



COUNCIL REPORT

DATE: November 15, 2022

CATEGORY: Consent

DEPT.: Community Development

TITLE: **Actions Related to Use of City Parking Lot 7 by Santa Clara County/Trinity United Methodist Church/Home First Services to Support a Cold-Weather Shelter (748 Mercy Street)**

RECOMMENDATION

1. Adopt a Resolution of the City Council of the City of Mountain View Authorizing Temporary Closure from Public Access of 15 Parking Spaces Within Parking Lot 7 Between the Hours of 3:00 p.m. through 9:00 a.m., Daily, from November 20, 2022 through March 31, 2023; November 19, 2023 through March 31, 2024; and November 24, 2024 through March 31, 2025, for Use by Santa Clara County's Cold-Weather Shelter Program Staff and Participants, to be read in title only, further reading waived (Attachment 1 to the Council report).
2. Authorize the City Manager or designee to enter into a no-fee license agreement with the County of Santa Clara for the temporary use of 15 parking spaces within Parking Lot 7 between the hours of 3:00 p.m. through 9:00 a.m., daily, from November 20, 2022 through March 31, 2023; November 19, 2023 through March 31, 2024; and November 24, 2024 through March 31, 2025, for use by Home First Services' Cold-Weather Shelter Program staff and participants.

BACKGROUND

Since 2017, the Mountain View campus of the Los Altos United Methodist Church, in partnership with the County of Santa Clara and Home First Services, have partnered together to provide a seasonal Cold-Weather Shelter Program at Trinity United Methodist Church in Mountain View (see location in Figure 1). Santa Clara County administers the Cold-Weather Shelter Program and has contracted with Home First Services to operate the shelter at the church for the past five years without any incidences. The program historically runs mid-November (the week of Thanksgiving) through the end of March, when the cold-weather conditions are most severe. The Cold-Weather Shelter Program serves vulnerable populations, which includes single women and families only, in the Mountain View location at 748 Mercy Street in the P(19) Downtown Precise Plan. Participants are provided overnight shelter, case management services, meals, restrooms, and shower facilities. This winter shelter will house up to 10 households per night (with a

maximum occupancy as permitted by the Santa Clara County Health Department of up to 50 persons).



Figure 1: Project Site and Parking Lot 7

Parking Request

Santa Clara County Home First Services is requesting for shelter staff and participants to use 15 City parking spaces on Parking Lot 7 (See Figure 2) in the downtown area adjacent to the Trinity United Methodist Church. Granting approval of this request will not only allow shelter staff and participants adequate parking during the overnight hours in which the shelter is in operation, but will also allow the shelter to meet the requirements of their existing Provisional Use Permit (PUP) approved in 2017 to operate the shelter at the church. Without provision of parking, the shelter will be in violation of the existing conditions of approval that require an off-site parking management plan. The overnight parking use would neither impact the church, as the shelter occurs during off-peak hours, nor would it significantly impact the surrounding commercial and residential uses, given that the shelter primarily operates during the late afternoon and overnight.



Figure 2: City Parking Lot Map

Timing is critical for this project as the Cold-Weather Shelter Program will begin operation during the week of Thanksgiving. Home First Services and the church notified the City in October that its previous parking agreement with Bank of the West at 501 Castro Street, across Mercy Street, has ended. The bank operator indicated they would not renew the agreement.

This situation was communicated to City staff during the review of an application to modify the existing Provisional Use Permit submitted on September 28, 2022 by the church and Home First Services. The modification request was to extend the existing cold-weather shelter hours of operation to meet the needs of families with school age-children by extending the operating hours from 5:00 p.m. to 3:00 p.m. (two hours earlier) and from 6:30 a.m. to 9:00 a.m. (two and one-half hours later). The extended hours will provide families with school-age children a place to return to after school ends and a place to stay prior to the start of each school day. The church and Home First Services, along with assistance from the County of Santa Clara, has since been trying to obtain parking spaces elsewhere in the downtown area; however, they have not been

successful with parking solutions with other surrounding businesses. As a result, the church and Home First Services reached out to the City for assistance.

Therefore, the church, County of Santa Clara, and Home First Services are requesting the City to allow the continued operation of the Cold-Weather Shelter Program by permitting the use of 15 parking spaces in Parking Lot 7, which is adjacent to the church, for shelter staff and participants only during the shelter operation between Thanksgiving week and March 31, 2023, with options to extend the agreement annually. Staff is recommending authorization for their use of these spaces within the lot for the duration sought, as well as the next two years to accommodate their anticipated needs.

ANALYSIS

The shelter is critical for the continuum of services for unhoused households in Mountain View. Often, the shelter is the first place a household has the time to stabilize and engage with service providers before being able to transition to permanent housing solutions. The City previously allocated Community Development Block Grant (CDBG) funds to support renovations at the site to allow for expanded services for the shelter and other related on-site services.

Authorizing the use of the parking lot would allow Home First Services to continue operating the Cold-Weather Shelter Program at the church and meet its parking needs in accordance with the approved Planning Permit that allows for the operation of the Cold-Weather Shelter Program.

Consistency with City Goals and Objectives

Supporting the proposed use of parking spaces in downtown for the Cold-Weather Shelter Program is consistent with the City's Downtown Precise Plan, Housing Programs, General Plan, and Housing Element since it:

- Encourages the City to support residential uses serving a diverse range of households and incomes, including emergency shelters for the City's vulnerable population;
- Allows for the continued partnership with County agencies, such as the County of Santa Clara, to provide housing assistance for low-income populations;
- Continues to allow the shelter operations at Trinity United Methodist Church, which was allocated through CDBG funds through the City to support renovations, specifically for the shelter use;

- Considers the needs of families with children and women who are within the City’s most vulnerable population and have no other means of housing;
- Facilitates a critical emergency shelter use by ensuring that adequate parking is provided in the downtown area and encourages public partnerships to provide parking where needed; and
- Is supported by the surrounding neighborhood, which includes the Old Mountain View Neighborhood Association.

Parking Demand in Parking Lot 7

The peak parking demand for Parking Lot 7 occurs between 10:00 a.m. and prior to 2:00 p.m. (see Figure 3 for City Parking Lots Usage Table), when as much as 90% of the parking spaces are filled during daily business hours. There is a smaller peak parking demand from 6:00 p.m. to 8:00 p.m., when approximately 14 to 18 parking spaces are generally available. Outside of Lot 7, there is typically available parking capacity in other surrounding lots, such as Garage 3 and Lot 9. Therefore, use of this lot for the Cold-Weather Shelter Program is not anticipated to impact the peak daytime parking needs for this lot.

OVERALL AVERAGE WEDNESDAY-SATURDAY	Total Spaces	10am	12pm	2pm	4pm	6pm	8pm	All Day/Week Averages
Parking Garage 1	313	52%	79%	73%	64%	70%	71%	68%
Parking Lot 2	104	48%	94%	88%	92%	103%	94%	87%
Parking Garage 3	405	21%	34%	36%	30%	27%	44%	32%
Parking Lot 4	88	55%	97%	88%	84%	100%	95%	86%
Parking Lot 5	94	61%	97%	83%	84%	96%	89%	85%
Parking Lot 6	98	69%	98%	97%	83%	82%	89%	86%
Parking Lot 7	94	88%	90%	76%	72%	81%	85%	82%
Parking Lot 8	61	18%	68%	57%	50%	84%	69%	58%
Parking Lot 9	90	72%	91%	85%	76%	80%	76%	80%
Parking Lot 11	77	12%	29%	37%	46%	69%	69%	44%
Parking Lot 12	160	28%	56%	41%	33%	50%	63%	45%

Figure 3: City Parking Lots Usage Table

To allow the use of the parking lot for this purpose, a resolution is required (see Attachment 1—Resolution for Use of Parking Lot 7).

Neighborhood Meeting

On October 17, 2022, Home First Services and Trinity United Methodist Church attended a community meeting with the Old Mountain View Neighborhood Association (OMVNA), at which time the proposed extended hours of operation were discussed. OMVNA indicated that they were supportive of the extended hours of operation and had no other concerns.

Zoning Administrator Public Hearing

On November 9, 2022, the Zoning Administrator held a public hearing and approved a request to modify a previously approved Provisional Use Permit (PUP) by the church and Home First Services to extend the hours of operation of the program to 3:00 p.m. and 9:00 a.m., daily. The PUP maintains an existing condition whereby the applicant must maintain a Parking Management Plan, subject to approval by the Zoning Administrator. The proposed resolution and subsequently required City parking license agreement would fulfill this Parking Management Plan requirement.

CONCLUSION

The proposed use of parking spaces in Parking Lot 7 of the downtown area for the Cold-Weather Shelter Program is consistent with the City's Downtown Precise Plan, Housing Programs, General Plan, and Housing Element as it supports a continued service in the City. Therefore, City staff is proposing the adoption of a resolution to allow the use of 15 parking spaces within Parking Lot 7 by participants and staff of the Cold-Weather Shelter Program for the next three years. During this time, staff can evaluate and monitor any impacts to the downtown parking program.

FISCAL IMPACT

There is no cost to the City associated with the recommended actions. The proposed license agreement with the County of Santa Clara is a no-fee agreement, with the City receiving no compensation for the temporary use of Parking Lot 7.

ALTERNATIVES

1. Direct staff to identify an alternative public lot to accommodate participants to satisfy the requirements of the Cold-Weather Shelter program.
2. Provide other direction to staff.

PUBLIC NOTICING

Agenda posting, and a copy of the Council report was sent to the Downtown Business Association.

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Attachment: 1. Resolution for Temporary Parking in Lot 7