

**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: May 22, 2019

TO: Planning Commission

FROM: Planning Staff

SUBJECT: EXECUTIVE SUMMARY: Consideration of the Renewal and Amendment of a Use Permit to allow the continued operation of a 24-child day care center, Toddle, LLC, in an existing building at 3131 Alameda de las Pulgas in a R-1 (One-Family Residential) Zone, in the unincorporated West Menlo Park area of San Mateo County. The Use Permit was granted in July 2014. The applicants propose to amend the permit to replace 5-year permit term with a non-expiring permit and to add an additional 30-minute outdoor playtime in the daily schedule.

County File Number: PLN 2013-00191 (Toddle, LLC)

RECOMMENDATION

That the Planning Commission approve the Renewal and Amendment of the Use Permit (PLN 2013-00191), to eliminate the required 5-year renewal and permanently authorize this use and to add an additional 30-minute outdoor playtime, based on the findings contained in Attachment A.

BACKGROUND

The applicants, Heather Hopkins and Amy Burnett, for Toddle, LLC/3131 Alameda, LLC, request to renew and amend the Use Permit granted in July 2014, authorizing operation of a 24-child preschool/day care center (Center) within a single-family residential neighborhood (R-1/S-72) in the unincorporated West Menlo Park area of San Mateo County. The Center is staffed by three full-time staff, and two part-time staff persons. The Center differs from a typical facility, as the Center's computerized reservations system schedules drop-offs and pick-ups during the course of the day, starting from 8:30 a.m. until 6:00 p.m., with no more than ten pickups and drop-offs per hour. The use of this system enables the operators to stagger drop-off and pick-up schedules in order to minimize traffic and parking issues. The Center operates on weekdays only.

The project includes two garage spaces that are available for full-time staff parking. Parking for one full-time staff and two part-time staff occurs on Camino Al Lago and on Alameda de las Pulgas. A total of four on-site parking spaces are available for customer parking, including three parking spaces in the driveway accessed from

Manzanita Avenue and one Americans with Disabilities Act-compliant parking space (ADA parking space) accessed from Alameda de las Pulgas. Three undesignated, on-street parking spaces are located along Alameda de las Pulgas to facilitate drop-offs and pick-ups.

DISCUSSION

Conformance with Use Permit Findings: Section 6503 of the San Mateo County Zoning Regulations requires that the following finding be made in order to approve a use permit: “That the establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in said neighborhood.”

Project Compliance with Use Permit Conditions: Per Original Condition No. 3, the County monitors Center compliance with conditions of approval through Administrative Reviews, tracking of complaints and violations, and through site visits. Over the 5-year permit term, the County has conducted four Administrative Reviews and opened four investigations in response to complaints. Complaints received during this time period came from the same individual, who is a resident of the neighborhood, and relate to alleged excessive signage and lighting, drop-offs and pick-ups in exceedance of established limits, cars parking longer than permitted, cars making U-turns, amongst other concerns. As described in detail in the staff report, since 2015, Planning and Code Compliance staff have conducted numerous site visits at various times of the day. Over this time, staff has not confirmed the alleged violations.

Center-Proposed Amendments: The applicants propose to amend the permit to replace the 5-year permit term with a non-expiring permit. The applicants have made a significant investment at the property for the operation of a Child Care Center, including permitting fees and construction costs. Planning staff supports the removal of Original Condition No. 2 which sets a 5-year term for the Use Permit. This would ease Toddle LLC’s financial burden and support the maintenance of existing child care service levels in the County. Additionally, the Center has demonstrated compliance with conditions of approval and staff has added additional conditions to address neighbor concerns regarding lighting and signage.

As proposed, Center operations would continue as permitted, with the exception that the applicants propose to amend Original Condition No. 6 to add an additional 30-minute outdoor playtime in the daily schedule, for a total of three 30-minute and one 45-minute outdoor play sessions a day. Outdoor play times would continue to be staggered, take place during the standard work day, and involve no more than twelve children playing outside at any one time. Potential noise impacts to adjoining residential uses would continue to be minimized by existing landscaping and fencing.

Amendments by Staff to Address Concerns Related to Traffic/Parking, Lighting and Signage: To address traffic and parking concerns, staff has modified Original Condition No. 10 to require the Center to arrange for employee(s) or volunteer(s) to monitor

parking and street crossings during peak drop-off times (i.e., 7-9 am) and pick-up times during Center operation. The condition also requires the Center, on a quarterly basis, to record observations of traffic monitors (including observed peak drop-off and pick-up times, monitoring schedule, and program improvements implemented to ease traffic and parking). Such records shall be provided to County staff upon request and at the time of scheduled Annual Reviews. Staff has added Condition Nos. 15 and 16 to require the applicants to comply with the signage plan and lighting plan, respectively, which would prohibit the placement of any additional street-facing signs or lighting. Condition No. 16 also requires the applicants to replace all exterior lighting fixtures with downward-directed fixtures.

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**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: May 22, 2019

TO: Planning Commission

FROM: Planning Staff

SUBJECT: Consideration of the Renewal and Amendment of a Use Permit, pursuant to Section 6161(k)1 of the County's Zoning Regulations, to allow the continued operation of a 24-child day care center, Toddle, LLC, in an existing building at 3131 Alameda de las Pulgas in a R-1 (One-Family Residential) Zone, in the unincorporated West Menlo Park area of San Mateo County. The Use Permit was granted in July 2014. The applicants propose to amend the permit to replace 5-year permit term with a non-expiring permit and to add an additional 30-minute outdoor playtime in the daily schedule.

County File Number: PLN 2013-00191 (Toddle, LLC)

PROPOSAL

The applicants, Heather Hopkins and Amy Burnett, for Toddle, LLC/3131 Alameda, LLC, request to renew and amend the Use Permit granted in July 2014, authorizing operation of a 24-child preschool/day care center (Center) within a single-family residential neighborhood (R-1/S-72) in the unincorporated West Menlo Park area of San Mateo County. The Center proposes to amend the permit to replace the current 5-year renewable permit term with a non-expiring permit. The applicants also propose to amend Original Condition No. 6 to add an additional 30-minute outdoor play session in the daily schedule, for a total of three 30-minute and one 45-minute outdoor play sessions a day. Outdoor play areas would continue to be limited to no more than twelve children at any one time.

No other amendments are requested by the applicants. The current Use Permit allows up to twenty-four (24) preschool children, ages 2 to 6, to be present at the subject property at any one time. The Center is staffed by three full-time staff, and two part-time staff persons.

The Center differs from a typical facility, as operations are based on a business model that targets clientele needing short-term day care services, usually on short notice. Examples of clientele include, but are not limited to, stay-at-home parents, home business owners and part-time working professionals who may not adhere to a standard work schedule. The Center's computerized reservations system schedules drop-offs

and pick-ups during the course of the day, starting from 8:30 a.m. until 6:00 p.m., with no more than ten pickups and drop-offs per hour. The use of this system enables the operators to stagger drop-off and pick-up schedules in order to minimize traffic and parking issues. The Center operates on weekdays only.

The project includes two garage spaces that are available for full-time staff parking. Parking for one full-time staff and two part-time staff occurs on Camino Al Lago and on Alameda de las Pulgas. A total of four on-site parking spaces are available for customer parking, including three parking spaces in the driveway accessed from Manzanita Avenue and one Americans with Disabilities Act-compliant parking space (ADA parking space) accessed from Alameda de las Pulgas. Three undesignated, on-street parking spaces are located along Alameda de las Pulgas to facilitate drop-offs and pick-ups.

RECOMMENDATION

That the Planning Commission approve the Renewal and Amendment of the Use Permit (PLN 2013-00191), to eliminate the required 5-year renewal and permanently authorize this use and to add an additional 30-minute outdoor playtime, based on the findings contained in Attachment A of the Staff Report.

BACKGROUND

Report Prepared By: Camille Leung, Senior Planner, Telephone 650/363-1826

Applicants/Owners/Operators: Heather Hopkins and Amy Burnett
Toddle, LLC/3131 Alameda, LLC

Location: 3131 Alameda de las Pulgas, West Menlo Park
(unincorporated San Mateo County)

APN: 074-025-270

Parcel Size: 6,175 sq. ft.

Existing Zoning: R-1/S-72 (One-Family Residential District/S-72 Combining District with 5,000 sq. ft. minimum parcel size)

General Plan Designation: Single-Family Residential

Sphere-of-Influence: City of Menlo Park

Existing Land Use: Medium Density Residential

Water Supply: California Water Service Company

Sewage Disposal: West Bay Sanitary District

Flood Zone: Zone X, Areas of Minimal Flooding

Environmental Evaluation: The project is categorically exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act Guidelines related to the operation, repair, maintenance, permitting, and/or minor alteration of existing private structures and/or facilities, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. On July 15, 2014, the Board of Supervisors found that the project, as proposed and mitigated, would result in environmental impacts, such as traffic and parking impacts, which are considered less than significant.

Setting: The site is located in a residential neighborhood, on the corner of Alameda de las Pulgas (an Arterial Collector Street) and Manzanita Avenue. The site is fairly flat in topography.

Chronology:

<u>Date</u>	<u>Action</u>
May 15, 2013	- Application for the original Use Permit is submitted to the County.
January 22, 2014	- Initial Study and Mitigated Negative Declaration (IS/MND) are made publicly available and the 20-day public review period commences. IS/MND public review period ends on February 10, 2014.
February 12, 2014	- Planning Commission holds a public hearing and approved the Use Permit with a 5-year permit term.
February 26, 2014	- Appeal of the Planning Commission's decision to approve the project is filed with the County.
July 15, 2014	- Board of Supervisors approved the Use Permit with a 5-year permit term.
October 8, 2015	- Administrative Review by Planning staff. Project found in compliance.
October 19, 2015	- Minor Modification to Use Permit approved by the Current Planning Section and Department of Public Works staff to allow 1 additional full time staff member and 1 additional part-time aide, for a total of 3 full-time staff members and 2 part-time aides. Parking for additional staff will occur on

Camino Al Lago and on Alameda. No changes were proposed to child enrollment.

- July 12, 2016 - Administrative Review by Planning staff. Project found in compliance.
- July 12, 2017 - Administrative Review by Planning staff. Staff investigates complaint of parents are making U-turns on Manzanita Avenue. Also, staff investigates the number of drop-off/ pick-ups exceed the maximum set by Original Condition 18. No violations observed or confirmed.
- November 9, 2018 - Administrative Review by Planning staff. Department of Public Works (DPW) staff requests that employees avoid parking on Alameda. Planning staff confirms that parking by 1 full-time aide and 1 part-time aide is allowed to on Alameda.
- January 9, 2019 - Application for Use Permit Renewal and Amendment is submitted to the County.
- March 20, 2019 - Site visit by Project Planner.
- May 7, 2019 - Applicants request to modify their proposal to include an additional 30-minute outdoor play time.
- May 22, 2019 - Planning Commission public hearing.

DISCUSSION

A. KEY ISSUES

1. Conformance with the County General Plan

Upon review of the applicable provisions of the General Plan, staff has determined that the project complies with all applicable General Plan Policies, including the following:

Urban Land Use Policy 8.3a (*Land Use Objectives for Urban Neighborhoods*) sets land use objectives for Urban Neighborhoods, including, though not exclusively, single-family residential areas which appear and function as do residential neighborhoods of contiguous cities. The project site is located in West Menlo Park, which is designated as an Urban Neighborhood (*Land Use, Policy 8.9*). Although this neighborhood area is predominantly a residential community, other institutional uses, such as day care centers and schools, are located in the area to serve the needs of the community.

Urban Land Use Policy 8.34 (*Uses*) allows uses in zoning districts that are consistent with the overall land use designation. The approval of a Use Permit renewal would allow the continued operation of the day care center in this residential zone, consistent with allowed institutional uses in residential areas.

Urban Land Use Policy 8.39 (*Parking Requirements*) regulates minimum on-site parking requirements and parking development standards in order to: (1) accommodate the parking needs of development, (2) provide convenient and safe access, (3) prevent congestion of public streets, and (4) establish orderly development patterns. The proposal includes two parking spaces within the garage for full-time Center staff, three parking spaces in the driveway along Manzanita Avenue, and one ADA parking space accessed from Alameda de las Pulgas. Condition No.10, which has been updated to reflect the 2015 Minor Modification to allow one additional full-time staff and one additional part-time staff, requires the additional employees to park at Heather Hopkins' home address (three blocks from the site), on Camino a Lago or Alameda, or use a non-vehicular mode of transportation (e.g., walk, bike, bus, etc.). A total of four on-site parking spaces are available for drop-offs/pick-ups. As discussed previously, the project, as proposed and conditioned, provides adequate parking and would not result in significant impacts to parking in the project vicinity.

Noise Policies 16.11 through 16.16 call for the County to regulate the distribution of land uses to attain noise compatibility by separating noise generating land uses from noise sensitive land uses; regulating noise generating land uses through nuisance thresholds; separating noise sensitive buildings from noise generating sources; and using natural topography and intervening structures (e.g., earth berms, walls, fencing, or landscaping) to shield noise sensitive land uses. Center operations would continue as permitted except that the applicants propose to amend Original Condition No. 6 to add an additional 30-minute outdoor playtime in the daily schedule, for a total of three 30-minute and one 45-minute outdoor play sessions a day. Outdoor play times would continue to be staggered (proposed schedule in Attachment F), take place during the standard work day, and involve no more than twelve children playing outside at any one time. The applicants have complied with Original Condition No. 21, which requires the applicants to consult with a landscape architect, in addition to consulting with adjoining neighbors, to plant noise-reducing landscaping. The condition has been updated to require maintenance of the approved installed landscaping.

2. Conformance with Zoning Regulations

Pursuant to Section 6161(k)1 of the County's Zoning Regulations, schools are allowed in the R-1 (One-Family Residential) Zone, subject to the

approval of a Use Permit. Although a day care center is not named specifically in this section, the County has historically considered day care facilities and preschools to be schools within the meaning of the Zoning Regulations, as they include an educational component (e.g., kindergarten readiness) and have similar operational and land use impacts. Center staff hold degrees in Early Childhood Education and are certified in pediatric CPR and first aid. The operators state that the children at the facility receive instruction in the areas of music, art, movement, words and numbers.

a. Project Compliance with Use Permit Conditions

Per Original Condition No. 3, the County monitors Center compliance with conditions of approval through Administrative Reviews, tracking of complaints and violations, and through site visits. Over the 5-year permit term, the County has conducted four Administrative Reviews. The following table summarizes the results of the County's Administrative Reviews:

Table 1 <i>Results of the County's Administrative Reviews</i>			
Administrative Review	Concerns Identified by the Public	Staff Observations	Status of Administrative Review
October 8, 2015	None	In compliance	Approved
July 12, 2016	None	In compliance	Approved
July 12, 2017	-Number of drop-off/pick-ups exceed the maximum set by Original Condition 18, based on schedule provided by Center -Parents are making U-turns on Manzanita Avenue	-Staff did not observe an exceedance of drop-off/pick-ups limits; Center provided a corrected schedule -Original Condition 18 allows use of Manzanita Ave. for access; however, Planning staff worked with Center staff to discourage U-turns at Manzanita Avenue	Approved
November 9, 2018	-DPW requests that employees avoid parking on Alameda	-Minor Modification in October 2015 allows for additional staff to park on Alameda or Camino a Lago	Approved

The following table summarizes the complaints the County has received over the 5-year permit term. All complaints arise from one neighbor, no additional individuals filed complaints.

Table 2
Complaints Received by the County

Year	Complaints	Staff Observations	Status of Violation Case
2015	-Too many signs (VIO2015-00202)	-Original conditions do not regulate signage. Staff found that signs were not excessive and many were required by Building Code for the ADA parking space	Closed after staff investigation; no violation was observed
2016	-Lights project into neighbor's house (VIO2016-00055); Excessive lighting on evenings and weekends; -Parents cars are double-parking and blocking driveways (VIO2016-00068); -Drop-offs exceed maximum allowed by Original Condition 18 (VIO2016-00180) -Cars parking in front of bus stop	-Original conditions do not regulate lighting -Staff did not observe double-parking and blocking of driveways by clients -Staff did not observe exceedance of drop-off/pick-ups limits -Per Samtrans staff, parking is permissible in front of bus stop signs as long as there isn't additional signage or striping indicating otherwise	Closed after staff investigation; no violation was observed
2017	-Cars making U-turns on Manzanita Avenue -Cars parked longer than 10 minutes, as prohibited by the Center's Client Contract Agreement (Original Condition 11) -Lights on during night for cleaning -Excessive signage -Commercial grade LED lights used -Employees parking on Alameda	-Original Condition 18 allows use of Manzanita Ave. for access; however, Planning staff worked with Toddle staff to discourage U-turns at Manzanita Avenue and parking longer than 10 minutes -Original conditions do not regulate lighting -Original conditions do not regulate signage -Minor Modification in October 2015 allows for additional staff to park on Alameda or Camino a Lago	Closed after staff investigation; no violation was observed
2018	-Placement of pedestrian yield signs placed in the Alameda right of way	-Pedestrian yield signs were approved and installed by DPW	Closed after staff investigation, no violation observed

Since 2015, Planning and Code Compliance staff have conducted numerous site visits at various times of the day. Staff has not observed any violations.

Recently, on March 19, 2019, the Project Planner conducted a site visit and found the Center in compliance with the conditions of approval.

Staff has added Condition Nos. 15 and 16 to require the applicants to comply with the signage plan (Attachment D) and lighting plan (Attachment E), respectively, which would prohibit the placement of any additional street-facing signs or lighting. Condition No. 16 also requires the applicants to replace all exterior lighting fixtures with downward-directed fixtures.

Staff has modified Original Condition No. 10 to require the Center to arrange for employee(s) or volunteer(s) to monitor parking and street crossings during peak drop-off times (i.e., 7-9 am) and pick-up times during Center operation. The condition also requires the Center, on a quarterly basis, to record observations of traffic monitors (including observed peak drop-off and pick-up times, monitoring schedule, and program improvements implemented to ease traffic and parking). Such records shall be provided to County staff upon request and at the time of scheduled Annual Reviews.

b. Requested Amendments to the Use Permit

Request for a Non-Expiring Use Permit

The applicants propose to amend the permit to replace the 5-year permit term with a non-expiring permit. The applicants have made a significant investment at the property for the operation of a Child Care Center, including permitting fees and construction costs.

Studies sponsored by the San Mateo County Office of Education have shown a significant lack of supply of child care services to meet the current demand for such services in the County. Hurdles for child care providers include the large financial investment required to establish and operate a Child Care Center.

Planning staff supports the removal Original Condition No. 2 which sets a 5-year term for the Use Permit. The removal of this condition would ease Toddle LLC's financial burden and support the maintenance of existing child care service levels in the County. The potential for non-renewal of the Use Permit presents a high financial risk to the applicants. Also, as Use Permit renewal fees are \$3,489

(base fee), the requirement to renew the permit and pay applicable fees every 5 years poses a large financial burden to the operation of the Center. Additionally, as discussed in Section 2.a of this report, the Center has demonstrated compliance with conditions of approval and staff has added additional conditions to address neighbor concerns regarding lighting and signage.

Request for an Additional 30-Minute Outdoor Playtime

Center operations would continue as permitted, with the exception that the applicants propose to amend Original Condition No. 6 to add an additional 30-minute outdoor playtime in the daily schedule, for a total of three 30-minute and one 45-minute outdoor play sessions a day. Outdoor play times would continue to be staggered (proposed schedule in Attachment F), take place during the standard work day, and involve no more than twelve children playing outside at any one time. Potential noise impacts to adjoining residential uses would continue to be minimized by existing landscaping and fencing.

The applicants also requested that Staff clarify the intent of Original Condition No. 18 which establishes drop-off and pick-up restrictions and that these should not apply to school meetings held during non-peak commute times. Staff concurs that the condition only applies to drop-off and pick-up parking purposes and does not apply to parking for school meetings. No amendment to the conditions of approval are required.

Amendments Made By Planning Staff

- (1) Approved Minor Modification: Original Condition No. 11 in Attachment A has been updated to reflect the Minor Modification approved by the County on October 19, 2015, which allows for 1 additional Full time staff and 1 additional Part-time aide, for a total of three Full-time staff and two Part-time aides. The condition allows for additional staff to park on Camino a Lago and on Alameda.
- (2) Removal of Conditions Pertaining to Completed Construction: Conditions relating to the completed modifications authorized by the original Use Permit have been removed from the amended Use Permit, as no additional construction is proposed or planned. These conditions are shown with strike-through in Attachment A of this report.
- (3) Conditions Added by Staff to Address Complaints: Conditions have been added by staff to the amended Use Permit in order to

address complaints received in the past regarding signage and lighting, as well as to require the Center to arrange for monitoring of parking and street crossings during peak drop-off/pick-up times. These conditions (shown with underline) are included as Attachment A of this report.

c. Project Compliance with Development Standards

The previous single-family dwelling was modified under the original Use Permit to achieve upgrades, which were minor in scope and complied with zoning standards. Currently, no alterations to the structure are proposed or planned.

3. Conformance with Use Permit Findings

Section 6503 of the San Mateo County Zoning Regulations requires that the following finding be made in order to approve a Use Permit: "That the establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in said neighborhood." In order to support this finding, staff has determined the following:

a. Traffic Impacts

On July 15, 2014, the Board of Supervisors found that the project, as proposed and mitigated, would not result in any significant environmental impacts.

A traffic study (Traffic Study) was prepared by the applicants' consultant, Kimley-Horn and Associates, Inc., and was included in the IS/MND for the original Use Permit. The following is a summary of the findings of the Traffic Study:

- (1). Project Trip Generation: Project traffic was estimated to generate approximately 164 weekday trips, twelve (12) AM peak hour trips and six (6) PM peak hour trips. During the worst-case peak hour, which is expected to occur between 12:00 p.m. and 3:00 p.m. outside of the AM and PM peak commute periods, the highest hourly project trip generation is approximately 20 trips (10 in and 10 out).
- (2). Traffic Operations: At the time of the approval of the Original Use Permit, the primary project access intersection, the intersection of Alameda de las Pulgas/Manzanita Avenue, operated at deficient LOS E during the AM peak hour, with the critical delay occurring at the northbound Manzanita Avenue

intersection approach. The proposed project does not add any trips to this approach, but does increase the average side street control delay for the northbound approach by approximately two seconds per vehicle. The Traffic Study found that the project does not significantly impact intersection operations.

- (3). Parking Evaluation: The Traffic Study found that the probability of project parking demand exceeding the available driveway parking supply and the on-street parking supply fronting the property is low. During the rare instances when all driveway parking spaces are occupied, child care center drop-off/pick-up drivers would need to utilize one of the three on-street parking spaces on Alameda de las Pulgas fronting the property. In addition to the four designated on-site parking spaces and three non-designated parking spaces along Alameda de las Pulgas, use of other street parking (with the exception of Barney and Manzanita Avenues) is also permitted.

The Traffic Study provided recommendations that were incorporated as Original Condition Nos. 17 through 19 of the original Letter of Decision. Original Condition No. 17 required the applicants to make driveway modifications to accommodate a third parking space on the driveway along Manzanita Avenue. Original Condition No. 18 limits drop-offs/pick-ups to two for every twelve minutes (no more than ten drop-offs/pick-ups per hour) and limits access to the Center via Alameda de las Pulgas and Manzanita Avenue. Original Condition No.19 requires the applicants to maintain sight lines at the northeast corner of the Alameda de las Pulgas/Manzanita Avenue intersection by keeping vegetation trimmed to a maximum height of 30 inches (2.5 feet). The applicants have demonstrated compliance with these conditions of approval.

b. Noise Impacts

Outdoor monitored playtime activities may contribute to ambient noise in the area and are proposed 4 times daily. The operators have scheduled outdoor activities to coincide with the times when most residents are at work. Since the day care center only operates during weekdays, no noise impacts occur during evenings and weekends. At the time of the final approval of the building permit for the approved modifications to the structure, Staff confirmed compliance with Original Condition No. 21, which requires planting of landscaping to buffer noise impacts to adjoining properties.

c. Community Benefit

In addition to boosting the supply of child care services, an essential neighborhood service in the County, the Center continues to offer a flexible program that addresses the needs of families that only require short-term day care services without a mandatory long-term enrollment commitment.

B. ENVIRONMENTAL REVIEW

The project is categorically exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act Guidelines related to the operation, repair, maintenance, permitting, and/or minor alteration of existing private structures and/or facilities, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. On July 15, 2014, the Board of Supervisors found that the project, as proposed and mitigated, would not result in significant environmental impacts. The proposed amendment would not alter the capacity of the Child Care Center, the operations of the Child Care Center, nor the structures on-site. While permit renewals would no longer be required, Administrative Reviews would continue to be required to ensure compliance with the conditions of approval. Therefore, the project would not result in any environmental impacts.

C. REVIEW BY THE DEPARTMENT OF PUBLIC WORKS

The project was reviewed by County Department of Public Works (DPW) staff. Based on complaints from a neighbor regarding parking, DPW staff does not support the requested non-expiring permit as parking issues may be exacerbated over time. DPW staff recommends maintenance of the 5-year permit term and Administrative Reviews every 1-2 years to monitor parking and traffic conditions.

As described in Section 2.a, the County has received several complaints from one neighbor regarding project-related parking and traffic. The complaints resulted in the opening of 4 investigations, during which no violations were confirmed. Additionally, Condition No. 2 requires an administrative review every two years to evaluate traffic and other conditions associated with project operation. The Administrative Review ensures that County staff will continue to monitor parking and traffic conditions at least once every two years, but does not preclude more frequent monitoring if that becomes necessary. Condition No.9 requires the Center to arrange for employee(s) or volunteer(s) to monitor parking and street crossings during peak drop-off (i.e., 7-9 am) and pick-up times during Center operation. The condition also requires the Center, on a quarterly basis, to record observations of traffic monitors (including observed peak drop-off and pick-up times, monitoring schedule, and program improvements implemented to ease traffic and parking). Such records shall be provided to County staff upon request and at the time of scheduled Annual Reviews.

Therefore, Planning staff recommends that the Planning Commission approve the applicants' request for a non-expiring Use Permit, with Administrative Reviews every two years from the date of final approval.

D. REVIEWING AGENCIES

Building Inspection Section
Department of Public Works
Menlo Park Fire Protection District
County of San Mateo Sherriff's Office
California State Highway Patrol

ATTACHMENTS

- A. Recommended Findings and Conditions of Approval
- B. Vicinity Map and Project Plans
- C. Letter of Decision, dated July 22, 2014
- D. Signage Plan
- E. Lighting Plan
- F. Proposed Outdoor Playtime Schedule, dated May 7, 2019
- G. Traffic Circulation Policy (Client Contract Agreement)
- H. Approved 2015 Minor Modification Request
- I. Site Photos, dated March 20, 2019

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COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT

RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL

Permit File Number: PLN 2013-00191

Board Meeting Date: May 22, 2019

Prepared By: Camille Leung
Project Planner

For Adoption By: Planning Commission

RECOMMENDED FINDINGS:

Regarding the Environmental Review, Find:

1. That the proposed project is categorically exempt pursuant to Section 15301, Class 1, of the California Environmental Quality Act Guidelines related to the operation, repair, maintenance, permitting, and/or minor alteration of existing private structures and/or facilities, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

Regarding the Use Permit, Find:

2. That the establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in said neighborhood. As proposed and mitigated, the project would provide sufficient parking for the project and would stagger outdoor play times to ensure less than significant impacts in the areas of traffic, parking, and noise.

RECOMMENDED CONDITIONS OF APPROVAL

Current Planning Section

1. The project shall be ~~constructed~~ operated in compliance with the plans approved by the Planning Commission on May 22, 2019. Minor modifications to the project may be approved by the Community Development Director if they are consistent with the intent of, and are in substantial conformance with, this approval. Major modifications, as determined by the Community Development Director, are subject to review and approval of the Planning Commission. Modifications to be reviewed by the Community Development Director include changes required by the State for facility licensing.
2. ~~The use permit shall be valid for five (5) years from the date of final approval.~~

- ~~23.~~ The applicant(s) shall apply for a use permit renewal with the applicable fees six (6) months prior to the expiration of the use permit. On each anniversary date of the approval, Every two years from the date of final approval, an administrative review shall be conducted to evaluate traffic and other conditions associated with the operation of the Center. Program improvements to ease parking and traffic shall be documented per Condition No. 9. This documentation shall be made available upon request by County staff and at the time of schedule Administrative Reviews.
- ~~34.~~ The applicant(s) shall ~~obtain and submit proof of~~ maintain a license from the State of California for the operation of the Center, ~~prior to the Current Planning Section's approval of the building permit for the project.~~
- ~~45.~~ The hours of operation of the Center shall be from 8:30 a.m. to 6:00 p.m., Monday through Friday.
- ~~56.~~ The outdoor play times shall be scheduled at the discretion of the operator, to allow two thirty (30) minute morning sessions, one thirty (30) minute afternoon session, and one forty-five (45) minute afternoon session. Outdoor play areas shall be limited to no more than twelve children at any one time.
- ~~67.~~ No more than forty (40) drop-offs shall be allowed daily.
- ~~78.~~ No more than twenty-four (24) children shall be in the Center at any one time.
- ~~89.~~ Individuals engaged in drop-off and pick-up activities shall use only the four designated on-site parking spaces, and three non-designated parking spaces along Alameda de las Pulgas or other street parking (with the exception of Barney and Manzanita Avenues).
- ~~940.~~ The operator of the Center shall closely monitor all drop-offs and pick-ups to ensure that vehicles of its customers do not block neighbors' driveways or double-park during these activities. The Center shall arrange for employee(s) or volunteer(s) to monitor parking and street crossings during peak drop-off and pick-up times during Center operation. On a quarterly basis, ~~the operator of the Center shall~~ record observations of traffic monitors (including observed peak drop-off and pick-up times, monitoring schedule, and program improvements implemented to ease traffic and parking) and maintain records of all complaints received of its customers allegedly blocking neighbors' driveways or double parking. Such records shall be provided to County staff upon request and at the time of scheduled Annual Reviews.
- ~~1044.~~ The operator of the Center shall submit for review and approval of the Planning and Building Department, a client contract agreement that includes language requiring child care center parents/guardians/caregivers to park for less than

10 minutes when signing in or out of the Center; that users park in the designated areas; or on-street parking spaces per Condition No. 98, to avoid blocking or turning around in neighborhood driveways; and that access to the Center shall be via Alameda de las Pulgas and Manzanita Avenue (not Barney Avenue). Should full-time Center staff drive to the Centerwork, staff shall park within the on-site garage. Notwithstanding the foregoing, One full-time staff and tTwo part-time aides are is allowed and shall park at Heather Hopkins' home address (three blocks from the site), on Camino Al Lago or Alameda de las Pulgas, or use a non-vehicular mode of transportation (e.g., walk, bike, bus, etc.). (See also Condition No. 1248, Mitigation Measure 2.)

- ~~12. During project construction, the applicant(s) shall, pursuant to Chapter 4.100 of the San Mateo County Ordinance Code, minimize the transport and discharge of stormwater runoff from the construction site into storm drain systems and water bodies by:
 - ~~a. Using filtration materials on storm drain covers to remove sediment from dewatering effluent.~~
 - ~~b. Stabilizing all denuded areas and maintaining erosion control measures continuously between October 1 and April 30.~~
 - ~~c. Removing spoils promptly, and avoiding stockpiling of fill materials, when rain is forecast. If rain threatens, stockpiled soils and other materials shall be covered with a tarp or other waterproof material.~~
 - ~~d. Storing, handling, and disposing of construction materials and wastes so as to avoid their entry to the storm drain system or water body.~~
 - ~~e. Avoiding cleaning, fueling or maintaining vehicles on-site, except in an area designated to contain and treat runoff.~~
 - ~~f. Limiting and timing applications of pesticides and fertilizers to avoid polluting runoff.~~~~
- ~~13. The applicant(s) shall include an erosion and sediment control plan on the plans submitted for the building permit. This plan shall identify the type and location of erosion control devices to be installed upon the commencement of construction in order to maintain the stability of the site and prevent erosion and sedimentation off-site.~~
- ~~14. The applicant(s) shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Department of Public Works and the respective Fire Authority.~~

- ~~15. No site disturbance shall occur, including vegetation removal, until a building permit has been issued.~~
- ~~16. To reduce the impact of construction activities on neighboring properties, comply with the following:~~
- ~~a. All debris shall be contained on-site; a dumpster or trash bin shall be provided on-site during construction to prevent debris from blowing onto adjacent properties. The applicant(s) shall monitor the site to ensure that trash is picked up and appropriately disposed of daily.~~
 - ~~b. The applicant(s) shall remove all construction equipment from the site upon completion of the use and/or need of each piece of equipment which shall include but not be limited to tractors, back hoes, cement mixers, etc.~~
 - ~~c. The applicant(s) shall ensure that no construction-related vehicles shall impede through traffic along the rights-of-way on Alameda de las Pulgas and Manzanita Avenue. All construction vehicles shall be parked on-site outside the public rights-of-way or in locations which do not impede safe access on Alameda de las Pulgas and Manzanita Avenue. There shall be no storage of construction vehicles in the public rights-of-way.~~

1147. **Mitigation Measure 1:** The operators shall ensure that the third on-site parking space is provided by implementing the planned driveway improvements to widen the existing pad from 26.5 feet to 27 feet in width. This would provide sufficient width to accommodate three (3) standard 9-foot by 20-foot parking stalls. The driveway modifications could be implemented through minor improvements, including removal of the existing temporary fenced trash receptacle enclosure, and widening of the existing driveway pad by 0.5 feet with additional concrete paving, or installation of grasscrete (or other permeable pavers).

1248. **Mitigation Measure 2 (as modified from the Negative Declaration):** The owners/managers of the child care facility shall schedule no more than two drop-offs/pick-ups during any 12-minute period, not to exceed ten (10) drop-offs/pick-ups per hour (10 in-bound vehicle trips and 10 out-bound vehicle trips). In addition, client contracts will include language requiring that the child care center parents/guardians/caregivers park for less than 10 minutes when signing in or out of the Center; that users park in the designated areas or on-street parking spaces, to avoid blocking or turning around in neighborhood driveways; and that access to the Center shall be via Alameda de las Pulgas and Manzanita Avenue (not Barney Avenue). (See also Condition of Approval No. 1044.)

1349. **Mitigation Measure 3:** The owners/managers of the child care facility shall ensure that sight lines are maintained at the northeast corner of the Alameda de las Pulgas/Manzanita Avenue intersection by keeping tree branches trimmed and shrubs/foilage trimmed to a maximum height of 30 inches (2.5 feet).

~~20. Noise levels produced by the proposed construction activity shall not exceed the 80-dBA level at any one moment. Construction activities shall be limited to the hours from 7:00 a.m. to 6:00 p.m., Monday through Friday, and 9:00 a.m. to 5:00 p.m. on Saturday. Construction operations shall be prohibited on Sunday and any national holiday.~~

~~1421. The applicants shall maintain landscaping as shown on the approved landscape plan. The applicant(s) shall submit a landscape plan, for review and approval by the Planning and Building Department, subject to prior consultation with the following persons: (1) a landscape architect regarding noise reducing landscaping to minimize noise to adjoining property owners, and (2) the adjacent neighbors, in order to address potential noise impacts from the operation of the Center, prior to issuance of a building permit. The landscaping shall be installed prior to the Final Inspection for the building permit.~~

15. The applicants shall comply with the approved signage plan (included as Attachment D of the staff report). Placement of any additional signage or enlargement of existing street-facing signs is not permitted.

16. The applicants shall revise the lighting plan (included as Attachment E of the staff report) to replace exterior lighting fixtures as necessary such that all lighting is downward-directed, within **30 days** of the final approval of this permit. The revised lighting plan is subject to review and approval by the Community Development Director. Once approved, fixtures as the site shall be changed to reflect the plan within 30 days of lighting plan approval. The applicants shall comply with the approved lighting plan, which prohibits the placement of any additional exterior lighting. The applicants shall

17. The operators shall maintain three (3) on-site parking spaces within the driveway.

Building Inspection Section

~~22. Prior to pouring any concrete for foundations, written verification from a licensed surveyor will be required confirming that the setbacks, as shown on the approved plans, have been maintained.~~

~~1823. An automatic fire sprinkler system will be is required. This permit must be issued prior to or in conjunction with the building permit.~~

~~24. If a water main extension, upgrade or hydrant is required, this work must be completed prior to the issuance of the building permit, or the applicant(s) must submit a copy of an agreement and contract with the water purveyor that will ensure the work will be completed prior to finalizing the permit.~~

~~25. A site drainage plan will be required that will demonstrate how roof drainage and site runoff will be directed to an approved disposal area.~~

- ~~26. Sediment and erosion control measures must be installed prior to beginning any site work and maintained throughout the term of the permit. Failure to install or maintain these measures will result in stoppage of construction until the corrections have been made and fees paid for staff enforcement time.~~
- ~~27. All drawings must be drawn to scale and clearly define the whole project and its scope.~~
- ~~28. Please call out the right codes on the code summary: The design and/or drawings shall be done according to the 2013 Edition of the California Building Standards Code, Title 24; the 2013 California Plumbing Code (Part 5); the 2013 California Mechanical Code (Part 4); and the 2013 California Electrical Code (Part 3).~~
- ~~29. Provide cross sections of an accessible restroom. If you have playground equipment, please provide drawings showing that this equipment is accessible (ADA compliant) as well.~~

~~1930. This is an I-4 Use Day Care Center.~~

Menlo Park Fire Protection District

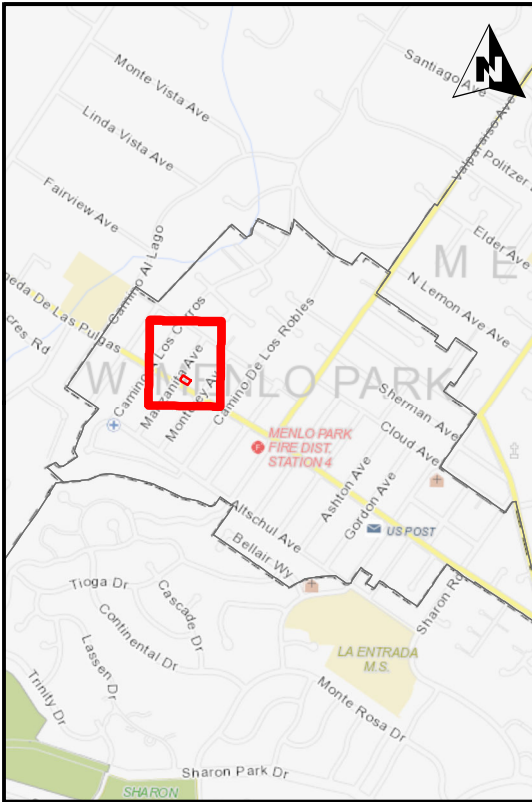
- ~~2034. The new facility will require automatic fire sprinkler protection and an automatic fire alarm system, including a manual fire alarm system.~~
- ~~32. After Planning approval, building plans shall be submitted to the Menlo Park Fire Protection District for California Fire Code review.~~


CML:ann – CMLDD0211.WNU.DOCX

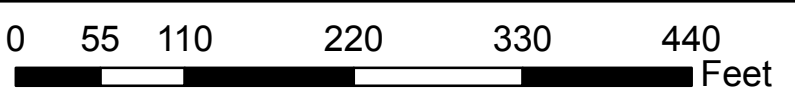


County of San Mateo - Planning and Building Department

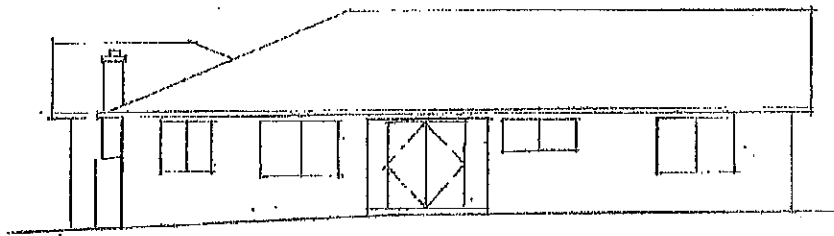
ATTACHMENT B



PLN2013-00191
 Project Parcels

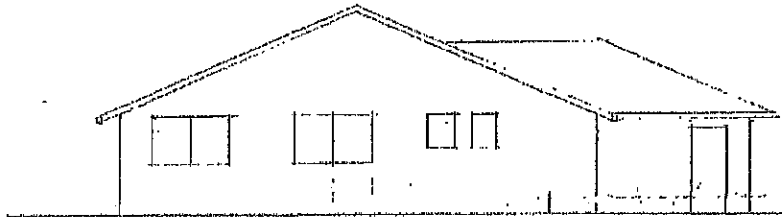


Vicinity Map



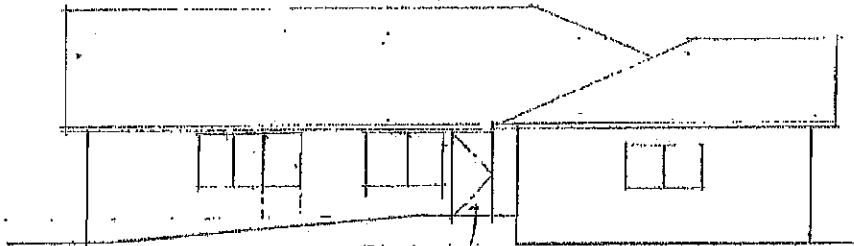
SOUTH

no steps



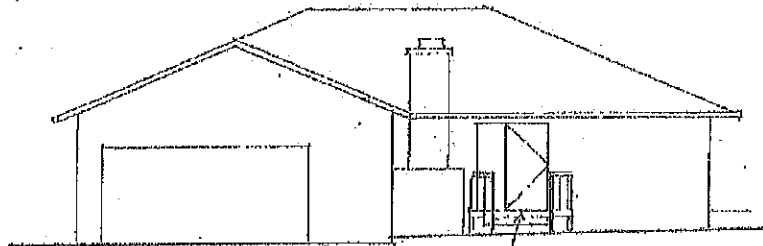
EAST

raise bath window



NORTH

replace stairs w/ accessible + windows



WEST

replace door and stairs

(E) EXTERIOR ELEVATIONS

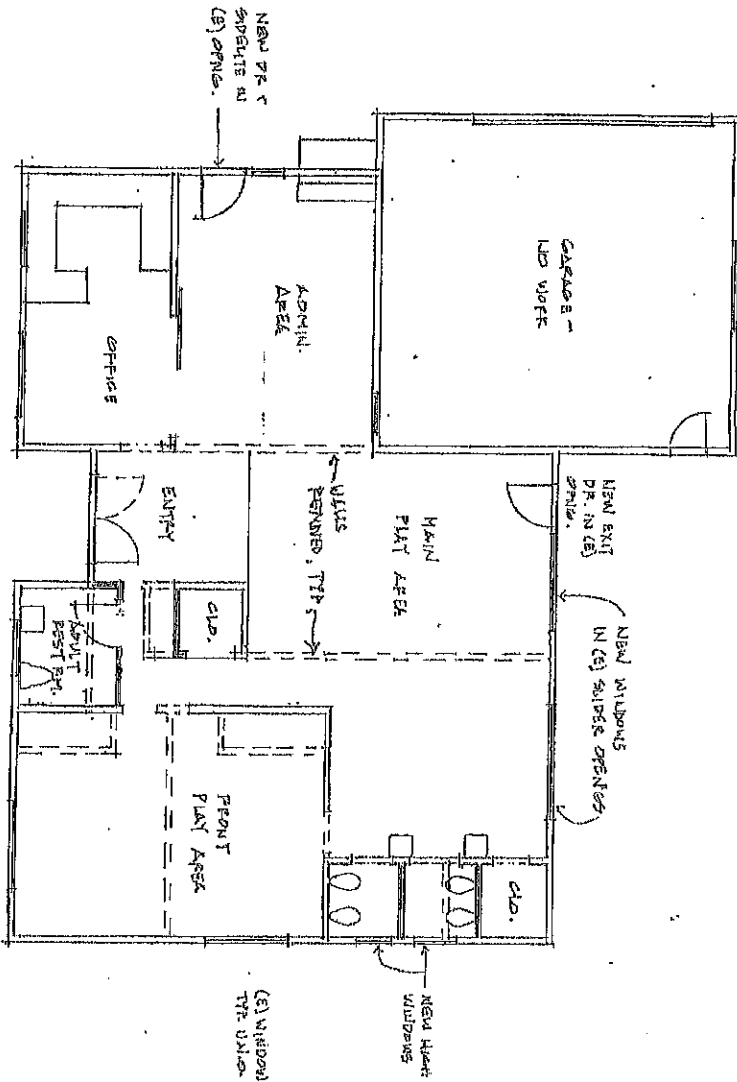
51	TODDLER REMODEL 3131 ALAMEDA DE LAS PULGAS	HENRY L. RIGGS, A.I.A. 47 Calle Lane, Menlo Park, CA 94025-1701 / 650-327-6198
	NEW BLDG ELEVATIONS	

San Mateo County Planning Commission Meeting

Owner/Applicant: **3131 Alameda LLC/Toddle LLC**

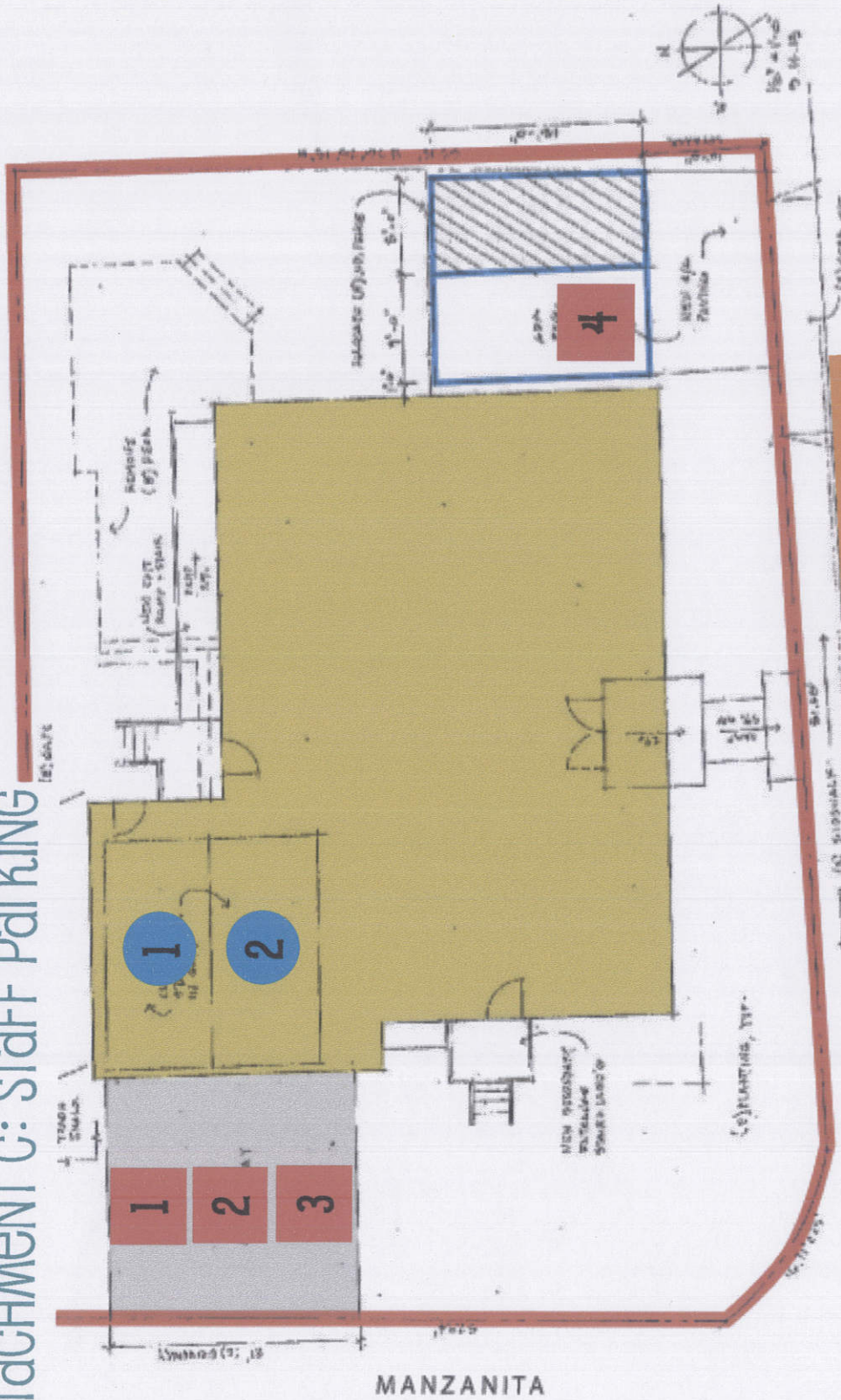
Attachment: **D**

File Numbers: **PLN2013-00191**



3	TODDLE REMODEL 3131 ALAMEDA DE LAS PULGAS	HENRY L. RIGGS, A.I.A. 47 Calle Lane, Menlo Park, CA 94025-1701 / 650-327-6198
	FLOOR PLAN	

ATTACHMENT C: STAFF PARKING



SITE PLAN

ALAMEDA DE LAS PULGAS

San Mateo County Planning Commission Meeting

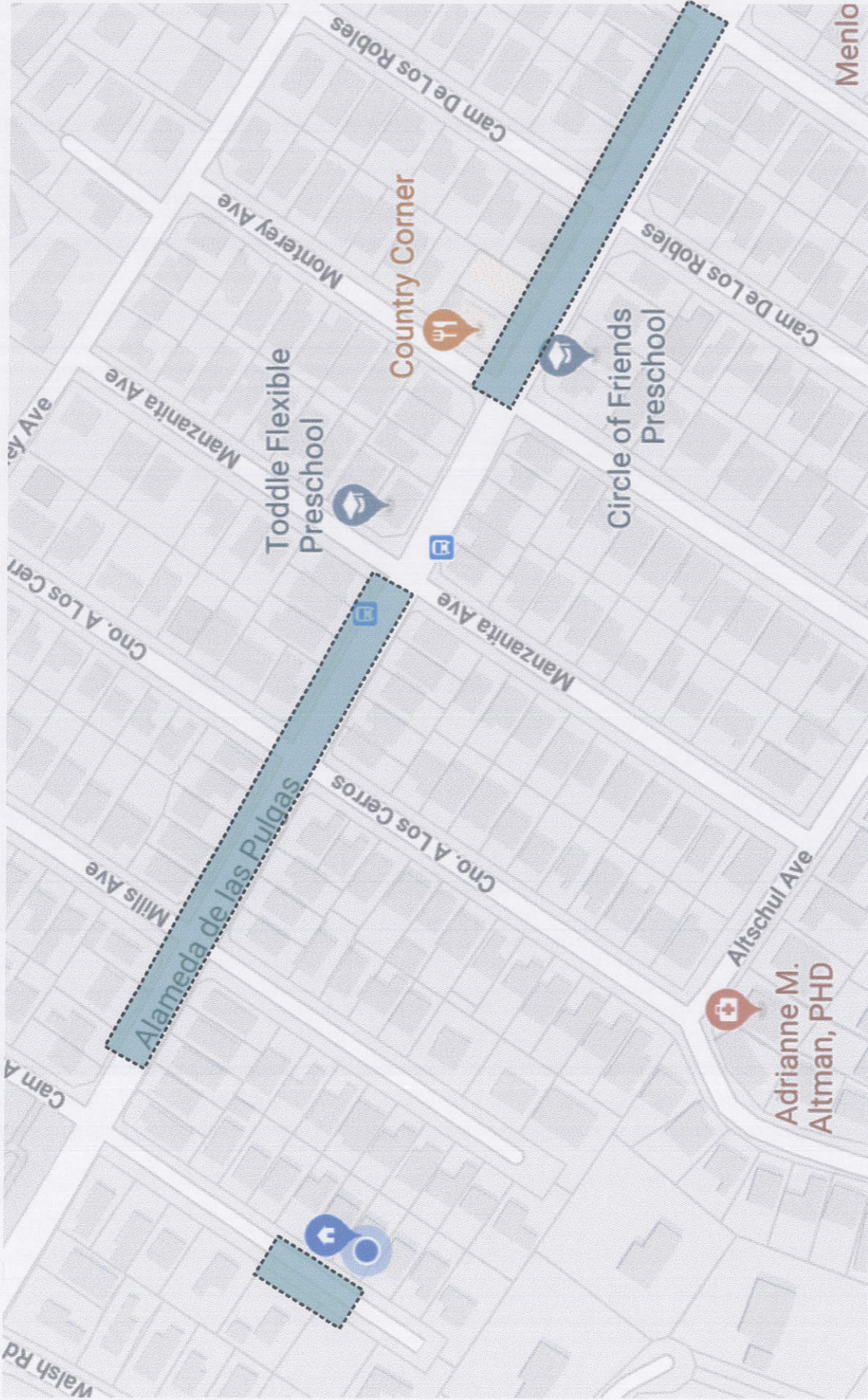
Owner/Applicant: **3131 Alameda LLC/Toddle LLC**

Attachment: **C**

File Numbers: **PLN2013-00191**

- STAFF PARKING
- CUSTOMER PARKING
- ALTERNATE STREET PARKING

ATTACHMENT D: STAFF PARKING



 ADDITIONAL STAFF PARKING



County of San Mateo - Planning and Building Department

ATTACHMENT C



County of San Mateo

Planning & Building Department

455 County Center, 2nd Floor
Redwood City, California 94063
650/363-4161 Fax: 650/363-4849

Mail Drop PLN122
plngbldg@smcgov.org
www.co.sanmateo.ca.us/planning

July 22, 2014

Toddle LLC
Attn: Heather Hopkins
361 Camino Al Lago
Menlo Park, CA 94027

Dear Ms. Hopkins:

Subject: **FINAL LETTER OF DECISION**
File Number: PLN2013-00191
Location: 3131 Alameda de las Pulgas
APN: 074-025-270

On July 15, 2014, the San Mateo County Board of Supervisors considered an appeal of the Planning Commission's decision to certify the Initial Study/Mitigated Negative Declaration and approve a Use Permit, to allow operation of a 24-child preschool/day care center in an existing single family residence in the unincorporated West Menlo Park area of San Mateo County.

The Board of Supervisors received public comment, discussed changes to Conditions of Approval regarding required administrative reviews and scheduling drop offs and pickups; the changes directed by the Board of Supervisors have been incorporated into the Conditions of Approval in Attachment A. In addition, the Board of Supervisors discussed the potential dedication of one parking space along Alameda de las Pulgas as a loading zone, although this was not made a Condition of Approval. For further information on establishing a loading zone designation, please contact the Department of Public Works.

Based on information provided by staff and evidence presented at the hearing, the Board of Supervisors denied the appeal and approved the project, with a vote of 5-0-0.

If you have questions regarding this matter, please contact Camille Leung, Senior Planner, at 650/363-1826 or Email: cleung@smcgov.org.

Sincerely,

Heather Hardy
Planning Commission Secretary

County of San Mateo
Planning and Building Department

FINDINGS AND CONDITIONS OF APPROVAL

Permit File Number: PLN 2013-00191

Board Hearing Date: July 15, 2014

Prepared By: Dennis P. Aguirre

Adopted By: Board of Supervisors

FINDINGS

Regarding the Environmental Review, Found:

1. That the Mitigated Negative Declaration is complete, correct and adequate, and prepared in accordance with the California Environmental Quality Act and applicable State and County Guidelines.
2. That, on the basis of the Initial Study and comments hereto, there is no evidence that the project, subject to the mitigation measures contained in the Mitigated Negative Declaration, will have a significant effect on the environment.
3. That the Mitigated Negative Declaration reflects the independent judgment of San Mateo County.
4. That the mitigation measures identified in the Mitigated Negative Declaration, agreed to by the applicants, placed as conditions on the project, and identified as part of this public hearing, have been incorporated into the Mitigation and Reporting Plan in conformance with California Public Resources Code Section 21081.6.

Regarding the Use Permit, Found:

5. That the establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in said neighborhood based on the following:
 - a. As proposed and mitigated, the project would provide sufficient parking and would not have an adverse impact on traffic, based on the following:
 - (1) Project Trip Generation: The proposed project is anticipated to generate approximately 164 weekday trips, twelve (12) AM peak hour trips and six (6)

PM peak hour trips. During the worst-case peak hour, which is expected to occur between 12:00 p.m. and 3:00 p.m., outside of the AM and PM peak commute periods, the highest hourly trip project generation is approximately 20 trips.

- (2) **Traffic Operations:** The primary project access intersection, the intersection of Alameda de las Pulgas/Manzanita Avenue, currently operates at deficient Level of Service (LOS) E during the AM peak hour, with the critical delay occurring at the northbound Manzanita Avenue intersection approach. The proposed project does not add any trips to this approach but does increase the average side street control delay for the northbound approach by approximately 2 seconds per vehicle. The project traffic causes an increase in the volume-to-capacity (V/C) ratio for this movement by only 0.01, and does not significantly impact intersection operations.
 - (3) **Neighborhood Traffic Concerns:** During the busiest periods, there is some chance that all of the driveway parking spaces may be occupied at times, in turn, some drop-off/pick-up drivers may first turn onto Manzanita Avenue, only to circle around the block to the on-street parking spaces on Alameda de las Pulgas. Only a small proportion of the daily project trips (conservatively eight inbound trips) are anticipated to use neighborhood streets to access the project site, which represents a relatively low proportion of the existing local street traffic volumes.
 - (4) **Parking Evaluation:** The probability of the project parking demand exceeding the available driveway parking supply and the on-street parking supply fronting the property is very low. Based on a conservative analysis considering existing neighborhood on-street parking demand and an average drop-off/pick-up parking time of 10 minutes, the proposed parking demand generated by the child care facility would have a very small probability (<5%) of exceeding the available on-site driveway parking supply during the busiest time of the day. During the rare instances when all driveway parking spaces are occupied, child care center drop-off/pick-up drivers would need to utilize one of the three on-street parking spaces on Alameda de las Pulgas fronting the property.
- b. As proposed and mitigated, the project would result in a less than significant impact in the area of noise. Noise levels from outdoor play areas are expected to comply with County Noise Control regulations. Outdoor play times would be limited to a maximum of three times daily to coincide when most residents are at work. Since the preschool/day care center (the Center) will only operate during weekdays, no noise impacts will occur during evenings and weekends. Condition of Approval No. 20 has been added to require compliance with allowed timeframes for construction noise.

- c. With regard to visual impacts, only minor exterior modifications are proposed for the facility such that the residential appearance of the structure is not compromised and will not deviate from the residential character of the neighborhood.
- d. With regard to essential neighborhood services, the availability of a preschool/day care center that offers a flexible program addresses the needs of families that only require short-term child care services without the mandatory long-term enrollment commitment.

CONDITIONS OF APPROVAL

Changes in the conditions of approval since the Planning Commission's approval of this project are shown in underline (additions) and strike-through (deletions) format.

Current Planning Section

1. The project shall be constructed in compliance with the plans approved by the ~~Planning Commission~~ Board of Supervisors on July 15, 2014~~February 12, 2014~~. Minor ~~adjustments~~ modifications to the project may be approved by the Community Development Director if they are consistent with the intent of, and are in substantial conformance with, this approval. Major modifications, as determined by the Community Development Director, are subject to review and approval of the Planning Commission. Modifications to be reviewed by the Community Development Director include changes required by the State for facility licensing.
2. The use permit shall be valid for five (5) years from the date of final approval.
3. The applicant(s) shall apply for a use permit renewal with the applicable fees six (6) months prior to the expiration of the use permit. On each anniversary date of the approval, an administrative review shall be conducted to evaluate traffic and other conditions associated with the operation of the Center.
4. Prior to opening a business, the applicant(s) shall obtain the required child care license from the State of California, and submit a copy to the Planning and Building Department.
5. The hours of operation of the Center shall be from 8:30 a.m. to 6:00 p.m., Monday through Friday.
6. The outdoor play times shall be scheduled at the discretion of the operator, to allow two ~~optional and one regular~~, thirty (30) minute morning sessions; and one ~~regular~~, forty-five (45) minute afternoon session. Outdoor play areas shall be limited to no more than 12 children at any one time.
7. No more than forty (40) drop-offs shall be allowed daily.

8. No more than twenty-four (24) children shall be in the Center at any one time.
9. Individuals engaged in drop-off and pick-up activities shall use only the four designated on-site parking spaces, and three non-designated parking spaces along Alameda de las Pulgas or other street parking (with the exception of Barney and Manzanita Avenues).
10. The operator of the Center shall closely monitor all drop-offs and pick-ups to ensure that vehicles of its customers do not block neighbors' driveways or double park during these activities. The operator of the Center shall maintain records of all complaints received of its customers allegedly blocking neighbors' driveways or double parking.
11. The operator of the Center shall submit, for review and approval of ~~to~~ the Planning and Building Department, a client contract agreement that includes language requiring ~~that~~ the child care center parents/guardians/caregivers to park for less than 10 minutes when signing in or out of the Center; that users park in the designated areas; or on-street parking spaces per Condition No. 9, to avoid blocking or turning around in neighborhood driveways; and that access to the Center shall be via Alameda de las Pulgas and Manzanita Avenue (not Barney Avenue). Should full-time Center staff drive to the work, staff shall park within the on-site garage. One part-time aide is allowed and shall park at Heather Hopkins' home address (three blocks from the site) or use a non-vehicular mode of transportation (e.g., walk, bike, bus, etc.). (See also Condition No. 18, Mitigation Measure 2.)
12. During project construction, the applicant(s) shall, pursuant to Chapter 4.100 of the San Mateo County Ordinance Code, minimize the transport and discharge of stormwater runoff from the construction site into storm drain systems and water bodies by:
 - a. Using filtration materials on storm drain covers to remove sediment from dewatering effluent.
 - b. Stabilizing all denuded areas and maintaining erosion control measures continuously between October 1 and April 30.
 - c. Removing spoils promptly, and avoiding stockpiling of fill materials, when rain is forecast. If rain threatens, stockpiled soils and other materials shall be covered with a tarp or other waterproof material.
 - d. Storing, handling, and disposing of construction materials and wastes so as to avoid their entry to the storm drain system or water body.
 - e. Avoiding cleaning, fueling or maintaining vehicles on-site, except in an area designated to contain and treat runoff.
 - f. Limiting and timing applications of pesticides and fertilizers to avoid polluting runoff.

13. The applicant(s) shall include an erosion and sediment control plan on the plans submitted for the building permit. This plan shall identify the type and location of erosion control devices to be installed upon the commencement of construction in order to maintain the stability of the site and prevent erosion and sedimentation off-site.
14. The applicant(s) shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Department of Public Works and the respective Fire Authority.
15. No site disturbance shall occur, including ~~any grading or tree~~ any vegetation removal, until a building permit has been issued, ~~and then only those trees approved for removal shall be removed.~~
16. To reduce the impact of construction activities on neighboring properties, comply with the following:
 - a. All debris shall be contained on-site; a dumpster or trash bin shall be provided on-site during construction to prevent debris from blowing onto adjacent properties. The applicant(s) shall monitor the site to ensure that trash is picked up and appropriately disposed of daily.
 - b. The applicant(s) shall remove all construction equipment from the site upon completion of the use and/or need of each piece of equipment which shall include but not be limited to tractors, back hoes, cement mixers, etc.
 - c. The applicant(s) shall ensure that no construction-related vehicles shall impede through traffic along the rights-of-way on Alameda de las Pulgas and Manzanita Avenue. All construction vehicles shall be parked on-site outside the public rights-of-way or in locations which do not impede safe access on Alameda de las Pulgas and Manzanita Avenue. There shall be no storage of construction vehicles in the public rights-of-way.
17. **Mitigation Measure 1:** ~~The operators shall ensure~~ that the third on-site parking space is provided by implementing the planned driveway improvements to widen the existing pad from 26.5 feet to 27 feet in width. This would provide sufficient width to accommodate three (3) standard 9-foot by 20-foot parking stalls. The driveway modifications could be implemented through minor improvements, including removal of the existing temporary fenced trash receptacle enclosure, and widening of the existing driveway pad by 0.5 feet with additional concrete paving, or installation of grasscrete (or other permeable pavers).
18. **Mitigation Measure 2 (as modified from the Negative Declaration):** The owners/managers of the child care facility shall ~~follow the County's request to~~ schedule no more than two drop-offs/pick-ups during any 12-minute period~~per 12 minutes~~, not to exceed ten (10) drop-offs/pick-ups per hour (10 in-bound vehicle trips and 10 out-bound vehicle trips). In addition, client contracts will include language requiring that the child

care center parents/guardians/caregivers park for less than 10 minutes when signing in or out of the Center; that users park in the designated areas; or on-street parking spaces, to avoid blocking or turning around in neighborhood driveways; and that access to the Center shall be via Alameda de las Pulgas and Manzanita Avenue (not Barney Avenue). (See also Condition of Approval No. 11.)

19. **Mitigation Measure 3:** The owners/managers of the child care facility shall ensure that sight lines are maintained at the northeast corner of the Alameda de las Pulgas/Manzanita Avenue intersection by keeping tree branches trimmed and shrubs/foilage trimmed to a maximum height of 30 inches (2.5 feet).
20. Noise levels produced by the proposed construction activity shall not exceed the 80-dBA level at any one moment. Construction activities shall be limited to the hours from 7:00 a.m. to 6:00 p.m., Monday through Friday, and 9:00 a.m. to 5:00 p.m. on Saturday. Construction operations shall be prohibited on Sunday and any national holiday.
21. The applicant(s) shall submit a landscape plan, for review and approval by the Planning and Building Department, subject to prior consultation with the following persons: (1) a landscape architect regarding noise reducing landscaping to minimize noise to adjoining property owners, and (2) the adjacent neighbors, in order to address potential noise impacts from the operation of the Center, prior to issuance of a building permit. The landscaping shall be installed prior to the Final Inspection for the building permit.

Building Inspection Section

22. Prior to pouring any concrete for foundations, written verification from a licensed surveyor will be required confirming that the setbacks, as shown on the approved plans, have been maintained.
23. An automatic fire sprinkler system will be required. This permit must be issued prior to or in conjunction with the building permit.
24. If a water main extension, upgrade or hydrant is required, this work must be completed prior to the issuance of the building permit, or the applicant(s) must submit a copy of an agreement and contract with the water purveyor that will ensure the work will be completed prior to finalizing the permit.
25. A site drainage plan will be required that will demonstrate how roof drainage and site runoff will be directed to an approved disposal area.
26. Sediment and erosion control measures must be installed prior to beginning any site work and maintained throughout the term of the permit. Failure to install or maintain these measures will result in stoppage of construction until the corrections have been made and fees paid for staff enforcement time.
27. All drawings must be drawn to scale and clearly define the whole project and its scope.

28. Please call out the right codes on the code summary: The design and/or drawings shall be done according to the 2013 Edition of the California Building Standards Code, Title 24; the 2013 California Plumbing Code (Part 5); the 2013 California Mechanical Code (Part 4); and the 2013 California Electrical Code (Part 3).
29. Provide cross-sections of an accessible restroom. If you have playground equipment, please provide drawings showing that this equipment is accessible (ADA compliant) as well.
30. This is an I-4 Use Day Care Center.

Menlo Park Fire Protection District

31. The new facility will require automatic fire sprinkler protection and an automatic fire alarm system, including a manual fire alarm system.
32. After Planning approval, building plans shall be submitted to the Menlo Park Fire Protection District for California Fire Code review.



County of San Mateo - Planning and Building Department

ATTACHMENT D



SIGNAGE PLAN



ADA parking sign:
12"x30"

White tow-away
sign: 24"x24"



Emergency
assembly sign:
18"x18"



Penguin sign:
12"x15"

Gray sign beneath
penguin: 12"x4"

ADA accessible
sign: 12"x18"



ADA accessible
entrance sign:
12"x18"



Penguin sign:
12"x15"



Please do not
use Manzanita
street parking:
18"x12"



County of San Mateo - Planning and Building Department

ATTACHMENT E

TODDLE

LIGHTING PLAN



West side of structure facing Alameda de las Pulgas



North side of the structure facing Manzanita Avenue



North side of the structure facing Manzanita Avenue



South side of the structure. (parking space on Alameda de las Pulgas)



County of San Mateo - Planning and Building Department

ATTACHMENT F

Camille Leung

From: Heather Hopkins <heather@toddle.org>
Sent: Tuesday, May 07, 2019 4:29 PM
To: Camille Leung
Cc: Amy Burnett; heather@toddle.org
Subject: Re: Request for Items

Hi Camille,

Our apologies; that sample schedule was posted long ago on our website before we were even open. We'll change it on our next round of updates.

Ideally, the best schedule for the children is:

8:30 – 9:00 A.M. Free Learning
9:00 - 9:30 A.M. Circle Time
9:30 – 10:00 A.M. Outdoor Play
10:00 – 10:30 A.M. Snack and Cleanup
10:30 – 11:30 A.M. Group project or activity
11:30 – 12:00 P.M. Outdoor Play
12:00 – 12:45 P.M. Snack and Cleanup
12:45 – 1:00 P.M. Circle Time
1:00 P.M. - 1:30 P.M. Free Learning
1:30 – 2:00 P.M. Outdoor Play
2:00 – 2:30 P.M. Snack and Cleanup
2:30 – 3:00 P.M. Group project or activity
3:00 – 3:45 P.M. Outdoor Play
4:00 – 4:45 P.M. Snack and Cleanup
4:45 – 5:30 P.M. Group project or activity
5:30 – 6:00 P.M. Free Learning

This would require adding one additional 30-minute outdoor playtime to the afternoon. Is that possible at this point?

Heather



Owner & Administrator
650.485.2338
www.toddle.org

On Tue, May 7, 2019 at 11:38 AM Camille Leung <cleung@smcgov.org> wrote:

Ok Thanks Amy.



County of San Mateo - Planning and Building Department

ATTACHMENT G



TRAFFIC CIRCULATION POLICY

Toddle is committed to being a good neighbor. Please help limit traffic, parking and safety issues in the neighborhood by adhering to the following rules:

Each parent/guardian/regular caregiver is required to initial below.

_____ I will park for less than 10 minutes when signing my child in or out of Toddle.

_____ I will park in Toddle's driveway or on Alameda de las Pulgas directly in front of Toddle. I will NOT park on Manzanita Avenue (except in Toddle's driveway).

_____ I will drive to/from Toddle via Alameda de las Pulgas and the west outlet of Manzanita Avenue rather than Barney Avenue and the other quiet streets of the neighborhood.

_____ I will not block nor turn around in neighbor driveways.

SIGNATURES

Parents/guardians and regular caregivers of child

Signature: _____ Date: _____

Printed Name: _____

Signature: _____ Date: _____

Printed Name: _____

Signature: _____ Date: _____

Printed Name: _____



County of San Mateo - Planning and Building Department

ATTACHMENT H



MEMORANDUM

To: Camille M. Leung
Planning and Building Department

From: Heather Hopkins & Amy Burnett
Toddle L LC

Date: October 8, 2015

RE: **PLN2013-()019', Requesting an Increase in Staffing**

Camille,

As per our conversation today during our annual review, we would like to request modification of the number of staff we can have onsite at Toddle. Due to the high demand Toddle has experienced from families of children with special needs and our desire to provide the highest quality Early Childhood Education experience, we would like to request an increase in staffing from two full-time staff and one part-time aide to three full-time staff and one or two aids. The additional staff person(s) would park on either Alameda or on Heather Hopkin' street (Camino al Lago).

Thank you,

Heather Hopkins



650.283.5112



WWW.TODDLE.ORG

From: Camille Leung
To: heather@toddle.org
CC: Amy Burnett; Hanieh Houshmandi; Lisa Aozasa
Date: 10/19/2015 12:14 PM
Subject: Re: Requesting a staffing increase

Hi Heather,

Yes, sorry for the delay. Hanieh Houshmandi at the Department of Public Works, Lisa Aozasa (Deputy Director), and I have reviewed the proposal. Under the proposal dated October 8, 2015, as there is no increase in the enrollment of children and the 1 additional Full-Time staff person and 1 additional part-time aide (bringing staffing total to 3 full time employees and 2 part-time aides) will be parking off-site on Alameda and Camino a Lago (near Heather's house) and walking to the site, it is not anticipated that this project modification will result in additional project-related traffic or parking impacts. Also, Planning staff acknowledges that with the enrollment of special needs children, teacher-student ratios should be improved to meets the additional care needs of these children. Please inform new staff of parking restrictions.

Based on the above and based on the passed Administrative Review for this year, the request has been approved as a minor modification to the Use Permit (PLN2013-00191). For the future, please limit enrollment based on the approved staffing. Any other requests for additional staffing will need to be reviewed with the Use Permit renewal.

This note has been placed in the file.

Thank you!

Camille M. Leung
Planning and Building Department
455 County Center, Second Floor
Redwood City, CA 94063
Phone: (650) 363-1826
Fax: (650) 363-4849

Please help us to serve you better and take a moment to complete our survey, just click on the link below:
<http://planning.smcgov.org/webforms/san-mateo-county-planning-and-building-engagement-survey>

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of intended recipient(s) and may contain confidential and protected information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

>>> Heather Hopkins <heather@toddle.org> 10/8/2015 12:33 PM >>>

Hi Camille,
Attached is the letter we had discussed regarding a potential increase in Toddle staff. Let us know what you think!

Thank you,
Heather

Owner & Administrator
650.485.2338 (office)



County of San Mateo - Planning and Building Department

ATTACHMENT I



