



**CITY OF SUNNYVALE
REPORT
Administrative Hearing**

March 25, 2009

SUBJECT: **2009-0045 – CultureLinks, Inc., Inc.** [Applicant] **Steven Hopkins Trustee & Et Al** [Owner]: Application for a property located at **1055 Sunnyvale-Saratoga Rd** (near Remington Dr.) in an R-2 (Low-Medium Density Residential) Zoning District.

Motion Use Permit to allow the expansion of a previously approved day care to fully occupy an existing commercial building.

REPORT IN BRIEF

Existing Site Conditions Office Building

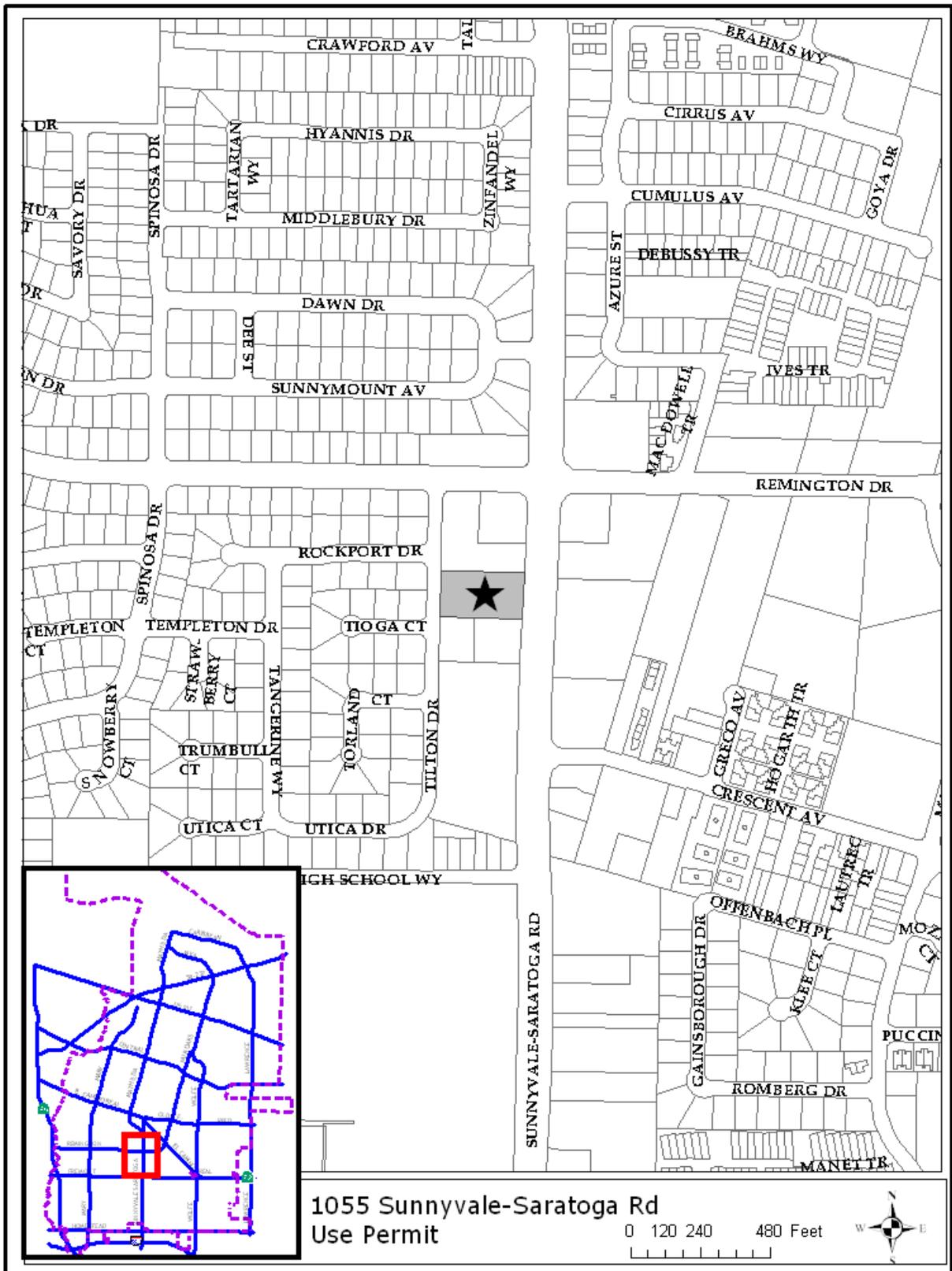
Surrounding Land Uses

North	Medical Office Building
South	Single Family and Multi-Family Units
East	Multi-Family units
West	Single Family Units

Issues Parking

Environmental Status A Class 1 Categorical Exemption relieves this project from California Environmental Quality Act provisions and City Guidelines.

Staff Recommendation Approval with Conditions.



PROJECT DATA TABLE

	EXISTING	PROPOSED	REQUIRED/ PERMITTED
General Plan	Residential Low-Medium Density	Same	Residential Low-Medium Density
Zoning District	R-2	Same	R-2
Lot Size (s.f.)	43,996	Same	8,000 min.
Gross Floor Area (s.f.)	12,813	Same	19,798 max without PC review
Gross Floor Area of Tenant	12,813	Same	N/A
Floor Area Ratio (FAR)	29%	Same	45% max without PC review
No. of Buildings On-Site	1	Same	N/A
No. of Stories	1	Same	2 max.
Landscaping (sq. ft.)			
Total Landscaping	8,800 (20%)	9,854 (22%)	8,800 min. (20%)
Parking			
Total Spaces	60	47	26 min.
Standard Spaces	60	47	26 min.
Compact Spaces/ % of Total	0	Same	9 max.
Accessible Spaces	1	2	2 min.
Bicycle Parking	0	1 Class II rack	1 Class II rack min.

ANALYSIS**Description of Proposed Project**

CultureLinks, Inc. has applied for a Use Permit to operate a preschool and after-school care center in an existing medical/office building. The preschool would serve approximately 100 full-time students from 7:00am to 7:00pm and approximately 50 part-time preschool students from 7:00am to noon. Preschool age children will range from 2.5 to 6 years old.

The after-school care center will begin at 3:30pm and end at 7:00pm. The after-school care will serve approximately 50 students ages 5 to 12 years old (grades K through 8th). The maximum capacity of the school would be 150 students (preschool to 8th grade) at any one time.

The proposed school would operate on a year round basis, with student enrollment the greatest during the regular school year session (September to mid-June). An optional summer session would start in early July and end in mid-August. The school hours of operation are proposed to be:

Weekdays: 7:00am - 7:00pm
Saturday: 10:00am - 6:00pm
Sunday: 10:00am - 4:00pm

Background

A Use Permit was approved on January 14, 2009 (2008-1229) to allow this business to occupy only a portion of the building. The Use Permit allowed a maximum of 50 students. Due to financing issues at the time, the applicant did not apply for full use of the entire building. The applicant has now purchased the building and is requesting use of the entire site.

Environmental Review

A Class 1 Categorical Exemption relieves this project from California Environmental Quality Act provisions and City Guidelines. Class 1 Categorical Exemptions includes existing facilities.

Use Permit

Site Layout: The existing 12,813 square foot building is comprised of approximately nine tenant spaces. The school would utilize the existing tenant spaces and would consolidate smaller offices into larger event rooms.

The applicant is not proposing any major physical improvements to the exterior of the building but is proposing to reconfigure to parking lot and landscape areas. The site changes are intended to add landscaping to the site and play areas for the children. The changes also include restriping the hardscape area (non-parking lot area) for dual use as active children's play area during the day and extra parking during special functions. See Attachment E for details.

Parking/Circulation: There are currently 60 parking spaces on site and 47 are proposed under the reconfiguration plan. The total parking required for the site is 26 spaces. The following table reflects the total parking required:

Total Parking Required - 1055 Sunnyvale-Saratoga		
Parking Rate	Spaces Required	Spaces Provided
1 space per employee	14	
1 space per 14 students	12	
Total Parking	26	47

The applicant submitted a parking and circulation report from Fehr & Peers (see Attachment D). The report evaluated the regular circulation and drop-off/pick-up operations of the school. The report makes five recommendations that have been included as conditions of approval in Attachment B. The intent is to make drop-off/pick-up operations function smoothly and eliminate traffic conflicts with Sunnyvale-Saratoga Road.

The report also evaluated the expected parking demand for special events at the school, such as evening performances or open house nights. The recommendation is to restrip the hardscape area around the building to include an additional 21 spaces for these events.

Compliance with Development Standards/Guidelines: The proposed project complies with current development standards. No further improvements are required at this time.

Fiscal Impact

No fiscal impacts other than normal fees and taxes are expected.

Public Contact

Notice of Public Hearing	Staff Report	Agenda
<ul style="list-style-type: none"> Published in the <i>Sun</i> newspaper Posted on the site 154 notices mailed to property owners and residents adjacent to the project site 	<ul style="list-style-type: none"> Posted on the City of Sunnyvale's Web site Provided at the Reference Section of the City of Sunnyvale's Public Library 	<ul style="list-style-type: none"> Posted on the City's official notice bulletin board Posted on the City of Sunnyvale's Web site

Conclusion

Findings and General Plan Goals: Staff was able to make the required Findings based on the justifications for the Use Permit. Recommended Findings and General Plan Goals are located in Attachment A.

Conditions of Approval: Recommended Conditions of Approval are located in Attachment B.

Alternatives

1. Approve the Use Permit with the Conditions of Approval.
2. Approve the Use Permit with modified Conditions of Approval.
3. Deny the Use Permit.

Recommendation

Recommend Alternative 1: Approve the Use Permit with the Conditions of Approval.

Prepared by:
Steve Lynch
Project Planner

Reviewed by:
Shaunn Mendrin
Senior Planner

Attachments:

- A. Recommended Findings
- B. Recommended Conditions of Approval
- C. Letter of Justification from the Applicant
- D. Fehr & Peers Parking and Circulation Report
- E. Site and Architectural Plans

Recommended Findings - Use Permit

Goals and Policies that relate to this project are:

Land Use and Transportation Element: The Neighborhoods Policies

Policy N1.3 - *Support a full spectrum of conveniently located commercial, public, and quasi-public uses that add to the positive image of the City.*

Policy N1.14 - *Support the provision of a full spectrum of public and quasi public services (e.g., parks, day care, group living, recreation centers, religious institutions) that are appropriately located in residential, commercial, and industrial neighborhoods and ensure that they have beneficial effects on the surrounding area.*

Socio-Economic Element: Education and Training

Goal E - *Support efforts to improve the availability and quality of education made available in Sunnyvale.*

Policy E.6 - *Support and/or consider the feasibility of attracting higher education into Sunnyvale and the region.*

Goal F - *Provide job training and employment services, within constraints of operative federal regulations and available federal funding, to address the locally-determined employment and training needs of economically disadvantaged residents and others with special needs.*

Action Statement F.1c - *Develop program alternatives to address the unique needs of special populations, such as youth, seniors, the disabled, welfare recipients and others.*

Action Statement F.1e - *Cooperate to the maximum extent feasible with other Federal, State and local agencies providing similar services or serving common clients.*

1. The proposed use attains the objectives and purposes of the General Plan of the City of Sunnyvale as the project is a desirable use for the City that will provide a service to the City that cannot be provided by similar public schools.

CultureLinks, Inc. will be appropriately located in a zone where the school will be compatible with the surrounding residential uses. There are a limited number of sites in the City where after school day care uses can be located without adversely affecting surrounding businesses and

residents. This site is appropriate since the building exists and since the site was originally built as an office building.

2. The proposed use ensures that the general appearance of proposed structures, or the uses to be made of the property to which the application refers, will not impair either the orderly development of, or the existing uses being made of, adjacent properties as the project does not propose any significant site or building improvements that would be noticeable to the surrounding neighborhood. Staff has determined that there would not be any significant impacts to the surrounding properties, including traffic impacts, as a result of the use.

Recommended Conditions of Approval - Use Permit

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

Unless otherwise noted, all conditions shall be subject to the review of approval of the Director of Community Development.

1. GENERAL CONDITIONS

- A. Execute a Use Permit document prior to issuance of the building permit.
- B. Any expansion or modification of the approved use shall be approved by separate application at a public hearing by the Planning Commission. Minor changes may be approved by the Director of Community Development; major changes may be approved at a public hearing.
- C. Any major site and architectural plan modifications shall be treated as an amendment of the original approval and shall be subject to approval at a public hearing except that minor changes of the approved plans may be approved by staff level by the Director of Community Development.
- D. The Conditions of Approval shall be reproduced on a page of the plans submitted for a Building Permit for this project.
- E. The Use Permit for the use shall expire if the use is discontinued for a period of one year or more.
- F. The Use Permit shall be null and void two years from the date of approval by the final review authority at a public hearing if the approval is not exercised, unless a written request for an extension is received prior to expiration date.

2. COMPLY WITH OR OBTAIN OTHER PERMITS

- A. Obtain the necessary Building Permits for all tenant improvements related to this use, including the change of occupancy type.

3. OPERATIONS

- A. The maximum number of students at any given time shall not exceed 150.
- B. The hours of operation shall not exceed:
Weekdays: 7:00am - 7:00pm
Saturday: 10:00am - 6:00pm
Sunday: 10:00am - 4:00pm

4. LANDSCAPING

- A. All landscaping shall continue to be maintained in a neat, clean, and healthful condition.

5. PARKING AND CIRCULATION

- A. At no time shall the number of students, employees, and teachers exceed the total number of available parking spaces on site.
- B. Employees shall be required to park on the site.
- C. Under a Building Permit, the applicant shall implement the following recommendations from the Fehr & Peers parking and circulation plan:
 - 1. The applicant shall reserve for employees the five angled parking spaces immediately to the right of the entry drive (spaces numbered 10 to 14 on site plan). The intent is to minimize the turnover of these parking spaces, which will reduce the likelihood that vehicles exiting these parking spaces would block inbound traffic and cause queuing to spill back to Sunnyvale-Saratoga Road.
 - 2. The applicant shall prohibit left turns from the inbound lane of Sunnyvale-Saratoga to the 90-degree parking aisle during pick-up and drop-off times by using cones with a small sign indicating that left-turns are prohibited. Traffic during pick-up and drop-off times shall circulate around the building in a clockwise pattern and exit the site using the southernmost driveway.
 - 3. The applicant shall stripe the 90-degree parking aisle for two-way traffic. The intent is to allow drivers to loop around the site and, if they are unable to find a parking space on their first loop, to return and make additional loops around the building in a clockwise pattern.
 - 4. The applicant shall provide regular education i.e., flyers and information bulletins to parents that describe the on-site circulation.
 - 5. The applicant shall obtain an agreement with either a nearby business or the High School to accommodate overflow parking during special events if necessary.
- D. The applicant shall provide at least one Class II bicycle rack that can accommodate at five bicycles or more.

6. RECYCLING AND SOLID WASTE

- 1. Per zoning code 19.38.030, a refuse/recycling enclosure shall be provided.
- 2. Equal space shall be provided for recycling and refuse within enclosure.

3. All exterior recycling and solid waste shall be on masonry construction and shall be confined to approved receptacles and enclosures.
4. The required solid waste and recycling enclosure shall match the design, materials and color of the main building.

7. FIRE REGULATIONS

- A. As applicable, comply with the requirements contained in Sunnyvale Municipal Code Chapter 16.52, 16.53 and 16.54; California Fire Code, Title 19 California Code of Regulations.
- B. Provide approved fire extinguishers (minimum size of 2A10BC).
- C. This will become a Group 'E' (Educational) occupancy, which may require building construction different than what is currently existing (i.e. rated walls). Please consult your architect and consult with the Building Safety Division and Fire Protection Engineering to determine if changes will be required.
- D. All other provisions of the CFC and CBC for Group 'E' occupancies shall apply.
- E. There is insufficient information on the plans to determine if a tenant improvement will occur. A tenant improvement may trigger the requirement for a fire sprinkler system/fire alarm system if not already present.
- F. Need occupancy load calculations for each room to determine exiting requirements.
- G. Prior to any combustible construction or materials on site, provide fire access drives and operational on-site fire protection systems if applicable. (Chapter 14 CFC).

8. SIGNS

- A. All existing/new signs shall be in conformance with Sunnyvale Municipal Code and require separate review and permits.

9. STORAGE

- A. All unenclosed materials, equipment and/or supplies of any kind shall be maintained within an enclosed area. Any stacked or stored items shall not exceed the height of the enclosure.
- B. Unenclosed storage of any kind shall be prohibited on the premises.
- C. All exterior trash shall be confined to approved receptacles and enclosures.

10. PUBLIC WORKS

1. The owner/developer shall pay all applicable Public Works development fees associated with the project, including but not limited to, utility frontage and/or connection fees and off-site

improvement plan check and inspection fees, prior to any permit issuance.

2. All public improvements shall be installed per City's design standards pursuant to Sunnyvale Municipal Code Sections 18.12 unless otherwise approved by the Director of Public Works.
3. All public improvement plans shall be submitted to and be approved by the Department of Public Works.
4. Any existing deficient public improvements shall be upgraded to current City standards as required by the Director of Public Works.
5. Obtain a separate encroachment permit with insurance requirements for all public improvements.
6. Provide the Public Works Department with a detailed estimate of water consumption in gallons per day and peak water demand in gallons per minute, and estimate of sanitary sewer generation in gallons per day.
7. If applicable, install cleanout(s) at the property line.
8. Upgrading to new radio-read disk-type water meters shall be required.
9. If applicable, upgrade/install an approved backflow prevention device on the discharge side of the irrigation, domestic (non-residential) and fire service meters.

Feb 24, 2009

Planning Department
City of Sunnyvale
456 W. Olive Ave
Sunnyvale, CA 94086

Re: Use Permit Application for(APN:202-04-011): 1055 Sunnyvale-Saratoga Rd. Sunnyvale, CA 94087

Dear City Planning Department,

CultureLinks Inc. has a short term plan and a long term plan For the facility. A short term plan is for a temporary usage before the entire building becomes available since the building still has a couple of tenants before the lease expires. A use permit for a short plan with minimum changes (Project #: 2008-1229) has been approved on 1/14/09 for an after school day care program.

A long term plan for the facility is that we need to expand the care program to include preschool age. We are submitting the following Use Permit Application for it.

1. Who We Are

CultureLinks Inc. has been in school age day care business for 7-8 years. Currently, we have three locations in both City of Palo Alto and City of Mt. View. Our clients are mainly from local communities. For the past years, our program has earned a high reputation from local community.

2. Student Age and Student Number

The new center will provide preschool and after school care service for 150 student enrollment.
Student age range: 2.5 – 12 years old.

3. Program Options

Options A

Preschool only: 150 full time preschool students age 2.5-6 years old;

Option B

Full time: 100 preschool student age 2.5-6 years old;

Morning part time: 48 part time preschool age 2.5-6 years;

Afternoon part time: 48 part time school age 5-12 years old (use permit obtained already);

4. Subject Property Basic Building Information & Past 30 Year Building Use Facts

A. Building basics

All building numbers listed here are based on property purchasing Appraisal made by Fabbro, Moore & Associates, Inc. dated on Dec. 16, 2008:

- 1). Building Size: 12,954 gross square feet; 12,474 rentable square feet. (Page 3 of Appraisal);
- 2). Lot size: 1.01 Acres (43,996sf)
- 3). Past 3 decades building usage: Medical offices, and other education association and many private (public access) services.
- 4). Our center proposal playground area: > 18,000sf
- 5). Current parking has 57 parking spaces. Our new center proposal parking space: 47. Our required parking space based on student/teacher numbers should be: 24 parking space according to city of Sunnyvale Parking Code.

B. Legal enrollment number based on regulation indoor/outdoor space requirement.

1) Regulation indoor space requirement: 35sf/child.

Based on regulation indoor standard, our maximum enrollment number could be: 356 full time preschool age students; (12,474sf/35sf=356).

2) Regulation outdoor space requirement: 75sf/child (regulation allows to reduce 50% by having shifting playground time). Based on regulation outdoor standard, our maximum enrollment number could be: 480 full time students (18,000sf/35sf=480)

3) Our enrollment 150 student number is more than 50% cut back from regulation indoor standard; and it is almost 70% cut back from regulation outdoor standard.

C. Fehr & Peers Parking Study Report supports our parking surplus status.

Fehr & Peers Parking Study Report is attached here. The Report states that if we have 160 students, there's 21 parking surplus spaces. If we further reduce to 150 students, we should have 23 parking surplus spaces (see item 8 #3 Parking Calculation bellow).

D. Subject building usage status.

The subject building has been used for massive public access for all past 30 years. The support evidences are:

1) The building has 10 total separate suites for more than 50 separate individual offices; By checking the PG&E utility settings, you can tell, all 10 suites use to have more than 10 separate individual businesses billings (more than 10 bills were sent to separate business owners. I have combined all those billings to one billing now).

2) The building has been used for medical offices during all past years. Many other private businesses in this building also demanded massive public access such as Education section; Travel section; Large Real Estate Broker Office (support many real state agents in one office, and each agent could support unlimited public clients at any time). By the way, my agent for this purchasing was one of their agents worked in this building 20 years ago.

Our current parking spaces(47) almost doubled than the City parking requirement (24) with 23 surplus spaces. Morning traffic peak arriving time can be avoided by separating arriving schedule (offering parents lower tuition rates). Comparing with previous more than 10 separate businesses with possible more clients arrived in morning, at lease we, as one business owner, can have control for it. If the building could support past 30 years for massive public access, there is No reason why we, the Only One business can't have a controllable Private access.

5. Why We Need a Preschool Day Care Center in Sunnyvale?

1) For the past 6-7 years, all our Sunnyvale students enrolled in our Mt. View campus. Mt. View campus currently has full capacity; and it will have no room to accept Sunnyvale students in the future.

2) Sunnyvale is center of Silicon Valley. Currently, multiple housing development projects are taking place in Sunnyvale down town area (within 1-2 miles from subject property). Hundreds new families will be move into this new community. Most likely, those new families are young couples with day care service demanding. City of Sunnyvale needs high quality large day care centers. Due to expensive land value in Silicon Valley, city zoning controls, and State regulation restriction for the day care facility, it is almost impossible to find any qualified land/facility that large enough as the subject property in Sunnyvale for high quality day care usage. The large amount investment we put into this day care center will benefit the City of Sunnyvale in a long term community needs.

3) Our day care program is a bi-lingual language program. Students come to our current after school program at school age. Comparing a preschool age student and a school age student for leaning 2nd

language, especially for listening and speaking part, the efficiency for preschool age is much higher than school age. We strongly need a preschool program where we can provide a very unique curriculum to make the language leaning not as hard as school age kids. Our new bi-lingual preschool program can also naturally combine with our current school age program to provide local working parents a long term care solution with early age 2nd language learning opportunity.

6. Program Hours and Number of Employees

Operation Hours:

Weekdays: 7:00am -7:00pm;

Saturday: 10am-6pm;

Sunday: 10am-4pm;

Teacher Number: 13 (see the calculation bellow):

Option A: 150 Full time Preschool: $150/12=12.5$ teachers.

Option B: $100(\text{Full time preschool})/12+48(\text{part time})/14=8.3+3.4=11.7$ teachers;

Total teacher number: 13 teachers.

ATTACHMENT C
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7. Other General Conditions

1) Student transportation method.

Parent has own transportation.

2) Any possibility the hours of operation will exceed?

It is possible that for the following events, the operation may exceed to evening hours (no later than 9:00pm):

Open house events;

Parent meetings;

Teacher trainings and meetings;

Annual performance;

Holiday events (Halloween, Thanksgiving party, Christmas party and possible few more);

Our own student enrichment activities.

3) Any facility inside modifications and outdoor remodeling to the building?

The building indoor/outdoor modification will be taken care by a professional architecture company, Innovative Design Architecture, Inc. (<http://www.ida88.com/>) according to day care standards.

We request to have the city permission to complete the entire building upgrading within 3 years (before end of 2012) due to the following reasons:

a) Entire building is not available

The building is still obligated to legal lease agreement for current on-going businesses. Partially upgrading building is not a possible approaching;

b) Business needs to be survive under current crisis

The entire building is not available to be upgraded at current stage. Under current crisis, we need to have a flexibility to start the business with indoor upgrading only first. If the US government can come up with all different saving plans to save the economy, we believe that the local city can assist us directly better to have a chance. Without making it, we can't talk about become better of perfect. Upgrading the facility is part of making better. Most of local day care centers including near by our property (newly opened day care center at 830 El Camino Real, Mt. View) do not meet this standard. This multi-millions investment won't allow us to wait. If we fail this deal, 50% of investment from US government will be gone. We need the City support.

c) New school year enrollment deadline is a critical to either kill or save a business

For school business, catching up the new school year deadline is the most critical business responsibility. If we miss it, an entire school year will be missed. A flexible building upgrading schedule will allow us to

make it for the next new school year. If we can make the coming new school year, the rest of requirement should be a realistic reachable target. If we miss this summer (June/July of 2009) new school year enrollment, then all the rest of things will fail.

ATTACHMENT C
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d) Proposal for two stage upgrading schedule

We request the city to consider a reasonable building upgrading schedule with two phases:

Phase one: Indoor modification and fire Springer upgrading;

Phase two: Building upgrading within 3 years by end of 2012. We can always shut down the summer months for building upgrading when the building is ready and when we can have better financial position.

8. Environment Impact Analyzing

1) Zoning

Though the subject property is within R-2 zoning, the surrounding Senior Care Center, Fremont High School, Dental offices and 7 & Up retail store are all business related. Our day care center can naturally fit into the surrounding existing business category.

2) Traffic Consideration

In the morning, parent arrives individually. In the evening, our program closing time is much later than regular work force schedule which off set the working hour traffic peak. The front parking lot has both "Enter" and "Exit" driving ways separately, combining with the front "one direction only" main street, Sunnyvale-Saratoga Rd, all those make "in" and "out" traffic easy and fast to go.

Additional parking and traffic comments from Fehr & Peers are attached here. We will follow their suggestion.

3) Parking Calculations

City of Sunnyvale Parking Space Requirement for day care is:
1 space for 14 students, plus 1 space for each teacher.

This standard requires our program to have:

Option A: $150(\text{full time preschool students}) / 14 = 10.7$ spaces;

Option B: $100(\text{full time preschool students})/14+48(\text{ part time students}) / 14 = 7.1+3.4= 10.5$ spaces;

Parking space for students: 11 spaces.

13 parking spaces for teachers (see item 6 above);

Total parking need: $13(\text{teachers}) + 11(\text{students}) = 24$ spaces.

Available parking space 47 in total. Surplus parking space according to City parking code: $47-24=23$.

Additional parking and traffic comments from Fehr & Peers are attached here. We will follow their suggestion.

4) Drop-off Escort

If there's any drop-off such as field trips or community activities, it will be handled by parent car pool solution. Students arrive by any car pool van will be under the escort of duty teacher at parking lot to make sure the safety of students.

5) No Hot Lunch Service on Site

Program will not apply for cooking service on site. Cater service may be used if program needs hot lunch.

6) Trash Contain and Dumping location

The property management is providing the waste and recycling containers to all tenants, and that containers are stored in a central enclosure on the property (marked as "X") on the site plan.

9. Justifications

The proposed use will not be detrimental or injurious to property or improvements in the vicinity as there will be no change to the property or its structure.

The proposed use will not be detrimental to public health, safety, general welfare or convenience. We will continue to provide safety and comfort for the students.

The proposed use will not generate traffic for public roads. Our program will not have any negative impact to the neighborhood either.

The proposed use will be located and conducted in a manner in accordance with the City of Sunnyvale Comprehensive Plan, and the purpose of the Zoning Ordinance. The structure of existing and conforming as the building is not being changed in any manner. The building retains the character of the local neighborhood.

For the past couple of months, we have been receiving a great support and understanding from your Planning Department's staff for obtaining our short term use permit approval. As a small business, your continue support efforts are needed for our long term dream project. Any assistance from the City of Sunnyvale will be highly appreciated for our business not fail under the current economic crisis.

Sincerely,

Jane Yang , (408)838-3333
President of CultureLinks Inc.,
PO Box 3411, Los Altos, CA 94024



MEMORANDUM

Date: February 23, 2009
To: Jane Yang, CultureLinks Incorporated
From: Joe Fernandez, PE, AICP
Subject: **Sunnyvale Day-care Parking and On-Site Circulation Review**

SJ09-1090

Fehr & Peers was retained to evaluate the parking and on-site circulation for the proposed day care center at 1055 Sunnyvale-Saratoga Road in Sunnyvale, California. This review addresses comments and questions received from the City of Sunnyvale on the project's preliminary application.

The proposed day care center (Project) would convert an existing 12,800 square foot building from office-related uses to a day care center. The center would serve both preschool and school age children for both full- and part-time service. The center as proposed would serve:

- 112 preschool full time students
- 48 preschool part time morning session students
- 48 school age part time afternoon session students
- 14 teachers

Based on this description, the highest activity levels would occur during the morning period when the teachers, 112 preschool full-time students, and 48 preschool part-time students would arrive at the project site.

The project site as currently configured includes 47 parking spaces, accessed via a one-way loop from Sunnyvale-Saratoga Road. Only right turning movements can be made into and out of the site due to a raised median on Sunnyvale-Saratoga Road.

The remainder of this memorandum addresses a) parking requirements and b) site access and circulation. Within each section are recommendations, if appropriate, to improve conditions.

PARKING REQUIREMENTS

Section 19.46.050 of the City's municipal code specifies the minimum number of parking spaces required for day care centers. Table 1 summarizes the code requirement and proposed parking on the site.

City code requires 26 parking spaces to accommodate the projected number of students and employees. The project site provides 47 spaces, which is 21 spaces more than the code requires.

Recommendations

None. The project provides adequate parking per the City's code requirement.

TABLE 1: PARKING SUMMARY

Code Required Rate ¹	Spaces Required	Spaces Provided	Surplus
1 space per employee	14		
1 space per 14 students ²	12		
Total	26	47	+21 spaces

1. City of Sunnyvale Municipal Code section 19.46.050
2. Based on a maximum of 160 students on the site at any time.
Source: Fehr & Peers 2009

SITE ACCESS AND CIRCULATION

The proposed site plan and our recommendations are attached as Figure 1. Access to the site is provided via two one-way driveways from Sunnyvale-Saratoga Road. Immediately after entering the site there is a parking aisle to the left consisting of 19 90-degree parking spaces. Ahead of the inbound driveway is an aisle of single-loaded angled parking. Drivers then loop around the building to another aisle of angled parking before reaching the other side of the 90-degree parking aisle.

As shown on the site plan, the areas surrounding the angled parking spaces can be closed to vehicle traffic using sliding gates. Once closed, these areas would be used as children playgrounds. The gates would be opened during the drop-off and pick-up times to serve as temporary short-term parking. No playground activities would take place when the gates are open.

To drop off or pick up the students, parents would enter the site and drive along the aisle until they locate an available space. They would then park and walk the student to/from the building entrance.

Special events requiring more than 47 parking spaces would need to arrange for the use of off-site parking. This could be accommodated at one of the adjacent businesses, or at Fremont High School, approximately ¼ mile south of the project site. If off-site parking is not provided for special events, parking spillover into the adjacent neighborhoods could occur during these special events.

Recommendations

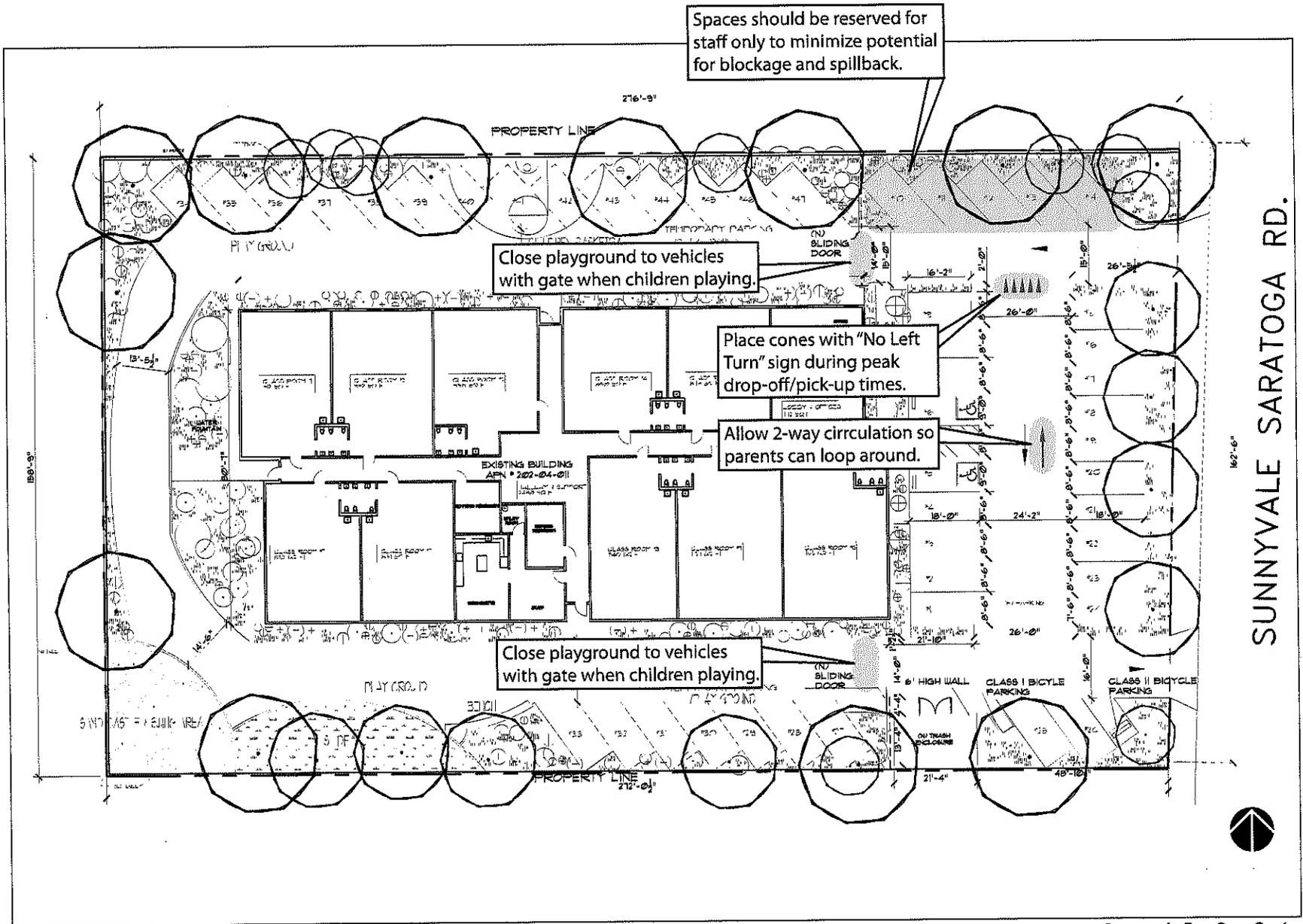
The on-site circulation system is well designed to accommodate driver's dropping off or picking up students with minimal impact to Sunnyvale-Saratoga Road. There are several enhancements (noted on Figure 1) that would improve access and circulation including:

1. Reserve for employees the five angled parking spaces immediately to the right of the entry drive (spaces numbered 10 to 14 on Figure 1). This will minimize the turnover of these parking spaces, which would reduce the likelihood that vehicles exiting these parking spaces would block inbound traffic and cause queuing to spill back to Sunnyvale-Saratoga Road.
2. Prohibit left turns from the inbound lane to the 90-degree parking aisle during pick-up and drop-off times. Parents who make this left-turn and do not find a parking space would be



forced to exit the site due to the one-way loop, and would be forced to follow a circuitous route along public streets to re-enter the site. This prohibition could be implemented using cones with a small sign indicating that left-turns are prohibited.

3. Stripe the 90-degree parking aisle for two-way traffic. This will allow drivers to loop around the site and, if they are unable to find a parking space on their first loop, to return and make a second loop around the building.
4. Provide regular education i.e., flyers and information bulletins to parents that describe the on-site circulation.
5. Obtain an agreement with either a nearby business or the High School to accommodate overflow parking during special events at the day care center.



Spaces should be reserved for staff only to minimize potential for blockage and spillback.

Close playground to vehicles with gate when children playing.

Place cones with "No Left Turn" sign during peak drop-off/pick-up times.

Allow 2-way circulation so parents can loop around.

Close playground to vehicles with gate when children playing.

SUNNYVALE SARATOGA RD.



Sunnyvale Day Care Center

CULTURELINK INC. DAYCARE

1055 SUNNYVALE-SARATOGA ROAD
SUNNYVALE, CALIFORNIA 94087

IDA

Innovative Design Architecture, Inc.

JOHN HA, AIA
1288 KIFER ROAD
SUITE # 207
SUNNYVALE, CA 94086
TEL: (408) 245-0991
TEL: (408) 245-0319

OWNER:
JANE YANG
PO BOX 3411
LOS ALTOS, CA
(408) 838-3333

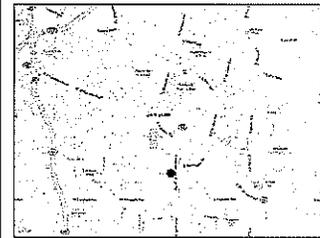
OWNER:
JANE YANG
PRESIDENT OF CULTURELINKS INC.
PO BOX 3411
LOS ALTOS, CA 94024
TEL: (408) 838-3333

ARCHITECT:
JOHN HA, AIA
1288 KIFER ROAD, #207
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SYMBOL

- DOOR NUMBER
DOOR SCHEDULE
HARDWARE GROUP
- WINDOW TYPE
- REVISION NUMBER
- WORK POINT, DATUM POINT
OR CONTROL POINT
- ELEVATION IDENTIFICATION
SHEET WHERE ELEVATION IS DRAWN
- SECTION IDENTIFICATION
SHEET WHERE SECTION IS DRAWN
- DETAIL IDENTIFICATION
SHEET WHERE DETAIL IS DRAWN
- INTERIOR ELEVATION IDENTIFICATION
SHEET WHERE INTERIOR ELEVATION IS DRAWN
- ROOM NAME
ROOM NO.
FLOOR SCHEDULE
BASE SCHEDULE
CEILING SCHEDULE
WALL SCHEDULE

VICINITY MAP



TABULATION

ASSESSOR PARCEL NUMBER: 102-04-017
TOTAL PROPERTY AREA: 43,536 SQFT.
NUMBER OF STORIES: 1
PARKING AND DRIVEWAY: 1,334 SF
EXISTING BUILDING AREA: 17,003 SQFT.

REQUIRED PARKING SPACE		
STUDENTS-	16/014	12 STALLS
TEACHERS-	16/012 X 1	14 STALLS
TOTAL - REQD. PARKING SPACE: 26 STALLS		
PROPOSED PARKING SPACE: 26 STALLS		

BUILDING FOOTPRINT AREA: 17,003 SQFT.
SITE COVERAGE: 25.4%
F.A.R. FOR RETAIL AREA: 17,013/43,536 = 25.4%

- NOTE:
- FIRE SPRINKLER AND ALARM SHALL BE SUBMITTED FOR APPROVAL SEPARATELY. -DEFERRED SUBMITTAL
 - FIRE ALARM, IF REQUIRED, CONTRACTOR TO PROVIDE DESIGN-BUILD PLAN SUBMIT TO THE FIRE DEPARTMENT FOR PERMIT PRIOR TO IMPLEMENTATION OF CONSTRUCTION.
 - ALTER THE SPRINKLER SYSTEM AS NEEDED BY NEW PARTITIONS AND CEILINGS, SUBMIT SHOP DRAWINGS (3 SETS) AND A PERMIT APPLICATION TO THE SANTA CLARA COUNTY FIRE DEPARTMENT FOR APPROVAL BEFORE ALTERING THE SYSTEM. CALL (408) 378-4212 FOR MORE INFORMATION.

PROJECT DESCRIPTIONS

THE PROJECT IS TO CONFORM AN EXISTING OFFICE BUILDING INTO AN AFTER SCHOOL CARE AND DAYCARE CENTER AND FULLY RE-DESIGN, FROM PROJECT, UNDER 10 YEAR OLD. THE PROJECT WILL HAVE CHILD CARING, THE SERVICES, PLANNING AND REDESIGN. SPECIAL WILL BE PROVIDED AS CORING WILL BE MADE TO THE EXISTING AND NEWLY LAMINATED SPACES WILL BE INSTALLED. PART OF THE CORING THROUGH IS CORING IN PLAYROOM. THE PROJECT IS BELIEVED CORING WILL BE NEARLY DONE.

TABLE OF CONTENT

ARCHITECTURAL
A-1 TITLE SHEET
A-2 LAND USE PLAN
A-3 SITE PLAN
A-4 BUILDING ELEVATIONS/FLOOR PLANS

SCHEDULE

PLANNING PERMIT:
BUILDING PERMIT:
START CONSTRUCTION:
FINISH CONSTRUCTION:
DATE OF OCCUPANCY:

CULTURELINK INC. DAYCARE

1055 SUNNYVALE-SARATOGA RD
SUNNYVALE, CALIFORNIA 94087

REVISIONS

SHEET TITLE
TITLE S:

DATE: JAN 16, 20
SCALE: AS SHOWN
SHEET

OF 216

Page 1

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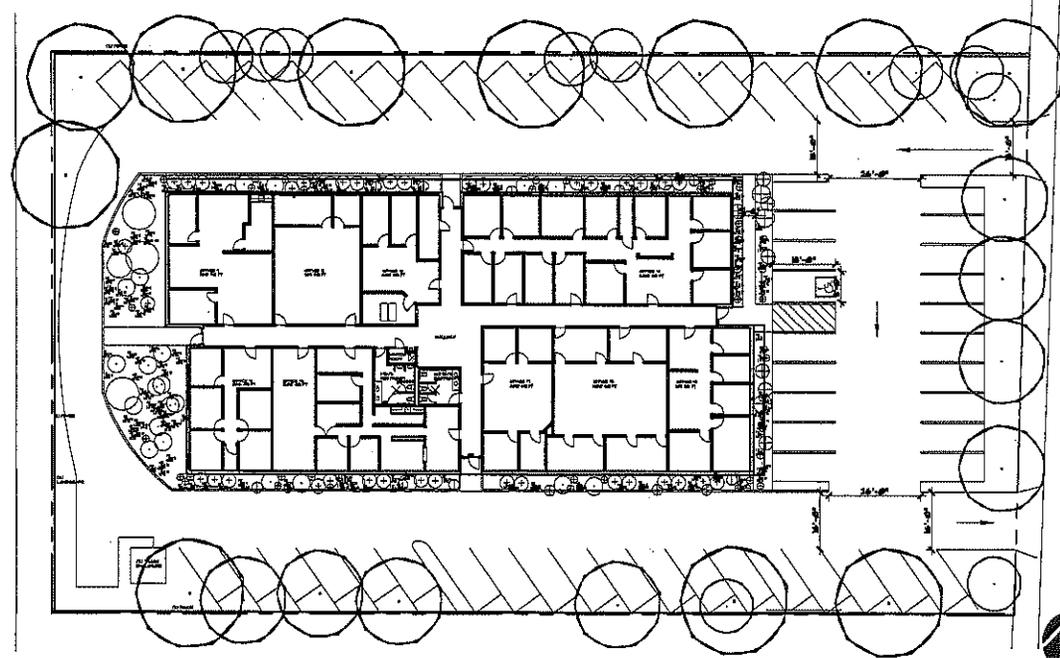
ATTACHMENT E



IDA
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LOCATION MAP NTS 2

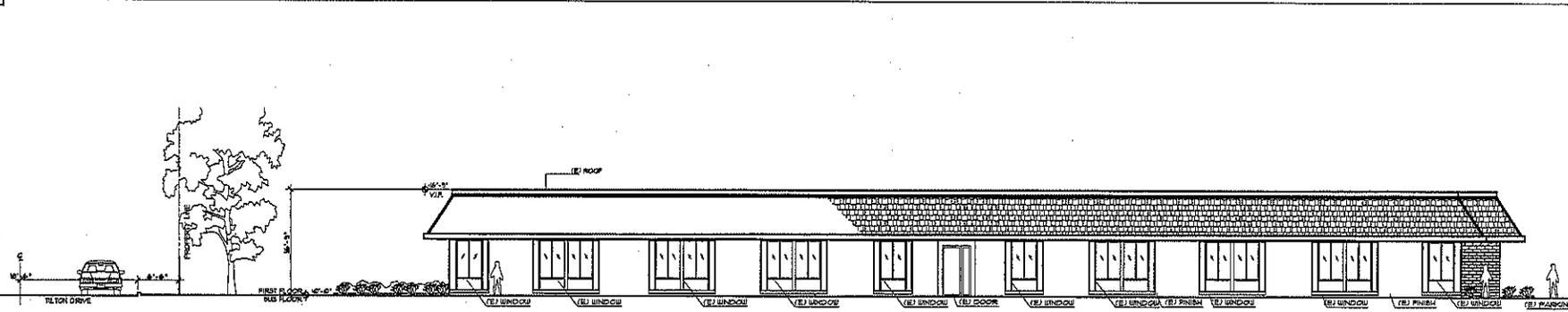


LEGEND	
	(E) COMMERCIAL USE
	PROPERTY BOUNDARY
	GENERAL BUILDING ENVELOPE

EXISTING SITE PLAN AND FLOOR PLAN 1/16" 1

CULTURELINK INC DAYCARE
 1055 SUNNYVALE-SARATOGA RD
 SUNNYVALE, CALIFORNIA 94087

REVISIONS:
 SHEET TITLE:
 EXISTING L
 DATE:
 JAN. 26, 2008
 SCALE:
 AS SHOWN
 SHEET



(E) NORTH ELEVATION

1/8" 2

TABULATION

OCCUPANCY: E
BUILDING AREA: 12,813 SF
OCCUPANT LOAD FACTOR* 20 FOR CLASSROOM AND 50 FOR VOCATIONAL ROOM
OCCUPANT LOADS: 12,813 /20=640

OUTDOOR/PLAYGROUND AREA= 18,480 SQ FT

THE RECONSTRUCTION CONSTITUTES LESS THAN 10% OF THE GROSS FLOOR AREA. THE RECONSTRUCTION WILL BE WITHIN THE BUILDING AND THE PLAYGROUND WITHIN THE PROPERTY LINES.

NOTE: * CPC 2007 TABLE 1004.1.1

CLASSROOM CAPACITY

CLASSROOM 1	AREA = 890 SF	/ 35 = 25
CLASSROOM 2	AREA = 841 SF	/ 35 = 24
CLASSROOM 3	AREA = 827 SF	/ 35 = 24
CLASSROOM 4	AREA = 914 SF	/ 35 = 26
CLASSROOM 5	AREA = 670 SF	/ 35 = 19
CLASSROOM 6	AREA = 589 SF	/ 35 = 17
CLASSROOM 7	AREA = 778 SF	/ 35 = 22
CLASSROOM 8	AREA = 1193 SF	/ 35 = 34
CLASSROOM 9	AREA = 848 SF	/ 35 = 24

TOTAL NET CLASS ROOM AREA = 7859 SF
TOTAL ALLOWED FOR = 225 KIDS

TOTAL NUMBER OF STUDENTS IN THE PROGRAM =150 KIDS
TOTAL PRESCHOOL FULL TIME STUDENTS=150 KIDS
MAXIMUM NUMBER OF STUDENTS AT ONE TIME =150 KIDS
MAXIMUM NUMBER OF TEACHER AT ONE TIME =150 /12=12.5 (13) TEACHERS

PARKING REQUIRED FOR STUDENTS= 150 /14=10.7 (11) SPACES
PARKING REQUIRED FOR TEACHERS=13X1=13 SPACES

TOTAL PARKING REQUIRED =11+13=24 SPACES

PARKING PROVIDED = 26 STALLS (PERMANENT)
= 21 STALLS (TEMPORARY)

EMPLOYEE PARKING =5 STALLS

REQUIRED ADA PARKING: 2
PROVIDED ADA PARKING: 2

TOTAL PARKING PROVIDED =47 STALLS

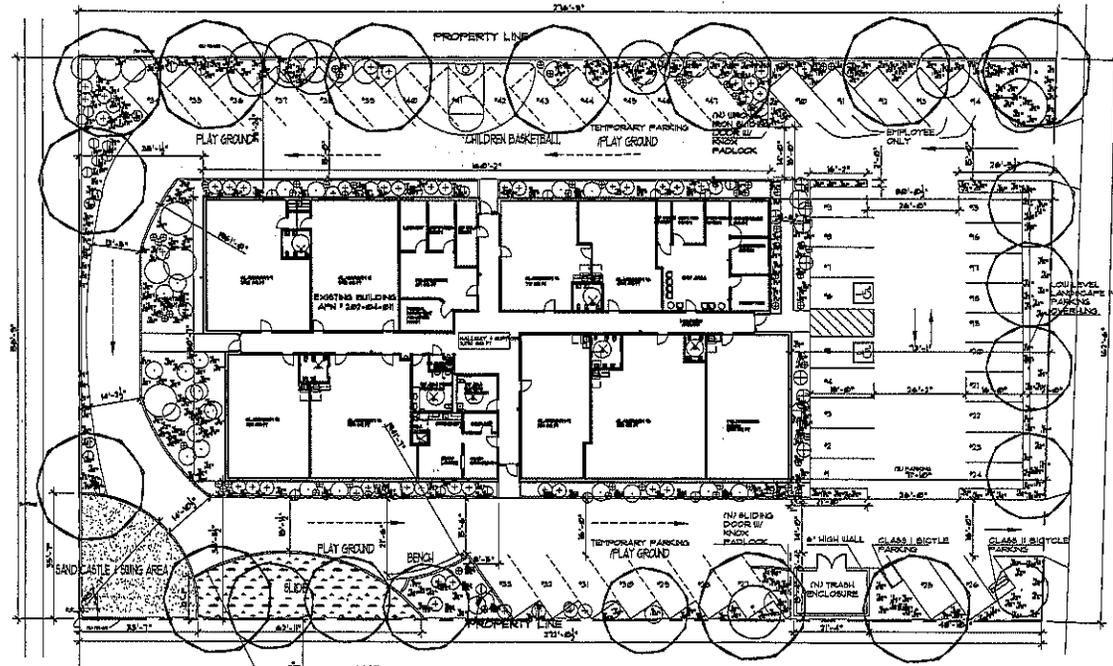
BICYCLE PARKING**
TOTAL NUMBER OF CLASS I BICYCLE PARKING FOR STUDENTS=150 /75=2.0 SPACES
TOTAL NUMBER OF CLASS I BICYCLE PARKING FOR TEACHER = 1 PER 30 TEACHERS SPACE

TOTAL NUMBER OF CLASS I BICYCLE PARKING PROVIDED 1
TOTAL NUMBER OF CLASS II BICYCLE PARKING PROVIDED 7

OUTDOOR OPEN SPACE AREA = 18,480 SF
ALLOWED KIDS ON PLAYGROUND = 18,480/75 = 248 KIDS

BUILDING SETBACK: FRONT - 70'
STREET SIDE YARD - 39' ON LEFT AND 39' ON RIGHT
REAR YARD - 35'

** 2007 VTA BICYCLE TECHNICAL GUIDELINES



NOTE

- CLOSE PLAYGROUND TO VEHICLES WITH TWO GATES WHEN CHILDREN ARE PLAYING.
- CONES WILL BE PLACED BETWEEN EMPLOYEE PARKING AND THE NORTH ENTRANCE OF PUBLIC PARKING WITH NO LEFT TURN SIGN DURING PEAK DROP-OFF/PICK-UP TIMES. FLYERS WILL BE DISTRIBUTED TO PARENTS REGARDING ON-SITE CIRCULATION.
- TWO-WAY CIRCULATION IS ALLOWED IN THE FRONT PARKING SO PARENTS CAN LOOP AROUND.
- AN AGREEMENT WITH EITHER A NEARBY BUSINESS OR HIGH SCHOOL, TO ACCOMMODATE OVERFLOW PARKING DURING SPECIAL EVENTS.

SUNNYVALE SARATOGA RD.

CULTURELINK INC. DAYCARE

1055 SUNNYVALE-SARATOGA RD
SUNNYVALE, CALIFORNIA 94087

REVISIONS:

SHEET TITLE:
SITE PL

DATE: JAN 14, 2010
SCALE: AS SHOWN
SHEET

CONCEPTUAL SITE PLAN

3/32" 1

ATTACHMENT E
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