

Identifying Suitable Sites for The Rotating Safe Parking Program in San Luis Obispo

A Senior Project  
presented to  
the Faculty of the City & Regional Planning Department  
California Polytechnic State University – San Luis Obispo

In Partial Fulfillment  
of the Requirements for the Degree  
City & Regional Planning Bachelor of Science

Faculty Advisor: Keith Woodcock

By

Finn James

June 2023

© 2023 Finn James

# Table of Contents

Acknowledgements . . . . .	3
Introduction . . . . .	3
Homelessness Response Strategic Plan . . . . .	3
Background . . . . .	4
Parameters . . . . .	5
Process . . . . .	6
Personal Identification of Potential Sites . . . . .	6
Map of All Sites . . . . .	7
Sites . . . . .	8
Spreadsheet of All Sites . . . . .	23
Questions for Property Owners . . . . .	23
Sample Introductory Letter . . . . .	24
How Can This Work in Your Community . . . . .	24
Appendix	
A: Rotating Safe Parking Program Overview . . . . .	25
B: Municipal Code Section 17.86.230 . . . . .	27

# Acknowledgements

I would like to thank the following Employees of the Community Development Department of the City of San Luis Obispo for their guidance in creating this report.

Homelessness Response Manager Daisy Wiberg  
Housing Coordinator Kyle Bell  
Assistant Planner Owen Goode

## Introduction

This report has been created with the intention of identifying a new Safe Parking location in the City of San Luis Obispo (SLO) for the Rotating Safe Parking Program. SLO currently has two Safe Parking locations, though one is being discontinued due to inadequacy of the site. The City wishes to identify a new location, or locations, that can replace this.

This report came to life after coordination with the City to determine how this senior project could best support the City's efforts to address homelessness in SLO in 2023. My work began when I identified areas in the Homelessness Response Strategic Plan (HRSP) that required further data collection. With this in mind, I approached the City of SLO's Housing Coordinator Kyle Bell, asking about opportunities to work with the city to fill in these gaps. I brought forth my desire to see non-permanent affordable housing units placed on underutilized lots for those experiencing homelessness. This led to a more formal meeting with both Bell and Homelessness Response Manager Daisy Wiberg, where I reiterated these points and expressed openness to help in other avenues. After the conclusion of that meeting, it was determined that the most effective way I could address my goals within the City's agenda was to identify potential sites within the city for the Rotating Safe Parking Program.

## Homelessness Response Strategic Plan

The City of SLO adopted its first HRSP on March 21, 2023. This plan, which is intended to direct efforts to reduce homelessness between July 1 2022 and June 30 2024, underscores the immediate need for action. The plan was created in part to support the goals outlined by the County of SLO's Countywide Plan to Address Homelessness. Addressing homelessness requires immense collaboration and many programs to target the different reasons people experience homelessness. The relatively short time frame that the HRSP targets reflects the need for immediate action. The COVID-19 provision that allowed for a parking lot at the railroad station to be used as a safe parking location is set to expire in August 2023.

# Background

Safe parking is defined by the HRSP as “A parking program, operated on property located outside of the public right-of-way and managed by a social service provider that provides individuals and families with vehicles a safe place to park overnight while working towards a transition to permanent housing. Shelter is provided in vehicles located in designated Safe Parking Areas for specified periods of time.”

40 Prado Safe Parking, located behind the 40 Prado Homelessness Services Center on Prado Road, and the Railroad Safe Parking, located in the southern most parking lot of the Amtrak Station, are the two safe parking locations in San Luis Obispo. The Railroad Safe Parking site has been determined to be inadequate for the following reasons:

- (1) There was no public participation process upon the designation of this site for safe parking.
- (2) Due to a statewide emergency COVID-19 order, the safe parking program at this site was designed as a low barrier site.
- (3) There was a lack of understanding of the program from neighboring business owners and.
- (4) This parking area was designed as overnight parking for the railroad station, and now that the COVID-19 emergency orders have lifted the parking will be needed.
- (5) The site was directly adjacent to the railroad which was a significant noise nuisance to program participants.
- (6) As the safe parking site is directly adjacent to railroad parking that allows for overnight parking for 10 hours a time, a lot of non-participants would park nearby without complying with the parameters of the program. This led to several instances of business owners accusing participants of the program of actions that were caused by non-participants.

A participant of the Railroad Safe Parking Program is quoted at an event saying “I used to use the Railroad Safe Parking, but the community complaints drove me away...I really do appreciate and respect the 40 Prado staff working that though.” (HRSP 19).

With an adequate location, safe parking can be an excellent way to help individuals transition from experiencing homelessness to obtaining permanent housing. As the 40 Prado Safe Parking site can only accompany 7 vehicles, it is important that the site at the railroad station is replaced to ensure the benefits of this program are far reaching.

# Parameters

The parameters for a Safe Parking site can be found in Appendix A: Rotating Safe Parking Program Overview and Appendix B: Municipal Code Section 17.86.230 Safe parking. The main elements are as follows:

- Space for 20 vehicles and/or RVs, with buffer space between vehicles
- Space for 1-2 portable restrooms and a trash dumpster
- Easily controlled entry/exit
- 50-foot buffer from residential and any other sensitive uses
- Property owner must be able to access site
- Adequate lighting, privacy, and security of site
- Not within Flood Zone
- Preference of preexisting paving and lighting

In addition, the following Parameters are given by CAPSLO for participants (of 40 Prado Safe Parking):

- Must be interested in obtaining permanent housing in SLO County.
- Must be a SLO County resident and provide proof for at least the last 12 months.
- Must be willing to participate in case management services at 40 Prado and save money for housing.
- Participants meet weekly with case manager.

# Process

The first step in identifying a site for the Safe Parking Program was determining what sites in the City are vacant, underutilized, or blighted. This data is available in the form of “Appendix E: Residential Capacity Inventory” in the San Luis Obispo General Plan Housing Element. A Regional Housing Needs Allocation (RHNA) is mandated by the California State Department of Housing. As part of RHNA, the City of SLO must plan for a certain number of housing units to be developed over a certain cycle period. Tracking vacant, underutilized, and blighted properties allows the city to plan for the required housing. Many of the properties identified in Appendix E already had “Pipeline” projects, meaning they currently are vacant, underutilized, or blighted, but are in the process of being redeveloped. These sites were eliminated from contention. The table of remaining sites was transformed into an ArcGIS map to analyze for potential sites. Nearly all the sites were too small to fit the parameters required, and few had pre-existing pavement and lighting, but three sites were identified. It became clear that in order to create a more comprehensive list, an alternative method needed to be utilized.

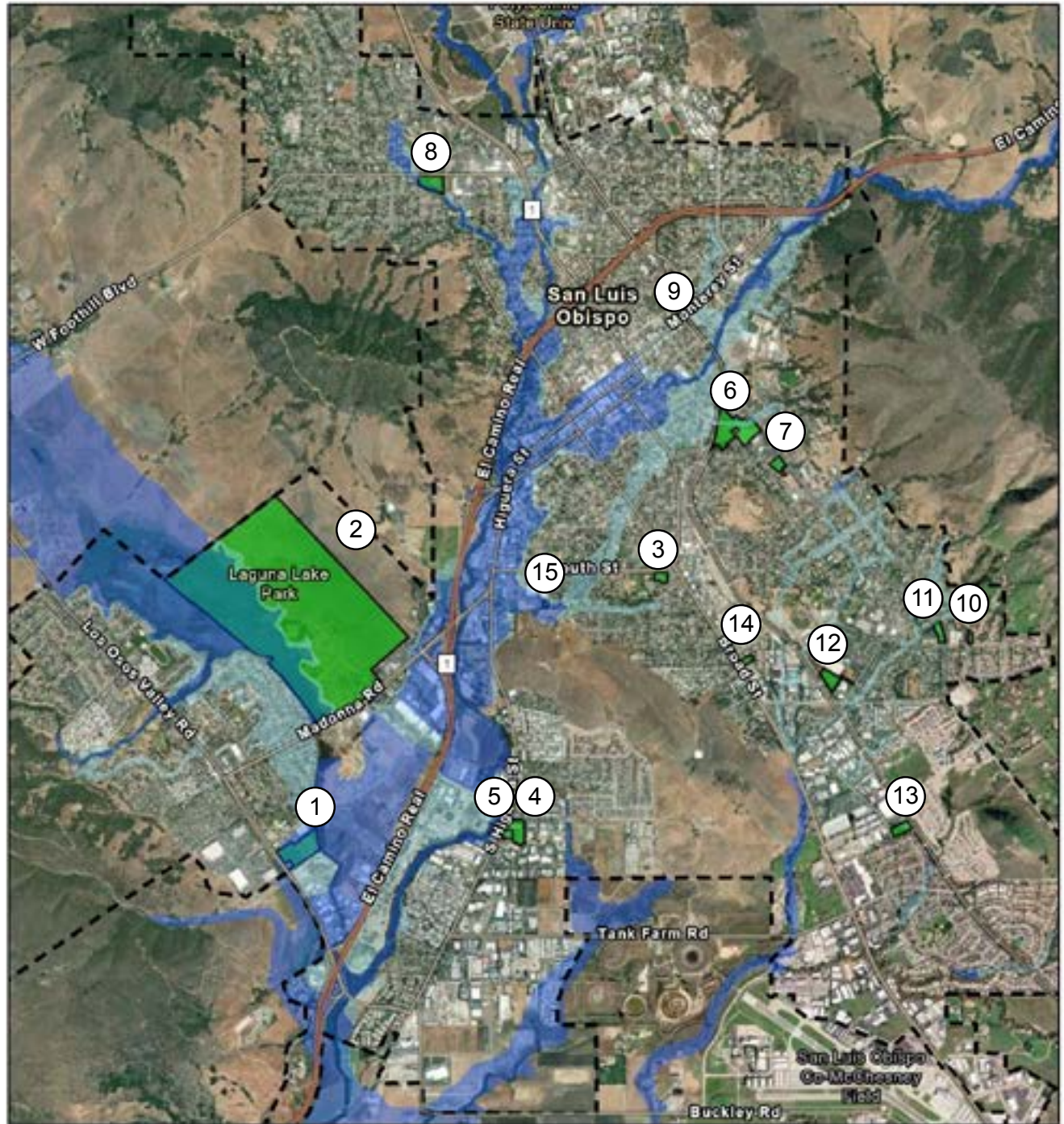
The next step in identifying a site was completing an analysis of existing parking lots via Google Earth. This was possible due to the relatively small size of San Luis Obispo, which has a population of less than 50,000, and the relatively high density of the city due to geographical constraints and historical development trends. This made it relatively easy to analyze the entire city and identify parking lots that fit the desired parameters for the Safe Parking Program. Aerial views and perspective views of each site were taken, which were then analyzed to determine their compliance with the provided parameters. The results of this analysis were presented to City Staff.

## Personal Identification of Suitable Parcels

When identifying potential sites, the parameters were used as a basic criterion. However, in addition, and understanding of planning was necessary to reduce the scope of potential sites, as many sites that fit the criteria were not suitable. The zoning of each parcel needed to be identified because Safe Parking sites are not permitted within 50 feet of residential or residential containing (like mixed-use) zones unless it is an accessory to a public assembly or religious assembly facility.

In addition, not all large parking lots with lighting will be suitable. Most strip mall and big box retail lots would not work due to the lack of spatial enclosure and inability to create containable entry and exit points. Spaces that are most successful are medium sized and are underutilized, which can be difficult to determine.

# Map of All Sites



6/7/2023

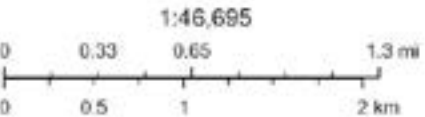
City Limit

Flood Zones

- 100 Year Flood Zone
- 100 Year Flood Zone
- 100 Year Flood Zone
- 500 Year Flood Zone

Potential Safe Parking Sites

- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 9.0m Resolution Metadata



Earthstar Geographics, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USCEA

Figure 1: Map of Identified Sites  
 Note: Map is interactive. Click site number to view

# Site 1: Parking Lot Behind Target

Address	11990 Los Osos Valley Rd San Luis Obispo, CA, 93405
APN	053-152-010
Zone	C-R
Within 50' of Residential Zone?	No
Capacity to Hold 20 or more Vehicles?	Yes
Located in Flood Zone?	Yes
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	3
Ease of Securing Entrances	Difficult
Privacy Level	Medium
Owned by Faith Based Organization?	No
Existing Use?	Yes
Notes	Underutilized parking spaces, existing recycling use, tables, green area, vehicle being camped in seen adjacent to site, potential route for Target shipping and receiving vehicles



Figure 2: Street view of Site 1

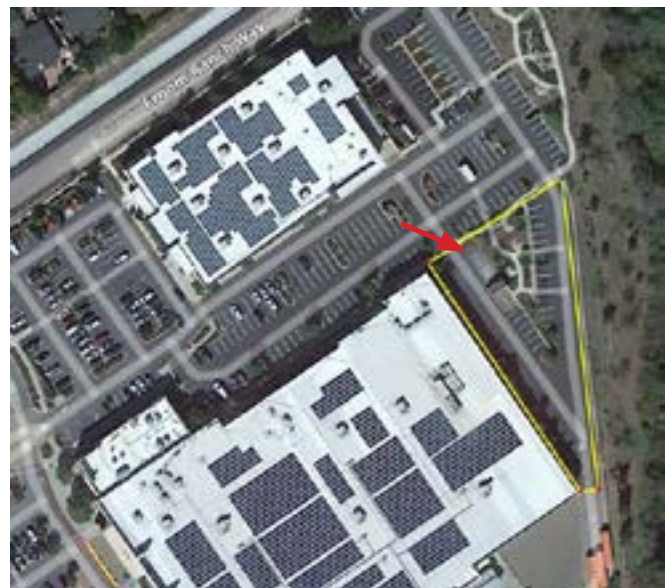


Figure 3: Aerial view of Site 1



# Site 2: Laguna Lake Upper Loop Trailhead Parking Lot

Address	504 Madonna Road San Luis Obispo, CA, 93405
APN	004-871-005
Zone	C/OS
Within 50' of Residential Zone?	No
Capacity to Hold 20 or more Vehicles?	No
Located in Flood Zone?	No
Space for Trash and Restrooms?	Yes
Lighting?	No
Paved?	Yes
Number of Entrances	1
Ease of Securing Entrances	Easy
Privacy Level	Medium
Owned by Faith Based Organization?	No
Existing Use?	Yes
Notes	Parking lot serving Laguna Lake park, most underutilized of Laguna Lake parking lots



Figure 4: Street view of Site 2



Figure 5: Aerial view of Site 2

# Site 3: Unitarian Universalists San Luis Obispo Parking Lot

Address	2201 Lawton Ave San Luis Obispo, CA, 93401
APN	004-832-004
Zone	R-1
Within 50' of Residential Zone?	Yes
Capacity to Hold 20 or more Vehicles?	No
Located in Flood Zone?	No
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	3
Ease of Securing Entrances	Easy
Privacy Level	Low
Owned by Faith Based Organization?	Yes
Existing Use?	Yes
Notes	Hosts Homelessness event "Shower the People"



Figure 6: Street view of Site 3



Figure 7: Aerial view of Site 3

# Site 4: Social Services Department Parking Lot (Option 1)

Address	3433 S Higuera St San Luis Obispo, CA, 93401
APN	053-252-080
Zone	C-S
Within 50' of Residential Zone?	No
Capacity to Hold 20 or more Vehicles?	Yes
Located in Flood Zone?	No
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	3
Ease of Securing Entrances	Difficult
Privacy Level	Medium
Owned by Faith Based Organization?	No
Existing Use?	Yes
Notes	Potentially underutilized, within 1/2 mile of Prado Safe Parking



Figure 8: Street view of Site 4



Figure 9: Aerial view of Site 4

# Site 5: Social Services Department Parking Lot (Option 2)

Address	3511 S Higuera St San Luis Obispo, CA, 93401
APN	053-252-081
Zone	C-S
Within 50' of Residential Zone?	No
Capacity to Hold 20 or more Vehicles?	Yes
Located in Flood Zone?	No
Space for Trash and Restrooms?	Yes
Lighting?	No
Paved?	No
Number of Entrances	2
Ease of Securing Entrances	Medium
Privacy Level	Low
Owned by Faith Based Organization?	No
Existing Use?	Yes
Notes	Overflow parking lot for Department of Social Services. Edge of sight seen utilized as camping space for homeless.



Figure 10: Street view of Site 5



Figure 11: Aerial view of Site 5

# Site 6: French Hospital Medical Center Rear Parking Lot

Address	1911 Johnson Ave San Luis Obispo, CA, 93401
APN	003-568-004
Zone	O
Within 50' of Residential Zone?	No
Capacity to Hold 20 or more Vehicles?	Yes
Located in Flood Zone?	No
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	3
Ease of Securing Entrances	Difficult
Privacy Level	High
Owned by Faith Based Organization?	No
Existing Use?	Yes
Notes	Overflow parking lot for French Medical Hospital, which was involved with the Homelessness Response Strategic Plan.



Figure 12: Street view of Site 6



Figure 13: Aerial view of Site 6

# Site 7: Renovate Church Parking Lot

Address	2075 Johnson Ave San Luis Obispo, CA, 93401
APN	003-682-044
Zone	R-2
Within 50' of Residential Zone?	Yes
Capacity to Hold 20 or more Vehicles?	Yes
Located in Flood Zone?	No
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	3
Ease of Securing Entrances	Difficult
Privacy Level	Low
Owned by Faith Based Organization?	Yes
Existing Use?	Yes
Notes	Participated in feedback session detailed in HRSP; Parking lot split over two parcels



Figure 14: Street view of Site 7



Figure 15: Aerial view of Site 7

# Site 8: The Church Of Jesus Christ of Latter-Day Saints Parking Lot

Address	651 E Foothill BLVD San Luis Obispo, CA, 93405
APN	052-162-024
Zone	R-4
Within 50' of Residential Zone?	Yes
Capacity to Hold 20 or more Vehicles?	Yes
Located in Flood Zone?	Yes
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	2
Ease of Securing Entrances	Difficult
Privacy Level	Medium
Owned by Faith Based Organization?	Yes
Existing Use?	Yes
Notes	Safe Parking allowed in residential zones in conjunction with Religious facility



Figure 16: Street view of Site 8



Figure 17: Aerial view of Site 9

# Site 9: IFixit Parking Lot

Address	1380 Monterey St San Luis Obispo, CA, 93401
APN	001-224-029
Zone	C-R
Within 50' of Residential Zone?	Yes
Capacity to Hold 20 or more Vehicles?	Yes
Located in Flood Zone?	Yes
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	2
Ease of Securing Entrances	Medium
Privacy Level	Low
Owned by Faith Based Organization?	No
Existing Use?	Yes
Notes	Parking lot potentially underutilized by Ifixit



Figure 18: Street view of Site 9



Figure 19: Aerial view of Site 9



# Site 10: SLONAZ and Central Coast Chinese Christian Church Parking Lot

Address	1590 Southwood Dr San Luis Obispo, CA, 93401
APN	004-993-001
Zone	R-1
Within 50' of Residential Zone?	Yes
Capacity to Hold 20 or more Vehicles?	Yes
Located in Flood Zone?	No
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	2
Ease of Securing Entrances	Easy
Privacy Level	Medium
Owned by Faith Based Organization?	Yes
Existing Use?	Yes
Notes	Safe Parking allowed in residential zones in conjunction with Religious facility. Housing Element: "Surface parking, suitable for future development, requires subdivision for development"



Figure 20: Street view of Site 10



Figure 21: Aerial view of Site 10

# Site 11: Vacant Parking Lot

Address	1490 Southwood Dr San Luis Obispo, CA, 93401
APN	004-961-061
Zone	R-2
Within 50' of Residential Zone?	Yes
Capacity to Hold 20 or more Vehicles?	Yes
Located in Flood Zone?	No
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	2
Ease of Securing Entrances	Easy
Privacy Level	Medium
Owned by Faith Based Organization?	No
Existing Use?	No
Notes	Housing Element: "Vacant lot (former site of a building which has burned down), suitable for future development"



Figure 22: Street view of Site 11



Figure 23: Aerial view of Site 11

# Site 12: Warehouse Parking Lot

Address	1150 Laurel Ln San Luis Obispo, CA, 93401
APN	004-962-037
Zone	M
Within 50' of Residential Zone?	No
Capacity to Hold 20 or more Vehicles?	Yes
Located in Flood Zone?	No
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	1
Ease of Securing Entrances	Easy
Privacy Level	High
Owned by Faith Based Organization?	No
Existing Use?	Yes
Notes	Appears Underutilized



Figure 24: Street view of Site 12



Figure 25: Aerial view of Site 12

# Site 13: Cyprus Landing Shops Parking Lot

Address	990 Industrial Way San Luis Obispo, CA, 93405
APN	053-061-034
Zone	M
Within 50' of Residential Zone?	No
Capacity to Hold 20 or more Vehicles?	Yes
Located in Flood Zone?	No
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	2
Ease of Securing Entrances	Easy
Privacy Level	Medium
Owned by Faith Based Organization?	No
Existing Use?	Yes
Notes	Appears Underutilized



Figure 26: Street view of Site 13



Figure 27: Aerial view of Site 13

# Site 14: San Luis Obispo Grange/Guild Hall Parking Lot

Address	2880 Broad St San Luis Obispo, CA, 93401
APN	053-195-003
Zone	C-R-SF
Within 50' of Residential Zone?	Yes
Capacity to Hold 20 or more Vehicles?	No
Located in Flood Zone?	No
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	3
Ease of Securing Entrances	Difficult
Privacy Level	Low
Owned by Faith Based Organization?	No
Existing Use?	Yes
Notes	Lot split, rear half in C-M-SF Zone. Housing Element: "1 structure onsite, large parking area. Suitable for development."



Figure 28: Street view of Site 14



Figure 29: Aerial view of Site 14

# Site 15: Underutilized Parking Lot

Address	269 Bridge Street San Luis Obispo, CA, 93401
APN	004-811-037
Zone	M
Within 50' of Residential Zone?	Yes
Capacity to Hold 20 or more Vehicles?	Yes
Located in Flood Zone?	Yes
Space for Trash and Restrooms?	Yes
Lighting?	Yes
Paved?	Yes
Number of Entrances	1
Ease of Securing Entrances	Easy
Privacy Level	High
Owned by Faith Based Organization?	No
Existing Use?	No
Notes	Parking lot across 2 APNs. Potentially owned by Terraza Living. Sign at entrance saying "Tenant Parking Only"



Figure 30: Street view of Site 15



Figure 31: Aerial view of Site 15

# Spreadsheet of All Sites:

Location	Address	APN	Zone	Within 20' of Roadway	Greater than 20' from property	Front Zone	Space for Trucks/Trailers	Lighting	Street	Access	Size of existing structure	Priority level	Architect	Existing Use	Notes
Handing lot behind Target	3290 San Juan Valley Rd	323 022 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Difficult	Medium	Yes	Yes	Unimproved parking space, existing impervious. Tables, green areas, trees being removed to create additional lot area.	
Impervious lot behind Long Tractor	3290 San Juan Valley Rd	323 022 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Easy	Medium	Yes	Yes	Parking lot serving adjacent retail park.	
Unimproved lot	3290 San Juan Valley Rd	323 022 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Easy	Low	Yes	Yes	Major driveway on property, lot parking space greater than 20' from nearest structure on property site.	
Small structure	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Difficult	Medium	Yes	Yes	Access with unimproved, within 10' of road. No truck parking.	
Department Parking lot	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Difficult	Medium	Yes	Yes	Overhead parking lot for Department of Public Services. Edge of sign area without an existing space for features.	
Parking lot used by Department of Social Services	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Medium	Low	Yes	Yes	Overhead parking lot for Forest Medical Hospital, which was removed with the replacement Executive Strategic Plan.	
Forest Medical	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Difficult	High	Yes	Yes	Participate with Forest Medical Hospital in replacement Executive Strategic Plan.	
Residence (Small) Parking lot	3275 Johnson Ave	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Difficult	Low	Yes	Yes	Participate with Forest Medical Hospital in replacement Executive Strategic Plan.	
Small structure of parking lot of the Church of Jesus Christ of Latter Day Saints	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Difficult	Medium	Yes	Yes	Sub-Parking allowed in residential areas in conjunction with religious facility.	
Club Parking lot	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Medium	Low	Yes	Yes	Parking lot adjacent to unimproved lot.	
Club Parking lot	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Medium	Low	Yes	Yes	Sub-Parking allowed in residential areas in conjunction with religious facility. Existing structure. "Surface parking, suitable for future development, requires additional lot area."	
Church and Center	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Easy	Medium	Yes	Yes	Existing structure. "Access to location site of building which has been clearly suitable for future development."	
Forward Parking lot	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Easy	Medium	Yes	Yes	Access under a Road	
Workshop Parking lot	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Easy	High	Yes	Yes	Access under a Road	
Overlapping	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Easy	Medium	Yes	Yes	Access under a Road	
Two lots (Small) Unimproved lot	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Difficult	Low	Yes	Yes	Sub-Parking, over half a CMU of time. Existing structure. "A concrete wall, large parking area, suitable for development."	
Unimproved Parking lot	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Easy	High	Yes	Yes	Parking lot access (1 mile) temporarily closed to remove living. Sign on entrance facing "Forward Parking lot"	
Unimproved Parking lot	3231 S Ripstein St	323 023 028	R1	Yes	Yes	Yes	Yes	Yes	Yes	1 Easy	High	Yes	Yes	Parking lot access (1 mile) temporarily closed to remove living. Sign on entrance facing "Forward Parking lot"	

Table 1: Spreadsheet Detailing Each Site

## Questions for Property Owners

Once suitable sites have been identified, the property owners must be contacted to determine if they are willing to use their property for the Safe Parking Program. The approach must be sensitive to the type of site and owner. For example, some owners may be more receptive to being approached by a non-profit, such as CAPSLO, or the property owner of a different site participating in the Safe Parking Program, rather than being approached by a government organization. A set of questions should follow the general outline of:

- (1) Gauging interest in serving as a host site for the Rotating Safe Parking Program
- (2) Explaining in more detail the function of the Rotating Safe Parking Program
- (3) Listening to questions and concerns about the Rotating Safe Parking Program
- (4) Outlining follow up steps to initiate site usage for the Rotating Safe Parking Program

Not all property owners will be receptive, and it is important to respectfully acknowledge an owner's right to deny usage of their property at any point during the introductory process.

# Sample Introductory Letter

Hello, we are approaching you to gauge your interest in hosting a site for the Rotating Safe Parking Program that the City of San Luis Obispo and the Community Action Partnership of San Luis Obispo (CAPSLO) are developing. The Rotating Safe Parking Program is a way for people experiencing homelessness to access resources and legally utilize their vehicles for sleeping in a safe, secure way.

The Program must provide parking for 20 vehicles and or RVs. During a preliminary screening of potential sites that have this capacity, your property at \_\_\_\_\_ was identified, and we are hoping you are interested in exploring a partnership that would utilize this property as an interim location. This would be an incredible act of service to the community and a tremendous benefit to those experiencing homelessness in San Luis Obispo.

The Program will be managed by CAPSLO, a non-profit dedicated to equipping low-income individuals with the tools to live successfully. They are a reputable organization that currently manages the 40 Prado Safe Parking Program as well as the Railroad Safe Parking Program.

To successfully manage the program, it is essential that the site does not have any usage conflicts between 6:00 pm and 7:00 am. Will this be of issue for your organization or business?

We understand that this is a large commitment and we want to ensure that you feel comfortable with your property being used for this program. We would love to hear the requirements, requests, or considerations that you feel would be necessary for this partnership to occur. If you are interested in exploring a potential partnership and discussing next steps, please reach out and we will schedule a meeting.

Sincerely,

---

The City of San Luis Obispo

## How Can This Work in Your Community

Faith Based communities provide an excellent starting point for site locations outreach. They tend to be willing to help the community and have adequate parking lots which tend to not be utilized during night-time hours.

Community involvement with surrounding neighbors during the site selection process is essential to maintaining a positive relationship with the community and ensuring safety and comfort for program participants.

The ideal location is out of the way and underutilized. Out of the way means that it is not adjacent to a thoroughfare and does not conflict with other uses. Underutilized means that the site could be serving a greater purpose than it currently is. While any location that is not utilized during nighttime hours could be feasible, sites with less utilization during the day and more of a physical buffer from any uses will be easier to manage and more comfortable for participants.



# Appendix A: Rotating Safe Parking Program Overview

## Program Model

The rotating Safe Parking Program will provide an overnight parking location for individuals living in their vehicle or RV. Individuals participating in the Safe Parking Program will rotate on a monthly basis to 'host sites,' which will be hosted by faith-based organizations located throughout the City. Safe Parking participants will be able to park at the host sites from 7pm to 7am nightly.

## Program Objective

Form a partnership between SLO County, the City of SLO, CAPSLO, and the faith community to provide safe parking for a limited number of operable vehicles and RVs utilizing the faith-based organizations' existing parking lots.

## Partnership Overview

- County to potentially provide County-owned parcels or parking lots for use in the rotating program and assist with permitting approvals for sites located outside of City limits.
- City to facilitate use permit process for sites located within City limits; coordinate program logistics between faith community and CAPSLO; and fund portable restroom and trash services
- CAPSLO to manage Safe Parking Program, including:
  - Program referrals and intake
  - Safe parking check-in and check-out processes
  - Case management for participants
  - Referrals to housing and services
- Faith-based groups to provide physical sites for parking, volunteer support, and optional wraparound services (meals or food bags, charging stations, clothing donations, etc.)
- Community members, and faith-based groups who are unable to serve as physical sites, will have opportunities to support the program through a Safe Parking / Vehicle Assistance Fund. Funds will assist with the following program or participant expenses:
  - Obtaining or replacing a driver's license
  - Vehicle registration
  - Insurance costs
  - Reasonable car repairs
  - Gas vouchers

## Participant Criteria

- 18+ age limit for individuals (minors allowed with parent / guardian)
- Vehicle or RV must be operable
- Driver's license, vehicle registration, and insurance
- Adhere to Safe Parking Program site rules
- Enrolled with a CAPSLO case manager to develop a housing-focused case management plan

### Site Requirements

- Monthly commitment based on the number of participating host sites
- 20 parking spots for vehicles and/or RVs, with buffer between vehicles
- Location for portable restroom, wash station, and trash dumpster
- No access conflicts from 6pm-7:00am daily
- Easily controlled entry/exit
- 50-foot residential buffer (and/or other sensitive uses)
- Adequate lighting

### Liability Requirements

- City / CAPSLO exploring liability insurance options, with CAPSLO adding churches and City as additional insureds on their general liability policy.
- MOUs will be executed between the City and CAPSLO; the City and each host site; and CAPSLO and each host site (option for MOU between City and County and/or County and CAPSLO)
- Safe Parking participants will be required to sign a liability waiver specific to each host site

# Appendix B: Municipal Code Section 17.86.230 Safe parking

A. Purpose and Intent. Safe parking provides homeless individuals and families with vehicles a safe place to temporarily park overnight to facilitate the transition to permanent housing. The provisions contained in this section enable safe parking in certain zones in the city subject to specific performance standards and permit requirements. These standards and requirements are intended to ensure that safe parking facilities will be compatible with surrounding uses and effective at facilitating participants' transition to permanent housing.

B. Permit Required. The establishment of a safe parking use shall require a conditional use permit approval where allowed, consistent with Table 2-1: Uses Allowed by Zone.

C. Accessory Use in Residential Zones. If located in the R-1, R-2, R-3, and R-4 zones, safe parking is only allowed when accessory to a public assembly or religious assembly facility. Safe parking is prohibited as a primary use in the R-1, R-2, R-3, and R-4 zones and in all applicable zones on properties that contain residential uses as the primary use.

D. Application Requirements. Whenever a social service provider (or, if the social service provider is not the property owner, a property owner who is affiliated with or can qualify as a social service provider) submits a conditional use permit application for consideration, as a part of the application, sufficient information shall be submitted to the community development department to determine whether the proposed safe parking facility complies with the provisions of this section. In addition to the required conditional use permit application checklist items, the application shall include the following:

1. Site plan indicating the location of trash and recycling facilities, water, restroom facilities, exterior light fixtures, location and distances to residential properties, public transportation, and location of designated overnight parking spaces.
2. Hours of operation.
3. Monitoring and oversight program.
4. Neighborhood relations plan.
5. Sufficient information to determine that the applicant is a social service provider that is qualified to operate a safe parking program or is affiliated with a social service provider that demonstrates the experience and qualifications to manage the site and meet the performance standards identified in this chapter.
6. Any other information the director may determine is necessary to ensure compliance with the provisions of this section.

## E. Performance Standards.

1. **Social Services Provider.** Safe parking facilities shall be managed by a qualified social service provider, subject to the approval of the director.
2. **Case Management.** Participants shall be paired with a case manager and enrolled in a self-sufficiency program to facilitate the transition to permanent housing.
3. **Background Check.** Prospective participants shall submit to a criminal history background check. Participant exclusion shall be determined by the social service provider on a case-by-case basis.
4. **Restroom, Water and Trash Facilities.** Restroom, water and trash facilities shall be provided, maintained, and accessible to participants during safe parking facility hours.
5. **Residency Preference.** Social service provider shall give preference to those with proof of residency in the county for a minimum period of six months within the last two years. Evidence of residency may include, but not be limited to, items such as rental agreements, mortgage, utility, hotel and medical facility bills, paystubs, and intake from homeless service programs.
6. **Buffer from Residential Use.** Participant vehicles shall maintain a minimum buffer of fifty feet from any property that contains a residential use. Buffers less than fifty feet may be allowed through the use permit review process on a case-by-case basis when determined to be compatible with the neighborhood. Buffers greater than fifty feet may be necessary for neighborhood compatibility, which will be determined on a case-by-case basis as part of the conditional use permit review process.
7. **Authorized Vehicles Only.** Social service provider shall ensure that only vehicles registered in the program are parked overnight during program hours. A parking permit shall be provided to all participants to be displayed in vehicle windows in a form to be approved by the public works director.
8. **Participant Information.** At all times, the social service provider shall maintain a roster of the names and vehicle license numbers of each participant who is authorized to park overnight.
9. **Written Agreement with Participants.** Only participants who have entered into a written agreement with a social service provider shall be allowed to use parking spaces overnight. The written agreement between the social service provider and participant shall include, but not be limited to, the following terms and conditions:
  - a. Only one vehicle is allowed per participant.
  - b. At least one participant per vehicle shall possess a current driver's license, vehicle registration, and insurance for the vehicle that will be parked overnight. The social service provider shall keep a copy of all three on record.
  - c. Vehicles may only be occupied by participants and approved registered household members. Guests shall not be allowed.
  - d. Participants shall not use or possess any illegal drugs or alcohol either on their person or in their vehicle.
  - e. Participants shall not use or possess any weapons or firearms of any kind in program vehicles.

- f. No fires of any kind shall be allowed.
- g. No music may be played that is audible outside participants' vehicles.
- h. No cooking or food preparation shall be performed outside of the participants' vehicles. Cooking inside vehicles is prohibited unless the vehicle was manufactured with cooking appliances.
- i. Camping tarps or equipment beyond the participants' vehicles are prohibited.
- j. Participants shall maintain control of animals. Animals shall be kept on a leash at all times and animal waste shall be picked up immediately and disposed of properly.
- k. Participants shall not dump sewage or other waste fluids or solids, deposit excreta outside a vehicle, or park vehicles that leak excessive fluids (i.e., gasoline, transmission or radiator fluid, or engine oil).

F. Use Permit Considerations. Items to be determined by the planning commission as part of the conditional use permit review process on a case-by-case basis shall include, but are not limited to, the following:

1. Number of Vehicles Allowed. The total number of vehicles allowed at each safe parking facility location.
2. Hours of Operation. The days and hours of safe parking facility operation.
3. Separation between Facilities. Sufficient distance between existing and proposed safe parking facilities.
4. Neighborhood Relations Plan. A neighborhood relations plan shall be provided for each safe parking facility location to address any complaints in a timely manner, including consistency with any adopted good neighbor policy.
5. Monitoring and Oversight. Monitoring and oversight shall be provided during safe parking facility hours.
6. Restroom, Water and Trash Facility Plan. A restroom, water and trash facility plan shall be provided and include the location, hours of availability and maintenance program for site facilities.

G. Revocation of a Permit. The conditional use permit can be referred to the planning commission for reconsideration if determined by the director upon receipt of substantiated written complaints from any citizen, code enforcement officer, or police department officer, which includes information and/or evidence supporting a conclusion that a violation of the conditional use permit, or of city ordinances or regulations applicable to the property or operation of the facility, has occurred. At the time of review, to ensure compliance with applicable laws and conditions of conditional use permit, conditions of approval may be added, deleted, modified, or the conditional use permit may be revoked. (Ord. 1650 § 3 (Exh. B), 2018)

# References

- 2019 Regional Housing Needs Allocation Plan. (n.d.). Dropbox. Retrieved June 3, 2023, from [https://www.dropbox.com/s/stbw4b26apatv3f/\\_2019%20RHNA%20Plan\\_adopted\\_final.pdf?dl=0](https://www.dropbox.com/s/stbw4b26apatv3f/_2019%20RHNA%20Plan_adopted_final.pdf?dl=0)
- City of San Luis Obispo Housing Element 2020. (n.d.). Retrieved April 18, 2023, from <https://www.slocity.org/home/showpublisheddocument/30985/637667061640130000>
- Safe Parking | CAPSLO. (n.d.). Retrieved May 26, 2023, from <https://capslo.org/safe-parking/>
- The San Luis Obispo Countywide Plan to Address Homelessness 2020-2027. (n.d.). Retrieved May 15, 2023, from <https://agenda.slocounty.ca.gov/iip/sanluisobispo/file/getfile/144664>
- Stewart, E. A., Marx, J., Mayor, V., Pease, A., Shoresman, M., Francis, E., Christianson, C., Mickel, C. F., Schafer, L. A., Warner, O. H., Sisemore, O. P., Klevins, J., Fox, C. S., Morrison, K., Giem, S., Thoele, B., Dixon, D., Hendrickson, M., Cruce, G., ... Sheats, S. (n.d.). Homelessness Response Strategic Plan.
- Title 17 Art. 4 Regulations for Specific Land Uses and Activities. (n.d.). San Luis Obispo Municipal Code. Retrieved June 3, 2023, from <https://sanluisobispo.municipal.codes/Code/17.86>
- U.S. Census Bureau QuickFacts: San Luis Obispo County, California. (n.d.). Retrieved June 15, 2023, from <https://www.census.gov/quickfacts/fact/table/sanluisobispocitycalifornia,sanluisobispocountycalifornia/PST045222>
- Weare, C., McElwain, L., Schiele, D., & Waheed, L. (n.d.). Safe Parking: Insights from a Review of National Programs.
- What is a Community Action Agency | CAPSLO. (n.d.). Retrieved June 15, 2023, from [https://capslo.org/what-is-a-community-action-agency/?et\\_fb=1&PageSpeed=off](https://capslo.org/what-is-a-community-action-agency/?et_fb=1&PageSpeed=off)