

# CITY OF SUNNYVALE

*The Heart of Silicon Valley* <sup>SM</sup>

456 WEST OLIVE AVENUE

SUNNYVALE, CALIFORNIA 94086

(408) 730-7480

*Office of the City Manager*

June 30, 2015

Mr. Gary Graves, Chief Operating Officer  
Office of the County Executive  
County of Santa Clara  
70 West Hedding Street, 11th Floor  
San Jose, CA 95110

**Re: Request for Information Regarding New County Shelter Facility in Sunnyvale**

Dear Mr. Graves:

Following our very brief conversation last week on this topic, Supervisor Simitian contacted my office regarding the County's plans to develop a new cold weather shelter facility on excess County property located in Sunnyvale for operations beginning in late November or early December of this year. On June 23, I spoke with him regarding this proposal, and he indicated that no detailed plans or project description were currently available, and that the County staff was exploring several alternative structure types at this time, such as a large tent and/or modular structures. He indicated that County staff would have more specifics about the project available in late July, such as a project description and site plans. We understand from your staff that the facility will require the County to connect to several City utilities to provide services to the site such as water, sewer, solid waste disposal, and/or storm water drainage.

City staff is available to answer any questions your staff may have about obtaining such connections. To assist the County in its evaluation, attached find staff contact information, a list of the basic requirements for utility connections, and information about the required encroachment permit. In turn, we have also included a list of questions that we request that the County answer, to the extent information is available, and in order to enable City staff to answer any Council and/or public questions that will likely arise about the County's project. Alternatively, we seek the appropriate County contacts that would be able to handle those inquiries and responses to them.

If our staff can assist your staff in developing an appropriate public outreach plan or any other aspect of this project, please let me know.

Sincerely,



Deanna J. Santana  
City Manager

## **Sunnyvale Utility Connections / Encroachment Permit Requirements**

- City provides water, sewer, solid waste disposal, and storm water drainage facilities in the vicinity that can provide required services to the site.
- Utility connections require an encroachment permit from DPW.
- Applications, design guidelines and specifications are available online:  
<http://sunnyvale.ca.gov/Departments/PublicWorks/EncroachmentPermits.aspx>
- Water and sewer connection fees will apply. A surety bond or cash payment may also be required to guarantee completion or warranty the work performed.
- Sewer impact analysis may be required to determine impact on existing main.
- Solid waste disposal service fees are typically included on water/sewer bill.
- A storm water management plan will be required if the project will create or replace 5,000 SF of parking lot area or 10,000 SF of other impervious surfaces (walkways, roofs, etc.).
- Other utility providers in area include PG&E, AT&T, and Comcast.
- Site planner should also check with VTA to confirm location of existing bus stop at Fair Oaks Ave.
- New sidewalk and/or driveway approaches may be needed for emergency access.
- Solid waste collection vehicles may require driveways on both Fair Oaks and California to allow trucks to enter and exit property. Otherwise, an on-site turn-out or turn-around will be required, which may require larger portion of site to remain vacant.

### **City Contacts:**

Judy Chu, Senior Engineer, DPW  
(408) 730-7413  
[jchu@sunnyvale.ca.gov](mailto:jchu@sunnyvale.ca.gov)

Manuel Pineda, Public Works Director, DPW  
(408) 730-7415  
[mpineda@sunnyvale.ca.gov](mailto:mpineda@sunnyvale.ca.gov)

## Request for Information

### Public Outreach / Noticing

- Please share draft public outreach plan with the City, including a list of impacted/interested stakeholders, and a timeline for implementation.
- A meeting between appropriate City and County staff is suggested to review the outreach plan before the County begins the outreach process.
- Please describe the type of public noticing planned (i.e., mailed notices, legal ads, website, email; proposed mailing radius; languages)
- Please provide the appropriate County contacts for media and public inquiries about this proposal.
- Please provide a FAQ with anticipated questions and appropriate responses for use by the City Communications Office.
- Please provide a list of compelling talking points on the need for the proposed project.

### Design / Visual Impacts

- Please describe the type of fencing/visual screening planned for the perimeter of the site.
- The County may consider offering to install new front yard fencing to adjacent homeowners to limit trespassing/loitering by clients of the new facility (overflow and/or after-hours) on nearby residential properties.
- The new facility should be designed to provide safe, secure sleeping areas for single females and parents with small children, apart from areas for single adult males, given the large number of female homeless adults counted during the 2015 homeless census.
- Please provide elevations or renderings of the proposed structure(s) as located on the site.
- When will the County determine whether to use modulars or the large tent?
- Is any type of on-site security lighting or street lighting proposed that may cause excessive light impacts to neighbors?

### Operational Issues

- Please describe how the facility will be secured during off-season months, when shelter is not in use, to prevent unauthorized camping/trespassing on the site.
- Will the structures be removed after the CWSP season ends?
- Given the investment required to establish a temporary facility at this site, and the difficulty in locating another site, is it likely that the facility may become permanent and/or operate year-round?
- Staff suggests assigning new street addresses to the site: 204 N. Fair Oaks for the R&A staging area and 212 N. Fair Oaks for the new shelter facility.
- Please describe how the County will control excessive loitering in the neighborhood (i.e., at night by those who could not be accommodated within the facility, and by clients and prospective clients during the daytime once the facility closes for the day, between 8am and 5pm).



- Staff suggests operating the facility by referral only, until capacity is reached (similar to CSI and some family shelter operations), rather than by an “everyone line up at the door, first-come, first-served” approach, so that overflow demand does not result in unauthorized camping, loitering and/or trespassing in the neighborhood and the broader vicinity. This could be an effective measure to mitigate impacts to the adjacent neighborhood.
- Staff also suggests that the CWSP program at this site be operated to offer stays of longer than one night at a time (weekly, monthly, seasonal), similar to what was offered through the 2014-15 North County CWSP program. This would provide more stability/comfort for the clients and minimize the amount of daily pedestrian traffic and daytime loitering impacts to the neighborhood.

### **Environmental Issues**

- County staff has mentioned possible use of diesel generators to provide power to site. Generators often create noise and/or air quality impacts on neighbors in the vicinity (and potential shelter occupants). Please describe the mitigation measures planned to mitigate these impacts.
- A BAAQMD permit may be required for proposed use of generators.
- City noise ordinance prohibits generator noise in excess of 50 dBA at night and 60 dBA during daytime hours. Please clarify whether generators will exceed these noise levels.
- Please identify the level of CEQA review planned for this project and provide a timeline for the CEQA process.
- What potential environmental impacts has the County staff identified related to this project?
- What potential mitigation measures has the County identified to address those potential impacts, if any?

### **Solid Waste**

- What is County’s plan for solid waste/recycling disposal?
- How much waste/recyclables volume is anticipated to be generated by food delivery packaging and/or other on-site waste streams?
- The site plan should show the designated area on-site for solid waste bin staging and collection.
- Staff suggests providing through-road access (two driveways connected by roadway through site) for solid waste vehicle ingress/egress; otherwise an on-site turn-out/turnaround area will be required.

### **Fire Prevention / Public Safety**

- Please confirm that the proposed structure(s) will be sited at least 20 feet from all property lines, generators and vehicles parked on public streets.
- Please describe the type of heating and fuel sources proposed to provide heat and electricity to the structure.
- Please provide a fully dimensioned site plan to verify adequate Fire vehicle access to the site, including location of fire access roads and hydrants.

- The proposed structure should be made of fire-resistant material approved by the State Fire Marshal.
- Please describe the approved fire protection system, or if the structure is not sprinklered, will a Fire Watch be provided at all times of building occupancy?
- Since the facility will be on County property, will the Sheriff's Office be responsible for handling non-emergency calls at the site?
- Will the Sheriff's Office write the reports/handle the investigation of emergency calls that are mitigated before they arrive at the site?
- Public safety impacts may arise related to large volumes of pedestrian ingress and egress to the site during the opening and closing of the facility each day (crossing thoroughfares such as Fair Oaks and/or the onramp to Central Expressway. Please describe any planned mitigation for such pedestrian access concerns.
- Staff suggests that the County coordinate with Sunnyvale Public Safety to delineate jurisdictional responsibilities, plan for appropriate service levels, and possibly develop a coordinated response plan.
- Please describe any measures planned to minimize likely impacts to nearby parks (Murphy, Fair Oaks, and Victory Village), such as unauthorized camping by prospective clients and/or heavy daytime usage by shelter clients, which may exceed capacity of the facilities in these parks (restrooms, trash bins, seating areas, etc.).
- Please describe any measures planned to minimize likely impacts to residential and/or commercial/industrial properties in the vicinity, such as trespassing, littering, sleeping, camping, etc., on private property.