



March 3, 2015

Planning Service Division
Community Development Department
835 East 14th Street
San Leandro, CA 94577

Re: Facility Operation & Use
Ming Dang Center
2015 Laura Avenue,
San Leandro, CA 94577

To Whom It May Concern:

The facility will generally be open on Saturdays and Sundays only. The operation hours on Saturdays are from 7:00 p.m. to 9:30 p.m (prayer from 7:00 p.m. to 7:30 p.m., dinner from 7:30 p.m. to 8:00 p.m., and other activities such as meetings and discussions from 8:00 p.m. on). Anticipated attendance is for staff and members which has approximately 10 to 20 people.

The operation hours on Sunday are from 10:00 a.m. to 1:00 p.m, which includes lectures and noon prayers, as well as other activities such as meditation. Sundays are generally for members and followers, which have approximately 15 to 25 people.

The classroom is for lectures and noon prayers, as well as religious studies. Again only 15-25 occupants are anticipated in the classroom. The dining room and kitchen will be used by the center's staff and members only. The same groups of people attending the activities and/ or events may stay for lunch or dinner.

The building will have two bedrooms, and each has its own bathroom. These bedrooms are for one or two full time staff or caretakers, who will live in the facility. There will not be any other people stay or live in the building. The reason for two caretakers bedrooms is to have one for male and another for female. The religion affiliated with this center does not allow mixed use on the bedrooms or bathrooms.

The conference room is intended for the owner, staff, and/ or members to discuss administrative and operation matters. The facility does not hold or take care of kids activities.

The lockers are for people to keep their personal belongings for security reasons. For instance, meditation attendees may want to make sure their purses, wallets, or cell phones put away securely. The two offices are for the owner and staff to do their administrative work.

There will not be any daycare or wedding activities at all. However, during certain holidays or special dates, such as Chinese Lunar New Year, Mid-Autumn Moon Festival, and the anniversary of the facility, there will be more visitors. The classroom and prayer/ meditation room will not be used concurrently. There will be no more than 45 occupants in the entire building at any time or during any events.

There shall not be any noise generated from the activities or events. All anticipated classes, meditation, prayer and meetings are low noise which shall be contained inside the building.

Garbage generated by the operation of the center will not much, since gathering and events all take place on Saturdays and Sunday only. During weekdays, there is only one or two caretakers and/ or staff on site. The center will arrange garbage pickup on Mondays. If needed, another pick up will be arranged on Thursday or Friday.

In general, this facility function and operation are very identical to those of a church. If there are still any questions, please do not hesitate to contact me. Thank you.

Regards,

A handwritten signature in black ink, appearing to read 'Mike Ma', is positioned above the typed name.

Mike Ma, AIA
Architect