

City of Pleasanton Conditional Use Permit

II. General Data Required

A. Name of Applicant:

A Hand 'n Hand, Inc.  
DBA – A Hand 'n Hand Career Training Center

B. Address or Location of Property:

5980 Stoneridge Drive, Suites 110 & 112  
Pleasanton, CA 94588

C. Assessor's Parcel Number(s):

D. Site Area:

The property where premises are located, known as Crossroads at Hacienda. The office portion of the site consists of two (2) buildings; aggregate rentable is approximately 64,485 square feet. Our suites – Suite 110 (3,174 sq. ft.), Suite 112 (1,936 sq. ft); total rentable space, approx. 5,110 sq.ft.

E. Current Zoning: PUD MJ/Business Park

F. Proposed Zoning: Same

G. Existing Use of Property: Office/Retail Complex

PCUP 295  
**RECEIVED**

APR 11 2011

CITY OF PLEASANTON  
PLANNING DIVISION

#### H. Description of Proposal: Narrative

A Hand 'n Hand, Inc. is a 501(c)3 Nonprofit for public benefit corporation, DBA - **A Hand 'n Hand Career Training Center** formed in response to the clear need for solutions to help the struggling unemployed regain employment and dignity during these unprecedented times. Our mission is to train individuals for a career and not just a job, strengthen interviewing skills, teach resume techniques, bring clients up to date on "how to" use social network resources and help them become self-sufficient if that is their goal, while supporting and encouraging their successes, every step of the way.

AHH has collaborated with Tri-Valley One-Stop, Oakland Workforce Investments, Alameda Workforce Investments, Extended Stay America, Alameda Social Services, and Alameda Community Action Outreach and are actively building relationships with others like Los Positias Community College, Tri-Valley Community Foundation and more. Our goal is to forge on-going relationships with local businesses small to large, corporations, schools, government agencies and others. We are very excited and anticipate a long relationship with The Cranbrook Group, Inc. at the Crossroads of Hacienda and building a partner with the City of Pleasanton and others in the community. Our purpose for both the jobseeker and employer would be giving employment opportunities for both. See: Exhibits (B)

AHH provides vocational career training in retail sales, credit management, eCommerce, customer service, computer training, internet technology and self-reliance entrepreneurial training. AHH courses are "fast-tracked" and taught by professionals in the field in which they teach. Our programs range from 2 – 7 weeks, are designed in modules and customized based on students needs.

In addition, we provide these individuals with job readiness and placement services, from entry level to executive advancement once they have successfully graduated from the program.

AHH focuses on the distressed, underprivileged, underemployed and unemployed that have been affected by our nation's economic hardships. All students must dress professional for class instruction.

AHH admits anyone 18 years of age or older, with intellectual capacity to comprehend the concepts of sales, basic typing and mathematical skills, and a good command of the English language (reading, writing, and speaking). Their income must be well below median income for the area. All applicants must pass an entrance exam with a score of 70 percent or higher and possess a GED or high school graduate.

Unemployment looks very different today; many professionals, financial advisors, welfare-to-work clients and those entering or re-entering the workforce. Our organization understands these needs and seeks solutions for all.

At launch, we will start operations in Suite 110 and our staff will consist of (8) eight employees.

(3) Three Instructors (their desks are in classroom)

(1) One Admissions/Placement Manager

CFO/Grant Writer/HR

Program Director

CEO/Executive Director

Office Coordinator

Staff at maximum occupancy: (15) fifteen employees

We anticipate to phase into Suite 112 with additional hires of (7) seven employees within (6) six months (if) community, students, businesses and partners find value in our mission while supporting our efforts.

**Business Hours –**

	<b>Classroom 1</b>	<b>Classroom 2</b>	<b>Classroom 3</b>
Time: 9:00 am – 11:00 am Activity: Instruction	Number of Students – (1 max 15) Number of Teachers – 1	Number of Students – (1 max 15) Number of Teachers - 1	Number of Students – (1 max 15) Number of Teachers – 1
Time: 11:00 am – 11:15 am Activity: Break			
Time: 11:15 am – 1:00 pm Activity: Instruction	Number of Students – (1 max 15) Number of Teachers – 1	Number of Students – (1 max 15) Number of Teachers - 1	Number of Students – (1 max 15) Number of Teachers – 1
Time: 1:00 pm – 2:00 pm Activity: Lunch			
Time: 2:00 pm – 4:00 pm Activity: Instruction	Number of Students – (1 max 15) Number of Teachers – 1	Number of Students – (1 max 15) Number of Teachers - 1	Number of Students – (1 max 15) Number of Teachers – 1
Time: 4:00 pm – 4:15 pm Activity: Break			
Time: 4:15 pm – 6:00 pm Activity: Instruction	Number of Students – (1 max 15) Number of Teachers – 1	Number of Students – (1 max 15) Number of Teachers - 1	Number of Students – (1 max 15) Number of Teachers – 1
Time: 6:00 pm – 7:00 pm Activity: Study Hour	Number of Students – (1 max 15) Number of Teachers - Staff	Number of Students – (1 max 15) Number of Teachers – Staff	Number of Students – (1 max 15) Number of Teachers – Staff

Classes are Monday through Friday, 9:00 am – 6:00 pm. Staff arrives at 8:30 am and doors will be open. There is typically a one-hour lunch, and two 15-minute breaks throughout the day. Staff will be available to students in preparation for next day materials/mentoring and test preparation during “study hour” 6:00 pm – 7 pm.

**Holidays Observed –**

New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Classes missed because of observance of holiday will be made up by attending a Saturday class (same hours).

## Floor Plan & Site

**Suite 110 configuration – Total rentable space (3,174) sq.ft.**

<b>Area</b>	<b>Square Footage</b>
Reception	414
Classroom #1	306
Private Office # 1	165
Private Office # 2	324
Private Office # 3	180
Classroom # 2 (extend wall in P.O. #4)	252 (current)
Classroom # 3	304
Break room	128
Library	308

**Note:** We plan to extend wall in P.O. #4 for (new) Classroom #2 (size 305 sq.ft.) vs. current (252 sq.ft.)

**Suite 112 Current configuration – Total rentable space (1,936) sq. ft.**

(1) One break-room, (2) two private offices and (1) one conference room

**Note:** Build-out will be required for additional (4) four P.O. in this suite prior to occupancy

See: Exhibits (D, E, F, G and H)

**Impact to Parking –**

Our property owner – Crossroads CEIC Partners, L.P., has allotted Twenty (20) stalls for our use. Also, per our lease agreement: Article 4 – Parking 4.5 Provided Tenant's use does not adversely impact parking of other tenants at the Project, Tenant may use more parking spaces than the number so allocated to Tenant.

Each student will be encouraged to utilize Bart (AHH will provide FREE Bart tickets to those students who cannot afford) and the Hacienda Park commute assistance program (Free Wheels ECO Passes, New Rider Program, Transit, Carpool, Biking and Walking). We believe that most students will take advantage of these commute alternatives. Our experience with the Hacienda Park program in the past was very positive. Those students who utilized these services found them invaluable.

We have formed a partnership with Extended Stay America of Tri-Valley. The agreement allows FREE overflow stalls (15) for (non-guest) where they can park their cars in a designated area (south end of facility) during class hours. We hope that during any given month ESA can expect in upwards of 10 students as guest. Some students may qualify for payments from some of our other partners: EDD, Workforce Investment and Cal jobs plus other third-party payers (donations, foundations, grants, fundraisers).

See: Exhibit (A)



Date: 3/21/11

Sharon Van Brunt  
 A Hand N Hand  
 P.O. Box 5173  
 Concord, CA  
 94524

Dear Mrs. Van Brunt:

Thank you for the opportunity to introduce your clientele of A Hand N Hand to the Extended Stay Hotels. We look forward to working with you to ensure your guests have an outstanding experience while staying at Extended Stay America in the properties referenced. As part of Extended Stay Hotels, the Pleasanton Extended Stay Deluxe and San Ramon Homestead Suites are two of over 675 corporately owned and operated hotels across the United States and Canada. We take great pride in the unique ability to offer an affordable, consistent studio suite in all locations that make travelers feel right at home.

We are very excited to offer A Hand N Hand the below rates based on an anticipated room night production of over 300 Room Nights.

**ESD Pleasanton:**

<i>Length of Stay</i>	<i>Company Negotiated Rates</i>
1-6 Nights	\$ 78
7-14 Nights	\$ 64
15-29 Nights*	\$ 59
30+ Nights*	\$ 55

\*Actual number of consecutive night stays; rates applicable for a studio room, deluxe rooms will be an additional fee. These rates are valid only through June 1, 2011. All room rates are net non-commissionable and are quoted exclusive of appropriate state and local taxes.

**Homestead Suites San Ramon:**

<i>Length of Stay</i>	<i>Company Negotiated Rates</i>
1-6 Nights	\$ 64
7-14 Nights	\$ 50
15-29 Nights*	\$ 45
30+ Nights*	\$ 36

\*Actual number of consecutive night stays; rates applicable for a studio room, deluxe rooms will be an additional fee. These rates are valid only through June 1, 2011. All room rates are net non-commissionable and are quoted exclusive of appropriate state and local taxes.

In Addition to the contractual rate the Extended Stay Deluxe would like to offer:

- Free overflow parking in our South lot not to exceed 25 spaces, these spaces are a complimentary service and cannot be guaranteed. Cars must have parking tag so identifiable by hotel staff. Parking will be contingent on qualified room nights and will be reviewed every 6 months.

Room night usage will be reviewed quarterly to ensure negotiated rates are still valid based on room night production. . If the room night usage is not as anticipated, the negotiated rates are subject to change. I look forward to meeting with you each quarter to ensure your guests are fully satisfied with their accommodations and to review room night usage.

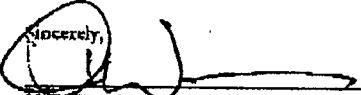
EXHIBIT (A)



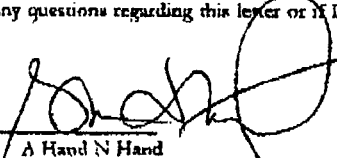
Below are the following amenities that we will provide to your travelers:

- ✓ *A fully equipped kitchen with full-size refrigerator, microwave, stovetop, cooking and dining utensils*
- ✓ *High speed wireless internet access (\$4.99 per stay)*
- ✓ *Productive and ample work space*
- ✓ *Complimentary weekly housekeeping*
- ✓ *All utilities included in nightly rate*
- ✓ *Iron and full-size iron board*
- ✓ *On-site Guest Laundry Room*
- ✓ *Free local phone call and customized voice mail access*

In order for the rates to be available, please sign below in acknowledgment that this agreement has been read and the rate structure accepted by A Hand N Hand. Please return by March 31 2011. Again, Mrs. Van Brunt, we are very pleased to have the opportunity to participate in your travel program. If you have any questions regarding this letter or if I can be of assistance at any time, please call me at 707.319.7647.

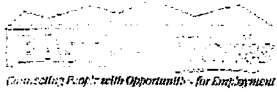
Sincerely,  


Karl Wenzberger  
 Regional Sales Director  
 Extended Stay Hotels



A Hand N Hand  
 Sharon Van Brunt  
 CEO/Executive Director

EXHIBIT (A)



Connecting People with Opportunities for Employment

5020 Franklin Drive - Pleasanton, CA 94588

707.332-2222

Patricia Donovan  
EASTBAY Works  
5020 Franklin Drive  
Pleasanton, CA 94588

December 13, 2010

Dear Ms. Van Brunt,

I am pleased to offer my support to the efforts of A Hand 'n Hand a non-profit organization.

A Hand 'n Hand's mission to expand and enhance job opportunities of the unemployed communities through career training, mentoring, job readiness and placement services is needed in our communities.

After, meeting with you this morning, along with my Case Manager, Heike Gecox it was clear that our unemployed, high school youth, VA, disabled, underemployed, those reentering and entering the job market is in need of services that you offer; "fast-track training, small classrooms, mentoring which is lifetime and placement services for graduates." The courses focus on career paths and not just a job and that is very important in today market! I feel we have many clients in need of these services.

Our unemployed community needs organizations like this that collaborate with agencies like ours and the many local businesses who have been hard pressed seeking quality trained candidates. I was pleased to know, A Hand 'n Hand will be tailoring their training based on assessments by those of us who work with clients everyday and the businesses who have been looking for training providers who "listen" to their needs and act accordingly.

By supporting this organization, my hope is to aid in enhancement of services already offered today, and help those individuals in our community who will be our leaders for tomorrow.

Respectively,

Patricia Donovan

Business Services Liaison/Job Developer

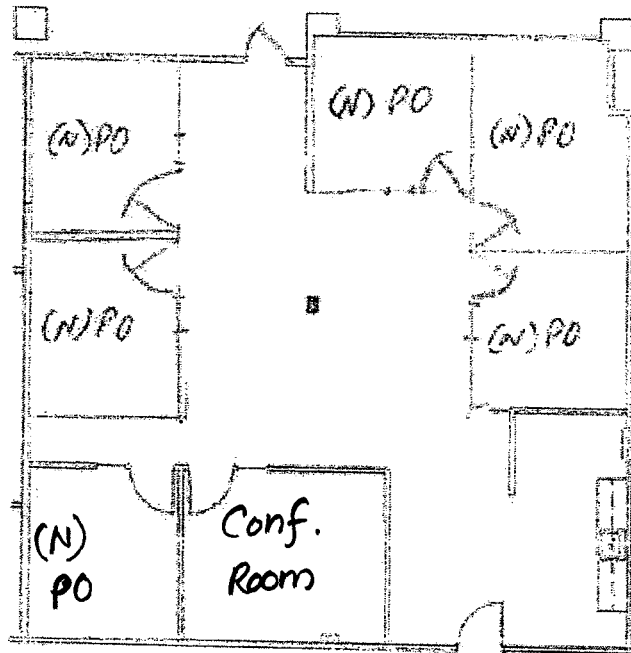
EXHIBIT (B)

# SUITE 5980-112

± 1,936 Rentable Square Feet  
Available Immediately

(N) NEW  
PO: PRIVATE OFFICE

■ POWER POLE



# SUITE 5980-110

5980 #110

± 3,174 Rentable Square Feet  
Available Immediately

INSTALL  
4x4 WINDOW

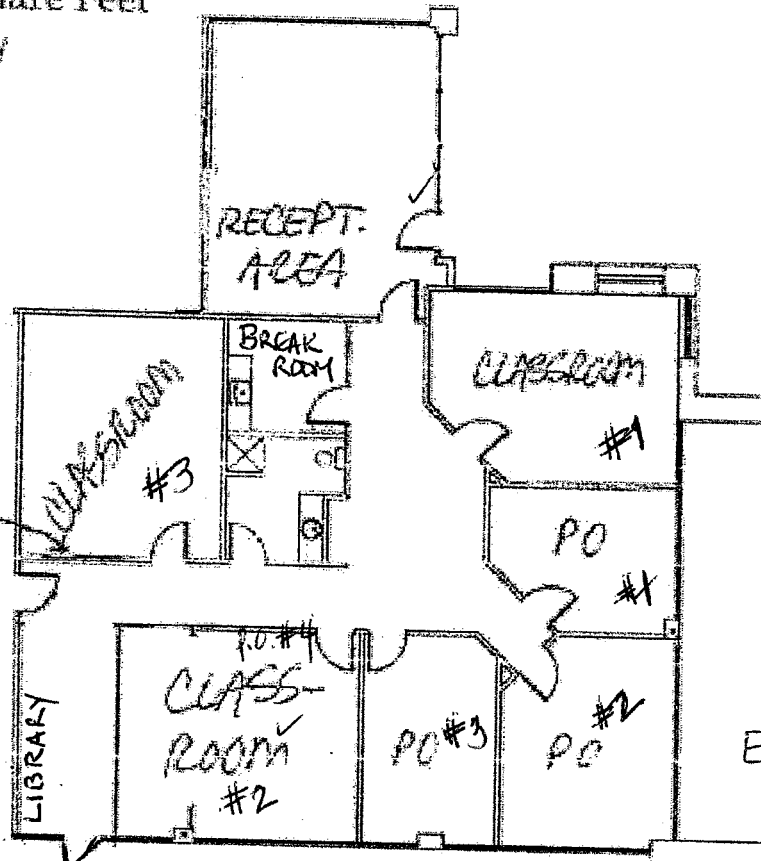
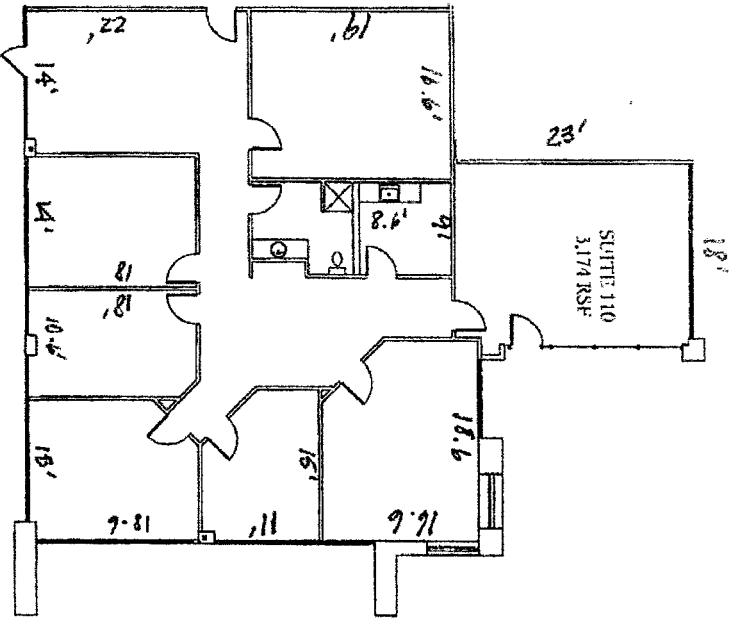
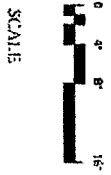
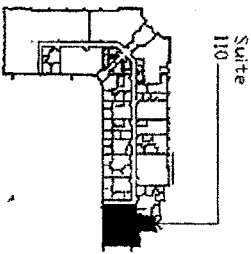


EXHIBIT (D)



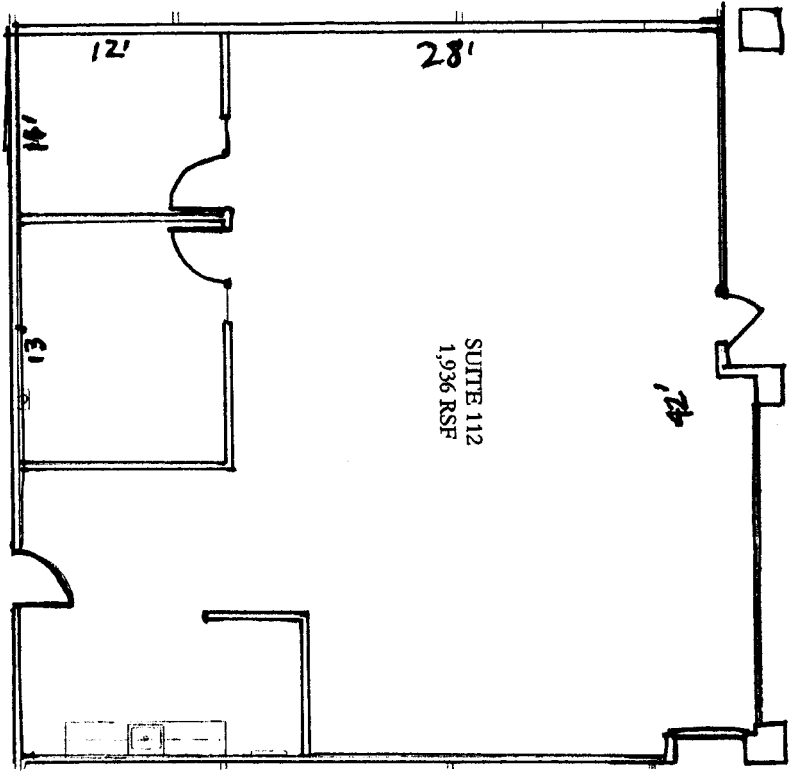


Cranbrook Group, Inc.  
 11875 Dublin Blvd., Suite B135  
 Dublin, CA 94568  
 Mr. Kim Tyson, Senior Property Manager  
 925-828-4512 ext.11  
 www.cranbrookgroup.com



Suite 110

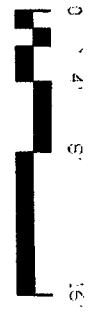
1st Floor Key Plan  
 The Crossroads At Hacienda  
 5981 Stoneridge Drive  
 Pleasanton, Ca



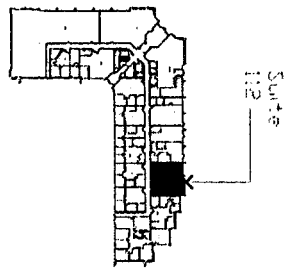
SUITE 112  
1,936 RSF

**Cranbrook Group, Inc.**  
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### Suite 112



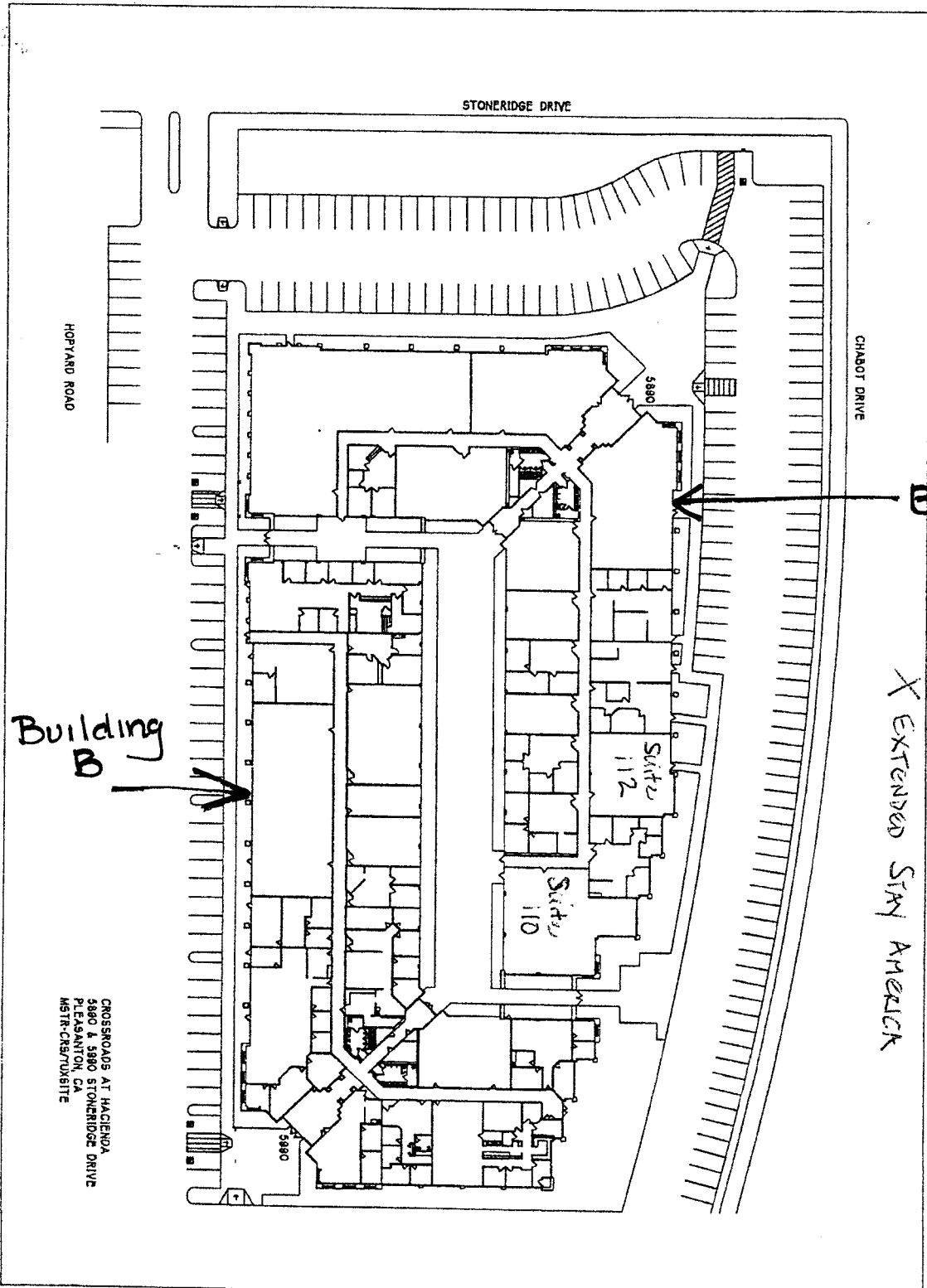
SCALE



1st Floor Key Plan

**The Crossroads At Hacienda**  
 5980 Stoneridge Drive  
 Pleasanton, Ca

EXHIBIT (F)



Building B

Building A

X EXTENDED STAIR WELLS

CROSSROADS AT HACIENDA  
 5880 & 5900 STONERIDGE DRIVE  
 PLEASANTON, CA  
 MSTR-CR/ST/US/BITE



PROJECT

DATE

BY

SCALE

REVISIONS

A0

EXHIBIT (G)

# Dublin / Pleasanton Amenity Map

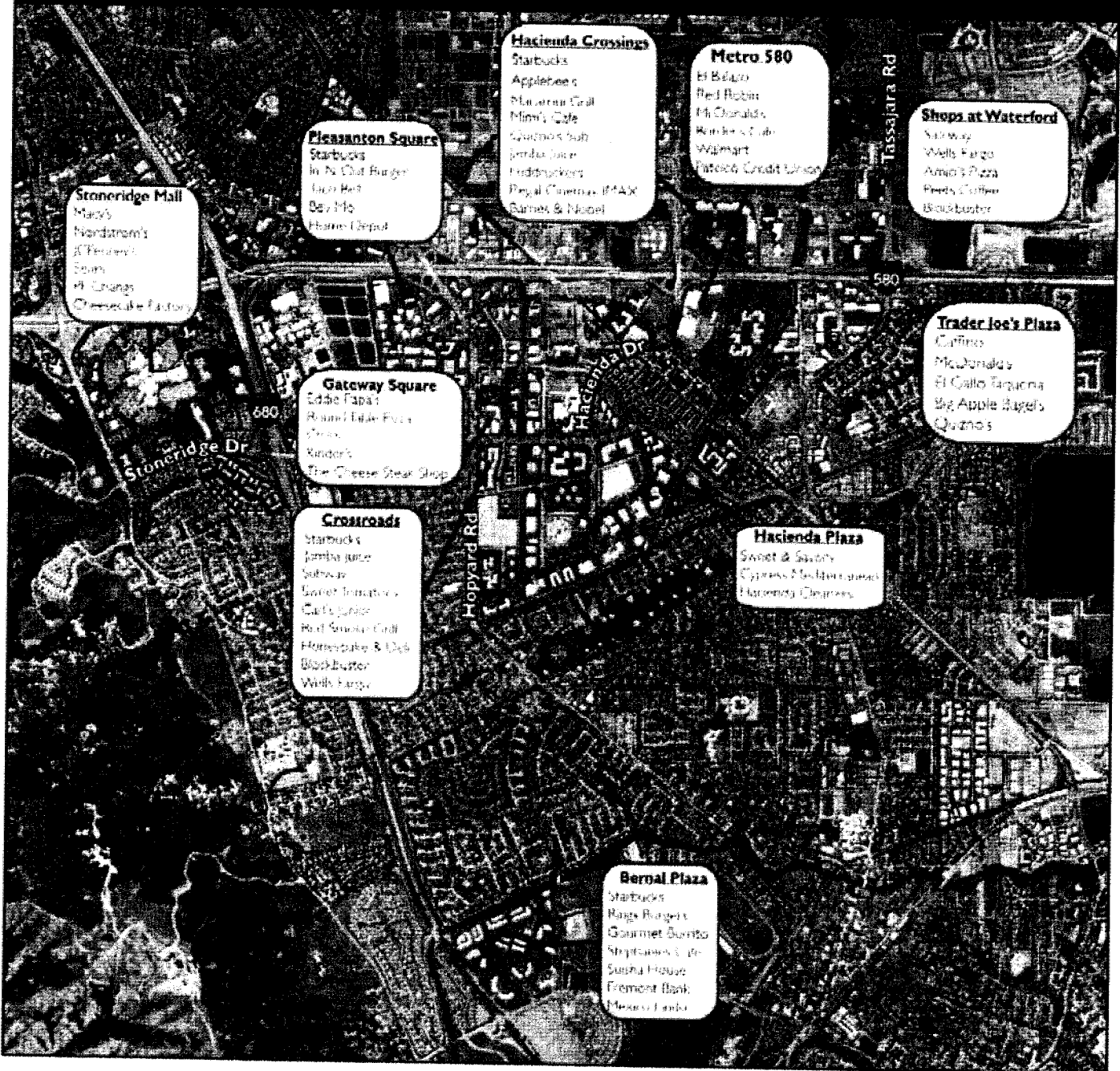


EXHIBIT (H)



Cushman & Wakefield Commercial  
Newmark Knight Frank



**Grubb & Ellis**  
Realty Investors