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School Development - Project Management

3200 Windy Hill Road  
Atlanta, GA 30339

**Date:** August 15<sup>th</sup>, 2025

**Project:** Primrose Schools of Sunnyvale

**Subject:** Project Description

Dear City of Sunnyvale Planning Staff,

Primrose School Franchising Company is the pre-eminent provider of educational based private preschools and childcare centers in the United States with over 500 locations in 34 states. Primrose Schools, along with our Franchise Owners, Mohit and Bejal Patel are excited to bring Primrose to Sunnyvale.

## **PROJECT DESCRIPTION**

Total Lot Size: ± 48,440 SF

Total Building Area: ± 15,980 SF

Proposed Playground Area: ± 9,800 SF

We are proposing to develop a new 15,980 SF, 2-story facility located at 855 E. Homestead Road. The site was previously occupied by Victoria Station restaurant, which has been vacant since June 2023. As part of the project's Ground Lease agreement, the Landlord will initiate demolition of the existing structure following site plan approval and issuance of a demolition permit.

Once demolition is complete, the construction phase is expected to take approximately 240 days. All noise-generating construction activity will occur between 8:00 AM and 5:00 PM, Monday through Friday, in compliance with City ordinances.

The school will serve up to 192 children, ranging in age from 0 weeks to 4 years, across 12 classrooms. The facility will operate Monday through Friday from 6:00 AM to 6:30 PM, with occasional evening or weekend events. Each classroom will be staffed with two teachers at capacity. The school will have a maximum of 24 teachers and 3 administrative/support staff, for a total of 27 employees onsite during operating hours. The school anticipates a total of 219 occupants.

## CONFORMITY WITH THE GENERAL PLAN

The proposed development of a new Primrose School is consistent with the goals, objectives, and policies outlined in the City of Sunnyvale's General Plan. The project conforms to the following key elements:

### 1. Land Use Compatibility

The proposed preschool use is fully compatible with the site's O-PD (Administrative & Professional Office/Planned Development Combining District) zoning, which allows for neighborhood-serving uses through the Planned Development overlay. While the base zoning permits commercial uses such as offices, medical, and professional services, the PD designation provides flexibility for community-oriented uses that support surrounding land uses and neighborhood character. The project will pursue a Special Development Permit (SDP), consistent with prior City approvals for similar childcare and preschool facilities in O-PD and C-1/PD districts. These approvals have established that such uses are appropriate when operational considerations, such as traffic, noise, and scale, are properly managed. The proposed Primrose School meets those criteria and represents a low-intensity, daytime use that complements adjacent residential and commercial properties. By transforming a long-vacant site into an active, educational facility, the project promotes the City's land use goals for infill development, community services, and revitalization of underutilized properties.

### 2. Compatibility with Surrounding Uses & Public Safety

The proposed preschool has been carefully designed to align with the surrounding mix of commercial and residential uses. Its scale, layout, and architectural features reflect the neighborhood character, while site upgrades improve overall safety, accessibility, and operational efficiency.

The proposed child care facility is generally exempt from Sunnyvale's operational noise limits under the City's Municipal Code; however, the project has been designed to minimize potential noise impacts through several mitigation strategies. Pervious artificial turf will be used to help dampen sound from foot traffic and playground equipment. The playground will be enclosed with a new and existing 8-foot masonry wall along the property line, separating the adjacent Church and residential properties. Existing trees and shrubs around the property perimeter will be preserved to provide a natural buffer between the daycare and nearby residences. New landscaping buffers will be added along E. Homestead Road to provide safety and minimize noise transmission from the street. Additionally, staggered outdoor play schedules reduce concurrent group activity, helping to lower ambient noise levels. Per City direction, a formal noise report will be prepared by City-retained consultants once the project scope is finalized. This study will evaluate potential noise impacts under CEQA, analyze compliance with the Sunnyvale Noise Ordinance and General Plan Noise Element, and address construction-related noise from demolition and site preparation activities.

The project is designed to support safe and efficient circulation through designated drive aisles, pedestrian pathways, and separate daycare parking. A detailed drop-off and pick-up plan is included, incorporating staggered schedules, short-term parking, and staff monitoring to reduce congestion. Families will park, escort their children inside, and complete sign-in, a process that typically takes 5–10

minutes. Staff will be required to park away from the main entrance to keep spaces available for parents. All vehicle access occurs via E. Homestead Rd., and circulation remains contained within the site to minimize impacts on neighboring uses.

### 3. Design, Aesthetic, and Community Integration

The proposed building features a Modern Schoolhouse design that combines classic forms, like pitched roofs and simple massing, with a clean, contemporary look. Though a commercial use, the structure is scaled to fit the surrounding residential context and incorporates a brick base, vertical siding, and asphalt shingle roof. The design aligns with the Sunnyvale Citywide Design Guidelines and enhances neighborhood compatibility.

### 4. Community Services and Facilities

The school provides essential early childhood education services for children ages 6 weeks to 5 years, addressing a growing demand for quality childcare and preschool programs in Sunnyvale. It contributes to the City's goals of expanding access to community-serving uses and educational opportunities within close proximity to residents.

Although most activities will occur during standard operating hours (7:00 a.m. to 6:00 p.m., Monday through Friday). From time to time, small events such as Halloween, graduations, or similar events may be held. These will typically occur in the late morning or early afternoon. Occasionally parent-focused events (e.g. "Parents' Night Out") may be scheduled in the evenings, but after-school programs will only operate during standard hours. Additionally, occasional open houses may be held on weekends.

### 5. Environmental Sustainability

The project incorporates sustainable design strategies and is committed to meeting or exceeding CALGreen mandatory measures and the City's LEED Gold certification requirement. As an all-electric facility, it aligns with Sunnyvale's Climate Action Plan and environmental goals by reducing greenhouse gas emissions and promoting long-term resource efficiency.

### 6. Fire Safety Compliance

The proposed facility is designed to fully comply with the 2022 California Fire Code and all City of Sunnyvale local amendments. We acknowledge that an Operational Fire Permit is required to operate a commercial child care center under Sunnyvale Municipal Code Section 105.5.55, and we will obtain all necessary approvals as part of the permitting process.

Key fire safety features include:

- Fire suppression systems, including sprinklers and alarms, meeting code requirements.
- Established egress routes and clearly marked exit signage for safe evacuation.
- Fully sprinklered per NFPA codes and standards.
- Fire-rated corridors and exits per code.
- A fire riser/pump room with clear access from exterior drive aisles.

- A Knox Box located near the main entrance, per Sunnyvale Fire Rescue standards, to facilitate immediate fire department access.

The Primrose School of Sunnyvale is thoughtfully designed to align with the City of Sunnyvale's General Plan vision for a vibrant, sustainable, and family-friendly community. The project promotes smart growth principles, meets a clear community need, and reactivates a dormant property with a high-quality, neighborhood-serving educational use.

## CLASSROOM AND STAFFING BREAKDOWN

ROOM	AGES	MAX GROUP SIZE
A1 – Infants	0 – 12 Months	8
A2 – Infants	0 – 12 Months	8
B1 – Toddlers	18 – 24 Months	12
B2 – Toddlers	12 – 17 Months	8
B3 – Toddlers	18 – 24 Months	12
EP1 – Early Preschool	24 – 29 Months	16
EP2 – Early Preschool	30 – 35 Months	16
EP3 – Early Preschool	30 – 35 Months	16
Pathways	30 – 42 Months	24
C1 – Preschool	3 Years	24
C2 – Preschool	3 Years	24
D1 – Pre-Kindergarten	4 Years	24

## INTERIOR FLOOR PLAN SUMMARY

The interior layout is organized to support age-specific classroom needs, efficient operations, and regulatory compliance per California Title 22 and the 2022 California Building Code.

### Classrooms

The facility includes a total of 12 age-separated classrooms, all designed to meet or exceed the required square footage per child:

- **Infant Classrooms (A1, A2):** Serve children aged 6 weeks to 12 months, each sized to provide at least 50 SF per child.
- **Toddler Classrooms (B1, B2, B3):** For children 12–24 months, designed at 35 SF per child.
- **Early Preschool (EP1, EP2, EP3):** Accommodate children 24–35 months, each sized for 16 children at 35 SF per child.
- **Pathways:** Transitional classroom for children 30–42 months, licensed for 24 children.
- **Preschool (C1, C2):** Serve children 3 years old, with group sizes up to 24.
- **Pre-Kindergarten (D1):** Designed for 24 children, age 4 years.

### Supporting Spaces

To ensure operational efficiency and high-quality care, the school includes a range of support spaces:

- **Reception & Administrative Areas:** A reception lobby, two offices (213 SF and 198 SF), a staff room (382 SF), resource rooms, and a conference room support daily management and parent engagement.
- **Kitchen & Food Prep:** A 316 SF warming kitchen and 113 SF dry storage room support onsite food service. Meals are prepared by staff using commercial-grade appliances per health code requirements.
- **Laundry & Janitorial:** Two laundry/janitor rooms ensure proper sanitation and operations.
- **Nursing / Car Seat Room:** A 115 SF private space for infant care needs.
- **Hallways & Circulation:** Wide galleries on both levels (over 1,000 SF each) provide safe and accessible circulation for children and staff.
- **Toilets:** A total of 12 toilet rooms, strategically located throughout the building, meet Title 22 and ADA accessibility requirements.
- **Stairs & Elevator Access:** Two stairwells and an elevator provide code-compliant vertical circulation.

The facility is classified as I-4 (Institutional Daycare) on the first floor and E (Educational) on the second floor, with business and storage areas as accessory uses. Designed under Type V-B construction, the building is fully sprinklered and complies with a maximum two-story height and all applicable area limits.

## PLAYGROUND SCHEDULE

To minimize potential noise impacts on surrounding residential and commercial neighbors, the daycare will implement noise-conscious operational practices. Outdoor playtime is limited to approximately 45 minutes in the morning and 45 minutes in the afternoon per group, with staggered scheduling throughout the day. Children may access the playground at various times during operating hours, but actual usage will be limited to only one classroom, in each age-appropriate groups to ensure safety, effective supervision, and to minimize noise impacts on neighboring properties.

Although the outdoor play area is sized to accommodate up to 131 children simultaneously per California Community Care Licensing regulations (75 square feet per child), actual usage will remain well below this capacity due to the staggered schedule. Each designated play area is used independently by age group, and no overlapping occurs between groups, ensuring both licensing compliance and developmentally appropriate supervision.

The staggered playground schedule provided below groups children by age and limits the number of children per play area, ensuring full compliance with California Code of Regulations Title 22 for outdoor space, supervision, and licensing standards.

### 1. Playground Area 1 – Age Groups: Infant and Toddlers

- Total children per group scheduled: 24
- Outdoor Schedule (Playground 1):
  - 10:00 – 10:45 AM & 3:15 – 4:00 PM: Infant A1, Infant A2, Toddler B2 (24 children)
  - 10:45 – 11:30 AM & 4:00 – 4:45 PM: Toddler B1, Toddler B3 (24 children)

## **2. Playground Area 2 – Age Groups: Early Preschool (EPS) and Pathways**

- Total children per group scheduled: 48 (EPS sessions), 24 (Pathways sessions)
- Outdoor Schedule (Playground 2):
  - 10:00 – 10:45 AM & 3:00 – 3:45 PM: Early Education EP1, EP2, EP3 (48 children)
  - 10:45 – 11:30 AM & 3:45 – 4:30 PM: Pathways (24 children)

## **3. Playground Area 3 – Age Groups: Preschool (PS) and Pre-Kindergarten (PK)**

- Total children per group scheduled: 48 (PS sessions), 24 (PK sessions)
- Outdoor Schedule (Playground 3):
  - 10:15 – 11:00 AM & 3:30 – 4:15 PM: Preschool C1, C2 (48 children)
  - 11:00 – 11:45 AM & 4:15 – 5:00 PM: Pre-Kindergarten D1 (24 children)

This carefully managed outdoor play schedule supports safe supervision, minimizes cumulative noise levels, and ensures that all use remains within state licensing and square footage requirements.

## **DROP-OFF / PICK-UP OPERATIONS AND PARKING PLAN**

The site will include 48 parking stalls, with priority given to parent use. Staff are directed to park in more remote spaces to leave front spaces open for families.

- Parents must park and walk children into the school for drop-off and pick-up.
- Drop-off: 6:00 AM – 9:30 AM (peak: 7:30–8:30 AM)
- Pick-up: 3:30 PM – 6:30 PM (peak: 4:30–5:30 PM)
- Average parent visit duration: ~8 minutes
- Staggered classroom schedules will reduce congestion during peak periods.
- Staff will monitor circulation during peak periods to ensure safety and efficiency.

We understand that the parking provided is below what is required by code, and we plan to file a Traffic Study Report to support the reduced number of parking spaces.

## **FACILITY SERVICES AND OCCUPANCY**

For food preparation, the facility will utilize Cysco services to deliver pre-prepared and packaged meals. Staff will not engage in cooking but will be responsible for warming the food as needed, plating it, and distributing meals to the individual classrooms. This approach ensures efficiency and maintains health and safety standards while minimizing on-site food handling. Additionally, no one will be residing or staying on the premises permanently. The site will be occupied only during school operating hours and occasional special events.

## **CEQA CONSIDERATION**

While the proposed daycare facility is categorically exempt from environmental review under the California Environmental Quality Act (CEQA), we acknowledge the importance of maintaining environmental compliance and transparency. While this exemption applies, we understand that the City of Sunnyvale will perform its own review, and the final CEQA review process will be established after all

necessary technical reports are submitted. Additional technical studies may be required as the project progresses.

## **SCHEDULE OF ACTIVITIES**

Daily classroom schedules are attached to this letter to provide additional context regarding the school's operational flow. The schedule reflects a typical weekday in an Infant, Toddler, Early Preschool, Pathways, Preschool and Pre-kindergarten classroom and includes a balanced mix of instructional activities, enrichment programs, meals, outdoor play, and rest periods. Activities begin as early as 6:30 AM with supervised learning centers and continue through structured curriculum blocks, snacks, lunch, nap time, and afternoon enrichment until dismissal at 6:30 PM. This structured and developmentally appropriate schedule supports child engagement, safety, and smooth daily transitions for families and staff.

## **CONCLUSION**

The Primrose School of Sunnyvale represents an exciting opportunity to bring high-quality early education to a growing community. We are confident that this project will repurpose a long-vacant property into a warm, welcoming, and enriching environment for local families. We appreciate the City's ongoing partnership in this process and look forward to continuing to work collaboratively to move the project forward.

Sincerely,

Katelynn Scheren  
Primrose Schools, Development Project Manager