



Meeting Date: 1/22/2025
Item Number: 4a
Time Estimate: 90 Minutes

PLANNING COMMISSION AGENDA REPORT

SUBJECT: REQUEST TO CONSIDER FIVE SITES FOR THE ROTATING OVERNIGHT SAFE PARKING PILOT PROGRAM THAT PROVIDES INDIVIDUALS EXPERIENCING HOMELESSNESS A SAFE PLACE TO TEMPORARILY PARK A VEHICLE OVERNIGHT TO FACILITATE THE TRANSITION TO PERMANENT HOUSING

BY: Daisy Wiberg, Homelessness Response Manager
Phone Number: 805-781-7025
Email: dwiberg@slocity.org

VIA: David Amini, Housing Coordinator
Phone Number: 805-781-7524
Email: damini@slocity.org

FILE NUMBERS: DIR-0612-2024
DIR-0639-2024
DIR-0640-2024
DIR-0641-2024
DIR-0642-2024

FROM: Tyler Corey, Deputy Director
Phone Number: 805-781-7169
Email: tcorey@slocity.org

APPLICANT: Community Action Partnership of San Luis Obispo County (CAPSLO)

REPRESENTATIVE: Jack Lahey, Homeless Services Director

RECOMMENDATION

Adopt the Draft Resolution approving five sites for the Rotating Overnight Safe Parking Pilot Program, based on findings and subject to conditions of approval.

1.0 COMMISSION'S PURVIEW

On July 12, 2023, the Planning Commission approved a Safe Parking Program ("Program") Administrator Permit/Conditional Use Permit [[Resolution No. PC-1079-23/USE-0304-2023](#)] (Program CUP) in accordance with [Municipal Code Section 17.86.230](#) and consistent with the [General Plan](#) and the [Homelessness Response Strategic Plan](#). Individual safe parking site approvals that are to operate under the Program CUP are to be considered through an administrative process for a Director's Action Permit in accordance with [Municipal Code Chapter 17.108.030](#). However, when the Planning Commission approved the Program CUP, the Commission requested that the first Director's Action Permits being proposed for the Program be referred to the Planning Commission by the Director. Therefore, the Director has referred the request for the Community Action Partnership of San Luis Obispo County (CAPSLO) to operate five locations for the Rotating Overnight Safe Parking Pilot Program to the Planning Commission at this time.

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director’s Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

2.0 SUMMARY

Since 2016, CAPSLO has operated a Safe Parking Program that provides overnight parking for individuals experiencing vehicular homelessness. CAPSLO’s 40 Prado Safe Parking Program currently provides overnight safe parking for up to 12 vehicles and RVs on site at 40 Prado Homeless Services Center.

In addition to the 40 Prado Safe Parking Program, CAPSLO also operated the Railroad Safe Parking Program under the City’s Emergency Proclamation from March 2021 to August 2023 to provide safe shelter options for individuals experiencing homelessness during the COVID-19 Pandemic. In advance of the Railroad Safe Parking Program concluding in August 2023, CAPSLO and the City began collaborating with local faith community partners to develop a Rotating Overnight Safe Parking Pilot Program to provide expanded safe parking opportunities at various sites throughout the community.

While host site locations and funding sources were being identified, CAPSLO applied for a Conditional Use Permit to establish CAPSLO as a Safe Parking Program Administrator to oversee Safe Parking sites at various locations throughout the City. On July 12, 2023, the Planning Commission approved Conditional Use Permit No. [USE-0304-2023](#) (Program CUP) , which approved CAPSLO to operate a Rotating Overnight Safe Parking Program (Program). As outlined in the Program CUP, a Director’s Action Permit application is required for each proposed safe parking site to be considered for approval.

Safe Parking locations added to the program are to be reviewed on a case-by-case basis through a Director’s Action Permit to ensure that locations are consistent with Municipal Code Chapter [17.10 Table 2-1 \(Uses Allowed by Zone\)](#) and [Chapter 17.86.230 \(Safe Parking Regulations\)](#). CAPSLO submitted Director’s Action Permit applications for the first five sites being proposed for review as part of the Program and the Community Development Director has referred the Director’s Action Permits to the Planning Commission for consideration. An additional sixth site, located outside of City limits, is also proposed to be part of the Program but does not require City permit approval. In total, the proposed Program (see Attachment B) would consist of three sites on City-owned property and three sites hosted by faith-based organizations as described below in Table 1.

If any or all of the Director’s Action Permits are approved by the Planning Commission, CAPSLO will execute Memorandums of Understanding with each property owner outlining each partner’s responsibilities as well as site specific requirements and conditions as directed by the Commission. Program implementation will be dependent on funding availability.

The goal of the Program is to develop a model that can be replicated on a larger scale countywide to address regional safe parking needs.

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director’s Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

3.0 PREVIOUS REVIEW

3.1 CAPSLO Safe Parking Administrator Overview

On December 10, 2014, CAPSLO’s 40 Prado Homeless Services Center was approved to include seven Overnight Safe Parking spaces ([USE-0413-2014](#)). The conditional use permit was amended on January 24, 2024, to increase the number of safe parking spaces from 7 to 12 spaces and to modify the hours of operation ([MOD-0578-2023](#)). The 40 Prado Overnight Safe Parking Program provides unhoused individuals a safe place to temporarily park a vehicle overnight to facilitate the transition to permanent housing.

In addition to the 40 Prado Safe Parking Program, the City and CAPSLO implemented the Railroad Safe Parking Program in March 2021. The Railroad site was initially established under the City’s Emergency Proclamation¹ to provide safe shelter options for individuals and families experiencing homelessness during the COVID-19 Pandemic.

The Railroad Safe Parking Program proved to be a viable safe parking model, demonstrated through the following successful housing outcomes. From September 1, 2022, through June 1, 2023, the program averaged 15 vehicles per night and served an average of 32 unique individuals every two weeks. Over that period, the program connected 36 individuals with permanent housing, reunified 9 participants with family and helped 5 individuals find jobs.

When the statewide COVID-19 emergency order was lifted, the City explored the option to continue the Safe Parking program at the Railroad site. However, upon further review with neighboring businesses and community members in proximity to the site, participants of the program, and operators of the Union Pacific Railroad, it was determined that other locations in the community may be more viable.

With the closure of the Railroad site, CAPSLO transitioned to operating the overnight safe parking program solely at 40 Prado Homeless Services Center. From September 2023 to September 2024, CAPSLO reported 55 program enrollments and 30 exits to housing. As of December 2024, there were 232 households on the referral list for the 40 Prado Safe Parking Program.

¹ On August 18, 2020, the City Council adopted [Resolution No. 11149 \(2020 Series\)](#) affirming the actions of the Emergency Services Director by Emergency Services Director Proclamation No. 5, which was adopted on August 7, 2020. Through the two actions, the City found that emergency measures were necessary to support and facilitate the expansion of safe parking facilities for unhoused persons in order to minimize exposure to the elements that compromise health, to minimize risks of sustained close contact and congregation to mitigate transmission of COVID-19, and to advance social distancing and personal hygiene protocols necessary to prevent or minimize the spread of COVID-19 and protect the public health, safety, welfare and economic security of the citizens of San Luis Obispo.

Item 4a

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director's Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

Over the past year, CAPSLO worked with the City to identify various locations that could accommodate the proposed Program including existing religious facilities, private landowners, and City owned properties. The proposed Program would allow overnight safe parking on a temporary rotating basis for an eligible property, which would further minimize disruptions of operations at any one particular site. The proposed Program has been modeled after successful rotating programs throughout the state, including the City of Fremont's [Safe Parking Host Site Program](#) which utilizes faith-based sites on a rotational basis.

Per the Program CUP ([USE-0304-2023](#)) and consistent with the Zoning Regulations, the Program would be allowed at the five proposed sites within the parameters described below:

- With approval of a Director's Action Permit, at each site that demonstrates compliance with all performance standards of Municipal Code Section 17.86.230 and with all requirements of the Program CUP, including;
 - The Program CUP may be subsequently reviewed at an Administrative Hearing if written complaints are received and substantiated by information and evidence that a violation of the Program CUP or Municipal Code has occurred.
 - A maximum number of vehicles is to be established for each site.
 - The hours of operation shall be limited to 7:00 p.m. to 7:00 a.m. with check in no earlier than 6:00 p.m.
 - Participant vehicles shall maintain a minimum buffer of fifty feet from any property that contains a residential use.
 - Participants are to be connected to case management to facilitate permanent housing placements and service referrals.
 - Program Administrator shall implement a Neighborhood Relations Plan and a Monitoring and Oversight Plan for each safe parking location.
 - Access to water, restrooms, and trash facilities shall be maintained at each site for participant usage during program hours.

3.2 Homelessness Response Strategic Plan

The City has established preventing and addressing homelessness as a key priority in alignment with its Major City Goal for Housing and Homelessness and the SLO Countywide Plan to Address Homelessness. According to 2024 Point in Time Count Data, the number of people experiencing homelessness in the City of San Luis Obispo was 512 individuals. Of those individuals, 140 reported a vehicle as their sleeping accommodation which accounts for 27% of the City's homeless population. Countywide, 68% of the 1,175 individuals experiencing homelessness in 2024 were experiencing unsheltered homelessness, meaning that they reside in places not meant for human habitation including public spaces, vehicles, and abandoned buildings.

Item 4a

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director’s Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

On March 21, 2023, the City Council adopted the Homelessness Response Strategic Plan, which outlines the City’s role in implementing strategies to prevent homelessness and connect individuals experiencing homelessness to services and housing. One of the goals outlined in the Strategic Plan reads as follows:

“Collaborate with the County to develop scalable and replicable programs to connect those experiencing homelessness to a variety of shelter and housing options through timely outreach, and advocate for County implementation of successful programs.”

The Safe Parking Program was specifically identified as a key task under the Strategic Plan with the intent of working with the faith-based community to develop safe parking options throughout the community. The proposed Program is intended to implement the objectives under the Strategic Plan. The County has been supportive of the program and is in the process of identifying potential funding opportunities.

4.0 PROGRAM DESCRIPTION

Program Overview

CAPSLO, in partnership with the City of SLO and local faith-based organizations, will operate the Program in coordination with the existing 12-space 40 Prado Overnight Safe Parking Program at the 40 Prado Homeless Services Center. The Program will expand overnight parking locations for households living in their vehicles by providing 12 additional parking spaces at rotating ‘host sites’. The proposed Program will operate within the hours of 6:00 p.m.-7:00 p.m. for site check-in and within the hours of 7:00 p.m.-7:00 a.m. for vehicle parking. The Program will rotate monthly to sites hosted by faith-based organizations and City owned properties. CAPSLO staff will oversee participant referrals and intake, onsite check-in and check-out at host site locations, site monitoring, program operations, and case management to assist in facilitating participants’ transition to permanent housing.

The Program is intended to pilot for a duration of up to two years depending on funding availability; however, the Program CUP and approved Director’s Action Permits for the Program allow continuation without an end date. If during the proposed one to two-year pilot timeframe, the program is successful in providing shelter, services and connecting participants to housing options, CAPSLO intends to continue the Program pending additional funding availability. It is also anticipated that if proved successful, CAPSLO may request that it be scaled up to provide expanded capacity in the City by submitting Director’s Action Permit applications for additional sites to be reviewed and considered. CAPSLO may also explore ways to expand capacity throughout the county through other programming and funding opportunities.

Item 4a

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director's Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

Participant Requirements

Program participants will be required to be 18 years of age and must have an active Driver's License, vehicle registration, and auto insurance². Case management will be required for program participation and all vehicles must be operable. A Megan's Law check (Registered Sex Offender Registry) will be completed for all participants and individuals with this criminal background status will not be eligible for participation.

Participants will be required to enter a behavior contract with CAPSLO, agreeing to adhere to all program rules and policies (Attachment C; see also SLO Municipal Code [Section 17.86.230\(E\)\(9\)](#)).

Liability Requirements

Each host site location will be listed as an additional insured on CAPSLO's General Liability Policy and provided with a Certificate of Liability.

CAPSLO will execute a Memorandum of Understanding (MOU) with each host site, outlining any site-specific requirements. Operations will not commence at a safe parking site until an MOU has been executed.

Traffic Control Requirements

Access to the designated safe parking area on each host site property will be limited to program participants during the program hours of 6:00 p.m. to 7:00 p.m. for check-in and 7:00 p.m. to 7:00 a.m. daily to ensure the safety of participants and community members³. CAPSLO will utilize temporary barriers to section off the designated safe parking area at each host site location. The barriers will be put in place each evening and removed each morning by CAPSLO staff.

Site Security

CAPSLO staff will be on-site to check-in participants from 6:00 p.m. to 7:00 p.m. nightly and to check-out participants⁴ between 6:30 a.m. and 7:00 a.m. each morning. CAPSLO staff will also do periodic site checks approximately every 2 hours throughout the night to verify participant vehicle information and address any on-site issues. A dedicated CAPSLO staff member will be on call to address any on-site issues during program hours. CAPSLO will also provide a designated point of contact that program participants and community members may contact via phone or e-mail with any issues or concerns related to the program (See Attachments D, E and F).

CAPSLO will assign a participant Site Captain to serve as the on-site point of contact. The Site Captain will contact CAPSLO staff to report any issues or complaints. CAPSLO

² Households with minors will be prioritized for shelter through the Housing Focused Shelter Program at 40 Prado Homeless Services Center.

³ Some sites may have slightly modified hours to accommodate specific site operations. For example, the City Corporation Yard site will accommodate the program from 6:00 pm to 6:00 a.m.

⁴ CAPSLO will require participant check-out for the Corp Yard from 5:30 a.m. to 6:00 a.m.

Item 4a

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director's Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

staff and/or the Site Captain will contact 911 or the SLOPD Non-Emergency number to report any incidents or issues – including non-participant entry into the parking lot and transient individuals loitering in the safe parking area – and SLOPD will respond to requests for enforcement. SLOPD will patrol host site locations as resources allow.

CAPSLO will issue parking permits to each participant to clearly identify registered program participants. Vehicle information (make, model, license plate number) for all confirmed participants will be provided to each host site and SLOPD on a monthly basis for monitoring and enforcement purposes.

An ADA accessible portable restroom, wash station, and trash dumpster will be provided at each site for participant use during site operation. Outside of program hours, locks will be placed on the portable restroom and dumpster to prohibit use of the facilities by non-program participants. Portable restroom, wash station and trash dumpsters will be removed and relocated to each host site consistent with program rotation.

5.0 PROJECT ANALYSIS

The Program CUP included findings for General Plan consistency. Director Actions for host sites must demonstrate consistency with the standards and limitations of the Zoning Regulations and in accordance with the Program CUP. Staff has evaluated the project's consistency with relevant requirements and has found it to be in substantial compliance, as discussed in this analysis.

5.1 Consistency with the Zoning Regulations and Program CUP

In accordance with Zoning Regulations Chapter 17.10.020 Table 2-1 (Uses Allowed by Zone), safe parking activities are conditionally allowed subject to a Conditional Use Permit. In July 2023, CAPSLO was approved as a Safe Parking Administrator provided host sites each met the zoning provisions and operated in accordance with Safe Parking Regulations Section 17.86.230(C). The Program CUP also included that the maximum number of vehicles be specified, the hours of operation would be from 6:00 p.m. – 7:00 p.m. for check in purposes and within 7:00 pm to 7:00 a.m. for vehicle parking.

Host Site Locations

Six sites have been identified as rotating host sites for the proposed Program, including one site that is located outside of City limits. Prior to Program commencement, and upon approval of the Director's Action Permits, CAPSLO will execute a Memorandum of Understanding with each site to ensure compliance with all Municipal Code and Program CUP requirements.

Item 4a

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director’s Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

Each host site will accommodate up to 12 vehicles. A site plan for each proposed location is included in Attachment G and identifies the specific locations for each designated safe parking area.

Municipal Code Section 17.10.020 Table 2-1 allows safe parking in every zone except Agriculture (AG), Conservation/Open Space (C/OS) or Business Park (BP). No proposed sites are located in the AG, C/OS, or BP zoning districts. Site location, ownership and zoning information, anticipated frequency of program use, and hours of operation are outlined in Table 1 below.

Table 1.

Host Site Location /	Owner	Zoning	Allowed Months of Use Per Year	Hours of Operation
Calle Joaquin Park and Ride (Address: 1545 Calle Joaquin)	City of San Luis Obispo	CT Tourist Commercial Allowed per CUP No. 0304-2023 with Director’s Action	1-4 months per year	6:00 p.m. to 7:00 a.m.
City Corporation Yard (Address: 25 Prado Rd)	City of San Luis Obispo	PF Public Facility Allowed per CUP No. 0304-2023 with Director’s Action	1-4 months per year	6:00 p.m. to 6:00 a.m.
Damon Garcia Sports Complex Parking Lot (Address: 680 Industrial Way)	City of San Luis Obispo	PF Public Facility Allowed per CUP No. 0304-2023 with Director’s Action	1-2 months per year	6:00 p.m. to 7:00 a.m.
Journey Christian Fellowship (Address: 317 Foothill Blvd)	Journey Christian Fellowship	R-1 Low Density Residential Allowed per CUP No. 0304-2023 with Director’s Action Allowed as accessory to public assembly or religious assembly facility	1-2 months per year	6:00 p.m. to 7:00 a.m.

Item 4a

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director’s Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

Renovate Church (Address: 2075 Johnson Ave)	Renovate Church	R-2 Medium Density Residential Allowed per CUP No. 0304-2023 with Director’s Action Allowed as accessory to public assembly or religious assembly facility	1-2 months per year	6:00 p.m. to 7:00 a.m.
<i>Congregation Beth David (Address: 10180 Los Osos Valley Rd)</i>	<i>Congregation Beth David</i>	<i>N/A – County of San Luis Obispo</i>	<i>Anticipated 1-2 months per year</i>	<i>6:00 p.m. to 7:00 a.m.</i>

Additional provisions required for all sites consistent with the City’s Safe Parking Regulations and Program CUP are identified and discussed below:

Neighborhood Relations Plan

The City established the [Good Neighbor Policy](#) in order to maintain clear expectations between the community and homeless services providers. As such, CAPSLO has provided a Neighborhood Relations Plan for the Rotating Overnight Safe Parking Program based on the mitigation tools outlined within the Good Neighbor Policy (Attachment D, Neighborhood Relations Plan). The Neighborhood Relations Plan shall apply to each location that is established through approval of Director Action.

Item 4a

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director's Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

Monitoring and Oversight

A Monitoring and Oversight Plan for the Rotating Overnight Safe Parking Program has been submitted that includes security measures such as routine monitoring during program hours, providing SLO Police Department with participant information, an on-site participant site captain, etc. The Monitoring and Oversight Plan shall apply to each location that is established through approval of Director Action. CAPSLO's Monitoring and Oversight Plan is included as Attachment E and condition No. 4-h of the draft resolution (Attachment A).

Required Findings

Below is a summary of site-specific information for each of the proposed safe parking locations and a description of how each location meets the required findings outlined in the attached resolution. Each site overview includes confirmation of the following requirements: 50-foot buffer from safe parking vehicle spaces to properties with a residential use, adequate on-site lighting, designated portable restroom and trash receptacle location, and a designated ADA parking space.

1. Calle Joaquin Park and Ride (1545 Calle Joaquin)

The Calle Joaquin Park and Ride is a City-owned parking lot on Calle Joaquin near the Hampton Inn & Suites. The surrounding parcels are zoned Tourist Commercial (C-T) and Conservation/Open Space (C/OS), ensuring a 50-foot buffer between the proposed locations of participant parking spaces and any property that contains a residential use as required by the municipal code. The site is adequately sized to accommodate the 12 proposed spaces as well as the restroom and wash facility and trash dumpster. The identified overnight safe parking spaces do not interfere with parking spaces allocated for future electric charging. Entry and exit points have been identified for the site, and the site provides appropriate access and egress for safe parking users. The site consists of at least two lighting posts near the designated parking spots, which will provide adequate lighting for the safe parking participants. See Attachment G for the site plan demonstrating garbage bin and portable restroom locations, designated parking areas including one ADA parking space, and entry/exit routes.

The Calle Joaquin Park and Ride site will be prioritized for utilization during non-peak tourism months to accommodate increased utilization of neighboring hotel properties.

2. City Corporation Yard (25 Prado Road)

The City Corporation Yard is a City-owned facility located at 25 Prado Road. The surrounding areas consist of Service Commercial (C-S) and Office (O) zones, ensuring a 50-foot residential buffer. The site consists of a lighting post near the designated parking spots. See Attachment G for the site plan demonstrating garbage bin and portable restroom locations, designated parking areas including one ADA parking space, and entry/exit routes. The designated parking spaces at the Corporation Yard were selected to provide separation from the designated staff parking area. Proposed hours of operation for this site are 6:00 p.m. to 6:00 a.m. as stated in condition 4-b of the draft resolution (Attachment A). This is to accommodate staff arrival times at that facility, which begins between 6:00 a.m. and 6:30 a.m. daily.

Item 4a

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director's Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

The City Corporation Yard site will be prioritized for utilization during the months of April to September to accommodate potential increased staff utilization during inclement winter weather.

Municipal Code Section 17.86.230(F)(3) requires sufficient distance between safe parking facilities. This site is located across Prado Road from the 40 Prado Homeless Services Center which includes an overnight safe parking facility. However, the 40 Prado overnight safe parking area is in the rear parking lot of the 40 Prado HSC there is adequate separation (more than 100 feet between the sites' parking areas). Further, since both sites are managed by CAPSLO, the proximity allows more efficient monitoring by CAPSLO staff.

3. Damon Garcia Sports Complex Parking Lot (680 Industrial Way)

The Damon Garcia Sports Complex is a City-owned facility located at 680 Industrial Way. The surrounding areas are zoned Business Park (BP), Service Commercial (C-S), and Community Commercial (C-C), which ensures a 50-foot buffer from residential use. The site consists of various lighting posts for additional security. Designated parking areas including one ADA parking space, garbage bin and portable restroom locations, and entry/exit routes can be seen in the site plan (see Attachment G).

Traffic barriers will be utilized at this location to prevent non-participant entry into the parking lot during program hours. Barriers will be installed by CAPSLO staff prior to check-in and removed during check-out.

The Damon Garcia Sports Complex Parking lot will only be available for utilization during the months of June and July when the facility is closed for maintenance. The designated parking area was selected to accommodate maintenance equipment and materials that will be stored in other areas of the parking lot during the facility's maintenance closure.

4. Journey Christian Fellowship (317 Foothill Boulevard)

This property is owned by Journey Christian Fellowship. The surrounding uses are Low-Density Residential (R-1) however the 50-ft. residential buffer between the safe parking area and residential uses to the north, south, and west is met due to the large size of the church property and non-residential use of church facilities. The property immediately to the east at 335 Foothill contains a residential structure within the 50-foot residential buffer to the east of the proposed vehicle parking area. This property is owned by Journey Christian Fellowship; City staff have confirmed that it is not used as a residence and that it is used for church programming on Sundays outside of the program's hours (6 p.m. to 7 a.m.).

The site contains a light fixture by the designated ADA parking area for added security. Designated parking areas including one ADA parking space, garbage bin and portable restroom locations, and entry/exit routes can be seen in the site plan (see Attachment G).

The Journey Christian Fellowship site will be utilized during months that best accommodate the congregation's programming and services.

Item 4a

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director's Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

5. Renovate Church (2075 Johnson Avenue)

This property is owned by Renovate Church and the surrounding uses are Moderate-Density Residential (R-2). The 50-foot residential buffer is met, and the designated parking area located within the church parking lot was selected to maximize the buffer from residential properties. The site contains two lighting structures that provide additional security for the designated parking stalls, portable restrooms, and ADA parking space. The site plan demonstrates the location of the designated parking area including one ADA parking space, garbage bin and portable restroom locations, and entry/exit routes (see Attachment G).

The Renovate Church site will be utilized during months that best accommodate the congregation's programming and services.

6.0 ENVIRONMENTAL REVIEW

The proposed Program has been evaluated at each of the proposed site locations, and as the Program is intended to serve as a Low Barrier Navigation Center, it is a use by right/ministerial activity exempt from the California Environmental Quality Act (CEQA) by California Government Code Section 65660(b), in accordance with CEQA Guidelines Section 15268 (exemption for ministerial projects) and 15061(b)(1). Additionally, under California Public Resources Code Section 21080.10(c) (pursuant to SB 1361), actions taken by local agencies to approve a contract for providing services for people experiencing homelessness are exempt from CEQA review. Issuing this Director's Action Permit will allow the City to enter into an agreement with CAPSLO to provide services for people experiencing homelessness. The project is also exempt under the Class 32 categorical exemption for in-fill development (CEQA Guidelines Section 15332.) Finally, the project has no potential for causing a significant effect on the environment and is therefore exempt under CEQA Guidelines Section 15061(b)(3).

7.0 PUBLIC ENGAGEMENT

Since January 2023, City and CAPSLO staff have been meeting monthly with key stakeholders from the faith community to discuss homelessness response priorities and partnership opportunities, including safe parking. Through that stakeholder engagement process, the Rotating Overnight Safe Parking Pilot Program model was developed and refined.

Item 4a

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director's Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

In advance of this Planning Commission hearing, CAPSLO hosted a community information session to inform property owners, tenants, and neighboring businesses of the proposed program and to address any questions or concerns. Notices for the community meeting were mailed to all tenants and property owners within 300 feet of each of the proposed safe parking locations. The community information session was held on January 15, 2025, at the CAPSLO office located at 1030 Southwood Dr in San Luis Obispo.

Separate hearing notices were mailed to the same tenants and property owners within 300 feet of each of the five proposed locations informing them of the Planning Commission hearing. Public notice of the hearing was also published in a widely circulated local newspaper and hearing agendas for this meeting were posted at City Hall, consistent with required notification procedures.

City staff also conducted outreach in person and via email to community partners and businesses adjacent to each of the proposed safe parking sites.

8.0 OTHER DEPARTMENT COMMENTS

The proposed Program has been reviewed by various City departments and divisions including Planning, Housing & Homelessness, Public Works, Utilities, Parks and Recreation, Police, Fire, Parking, Code Enforcement, and the City Attorney's Office. City Public Works and Utilities, Parks and Recreation, and Transportation facilities are included as proposed host sites. Comments received have been incorporated into the draft resolution as conditions of approval.

Additionally, the proposed Program has been considered by the Homelessness Response Steering Committee⁵ for consistency with the City's Homelessness Response Strategic Plan.

9.0 ALTERNATIVES

1. Continue determination. The Planning Commission could continue its decision on the project application to provide time for staff or the applicant to provide additional information if the Planning Commission does not feel it can make a decision at this time. An action to continue the item should include a detailed list of additional information or analysis required to make a decision.
2. Approve an amended resolution. The Planning Commission could amend the conditions included in the attached resolution to address specific concerns.

⁵ The City's Homelessness Response Steering Committee consists of the City Manager, City Attorney, Police Chief, Fire Chief, Director of Public Works, Director of Parks and Recreation, Director of Community Development, Communications Manager, Principal Planner and Homelessness Response Manager

Item 4a

DIR-0612-2024; DIR-0639-2024; DIR-0640-2024; DIR-0641-2024; DIR-0642-2024 – CAPSLO Director's Action Permit Applications for Rotating Overnight Safe Parking Pilot Program Planning Commission Report – January 22, 2025

3. Deny the project. The Planning Commission could deny the project. An action denying the project should include findings that cite the basis for denial and should reference inconsistency with the General Plan, Community Design Guidelines, Zoning Regulations or other policy documents.

10.0 ATTACHMENTS

- A - Draft PC Resolution Approving Rotating Overnight Safe Parking Sites
- B - Rotating Overnight Safe Parking Pilot Program Description
- C - CAPSLO Participant Agreement
- D - CAPSLO Neighborhood Relations Plan
- E - CAPSLO Monitoring and Oversight Plan
- F - Community Resource Overview
- G - Rotating Overnight Safe Parking Pilot Program Site Maps