



**PLANNING & DEVELOPMENT SERVICES**

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

March 1, 2021

Pastor Haley  
Highway Community  
201 Castro St., 3rd Floor  
Mountain View, CA 94041  
david@highway.org

**Subject: 3373 Middlefield Road, 20PLN-00261, Safe Parking**

Dear Pastor Haley:

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 [jodie.gerhardt@cityofpaloalto.org](mailto:jodie.gerhardt@cityofpaloalto.org).

Sincerely,

DocuSigned by:

*Jodie Gerhardt*

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Manager of Current Planning

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. Construction and development shall conform to the approved plans entitled, "Safe Parking site map – Jan.pdf," submitted electronically on February 2, 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. Quiet hours will be from 10:00 pm to 7:00 am as stated in the neighbor agreement.
6. 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.
7. 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.

8. **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.
9. **CONNECTION TO COUNTY CASE MANGEMENT 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.
10. **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.
11. **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.
12. **ACCESS FOR EMERGENCY RESPONSE.** Access for Emergency Response vehicles shall be maintained at all times, to the satisfaction of the Fire Department.
13. **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.
14. **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.
15. **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.
16. **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.

**Neighbor Agreement Conditions**

The following conditions have been voluntarily agreed upon between the neighbors and Highway Church, and as modified by the City to ensure implementation:

1. Prioritize vulnerable family groups with a connection to Palo Alto. This includes those with elementary school age children or seniors 65 and older. This does not exclude the program from serving other groups dwelling in passenger cars if no groups in the priority demographics are seeking assistance.
2. This program will be limited to passenger vehicles including cars, SUVs, and minivans only. Recreational vehicles, pickup trucks, large vans, or trailers are not allowed.
3. The Safe Parking spaces and related restroom facilities will be located a minimum of 25 feet from adjacent residential properties.
4. An exterior electrical outlet will be made available to the participants from 6:00 pm to 9:00 pm. No extension cords are allowed and cars will remain parked in their designated locations. The Move Mountain View Lot Manager will lock access to the electrical outlet at 9:00 pm.
5. Quiet hours will be observed from 10:00 pm – 7:00 am. Amplified noise will not reach beyond the property line. Generators are not allowed. Program participants will not leave vehicle engines running longer than 30 continuous minutes per hour. 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.
6. Once the program commences, a neighborhood meeting will be held at the 60 day mark, and a second meeting will be held at the 80 day mark. This meeting is to be organized by the City, with the agreement and participation of the church.
7. Highway Palo Alto Community in Christ agrees to improve the privacy hedge along the property border, and to keep the site clean and trash free. Four new shrubs, to match the existing hedge, shall be planted a minimum of 15 gallon size, in the location of existing dead hedge segments along the rear property line.
8. Rules for the program will be posted on-site. The porta-potty is the planned location for this.
9. Participants shall move their vehicles at least ½ mile from the safe parking area during non-program hours.

10. The intake process will follow Move Mountain View (MMV) standards. Participants are enrolled into the program after application and screening. They are assigned a specific parking space which is reserved for one month and may be renewed. The lot monitors make their rounds to make sure people are in their assigned spaces each evening. At least 2 check-ins will be performed by the MMV Lot Monitor each night, as is standard MMV practice. Lot Monitors will visit the lot in the morning to make sure clients have exited and that the facility is clean.
11. The following conditions shall be implemented for the duration of County and/or State COVID-19 Pandemic restrictions:
  - a. Guest regulations and COVID health protocols (including social distancing, hand washing, and mask wearing) will be posted.
  - b. Education will be through lot posters, modeling and monitoring health protocols by lot monitors, the supplying of PPE to clients as needed, and daily wipe-downs of portable toilets.
  - c. Hand sanitizer will be made available at all times.
12. No pets shall be allowed as part of the program. Service animals are allowed in conformance with the Americans with Disabilities Act.
13. No temporary structures, including clothes lines will be allowed.
14. All personal property shall be stored inside vehicles.
15. No fires/open flame will be allowed, as well as no cooking inside vehicles. The church will provide a fire extinguisher on a portable stanchion as recommended by MMV.
16. The Assistant Director of Planning and Development Services will serve as the City's point of contact for any City involvement, questions, or complaints.
17. The church will provide contact information to all residences within 600 feet of the parking lot via postcard.
18. Contact info:
  - a. Move Mountain View Contact:
    - i. MMV Office during business hours: 650-861-0181
    - ii. 24/7 Lot Phone: 650-935-1141
  - b. Non-Emergency Police Contact: 650-329-2413
  - c. Highway Church Staff Contact: Jake Dodson (Pastor): 650-906-1526
  - d. City of Palo Alto Contact: Rachel Tanner, Assistant Director of Planning and Development Services: 650-329-2167