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April 21, 2016

Ms. Erika Lewit *(Transmitted by email only to elewit@burlingame.org)*
Senior Planner
City of Burlingame
501 Primrose Road
Burlingame, CA 94010

RE: **1722 Gilbreth Road: Parking Management Plan**

Dear Ms. Lewit:

Krupka Consulting ("Consultant") was engaged by the Yaseen Foundation ("Client") to prepare a Parking Management Plan for the planned Yaseen Foundation Community Center at 1722 Gilbreth Road in Burlingame, California ("Project"). The Scope of Services for this was defined in the Agreement between Consultant and Client dated October 1, 2015. The critical purpose of the Parking Management Plan was to address concerns raised by the Planning Commission and City staff regarding potential off-site parking and traffic impacts of the Project.

This letter report summarizes the Parking Management Plan with regard to objective, layout and operations, and monitoring. It provides a practical framework and customary operational details to manage parking for the Project's planned program of events to effectively minimize its potential off-site impacts.

Objective

The objective of the Parking Management Plan is to accommodate all Project peak parking demand, which Consultant's Parking Assessment estimated to range from 32 to 87 parking spaces, within the Project site to eliminate potential off-site parking and traffic impacts of the Project on Gilbreth Road or neighboring businesses (Krupka Consulting, Yaseen Burlingame Center Parking Assessment, August 31, 2015, pg. 6). This was a fundamental requirement established by the Planning Commission at the Project informational hearing September 14, 2015.

Layout and Operations

As discussed in the Parking Assessment, the Project's program of events is varied and estimated peak parking demands of typical events can easily be accommodated by the Project site plan (op. cit.). However, certain occasional and large events will require special parking management measures as described below. For easy reference, the peak parking demand tables from the Parking Assessment are repeated below.

TYPICAL PEAK PARKING DEMANDS - MONDAY THROUGH THURSDAY

CALENDAR	MIDDAY 10:00 a.m. to 2:00 p.m.		EVENING 6:00 p.m. to 11:00 p.m.	
	ACTIVITIES	*PEAK DEMAND (vehicles)*	ACTIVITIES	*PEAK DEMAND (vehicles)*
Regular	Fitness	*32*	Education	*41*
Occasional	Fitness and Education	***68***	Social and Recreation	***70***

TYPICAL PEAK PARKING DEMANDS - FRIDAY

CALENDAR	MIDDAY 12:00p.m. to 3:00 p.m.		EVENING 6:00 p.m. to 11:00 p.m.	
	ACTIVITIES	*PEAK DEMAND (vehicles)*	ACTIVITIES	*PEAK DEMAND (vehicles)*
Regular	Prayer Services	***87***	Recreation	*50*
Occasional	Prayer Services	***87***	Social and Recreation	***70***

TYPICAL PEAK PARKING DEMANDS - SATURDAY OR SUNDAY

CALENDAR	MIDDAY 10:00 a.m. to 2:00 p.m.		EVENING 6:00 p.m. to 11:00 p.m.	
	ACTIVITIES	*PEAK DEMAND (vehicles)*	ACTIVITIES	*PEAK DEMAND (vehicles)*
Regular	Fitness and Education	***68***	no peak activity	no peak activity
Occasional	Recreation	*50*	Family Night and Dinner Social (1/month)	***80***
Occasional	Recreation	*50*	Social and Recreational (3/month)	***70***

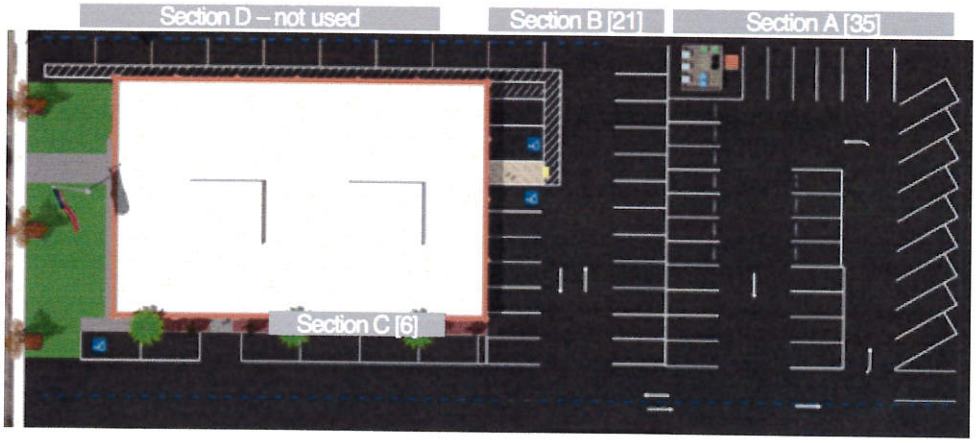
As shown in bold in the tables above, occasional events are expected to generate peak parking demands of 68 to 70 spaces on *weekdays* (Monday through Thursday midday and evening, and Friday evenings) and *weekend evenings*. Also, occasional Family Night and Dinner Social events are expected to generate peak parking demand of 80 spaces on *weekend evenings*. Finally, Prayer Services, which will occur *midday Fridays*, are expected to generate peak parking demand of 87 spaces.

It is important to note that these peak parking demand estimates were based on future (5 to 10 year horizon) membership and activity levels and maximum allowable occupancies by use and event. In other words, occupancy and attendance at Project events will not reflect maximums on "day one" and will build over time. Also, Client will take special care to inform its members and guests about the Parking Management Plan elements and expected procedures, with special emphasis on being good neighbors.

The following paragraphs summarize parking management for the program of events at the Project.

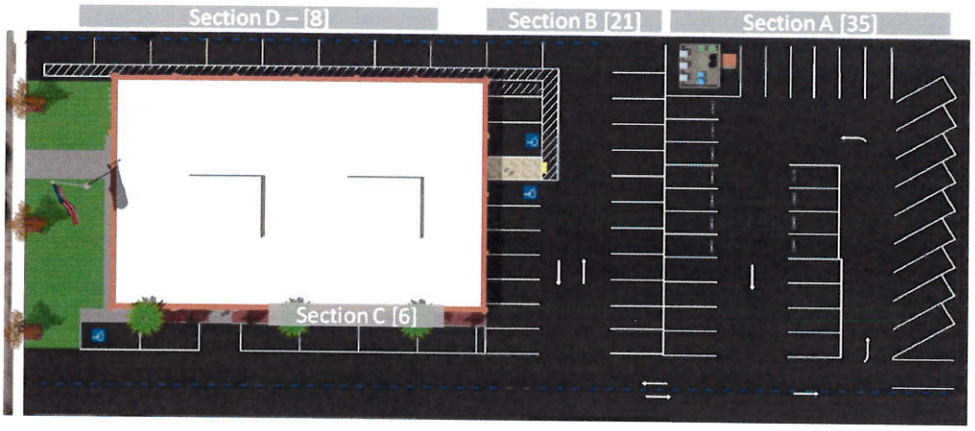
Typical Operation - The Project site plan is shown in **Figure 1** and contains 62 self-park spaces, including 3 accessible spaces. This parking supply will accommodate most events and activities held at the Project without special parking management procedures. Both site driveways will be open for access and egress and drivers will park and retrieve their vehicles. Project users may be dropped off on Gilbreth Road or on the site near one of the building entrances.

Figure 1 - Project Site Plan for Typical Operation



Occasional Operations - Certain occasional activities will generate peak parking demand ranging from 68 to 70 spaces. The marginal increase in peak parking demand — over the 62 space parking supply — will be accommodated in eight stacked spaces in the North driveway as shown in **Figure 2**. The intent will be to park paid and volunteer staff vehicles, which will arrive before events, in these stacked spaces facing Gilbreth Road. In this case, the North driveway will be blocked at Gilbreth Road before the event, and the South driveway will be used for access and egress. Project users may be dropped off on Gilbreth Road or on the site near one of the building entrances. Drivers will park and retrieve their vehicles.

Figure 2 - Project Site Plan for Occasional Operation

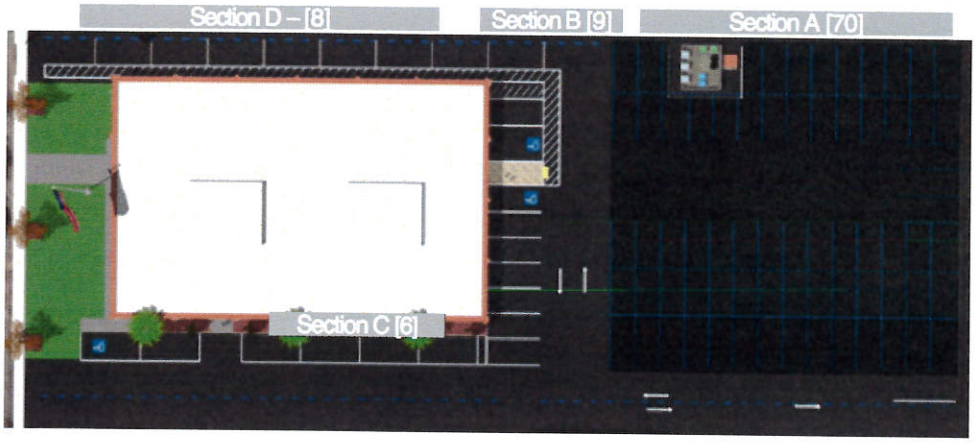


Family Night and Dinner Social Events - These weekend evening events, which will generate maximum estimated parking demand of 80 spaces, will be managed using a valet parking operation in a reconfigured parking lot shown in **Figure 3**, which contains a total supply of 93 parking spaces, including 3 accessible spaces. This layout includes numbered tandem and stacked parking spaces behind the building that are accessed by a central drive aisle.

This layout is typical for assisted or valet parking operations and was developed for this Project based on advice from a specialist at SP+, a major parking operator and consultant. It follows the explicit operational objective that retrieval of any one vehicle should require moving no more than two other vehicles.

The specific tandem and stacked layout shown has parking spaces that are 8 feet wide and 16.5 to 18 feet long (similar to the City's code size requirement for a compact space, 8 feet wide by 17 feet long; slightly smaller than the City's code size requirement for an open space, 8.5 feet wide by 18 feet long) to recognize the intended bumper to bumper layout and assisted or valet parking operation. This is a proven functional parking layout used for events of all kinds and sizes. The **enclosed site plan** provides additional details.

Figure 3 - Project Site Plan for Large Events



Four staff members will act as *valets*, their role being to guide drivers to parking spaces, park guests' vehicles, hold-tag-store keys, and retrieve cars. This operation will be quite effective for these longer-duration evening events by providing ample parking and managed on-demand vehicle retrieval to complement the expected spread arrival and departure patterns for these events.

The valet parking operation for Family Night and Dinner Social events is summarized below.

- Paid and volunteer staff, who will arrive before events, will park in stacked parking spaces in the North driveway facing Gilbreth Road.
- Two valets will be stationed on the South driveway to guide drivers into the parking lot. Also, two valets will be stationed at the valet drop just inside the tandem/stacked lot.
- Vehicles with handicapped placards will be directed to park in accessible spaces.
- High-occupancy vehicles will be guided to preferred parking spaces next to the building and the southernmost row of parking spaces next to the South drive aisle. These spaces are preferred because they are close to the building or offer independent direct egress.
- At the valet drop, the operation will be as follows:
  - Early arrivals will self-park in tandem and stacked spaces;
  - Subsequent arrivals will leave their vehicles with the valets, who will give drivers a numbered tag and park vehicles in tandem and stacked spaces, loading the lot rear to front;
  - Valets will note space numbers on key tags and hang them on a key board inside the building;
  - Departing guests will give their tags to valets, who will retrieve vehicles or guide guests directly to their vehicles.
- Exiting drivers will be directed to the South driveway.

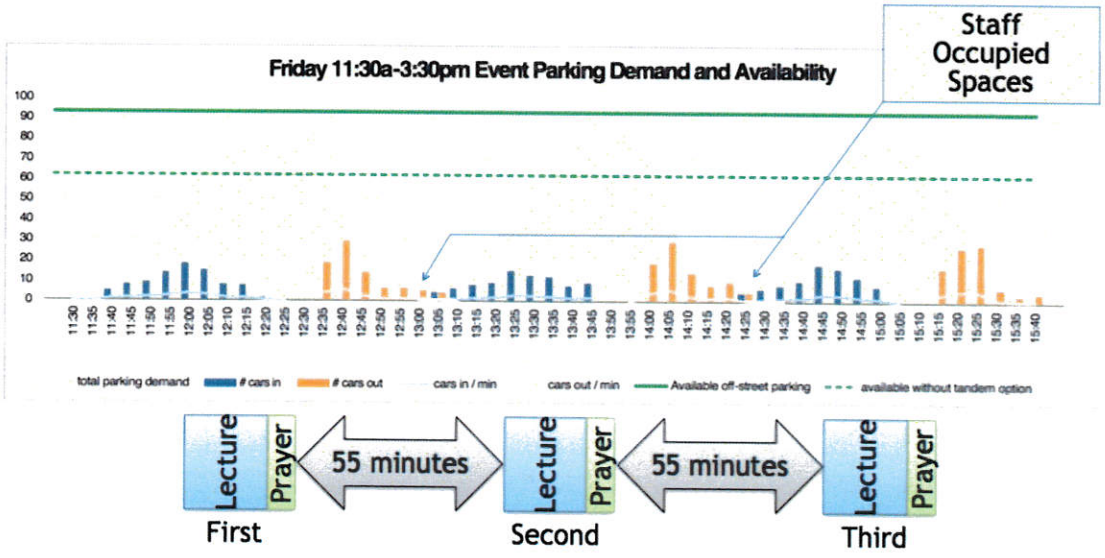
Prayer Services - Weekly prayer events, held midday Fridays, will generate a peak parking demand of 87 parking spaces. Parking for these events will be managed using an assisted parking operation in the reconfigured tandem and

stacked parking lot described above for Family Night and Dinner Social Events.

Four staff members will act as *parking assistants* who guide drivers to parking spaces and assist them in retrieving their cars. For these events, attendees will keep their keys and simply leave when possible, with guidance from parking assistants.This operation will effectively accommodate the short-duration Friday prayer events by providing quick and direct parking access and allowing minimal site egress delays.

As described in the Parking Addendum submitted for the Planning Commission informational hearing on September 14, 2015, if additional Friday prayer service events are needed in the future, the intent is to plan and schedule them to allow the parking lot to fill and empty efficiently in cycles by shortening service duration and increasing time between successive services. By design, this will minimize conflicts between entering and exiting vehicles (Yaseen Foundation, Conditional Use Permit Application Parking Addendum, August 29, 2015). The projected parking demand profile, which assumes three successive prayer sessions, is illustrated in tan hatching in the graphic below. The solid and dashed green lines represent the tandem/stacked parking supply (93 spaces) and the typical parking supply (62 spaces), respectively.

Projected Parking Demand Profile for Successive Friday Prayer Events



The assisted parking operation for Prayer Services is summarized below.

- Paid and volunteer staff, who will arrive before the service, will park in stacked parking spaces in the North driveway facing Gilbreth Road.
- Two parking attendants will be stationed on the South driveway to guide drivers into the parking lot. Also, two parking attendants will be stationed behind the building to serve parkers in the tandem/stacked lot.

- Vehicles with handicapped placards will be directed to park in accessible spaces.
- High-occupancy vehicles will be guided to preferred parking spaces next to the building and the southernmost row of parking spaces next to the South drive aisle. These spaces are preferred because they are close to the building or offer independent direct egress.
- Vehicles will be guided to tandem and stacked parking spaces, so the lot is loaded rear to front.
- Exiting drivers will retrieve their vehicles and exit parking spaces when clear, and attendants will direct them to the South driveway to exit the site.

Monitoring

The Client is committed to being a good neighbor and community member. It is in the Client's and the community's best interest to monitor parking and traffic characteristics of different events, and note any special issues. This will allow the Client to adjust the Parking Management Plan as needed to meet the variety of Project events planned and thereby meet the stated objective of the Plan.

Professional Opinion

It is the Consultant's opinion that this Parking Management Plan will allow all Project peak parking demand to be accommodated on the site safely and conveniently, which in turn will effectively eliminate potential parking overflow to public streets or other private properties as well as traffic backups entering the site. Finally, Consultant believes the Parking Management Plan is very flexible and will adapt to expected parking demands at small and large events.

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Please call me if you have any questions or other requests.

Sincerely,

Paul J. Krupka, P.E.
Transportation Engineer

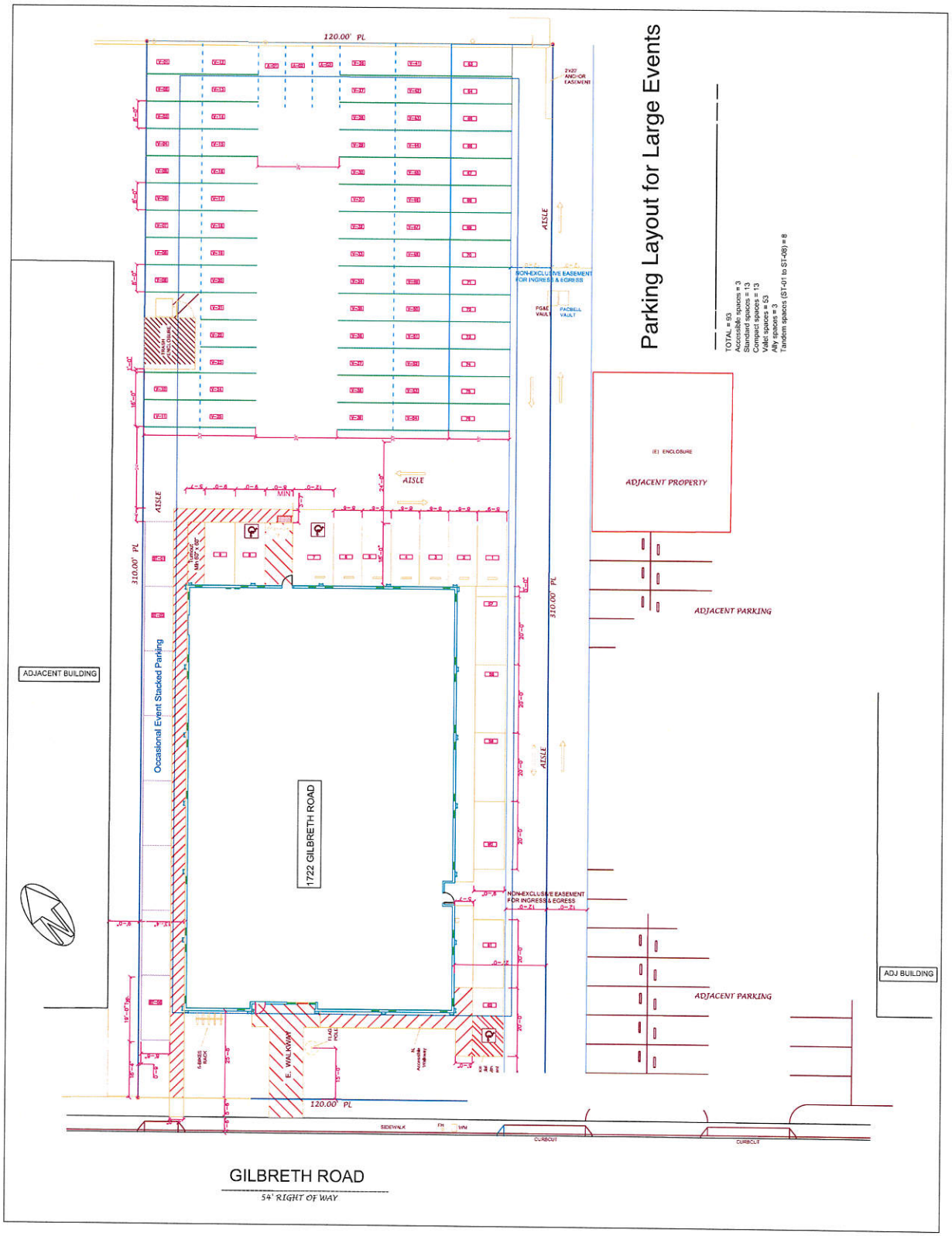
Registered Professional Engineer (CA Civil and CA Traffic)

Enclosure: Site Plan - Parking Layout for Large Events

cc (with Enclosure):

Andrew Wong, City of Burlingame (by email only to awong@burlingame.org)
Adam Naser, Yaseen Foundation (by email only to anaser@yahoo.com)

Parking Management Plan



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April 29, 2016

Ms. Erika Lewit *(Transmitted by email only to elewit@burlingame.org)*
Senior Planner
City of Burlingame
501 Primrose Road
Burlingame, CA 94010

RE: **1722 Gilbreth Road: Parking and Traffic Comments from Planning Commissioners (September 14, 2015 Study Session)**

Dear Ms. Lewit:

I prepared this letter at your request, on behalf of Adam Naser of the Yaseen Foundation (Applicant for the 1722 Gilbreth Road Conditional Use Permit), to highlight how the Project site plan and Parking Management Plan dated *[insert date of final document]* address parking and traffic comments raised by Planning Commissioners at their Study Session on September 14, 2015.

Please review this draft letter and provide comments, including relevant proposed Conditions of Approval, at your earliest convenience. I will revise the letter and transmit a final version for your use in the respective staff report and packet for the regular action hearing on the Project at the Planning Commission meeting on May 23, 2016.

The following points summarize, one by one, parking and traffic comments and responses.

1. **Prepare a chart to summarize peak parking demand over time, to supplement person occupancy charts.** *RESPONSE: The exhibit below (page 3) summarizes peak parking demand and supply by activity, by day and time of day, based on the Parking Assessment prepared for the Project (Krupka Consulting, Yaseen Burlingame Center Parking Assessment, August 31, 2015). As noted, the Project parking supply meets or exceeds estimated peak parking demand at all times.*

2. **Consider valet or stacked parking.** *RESPONSE: The Parking Management Plan provides a practical framework and customary operational details to accommodate and manage all peak parking demands for the Project's planned program of events within the Project site, which will effectively eliminate potential off-site parking and traffic impacts of the*

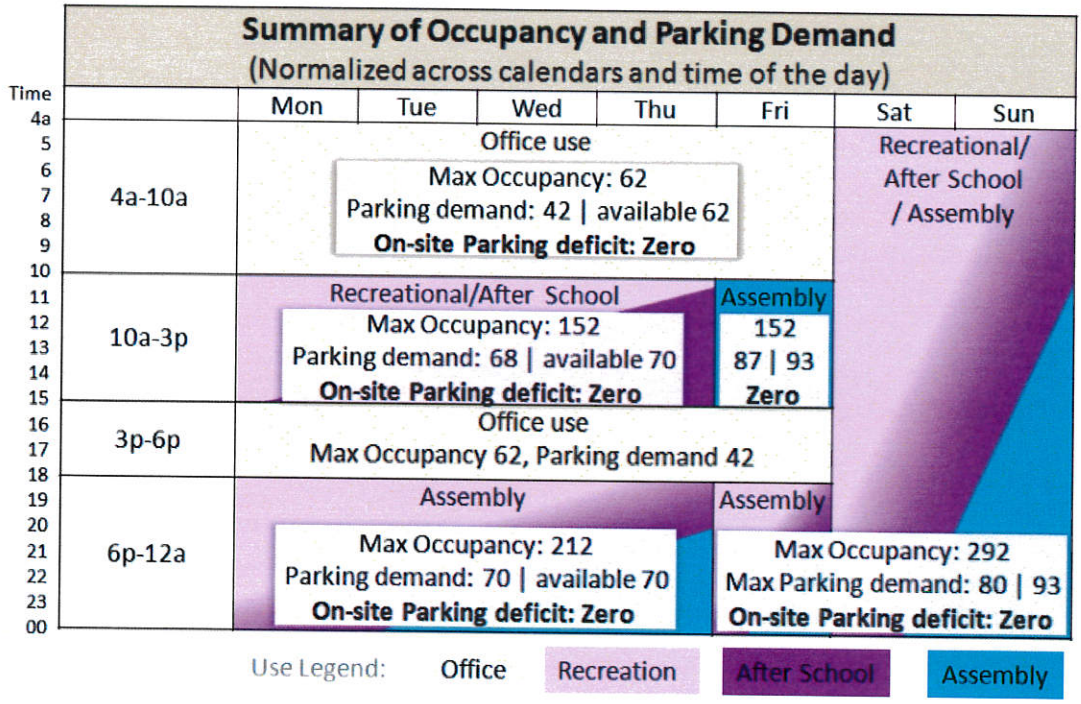
Project. The Parking Management Plan indicates the Applicant will take special care to inform its members and guests about the Parking Management Plan elements and expected procedures, with special emphasis on being good neighbors.

3. **Add bicycle parking**. *RESPONSE: The Applicant will increase the number of bicycle parking spaces from 5 to 10. In addition, if necessary to accommodate demand for additional bicycle parking, the Applicant will make provisions to increase the total number of bicycle parking spaces on site over time in 5-space increments, from 10 to 15 spaces and from 15 to 20 spaces.*

4. **Work with neighboring property owners on parking agreements or leases.** *RESPONSE: None of the neighboring property owners has expressed interest in an agreement regarding sharing parking. Therefore, this is not an option for the Applicant. However, the Applicant has an informal understanding with the property owner to the rear of the Project site (866 Malcolm Road) to work together to accommodate potential spillover parking expected by either party in a mutually beneficial manner requiring advance notice. Also, the Applicant has a cordial relationship with the California Society of Certified Public Accountants (CalCPA), the property owner of 1710 Gilbreth Road. This site is currently fenced and closed due to a major building remodel project underway. The Applicant recently met with a CalCPA representative to provide an update on the 1722 Gilbreth Road project and ask specifically if CalCPA had any concerns about parking spillover. The CalCPA representative indicated no concern and a willingness to work with the Applicant to proactively manage parking issues that may arise. These positive relationships and open channels of communication with neighbors, the Parking Management Plan, and careful and complete education of Project patrons regarding parking rules and operations, including consequences of violations, complement the Applicant's intent to eliminate potential off-site parking impacts.*

5. **Can arrange buses for large events**. *RESPONSE: Private charter buses are very effective for large, long-duration events with fixed start and end times at facilities without sufficient parking supplies, serving guests traveling from — and returning to — common origins. The Project does not have these characteristics, so this option is neither appropriate nor useful as a means to minimize potential Project parking and traffic impacts. For example, weekday and weekend evening Family Night and Dinner Social Events last three plus hours and patrons typically arrive and depart over one to two hours rather than all at once. Also, Friday prayer services are short duration events that draw attendees, who are typically on breaks from work, from many origins.*

6. **Consequences of Project events on peak period traffic on local streets.** *RESPONSE: As discussed in the Parking Management Plan, the inherent spread arrival and departure patterns of weekday and weekend evening Family Night and Dinner Social Events are well suited to the planned valet parking operation, which provides ample parking and managed on-demand vehicle retrieval and by design will effectively eliminate potential parking overflow to public streets or other private properties as well as potential traffic backups entering the site during evening peak street traffic periods. It is important to note that Project patrons will be traveling **to the site** during evening peak traffic periods, whereas traffic generated by the majority of other uses in the area is **leaving respective sites** during evening peak traffic periods. This "reverse commute" characteristic is complementary to street capacity and operations. Also, the Applicant's Traffic Impact Analysis (June 8, 2015), which was reviewed by City staff and the Planning Commission, concluded that 1), Project peak hour trip generation was compatible with the City's guiding documents and allowable peak hour trip generation values established for the Project parcel in the City's Bayfront Traffic Analyzer and 2), Project peak hour traffic contributions to local streets and intersections were relatively small and would not adversely affect traffic operations.*



I look forward to appearing before the Planning Commission to support these matters and respond to comments and questions from Commissioners.

Please call me if you have any questions or other requests.

Sincerely,

Paul J. Krupka, P.E.
Transportation Engineer

Registered Professional Engineer (CA Civil and CA Traffic)

cc:
Adam Naser, Yaseen Foundation (by email only to anaser@yahoo.com)