



**P15-0008 (CUP)**  
Social Vocational Services  
RECEIVED February 4, 2015  
**EXHIBIT B**

February 4, 2015

City of Pleasanton  
Community Development Department  
Planning Division  
PO Box 520  
Pleasanton, CA 94566

**Re: Operational Statement for Social Vocational Services**

Dear Community Development Department,

We are Social Vocational Services (SVS), a private non-profit California corporation, which provides skills and vocational training to adults with Developmental Disabilities. Our program offices are licensed by California Department of Developmental Services, Community Care Licensing, in the category of adult day care. We offer our clients 5.5 hours of programming daily, Monday-Friday. Programming includes supported employment and off-site activities. Most of our clients attend 5 days a week.

Our adult day care activities are both community and facility based. Our consumers are assisted in exploring such areas as communication, computer skills, interviewing skills, personal appearance and use of adaptive devices. Additional on site activities include art studio work, music exploration, horticulture and physical fitness. Community based activities are primarily employment opportunities/contracts but also include field trips to businesses of interest to our consumers, visiting the library, bowling and BBQ's in nearby parks. Approximately half our clients/staff remain in the community at supported employments locations or participating in off-site activities. The maximum number of people in the facility for the day would not exceed 43, consisting of 30 clients, 10 direct service professionals and 3 administrative staff. They are organized into groups. A "group" consists of one staff member and 3 clients. Typically there would be one or two groups per activity room (8 people), and as many as 5 groups (20 people) in the kitchen at lunch time. Also, occasionally there might be as many as five groups (20 people) together for a special program being offered, for example if an art instructor visited and instructed the clients on a special arts project or there was a birthday/holiday celebration

The proposed facility in Pleasanton would consist of the following rooms:

Library- Reading or listening to books and magazines and then discussion of related topics. Career/job research, guidance & resources. Planning of weeks schedule.

Scrapbooking.

Art Room- Painting, drawing, crafts—small scale creativity.



Media Room- Movies, Radio, newspaper review. Discussion of current events, news and entertainment. Music, non-amplified (except for karaoke machine which would run through the television) Listening or creating with acoustic instruments.

Game Room- Playing board games, air hockey, foosball, bean bag toss.

Computer Room- For research, games and social media.

Exercise Room- Dancing, stretching, physioball, treadmill, lifecycle.

Kitchen - used to warm clients lunches which are prepared & brought from home. We will also use it to teach life skills such as setting the table, healthy eating choices, stocking a kitchen, making coffee/tea and cleaning up.

The floor plan provided indicates the room name, size, occupancy classification and number of occupants (per code) allowed for each of the rooms except for the reception, corridors and restrooms. The building is fully fire sprinklered.

We also have outdoor Activities: Exercise. Walking to local businesses (shopping). Basketball on public courts. Picnics/BBQ's. Gardening (public garden). Special Olympics.

Horticulture: Since there is no outdoor space at this location for horticulture we will seek out a public garden space for this activity.

There will be no PA system

California State Licensing requires a staff to consumer ratio of 1 staff to every 3 consumers. We provide constant supervision to our consumers, of which some may be non-ambulatory. We would like to open a location in Pleasanton and license it to serve 60 consumers. This means at peak capacity we would employ 20 direct service professionals, as well as 3 administrative staff: (1) Program Director, (1) Case Manager and (1) Administrative Assistant. Our offices operate from 7:00 am to 4:00 pm, Monday through Friday--closed evenings, weekends and state holidays.

The majority of our clients will be transported by SVS fleet vans. There may be a few who are transported by a private vehicle (i.e. parent or caregiver) or para-transit company. We provide transportation to our consumers—they do not drive. At maximum capacity we would have a fleet of 8 passenger vans to provide transportation to/from program and work sites. As such our vans depart our facility at approx. 7:30 am. Half the vans return to the facility to drop off consumers around 9am, the other half remain in the community at work sites. At about 2pm vans leave our facility to take consumers home. At about 3:30pm all vans return to our facility. They are parked at our facility overnight and weekends. Our fleet of vans is operated by our service professionals and admin staff, no additional drivers are employed. Our vans seat 8 people, 1 driver + 7 passengers. The vans fit in a standard-sized parking space. There is no special licensing required to drive our vans.



Thank you very much for your time. For additional information about our organization please visit our website, <http://www.socialvocationalservices.org/> or feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Susan Copley - Leonhardt". The signature is written in a cursive, flowing style.

Susan Copley-Leonhardt  
Director of Business Administration

**LEGEND**

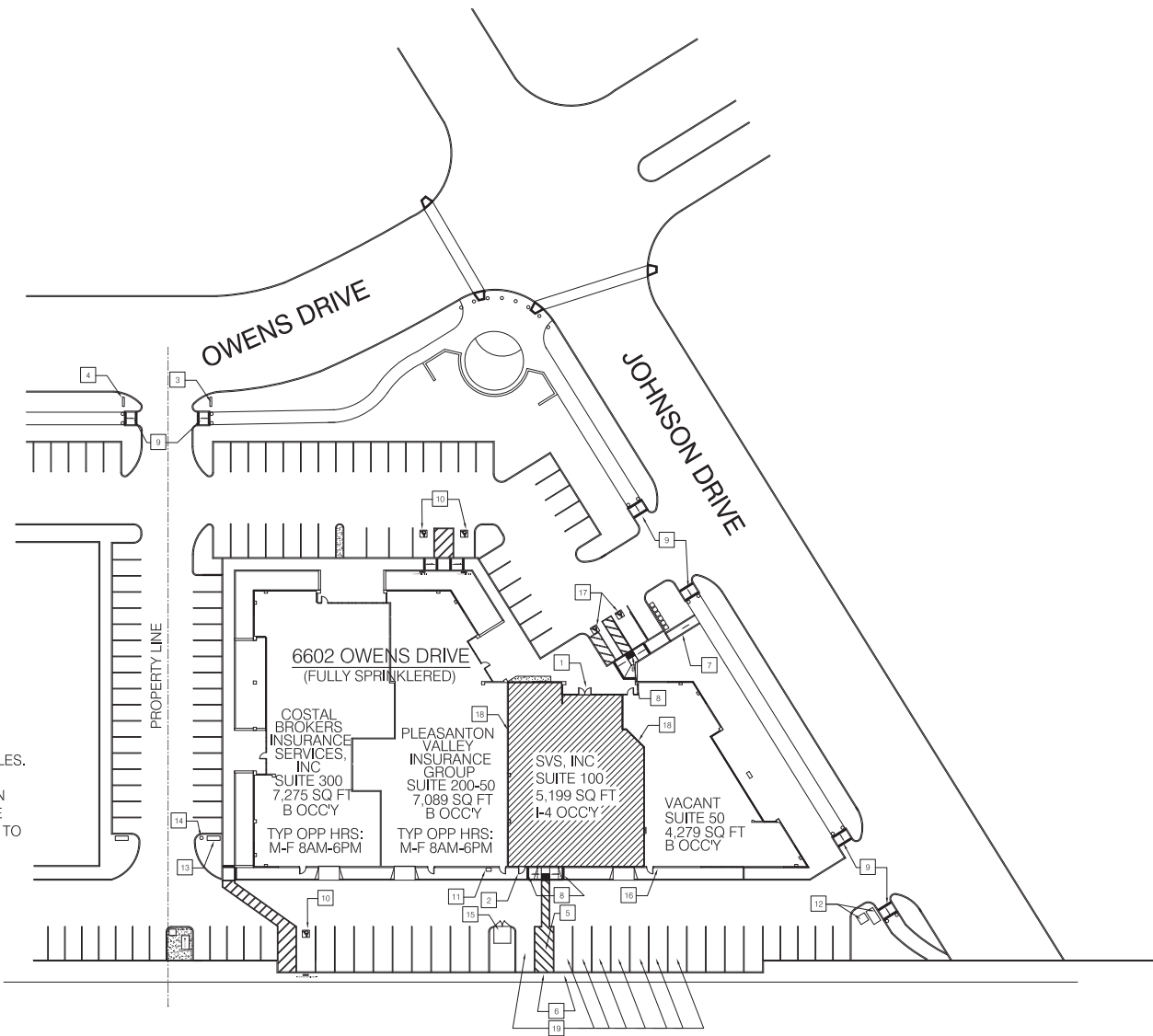
- 1 MAIN ENTRY
- 2 REAR ENTRY
- 3 EXISTING BUILDING SIGNAGE MONUMENT
- 4 EXISTING BUILDING ADDRESS MONUMENT
- 5 NEW DROP-OFF LOADING AREA
- 6 NEW LOADING ZONE SIGNAGE (ON POSTS)
- 7 NEW RAMP WITH HAND RAILS TO PUBLIC WAY
- 8 NEW CURB RAMP
- 9 EXISTING CURB RAMP
- 10 EXISTING HANDICAP PARKING STALLS
- 11 EXISTING GAS METER
- 12 EXISTING PG&E SERVICE
- 13 EXISTING WATER MAIN
- 14 EXISTING FIRE HYDRANT
- 15 EXISTING TRASH ENCLOSURE
- 16 EXISTING FIRE DEPARTMENT KNOX BOX
- 17 RESTRIPE THE PARKING STALLS AND LOADING AREA TO CREATE (2) NEW ACCESSIBLE PARKING STALLS
- 18 1-HR DEMISING WALL
- 19 LOCATION OF PARKING FOR (8) SVS VAN PARKING

**ACCESSIBLE PARKING REQUIREMENTS:**

TOTAL PARKING SPACES = 89  
 ACCESSIBLE PARKING SPACES REQUIRED = 4  
 ACCESSIBLE PARKING SPACES PROVIDED = 5

RAMPS DO NOT ENCR OACH INTO ACCESS AISLES.

"NO PARKING" IN 12" HIGH LETTERS HAVE BEEN STENCILED IN ACCESS AISLES OF ACCESSIBLE SPACES ADJACENT TO 5627 GIBRALTAR DRIVE TO COMPLY WITH THE 2013 CBC.

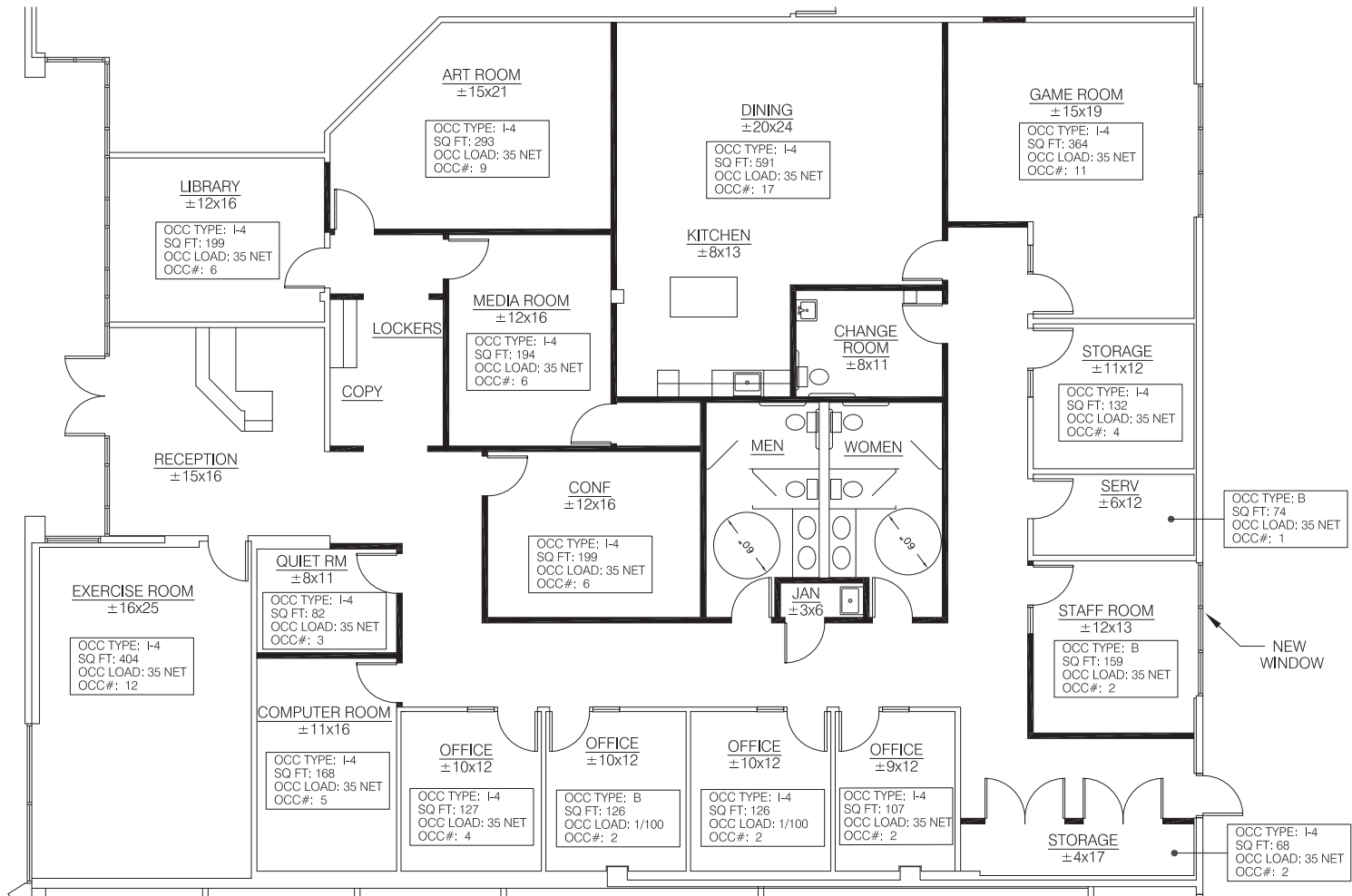


**SOCIAL VOCATIONAL SERVICES  
 PRELIMINARY SPACE PLAN - 5,780 RSF**

6602 OWENS DRIVE, SUITE 100  
 PLEASANTON, CA  
 Job No: 14-147  
 DATE: 1/09/15

**Hopkins & Wall**  
 ARCHITECTURE | INTERIOR DESIGN

7901 STONEBRIDGE DRIVE, STE 550  
 PLEASANTON, CA 94566  
 925-225-0445  
 FAX 925-225-0492



# SOCIAL VOCATIONAL SERVICES SITE PLAN

6602 OWENS DRIVE, SUITE 100  
PLEASANTON, CA  
Job No: 14-147  
DATE: 1/09/15

# Hopkins & Wall

ARCHITECTURE | INTERIOR DESIGN

7901 STONEBRIDGE DRIVE, STE 550  
PLEASANTON, CA 94698  
925-225-0445  
FAX 925-225-0492