



# CITY OF SUNNYVALE REPORT ZONING ADMINISTRATOR HEARING

June 16, 2011

**File Number:** 2011-7294

**Permit Type:** Use Permit

**Location:** 1235 Reamwood Ave (near Tasman Dr.) (APN:104-58-007)

**Applicant/Owner:** India Heritage Foundation / Tasman Drive LLC

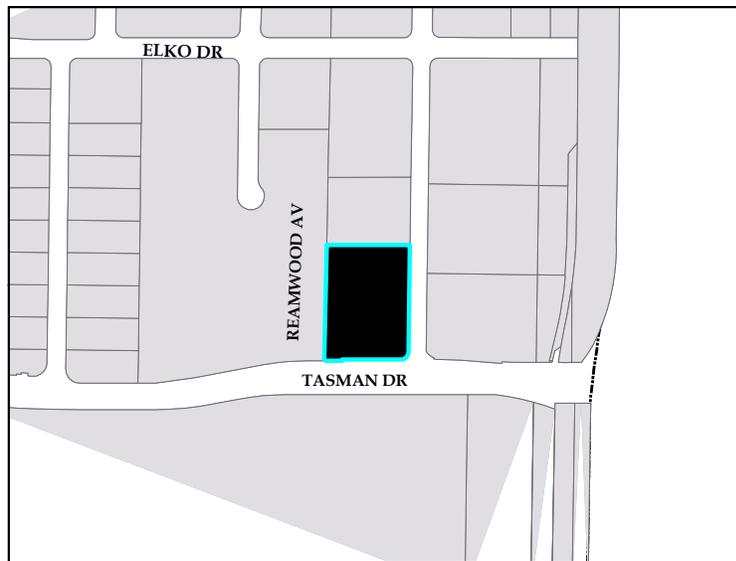
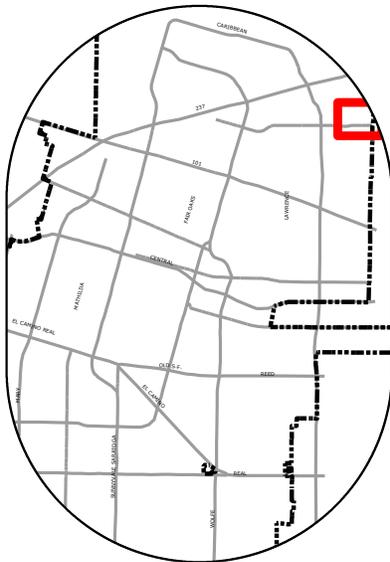
**Staff Contact:** Ryan M. Kuchenig, Associate Planner, (408) 730-7431

**Project Description:** To allow a place of assembly use (cultural center) within a vacant tenant space of an industrial building.

**Reason for Permit:** A Use Permit is required for places of assembly within the M-S/POA Zoning District.

**Issues:** Parking, Compatibility of Use

**Recommendation:** Approve with Conditions



500

Feet

**PROJECT DESCRIPTION**

|                        | <b>Existing</b> | <b>Proposed</b> |
|------------------------|-----------------|-----------------|
| General Plan:          | Industrial      | Same            |
| Zoning District:       | MS/POA          | Same            |
| Total Sq. Ft. on Site: | 37,447          | Same            |
| Tenant Sq. Ft.:        | 5,000           | Same            |
| Parking:               | 119             | Same            |

|   |            |
|---|------------|
| <b>Previous Planning Projects related to Subject Application:</b><br>Several place of assembly and recreational uses have been considered through Use Permits within the industrial building shared by the proposed use. Many site improvements related to the building, landscaping and parking have occurred at the site in the past few years as a result of an approved condominium conversion in 2006. | <b>Yes</b> |
|---|------------|

**Use Description:** The proposed use is for a cultural center (India Heritage Foundation) which provides community services such as yoga, meditation, worship, and administrative services. The applicant has provided a use description, included in Attachment C.

**Hours of Operation:** The business would be open weeknights (Monday through Friday) between 6:00 P.M. and 10:00 P.M. and on weekends (Saturday and Sunday) between 6:00 A.M. and 10:00 P.M.

**Expected Students / Customers:** The patrons of the site will consist of children and adults of all ages. The peak use of the site will occur on Sunday evenings and with a maximum of 30 people. More information regarding the limitations of occupancy is noted in the following sections of the report.

**Floor Plan:** The applicant has provided a floor plan for the proposed use in Attachment D. The floor plan consists of a reception area, several offices, a conference room, two restrooms, a cultural exhibit room, kitchen, and a large meditation room. The project is subject to building permits for planned interior tenant improvements.

**Exterior Changes:** No exterior changes are planned as part of this proposal. Proposed signs will require a separate permit.

**Shared Uses On-Site:** The following table lists current uses that share parking at the site:

**Table 1: Current uses at 1233-39 Reamwood and 1257 Tasman Drive**

| <b>Address</b>     | <b>Use - Tenant</b>                             | <b>Approximate Area (s.f.)</b> |
|--------------------|---|--------------------------------|
| 1257 Tasman Dr, #A | Catalyst Athletics                              | 4,500                          |
| 1257 Tasman Dr, #B | Bay Area Cultural Center                        | 5,535                          |
| 1257 Tasman Dr, #C | Vacant  | 7,267                          |
| 1233 Reamwood Ave. | Swaray  | 5,000                          |
| 1235 Reamwood Ave. | <b>Proposed POA – India Heritage Foundation</b> | 5,000                          |
| 1237 Reamwood Ave. | International Fencing Academy                   | 5,000                          |
| 1239 Reamwood Ave. | Smash Gyms                                      | 4,900                          |

**Parking:** The multi-tenant industrial building shares a parking lot that contains 119 spaces. The parking requirements for recreational assembly areas outlined in Sunnyvale Municipal Code Section 19.46.050 is noted as:

- 1 space per every 3 fixed seats, plus
- 1 space per 21 sq. ft. of open area or seating space, plus
- 1 space per 400 sq. ft. of additional floor area

According to the above criteria, the cultural center would require approximately 50 spaces due to large portions of the space being designated as open floor area for meditation activities and exhibits.

For each of the recent Use Permit approvals for place of assembly uses at the site, a parking management plan that restricts occupancy for each tenant has been considered. A total of 35 spaces have been allocated for the proposed use based on the maximum number of people of the site at the peak time. The following chart notes the maximum occupancy for the shared uses of the site:

| <b>Address / Unit</b> | <b>Use - Tenant</b>                       | <b>Type of Use</b> | <b>Maximum occupancy</b> | <b>Area (s. f.)</b> | <b>Parking Ratio</b> |
|-----------------------|---|--------------------|--------------------------|---------------------|----------------------|
| 1257 Tasman Dr, #A    | <i>Catalyst Athletics</i>                 | POA by Use Permit  | 20                       | 4,500               | Per UP -2009-0452    |
| 1257 Tasman Dr, #B    | <i>Bay Area Cultural Center (POA use)</i> | POA by Use Permit  | 12                       | 5,535               | Per UP 2008-0431     |

| Address / Unit            | Use - Tenant                         | Type of Use              | Maximum occupancy | Area (s. f.) | Parking Ratio                                |
|---------------------------|--------------------------------------|--------------------------|-------------------|--------------|--|
| 1257 Tasman Dr, #C        | Vacant                               | Vacant                   | 20                | 7,267        | UP 2006-1213 (unoccupied but UP still valid) |
| 1233 Reamwood Ave.        | <i>Swaray (POA use)</i>              | POA by Use Permit        | 25                | 5,000        | Per UP 2009-0075                             |
| <b>1235 Reamwood Ave.</b> | <b>India Heritage Foundation</b>     | <b>POA by Use Permit</b> | <b>35</b>         | <b>5,000</b> | <b>Per UP - parking management plan</b>      |
| 1237 Reamwood Ave         | <i>International Fencing Academy</i> | POA by Use Permit        | 15                | 5,000        | Per UP 2009-0393                             |
| 1239 Reamwood Ave.        | <i>Smash Gyms</i>                    | POA by Use Permit        | 22                | 4,900        | Per UP 2010-7730                             |

Similar to previously required permits, this proposed program would modify the conditions of previous approvals which limited the allowable occupancy (customers/employees) and/or the hours of operation for existing uses. The program proposes staggering peak use times to address the fact that the site does not provide adequate parking for all uses during peak use hours. The following chart notes the peak parking demands for the site, as part of the required Parking Management Plan, per Condition of Approval GC-5A.

| Address / Unit   | Weekday 8:00 am – 5:30 pm | Weekday 5:30 pm – 9:00 pm | Saturday   | Sunday     |
|--|---------------------------|---------------------------|------------|------------|
| 1257 Tasman Dr, #A* - <i>Catalyst Athletics</i>                    | 15                        | 10                        | 10         | 5          |
| 1257 Tasman Dr, #B** ( <i>Bay Area Cultural Center (POA use)</i> ) | 12                        | 20                        | 20         | 20         |
| 1257 Tasman Dr, #C* <i>Vacant (Approved POA use)</i>               | 20                        | 12                        | 12         | 20         |
| 1233 Reamwood Ave. <i>Swaray (POA use)</i>                         | 25                        | 25                        | 25         | 25         |
| <b>1235 Reamwood Ave. India Heritage Foundation (POA use)</b>      | <b>10</b>                 | <b>20</b>                 | <b>20</b>  | <b>35</b>  |
| 1237 Reamwood Ave. <i>Intrn'l Fencing Academy (POA use)</i>        | 15                        | 10                        | 10         | 10         |
| 1239 Reamwood Ave.* <i>Proposed POA – Smash Gyms</i>               | 22                        | 22                        | 22         | 0          |
| <b>TOTAL (119)</b>   | <b>119</b>                | <b>119</b>                | <b>119</b> | <b>115</b> |

Based on the information provided by the applicant, weekday activities (morning & afternoon) are not expected to have a higher peak demand than weekends. A revised parking plan would be necessary if the proposed use or other tenants plan to increase capacity during hours of operation. Such a modification could be considered through a Miscellaneous Plan permit application, per Condition of Approval GC-5B.

**Place of Assembly (POA):** Sunnyvale Municipal Code (SMC) requires that any proposed Place of Assembly use be evaluated on a case by case basis. The POA Zoning regulations specify additional requirements and procedures if a space is used by sensitive populations such as children or adults over the age of 65. Since the subject site and the surrounding area were originally zoned for industrial uses, staff looked at the possibility of the presence of hazardous materials in the vicinity of the site. Staff found that while there are other industrial facilities with hazardous materials in the area, none currently have large quantities of high risk materials. However, these industrial uses have the ability to change their inventories in the future to increase the use of hazardous materials, which might present a safety issue to the users of the subject tenant space. Per the Municipal Code (SMC 19.98.020(h)), as a Place of Assembly use, the community center triggers three requirements:

- For a multi-tenant building, an Agreement between the property owner and the City to the limitation of hazardous material users on the same site;
- A letter from the applicant/proposed tenant acknowledging that locating in an industrial area may result in higher levels of noise, traffic, and exposure to hazardous materials than would normally be encountered in non-industrial areas (draft provided); and
- Applicant shall adopt and submit for the approval of the City a safety plan designed to protect sensitive populations in the event of a nearby release of hazardous materials; the plans shall be prepared by a certified safety professional (draft provided).

The above noted documentation is provided in Attachment D.

**Public Contact:** 18 notices were sent to surrounding property owners and residents adjacent to subject site in addition to standard noticing practice. No letters were received.

**Environmental Determination:** A Categorical Exemption Class 1 (minor changes in use) relieves this project from CEQA provisions.

## **FINDINGS**

---

In order to approve the Use Permit the following findings must be made:

### **Land Use and Transportation Element**

**Policy N1.1** – *Protect the integrity of the City’s neighborhoods; whether residential, industrial or commercial.*

**N1.1.4** *Anticipate and avoid whenever practical the incompatibility that can arise between dissimilar uses.*

**Policy N1.14** *Support the provision of a full spectrum of public and quasi-public services that are appropriately located.*

1. The proposed use attains the objectives and purposes of the General Plan of the City of Sunnyvale. *(Finding Met)*

The proposed use attains the objectives of the General Plan by providing a facility that supports the local community at a convenient location. Through conditions of approval, the use will have a limited impact to the uses on-site and surrounding properties.

2. The proposed use ensures that the general appearance of proposed structures, or the uses to be made of the property to which the application refers, will not impair the orderly development of, or the existing uses being made of, adjacent properties.

The proposed use will not impair existing uses or those on adjacent properties through the approved parking management plan for the site. Further expansion will require a separate permit to review capacity and any other possible resulting impacts.

**ALTERNATIVES:**

---

1. Approve the Use Permit with recommended Conditions in Attachment A.
2. Approve the Use Permit with modifications.
3. Deny the Use Permit.

**RECOMMENDATION**

---

---

Alternative 1. Approve the Use Permit with recommended Conditions in Attachment A.

Reviewed by:

Shaunn Mendrin  
Senior Planner

Prepared By: Ryan M. Kuchenig, Associate Planner

Attachments:

- A. Standard Requirements and Recommended Conditions of Approval
- B. Site and Architectural Plans
- C. Use Description from the Applicant
- D. Place of Assembly Documentation provided by Applicant

**RECOMMENDED  
CONDITIONS OF APPROVAL AND  
STANDARD DEVELOPMENT REQUIREMENTS  
JUNE 16, 2011**

**Planning Application 2011-7294**

1235 Reamwood Avenue

Use Permit for a place of assembly use (cultural center) within a vacant tenant space of an industrial building.

The following Conditions of Approval [COA] and Standard Development Requirements [SDR] apply to the project referenced above. The COAs are specific conditions applicable to the proposed project. The SDRs are items which are codified or adopted by resolution and have been included for ease of reference, they may not be appealed or changed. The COAs and SDRs are grouped under specific headings that relate to the timing of required compliance. Additional language within a condition may further define the timing of required compliance. Applicable mitigation measures are noted with "Mitigation Measure" and placed in the applicable phase of the project.

In addition to complying with all applicable City, County, State and Federal Statutes, Codes, Ordinances, Resolutions and Regulations, Permittee expressly accepts and agrees to comply with the following Conditions of Approval and Standard Development Requirements of this Permit:

|   |
|---|
| <p><b>GC: THE FOLLOWING GENERAL CONDITIONS AND STANDARD DEVELOPMENT REQUIREMENTS SHALL APPLY TO THE APPROVED PROJECT.</b></p> |
|---|

GC-1. CONFORMANCE WITH APPROVED PLANNING APPLICATION:

All building permit drawings and subsequent construction and operation shall substantially conform with the approved planning application, including: drawings/plans, materials samples, building colors, and other items submitted as part of the approved application. Any proposed amendments to the approved plans or Conditions of Approval are subject to review and approval by the City. The Director of Community Development shall determine whether revisions are considered major or minor. Minor changes are subject to review and approval by the Director of Community Development. Major changes are subject to review at a public hearing. [COA] [PLANNING]

GC-2. USE EXPIRATION:

The approved use Permit for the use shall expire if the use is discontinued for a period of one year or more. [SDR] (PLANNING)

GC-3. PERMIT EXPIRATION:

The permit shall be null and void two years from the date of approval by the final review authority at a public hearing if the approval is not exercised, unless a written request for an extension is received prior to expiration date and is approved by the Director of Community Development. [SDR] (PLANNING)

GC-4. MAXIMUM OCCUPANCY BY USE (LIMITATIONS):

Tenants that have previously approved Use Permits, i.e. Bay Area Cultural Center, Swaray, International Fencing Academy, Catalyst Athletics, and Smash Gyms shall not exceed the maximum occupancy listed in the table below. [COA] (PLANNING)

| <b>Address / Unit</b>     | <b>Use - Tenant</b>                       | <b>Type of Use</b>       | <b>Maximum occupancy</b> | <b>Area (s. f.)</b> | <b>Parking Ratio</b>                         |
|---------------------------|---|--------------------------|--------------------------|---------------------|--|
| 1257 Tasman Dr, #A        | <i>Catalyst Athletics</i>                 | POA by Use Permit        | 20                       | 4,500               | Per UP - 2009-0452                           |
| 1257 Tasman Dr, #B        | <i>Bay Area Cultural Center (POA use)</i> | POA by Use Permit        | 12                       | 5,535               | Per UP 2008-0431                             |
| 1257 Tasman Dr, #C        | <i>Vacant</i>                             | Vacant                   | 20                       | 7,267               | UP 2006-1213 (unoccupied but UP still valid) |
| 1233 Reamwood Ave.        | <i>Swaray (POA use)</i>                   | POA by Use Permit        | 25                       | 5,000               | Per UP 2009-0075                             |
| <b>1235 Reamwood Ave.</b> | <b><i>India Heritage Foundation</i></b>   | <b>POA by Use Permit</b> | <b>35</b>                | <b>5,000</b>        | <b>Per UP - parking management plan</b>      |
| 1237 Reamwood Ave         | <i>International Fencing Academy</i>      | POA by Use Permit        | 15                       | 5,000               | Per UP 2009-0393                             |
| 1239 Reamwood Ave.        | <i>Smash Gyms</i>                         | POA by Use Permit        | 22                       | 4,900               | Per UP 2010-7730                             |

GC-5 PARKING MANAGEMENT PLAN:

A Parking Management Plan must be submitted to the Director of Community Development prior to issuance of a building permit. The Parking Management Plan shall include the following:

- a. The following parking table applies to this site:

| <b>Address / Unit</b>  | <b>Weekday<br/>8:00 am –<br/>5:30 pm</b> | <b>Weekday<br/>5:30 pm –<br/>9:00 pm</b> | <b>Saturday</b> | <b>Sunday</b> |
|--|--|--|-----------------|---------------|
| 1257 Tasman Dr, #A* -<br><i>Catalyst Athletics</i>                     | 15                                       | 10                                       | 10              | 5             |
| 1257 Tasman Dr, #B** ( <i>Bay Area<br/>Cultural Center (POA use)</i> ) | 12                                       | 20                                       | 20              | 20            |
| 1257 Tasman Dr, #C*<br><i>Vacant (Approved POA use)</i>                | 20                                       | 12                                       | 12              | 20            |
| 1233 Reamwood Ave.<br><i>Swaray (POA use)</i>                          | 25                                       | 25                                       | 25              | 25            |
| <b>1235 Reamwood Ave.<br/>India Heritage Foundation<br/>(POA use)</b>  | <b>10</b>                                | <b>20</b>                                | <b>20</b>       | <b>35</b>     |
| 1237 Reamwood Ave.<br><i>Intrn'l Fencing Academy (POA use)</i>         | 15                                       | 10                                       | 10              | 10            |
| 1239 Reamwood Ave.*<br><i>Proposed POA – Smash Gyms</i>                | 22                                       | 22                                       | 22              | 0             |
| <b>TOTAL (119)</b>   | <b>119</b>                               | <b>119</b>                               | <b>119</b>      | <b>115</b>    |

- b. Modifications to the Parking Management Plan shall be considered through a Miscellaneous Plan Permit.
  - c. Employee parking locations shall be away from the building, in parking spaces that are the least used.
  - d. Specify the location and term of short-term parking.
  - e. The maximum of occupants for the approved uses of the site are allowed are listed in the above table. For special event, see Condition of Approval AT-2.
  - f. Any proposed expansion of the number of students/employees for the recreational assembly use shall be subject to approval of the Director of Community Development through a Miscellaneous Plan Permit.
- GC-6 **PARKING LOT MAINTENANCE:**  
The parking lot shall be maintained as follows:
- a. Clearly mark all employee, customer, and compact spaces. Employee parking locations shall be away from the building, in parking spaces that are the least used.
  - b. Maintain all parking lot striping and marking.
  - c. Assure that adequate lighting is available in parking lots to keep them safe and desirable for the use.

- d. Require signs to direct vehicles to additional parking spaces on-site, as needed.

**PC: THE FOLLOWING SHALL BE ADDRESSED PRIOR TO COMMENCEMENT (OR AS NOTED IN THE CONDITION) OF THE APPROVED USE.**

**PC-1. NOTICE OF CONDITIONS OF APPROVAL:**

A Notice of Conditions of Approval shall be filed in the official records of the County of Santa Clara and provide proof of such recordation to the City prior to issuance of any City permit, allowed use of the property, or Final Map, as applicable. The Notice of Conditions of Approval shall be prepared by the Planning Division and shall include a description of the subject property, the Planning Application number, attached conditions of approval and any accompanying subdivision or parcel map, including book and page and recorded document number, if any, and be signed and notarized by each property owner of record.

For purposes of determining the record owner of the property, the applicant shall provide the City with evidence in the form of a report from a title insurance company indicating that the record owner(s) are the person(s) who have signed the Notice of Conditions of Approval. [COA] [PLANNING]

**AT: THE FOLLOWING CONDITIONS OF APPROVAL AND STANDARD DEVELOPMENT REQUIREMENTS SHALL BE COMPLIED WITH AT ALL TIMES THAT THE USE PERMITTED BY THIS PLANNING APPLICATION OCCUPIES THE PREMISES.**

**AT-1 HOURS OF OPERATION:**

The use permitted as part of this application shall comply with the following hours of operation at all times:

- a. The hours of operation are limited to 6 a.m. to 10 p.m. for standard hours of operation, excluding events which may have extended hours.
- b. Hours extending beyond 10pm shall require approval of the Director of Community Development through a Miscellaneous Plan Permit. [COA] [PLANNING]

**AT-2 SPECIAL EVENTS (PLANNING APPLICATION REQUIRED):**

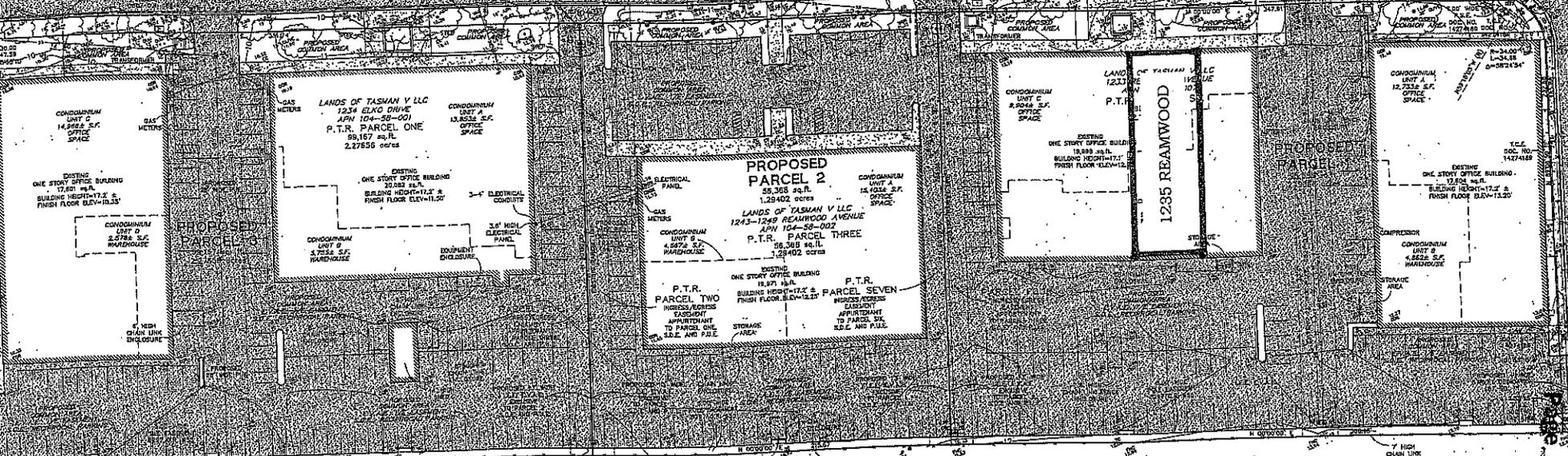
A separate Miscellaneous Plan Permit application is required for special events that would result in increased parking demand greater

than what is noted in the Parking Management Plan table listed in Condition of Approval #GC-5a.

- AT-3 RECYCLING AND SOLID WASTE:  
All exterior recycling and solid waste shall be confined to approved receptacles and enclosures. [COA] [PLANNING]
- AT-4. LOUDSPEAKERS PROHIBITED:  
Out-of-door loudspeakers shall be prohibited at all times. [COA] [PLANNING]
- AT-5. EXTERIOR EQUIPMENT:  
All unenclosed materials, equipment and/or supplies of any kind shall be maintained within approved enclosure area. Any stacked or stored items shall not exceed the height of the enclosure. Individual air conditioning units shall be screened with architecture or landscaping features. [COA] [PLANNING]
- AT-6. PARKING MANAGEMENT:  
On-Site parking management shall conform with the approved parking management plan. [COA] [PLANNING]

# REAMWOOD AVENUE

TASMAN DRIVE



## PROPOSED PARCEL 2

55,368 sq.ft.  
1.28402 acres

LANDS OF TASMAN V LLC  
1243-1249 REAMWOOD AVENUE  
APN 104-58-002

P.T.R. PARCEL THREE  
58,318 sq.ft.  
1.34402 acres

EXISTING ONE STORY OFFICE BUILDING  
18,300 sq.ft.  
BUILDING HEIGHT=17.2' &  
FINISH FLOOR ELEV=11.20'

P.T.R. PARCEL TWO  
APARTMENT  
APARTMENT  
TO PARCEL ONE  
S.D.E. AND P.U.E.

P.T.R. PARCEL SEVEN  
INDICES/RESSES  
EASEMENT  
TO PARCEL 5, 6,  
S.D.E. AND P.U.E.

1235 REAMWOOD

CONDOMINIUM UNIT 2  
14,398 S.F.  
OFFICE SPACE

EXISTING ONE STORY OFFICE BUILDING  
17,821 sq.ft.  
BUILDING HEIGHT=17.2' &  
FINISH FLOOR ELEV=11.33'

CONDOMINIUM UNIT 3  
2,378 S.F.  
WAREHOUSE

LANDS OF VALACAL COMPANY  
APN 104-58-005  
DOC. NO. 1323379

LANDS OF TASMAN V LLC  
1234 ELKO DRIVE  
APN 104-58-001  
P.T.R. PARCEL ONE  
59,167 sq.ft.  
2.27856 acres

EXISTING ONE STORY OFFICE BUILDING  
30,082 sq.ft.  
BUILDING HEIGHT=17.2' &  
FINISH FLOOR ELEV=11.20'

CONDOMINIUM UNIT 4  
14,333 S.F.  
OFFICE SPACE

CONDOMINIUM UNIT 5  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT 6  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT 7  
12,733 S.F.  
OFFICE SPACE

CONDOMINIUM UNIT 8  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT 9  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT 10  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT 11  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT 12  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT C  
8,804 S.F.  
OFFICE SPACE

EXISTING ONE STORY OFFICE BUILDING  
18,888 sq.ft.  
BUILDING HEIGHT=17.2' &  
FINISH FLOOR ELEV=11.20'

CONDOMINIUM UNIT A  
16,401 S.F.  
OFFICE SPACE

CONDOMINIUM UNIT B  
16,401 S.F.  
OFFICE SPACE

CONDOMINIUM UNIT D  
16,401 S.F.  
OFFICE SPACE

CONDOMINIUM UNIT E  
16,401 S.F.  
OFFICE SPACE

CONDOMINIUM UNIT F  
16,401 S.F.  
OFFICE SPACE

CONDOMINIUM UNIT G  
16,401 S.F.  
OFFICE SPACE

CONDOMINIUM UNIT H  
16,401 S.F.  
OFFICE SPACE

CONDOMINIUM UNIT I  
16,401 S.F.  
OFFICE SPACE

CONDOMINIUM UNIT J  
16,401 S.F.  
OFFICE SPACE

CONDOMINIUM UNIT A  
12,733 S.F.  
OFFICE SPACE

EXISTING ONE STORY OFFICE BUILDING  
17,821 sq.ft.  
BUILDING HEIGHT=17.2' &  
FINISH FLOOR ELEV=11.33'

CONDOMINIUM UNIT B  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT C  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT D  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT E  
4,274 S.F.  
WAREHOUSE

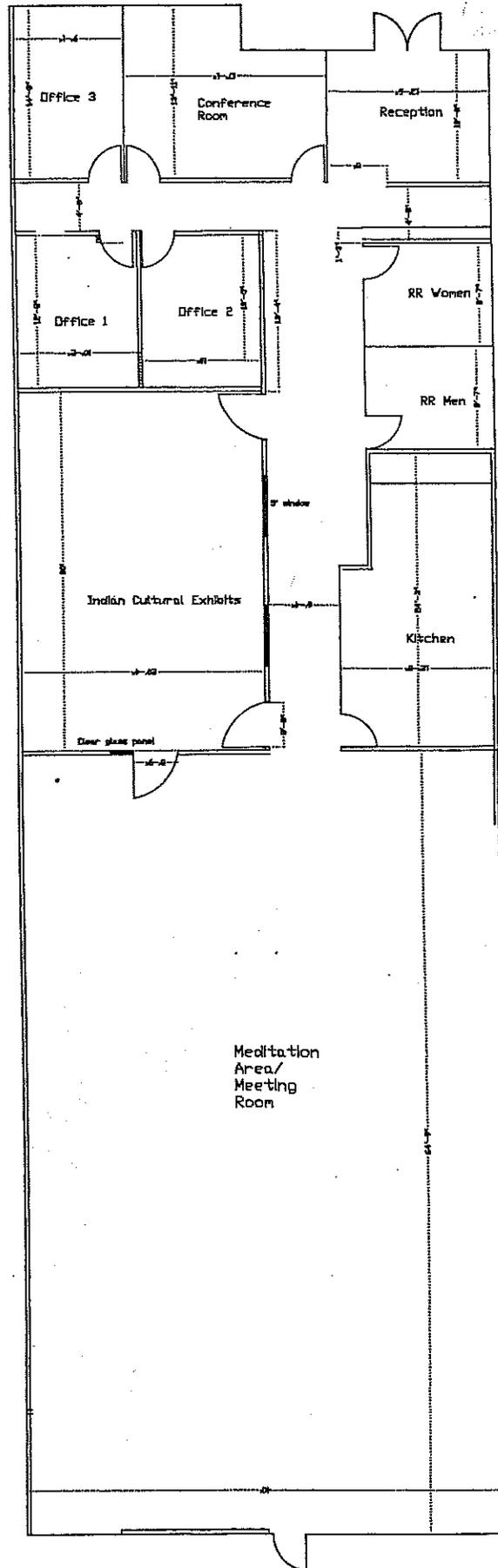
CONDOMINIUM UNIT F  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT G  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT H  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT I  
4,274 S.F.  
WAREHOUSE

CONDOMINIUM UNIT J  
4,274 S.F.  
WAREHOUSE



1235 REAMWOOD

**India Heritage Foundation****1. Business Description:**

A cultural center providing community services that include yoga, meditation, worship and administrative offices.

**2. Number of Employees:**

At any hour during business hours 3-5 employees

**3. Hours of Operation:**

Monday thru Friday: 6:00 PM – 10:00 PM

Saturday, Sunday: 6:00 AM – 10:00 PM

**4. Sample Activity Schedule:**Monday – Friday :

Bhakti yoga and mantra meditation sessions for adults on evenings.

Saturday :

1) Personality enrichment workshops to enable individuals from all walks of life to cultivate positive value systems, develop interpersonal skills, increase operational skills and enhance personal growth.

2) Cultural and heritage fun-sessions to kids.

Sunday :

1) Bhakti yoga and mantra meditation programs for families

2) Cultural and heritage fun-sessions to kids.

**5. Number of Participants per Activity:****Monday – Fridays :**

Yoga & Meditation : 15

Kids activities : 0

General Meetings/worship : 10

**Saturdays :**

Personality workshops : 15

Kids activities : 10

General Meetings/worship : 5

**Sundays :**

Yoga & Meditation: 20

Kids activities: 10

General Meetings/worship: 20

**6. Number of Participants Per Hour of Operation:**

**Monday – Fridays :**

6pm – 7pm : 5 (General visitors)

7pm – 9pm : 15 (Yoga and meditation for youth)

9pm – 10pm : 5 (Leaving visitors)

**Saturdays :**

6am – 11am : 5 (General visitors)

11am – 1pm : 15 (personality workshops)

1pm – 2pm : 10 (Kids activities)

6pm – 7pm : 10 (Kids activities)

7pm – 9pm : 15 (personality workshops)

9pm – 10pm : 5 (Leaving visitors)

**Sundays :**

6am – 11am : 10 (General visitors)

11am – 1pm : 30 (Yoga and meditation for families)

1pm – 2pm : 10 (Kids activities)

6pm – 7pm : 10 (Kids activities)

7pm – 9pm : 30 (Yoga and meditation for families)

9pm – 10pm : 10 (Leaving visitors)

**7. Parking:**

During the week parking requirements will range from 10 to 20 spaces.

Saturdays will require up to 20 parking spaces.

Sundays will require up to 35 parking spaces.

**INDIA HERITAGE FOUNDATION**  
305 Elan Village Lane, #217  
San Jose, CA 95134

May 2, 2011

Mr. Hanson Hom  
Community Development Director  
City of Sunnyvale  
P.O. Box 3707  
Sunnyvale, CA 94088-3707

Subject: C.U.P application for Administrative Hearing  
Cultural Center at 1235 Reamwood Avenue

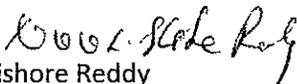
Dear Mr. Hom:

India Heritage Foundation has filed an application for an administrative hearing of its request to be approved as a Place of Assembly. This classification is necessary for India Heritage Foundation to conduct normal business operations and provide their services.

We acknowledge that the India Heritage Foundation is located in an industrial area that may result in higher levels of noise, traffic, and exposure to hazardous materials than would normally be encountered in non-industrial areas. These factors will not have a negative impact on the operations.

We appreciate the City of Sunnyvale's consideration of this application. Should you need additional information, please contact me at (408) 833-9743.

Sincerely,

  
Kishore Reddy  
General Manager



**STERLING & ASSOCIATES, INC.**

*Environmental Health & Safety Specialists*

ATTACHMENT 10

Page 2 of 8

India Heritage Foundation  
1235 Reamwood Ave  
Sunnyvale, CA 94089  
(408) 833-9743

## Emergency Evacuation Plan

### Introduction

Emergencies and disasters can happen at any moment—usually without warning. When an emergency strikes, our immediate safety and prompt recovery will depend on the existing levels of preparedness among employees and clients.

Each person has an important role to play in maintaining the India Heritage Foundation emergency preparedness and safety. During a major emergency or disaster, the Emergency Response Team (ERT) will rely on effective communication between team members. Emergency plans for fire safety, earthquake preparedness and building evacuation are part of the India Heritage Foundation basic health and safety responsibilities and business continuity planning. Emergency plans outline how India Heritage Foundation will protect the safety of employees, volunteers and clients.

The **Emergency Evacuation Plan** is divided into three sections: PREPAREDNESS, RESPONSE & RECOVERY. The Plan includes procedures relating to the emergency “chain of command,” a definition of essential personnel and mission-critical functions, and emergency communications procedures.

The Emergency Evacuation Plan must be known and understood before an emergency occurs. Emergency Response Team members should take immediate steps to:

- Share this important safety information with all staff at least annually.
- Brief all new personnel as they join the organization, or if the plan changes.
- Keep multiple copies of the Plan in accessible locations throughout the organization.

There are two buildings on the site and the following tenants are occupying the spaces:

The tenants in building one include:

- Resource Center for Battered Women
- Bay Area Cultural Center
- Catalyst Athletics

Tenants in building two include:

- SwaRay
- India Heritage Foundation
- International Fencing Academy
- Smash Gym

India Heritage Foundation will occupy 5,000 SF of the total 20,000 SF available in building two.

There are no businesses within 1000 ft of applicant utilizing significant quantities of hazardous materials or generating hazardous wastes in their processes (i.e. semiconductor facilities, printed circuit board shops, metal finishing facilities, ammonia refrigeration systems)

There are no major chemical risks within 1000 foot radius of applicant location (i.e. toxic gases, corrosives vapors, flammable liquids/vapors)

## PREPAREDNESS

### Getting Organized

Emergency Coordinators are appointed to lead necessary actions during an emergency situation. The Emergency Coordinator will consist of the General Manager (Kishore-Reddy Nandyala-Veera-Venk) and any additional staff that may be appointed at a later time. Together, they will be the India Heritage Foundation Emergency Response Team (ERT). These individuals must be familiar with the organization's programs and physical facilities, and have management experience and the financial authority to:

- Collaborate to develop and maintain the Emergency Evacuation Plan
- Arrange related staff safety education and training
- Be ready to support the city's Emergency Response Team during an incident.
- Be ready to help prepare post-disaster impact summaries and insurance claims

The ERT will be trained to help disseminate emergency instructions, assist evacuations and security, and provide first aid if necessary. Also, they should be prepared to document the effects of the emergency and coordinate facility restoration, according to priorities identified by the General Manager.

### Supplies and Equipment

India Heritage Foundation will need basic emergency supplies and equipment to be as self-sufficient as possible after an emergency. Emergency supplies will be inspected on a regular basis (no less than quarterly) to ensure they are serviceable. The following supplies will be placed in Office #3 adjacent to the conference room (see below):

- First aid supplies, with instructions
- Flashlights/batteries, approved power strips and extension cords
- Portable AM/FM radios/batteries
- Employee/group rosters and/or list with names of all customers using the foundation (i.e. sign-in log)

India Heritage Foundation will maintain a three-day supply of food, water, first aid and sanitary supplies at all times to support at a minimum the total number of employees (~6) and occupants (up to 50).

Site maps with exit routes will be posted throughout the building. Employees and visitors will receive instructions to familiarize them with exit routes.

Employees of India Heritage Foundation will be specially trained in CPR and emergency evacuation procedures.

### **Shelter In Place**

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations. Therefore, India Heritage Foundation will keep a TV or radio on at all times.

Office #3 is the designated shelter-in-place area. All essential disaster supplies listed above will be placed in this room.

### **RESPONSE**

Everyone in the facility—employees and patrons—must take appropriate and deliberate action when an emergency strikes the building. Decisive leadership is essential. All staff members are responsible for ensuring the orderly and safe evacuation of India Heritage Foundation clients and volunteers, following the lead of the ERT.

Follow these important steps when there is an emergency:

- Confirm and evaluate conditions.
- Report the incident immediately to the ERT leader
- Follow instructions from the ERT.
- Issue clear and consistent emergency notifications. Use all available communication tools.
  - If there is no power or telephone systems are not functioning, emergency communications will be profoundly restricted.
  - Use cell phones or pay phones. The nearest pay phone is located across the street at Nicolino's Garden Restaurant.
  - Other businesses in the immediate area may have functioning telephones.
  - Requests for information from public safety agencies, the media and others will be referred to:
    - General Manager: Kishore-Reddy Nandyala-Veera-Venk (408) 833-9743
  - Saratoga Management Company, the property manager, will be notified of any emergency by calling (408) 249-1595.
  - In the event of a prolonged building closure, the owner will be responsible for contacting all employees to provide information on when people may report back to work. The owner should provide all employees with a home or cell phone number to use in the event of an emergency, and keep home phone numbers of employees at all times.

A building evacuation is mandatory whenever a fire alarm sounds, or evacuation is ordered by the General Manager or public safety officers, and building occupants must exit immediately. Building evacuations also follow severe earthquakes, after the shaking stops, and may be required for other types of emergencies. After a building has been evacuated, occupants must wait for a safety inspection before re-entry.

The General Manager will ensure that evacuation drills are conducted at least annually. Special attention will be placed on evacuation needs for persons with disabilities. They will plan where to go during an evacuation, and know the routes to get there.

### **Emergency Assembly Point (EAP) and Relocation Area**

Building evacuees will be directed to the EAP, which, unless not accessible, will be the parking area next to the fence directly behind the India Heritage Foundation suite. A secondary EAP could be the parking lot of the restaurant across Reamwood Avenue.

For safe relocation away from the building, evacuees will be directed to the open west side of the parking lot area. ERT members will hold signs that identify the EAP and guide evacuees. For added identification, concrete parking space stops in the evacuation area will be painted yellow.

Patrons that come in to use the facilities should be required to sign in and out at the front desk such that a list of all patrons within the foundation is available at any time.

**To implement an evacuation, follow these directions to make the process effective and safe:**

1. Keep calm. Evaluate the situation carefully.
2. Alert the other ERT members (if any) to assist the evacuation.
3. Use communication tools that are appropriate.
4. Communicate clearly and succinctly: For example, announce, "We have a \_\_\_\_\_ emergency. Evacuate immediately to the Emergency Assembly Point and take your belongings."
5. Check offices and restrooms.
6. Turn equipment off, if possible.
7. Take emergency supplies, guest lists, and staff rosters, if possible.
8. Account for personnel
9. Instruct personnel to wait at the EAP for further instructions.

Following evacuation, each ERT member will conduct an attendance count of their staff and ensure that all persons are accounted for. The person in charge will be responsible for providing a clipboard with all lists of building occupants to the relocation area for headcount purposes. Injuries and need for medical attention will be assessed, and emergency services called if necessary. The ERT member's first aid training will assist persons as appropriate.

**To implement a shelter-in-place plan, follow these directions to make the process effective and safe:**

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. In such an emergency:

1. Close the business.
2. Alert the other ERT members (if any) to assist.
3. Guide everyone to the designated shelter-in-place, (Conference Room).
4. Close and lock all windows, exterior doors, and any other openings to the outside.
5. Unless there is an imminent threat, ask everyone to call his or her emergency contact.
6. Everyone should remain in the building until authorities advise it is safe to leave
7. Employees familiar with building's mechanical systems will be instructed to turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
8. Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
9. Listen to the radio until told all is safe or you are told to evacuate.

**Following are response actions in the event of accident, fire, and earthquake or power outage:**

**ACCIDENT: Call 911 for help.**

- Notify person in charge and parent if applicable.
- Administer first aid if you are trained to do so.
- Do not attempt to move a seriously injured person.

**FIRE: Call 911 for help.**

- Activate nearest alarm.
- Notify person in charge and staff.
- Feel doors for heat. If cool, exit carefully. If hot, do not open the door.
- If you see smoke, crouch near floor as you exit.
- If you see fire, confine it by closing doors and windows.
- Use extinguishers on small fires only if safe to do so
- Go to the Emergency Assembly Point (EAP)

**POWER OUTAGE**

- Assess the extent of the outage in your area
- Help co-workers in darkened work areas move to safe locations
- Unplug personal computers, non-essential electrical equipment & appliances.
- Open windows for additional light and ventilation.
- If you are asked to evacuate, leave the building.

**EARTHQUAKE**

- Take cover immediately under a desk, table or chair
- Take cover against a wall (cover neck & head)
- Outdoors – stay in open areas, away from buildings.
- Be alert for aftershocks, avoid potential falling hazards
- MINOR QUAKE (brief rolling motion)**
  - Restore calm. Examine your area for damage.
  - Report damage
  - Await instructions, evacuations are unlikely.
- MAJOR QUAKE (violent shaking)**
  - Restore calm. Assist others.
  - Report injuries to 911
  - Evacuate carefully, be alert for aftershocks.
  - Take emergency supplies.
  - Meet at Emergency Assembly Point (EAP).
  - Do not enter building until examined.
  - Await instructions, be patient, help others.

**HOW TO ASSIST PEOPLE WITH DISABILITIES DURING AN EVACUATION****TO ALERT VISUALLY IMPAIRED PERSONS:**

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going and describe obstacles you encounter.
- When you reach safety, ask if further help is needed.

**TO ALERT PEOPLE WITH HEARING LIMITATIONS:**

- Turn lights on/off to gain the person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions.

**TO EVACUATE PEOPLE USING CRUTCHES, CANES, OR WALKERS:**

- Evacuate these individuals as injured persons.
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move person, or help carry individual to safety.

**TO EVACUATE WHEELCHAIR USERS:**

Non-ambulatory persons' needs and preferences vary.

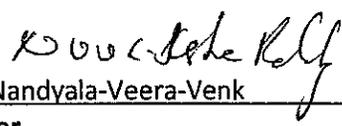
- Individuals at ground floor locations may exit without help. Others have minimal ability to move, and lifting may be dangerous.
- Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately.
- Wheelchair users with electrical respirators get priority assistance.
  - > Consult with the person to determine best carry options.
  - > Reunite the person with the chair as soon as it is safe to do so.

**RECOVERY**

- Once the safety and status of evacuees has been assured, and emergency conditions have abated, ERT will assemble to begin the restoration of operations.
- See that all India Heritage Foundation visitors and volunteers have been given proper attention and assistance. India Heritage Foundation staff should assist them in contacting family members or securing transportation if necessary.
- It will be important to begin a timely and comprehensive assessment of the emergency's physical and operational effects. Plan ahead for how this important impact information will be collected. For example, who will be responsible for determining the status of computer equipment, business machines and telephones?
- All documentation on emergency impacts should be coordinated with the General Manager. The General Manager will need status reports of the emergency to estimate when the organization can be fully operational and to identify issues and needed resources that will speed business resumption.
- Most insurance and FEMA assistance claims will require extensive documentation of damaged facilities, lost equipment and resources, and special personnel expenses. Worker's Compensation Insurance claims may arise if there are injuries among employees.
- It is very important to record the emergency's physical effects before any clean up or repair work is done. If possible, plan to photograph or videotape facility or equipment damage to provide visual supplement for the written impact data.

PLAN REVIEWED AND APPROVED BY:

Jeremy Mott, CIH   
 Certified Industrial Hygienist

  
 Kishore-Reddy Nandyala-Veera-Venk  
 General Manager

April 28, 2011  
 Date



**INDIA HERITAGE FOUNDATION**  
305 Elan Village Lane, #217  
San Jose, CA 95134

May 2, 2011

City of Sunnyvale  
Planning Commission  
456 Olive Avenue  
Sunnyvale, CA 94086-3707

Attn: Administrative Staff

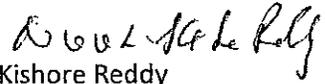
RE: India Heritage Foundation  
1235 Reamwood Avenue  
Parcel # 104-58-007

To Whom It May Concern:

I, the undersigned tenant, planning to occupy the above referenced property, hereby agree to adhere to the parking requirement specified by the Administrative Staff of the Planning Commission allowing for from 10 to 35 parking places (depending on day of the week and time of day).

Furthermore, we the undersigned tenant, agree to limit the activities of our organization to coincide with the above parking requirements.

Yours truly,

  
Kishore Reddy  
General Manager  
India Heritage Foundation