on 5/13/2016 (Exhibit 8). On 6/7/2016 staff received a response from the Pliocene Ridge Community Service District (fire agency) that the joint-chiefs had “no comment.” Staff does not have record of the County Sheriff providing review comments or suggestions.</p> <p><i>Recommendation: No issues. Continue to review Plan with service agencies as the school ramps up operations and enrollment.</i></p>	Yes / TBD
19	<p>Term: 20 Years</p> <p><i>Discussion:</i> The Board of Supervisors added a condition that limited the life of the SUP to 20 years, unless extended. SUP expires in 2035.</p> <p><i>Recommendation: No issues.</i></p>	Yes
COA #	Condition	Compliance?
20	<p>Annual Compliance Review</p> <p><i>Discussion:</i> See background and summary findings above (including discussion of “timing” for annual compliance review). Staff remains of the opinion that a compliance review is premature at this time and lacks sufficient data to make a meaningful analysis while the school is not yet in operation. But it’s good practice for next year.</p> <p><i>Recommendation: See Section 5, below.</i></p>	Yes / TBD
21	<p>Community Compatibility: Student Handbook</p> <p><i>Discussion:</i> County staff received a (revised) copy of FFA’s Student Handbook on May 6, 2016 (Exhibit 9) satisfying this requirement.</p>	Yes

	<i>Recommendation: No issues.</i>	
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5. Action and Recommended Motion

While the Planning Commission may revoke the Special Use Permit upon a finding of non-compliance by the permit-holder, it is not necessary or appropriate to ‘extend’ the SUP for another year with a finding of substantial compliance; the SUP is automatically valid for 20 years unless revoked. It should be noted that this annual compliance review is ministerial in nature and does not constitute a discretionary action on the part of the Planning Commission (and therefore is not subject to CEQA and a formal public hearing process—even though the process was designed by the Board of Supervisors to be an open and public deliberation).

Should the Planning Commission agree with staff’s findings and recommendations, the following motion is suggested:

“I move that the Planning Commission find that the permit-holder is in substantial compliance with the approved project description, the conditions of approval, and the adopted mitigation measures.”

EXHIBITS



Conditions of Approval

Planning Director Certification

PD FILE No.:	1608		
APPLICANT:	Firm Foundation Academy, Inc. (Ghazala Jones)		
PROJECT:	Rezone & Special Use Permit (Adult Boarding School)		
APPROVED:	September 1, 2015	<input type="checkbox"/>	Administrative Hearing
EXPIRES:	August 31, 2035	<input type="checkbox"/>	City of Loyalton
		<input type="checkbox"/>	P.C.
		<input checked="" type="checkbox"/>	B.o.S.

Note: *It is the permittee’s responsibility to ensure all conditions of approval have been satisfied and provide evidence of such to the Planning Department. Grading, building and other permits, or work or use incidental to this entitlement, may not be issued or commence until the Planning Director or his designee has certified in writing that all conditions placed on the approved project have been satisfied.*

Last Updated: 9/16/2016

Condition Satisfied?	Conditions	Comments
<input checked="" type="checkbox"/>	<p>1. <i>Project description:</i> The project approved by this action is for a Special Use Permit to allow the conversion, change of occupancy, and use of the former Pliocene Ridge School located at 1999 Ridge Road in the unincorporated community of Pike, in western Sierra County, to a private, post-secondary (adult) educational facility with caretaker facilities, commonly referred to as “Firm Foundation Academy” (FFA)—the stated purpose of which is to provide: ‘a facility aimed at furthering the effective study of literature through the use of technology. The intended program is based around immersion study camps where students come for short periods and are engaged in long hours of intense daily study with almost all activity being indoors. Program sessions will range from 10 to 60 days and will run year round. Students will stay onsite...’ (cf., ‘project description’ provided in application materials and quoted in Planning Department staff report, p. 7). The principal use of the property shall be a “school” and not a software development company or other commercial enterprise. The Permit requirements and conditions shall be as described in the detailed project description contained in Staff Rec. No. 1153 on file with the Sierra County Planning Department (File No. 1608), including amendments of that project description and conditions of approval adopted by the Sierra County Board of</p>	<p><i>Note: minor deviations, reviewed and approved by the Director for ‘substantial compliance’ include: generator facilities, laundry room (int.), entry “air lock” addition.</i></p>

Supervisors. Such modifications include the following: Deletion of “Phase 2” improvements and corresponding increase in overnight capacity; and establishment of a maximum overnight/boarding occupancy within the existing primary school buildings not to exceed fifty (50) people, including any combination of staff or students, but not including site caretakers occupying separate building/s on the property, which caretakers shall not exceed two (2) in number in one (1) on-site caretaker residence substantially in the same location of the existing caretaker unit in the north-east corner of the property. (The intent of this modification is to condition approval of this project to “Phase 1” limitations only as described in the project description. This does not, however, impose any restriction on the number of daytime employees or occupants; only restricting the maximum allowable overnight occupancy of the property). Deviations from the conditionally-approved project description shall be reviewed by the Planning Department for substantial compliance and may require amendment of the Special Use Permit by the appropriate hearing body. If there are any discrepancies between the project description or supporting documents and the conditions of approval, the conditions of approval shall supersede. Failure to satisfy or adhere to any of these conditions may be grounds for revocation of the Special Use Permit and closure of the school. Where issues arise, interpretations and enforcement of these permit requirements and conditions shall be determined by the Planning Director; and such determinations may be appealed to the Planning Commission.

- 2. *Zone change:* The Special Use Permit is contingent upon and shall not become operative until the property is rezoned from General Forest (GF) District to Public Service (PS) District by the Board of Supervisors. The proposed use and Special Use Permit are not compatible with the GF District.
- 3. *Laws:* This action does not relieve the permittee of the obligation to comply with all local, state or federal ordinances, statutes, regulations, and procedures.
- 4. *CEQA:* All mitigation measures adopted by the County in conjunction with this project are incorporated herein and made conditions of the Special Use Permit.
- 5. *Contacts:* Permittee shall provide—and, as necessary, update—the Sierra County Planning Department with the names and current contact information for each of the following: Property Owner (and, if a company, trust, etc., the name(s) and current contact information of the

Ord. #1063; adopted 9/1/15, eff. 10/1/15

Cal Fire sign-off of MM 8.1, 8.2, 14.1, 17.1 on 6/1/16

Rec'd. 5/31/2016

Trustee or agent legally authorized to sign and/or make decisions affecting title); the current Tenant (person, dba, company, etc.) name and contact information; and the On-site Contact and Person in Responsible Charge of the facilities (property manager, school site administrator, etc.) in case there arises an issue requiring immediate attention. If any of this information changes, the permittee shall immediately provide updated contact information to the Planning Department.

6. *Fees:* Prior to occupancy or use of the property and facilities in reliance on the Special Use Permit Permittee shall pay any balance of fees (if any) invoiced by the Sierra County Planning Department under Board Resolution #05-064 and the executed "Agreement for Indemnification and Reimbursement for Extraordinary Costs," for work done, costs incurred or services rendered in conjunction with the processing of this Special Use Permit application, prior to the issuance of the Special Use Permit or associated Building Permits, or commencement of the use.

7. *Building permits:* Prior to occupancy or use of the property and facilities as described and conditionally allowed under this Special Use Permit, Permittee shall apply to the Sierra County Building Department for a permit for change of occupancy appropriate to all proposed uses of the existing facilities; and Permittee shall obtain such change of occupancy and permits as appropriate under State and local regulations and ordinances for work done, or required to be done, to bring the proposed uses into full compliance with the current edition of the California Building Standards Codes and other relevant regulations, as determined by the County Building Official.

- BD Permits #:*
- 2016-015 CoO/remodel/tank
 - 2016-024 Generator
 - 2016-026 Sign
 - 2016-038 Covered entry
 - 2016-041 Demo acc. struct.
 - 2016-057 Roof solar

Final/CofO: 6/6/2016

8. *Residency:* Maximum overnight occupancy of the site, including students, faculty and staff, in 'converted-classroom' dormitories, but excluding the caretaker residence, is: 50 people. This restriction on overnight occupancy is not intended to otherwise limit the number of daytime-only staff necessary to operate the school. Temporary day-use of the facilities may exceed this number; however, in no case shall the occupancy of the property be allowed to exceed the safe occupancy of any room or building, or the capacity of onsite water or sewer facilities, or result in overflow parking situations in a manner that may be perceived by a reasonable prudent person to create a nuisance to properties in the vicinity.

TBD [operational]

9. *Sleeping conditions:* For public health reasons, head-to-head sleeping accommodations shall be prohibited in the dorm rooms. A minimum space of 18 inches, or a

TBD [operational]

physical barrier, shall be provided between bed units.
[Ref., 10/28/14 EHD comment letter; Planning Commission Exhibit DP]



10. *Water:* Prior to occupancy or use of the property and facilities as described and conditionally allowed under this Special Use Permit, the Firm Foundation Academy shall obtain a current Water Supply Permit. For permit requirements, contact the Lassen District Field Office of the State Water Resources Control Board. (Note: This was previously under the California Department of Public Health (CDPH), but now with the State Water Resources Control Board.)

Note: 'Temporary Permit' issued by DDW on 6/2/2016; final permit expected Oct. 2016

Contact Information:

Stephen W. Watson, P.E. [or his successor]
Associate Engineer - Division of Drinking Water
State Water Resources Control Board
Lassen District Field Office
364 Knollcrest Drive, Suite 101, Redding, CA 96002
Ph: (530) 224-4828; Fax: (530) 224-4844
Steve.Watson@waterboards.ca.gov

Prior to operation, Permittee shall provide the Sierra County Planning Department and County Environmental Health Department a copy of the approved drinking water permit from the State appropriate for the proposed use and number of potential users.

In addition, the following performance and monitoring requirements shall be fulfilled by the permittee:

- a) Install water meter on both wells and maintain daily consumption data in gallons per day (gpd).
- b) Record static well water level readings for both wells on a weekly basis.
- c) Permittee shall provide data logs for items (a) and (b) above twice per year (every 6 months) to both the Sierra County Planning Department and County Environmental Health Department.
- d) There shall be no outside irrigation (sprinklering, etc.) of the rear athletic fields or other areas, except the front yard landscaping and lawn areas, during any drought conditions declared by the State or local government.



11. *Food facility:* Permittee shall contact the County Health Department to conduct a pre-opening food facility inspection; and shall obtain a permit to operate a food facility from the Health Department. (Contact: Elizabeth Morgan, (530) 993-6716 or emorgan@sierracounty.ca.gov). Permittee shall provide evidence of compliance to the Sierra County Planning Department

EHD inspection sign-off (e-mail) dated 5/20/2016 and Food Facility Permit issued 5/16/2016 (rec'd. 5/20/16)

prior to operation. Permittee shall maintain the food facility in satisfactory condition. Failure of health inspections and/or suspension or revocation of the Food Facility Permit may be grounds for suspension or revocation of the Special Use Permit.

12. *Garbage:* All solid wastes shall be collected in approved containers and removed from the premises on a weekly basis to an approved solid waste facility. To prevent propagation, harborage, or attraction of flies, rodents or other vectors and the creation of nuisance, refuse (except for inert materials) will not be allowed to remain on the premises for more than seven days. The permittee shall coordinate with the County's contract waste hauler, or other approved waste hauler under approved County permit, to have a covered waste bin on-site and to have the bin serviced/removed on a weekly basis unless alternate procedures are required by the County Solid Waste Administrator.
- EHD inspection sign-off (e-mail) dated 5/20/2016*
13. *Sign:* Prior to erecting any sign on the property, Permittee shall apply to the Sierra County Planning & Building Department for a site plan review and sign permit, which is ministerial. The application shall be accompanied by two (2) sets of plans which clearly and accurately represent the location, dimensions, color, design, and (if applicable) illumination and landscaping associated with the proposed sign(s); and the sign(s) shall strictly adhere to the requirements listed in Sierra County Code Sections 15.12.340(e)5 & 7.
- Permit #2016-026 [finalled 6/21/16]*
14. *Cal Fire:* Prior to occupancy or use of the facilities under the Special Use Permit, Permittee shall have plans prepared by a qualified engineer, licensed in the State of California, and shall obtain a Building Permit for, and install, a min. 24,000 gal. fire suppression water tank/system (in addition to the potable water supply for the site, improvements to which shall be permitted separately); and the fire tank/system shall be tested and approved by both Cal Fire and the local fire department; and evidence of such approval shall be provided to the Planning Department before the permit is "finalled" and use and occupancy of the facilities may commence. The emergency fire suppression system shall be maintained at all times, year-round, in good operating condition; and shall be designed to be self-filling and freeze-protected. (Note: the emergency water tank/system may be tied into the interior sprinklers, per Cal Fire comment letter dated 6/17/14, Planning Commission Exhibit 15).
- Permit #2016-015 [finalled 6/3/2016]*
Cal Fire final inspection and CONDITIONAL approval rec'd. 6/1/2016. (Conditions: upgraded alert system and mandatory fire drills)
15. *Parking:* Parking during special events or by students or employees of the Firm Foundation Academy is only
- TBD [operational]*

allowed at approved on-site parking locations identified on the approved site plan.

- 16. *Accessory Building:* Prior to commencing operations under the Special Use Permit, Permittee shall apply to the County Planning & Building Department for a permit either to demo. or relocate the accessory building that is partially encroaching onto the neighbor's property to the south; and shall accomplish either in a timely fashion.
*Demo permit #2016-041
Note: COAs include: neighbor's permission to trespass, and perform w/in 90 days (extended)*
- 17. *Septic:* Permittee shall have a visual inspection of the septic system performed every six (6) months by the County Environmental Health Department or a licensed sanitary engineer; and a report as to its operable status, any identified issues, and recommendations for corrections shall be forwarded to the County Environmental Health Department. Failure to maintain the onsite wastewater treatment system in good working order may be considered grounds for revocation of the Special Use Permit and closure of the school.
Monitoring Contract Rec'd. 5/16/2016
- 18. *Emergency Plan:* Permittee shall prepare a "Fire, Emergency Medical, and Security Plan" for the proposed project and the Plan shall annually be revised as necessary after submittal to the Pliocene Ridge Community Services District, Downieville Fire District (or serving ambulance service, if different), and County Sheriff, respectively. Any comments received by the applicant from the serving emergency organizations shall be advisory in nature, but the applicant shall include and implement all feasible (as determined by the Planning Director) comments received and responses thereto in its annual Plan. A copy of the annual Plan, complete with comments and responses, shall be provided to each of the serving emergency agencies and the County Planning Department on an annual basis.
Rec'd. 5/13/2016 [awaiting PRCSD comments...]
- 19. *Term:* This use permit shall be valid for a term of twenty (20) years, beginning upon the date of approval by the County on September 1, 2015. At the end of said 20 year term, the authority granted to maintain the use shall be deemed expired and no further use of the property in reliance on the Special Use Permit shall be made without obtaining a further (new) use permit or as otherwise may be allowed under the provisions of the Sierra County Code (including without limitation applicable zoning ordinances); provided however, at the end of said 20 year term, the use permit may be extended in accordance with applicable provisions of the Sierra County Code as may then exist.
- 20. *Annual compliance review:* The Planning Commission, each year prior to the expiration of the anniversary date
TBD: September 2016

of one year following approval of the project, shall conduct an annual review of the extent of the Permittee's good faith substantial compliance with these conditions of approval and terms of the Special Use Permit. Such compliance review shall be limited in scope to: (1) ensuring that only those activities permitted by, or ancillary to, the Use Permit are conducted upon the Property; (2) ensuring compliance with the Conditions of Approval; and (3) ensuring compliance with the adopted mitigation measures in accordance with Section 21081.6 of the Public Resources Code of the State of California. In connection with the annual review, the Permittee shall submit a written summary of all activity undertaken pursuant to the Use Permit over the previous twelve (12) months (i.e., facility improvements, number and type of class sessions and duration, number of students attending, number of employees, overnight occupancy numbers, number and kinds of community activities, well logs and reports and septic system reports as specified above, etc.) and such other information reasonably required by the Planning Director to ascertain compliance with the Use Permit and these Conditions of Approval. A finding by the County of good faith compliance by the Permittee with the Conditions of Approval shall be conclusive with respect to the performance of the Permittee during the period preceding the review. The Permittee shall be responsible for the cost reasonably and directly incurred by the County to conduct such annual review, the payment of which shall be due within thirty (30) days after conclusion of the review and receipt from the County of the bill for such costs.

To facilitate the annual review, and upon not less than thirty (30) days' written notice by the County, the Permittee shall provide such information as may be reasonably requested and deemed to be required by the Planning Director in order to ascertain compliance with the Use Permit and Conditions. The County shall transmit to the Permittee a copy of all staff reports and related exhibits concerning the Permittee's performance, if any, at least ten (10) calendar days prior to any such periodic review before the Planning Commission. The Permittee shall be permitted an opportunity to be heard orally or in writing regarding its performance before the Planning Commission. Notice ten (10) days in advance of the scheduled compliance review shall be given by the County to: the Permittee, the property owners within 300 feet of the project parcel boundaries, and by publication in a newspaper of general circulation within the County.

If the County takes no action within thirty (30) days following the hearing, the Permittee shall be deemed to have complied in good faith with the provisions of this

Condition. If the County reasonably requests action on the part of the Permittee to correct any instance of noncompliance, such corrective action shall be initiated within thirty (30) days of request hereunder and thereafter diligently pursued to completion, to the reasonable satisfaction of the Planning Director.

Based upon results of the annual review by the Planning Commission, if the Planning Commission finds that the Permittee is not operating in good faith substantial compliance with the terms and conditions of the Special Use Permit or the Sierra County Code, the Planning Commission and/or Planning Department staff may take such enforcement actions as authorized by the Sierra County Code, or the Planning Commission at their discretion may initiate Special Use Permit revocation procedures consistent with the Sierra County Code (cf, SCC 15.28.050 or other relevant Code sections as may be amended from time to time).

Following five (5) successive, successful compliance reviews the Planning Commission may, at its discretion, further limit the requirement for annual reviews; provided however that at least one (1) such compliance review shall be conducted not less than every five (5) years thereafter while the Use Permit remains in effect.

21. *Community compatibility:* The community of Pike shares common attitudes, interests, and goals; and among these are the common interest to preserve the rural lifestyle, privacy, and secluded tranquility free from the kinds of traffic, noise, and human activities commonly associated with more urbanized settings. To help ensure the preservation of these community ideals, the Firm Foundation Academy's project approval is conditioned so that its compatibility with the community can be evaluated and measured to avoid substantial disruption of the normal ambiance of the community and surrounding neighborhood, and to mitigate potential impacts on the environment. Operation of the school and permitted special events shall not create any public nuisance, and the Permittee shall avoid and prohibit nuisance conditions as defined in the Sierra County Code (Chapter 1.17) or State Law, and including specifically but not limited to: wildfire, noise, odors, glare, trespass, property damage, littering and waste management. To help ensure that the faculty, staff and students—and not just the Permittee—understands these responsibilities and are held accountable to them, Permittee shall develop a "Student Handbook" and "Code of Conduct" for the school that provides constructive notice to its members of the expectations and conditions to ensure the school remains compatible with the surrounding community. Prior to occupancy or use of the facilities under the Special Use Permit, Permittee shall provide a copy of the
- Student Handbook Rec'd. 5/6/2016*

Student Handbook and Code of Conduct to the Planning Department for review and approval; and, similar to Condition 18 above, such review shall be advisory only and the Planning Department's approval shall be limited in its consideration only to matters of consistency with these conditions, the conditionally-approved project description, adopted mitigation measures, and corresponding or relevant State and local laws and regulations.

PLANNING DIRECTOR'S CERTIFICATION

The Sierra County Planning Director or his designee hereby certifies that all conditions placed on the approved project identified above have been satisfactorily complied with.

s/ Brandon Pangman, Asst. Dir.

6/3/2016

Sierra County Planning Director
Or Designee (include official Title)

Date

County of Sierra
Firm Foundation Project
Mitigation Monitoring & Reporting Program

EXHIBIT 3

Mitigation measures are proposed or recommended for the following sections:					
<ul style="list-style-type: none"> ▪ I. Aesthetics ▪ III. Air Quality ▪ V. Cultural Resources ▪ VI. Geology / Soils ▪ VIII. Hazards & Hazardous Materials 		<ul style="list-style-type: none"> ▪ XII. Noise ▪ XIV. Public Services ▪ XVI. Transportation and Circulation ▪ XVII. Service Systems 			
Mitigation Measure	Implementation Responsibility	Monitoring Responsibility	Timing	Funding	Performance Evaluation Criteria
I. AESTHETICS					
MM 1.1 (Aesthetics) Construction on the project site shall comply with the following provisions: <ul style="list-style-type: none"> • Grading shall be limited to that necessary for construction of the dormitory structures and for fire protection. • Tree removal on the project site shall be limited to that necessary for fire protection, and to remove dead or dying trees or those that pose a safety hazard. • All lighting shall be directed downward, shielded, and/or of low intensity sufficient to avoid off-site night lighting. 	Applicant or Applicant's Contractor	County of Sierra Planning & Building Department	During Grading, Site Improvement, and Construction of Buildings	Applicant	County of Sierra Planning & Building Department
III. AIR QUALITY					
MM 3.1 (Air Quality) During construction of the dormitories, the project contractor shall implement the following measures to control dust: <ul style="list-style-type: none"> • All active unpaved construction areas shall be watered at least twice daily to control fugitive dusts or soil stabilizers shall be applied. 	Applicant or Applicant's Contractor	County of Sierra Planning & Building Department & Northern Sierra Air Quality Management District	Ongoing During Construction Activities	Applicant	County of Sierra Planning & Building Department & Northern Sierra Air Quality Management District

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<ul style="list-style-type: none"> • All unpaved access roads and staging areas at construction sites shall have soil stabilizers applied, or have water applied at least twice daily. • Traffic speeds on unpaved roads shall be limited to 15 mph. • Exposed stockpiles of soil and other backfill material shall be enclosed or covered, or shall be watered twice daily, or shall have soil binders added. • All trucks hauling soil and other loose material on public streets shall be covered or have at least two feet of freeboard. • If visible soil material is carried onto adjacent public roads, such streets shall be swept with water sweepers. • Dust-producing activities shall be suspended when high winds create construction-induced visible dust plumes moving beyond the project site in spite of dust control measures. 					
V. CULTURAL RESOURCES					
<p>MM 5.1 (Cultural)</p> <p>Construction on the project site shall implement the following requirements to avoid impacts to archaeological resources or human remains:</p> <ul style="list-style-type: none"> • If artifacts or unusual amounts of shell or bone or other items indicative of buried archaeological resources or human remains are encountered during earth-disturbance associated with the proposed project, the onsite contractor shall immediately notify the Sierra County Department of Planning and Building Inspection and all soil-disturbing work shall be halted until a qualified archaeologist completes a significance evaluation of the finds pursuant to Section 106 of the National Historic Preservation Act. 	Applicant or Applicant's Contractor	County of Sierra Planning & Building Department	During Grading & Site Improvement	Applicant	County of Sierra Planning & Building Department

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<p>Any human remains unearthed shall be treated in accordance with California Health and Safety Code Section 7050.5 and Public Resources Code Sections 5097.94, 5097.98 and 5097.99. The significance evaluation shall include specific measures for the appropriate management of the resources uncovered and shall be submitted to the Sierra County Department of Planning and Building Inspection. No further soil-disturbing work shall be conducted within 100 feet of any resource discovery until an appropriate management plan is developed by a qualified archaeologist for the protection of any significant resources identified. The significance evaluation shall be carried out in consultation with appropriate agencies, including the State Historic Preservation Office, as necessary.</p>					
VI. GEOLOGY & SOILS					
<p>MM 6.1 (Geology and Soils)</p> <p>Contractors involved in clearing, grading, cut and fill and other earthmoving activities shall follow Best Management Practices (BMPs) in erosion control. These may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Existing natural vegetation shall be retained, protected and supplemented where necessary. Tree removal shall be limited to that necessary for site access, landscaping, fire protection, and to remove dead or dying trees or those that pose a safety hazard. • Exposure of soil to erosion by removal of vegetation shall be limited to the smallest area practical and for the shortest time practical. • Seeding, mulching or other suitable stabilization measures shall be used to protect exposed erodible areas a minimum of two weeks in advance of the wet weather season. 	<p>Applicant or Applicant's Contractor</p>	<p>County of Sierra Planning & Building Department</p>	<p>Ongoing During Construction Activities</p>	<p>Applicant</p>	<p>County of Sierra Planning & Building Department</p>

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<ul style="list-style-type: none"> • Straw bales or sandbags shall be stacked at the job site for emergency erosion control work during rainstorms. • All erosion control devices shall be in place at the end of each working day during the wet weather season and directed by the County during the dry season when there is a forecasted probability of rain. 					
VIII. HAZARDS & HAZARDOUS MATERIALS					
<p>MM 8.1 (Hazards)</p> <p>At minimum, a single, self-filling 24,000 gallon water tank shall be installed by the project applicant prior to project operations for fire protection purposes only. The tank and appurtenant plumbing shall meet Cal Fire design and installation requirements; shall be placed underground or otherwise designed to avoid freezing conditions; and shall contain apparatus approved by serving fire entities that conforms the water tank and plumbing with current fire agency standards or specifications. The location of the tank shall be approved by the serving fire entities and the Planning Department. On-going maintenance for the tank and plumbing shall be the responsibility of the property owner.</p>	Applicant or Applicant's Contractor	County of Sierra Planning & Building Department & Cal Fire	Constructed Prior to Project Operations & Maintained in Perpetuity	Applicant	County of Sierra Planning & Building Department & Cal Fire
<p>MM 8.2 (Hazards)</p> <p>The project shall implement the following requirements to minimize impacts related to fire hazards:</p> <ul style="list-style-type: none"> • Site plans for dormitory construction shall comply with Public Resources Code 4290 standards as determined by Cal Fire at the time of building permit application. • Adequate onsite emergency vehicle turnouts and/or turnarounds shall be maintained onsite. 	Applicant or Applicant's Contractor	County of Sierra Planning & Building Department & Cal Fire	Prior to Building Permit Issuance & Maintained in Perpetuity	Applicant	County of Sierra Planning & Building Department & Cal Fire

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<ul style="list-style-type: none"> Site improvements shall comply with Cal Fire defensible space standards and other specifications and standards for fire safety, including: width and grade, signage and address requirements, construction standards, and creation and maintenance of defensible space. 					
<p>MM 8.3 (Hazards)</p> <p>The project shall implement the following requirements to minimize impacts related to fire hazards:</p> <ul style="list-style-type: none"> All new buildings shall have roofing constructed with Class A materials, and street and building address signs designed to Cal Fire standards. All new construction shall be required to comply with California Building Code Chapter 7A, ignition-resistant building code standards. Cal Fire shall be consulted during the processing of building permit applications and may require, at their discretion, additional fire suppression systems (sprinklers, etc.) and/or water storage requirements. 	Applicant or Applicant's Contractor	County of Sierra Planning & Building Department & Cal Fire	During Permit Application	Applicant	County of Sierra Planning & Building Department & Cal Fire
XII. NOISE					
<p>MM 12.1 (Noise)</p> <p>The project shall implement the following requirements to minimize impacts related to noise:</p> <ul style="list-style-type: none"> The project applicant/contractor shall restrict hours of construction activity to daytime hours of operation between 7 a.m. and 7 p.m., Monday through Friday. Construction hours on Saturdays shall be from 9:00 a.m. to 5:00 p.m., and on Sundays and observed holidays, construction may occur only between the hours of 10:00 a.m. and 6:00 p.m. 	Applicant or Applicant's Contractor	County of Sierra Planning & Building Department	Ongoing During Project Construction	Applicant	County of Sierra Planning & Building Department

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<p>MM 12.2 (Noise)</p> <p>Unless a use permit has first been issued by the County for a proposed event, outdoor community events held at the project site shall not exceed 70 dB day night average (Ldn) community noise equivalent level (CNEL) measured at any property line of the site and shall be restricted to daytime hours between 7:00am and 7:00pm, Monday through Friday; 9:00am to 5:00pm on Saturdays; and 10:00am to 6:00pm on Sundays and observed holidays.</p>	Applicant	County of Sierra Planning & Building Department	Ongoing During Project Operations	Applicant	County of Sierra Planning & Building Department
XIV. PUBLIC SERVICES					
<p>MM 14.1 (Public Services – Fire Protection)</p> <p>Dedicated water storage for fire suppression shall be installed by the project proponent prior to project operations for fire protection purposes only, as stipulated in Mitigation Measure MM 8.1 (Hazards).</p>	Applicant or Applicant's Contractor	County of Sierra Planning & Building Department & Cal Fire	Constructed Prior to Project Operations & Maintained in Perpetuity	Applicant	County of Sierra Planning & Building Department & Cal Fire
XVI. TRANSPORTATION & CIRCULATION					
<p>MM 16.1 (Transportation and Circulation)</p> <p>The project shall be required to implement the following requirements to minimize impacts related to parking during special community events:</p> <ul style="list-style-type: none"> • Prohibit offsite parking along Ridge Road. • Maintain the gravel area beyond the bus loop annually to ensure its availability for parking. 	Applicant or Applicant's Contractor	County of Sierra Planning & Building Department	Ongoing During Project Operations	Applicant	County of Sierra Planning & Building Department
<p>MM 16.2 (Transportation and Circulation)</p> <p>The project shall be required to implement MM 8.3 (Hazards) which requires the maintenance of adequate onsite emergency vehicle turnouts and/or turnarounds and compliance with Cal Fire specifications and</p>	Applicant or Applicant's Contractor	County of Sierra Planning & Building Department	Ongoing During Project Operations	Applicant	County of Sierra Planning & Building Department

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standards for fire safety.					
XVII. SERVICE SYSTEMS					
MM 17.1 (Service Systems) The project shall implement MM 8.1 (Hazards) which requires installation of a 24,000 gallon fire suppression tank.	Applicant or Applicant's Contractor	County of Sierra Planning & Building Department & Cal Fire	Constructed Prior to Project Operations & Maintained in Perpetuity	Applicant	County of Sierra Planning & Building Department & Cal Fire

Brandon Pangman

From: Ghazala Jones <ghazala@firm-foundation.org>
Sent: Wednesday, September 14, 2016 12:18 PM
To: Tim Beals; Brandon Pangman
Cc: Michael J. Cook
Subject: Annual Summery Report for Compliance CEQA #20

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Tim and Brandon,

I am preparing the Annual Summery Report for Compliance to fulfill CEQA#20. I would appreciate if you will be so kind to take a look at this draft and let me know if I shall do more or less or any other comments before I sign and send a hard copy in (if hard copy is required or email is enough?). Many thanks for all your help with this.

Annual Summery Report for Compliance CEQA #20

Facility Improvements:

Dorm construction with all necessary requirements fulfilled with permits obtained and satisfied. Further improvements made in lighting upgrade, generator etc.

Classes held:

One weekly class held for once a week for 5 weeks only with 4 students.

Number of Employees:

Three- One custodian overnighing regularly. two others overnighing periodically at the school since the permits given.

Community activity:

One dinner as a soft opening with friends on June 18th with 30 people present.

Septic System:

Has been reported by Nevada City Engineering already in July, finding no problems.

Garbage Disposal:

Weekly receipts are obtained at the dump station and are available for submittal if requested (since county keeps a copy, I am not attaching these here).

Well Logs:

The water system just got operational and we shall be sending proper data to you next month. Please see attached our operator's email.

Outstanding items:

The partially encroaching garage demo is still waiting for the neighbor's approval to cone onto her property to finish the task. Todate, all required insurances by her have been mailed to her more tan two weeks ago.

Further steps taken to ensure compliance with other various conditions such as 'no students trespassing" has been accomplished by building fence around the whole 20 acres of the school's Property., Security cameras installed through out the campus for further safety, emergency plans developed and submitted prior to occupancy.

Shall you have any further questions or concern regarding the above or any other issues, please do not hesitate to contact me.

Sincerely,

GHAZALA JONES, *DEAN*
Firm Foundation Academy
1999 Ridge Rd, N. San Juan CA, 95960
Ph: 530-288-3247 Cell: 415-509-8735
web: firm-foundation.org

"The GREATEST OF ALL PROTECTIONS IS KNOWLEDGE"



Certificate of Occupancy
County of Sierra
Department of Planning and Building Inspection

This Certificate issued pursuant to the requirements of Section 111.2 et sec of the California Building Code certifying that at the time of issuance this structure was in compliance with the various building and construction regulations of Sierra County and the adopted Building Codes for the group and division of occupancy and the use for which the proposed occupancy is classified.

Building Address: 1999 Ridge Rd. Pike

APN: 006-140-013

Building Permit No. : 2016-15

Building Owner: Intellectual Investment LLC (Firm Foundation) **Address:** 1999 Ridge Rd. North San Juan CA 95960

Occupancy Classification: Mixed Occ.-Private adult school with dorms **Group:** R-2,R-3, A-2, A-4, & B **Use Zone:** Public Service

Description of that portion of the structure for which this certificate is issued: Whole structure

Type Construction: IV

Code Edition: 2013

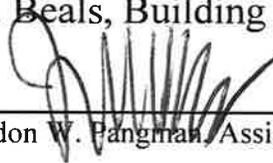
Design occupant load: NA

Sprinkler System: Yes

Special conditions:

Tim H. Beals, Building Official

Date: 6/6/2016

By: 
 Brandon W. Pangman, Assistant Director of Planning and Building

FRIZZ
NOT TO SCALE



APPROVED USES (Per SCPD CUP # 1608) &

OCCUPANCY GROUP CLASSIFICATIONS (Per 2013 CBC)

FIRM FOUNDATION ACADEMY

PLIOCENE RIDGE SCHOOL FACILITY
1999 RIDGE RD., NORTH SAN JUAN, CA 95960

SEE OCCUPANCY CHARTS FOR DETAILED GROUP ANALYSIS (ATTACHED TO THIS DRAWING)

SHEET 2 OF 4

FIRM FOUNDATION ACADEMY PROJECT INFORMATION: GROUP CONVERSION AND OCCUPANCY ANALYSIS

PROJECT OCCUPANCY CONVERSION CHARTS

ADMINISTRATION BUILDING - CONVERSION TO B GROUP

NAME	E. AREA	E. GROUP.	N. GROUP	CBC
MAIN OFFICE	374	E	B	304, 305
OFFICE	120	E	B	304, 305
OFFICE	110	E	B	304, 305
CONFERENCE	450	E	B	304, 305
OFFICE	119	E	B	304, 305
OFFICE	169	E	B	304, 305
CORRIDOR	603	ANCILLIARY	ANCILLIARY	304, 305

GYMNASIUM BUILDING - CONVERSION TO GROUP A-2, A-4

NAME	E. AREA	(E.) GROUP.	N. GROUP	CBC
GYMNASIUM	6336	E.	A-2,A-4	303
KITCHEN	528	E	A-2	304, 305
OFFICE	110	E	B-	304, 305
RESTROOM	144	E	ANCILLIARY	303
SHOWER ROOM	575	ANCILLIARY	ANCILLIARY	303
RESTROOM	144	ANCILLIARY	ANCILLIARY	303
SHOWER ROOM	575	ANCILLIARY	ANCILLIARY	303
MECH/UTILITIES	736	ANCILLIARY	ANCILLIARY	303

CLASSROOM BUILDING - CONVERSION TO B GROUP

NAME	E. AREA	(E.) GROUP.	N. GROUP	CBC
CLASSROOM 1	899	E.	B	304, 305
CLASSROOM 2	899	E	B	304, 305
OFFICE	110	E	B	304, 305
OFFICE	88	E	B	304, 305
CORRIDOR	287	ANCILLIARY	ANCILLIARY	304, 305
RESTROOM	189	ANCILLIARY	ANCILLIARY	304, 305
RESTROOM	198	ANCILLIARY	ANCILLIARY	304, 305

FIVE CLASSROOM BUILDING - CONVERSION TO R-2, R-3

NAME	(E.) AREA	(E.) OCCUP.	N. OCCUP	CBC
DORM RM 1	1056	E-1	R-2	310.1
DORM RM 2	981	E-1	R-2	310.1
BUNK RM 3	915	E-1	R-2	310.1
BUNK RM 4	899	E-1	R-2	310.1
APARTMENT	1147	E-1	R-3	310.1
RESTROOMS	492	E-1	ANCILLIARY	310.1
CORRIDOR	864	E-1	ANCILLIARY	310.1

SEPARATION REQUIREMENTS

KITCHEN REQUIRES NO SEPARATION FROM A-2 AND A-4 OCCUPANCY AS PER TABLE 508.4

ONE HOUR SEPARATION REQUIRED BETWEEN RESTROOMS, SHOWER ROOMS AND A-2, A-4 OCCUPANCY AS PER TABLE 508.4 REQUIREMENT MET.

FIRM FOUNDATION ACADEMY PROJECT INFORMATION: GROUP CONVERSION AND OCCUPANCY ANALYSIS

OCCUPANCY LOAD CHART - CLASSROOM BUILDING

ROOM	GROUP	LOAD FACTOR	AREA	LOAD	EGRESS WIDTH (LOAD X 0.2')	AVAILABLE WIDTH	MAX TRAVEL
CLASSROOM 1	B	100	899	9	1.8		10'
CLASSROOM 2	B	100	899	9	1.8		24'
OFFICE	B	100	110	2	0.4		48'
OFFICE	B	100	88	1	0.2		40'
CORRIDOR	ANC.	100	119	0	0		
RESTROOMS	ANC.	100	385	0	0		
TOTALS			2500	21	4.2	72"	

OCCUPANCY LOAD CHART - GYMNASIUM BUILDING

ROOM	GROUP	LOAD FACTOR	AREA	LOAD	EGRESS WIDTH (LOAD X 0.2')	AVAILABLE WIDTH	MAX TRAVEL
GYMNASIUM	A-2, A-3	15	6064	866	173.2		116'
KITCHEN	B	200	528	3	0.6		30'
OFFICES	B	100	220	3	0.6		15'
RESTROOMS	ANC.	0	288	0	0		12'
SHOWER ROOMS	ANC.	0	1150	0	0		50'
MECH/UTILITY	ANC.	0	736	0	0		
STORES	ANC.	0	108	0	0		
TOTALS			9094	872	174.4	396"	

OCCUPANCY LOAD CHART - FIVE CLASSROOM BUILDING

ROOM	GROUP	LOAD FACTOR	AREA	LOAD	EGRESS WIDTH (LOAD X 0.2')	AVAILABLE WIDTH	MAX TRAVEL
DORM RM 1	R-2	200	1056	6	1.2		48'
DORM RM 2	R-2	200	981	5	1		48'
BUNK RM 3	R-2	200	915	5	1		64'
BUNK RM 4	R-2	200	899	5	1		36'
APARTMENT	R-3		1147	6	1.2		38'
RESTROOMS	ANC.		492	0	0		
CORRIDOR	ANC.		864	0	0		
TOTALS			6354	27	5.4	144"	

OCCUPANCY LOAD CHART - ADMINISTRATION

ROOM	GROUP	LOAD FACTOR	AREA	LOAD	EGRESS WIDTH (LOAD X 0.2')	AVAILABLE WIDTH	MAX TRAVEL
MAIN OFFICE	B	100	374	4	0.8		30'
OFFICE	B	100	129	2	0.4		54'
NURSE	B	100	119	2	0.4		38'
CONFERENCE	B	15	450	30	6		30'
OFFICE	B	100	119	2	0.4		10'
STAFF	B	100	270	3	0.6		72'
RESTROOMS	ANC.			0	0		
TOTALS				43	8.6	144"	

PLUMBING REQUIREMENTS BASED ON OCCUPANCY

- A ADMINISTRATION: EMPLOYEE LOAD: 13. TWO RESTROOMS REQUIRED
- B CLASSROOM: OCCUPANT LOAD: 21. TWO RESTROOMS REQUIRED
- C GYMNASIUM: OCCUPANT LOAD: ANCILLIARY TO ALL OTHER USES: 61 STUDENTS AND STAFF. 23 FIXTURES - MEN, 34 FIXTURES - WOMEN
- D ADDITIONAL RESTROOMS LOCATED IN ADJOINING ADMINISTRATION, AND CLASSROOM BUILDINGS

EDMUND G. BROWN JR.
GOVERNORMATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION**State Water Resources Control Board**

Division of Drinking Water

June 2, 2016

Certified Mail

7012 3460 0003 1112 7918

Firm Foundation Academy
1999 Ridge Road
North San Juan, CA 95960

Attention: Ghazala Jones, Program Director

Subject: PWS# 4600096 – Permit Application Acceptance

On April 22, 2015, the State Water Resources Control Board Division of Drinking Water (Division) received a permit application from the Firm Foundation Academy (Academy) to operate a public water system at the site originally served as Pliocene Ridge School in North San Juan, CA.

The Division has received all required supporting documentation for the issuance of the Academy's operating permit for this facility. The Division finds the application to be complete and acceptable and your operating permit will be forthcoming. On May 18, 2016, staff engineer Stephen Rooklidge inspected the facility as part of the permitting process and found no deficiencies with the construction of the water treatment and storage system that would preclude operating the water system for public consumption. Any additional information required for the final permit will be requested by separate letter.

Therefore, based on the documentation submitted for this water source, bacteriological and chemical water quality results, and the recent inspection, our office has no objection at this time to the Academy supplying its customers with water produced by the treatment system while the Academy's operating permit is being prepared.

If you have any questions, please contact Stephen Rooklidge at (530) 224-2413 or me at (530) 224-4800.

A handwritten signature in black ink, appearing to read "Michael J. McNamara".

Michael J. McNamara, P.E.
Lassen District Engineer
SWRCB-DIVISION OF DRINKING WATERcc: Elizabeth Morgan, Sierra County Environmental Health
Brandon Pangman, Sierra County Planning Division

ANDREW R. CASSANO
Land Surveyor/Land Planner

JOHN E. BAKER
Survey Coordinator

EXHIBIT 7
WILLIAM D. GREEN
Civil Engineer

NEVADA CITY ENGINEERING, INC.

505 COYOTE STREET, SUITE B • P.O. BOX 1437
NEVADA CITY, CALIFORNIA 95959 • TELEPHONE (530) 265-6911 • FAX (530) 265-8058

Engineering • Surveying • Planning

Received

Mr. Brandon Pangman
COUNTY OF SIERRA
Planning Department
Post Office Box 530
Downieville, CA 95936

July 28, 2016

AUG 10 2016

Sierra County Planning &
Building Departments

REGARDING: Firm Foundation Academy: Septic System Inspection

Dear Brandon:

In accordance with the approval for the Firm Foundation Academy use permit, our firm has been retained to complete periodic reviews of the project septic system as required by the conditions of approval.

As you know, basic information about the system is on file in your office as a part of the use permit application. As Firm Foundation moved on to the property, they had the septic tank pumped and they also made repairs to broken pipes on the slope between the school and the leachfield located in the playing field.

Our firm's 38 years of experience in the rural areas of the Sierra have allowed us to be well versed in septic system design, installation, use, and repair. Our experience has included the observation and identification of occasional failed systems.

Leaking pipes, leaking septic tanks, and overburdened leachfields are characterized by the surfacing and puddling of effluent in and around the system. Failed septic systems are also characterized by the odor of sewer.

On July 13th, we conducted a thorough review of the septic system area, including collection lines, tank location and leachfield area. There were no signs of problems with the system. Our next visit is scheduled for January 2017.

Respectfully Submitted,



Andrew R. Cassano
Land Surveyor and Planner

cc: Ghazala Jones
/arc



EMERGENCY ACTION PLAN

Sierra County Planning &
Building Departments

MAY 13 2016

Received

EMERGENCY ACTION PLAN

for

Facility Name: Firm Foundation Academy

Facility Address: 1999 Ridge Rd.
North San Juan, CA 95960

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL

Name: Ghazala Jones Phone: (415) 509-8735

Name: Brady Pryor Phone: (530) 913-3384

EMERGENCY COORDINATOR:

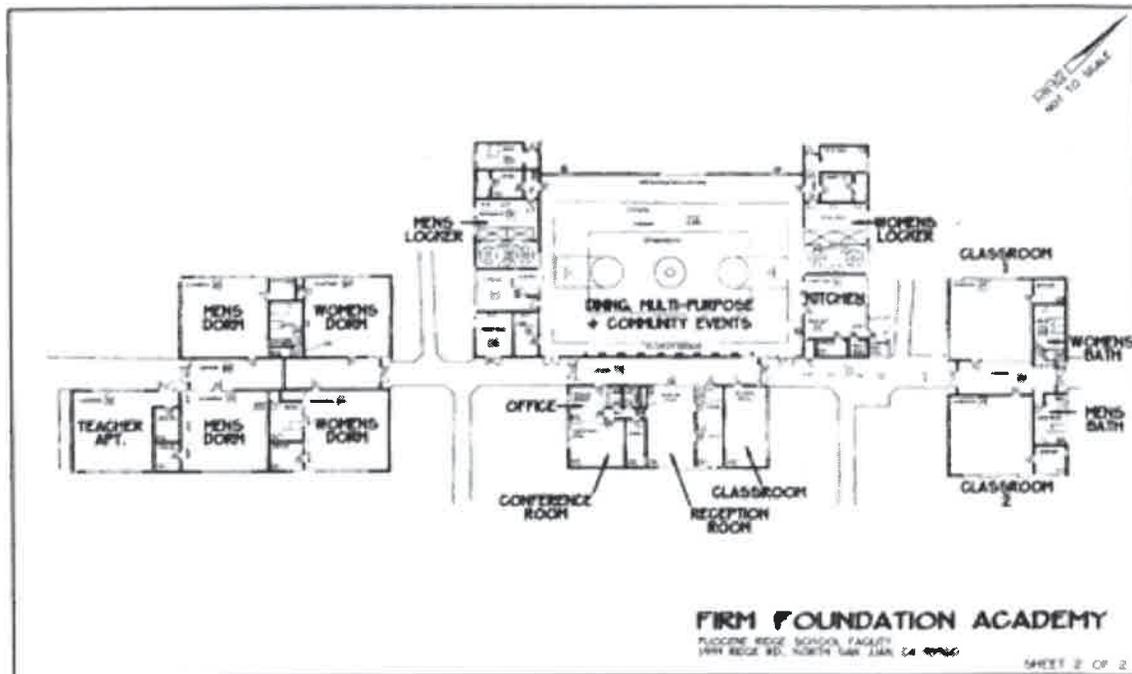
Name: Ghazala Jones Phone: (415) 509-8735

Name: Kyle Hall Phone: (530) 288-3391

Name: Brady Pryor Phone: (530) 913-3384

EVACUATION ROUTES

- Evacuation route maps have been posted in each area. The following information is marked on evacuation maps:
 1. Emergency exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers
 4. Fire alarm pull stations' location
 - a. Assembly points
- Site personnel should know at least two evacuation routes.



EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911 (say: "Sierra County")
PARAMEDICS: 911 (say: "Sierra County")
AMBULANCE: 911 (say: "Sierra County")
POLICE: 911 (say: "Sierra County")
BUILDING CUSTODIAN Travis Hall (530) 288-0819

UTILITY COMPANY EMERGENCY CONTACTS

ELECTRIC: PG&E
Account # 8827502535-6
1-(800)-743-5000

GAS (propane): Amerigas
Account # 202363557
1-(530)-273-7968

TELEPHONE COMPANY: at&t
Account # 530 288 3247 081 6
1-(800)-750-2355

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):
 - Fire Department 911 "say Sierra County"

Provide the following information:

- a. Nature of medical emergency,
 - b. Location of the emergency (address, building, room number),
and
 - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
 - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name:	Travis Hall	Phone:	288-3391	288-0819
Name:	Kyle Hall	Phone:	288-3391	205-7928

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 911. "say Sierra County"
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:
 - Voice Communication
 - Phone Paging

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (parking lot turn around or lower field track)
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator: Travis Hall

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

Area/Floor Monitors must:

- Ensure that all employees and students have evacuated the area.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

EXTENDED POWER LOSS

Firm Foundation Academy is equipped with emergency backup power.

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

Emergency Preparedness

- School equipped with three Helipads for helicopters and emergency vehicles.
- Landline telephones in every building.
- Three emergency evacuation routes: front entrance, southeast front. north to Bear Court.
- Upgraded fire alarm system with a dedicated phone line monitored at two sites: security firm and fire department.
- FFA has Cal Star life-flight insurance for students and staff.

CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially
1999 Ridge Rd. North San Juan, CA 95960 – Ph: 530-288-3391 – Web: www/firm-foundation.org

assigned personnel to remain at the work areas to perform critical operations.

Assignments:	Name	Job Title	Description of Assignment
School	Travis Hall	Custodian	Stay on, keep informed

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate people.

The following people should be contacted:

Name/Location: Ghazala Jones
Telephone Number: (415) 509-8735

Name/Location: Kyle Hall
Telephone Number: (530) 205-7928

Name/Location: Brady Pryor
Telephone Number: (530) 913-3384

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees and students:

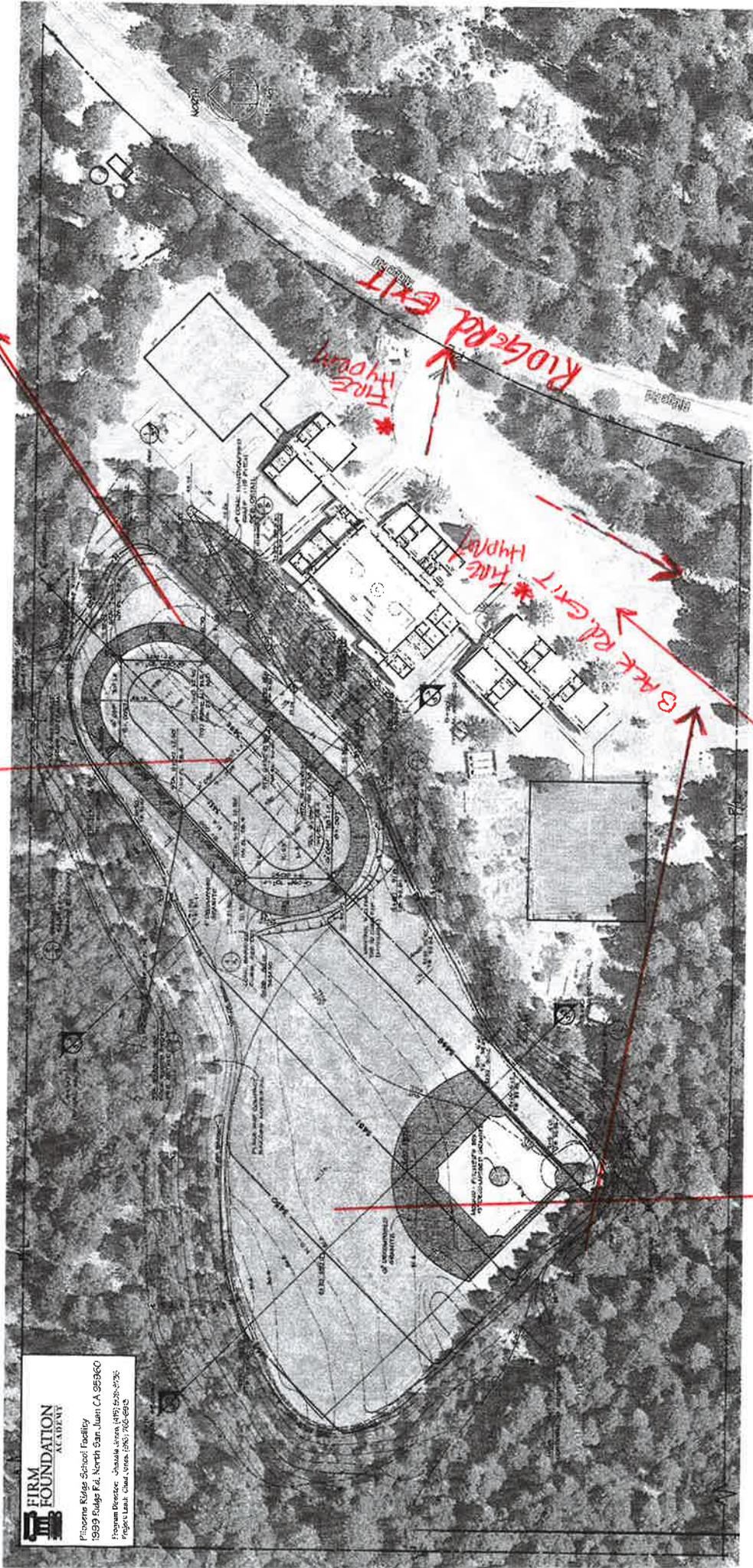
Facility: Firm Foundation Academy

Name	Title	Date
Ghazala Jones	Program Director	4/23/2016
Kyle Hall	Office Manager	4/23/2016
Travis Hall	Custodian	4/23/2016

EXIT TO BARKCOURT
RD.

HELIPAD

EMERGENCY EXITS FROM FFA



Rio Grande Rd
EXIT

FIRE
HYDRANT

FIRE
HYDRANT

BARK RD. EXIT

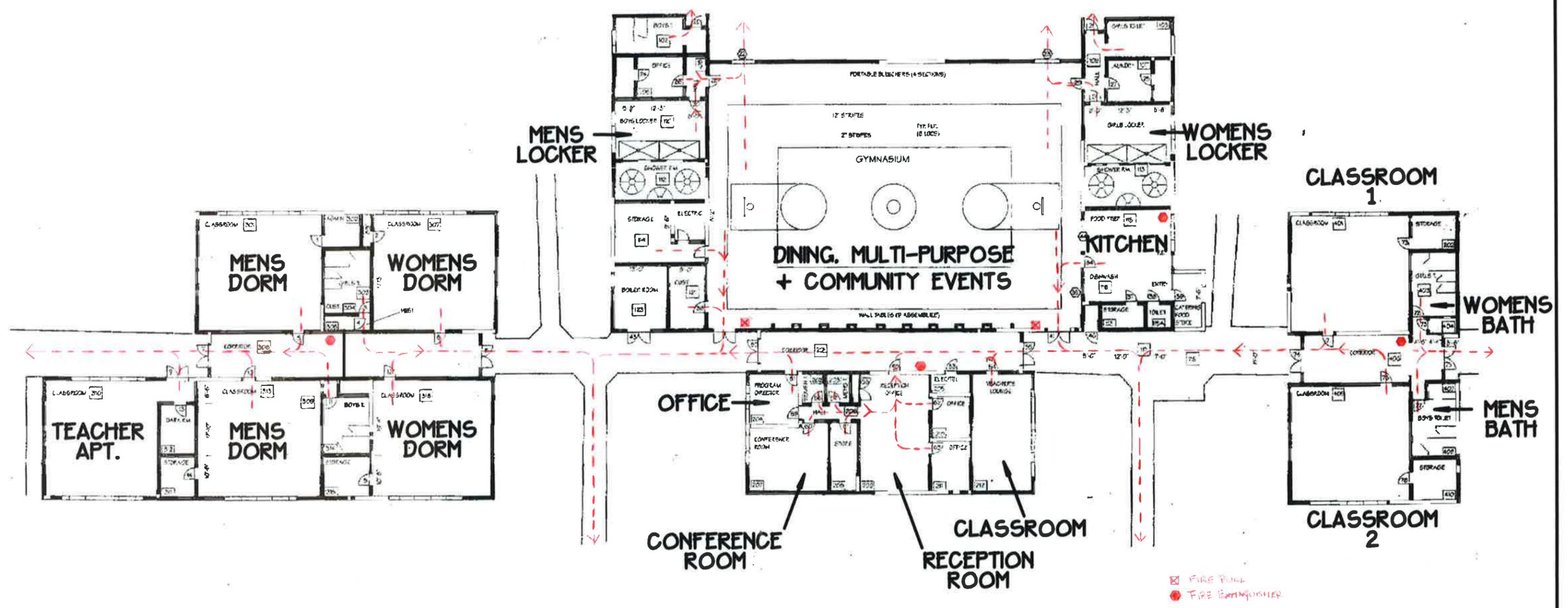
FOREST SERVICE Rd
EXIT

HELIPAD

HELIPAD

FIRM FOUNDATION ACADEMY
Pitooms Ridge School Facility
9599 Ridge Rd., North San Juan CA 95960
Program Director: Chasula Green (415) 625-2726
Project Lead: Chasula Green (415) 702-6943

FRIZZ
NOT TO SCALE



FIRM FOUNDATION ACADEMY

PLIOCENE RIDGE SCHOOL FACILITY
1999 RIDGE RD., NORTH SAN JUAN, CA 95960



STUDENT HANDBOOK
RULES OF CONDUCT

RULES OF CONDUCT

Our rules are similar to what is required of recruits during a BOOT CAMP. They are tough, they are fair, **and they are non-negotiable**. Welcome to our world, where you will learn more in three weeks than you thought you could learn in a semester.

ATTITUDE

Not everyone who signs up for this program will be sure they can hack it...but we expect you to be sure you want to give it your best shot. We expect to receive hundreds of applications for a maximum of 90 slots. If you don't want to be here, you shouldn't come.

SLEEP

Not everyone needs the same amount of sleep. But students will be sleeping in the same facility, and so you will have to respect the needs of others, just as they will have to respect your needs. It is critical that everyone who engages in intensive learning be well rested because sleep deprivation does not enhance learning capacity...in fact, it has the opposite effect. So, ***disturbing the sleep of other students will be completely unacceptable.***

NOURISHMENT

The brain needs nourishment for intensive learning... and here again the needs of the individual may vary. We will provide three delicious and nourishing meals per day (with a vegetarian option) as well as snacks and beverages between meals. It is up to you to make sure that you eat and drink enough so that your brain will be continually fueled for the toughest work it has probably ever done.

EXERCISE

In order for the brain to work well, the body has to be rested (see SLEEP), nourished (see NOURISHMENT) and it needs something else as well – the blood needs to be circulating, the muscles and bones and ligaments need to be moving. Most of us don't move around a lot when we are reading. We're not going to change that. But that means that if we are reading a lot we need to take breaks to get exercise, to move our bodies. We provide a gym, a track, paths in the woods...but it will be up to you to embrace this and not sit or lie around all day long.

RELATIONSHIPS

It's summer, you think you are on vacation, you're hanging out with people your own age... we know that sparks will fly. But we're focused on one thing in this program, and that is intensive learning. There is no time for romantic relationships, and all of the complications that can ensue from them. So your instructors are going to be your aunts and your uncles, and your fellow students your cousins. We're all family here. If you have the hots for someone and it is reciprocated, get together ***after the program is finished***. But while you're here, we expect you to act like family. ***Due to privacy and safety issues: entering anyone else's bedroom is not allowed at any time of day or night. All chit chat and meetings must take place in public areas.***

SAFETY

If you stay focused on this intensive program, you have no cause to be concerned about safety. But if you are ever the least bit concerned about your safety, we expect **that you will tell your dorm warden immediately**. If any of your fellow students or if any of the staff think you have a problem that relates to your safety or theirs, they will let us know and we will deal with it. We can't help you unless we know that you need help. *The campus is covered in high tech security cameras.*

HEALTH

We ask that you take precautions so you come to us healthy and that you stay healthy while you are with us. *It is a remote area and everybody's health and safety is a real concern for FFA.* Therefore, we expect you to have medical insurance *and/or* accident insurance, in case you will need medical treatment. What happens if you get sick, and you can't concentrate on the program because of how awful you feel? We'll address the situation before it adversely affects others. *FFA is equipped to provide onsite CPR and airlift with Cal Star to the closest medical facility in case of life threatening issues. However, FFA is not responsible for any further individual's medical expenses.* Therefore, each student must carry medical insurance of their own with them prior to starting school at FFA. *Proof of insurance will be asked for at the time of admission.*

VEHICLES

Students need to remain focused throughout the three-week period on the intensive program – **this is the only way it works, so we aren't willing to compromise**. Students will not be permitted to drive to the school or have vehicles at the school. No motorcycles, no ATVs, no bicycles. There are too many risks involved in permitting any travel off campus, and the greatest risk is distraction. **There is also no trespassing allowed on adjoining properties near the school.**

PRESCRIPTION DRUGS

If you are prescribed medication, we will provide you with a safe and secure way of storing that medication so that only you will have access to it, and only when it is prescribed to be taken. Please bring an adequate supply of whatever prescriptions you are taking, so we won't have to make a special trip to a pharmacy and you can stay focused.

HEALTH SUPPLEMENTS

Many people believe that taking certain vitamins and minerals, Omega 3 Fish Oil and herbal supplements is conducive to good health and superior brain function. You may bring such health supplements with you, and we will provide you with a safe and secure way to store them. In the event that students run out of supplements or that students who did not bring supplements wish to take them, **we cannot supply backup resources.**

ALCOHOL

It interferes with brain function, so it is off limits to all students and staff during the program. Also, drinking alcoholic beverages is illegal for students under 21 years of age...which would be, most of you. **Violation of this rule will result in immediate suspension.**

RECREATIONAL DRUGS

You may like to smoke...tobacco...or other things. That's your business. You may play around with other recreational drugs. That's also your business when NOT studying at FFA. **But there will be no recreational drugs on the premises of our school, none used by anyone during a session either on or off premises, and any infraction of this rule will result in immediate suspension. NO SMOKING! The campus is in a National Forest; fire hazards are very serious here.**

COURTESY

We all like to be treated with courtesy and respect. Profanity, rudeness, vulgarity, insult – these are all forms of speech that make us unhappy and are not conducive to learning. **Please be on your best behavior.** Everyone will be able to focus optimally on learning if we all participate in making our school a model of courtesy. Courtesy knows no boundaries – it is required of staff and students alike.

POLITICAL CORRECTNESS

Don't mix up courtesy with political correctness. We do not expect you to adhere to certain opinions or to use the standard language that is popular among your generation or your ethnic group. *You will have a great deal of latitude in your speech at this school – we want honesty, we want clarity, we will encourage creativity, thinking and speaking out of the box.* Be prepared to be shocked, by what others will say, by what you may end up saying. It's good for you. Anything that astonishes and unsettles and makes you think is good. *Of course we expect our students to behave with courtesy which includes trying to not be unnecessarily offensive,* but much more important, *do not think that taking offense is acceptable behavior. **Being easily offended is not a virtue at our school.***

COMMUNICATION WITH THE OUTSIDE WORLD

There will be times assigned for communication with the outside world – through phoning, texting, emailing, skypeing, Facebooking, etc. And during other times we expect that you won't be distracted by such communications. Just imagine how liberating this is going to feel! No longer at everyone's beck and call, having to drop whatever you are doing at any moment to answer this or that person! Usually about trivial matters too. Don't worry. We have free phones in every building with which you can call out to parents or other significant others at any time. If there is an emergency and they really urgently have to talk with you, we can receive that message and convey it to you immediately.

CREDIT

If you want to get college credit for this intensive course – which would be ideal for you and for our school – we will need you to help us contact your counsellor or student advisor. Most colleges will give credit for such well-documented independent study, and some will also be willing to recognize this Whole Intensive Reading program as a transferred credit.

BREAK TIME

What if you need a break? Everyone needs a break from time to time. Take a break and sleep, meditate, pray, go for a walk, eat a snack, have a conversation with someone else who is taking a break. We are going to push you to go farther, faster than you ever thought you could. *But we aren't heartless taskmasters.* We will have exercise breaks every two hours throughout the day. Moreover, every week we will have a half-day excursion to local scenic sites for hiking, swimming and relaxation. Nevertheless, this is no vacation. Remember, you won't find out what you are capable of unless you push yourself, unless you expect the outrageous of yourself. You can take a vacation for the rest of the summer...every moment of these days is precious and can never be repeated. *It is up to you to make the most of it.*

MEDIA AND USE OF AGGREGATE COURSE DATA

During the course of your work, we may photograph you or videotape you and your class for use on our website, promotion or training videos. We may also use your test scores in aggregate to optimize and refine our approach. We will also share your personal portfolio showing all your work and accomplishments with your college or university in order to get you credit for your work.