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REPORT

To the Honorable Mayor and City Council
From the City Manager

October 27, 2003

Subject

Amendments to the Zoning Ordinance Relating to Provisions of Child Care Facilities.

Recommendation

Adopt the Attached Ordinance

Background

On August 25, the City Council directed staff to prepare an ordinance which requires a Conditional Use Permit process for large family child care homes¹. Please refer to the attached minutes.

California State Law specifies that a local jurisdiction may not prohibit "large family child care" homes. Cities have three options for their review:

Option 1: to allow them by right; or

Option 2: to require a "non-discretionary" permit, with no hearing and specifying "prescribed reasonable conditions" related to only four potential impact factors: parking, traffic, noise, and spacing concentrations of homes; or

Option 3: to require a modified conditional use permit and process which:

- May only address the same four areas of potential impact noted above with "prescribed reasonable conditions"
- Must only require noticing within 100 feet (to be conducted by the City);
- Must only hold a hearing if requested by an affected party (i.e. a neighbor or the prospective licensee);
- The applicant or other affected person may appeal the decision.

The City Council selected **Option 3** and recommended that staff prepare an ordinance to bring back for its adoption. This decision was also consistent with the recommendation of the Planning Commission.

Proposed Ordinance

Attached is a proposed ordinance which reflects the City Council's decision. The key provisions of the proposed ordinance includes the following:

- Updated definitions of "child care facility," "child care center," "child care home," and "family child care home" (small and large) to provide consistency with State regulations and to distinguish child day care from other kinds of day care (such as adult day care) that are common today.

¹ A "large family child care" home is a home that accommodates 7 – 12 children, and in some cases up to 14 children.

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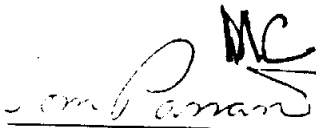
- A new Article 39 for Child Care Facilities, to outline the basic criteria and review processes for childcare centers and family childcare homes. These standards are relocated from the Definitions Section, which should not include development standards and the review process, to the new Article.
- Revised provisions for "large family child day care homes" which require a Use Permit including public notice and a hearing if requested by the applicant or other affected party.
- A list of standard conditions (Section 39.3B) that the Zoning Administrator will impose on all applications. (This in turn will inform the provider upfront about the City's requirements). The Zoning Administrator may also consider other conditions that relate to parking, traffic, noise, and spacing concentrations on a case by case basis.
- Specific provisions in the applicable residential and nonresidential zoning districts, outlining permitted, accessory, and conditional uses, modified to reflect the revised terminology (usually adding the word "child" and sometimes reference to Section 39.3).

Staff has prepared the attached public notice and information sheet that will be sent to affected parties within 100 ft. of the proposed large family child care home. In addition, the City's Child Care Coordinator has prepared a document entitled "Being a Good Neighbor—Tips for Family Child Care Providers" which will be sent to various child care organizations and providers just prior to the new law taking effect.

If adopted by the City Council, the child care ordinance will not go into effect until mid-December (30 days from second reading which is tentatively scheduled for November 10). Until that time large family child care homes will still be processed as a non-discretionary permit, meaning that there would be no public notice, no hearing, and no processing fee. These non-discretionary permits run with the land and would be effective as long as the applicant has a State license and is working at that particular location. Once the new law goes into affect, however, any prospective large family child care provider will have to go through the Use Permit process.

Fiscal Impact

The proposed Ordinance amendment will make applications for large family day care subject to the Conditional Use Permit (UP). The current fee for a UP is \$400. Redwood City has not adjusted its planning fees since 1990 and so staff will be bringing proposals for revised fees that more accurately reflect the City's actual costs for delivering such services.



Tom Passanisi
Principal Planner



Bruce Liedstrand
Community Developer Services
Director



Ed Everett
City Manager

Attachments:

- 1) City Council minutes dated 8/25/03
- 2) Proposed Ordinance
- 3) Public Notice for a Large Family Child Care Home and information documents

**BUSINESS AND COMMERCIAL ADMINISTRATIVE ZONING DISTRICTS TO THE
PLANNED COMMUNITY ZONING DISTRICT**

**The motion passed by a unanimous roll call vote by those present with
Council Member Jordan absent.** MINUTE ORDER 03-208

M/S Ruskin/Ira to:

3. Concurrently adopt an Ordinance approving the Precise Plan for the Downtown Medical Campus, with the addition of language to the capital improvement section, starting on page 36, specifying that a traffic signal be installed at Marshall and Maple Streets and that Kaiser will pay its fair share of such cost.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY,
ADOPTING THE DOWNTOWN MEDICAL CAMPUS PRECISE PLAN**

**The motion passed by a unanimous roll call vote by those present with
Council Member Jordan absent.** MINUTE ORDER 03-209

**B. Proposed Amendments to the Zoning Ordinance relating to provisions of Child
Care Facilities**

Principal Planner Passanisi explained that in addition to the ordinance update that includes definitions and adding Article 39, consideration of revised provisions for large family day care homes was also being presented. He explained the three State options stating that conditions must be limited to reasonable standards on parking, traffic control, noise, spacing and concentration. He continued to explain the time line from 1991.

Council asked various questions.

Public Comment:

Robert Hoffman stated that in representing the Maxwell Lane homeowners he is strongly recommending Option #3 which gives the residents in the community some voice in the matter. The other options provide residents with no voice at all. He referred to the staff report of February 28, 2000 and the ordinance passed by City Council at that time giving background on his research. He stated that the ordinance adopted was Option #3, calling for notification of residents within 100 feet and an appeal process. He strongly urged the Council to support Option #3 in the State Law for whatever change in the ordinance is to be made.

Paul Sanfilippo gave the history on the issue when he served on the Planning Commission. He stated that each time it was considered, the Planning

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Commission chose Option #3 so that the citizens would have some input and that his recollection is that the same was adopted by the City Council .

Ralph Nobles stated he came to advocate to the Council for the discretionary use permit or Option #3. He stated that the Council still makes the final decision and it provides democracy.

Sally Cadigan from the Child Care Coordinating Council stated she was highlighting a letter from the San Mateo County Child Care Partnership Council (Attachment #6) dated June 3, 2003. She explained that family child care is a key part of the child care supply in the community and that large family child care is more financially viable than smaller centers. The large center operators are more like to have attained college credits and therefore, specialized training in child development and more likely to utilize resources to care for low income children such as subsidies. She urged Council to choose the next best alternative, the non-discretionary permit.

David H. Wolfskill recalled his involvement in a dispute with a family daycare home operator regarding the operator's use of Mr. Wolfskill's front yard in furtherance of operation of the family day care from January 1996 through December 1997. He stated that the condition was alleviated after spending two years and over \$85,000.00. He strongly encouraged Council to select the sole option provided by the State that provides the slightest notification of a subset of potentially affected neighbors, Option #3. He stated that he would support a less onerous option if it preserved the right of potentially affected neighbors' notification.

Veronica Glaser, a large day care family provider in Redwood City, stated she was present to support the child care providers. She described her history as a child care provider for three years and that she has a nice working relationship with her neighbors, the neighbors enjoy the children, there are elderly people who live nearby and there is a retirement home from which residents walk by and enjoy the children. She stated that there is harmony in the neighborhood and that traffic is not an issue in that drop off occurs at various times in the morning and pick-up begins at 4:00. She encouraged working together and communicating.

Lillian Clark stated that she was a parent affected by the lack of child care 8 years ago and had two weeks to place 70 children in the city and there were no slots available. She stated that parents with school age children can be accommodated at large day care centers and that it should be less restricted.

Nita Spangler stated that the problem is the cul-de-sac is poorly designed with a tight fit that enters out to Alameda de las Pulgas making it difficult to get in and out of when school lets out. She stated that it is not a very good place for people to

deliver and pick-up small children and that the people should be involved in the decision.

Rudy Luca agreed with Option #3 so that the people have a right to a hearing to express views on why they do or do not approve. Whether there are restrictions or not, the problem exists because the right option is not in place. There are problems to be considered and the only way to approach that is to have a hearing.

Shannon Lee Collins, a family child care provider, stated that it is difficult to get people to come out and make a stand when something works. She stated that young families depend on it and love coming to a home based center in their community. It is a misperception that these are large centers and she stated that there is a limit on the growth and most providers do not care for the maximum of 14 children due to scheduling and other considerations. She urged that Option #1 is the best and Option #2 would be the next best alternative.

Lori de Martini stated that she is a day care provider in Belmont where there are conditional use permits, therefore, there are very few child care spots available and she often times needs to refer clients outside of the Belmont area. She stated that she charges higher rates than most Redwood City providers because of the limited openings in the area. She stated that there is a 40% turnover which would mean conducting many hearings before the City Council and encouraged studying how this might encourage or discourage future providers.

Mayor Claire explained that the issues mentioned by Mr. Wolfskill were land use problems where the front yard had an easement across it that was owned by his next door neighbors who were using it as a driveway to get to a garage many years ago. The problem had more to do with many cars sitting right in his front yard that he did not own.

Mayor Claire asked various questions of staff. Council comments included that it is important that residents have the opportunity to discuss concerns and Option #3 will encourage working toward consensus with neighbors.

M/S Hartnett/Ira to adopt Option #3, involving a modified conditional use permit process with a public notice and hearing to approve large family day care homes. A draft ordinance to be prepared and placed on a future consent calendar. **The motion passed by a majority roll call vote with Mayor Claire voting no and Council Member Jordan absent.** MINUTE ORDER 03-210

9. MATTERS OF COUNCIL INTEREST

- A. **Legislation (information only)** - This sub-section involves possible discussion of City Position on Proposed Legislation described in the League of California Cities Priority Focus Bulletin No. 31-2003 and No. 32-2003. Council may direct staff to

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ORDINANCE NO. _____

ORDINANCE AMENDING ARTICLES 2, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 23, 24, 26, 29, 39 OF THE REDWOOD CITY ZONING CODE RELATED TO PROVISIONS OF CHILD CARE FACILITIES

The City Council of Redwood City does ordain as follows:

Section 1. That Article 2 (Definitions), subsection 2.21.1.A (Child Day Care Facilities), of the Redwood City Zoning Code is hereby deleted and a new subsection 2.21.1 (Child Care Facility) is added read as follows:

"2.21.1 Child Care Facility.

A facility that provides non-medical care to children under eighteen (18) years of age in need of personal services, supervision, or assistance essential for sustaining the activities of daily living, or for protection of the individual on less than a twenty-four (24) hour basis. Child Care Facilities include Child Care Centers and Child Care Homes hereinafter defined.

Section 2. That Article 2 (Definitions), subsection 2.21.1.B (Day Care Center) of the Redwood City Zoning Code is hereby deleted and a new subsection 2.21.2 (Child Care Center) is added to read as follows:

"2.21.2 Child Care Center.

Any child care facility other than a small or large family child care home, typically including, but not limited to, infant centers, preschools, extended day care facilities, and school age child care centers.

Section 3. That Article 2 (Definitions), subsection 2.21.1.C (Family Day Care Home) of the Redwood City Zoning Code is hereby deleted and a new subsection 2.21.3 (Child Care Home) is added to read as follows:

"2.21.3 Child Care Home.

A home that regularly provides care, protection, and supervision of fourteen (14) or fewer children, in the provider's own home, for periods of less than twenty-four (24) hours per day, while the parents or guardians are absent. Child Care Homes may either be located in a detached single family residence or in a multi-family unit. Child Care Homes shall include Small Family Child Care Homes and Large Family Child Care Homes, hereinafter defined (see Family Child Care Homes).

Section 4. That Article 2 (Definitions) of the Redwood City Zoning Code is hereby amended to add a new subsection 2.36.5 (Family Child Care Home, Large) to read as follows:

"2.36.5 Family Child Care Home, Large.

A home that provides family child care for seven (7) to twelve (12) children, inclusive, including children under the age of 10 years who reside at the home, and a home that provides care for more than twelve (12) children and up to fourteen (14) children subject to the requirements of Section 1597.465 of the State Health and Safety Code, as the same now exists or as hereafter amended.

Section 5. That Article 2 (Definitions) of the Redwood City Zoning Code is hereby amended to add a new subsection 2.36.6 (Family Child Care Home, Small) to read as follows:

"2.36.6 Family Child Care Home, Small.

A home that provides family child care for six (6) or fewer children, including children under the age of ten (10) years who reside at the home, and a home that provides care for more than six (6) and up to and including eight (8) children subject to the requirements of Section 1597.44 of the State Health and Safety Code, as the same now exists or as hereafter amended.

Section 6. That a new Article 39 (Child Care Facilities) be added to the Redwood City Zoning Code to read as follows:

"39.1 Purpose.

To provide for the application of development and operational criteria and standards to assure the health, safety, peace, convenience, comfort, and general welfare of the public, and to comply with State of California requirements for child care facilities.

39.2 Child Care Centers.

Any child care facility other than a small or large family child care home, including, but not limited to, infant centers, preschools, extended day care facilities, and school age child care centers, shall be subject to the following regulations:

- A. Child Care Centers located in the "RH," "R-1," "R-2," and "R-3" Zoning Districts shall only be permitted if the facility is to operate in conjunction with a public or quasi-public use, and shall be subject to first securing a Use Permit. Child Care Centers located in the "R-4" and "R-5" Zoning Districts shall be permitted subject to first securing a Use Permit.

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- B. Child Care Centers located in non-residential zoning districts that are operated in conjunction with adjoining businesses and that are mainly used by the employees of such businesses shall be considered accessory uses and shall be permitted.
- C. Child Care Centers located in non-residential zoning districts that are not operated in conjunction with businesses and/or that are not used by such businesses shall be permitted subject to first securing a Use Permit.

39.3 Family Child Care Homes.

- A. The use of a residence as a Small Family Child Care Home shall be considered a residential use of property for the purposes of this ordinance and shall be permitted outright in a legal dwelling unit in any Zoning District.
- B. Large Family Child Care Homes shall require a Use Permit. In processing the Use Permit, the Zoning Administrator or designee shall do all of the following:
 - 1. Provide notice of the proposed use to adjoining property owners within a 100 ft. radius of the exterior boundaries of the Large Family Child Care Home subject property.
 - 2. Notice shall be given not less than 10 calendar days prior to the date on which the decision will be made on the application.
 - 3. Hold a public hearing on the subject application only if requested by the applicant or other affected party.
- C. The Zoning Administrator or designee shall allow the Large Family Child Care Home upon compliance with the following conditions and standards:
 - 1. The Facility provider shall possess a current and valid Large Family Child Care Home license from the State of California, Department of Social Services. The City's Use Permit shall not become effective until such time as the State license is obtained. If said license is suspended or revoked by the State for any reason, the City's Use Permit for a Large Family Child Care Home shall immediately be suspended or revoked to the same extent.
 - 2. The Facility is the residence of the provider and the use is clearly incidental and secondary to the use of the property for residential purposes.

3. Residences located on major arterial or collector streets must provide a drop-off/pick-up area. The residential driveway may be used as the drop off/pick-up area.
4. The Large Family Child Care Home operation shall not result in cars blocking neighbors' driveways.
5. Provisions have been made to provide, at a minimum, one off-street parking space per employee of driving age not living at the residence. The residential driveway approach is acceptable if the parking space will not conflict with any required child drop-off/pick-up area and does not block the public sidewalk or right-of-way.
6. The Facility provider shall comply with all applicable regulations of the State Fire Marshall regarding health and safety requirements.
7. Any permanently installed playground apparatus (swings, jungle gym, etc.) shall conform to setback requirements for accessory structures in that particular residential zoning district.
8. Outdoor play time shall be limited to the hours from 9:00 a.m. to 7:00 p.m.
9. The Large Family Child Care provider shall pay a Business Tax Fee as required by the City of Redwood City.
10. In making a decision on the project, the Zoning Administrator or designee may consider and specify other reasonable conditions that relate to parking, traffic, noise, and spacing and concentrations of Large Family Child Care Homes.

D. The applicant or other affected person may appeal the decision of the Zoning Administrator to the City Council within 7 days from the date of the decision in accordance with Article 48 of the Zoning Ordinance.

Section 7. That Article 4 (RH (RESIDENTIAL-HILLSIDE) DISTRICT), subsection 4.3(D), Article 5 (R-1 (RESIDENTIAL-SINGLE-FAMILY) DISTRICT), subsection 5.3(D), Article 6 (R-2 (RESIDENTIAL-DUPLEX) DISTRICT), subsection 6.3(D), Article 8 (R-3 (MULTI-FAMILY-LOW DENSITY) DISTRICT), subsection 8.3(D), Article 9 (R-4 (MULTI-FAMILY-MEDIUM DENSITY) DISTRICT), subsection 9.3(C), and Article 10 (R-5 (MULTI-FAMILY-HIGH DENSITY DISTRICT), subsection 10.3(C) (Accessory Uses in Residential Districts), respectively, of the Redwood City Zoning Code be amended to read as follows:

"Family child care homes, in accordance with the provisions of Section 39.3."

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Section 8. That Article 11 (PO (PROFESSIONAL OFFICE) DISTRICT), subsection 11.2(B), Article 12 (CA (CENTRAL ADMINISTRATIVE) DISTRICT), subsection 12.2(I), Article 13 (CN (NEIGHBORHOOD COMMERCIAL) DISTRICT), subsection 13.2(G), Article 14 (CB (CENTRAL BUSINESS) DISTRICT), subsection 14.2(G), Article 15 (CG (GENERAL COMMERCIAL) DISTRICT), subsection 15.2(J), Article 17 (IR (INDUSTRIAL-RESTRICTED) DISTRICT), subsection 17.2(G), Article 18 (IP (INDUSTRIAL PARK) DISTRICT), subsection 18.2(N), Article 19 (GI (GENERAL INDUSTRIAL) DISTRICT), subsection 19.2(I), Article 23 (PF (PUBLIC FACILITIES) DISTRICT), subsection 23.2(D), Article 29 (CO (COMMERCIAL OFFICE) DISTRICT), subsection 29.2(H) (Permitted Uses in Nonresidential Districts), respectively, of the Redwood City Zoning Code be amended to read as follows:

"Family child care homes, within residential structures, in accordance with the provisions of Section 39.3."

Section 9. That new Subsections 16.2(F), 24.2(E), and 26.2 (QQ) (Permitted Uses in the Commercial Park, Mobile Home, and Central Business Retail Districts) of the Redwood City Zoning Code be added to read as follows:

"Family child care homes, within residential structures, in accordance with the provisions of Section 39.3."

Section 10. That new Subsections 4.4 (F), 5.4 (F), 6.4 (F), 8.4 (F), 9.4, (K) and 10.4 (L) (Conditional Uses in the "R-1", "R-2", "R-3", "R-4", and "R-5" of the Redwood City Zoning Code be added to read as follows:

"Large Family Child Care Home"

Section 11. That Subsections 4.4(D), 5.4(D), 6.4(D), and 8.4(E) (Conditional Uses in R-H, R-1, R-2, and R-3 Residential Districts) of the Redwood City Zoning Code be amended to read as follows:

"Child Care Centers in conjunction with public or quasi-public uses;"

Section 12. That Subsections 9.4(J) and 10.4(K) (Conditional Uses in R-4 and R-5 Residential Districts) of the Redwood City Zoning Code be amended to read as follows:

"Child Care Centers;"

Section 13. That Subsections 11.3(B), 12.3(C), 13.3(B), 14.3(C), 15.3(B), 16.3(C), 17.3(C), 18.3(D), 19.3(D), 23.3(B), 26.3(B), and 29.3 (C) (Accessory Uses in Nonresidential Districts) of the Redwood City Zoning Code be amended to read as follows:

"Child care centers if the facilities are in conjunction with adjoining businesses and primarily serve the employees of such businesses;"

Section 14. That Subsections 11.4(J), 12.4(E), 13.4(J), 14.4(K), 15.4(P), 16.4(E), 17.4(I), 18.4(M), 19.4(L), 23.4(C), 26.4(C), and 29.3 (E) (Conditional Uses in Nonresidential Districts) of the Redwood City Zoning Code be amended to read as follows:

"Child care centers if the facilities are not in conjunction with adjoining businesses or do not primarily serve the employees of such businesses;"

Section 15. That Article 17 (IR (INDUSTRIAL-RESTRICTED) DISTRICT), subsection 17.13 (Findings for the Following Conditional Uses in the Industrial – Restricted District) of the Redwood City Zoning Code be amended in its entirety to read as follows:

"All of the approval criteria apply to the following use categories in the IR District: Retail Sales and Service, Commercial Outdoor Recreation, Restaurants, Delicatessens and Drive-in eating establishments, Animal Hospitals, Veterinary Clinics, Mortuaries, Operation of Amusement Games, Commercial Parking Lots and Garages, and Child Care Centers. The criteria promote preservation of land for industry while allowing other uses when they are supportive of the industrial area or not detrimental to the character of the industrial area. The approval criteria are:

- A. The proposal will not have significant adverse effects on nearby industrial firms;
- B. The transportation system is capable of safely supporting the proposed use in addition to the existing uses in the area. Evaluation factors include street capacity, and level of service, access to arterials, transit availability, on-street parking impacts, access requirements, neighborhood impacts, and pedestrian and bicycle safety; and
- C. The proposed use will not significantly alter the overall balance of land uses of the area, based on the existing proportion of industrial and non-industrial uses and the effects of incremental changes."

Section 16. That this Ordinance will take effect thirty (30) days after its adoption.

* * *



City of Redwood City
Planning Services

1017 Middlefield Road, Redwood City, California 94063
(650) 780-7234 Fax (650) 780-0128

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Public Notice for a Large Family Child Care Home

The City wishes to notify you that the Zoning Administrator of the City of Redwood City, State of California, has received an application for a Use Permit for a Large Family Child Care Home, pursuant to Article 39 of the Zoning Ordinance, for the resident named at the address listed below. A large family child care home is one that provides child care services for up to 14 children. You are being sent this notice because you own and/or reside at property located within 100 feet of the subject property (based on the latest equalized assessment rolls of record by the San Mateo County Assessor).

Proposed Child Care Provider (Licensee): <Applicant Name>
Address: <Address>

The City of Redwood City requires that large family child care home providers agree to certain conditions prior to approval of their use. These conditions are fully described in Article 39, Section 3.C of the Zoning Ordinance. The conditions include obtaining and maintaining a State License (requires a City Fire Department clearance); implementing parking and child drop off/pick-up arrangements to minimize any potential impact on neighbors; and agreeing to maintain 'reasonable' noise standards. A description of what family child care homes are, how they are regulated by the State, and how they operate is provided on the reverse side of this notice.

Public Hearing Option

A public hearing may be held prior to approval of this permit, **if requested in writing** by the applicant or other affected party. You may contact the project planner **in writing** at the address listed below to request a public hearing. Your request must be received prior to 5:00 PM on **<decision date>**. If a hearing is requested, the same property owners will be notified of the hearing at least 10 days prior to the date of the hearing. If a hearing is not requested, then the Zoning Administrator will review and approve the application *if all the conditions are met*. Any decision of the Zoning Administrator can be appealed to the City Council.

All testimony related to this application must be received in writing by Planning Services prior to 5:00 PM on **<decision date>**. Testimony cannot be given over the telephone. If there is a public hearing, additional written testimony may be received in writing by Planning Services prior to and at the public hearing. If you challenge any of the foregoing described actions in court, an appeal of said actions to the City Council within the time period established in the Municipal Code is first required and you may be limited to raising only those issues you or someone else raised in correspondence delivered to the Zoning Administrator in writing, or verbally at a public hearing if one is held.

Direct Questions or Written Comments to:

<Project Planner, Title>
Redwood City Planning Services
1017 Middlefield Road
P.O. Box 391
Redwood City, CA 94064-0391

Phone: (650) 780-XXXX
Fax: (650) 780-0128
e-mail: XXXXX@redwoodcity.org

(Please see reverse side)

Family Child Care in Redwood City:

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Family child care homes are an important community resource for working families, and, by definition, are located in residential areas. Redwood City encourages family child care home providers and their neighbors to work together to create a positive community atmosphere. State Law requires cities to approve large family child care homes as long as they meet conditions adopted by the City only as they pertain to traffic, parking, noise, and concentration.

What are family child care homes and how are they regulated?

Family child care homes (also called family day care) are licensed by the Community Care Licensing Division of the California Department of Social Services. Licensing regulations address health and safety issues related to the care and supervision of children from infancy to 12 years of age. Family child care does not include foster care, child care centers or preschools, as defined by the State. Family child care is provided in the licensee's residence (owned or rented), and is considered a residential (not commercial) use of the property.

"Small" family child care homes for up to six children (with two additional school-age children permitted under certain conditions) must be allowed by cities in all residential areas. "Large" family child care homes care for 7 to 12 children, including the provider's own children under age 10 (with two additional school-age children allowed under certain conditions), with an assistant, and require a Large Family Child Care Home Use Permit from the City. Also the large family child care home must pay a business tax as would any other business in Redwood City. Small family child care homes are not required to pay a business tax or obtain a Use Permit from the City.

All family child care homes require a home inspection by the City's Fire Marshall.

How do family child care homes operate?

Although individual family child care home providers determine their own program services, hours, parent fees, etc., most operate weekdays from around 7 a.m. to 6 p.m. Since parents' work schedules differ, children usually arrive over a period of two or three hours in the morning and leave over a similar period in the late afternoon. This natural staggering reduces the number of vehicles likely to stop at the home at one time, as does siblings or carpoolers arriving together. Parents are encouraged to escort children safely to and from cars to the home. Families living in the same neighborhood may walk their child(ren) to the home.

While children are in care, the child care provider is responsible for their supervision at all times, including indoor activities, outdoor play, and on walks or vehicle trips away from the home.

Would you like more information?

If you have questions or concerns regarding this proposed family child care home, you are encouraged to first contact the resident/licensee. You may also contact the following individuals or agencies for information or assistance:

- Redwood City Child Care Coordinator: (650) 780-7336
- California Community Care Licensing Office in San Bruno: (650) 266-8843
- Redwood City Finance Department (Business Tax): (650) 780-7214
- Redwood City Planning Services (Use Permit): (650) 780-7234
- Redwood City Fire Department (Fire Inspection): (650) 780-7807

Being a Good Neighbor— Tips for Family Child Care Providers



Family child care homes are a very important child care resource in any community. They provide an intimate, home-like setting for children being cared for away from their own homes. For this reason, California law offers certain protections for family day care.

However, it is important for family day care homes to be compatible with residential neighborhoods, by working to minimize negative impacts that can result from their operation. Providers need to be sensitive to neighbors concerns about traffic, parking and noise, and to be proactive, along with parents, in preventing problems. The following are some suggestions for measures that can help to create and maintain good relations.

- ❖ Take the time to get to know your neighbors, to explain your routine, number of children cared for, and, maybe, to invite them to visit your program.
- ❖ Encourage them to talk to you first if they have a concern or complaint. Be willing to compromise. Use a mediation service to help resolve issues, if necessary.
- ❖ Providing written instructions to parents, and sharing those with neighbors, can demonstrate your will to be a good neighbor and to ensure children's safety.

Parking, Traffic, and Safety

- ❖ Ask parents of children you care for to be considerate of neighbors. Give them instructions such as:
 1. Do not block, turn around in, or park in neighbors' driveways.
 2. Do not double park, or honk their horns when picking up children.
 3. Supervise children carefully between vehicles and your home, to keep them from running into the street or across neighbors' yards. If parents park across the street, they must escort children even more carefully.
- ❖ Do not allow children to cross or play on neighbors' property without their permission.
- ❖ Set up your schedule in a way that allows parents to come and go over a period of time, to reduce the parking impact.

Noise

- ❖ When children are playing outside, be aware of the noise level. Children who are having a loud tantrum or argument should be taken indoors until they quiet down.
- ❖ Normal noise of children's play is generally not a problem for neighbors, unless their homes are very close to your yard or they need to sleep. In extreme cases, it is possible to construct fencing in a way that provides a good sound barrier. Vegetation, like tall hedges, can also help.
- ❖ Limit outdoor play time to hours of the day when neighbors are least likely to be disturbed—after 9:00 a.m. and before 5:00 p.m. Be sure there are periods during the day when all children are indoors. If you have a neighbor who works nights and sleeps during the day, or works from home, discuss a schedule that would be least disruptive.

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- ❖ If you care for children who arrive very early in the morning or leave very late at night, talk to the parents about coming and going quietly, in consideration of neighbors.

Permits/Approvals

In addition to the State license, the City of Redwood City requires that all large family child care providers (7 to 14 children) obtain a Use Permit to assure that the above issues are addressed. City staff will notify affected parties within 100 ft. of the proposed large family child care home of a pending application and, if requested, will hold a public hearing.

Also all large family child care providers must obtain a home inspection by the City's Fire Marshall and must pay a business tax. Please contact the departments below for more information.

Resources

- ❖ Redwood City Planning Services: 780-7234
- ❖ Redwood City Child Care Coordinator: 780-7336
- ❖ Redwood City Fire Department 780-7400
- ❖ Redwood City Finance Department: 780-7214
- ❖ State Community Care Licensing office in San Bruno: 266-8843
- ❖ Peninsula Conflict Resolution Center: 373-3490