



# City of Santa Barbara

## LARGE FAMILY DAY CARE HOME SUPPLEMENTAL INFORMATION

Performance Standard Permits are required for Large Family Day Care Home facilities in the following zones: A-1, A-2, E-1, E-2, E-3, R-1, R-2, R-3, R-4, R-0 and in the portion of the HRC-2 Zone that permits residential uses.

- Large Family Day Care Home Submittal Requirements
- Sample Format for Letter to the Modification Hearing Officer
- Family Day Care Good Neighborhood Guidelines
- Sample Format for Flyer to the Neighborhood

Performance Standard Permits for Large Family Day Care Home facilities are not required in the: C-O, C-P, C-L, C-1, C-2, and C-M zones.

*For additional submittal requirements, please obtain the following: (1) Master Application, (2) Modification and Performance Standard Permit Submittal Packet (3) Project Statistics Forms for Design Review Projects, (4) Planning Commission & Staff Hearing Officer Submittal Cover Sheet (lilac), (5) Noticing Requirements; and (6) On-Site Posting Instructions*

*These and other forms are available on the City's website at <http://www.SantaBarbaraCA.gov/Resident/Home/Forms/>*

*Projects that involve complex or multiple requests may require that the applicant submit for the DART (Development Application Review Team) process.*

*Please be advised that all submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner authorization.*

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# City of Santa Barbara

## LARGE FAMILY DAY CARE HOME SUBMITTAL REQUIREMENTS

### I. INTRODUCTION:

- Family Day Care Homes are State-licensed homes which regularly provide care, protection, and supervision of 14 or fewer children under the age of 18 years of age in the provider's own home for period of less than 24 hours per day while the parents or guardians are away. Large Family Day Care Homes are homes which provide family day care to 8 to 14 children, including children under the age of 10 who reside at the home.
- All Family Day Care Homes must be licensed by the State Department of Social Services, Community Care Licensing Division.
- Proposed Large Family Day Care Homes are also required to obtain a Performance Standard Permit from the City of Santa Barbara if they are to be located in the A-1, A-2, E-1, E-2, E-3, R-1, R-2, R-3, R-4, R-O zones, and residential areas of the HRC-2 zone. Performance Standard Permits are granted by the City's Staff Hearing Officer.
- Proposed Large Family Day Care Homes in the C-O, C-P, C-L, C-1, C-2, and C-M zones are not required to obtain a Performance Standard Permit.

### II. SUBMITTAL REQUIREMENTS:

Please refer to the "*Modification and Performance Standard Permit Submittal Packet*" handout for submittal and processing information. Questions regarding application submittal contents and process can be answered at the Planning and Zoning counter at 630 Garden St. at (805) 564-5578.

### III. STANDARDS FOR LARGE FAMILY DAY CARE HOMES

In determining whether a Performance Standard Permit should be granted, the Staff Hearing Officer will consider the following:

1. All applicants for Large Family Day Care Home Performance Standard permits are required to be licensed by the State Department of Social Service, Community Care Licensing Division.
2. No zoning violations can exist on the property. Any existing zoning violations are to be corrected before an application is submitted for a Performance Standard Permit. Any corrections must be shown on the site plan that is submitted with the application.
3. The proposed Large Family Day Care Home must meet the standards set forth in Zoning Ordinance Section 28.93.030. These standards are:
  - The proposed Large Family Day Care Home must be at least 300 feet away from another large family day care home. City Staff will verify this distance requirement by checking City records and with the State Department of Social Services Community Care Licensing.

A waiver of the 300-foot spacing requirement may be requested by the applicant and granted by the Staff Hearing Officer if it can be found that certain physical conditions exist and if the waiver would not result in significant effects on the

public peace, health, safety and comfort of the affected neighborhood. Examples of physical conditions that may warrant granting of waiver include intervening topography that creates a barrier or separation between the facilities (such as hillsides or ravines), the presence of major non-residential uses between the facilities (such as offices, retail stores, churches or schools), or the presence of a major roadway between the facilities. Requests for waivers should be included in the letter submitted as part of the application and should include justification for why a waiver is being requested.

- Adequate off-street area or on-street area in front of the residence must be available for passenger loading and unloading. Passenger loading and unloading areas must be of adequate size and configuration and must not restrict access to neighboring properties.

Site plans included with the application must show the proposed passenger loading and unloading area (which in most cases will be a driveway but may also be located on-street along the curb in front of the house). Applications will be sent to the City's Transportation Division for review of the adequacy of the passenger loading and unloading area.

- One additional parking space for employee parking is required (beyond what is normally required for the residence itself) unless it can be found that adequate on-street or off-street parking exists to support the proposed use.

The finding that adequate on-street or off-street parking can usually be made if:

- a) The residence has two parking spaces on-site and one of the spaces is usually available during the day (for example, space is unoccupied because a member of the household works outside the home during the day);
- b) The residence has more than two parking spaces on-site; or
- c) The residence has one or two parking spaces on-site, on-street parking is available in front of the residence, and the residence is not located in a parking constrained area of the City.

An additional on-site parking space may be required if the residence has no on-site parking or is located in a parking constrained area.

Site plans included with the application should show the area proposed for employee parking. Driveways may not be used for parking areas. Applications will be sent to the City's Transportation Division for review of the adequacy of the employee parking area.

- Hours of outdoor play must be limited to the hours between 8:00 a.m. and 6:00 p.m.

#### **IV. QUESTIONS?**

If you have any questions about Large Family Day Care Home Performance Standard Permits, call Roxanne Milazzo, Associate Planner, at (805) 564-5578 or go to the Planning and Zoning Counter at 630 Garden Street.

**Applicant's name**

**Applicant's return address (or letterhead)**

**Applicant's telephone number**

**Date**

# SAMPLE LETTER

Staff Hearing Officer  
Community Development Department  
City of Santa Barbara  
P.O. Box 1990  
Santa Barbara, CA 93102-1990

Dear Staff Hearing Officer:

I am requesting a Performance Standard Permit for a Large Family Day Care Home to be located at (address).

My plans are to provide child care for up to 14 children between the hours of \_\_\_\_ to \_\_\_\_, (day) through (day). The exact times that individual children would be dropped off and picked up would vary based on the parents needs and requirements; however a schedule that minimizes traffic and parking congestion would be established. As indicated on the site plan, passenger loading and unloading would occur \_\_\_\_\_(in my driveway; at the curb in front of my house).

The day care home would be staffed by myself and one assistant. Parking for my assistant would be located \_\_\_\_\_ (in my garage; on the street in front of my house). Program activities would take place inside my house and (location of outdoor play areas).

As outlined above, my intention is to operate a day care home that provides parents with reliable child care while remaining considerate to neighboring property owners.

Sincerely,

Hopeful Applicant

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# City of Santa Barbara

## FAMILY DAY CARE GOOD NEIGHBOR GUIDELINES

Neighbors often have many questions or concerns when a family day care home opens in their neighborhood. These guidelines are intended to help new and existing childcare providers co-exist peacefully with their neighbors.

Neighbor's potential concerns about family day care usually involve such things as increased noise, loss of privacy, increased traffic, loss of on-street parking and the possibility of unsupervised children. The following are methods that childcare providers can use to reduce the concerns of their neighbors:

1. If possible, take the time to meet your neighbors. Introduce yourself and let your neighbors know about your plans before you submit your application for your family day care home. When talking to neighbors, be patient and remember that not everyone is familiar with family day care. Some neighbors may misunderstand and be resistant to your program.
2. Take the time to listen to your neighbors' concerns. Let them know that you want to be a good neighbor. Try to work with them to establish ways to alleviate their concerns. Let them know of any precautions you are taking to avoid problems.
3. Make up a flyer to hand out to your neighbors (see the attached sample flyer). Make sure the flyer includes your name and phone number. Let your neighbors know that they can call you if any problems arise. The flyer should provide information about your day care home, including the number of children enrolled, hours of operation, regular times for outdoor play, and where and when parents will pick up their children.
4. With your neighbor's permission, take a look at your property from your neighbor's property. What concerns would you have if you were your neighbor? How does your property look? Is it tidy and well maintained?
5. Invite your neighbors to come visit your program.
6. Try to inform your neighbors of some of the advantages of having a family day care home in the neighborhood. For example, neighborhood security may be improved because you will be home much of the day while your neighbors are away at work.
7. If possible, try to orient play areas and equipment away from neighbors who may be most impacted by noise (for example, neighbors who are frequently home during the day or neighbors who work at night and sleep during the day). It is also a good idea to block views of play equipment from the street or from neighboring properties, either with fencing or with landscaping.

- 8. Talk to your neighbors about the hours of outdoor play. As much as possible, try to establish times that will be the least disruptive to nearby neighbors.
- 9. For reasons of safety and appearance, keep front yards and sidewalks clear of bicycles and toys.
- 10. Assure your neighbors that the children will be supervised at all times.
- 11. Think about where and when parents will park when they pick up and drop off their children. Could cars block a driveway to a neighboring property? Are the pick-up times relatively staggered to avoid too many parents arriving at once? Is there room for parking if more than one parent arrives at the same time? Would parents need to routinely park in front of a neighbor's house? If you have an assistant who drives, where will this person park? Let the parents and any assistants know where they should park and if there are any areas that they should avoid. Ask parents not to double-park or block driveways. Also ask that they observe the speed limit and come and go as quietly as possible.

If possible, provide opportunities for communication between you and your neighbors so that questions and concerns can be discussed before problems arise. Sometimes despite your best efforts, you may not be able to resolve a dispute with a neighbor. If this happens, you should try to remain patient and calm when listening to or talking to your neighbor. If necessary, you may suggest mediation through a mediation service. Mediation is a process that helps people settle disputes through the use of mediators who work with both parties to reach an agreement. Trained mediators are listed in the yellow pages in the phone book under "Mediation Services" and some will provide low cost services based on a person's ability to pay. If you rent your home, you may be able to obtain free mediation services through the City's Rental Housing Mediation Task Force. The Rental Housing Mediation Task Force can be contacted at (805) 564-5594.

# SAMPLE FLYER

## Hello!

My name is \_\_\_\_\_ and I am your neighbor at \_\_\_\_\_. This flyer is to introduce myself and to let you know about the childcare program that I operate in my home. The name of my program is \_\_\_\_\_. \_\_\_\_\_ is a State-licensed (large or small) family day care home. I care for # children between the ages of \_\_\_ and \_\_\_ and my hours are \_\_\_\_\_ to \_\_\_\_\_. Hopefully, this flyer will answer most of your questions about my program.

## What is a (Large or Small) family day care home?

While childcare is a necessity and fact of life for most families today, a shortage of child care exists in Santa Barbara County and throughout the nation. The Santa Barbara County Children's Resource and Referral Program estimates that there is an unmet need for approximately 5,200 licensed childcare spaces in Santa Barbara County.

Family day care homes help meet this unmet need by providing child care in a home setting. A family day care home provides supervised childcare for 14 or fewer children in a provider's own home. Large family day care homes provide childcare for 8 to 14 children, including children under the age of 10 years who reside at home. Small family day care homes provide childcare to 6 or fewer children, including children under the age of 10 years who reside at the home.

All family day care homes are required to be licensed by the State Department of Social Services. Large family day care homes are also required to obtain a permit from the City of Santa Barbara.

## Will the presence of a (Large or Small) family day care home affect me?

The most important aspect of family day care is that it takes place in the provider's own home. Because of this, family day care homes are indistinguishable from other homes in the neighborhood.

Family day care homes can be a benefit to the neighborhood. Prospective home buyers sometimes ask about the proximity of child care as well as schools. Also, because day care providers are home during the day, neighborhood security is often improved.

Neighbors sometimes have concerns when a family day care home opens in their neighborhood. It is my goal to be a good neighbor and to work with you to ensure that my program will not create any neighborhood concerns. To this end, I plan on doing the following:

- I have asked the parents to pick up and drop off their children (in front of my house, in my driveway). I have also asked that they not block my neighbor's driveways or

double-park, that they observe the speed limit, and that they come and go as quietly as possible. Since the parents pick up and drop off their children at different times, I do not anticipate any parking or traffic problems.

- At times, the children will play outdoors in my yard. Outdoor play will typically occur between \_\_\_\_\_ and \_\_\_\_\_, and will not take place in the early morning hours or in the evening. Also, please be assured that the children will be supervised at all times and we will make an effort to keep noise to a minimum. Please let me know if certain play hours create difficulties for you and I will be happy to work with you to try and come up with different hours for outdoor play.

Neighbors sometimes worry that a family day care home might reduce the value of their property. Many studies have explored this question and none have demonstrated any effect on property values. The reason for this is because family day care homes are indistinguishable from other houses in the neighborhood.

### **Who should I call if I have questions?**

If you have any questions or concerns about the program, please call me at \_\_\_\_\_ . I want to be a good neighbor and I will be happy to try to work things out with you.

I am licensed by the State Department of Social Services, Community Care Licensing Division. If you have any questions about my license status, you can contact their local office at (805) 682-7647.

### **For Large Family Day Care Homes (ONLY):**

Since I operate a large family day care home, I am also required to obtain a permit from the City of Santa Barbara. The City requires that large family day care homes provide adequate parking and passenger loading area, limit outdoor play to the hours between 8:00 a.m. and 6:00 p.m. and observe the City's Noise Ordinance. The City also requires that large family day care homes be at least 300 feet apart. If you have any questions about my permit status, contact Roxanne Milazzo, Associate Planner, at (805) 564-5470.