

- A. **Applicability.** The following standards apply to the provision of off-street parking areas intended for unhoused individuals and families living in vehicles, including recreational vehicles. Such parking is intended to be a safe place for overnight shelter and services to facilitate the transition to permanent housing.
- B. **Prohibited Locations.** Safe Parking is prohibited on religious facility sites located in a RS or RM zone. On parcels with multiple zoning designations, Safe Parking is prohibited on any portion of the site zoned RS or RM.
- C. **Application requirements.**
1. The program operator shall have a written management plan subject to the review and approval of the Zoning Administrator. The management plan shall include the following:
 - a. Site plan indicating the location of trash and recycling facilities, water, restroom facilities, exterior lighting, location and distances to residential properties, location of nearest public transportation, and location of designated overnight parking spaces.
 - b. Hours of operation.
 - c. Total number of vehicles to be served on-site.
 - d. Maximum size of vehicles to be served on-site.
 - e. Monitoring and oversight program.
 - f. Neighborhood communications strategy plan, including contact information for the facility.
 - g. Any other information deemed necessary by the Zoning Administrator to ensure compliance with the requirements of this section.
- D. **Performance Standards.**
1. **Case Management.** The safe parking use shall be managed by a program operator that participates or is willing to participate in the Pasadena Continuum of Care Program and Coordinated Entry System and provides access or linkage to the Coordinated Entry System.
 2. **Sanitation.** Restroom, Water, and Trash Facilities shall be provided, maintained, and accessible to clients during safe parking facility hours.
 3. **Authorized Vehicles Only.** The Program Operator shall ensure that only vehicles registered in the program are parked overnight during program hours. A parking permit shall be provided to all clients to be displayed in vehicle windows in a form approved by the Zoning Administrator.
 4. **Written Agreement.** Only clients who have entered into a written agreement with the Program Operator shall be allowed to use parking spaces overnight. The written agreement shall include, but is not limited to, the following terms and conditions:
 - a. Only one vehicle allowed per individual or family.
 - b. Vehicles may only be occupied by clients and household members. Guests shall not be allowed.
 - c. Vehicles permitted on-site may include recreational vehicles, as defined in Section 14.50.020.J. Such vehicles are exempt from the provisions of Section 14.50.040.29 pertaining to prohibited activities or conditions.
 - d. No fires of any kind shall be allowed.
 - e. No music may be played that is audible outside of clients' vehicles.
 - f. No cooking or food preparation shall be performed by clients outside of their vehicles. Cooking inside of client vehicles is prohibited unless the vehicle was manufactured with cooking appliances.
 - g. Camping tarps, tents, or other related equipment attached to or beyond the clients' vehicles are prohibited.
 - h. Clients shall maintain control of animals. Animals shall be kept on a leash at all times. Animal waste shall be picked up immediately and disposed of properly.
 - i. Clients shall not dump sewage or other waste fluids or solids outside a vehicle.