

March 31, 2021

Ms. Valerie Negrete, Senior Planner
Santa Clara County Planning and Development Department
70 West Hedding Street, East Wing, 7th Floor
San Jose, CA 95110

RE: Meeting Notes for Traffic Response to Incomplete Letter for Bay Area Vipassana Center

Dear Ms. Negrete:

On November 4th, 2020 Brian McNamara and I, from the project team, met with Leo Comacho and Gavin Finley from Roads and Airports to discuss the incomplete letter that Santa Clara County issued for the Bar Area Vipassana Center located just outside of Gilroy. Specifically, we discussed items 9, 37, 38, 39, 40, 41, 42 and 43 from the incomplete letter. Brian McNamara also provided an exhibit to help staff better understand the operations of the proposed center that I have included as an attachment to this letter.

The previously submitted traffic impact analysis letter dated October 13, 2019 and this response to the incomplete letter provides the required information to support a negative declaration per CEQA Appendix G, XVI, items a-f. Specifically, the applicant has provided sufficient information for the following:

- a) *Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?*

There are no measures of effectiveness (MOE's), applicable plans or ordinances impacted by the project. Staff directed applicant to use VTA guidelines and the proposal for this project only generates 50 AM peak hours trips (the PM only generates 30 peak hour trips) which is less than the threshold required for further study. Therefore, the lead agency can find that there are no significant impacts to said MOE's from this project.

- b) *Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?*

Once again, the VTA guidelines only require further analysis if a project will generate more than 100 peak hour trips. This project only generates 50 AM peak hour trips and therefore, does not require further analysis. The lead agency can find that there is no conflict.

- c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?*

The lead agency can find that this project has no impact on air traffic as the project serves the bay area community with only a small number coming from out of the area for any given course.

- d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?*

The proposed project does not have any new design features as the road is existing. A new access is proposed, and the sight distance has been verified to meet safety standards. The use is allowed through a conditional use process. Therefore, the lead agency can find that there are no significant impacts.

- e) Result in inadequate emergency access?*

The proposed project is on an existing road and is currently served by all emergency services. The additional trips from the site will not conflict with emergency services. Therefore, the lead agency can find that there is no impact to emergency access.

- f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?*

The proposed project does not conflict with any adopted policies, plans or programs regarding public transit, bicycle or pedestrian facilities. There are no programs in place along Redwood Retreat Road and therefore, the lead agency can find there will be no impact or decrease in performance to said facilities.

The above findings clearly show there will be no impacts on transportation or traffic per CEQA requirements.

The remainder of this letter deals with a portion of the incomplete letter for this project. Item 9 of the incomplete letter was not discussed during our meeting with staff but is addressed at the end of the letter. Below are the remaining items and the responses we discussed:

37. Count dates for Existing Condition indicated on Page 2 of TIA were in July of 2019 which are in the Summer. This is not representative of typical peak condition used for development analysis. It is recommended that peak condition traffic volumes should be used for LOS analysis in the TIA

The traffic impact analysis letter, dated October 13, 2019, was prepared to review the need for a TIA and based on the **VTA Transportation Impact Analysis Guidelines, Chapter 2, the site does not generate more than 100 peak hour trips and therefore a TIA is not required.**

38. As currently required per Congestion Management Agency (CMA) TIA Guidelines, LOS analysis should be performed using TRAFFIX software.

There is no disagreement that TRAFFIX is required when a traffic study is to be performed. The letter was prepared to review the need for a TIA and based on the **VTA Transportation Impact Analysis Guidelines, Chapter 2, the site does not generate more than 100 peak hour trips and therefore a TIA is not required.**

39. Page 4 of TIA indicated that Trip Generation is based on averages and not maximums. Impact analysis should be done for daily peaks as well as weekend peaks and peak period of the generator.

There is no standardized trip generation for this type of development in the Institute of Transportation Engineering's (ITE) *Trip Generation Manual*. Therefore, the analysis needed to make assumptions based on user supplied data and contrasted that with several other types of uses to show the assumptions were reasonable. All trip generation is based on averages and the data provided to the de facto standard ITE Trip Generation Manual can have large standard deviations (ex. A single family home has a standard deviation of 3.7 on a rate of 9.52 per dwelling unit). The rates are different than the intersection analysis which is based on both the AM and PM peaks. **Further, the analysis, if agreed upon, does not require a traffic study per VTA Transportation Impact Analysis Guidelines, Chapter 2. The site does not generate more than 100 peak hour trips and therefore no study is required.** The letter is to help define the scoping and make this determination.

40. Page 23, Table 2 in the January 6, 2020 letter showed the annual activities per proposed project. As indicated, these activities could overlap and the discussion for this is not presented. There are periods where there'll be more than 150 occupants at the site.

This is addressed in the attached table, Yearly Schedule of Activity, that Brian McNamara discussed. The attachment and subsequent discussion showed that there will be no overlap of activities that will exceed the maximum occupants on the site.

41. Clarify the intended use of the driveway on El Matador Dr., based on the described use, changes may be needed to the traffic study.

The driveway connecting to El Matador Drive will be removed on the revised site plan.

42. Plans need to call out the B5 driveway improvement to the intersection of El Matador Dr. and Redwood Retreat Rd.

The revised site plan is removing the driveway connection to El Matador Drive and therefore no improvements will be required from this development at the intersection of El Matador Drive and Redwood Retreat Road.

43. Plans need to call out the B4A frontage improvements that will be required along Redwood Retreat Road.

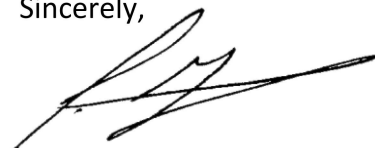
The revised site plan will show the required improvement to be included with the project.

9. Parking: Staff has concerns regarding the methodology of parking assessment. Staff will conduct a peer-review of the parking study in order to determine the best methodology for the parking suitable for the proposed use. A parking space per unit requirement may be more suitable to the proposed use.

Since the original submittal, the project team has been working on the site plan to address concerns. The original submittal included 95 total parking spaces and the new proposal will include 121 parking spaces. This will increase the ratio of spaces per maximum persons on site to 0.80. To contrast this ratio, we looked at the other three Vipassana retreat center locations in California and one in Massachusetts that are all currently operating without parking shortages. The ratios ranged from 0.59 to 0.69 spaces per person on site, much less than what is currently proposed. Attached is graph that depicts the results as well. It is my professional opinion that the parking proposed will more than adequately meet the demand and is also well supported in the original findings backed by the Institute of Transportation Engineer's (ITE) *Parking Generation Manual, 4th Edition*.

Thank you and if you have any comments or questions, please let me know.

Sincerely,



Alex Georgevitch, P.E.

Attachment: BAVC Traffic Data
Parking Comparison Chart



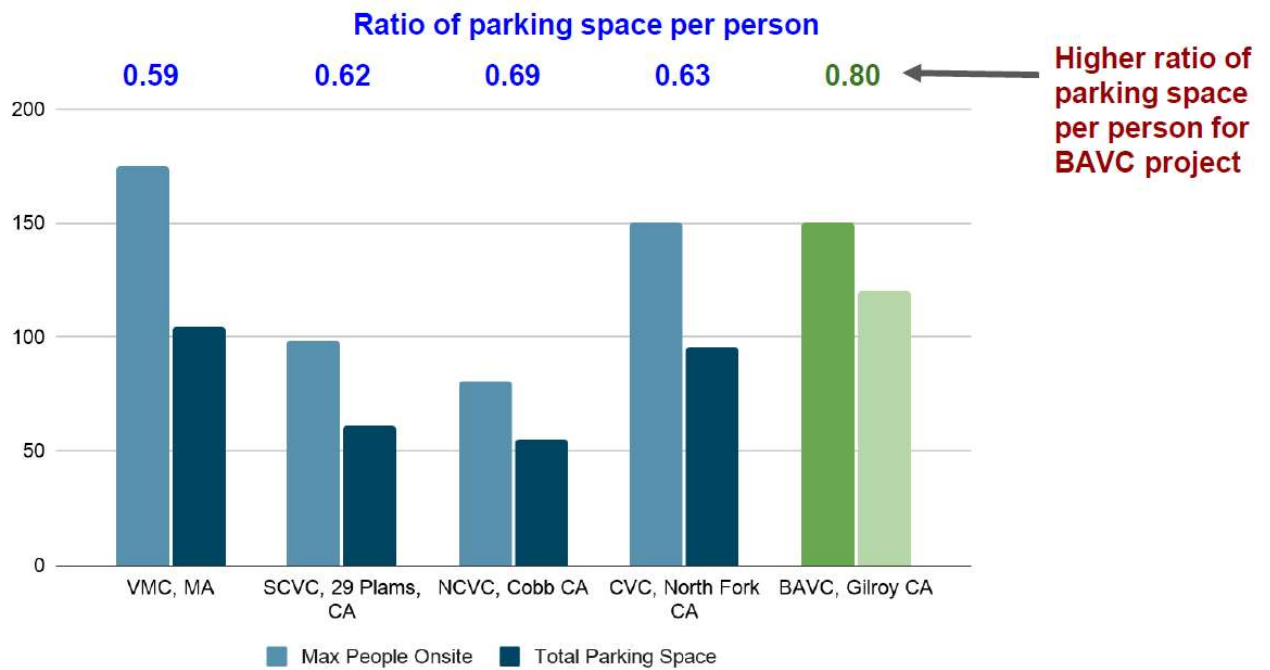
YEARLY SCHEDULE OF ACTIVITY						
Start date	End date	Course type	Max # Onsite	AM Peak Hour (End Day)	PM Peak Hour (Start Day)	ADT
1/5/2022	1/16/2022	10 days	150	50	30	92
1/19/2022	1/30/2022	10 days	150	50	30	92
2/2/2022	2/13/2022	10 days	150	50	30	92
2/16/2022	2/27/2022	10 days	150	50	30	92
3/9/2022	3/13/2022	3 days	120	40	24	74
3/16/2022	3/23/2022	Service Period	40	14	8	25
3/25/2022	3/27/2022	Trust Retreat	50	17	10	31
3/30/2022	4/10/2022	10 days	150	50	30	92
4/13/2022	4/24/2022	10 days	150	50	30	92
4/27/2022	5/8/2022	10 days	150	50	30	92
5/11/2022	5/22/2022	10 days	150	50	30	92
6/1/2022	6/12/2022	10 days	150	50	30	92
6/15/2022	6/26/2022	10 days	150	50	30	92
7/1/2022	7/10/2022	8 days	140	47	28	86
7/13/2022	7/24/2022	10 days	150	50	30	92
7/27/2022	8/7/2022	10 days	150	50	30	92
8/10/2022	8/21/2022	10 days	150	50	30	92
8/24/2022	8/28/2022	3 days	120	40	24	74
8/31/2022	9/11/2022	10 days	150	50	30	92
9/14/2022	9/25/2022	Service Period	40	14	8	25
9/28/2022	10/2/2022	10 days	150	50	30	92
10/5/2022	10/9/2022	3 days	120	40	24	74
10/12/2022	10/23/2022	10 days	150	50	30	92
10/26/2022	11/6/2022	10 days	150	50	30	92
11/9/2022	11/20/2022	10 days	150	50	30	92
11/23/2022	12/4/2022	10 days	150	50	30	92
12/9/2022	12/18/2022	8 days	140	47	28	86
12/21/2022	1/1/2023	10 days	150	50	30	92

COURSE START DAYS	
Arrival Times	# OF VEHICLES
8:00AM - 11:00AM	3 cars
11:00AM - 1:00PM	15 cars
1:00PM - 3:00PM	20 cars
3:00PM - 6:00PM	43 cars
6:00PM - 7:00PM	8 cars
7:00PM - 9:00PM	3 cars
TOTAL # OF VEHICLES	92

COURSE END DAYS	
DEPARTURE TIMES	# OF VEHICLES
6:30AM - 7:30 AM	15
7:30AM - 8:30AM	38
8:30AM- 9:30AM	35
AFTER 9:30AM	4
TOTAL # OF VEHICLES	92

BAY AREA VIPASSANA CENTER				
SUMMARY OF TRAFFIC DATA				
DAY OF WEEK OR TYPE OF EVENT	FREQUENCY	MAX PERSONS ON SITE AT ONE TIME	ADT	PEAK HOUR TRIPS
RETREAT ARRIVING DAYS	25 DAYS/YR.	150	92	30 PM
RETREAT DEPARTURE DAYS	25 DAYS/YR.	150	92	50 AM
DURING RETREATS*	225 DAYS /YR.	150	30	N/A
<small>* Vehicles stay on-site for duration of retreats.</small>				
BETWEEN RETREATS	50 DAYS /YR.	20-40	80	20 PM
WORK PERIODS ETC.	31 DAYS / YR.	40	25	14 AM
RETREATS OCCUR 25X/ YEAR				
'TRIPS' ARE DEFINED AS VEHICLES EITHER ENTERING OR LEAVING THE SITE				
Santa Clara Valley Transportation Authority TIA Guidelines Section 2.1 Requires a TIA if the site generates more than 100 Peak Hour Trips				

Proposed parking spaces higher than other centers as a ratio to max capacity



DESCRIPTION	VMC, MA	SCVC, 29 Plams, CA	NCVV, Cobb CA	CVC, North Fork CA	BAVC, Gilroy CA
Max People on site	175	98	80	150	150
Total Spaces	104	61	55	95	120
Student spaces	74	47	40	75	100
Volunteer/ Staff Spaces	20	14	10	20	20
Ratio/ Spaces:People	0.59	0.62	0.69	0.63	0.80