



# STAFF REPORT

## CITY of YORBA LINDA

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### COMMUNITY DEVELOPMENT DEPARTMENT

**DATE:** JULY 23, 2025

**TO:** HONORABLE CHAIRMAN AND MEMBERS OF THE PLANNING COMMISSION

**FROM:** COMMUNITY DEVELOPMENT DEPARTMENT

**BY:** EVA CHOI, SENIOR PLANNER

**SUBJECT:** CONDITIONAL USE PERMIT 2025-14 – ST. FRANCIS OF ASSISI CATHOLIC SCHOOL

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**APPLICANT:** ST. FRANCIS OF ASSISI CATHOLIC SCHOOL  
JENNIFER NIETO  
5330 Eastside Circle  
Yorba Linda, California 92887

**CEQA STATUS:** Categorical Exemption Class 3 (New Construction), Class 11 (Accessory Structures), and Class 14 (Minor Additions to Schools)

**RELATED ITEMS:** Tentative Parcel Map 95-111  
Conditional Use Permit 97-10  
Design Review 97-03  
Design Review 99-21

**LOCATION:** 5330 Eastside Circle

**REQUEST:** To construct four 953 square-foot accessory modular buildings on the existing St. Francis of Assisi Catholic School campus, located west of Hidden Hills Drive and north of Esperanza Road, for a period of six years.

### PROJECT DATA

**APN:** 351-751-12  
**LOCATION:** 5330 Eastside Circle  
**General Plan:** Low Density Residential  
**Zoning:** Green Hills Planned Development

Property Development Standards:  
(YLMC 18.10.120 Large Accessory Structures)

	Required	Proposed
Front setback	25 feet	80 feet 10 inches
Rear Setback	5 feet	79 feet 10 inches
East Side Setback	5 feet	205 feet
West Side Setback	5 feet	110 feet
Building Height	15 feet (max.)	14 feet

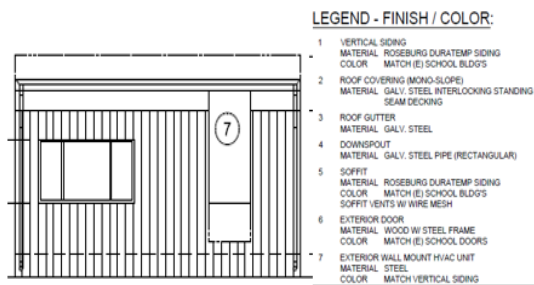
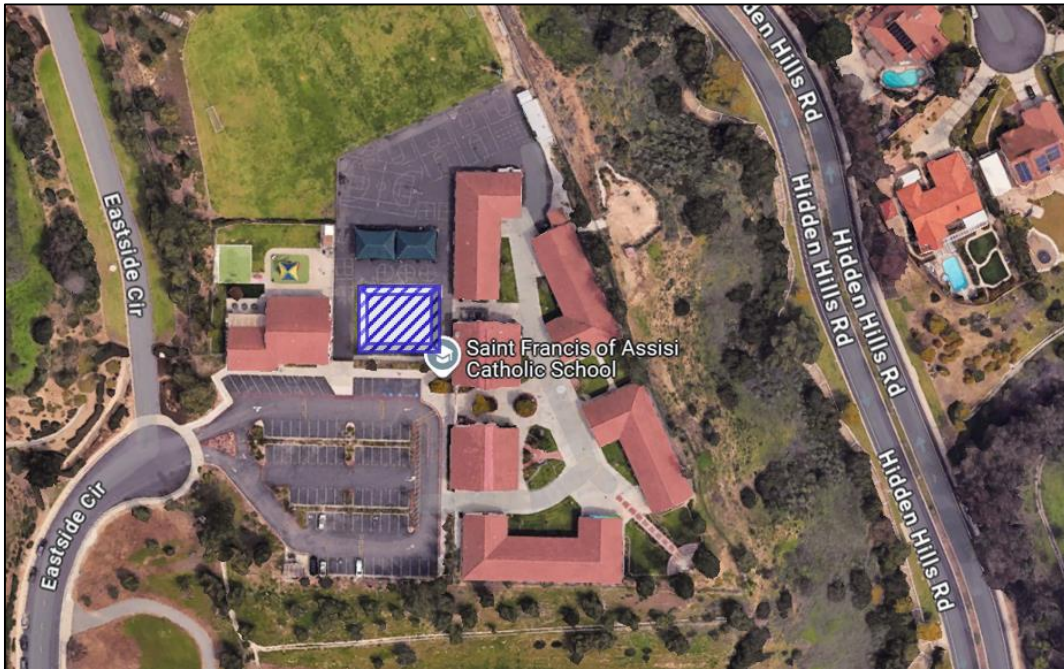
## **BACKGROUND**

The St. Francis of Assisi Catholic School campus occupies one of three parcels created through a three-lot subdivision under Tentative Parcel Map 95-111. The campus was established with approval of Conditional Use Permit 97-10 and Design Review 97-03 in March of 1997, allowing for preschool through eighth grade instruction. The approved master plan envisioned development in two phases, totaling 60,200 square feet of building area. Phase I, completed in January 1998, included three classroom buildings, an administration building, a multi-purpose building, and a pre-kindergarten building. An additional classroom building was later approved under Design Review 99-21 and completed in September 2000. Phase II includes a proposed gymnasium and ancillary facilities totaling approximately 18,000 square feet; at this time the school has not pursued these improvements.

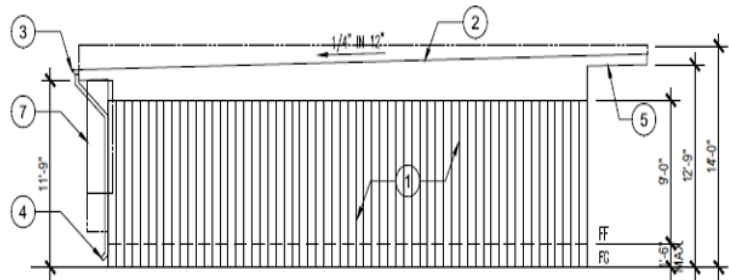
## **DISCUSSION**

The applicant is requesting approval to install four temporary modular buildings near the center of the school campus in replacement of an existing playground. The temporary facilities will remain in place for up to six years while the applicant evaluates long-term campus needs and the potential development of additional permanent facilities. Section 18.20.020.I of the Yorba Linda Municipal Code permits the temporary use of modular buildings and other temporary buildings for periods exceeding ninety (90) days with the approval of a Conditional Use Permit by the Planning Commission.

As shown by the blue hatch lines on the aerial view below, the proposed modular buildings are centrally sited within the campus, directly east of the existing parking lot, surrounded by existing buildings and canopy structures. Each unit measures approximately 24 feet wide by 40 feet long, with a height of 14 feet, offering a compact and efficient footprint that integrates well within the existing campus layout. The exterior design reflects standard modular construction, featuring a standing seam steel roof, and vertical composite siding in a light beige color consistent with existing classroom buildings on the campus. Each unit includes a large open floor plan, a primary entry door, and glass windows to provide natural light. Accessible metal wheelchair ramps and railings are provided for the buildings.



BUILDING ELEVATION - 'A'



BUILDING ELEVATION - 'B'

According to the applicant's narrative (Attachment 3), the modular buildings will provide dedicated space for administrative offices and enrichment programs, including library services, student support, music, and language instruction. The modular buildings are intended to address current operational needs associated with an enrollment of approximately 600 students, 27 teaching faculty, and 85 support staff. The modular buildings are not proposed to accommodate future enrollment growth; the applicant does not anticipate an increase in student enrollment at this time. Regarding parking, Section 18.22.030 of the Yorba Linda Municipal Code requires two parking spaces for each teaching station (i.e., classroom) whereas the school provides 83 on-site parking spaces for 27 teaching stations, which results in a surplus of 29 spaces. Additionally, the modular buildings will be placed in an existing playground area, which allows the school to keep its current pick-up and drop-off routines and continue using the parking lot for queuing. For these reasons, staff does not anticipate on-site parking demand or circulation issues resulting from the addition of these modular buildings on campus.

Staff also finds no significant visual impacts based on the modular buildings' location and surrounding conditions. The structures will be centrally located on the school campus, immediately east of the existing parking lot and approximately 80 feet from the front lot line (Eastside Circle). Although visible from within the campus, the site is situated near the end of Eastside Circle, with limited public exposure primarily from visitors accessing Eastside Community Park. Mature trees along the north property line further reduce views of the modular buildings from the public right-of-way.

The nearest residential properties are located approximately 400 feet to the south with a 60-foot downslope condition across Hidden Hills Road, minimizing any potential visual impacts to nearby homes. Given the temporary nature, screened placement of the buildings and the site topography relative to nearby residential uses, staff supports the request and finds no adverse aesthetic impacts to surrounding uses.

In conclusion, staff believes the current request is temporary in nature and affords the applicant an opportunity to strategically evaluate the school's long-term needs. The site's location, substantial setbacks, and topography limit visibility from surrounding properties. With recommended conditions to ensure modular buildings' temporary use and timely removal, staff finds the request to be reasonable and supports approval.

### **CEQA DETERMINATION**

The project constitutes a Class 3 (New Construction), a Class 11 (Accessory Structure) and a Class 14 (Minor Additions to Schools) Categorical Exemptions and is therefore exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Title 14 California Code of Regulations Sections 15303, 15311 and 15314.

### **PUBLIC NOTIFICATION**

In accordance with YLZC Chapter 18.36, property owners within a 300-foot radius of the subject property were sent a public hearing notice for the project. As of this writing, staff has not received any correspondence related to the proposed project.

### **RECOMMENDATION**

It is recommended that the Planning Commission adopt a resolution approving Conditional Use Permit 2025-14 – St. Francis of Assisi Catholic School, subject to the attached conditions of approval.

### **ATTACHMENTS**

- 1) Plans
  - 2) Locator Map
  - 3) Applicants' Letter of Justification
  - 4) Resolution for approving Conditional Use Permit 2025-14, with conditions
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