

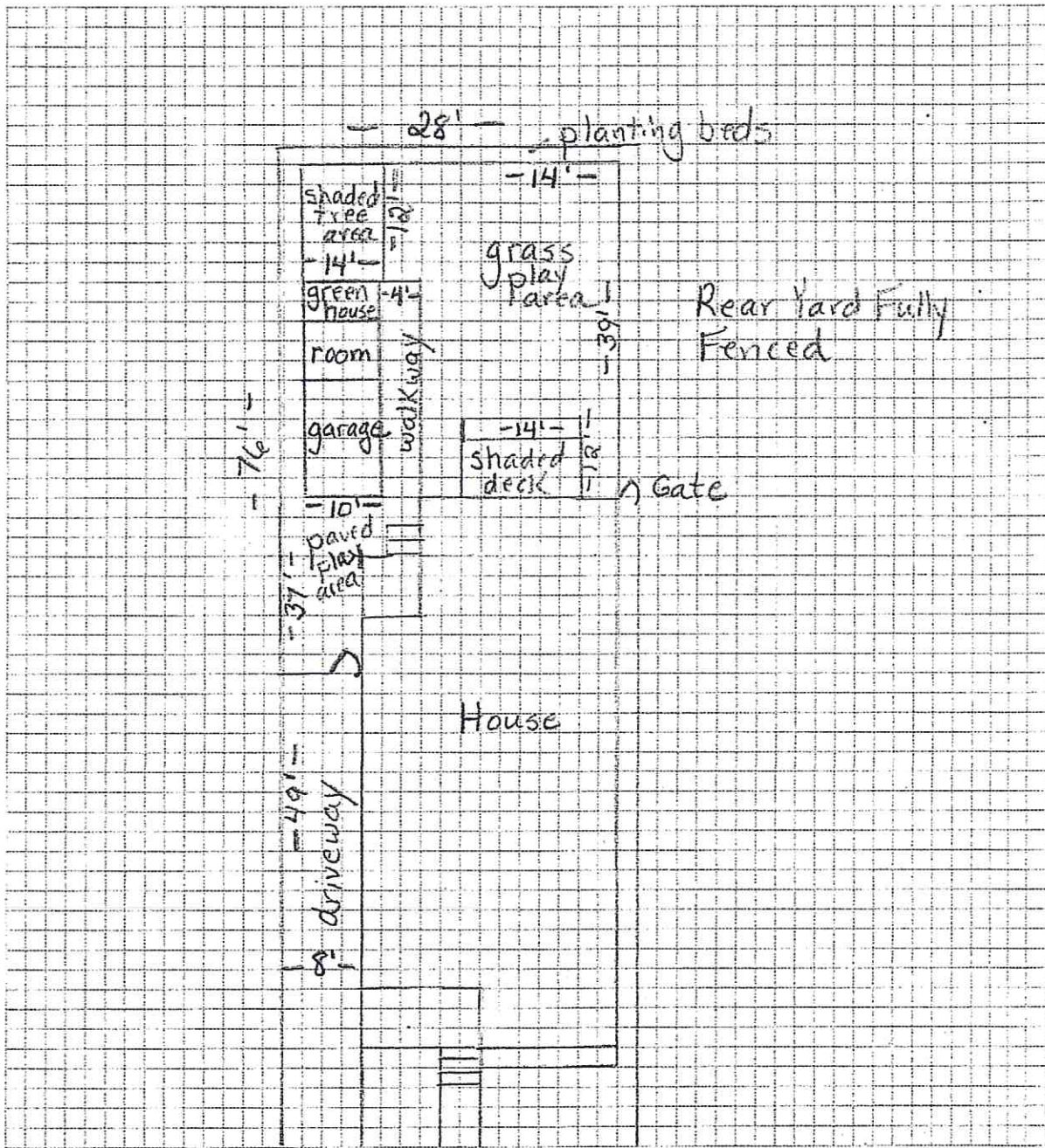
animal pens, etc. Show the overall yard size. Try to keep the sizes close to scale. Use the space below.

FACILITY NAME:

Da Vinci Center For Gifted Children

ADDRESS:

508 Taylor Ave, Alameda, CA 94501



Taylor Avenue





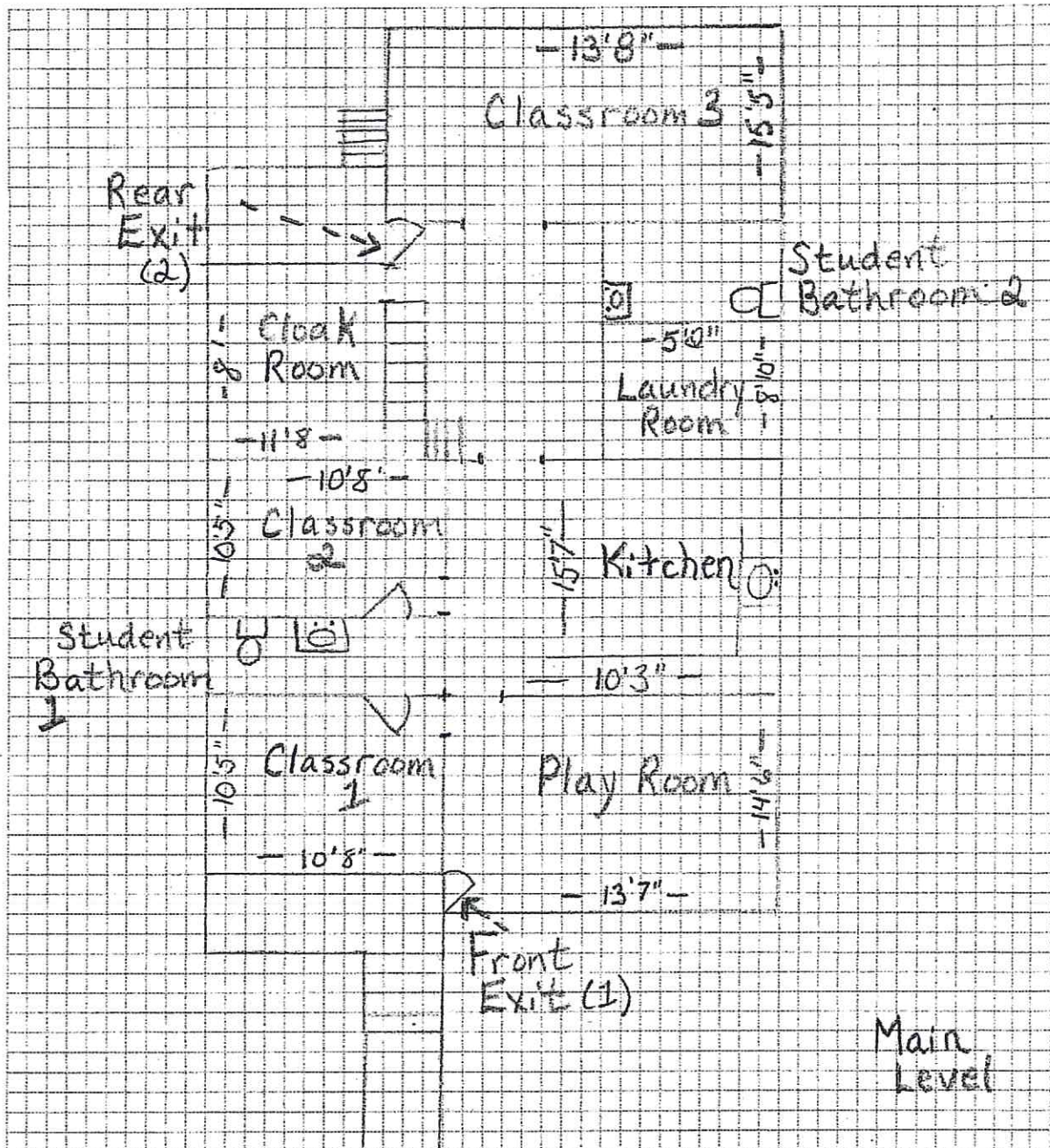
window exits from the rooms must be shown in case of an emergency (see Emergency Disaster Plan). Show room sizes (e.g. 8.5 x 12). Keep close to scale. Use the space below. See back for yard sketch.

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508 Taylor Ave, Alameda, CA 94501



Taylor Avenue

LIC 999 (3/99)





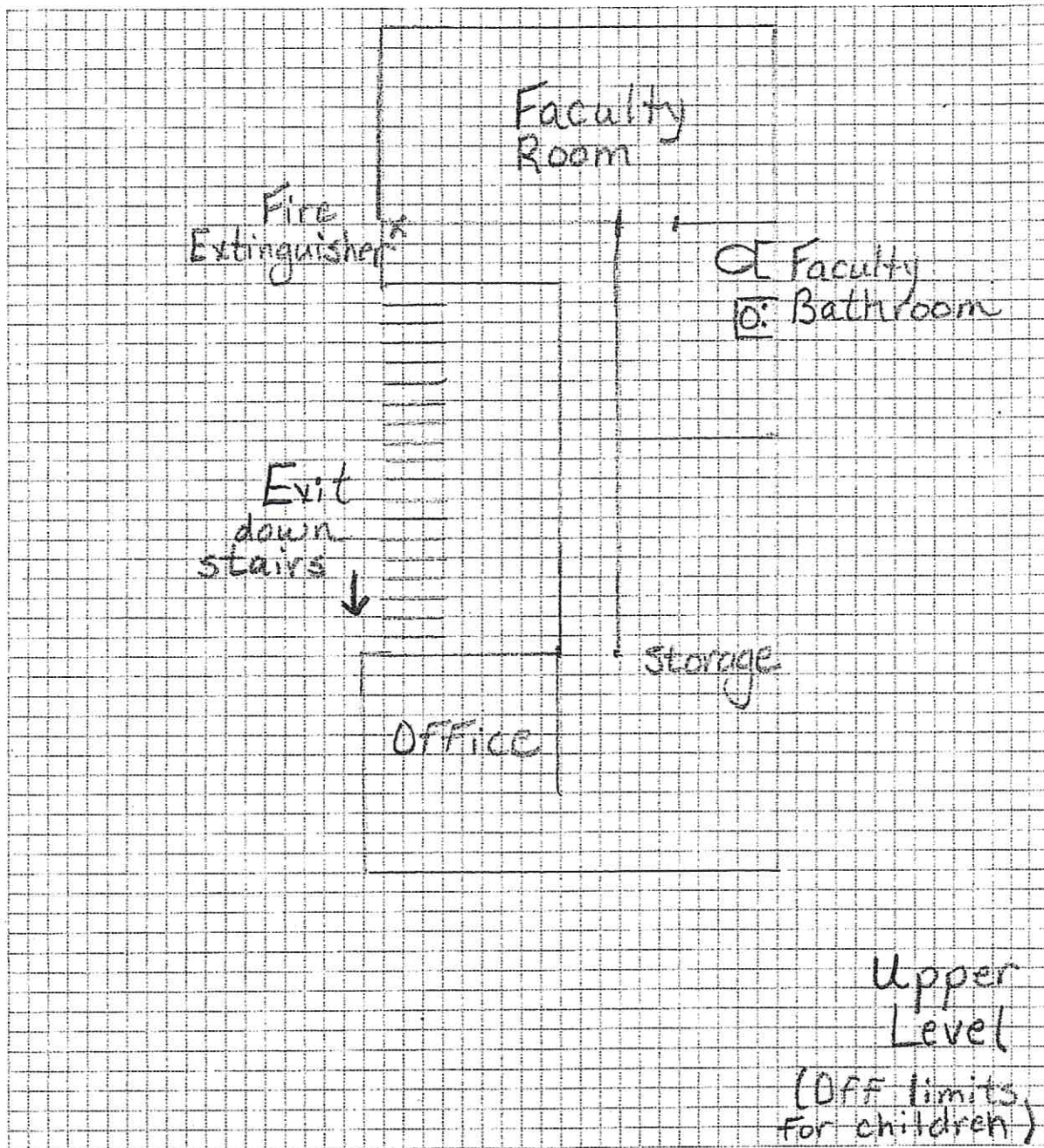
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Taylor Avenue





## USE PERMIT

### SUPPLEMENTAL FORM

Community Development • Planning & Building  
2263 Santa Clara Ave., Rm. 190  
Alameda, CA 94501-4477

alamedaca.gov

510.747.6800 • F: 510.865.4053 • TDD: 510.522.7538

Hours: 7:30 a.m.–3:30 p.m., M–Th

FILING FEE: \$1,611.64

**Use Characteristics:** Please describe the project in terms of anticipated maximum level of operation, scope of use, and materials involved for the proposed use.

Please see attached proposal

#### Business Activity:

Existing Use: residential

Hours and Days of Operation: M-F 830-6

Number of Shifts: \_\_\_\_\_

Customers Per Day: 17

Floor Area: 2300 sq Ft

Proposed Use: Small Private School

Total Employees: 3

Employees per Shift: 3

Trucks Per Day (indicate truck size): N/A

Number of Parking Spaces on Property: 3 (+1 474 Taylor)

#### Check all that may apply with the proposed use:

☐ Operating Hours Between 10:00PM – 7:00AM

☐ Hazardous Materials

☐ On-sale Alcohol ☐ Off-sale Alcohol

☐ Beer ☐ Wine ☐ Distilled Spirits

☒ Use of Outdoor Spaces/Sidewalk

☐ Air Emissions/Odors

☐ Massage Activity

☐ Use of Amplified Noise

Use the space below to provide addition detail, if necessary:

Use of backyard (Fully Fenced)

**Surrounding Land Uses:** What uses (residential, commercial, park, or manufacturing) exist on adjacent properties?

North: residential

East: residential

South: residential

West: residential



## Da Vinci Center for Gifted Children

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### Parent Pick Up and Drop Off Schedule for Fall 2015

We have implemented a new pick up and drop off system for the fall. The sign-in sheet will be located on the rear gate at the end of the driveway. You may drop off your child, sign in, and as soon as they are under our visual supervision you may proceed with your day. Students will enter the rear gate and then enter the building through the rear door so as to minimize any noise or gathering in front of the building that could disturb neighbors.

Please ensure you drop off your child during your allotted times – there will be a maximum of 5 families per time slot. If the driveway of the school is full, proceed to the driveway at 474 Taylor and then simply walk your child over to the school. This will ensure smooth flow and a parking space for everyone for drop off and pick up. While we love to see you and speak with you, drop offs and pick-ups are not the time to have full discussions with the teachers as we are focused entirely on the successful transition of the children. Please feel free to book an appointment with us at any time, give a call or send an email.

Sincere thanks for your help in modeling respect and kindness to our new neighbors.

#### AM

8:15 to 8:30

8:30 to 8:45

8:45 to 9:00

#### PM

3:15 to 3:30

3:30 to 3:45

Extended Care (3:45 to 6 pm)

## Application For Conditional Use Permit

Prospective Property: 508 Taylor Avenue, Alameda, 94501

Applicant: Catherine Cook, MEd, President/Founder, Da Vinci Center for Gifted Children

### Background

I am the President, Founder and Lead Teacher for what is currently licensed both through Community Care Licensing and the City of Alameda as a school age home day care in Alameda. We serve profoundly and exceptionally gifted children. I have 25 years of experience as a credentialed educator and educational administrator, and I will soon be completing my doctoral degree in gifted education. Da Vinci Center for Gifted Children is currently located in my home in the West End of Alameda; it is in excellent standing with Community Care Licensing, and the number of families requesting our services has now exceeded the space available in my home. Gifted children have strong sensitivities, need plenty of social-emotional support, and most of our students have some sort of learning disability in addition to being gifted (such as dyslexia, dysgraphia, auditory processing disorders, ADHD etc.) They also need extreme academic acceleration (we have a six year old doing college level math for example). We have families who drive for long distances from across the Bay Area to receive our services, and we have families right here in Alameda who walk to Da Vinci. These are not children who can be successfully served by public or private schools, but who require highly specialized instruction, hands-on experiential learning opportunities, social-emotional support in very small groups, and highly trained and experienced educators skilled in serving students with learning differences. We receive direct referrals from neuropsychologists, therapists, pediatricians and other gifted experts in the Bay Area who assess gifted children and who highly recommend families to our program.

### Proposal/Expansion Plan

I have recently closed escrow on a single family home located at 508 Taylor Avenue. This home is located only four doors down (not even half a block east) of our current location on the same street. Perhaps most importantly, community members in this neighborhood have been very supportive of our work with the children; one neighbor is our Drama teacher, and we have never received a single complaint. Our plan would be for me and my son to stay in our home at 474 Taylor and rent (it is being purchased by one of our student's families) and then use 508 Taylor for the exclusive functioning of the school each day.

### Student Capacity

We would hope to enroll 15-18 students for the fall of 2015 and grow to 25 students for the fall of 2016. Some students are full time, attending all day, every day, and some students are part time, attending two or three days per week. This would allow us to keep well within the legal requirements of Community Care Licensing of 50 square feet of living space per child as the main level is approximately 1800 square feet. There is also ample outdoor yard space on the property, again well within the legal requirements of Community Care Licensing, and it is fully fenced. The building space by licensing guidelines would allow a maximum of 44 students; however, we would not plan to ever expand beyond 25 children.

### Fire Pre-Inspection Complete

As part of our inspection process on this property, we have already had Division Chief, Mark Sample, of the Alameda Fire Department conduct a pre-inspection of 508 Taylor Avenue. Officer Sample was impressed with the building saying it was very clean and that there would be minimal changes needed. All of his recommendations we feel are very reasonable to accomplish, and of course our licensed electrician or contractor would ensure we complete the permit process with the City of Alameda for any work requiring permits. Below is the list of recommended improvements from Officer Sample:

- 1) Install a separate carbon monoxide detector
- 2) Install one fire extinguisher downstairs and one fire extinguisher upstairs
- 3) Cap off the gas fireplace valve in the interior of the fireplace
- 4) Install a gate or barrier in front of the furnace in the laundry room
- 5) Move the laundry room sink farther away from the hot water heater to accommodate a four inch clearance
- 6) Relocate the hot water heater emergency bypass line to the outside of the building
- 7) Enclose exposed wire in outdoor space in a conduit
- 8) Install a safety latch on the sliding glass doors on upper level
- 9) Properly install the stove vent in the kitchen to be flush with the ceiling

Other than the proposed safety recommendations from the fire department, we would not need to do any renovations or make any changes to the property.

### Hours of Operation/Parking

Our hours of operation are from 8:30 am to 3:30 pm Monday to Friday (closed on holidays), with extended care hours available from 7 am– 8:30 am and 3:30 to 6:00 pm. This very wide

window of times for drop-offs and pick-ups intersperses parents' arrivals and departures so we do not have the whole group of children arriving at exactly the same time or leaving at exactly the same time. We currently do not have any families signed up for early care for the 2015/2016 school year.

The maximum amount of teachers/employees present at any one time is three. Our enrichment teachers come in only part time only once per week to teach music, art etc.

We currently have 10 children in attendance at our West End location with one off street parking space available to parents, and we have had no issues with parking as parents drop-off and pick up kids, sign in or out, and exit quickly. There are three tandem off street parking spaces in the driveway of the new property on the east side of the house at 508 Taylor. Further, the parents of the children in our community are very dedicated, caring people who wish to support the success of the school and its peaceful and easy transition in our neighborhood. They are willing to sign up for specific drop off and pick-up designated times to stagger the parking needs at different times and to ensure ease of access. Finally, 474 Taylor Avenue has two off street parking spaces and both the new owner and myself (as current tenant) are willing to designate one of these spaces solely for the use of Da Vinci families providing four off street driveways available at all times. We will not be impacting street parking and have this well covered for the safety and ease of arrival and departure of families.

#### Conditional Use Permit

My understanding in speaking with the staff in the Planning/Zoning Department, is that we need to request a Conditional Use Permit to allow our small private school to move forward in the new space. I completed the pre-application meeting process, and I am now officially submitting our request. I look forward to your advice and support in helping us to grow our highly successful and committed gifted community in Alameda.