



**PLANNING & DEVELOPMENT SERVICES**

CITY OF  
**PALO  
ALTO** 250 Hamilton Avenue, 5th Floor  
Palo Alto, CA 94301  
(650) 329-2441

May 12, 2021

Christopher Kan  
505 E Charleston Road  
Palo Alto, CA 94303  
Ckan91@gmail.com

**Subject: 505 E Charleston Road, 21PLN-00068, Safe Parking**

Dear Mr. Kan:

The Safe Parking application for the project referenced below was conditionally approved by planning staff on behalf of the Director of Planning and Development Services, as it was found to meet the applicable Findings set forth in Palo Alto Municipal Code (PAMC) Section 18.42.160(d).

**PROJECT:** Request for a Safe Parking Program permit to allow overnight parking of up to four (4) vehicles as incidental to the existing religious institution. Environmental Assessment: Exempt per CEQA Section 15301 (Existing Facilities). Zoning District: R-1 (7,000).

This Director's decision shall become final fourteen (14) calendar days from the postmark date of this mailing (or on the next business day if it falls on a weekend or holiday) unless a written appeal is filed with the City Clerk pursuant to PAMC Section 18.42.160(d)(3). If a hearing is not requested, the use may begin on the fifteenth (15) day after the post date of this letter. The project approval shall be effective for eighteen months and may be extended as noted in the conditions of approval. Application for renewal must be made prior to expiration.

If you have any questions regarding this determination, please do not hesitate to contact me at [emily.foley@cityofpaloalto.org](mailto:emily.foley@cityofpaloalto.org).

Sincerely,

DocuSigned by:  
  
Emily Foley, AICP  
Project Planner

Attached: Findings and Conditions of Approval

## **FINDINGS FOR APPROVAL:**

As set forth in PAMC 18.42.160(d), The director has found the subject safe parking permit is in conformance with the following findings:

1. The proposed safe parking use complies with the standards listed in subsection (f) of this Section [18.42.160](#).
2. The proposed safe parking use at the location requested will not adversely affect the health, safety, or welfare of persons residing or working in the surrounding area.
3. The proposed site is adequate in size and shape to accommodate the safe parking use.

The approval of this project shall be subject to the following conditions of approval.

## **CONDITIONS OF APPROVAL:**

### **Planning Division**

1. CONFORMANCE WITH PLANS. Safe Parking Operations shall conform to the approved plans entitled, "C2\_505ECharlston\_PLAN.pdf," and project description entitled, "C2\_505ECharlston\_DOC" submitted electronically on March 26, 2021 and on file with the Planning Department, 250 Hamilton Avenue, Palo Alto, California except as modified by these conditions of approval.
2. QUALIFYING SITE. Safe parking must be operated with an existing, legal church or religious institution use.
3. NUMBER OF VEHICLES. At no time shall more than four (4) vehicles be used for safe parking.
4. HOURS OF OPERATION. A safe parking use may only occur between the hours of 6:00 pm and 8:00 am.
5. NOISE. Audio, video, generator, or other amplified sound that is audible outside the vehicles parked in the safe parking program is prohibited.
6. IDLING OF VEHICLES. Additional idling is allowed if necessary to provide heat to an occupied vehicle if the outside ambient temperature is below 40 degrees Fahrenheit, or idling is necessary to provide cooling to an occupied vehicle if the outside temperature is more than 85 degrees Fahrenheit.
7. SHELTER IN VEHICLES. All persons receiving safe parking shall shelter within the vehicles. No person shall be housed in tents, lean-tos, or other temporary facilities.
8. REQUIRED FACILITIES. Accessible restroom facilities, including a toilet and handwashing sink, shall be available to persons utilizing the site for safe parking at all times during the

hours of operation. These facilities may be the existing onsite facilities or mobile facilities brought onsite on a temporary basis to serve persons utilizing safe parking.

9. **CONTACT INFORMATION.** The following emergency contact information shall be posted on site in a place readily visible to persons utilizing safe parking: (i) a contact phone number for the safe parking program operator; (ii) the police non-emergency phone number; (iii) 911, (iv) a representative for the church, and (v) a representative for the City of Palo Alto (i.e. the Assistant Director of Planning and Development Services). The safe parking program operator shall be available at all hours of operation at the posted phone number and shall be the first contact for non-emergency matters.
10. **CONNECTION TO COUNTY CASE MANAGEMENT SYSTEM.** The safe parking use shall be managed and operated by a safe parking program operator that participates in the federal Homeless Management Information System with Santa Clara County or other county.
11. **SAFE, CLEAN, ORDERLY PREMISES.** The safe parking area and other onsite areas accessed by persons utilizing safe parking shall be maintained in a safe, clean and orderly condition and manner. Litter shall be picked up on a regular basis.
12. **COMPLIANCE WITH LAWS.** The safe parking use shall be operated in a manner that is fully in conformance with all state and local laws including regulations and permit requirements.
13. **ACCESS FOR EMERGENCY RESPONSE.** Access for Emergency Response vehicles shall be maintained at all times, to the satisfaction of the Fire Department.
14. **INDEMNITY:** To the extent permitted by law, the Applicant shall indemnify and hold harmless the City, its City Council, its officers, employees and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside or void, any permit or approval authorized hereby for the Project, including (without limitation) reimbursing the City for its actual attorneys' fees and costs incurred in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its own choice.
15. **PERMIT EXPIRATION.** The project approval shall be valid for a period of eighteen month from the original date of approval, unless suspended or revoked sooner as set forth in the PAMC. In the event the use has not commenced within the time limit specified above, the approval shall expire and be of no further force or effect. In no event shall a permit be valid beyond the expiration date of interim Ordinance No. 5490.
16. **PERMIT EXPIRATION EXTENSION.** If the director does not find any violation of the permit conditions or PAMC Section 18.42.160 during the initial 90-day period, the permit shall be automatically extended for up to an additional 270 calendar days.

17. **PERMIT EXPIRATION RENEWAL.** If the director does not find any violation of the permit conditions or PAMC Section 18.42.160 during the 270-day extension period, the permit shall be renewed and be valid for a period of up to one year or the expiration of this interim Ordinance No. 5490, whichever is earlier. This renewal shall take the form of an Over-the-counter (OTC) permit and be reviewed by the Director of Planning or his designee.