

Safe Parking Program - Site Details

Highway Palo Alto Community In Christ

Jan 2021

The staff of the Highway Palo Alto Community in Christ, with input from the surrounding neighbors of Los Arboles and the City of Palo Alto, has compiled these details of how the Safe Parking Program will be operating at the Highway Palo Alto Community in Christ, managed by Move Mountain View.

Site Specific Details

1. The program at Highway Palo Alto Community in Christ will seek first to serve households with a connection to Palo Alto. Among these households, those with vulnerable young children (elementary age) and vulnerable seniors (65 years and older) will be the priority, should these populations seek to be part of the program. This does not exclude the program from serving other households dwelling in passenger cars if no households in the priority groups are seeking assistance.
2. The program will be limited to passenger vehicles only (cars, SUVs, and minivans), and will not involve RV's, pickup trucks, large vans, or trailers. Only one vehicle will be allowed per household, with a total of four vehicles participating.
3. The program will be overnight-only and the operating hours will be from 6pm to 8am.
4. Safe parking spots and program porta-potty will be located a minimum of 25' from residential properties.
5. An exterior electrical outlet will be made available from 6pm-9pm for the purpose of charging phones/mobile devices. No extension cords are allowed and cars will remain parked in their designated locations. The Move Mountain View Lot Manager will lock the electrical outlet up at 9pm.
6. Quiet hours will be observed from 10PM - 7AM. Amplified audio will not reach beyond the property line. Generators are not a part of the program. Program participants will not leave vehicle engines running longer than 30 continuous minutes.

7. 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.
8. 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.

General Program Details

9. Rules will be posted on-site and the porta-potty is the planned location for this.
10. As is stipulated in the rules, guests must move their vehicles at least ½ mile from the safe parking area during non-program hours.
11. This will be the intake and daily process:

The clients 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.
12. Regarding Covid:
 - 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.
13. No pets will be part of the program.
14. No temporary structures or clothes lines will be allowed.
15. All personal property shall be stored inside vehicles.

16. Access for Emergency Response vehicles will be maintained
17. No fires will be allowed, as well as no cooking inside vehicles. Additionally, the church will provide a fire extinguisher on a portable stanchion as recommended by MMV.
18. Highway Palo Alto Community in Christ does not anticipate this program will adversely affect anyone's health.
19. Rachael Tanner from the City of Palo Alto will serve as the City's point of contact for any City involvement, questions, or complaints.
20. The church will provide contact information to all residences within 600 feet of the parking lot via postcard.

Contact info:

- a. Move Mountain View Contact:
 - MMV Office during business hours: 650-861-0181
 - 24/7 Lot Phone : 650-935-1141
- b. Police Contact
 - (Non-Emergency): 650-329-2413
- c. Highway Church Staff Contact:
 - Jake Dodson (Pastor): 650-906-1526
- d. City of Palo Alto, Program Contact:
 - Rachel Tanner: 650-329-2167