



Safe Parking in San José Registration Packet

GENERAL INFORMATION

INTRODUCTION

Safe Parking provides a safe and stable location for persons living in their vehicles or recreational vehicles to sleep overnight. If your organization or business is interested in providing safe parking in a parking lot for persons living in their vehicle or recreational vehicle within San José, the registration packet is intended to help you do so in compliance with the City's Safe Parking Ordinance.

In addition, the registration packet includes some guidance on what is needed to demonstrate initial compliance with health and safety standards, best practices for operating a safe parking program, as well as how to access to outreach and case management support. Please complete the packet to participate in the Safe Parking Program in San José.

DESCRIPTION

- Locations are restricted to parking lots in places of assembly, which may include but is not limited to faith-based organizations, gymnasiums, libraries, movie theaters, nightclubs, schools or community centers.
- To participate, the operator that will host the Safe Parking must be registered with the Housing Department and complete this registration packet.
- The Housing Department will inspect the proposed safe parking area.
- The registration packet includes a compliance checklist, to assist Safe Parking hosts/operators to assess conformance with the City's Safe Parking Ordinance, and the Housing Department's registration process.

SAFE PARKING REGISTRATION PACKET CHECKLIST

The following includes documents that should be included in the Safe Parking Registration Packet. The City has included examples and/or attachments within for your convenience.

- Contact Sheet
- Ordinance Compliance Checklist
- Management Plan
- Emergency Disaster Plan
- Evacuation Plan (sample included for reference)
- Site Plan (sample included for reference)

INSPECTION (Required)

Returning all of the above mentioned items in the packet will allow for the City to provide you with technical assistance and/or guidance to ensure safety for those being served. Once the packet is received by the City, a site visit will be scheduled with the identified point of contact. The site visit will include an inspection conducted by the Housing Department, including, but not be limited to, the following and the host will be provided with recommendations to ensure safe operations:

- Maximum occupancy standard for designated parking spaces
- Setbacks to residences and businesses



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- Proximity of gas appliances to parking lot
- Location and number of fire extinguishers
- Location of restrooms
- Access to trash cans
- Access to electricity
- Lighting
- Emergency exit plan(s)

SAFE PARKING HOST EVALUATION (Optional)

Participating organizations and businesses will be asked to submit a report summarizing the experience hosting safe parking. The City will request feedback on the following so please keep track of this data.

- What were the dates of operation?
- What was the target population?
- What was the total capacity (vehicles and people) each night?
- What was the total number of people served (unduplicated)?
- What was the total number of volunteers who engaged?
- What were some significant successes to operating a safe parking site?
- Were there any major issues or concerns while operating a safe parking site?
- What were some unmet needs that could benefit safe parking going forward?
- What are the rough cost estimates of what it took to operate the services, if available?
- What would you do differently next time, if applicable?
- Other thoughts and comments?

CITY CONTACT

Please contact safe.parking@sanjoseca.gov with any questions about the Safe Parking Ordinance in San José. If you are interested in hosting a Safe Parking, please submit the following completed packet to safe.parking@sanjoseca.gov. You are invited to set an appointment to complete a final review of all submitted documents and schedule a site inspection if questions cannot be resolved via email.

Thank you very much for partnering with the City of San José!

CONTACT SHEET



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Site Name: _____

Site Address: _____

Property owner's name _____

Primary contact name: _____

Primary contact phone: _____

Primary contact email: _____

Alternate contact name: _____

Alternate contact phone: _____

Alternate contact email: _____



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ORDINANCE COMPLIANCE LIST

Directions: Please review the following statements under the San José Municipal Code Section 20.80.1675 (Incidental Safe Parking Use on Places of Assembly and City Parcels). Check a box for each statement.

1. The parcel containing the Incidental Safe Parking Area is located within San José’s Urban Service Area.
 YES NO I DON’T KNOW

2. The boundary of the Incidental Safe Parking Area shall be at least five (5) feet from any exterior property line.
 YES NO I DON’T KNOW

3. The Incidental Safe Parking Area shall not be located at a distance closer than the following minimum setback distances from any residential use that is located on another Parcel, measured from the nearest point on the boundary of Incidental Safe Parking Area to the dwelling structure (must meet one of the four below):
 - i. Thirty-five (35) feet from the first story of an occupied dwelling structure where the adjacent residential use is separated by a solid six-foot tall or greater sound barrier with no adjacent second-story residential facades. To be effective, a noise barrier must be solid over the face and at the base of the barrier (i.e., no cracks or gaps), and be constructed from materials having a minimum surface weight of three pounds per square foot (3 lbs./sq. ft). One-inch (nominal thickness) wood fence boards are suitable as well as concrete or masonry block.
 - ii. Sixty-five (65) feet from a single-story occupied structure where no sound barrier exists.
 - iii. Sixty-five (65) feet from a second-story of an occupied dwelling structure.
 - iv. Five feet (5) from an Accessory Dwelling Unit or Secondary Unit, where no openings on the nearest building wall exist.

4. The Parcel containing the Incidental Safe Parking use complies with City Council Policy Number 4-3 on Outdoor Lighting for Private Developments, as may be amended from time to time
 YES NO I DON’T KNOW

5. Incidental Safe Parking uses must periodically update registration, on such forms as may be approved by the Director of the Housing Department.
 I AGREE

6. Sites containing Incidental Safe Parking uses shall be inspected for compliance with the Fire Code and Housing Department requirements.
 I AGREE



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7. I understand that the Incidental Safe Parking must maintain quiet hours between 10PM and 7AM, 7 days a week, 365 days a year (quiet hours do not preclude outdoor activities, such as smoking in designated outdoor areas or exiting the site).
 I AGREE
8. Any site containing an Incidental Safe Parking use including public access and parking is maintained in a clean and safe condition, and in compliance with the management plan that is completed as part of this registration packet.
 I AGREE
9. The operator agrees to work with any neighbor(s) to address impacts that the use may have on the neighboring community.
 I AGREE
10. The legal parcel used for Safe Parking is at least 3,000 square feet in size.
 YES NO I DON'T KNOW
11. No assembly building or other structures may be erected, enlarged, or modified for safe parking use without a development permit.
 I AGREE
12. Safe Parking participants will be sheltered within the vehicles, except as otherwise indicated in the Management Plan as part of this Registration Packet.
 YES NO I DON'T KNOW
13. No site shall be enlarged or modified for Incidental Safe Parking use without an approved Development Permit as required by Chapter 20.100 of this Title.
 YES NO I DON'T KNOW
14. There is/will be a designated paved "Safe Parking Area".
 YES NO I DON'T KNOW
15. The Incidental Safe Parking includes no more than 49% of the paved area.
 YES NO I DON'T KNOW
16. No Safe Parking participant will be housed in tents, lean-tos or other temporary facilities.
 I AGREE
17. During weekdays, vehicles using the incidental Safe Parking participants shall arrive after 7PM and depart before 10AM on weekdays.
 I AGREE
18. No fires of any kind shall be permitted.
 I AGREE



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19. No audio, video or other amplified sound may be played or generated that is audible outside participants' vehicles.

I AGREE

20. Camping tarps or equipment erected beyond the participant's vehicle are prohibited.

I AGREE

21. A restroom or portable toilet, water, refuse disposal, and sufficient trash and recycling receptacles must be provided for the participants.

I AGREE

Signature: _____ Date: _____



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MANAGEMENT PLAN

I. Introduction

This service management plan sets forth the strategy whereby the participating operator will meet the needs of a vulnerable population of unhoused persons living in their vehicles or recreational vehicles with the objective of providing a designated parking lot with access to restrooms and trash cans.

II. Primary Intent: Acknowledgement of Ordinance

The primary intent of the participating host/operator is to provide safe parking in the host/operator's parking lot where vehicles or recreational vehicles may safely park overnight in accordance with the Safe Parking Ordinance (Title 20 of the San José Municipal Code - the Zoning Code - Section 17, Chapter 20.80). By completing this plan, the participating host/operator affirms that they have read the attached Safe Parking Ordinance and had an opportunity to ask City Housing Department staff questions prior to completing this registration packet.

III. General Operations

Name of Site: _____

Start Date: _____ End Date: _____

Hours: _____ P.M. - _____ A.M.

Onsite Supervision (explain staff/volunteer hours, numbers and shifts):

Good Neighbor Plan (explain any outreach to neighborhood, safety plans or regulations, etc.):



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IV. Safe Parking Operations (check all that apply)

Eligibility

- By referral only (by _____)
- Drive-ins welcome
- Intake (for example, general personal information, program rules, behavioral expectations, etc.)
- Background check required
- Pets allowed
- Sobriety required
- Vehicles only
- Both vehicles and recreational vehicles
- Recreational vehicles only
- Vehicles must be registered and/or insured
- Vehicles must be operable
- Provide authorized parking pass to participants
- Participants must sleep in vehicles except as listed:

- Other (specify) _____

Target Population

- Homeless men
- Homeless women
- Both homeless men and women
- Families with minor children
- Other (specify) _____



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V. Host Services and Supplies

Required Basic Needs

- Restrooms or Portable Toilets
- Trash and Recycling receptacles

Optional Basic Needs (check all that apply)

- Bedding
 - Toiletries
 - Showers
 - Clothing
 - Electricity hook up
 - Bio waste disposal (explain)
-
- Storage provided for participant's belongings
 - Breakfast (purchased or donated)
 - Dinner (purchased or donated)
 - Hot Meals (purchased or donated)
 - Outdoor food preparation allowed by participants (all fires are prohibited)
 - Outdoor food preparation allowed by participating operator (all fires are prohibited)
 - Other (specify)
-

Optional Other Services (check all that apply)

- Conduct VI-SPDAT/use Homeless Management Information System
- Case management/resources/referrals/support by volunteers
- Case management/resources/referrals/support by paid trained professionals
- Healthcare



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- Auto repair aid
 - Driver license aid
 - Other (specify)
-

VI. Property Management

Required Services

- Posted hotline number or e-mail for neighboring residents to report concerns
- Safe parking area coned off or otherwise marked
- Fire watch implemented by volunteers or security and log maintained
- Emergency exit and evacuation plan in place
- All fire extinguishers updated and in working order
- Emergency exit plan reviewed nightly with participants

Optional Services (Check all that apply)

- Notified adjacent residences and businesses
- Maintain complaint and response log
- Paid janitorial/maintenance services
- Volunteer janitorial/maintenance services
- Paid hygiene items (toilet paper, etc.)
- Donated hygiene items (toilet paper, etc.)
- Paid security
- Volunteer security
- Security cameras in place
- Safe parking signage on site
- Regular site patrols
- Storage for program supplies



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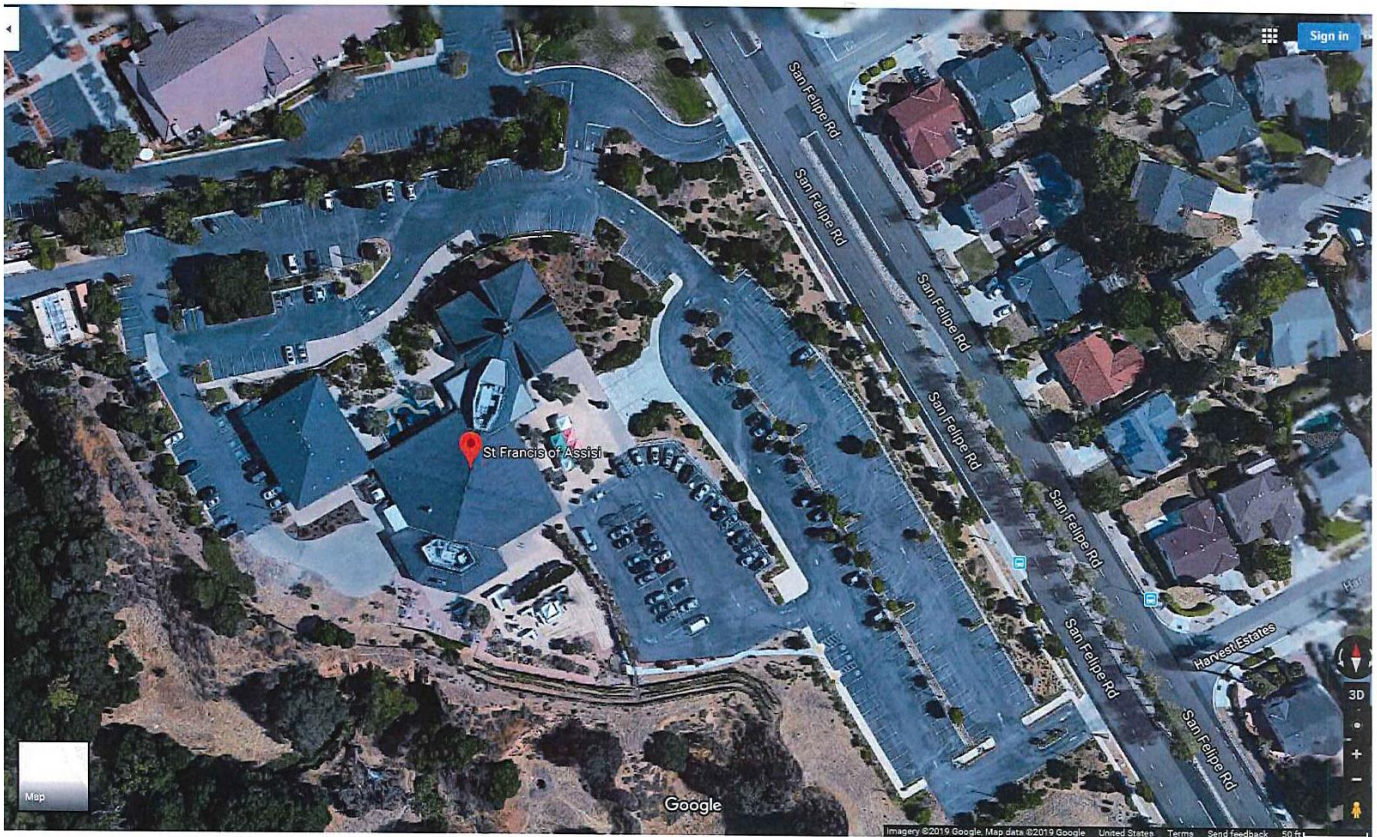
- Electricity hook -up
- Designated smoking area identified
- Other (specify) _____

VII. Other:

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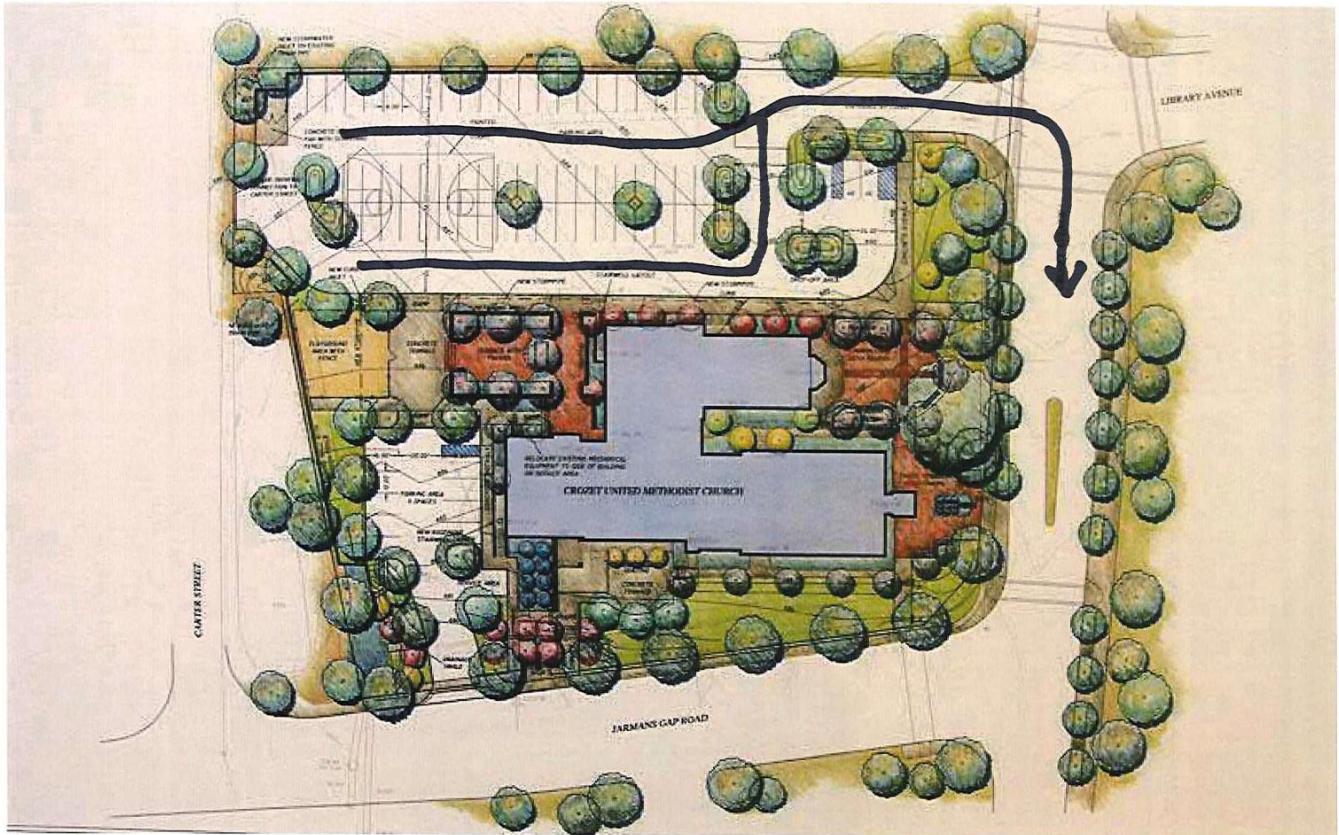
SITE PLAN SAMPLE: Please provide a map or drawing of lot.

Site Plan



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Evacuation Plan Sample: Please provide a map that indicate an exit plan.



Evacuation Plan