

Library Commission 01/08/20

Item #5

Consider Draft Letter to Council to Address Abuse of the
4-Minute Parking Located Near the Book Return and
Support Options to Increase Enforcement Opportunity
for Use of the 4-Minute Parking Stalls

Written Communication

From: [Liana Crabtree](#)
To: [Whitney Zeller](#)
Cc: [Clare Varesio](#); [Nancy Howe](#); [Christine Hanel](#); [Rahul Vasanth](#); [Liana Crabtree](#)
Subject: Re: Library Commission Special Meeting Agenda 1.8.20
Date: Monday, January 6, 2020 10:53:27 PM
Attachments: [image001.png](#)
[image003.png](#)
[image005.png](#)
[image007.png](#)
[image009.png](#)
[image011.png](#)
[image013.png](#)
[image015.png](#)
[4-minute parking_20200108.pdf](#)

Hi Whitney,

Attached, please find the draft letter for Agenda Item 5 (4-minute parking) attached. If possible, may we have 10 printed copies of the draft letter for the meeting? Ideally, the attachments (pp 5-15) would be printed in color, but if it is not possible, could just page 15 be printed in color?

Please let me know if it is not possible to print the draft letters before Wednesday's meeting and I will have them printed.

Thanks very much for preparing the January agenda.

Happy New Year!

Liana

From: Whitney Zeller <whitneyz@cupertino.org>
Sent: Monday, January 6, 2020 2:47 PM
Cc: Clare Varesio <cvarerio@sccl.org>; Nancy Howe <nhowe@sccl.org>; Christine Hanel <ChristineH@cupertino.org>
Subject: Library Commission Special Meeting Agenda 1.8.20

Dear Commissioners (Bcc'd),

Attached is the published agenda for the January 8th special meeting.

Sincerely,

Whitney Zeller
Administrative Assistant
Parks and Recreation
WhitneyZ@cupertino.org

Cupertino Library Commission
10185 N Stelling Rd
Cupertino, CA 95014

January 9, 2020

Cupertino City Council
Cupertino City Manager
10350 Torre Ave
Cupertino, CA 95014

Honorable Mayor Scharf, Vice Mayor Paul, Council Members Chao, Sinks, and Willey, and City Manager Feng:

As you are well aware, we have high demand for parking spaces in the shared lot for City Hall, Community Hall, and the Library (civic center parking lot); on some occasions, visitors to the area misuse time-limited and charging station parking spaces.

The Cupertino Library serves more than a million patrons each year—the most out of any library within the SCCLD—and misuse of these parking spaces impact the various uses from pedestrian foot traffic, bicycles, and automobiles. Misuse of the timed slots greatly exacerbates traffic congestion which affects the entire civic center parking lot while also elevating public safety concerns in an area where cars and bicycles are trying to get in and out of the lot, vehicles stop as passengers are being picked up or dropped off, books are being dropped off, and so much more. Therefore, misuse of the 4-minute stalls and charging station spaces have traffic and public safety impacts on this core area of great significance to our community.

Library Commissioners have made anecdotal observations of parking behavior in the 4-minute stalls located near the book drop and often observe visitors using the spaces for activities not related to returning books and often lasting longer than the four minutes permitted. For example, visitors park in the 4-minute stalls to wait for passengers who are inside the library or to exit their vehicles and enter a building in civic center plaza, presumably for a task that they expect to complete quickly.

However, these non-book return activities sometimes take much longer than visitors anticipate. As a result, we have observed some vehicles parked in 4-minute parking for 30 minutes or more. In the past year, Library Commissioners have met with and traded communication with representatives from Code Enforcement and Public Works to address community concerns regarding the parking situation in the civic center parking lot, including misuse of the 4-minute parking stalls. We appreciate very much the time invested and the thoughtful responses we have received from all staff members who have helped commissioners address parking and congestion concerns in the civic center parking lot.

With prompt assistance from City staff, we have added two A-frame signs near the book drop to encourage visitors to respect the time-limit assigned to parking spaces closest to the book drop (Attachment A). We believe the signs will be more effective if Code Enforcement could intermittently monitor use of the 4-minute stalls, especially during evening and weekend hours when the library is busiest. Perhaps it would be possible that then visiting the civic center parking

lot, Code Enforcement could monitor usage of the charging station parking stalls (are parked vehicles charging or just parked?) and the bike racks (are bicycles locked securely? is there suspicious activity happening near the parked bicycles?).

However, with assistance from past Library Commission liaison Kim Calame and guidance from Code Enforcement representative Gulu Sakhrani, we understand that the Code Enforcement team is not staffed to patrol the civic center parking lot on evenings and weekends (Attachment B) which significantly reduces the ability of the City to hold those who misuse the time-limited stalls and the charging station stalls in the civic center parking lot accountable.

Suggestions to Address Misuse of Time-limited Parking Stalls in the Civic Center Parking Lot

Option 1

Consider increasing headcount for Code Enforcement to support intermittent weekend and evening monitoring of time-limited parking stalls, including but not limited to misuse of the 4-minute parking stalls and charging station stalls. Use the additional headcount to support weekend and evening monitoring of Civic Center Plaza generally, including detection of suspicious activity near the bike racks.

Option 2

Remove the 4-minute parking stalls because the time limit is unenforceable during library peak use times. Replace the four 4-minute parking stalls with other possible uses:

(a) Passenger loading and unloading zone. (Civic Center Plaza has no designated passenger loading/unloading zone today.)

(b) Four "Lucky Day" parking stalls. (The 4-minute parking stalls are among the closest to the Library and Community Hall entrances but are not served by ramps and walkways which make them unsuitable for handicapped parking. "Lucky Day" stalls could be assigned the same time limits as other general use parking stalls in the civic center parking lot but should include signage to alert visitors of the changed use. A benefit of eliminating the 4-minute parking stalls could be improved flow through the congested turn-around point near the stalls today. General use traffic in the parking lot is slowed as visitors wait for the steady stream of cars pulling in and backing out of the 4-minute parking stalls.)

Option 3

Consider a reconfiguration of the civic center parking lot to accommodate:

(a) easier and more efficient entry and exit to and from most parking stalls;

(b) the addition of a multi-use lane for short-stay parking, including community shuttle and private vehicle passenger loading and unloading, and automated book return access;

(c) the removal of the four 4-minute parking stalls; and

(d) the addition of a dedicated lane for driver-side access to a standalone book drop box.
(Attachment C)

Option 4

Maintain the status quo. Keep the 4-minute parking stalls and rely on the A-frame signs to encourage awareness of time-limited parking constraints as well as compliance without additional patrols of the civic center parking lot by Code Enforcement.

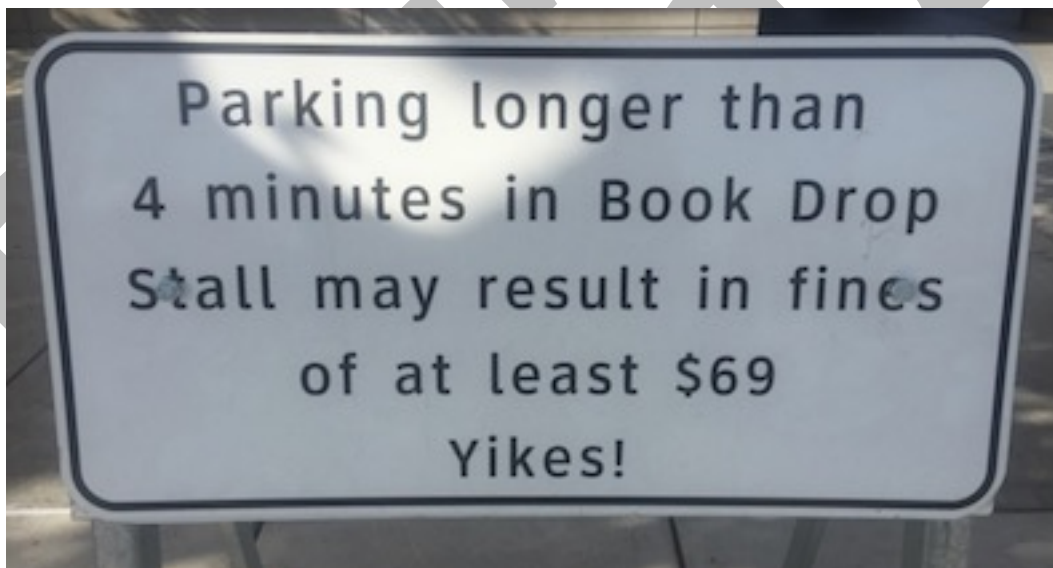
It is important to note that the library expansion project will have various impacts on the area of interest and increase the need to ensure that the 4-minute and charging station parking slots are used optimally. When charging station slots remain unused for large portions of the day, the opportunity cost of the restriction is high due to their close proximity to the 4-minute stalls.

Thank you for your consideration of opportunities to improve the public's ease of access to facilities located in Civic Center Plaza.

Sincerely,

Liana Crabtree, Chair
Amanda Wo, Vice Chair
Christie Wang
Qin Pan
Rahul Vasanth

Attachment A



Attachment A, reminder to visitors to comply with time-limited parking restrictions assigned to the book drop stalls

Attachment B

Re: Cupertino Library - 4-Minute Parking Signs

Liana Crabtree

Mon 11/25/2019 8:33 AM

To: Clare Varesio <CVaresio@sccl.org>

Cc: Kim Calame <kimc@cupertino.org>

Hi Clare,

I realized as I considered Gulu's replies that there were suggestions we might want to make to Council regarding time-limited parking and ideas to alleviate traffic congestion in the parking lot that we had not discussed during commission meetings. As a result, I have asked to bring the 2 parking items back to the commission in December, when we can review and edit specific letter drafts.

I do think it would be helpful to include the email thread with Gulu as an attachment to the meeting agenda unless anyone sees a reason not to do that.

Thank you for bringing this item to the commission's attention.

Liana

On Nov 24, 2019, at 6:12 PM, Clare Varesio <CVaresio@sccl.org> wrote:

Hi Kim and Liana –

I met with Qin earlier this evening, and had planned to forward her the email string below as she had questions about the 4-minute parking at Cupertino Library. However, I see that Christie was included in that string, and do not want to run afoul of the Brown Act in including too many Commissioners in this conversation.

I know that the 4-minute parking will be discussed at the December Library Commission meeting. Would the information below be available to the Commissioners either at that meeting, or beforehand? I found the responses helpful in considering the issue.

Thank you –
Clare.

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

Clare Varesio | Community Librarian
Santa Clara County Library District | [.././.././../jmount/AppData/Roaming/Microsoft/Signatures
/Main%20Signature_files/www.sccl.org]www.sccl.org
Cupertino Library | 10800 Torre Ave | Cupertino, CA 95014
(408) 446-1677 x 3300

From: Liana Crabtree <lcabtree@cupertino.org>
Sent: Friday, November 15, 2019 1:04 PM
To: Gulu Sakhrani <GuluS@cupertino.org>
Cc: Jeffrey Trybus <JeffreyT@cupertino.org>; Clare Varesio <CVaresio@sccl.org>; Whitney Zeller
<whitneyz@cupertino.org>; Kim Calame <kimc@cupertino.org>; Christie Wang
<cwang@cupertino.org>
Subject: Fw: Cupertino Library - 4-Minute Parking Signs

+ Clare Varesio, Jeffrey Trybus, Whitney Zeller, and Christie Wang

Hi Gulu,

Thank you for sharing your comprehensive and thoughtful notes regarding enforcement of the 4-minute time limit in parking stalls near the book drop.

From your notes (Items 2 and 5) below, when you reference "Planning Commission," do you mean "Library Commission"? Care hand handling of the 4-minute parking stalls has come before the Library Commission a couple of times since I joined the commission in 2017, and commissioners are appreciative of attendance and/or input we have received from Code Enforcement for those meetings. Has the topic of enforcement of 4-minute parking in the book drop slots also come before the Planning Commission?

From your notes (Item 4), from memory (and maybe others can jump in with their recollections, too!), when the Library Commission discussed adding a drive-up book drop box in the parking lot, there wasn't necessarily opposition to the idea of a drop box, but there were concerns that adding a drop box would (a) require reconfiguration of the parking lot and a loss of some number of spots to ensure safe and efficient passage to patrons dropping books and for staff collecting them; and (b) as you have also identified (Item 3), drivers have their own reasons for overstaying their allotted time in the 4-minute stalls. Adding a drop box in the parking lot won't change the behavior of drivers who ignore the signs and park in 4-minute for reasons that are unrelated to returning books.

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

Regarding adding metered parking to the Civic Center lot, I don't recall recent discussions with the Library Commission on this topic. Very likely the commission has discussed metered parking and either I wasn't present or I don't remember. My sense, though, is that metered parking in the Civic Center lot would be very unpopular with residents for all the reasons that people don't like metered parking elsewhere. Metered parking could be viewed as a kind of an added fee (double tax?) to access public facilities that are already funded by tax payers.

The Library Commission recognizes that dissatisfaction associated with misuse of the 4-minute parking stalls is a small part of a larger issue related to heavy demand for access to public facilities (Library, Community Hall, Library Field) during peak evening and weekend hours coupled with an insufficient number of parking stalls. The Library Commission recognizes that solutions to the current parking shortages will need to involve encouraging the public (a) to use alternative forms of transportation when traveling to the Library and Civic Center area; and (b) to park in the neighborhood when walking/biking/Via Cupertino shuttle/public buses are not practical/possible travel options. On the City side, efficient use of the parking lot could be improved if the site could be improved to include a safe, clearly designated loading zone for private vehicles and Via Cupertino shuttles.

Library Commissioners would like to be supportive of whatever efforts may be in the works to add evening and or weekend resources to the Code Enforcement team, such that in the future it may be possible to monitor occasionally the parking behavior near the Library and Civic Center on evenings and weekends. Library Commissioners understand evening and weekend monitoring of the Library and Civic Center lot is not possible today due to staffing constraints.

Sincerely,

Liana Crabtree
Library Commissioner

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

From: Kim Calame <kimc@cupertino.org>
Sent: Tuesday, November 12, 2019 9:37 AM
To: Liana Crabtree <lcrabtree@cupertino.org>
Subject: FW: Cupertino Library - 4-Minute Parking Signs

Here you go!

Kim Calame
Recreation Supervisor
Parks and Recreation
< KimC@cupertino.org>
(408) 777-3139
< < < < < < <

From: Gulu Sakhrani <GuluS@cupertino.org>
Sent: Tuesday, November 5, 2019 8:29 AM
To: Kim Calame <kimc@cupertino.org>
Cc: Albert Salvador, P.E., C.B.O <AlbertS@cupertino.org>; Jason.Brown@shf.sccgov.org; Code <Code@cupertino.org>; David Stillman <DavidS@cupertino.org>
Subject: Re: Cupertino Library - 4-Minute Parking Signs

Good morning Kim,

Here is my perspective.

1. Code Enforcement has provided constructive suggestions to the Planning Commission over time. Most of which have been passed over.
2. Our officers enforce the violations when possible. I personally have enforced the 4-minute-parking space for the past 13 plus years numerous times.
3. Same issues... new violators and many have their own reasons **for**

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

ignoring the signs for the time allotted to drop off borrowed items into the slot.

4. Code Enforcement has recommended paid parking meters, relocating the 4-minute-book drop spaces to Pacifica Drive and having a drive-up drop box or even replacing these 4-minute-spaces with disabled parking. **Disabled parking violations can be immediately cited upon being on viewed by the officer/deputy.**
5. The Planning Commission decided instead to update verbiage for new a-frames for enforcement.
6. I would not recommend putting our phone number to call Code for each violation. We do not have any administrative staff in the office to answer phones/complaints when they are called in.
7. Residents can call the Santa Clara County Communications non-emergency number at 408-299-2311 to report each violation – but in reality, by the time code officers or deputies arrive to monitor that “4-minute-violation”, the driver will have moved.
8. During the week, Jeff and I work our code duties and conduct investigations in the field. Daniel works part time and conducts numerous Parks and Rec duties all weekend so we only have him for cite writing and other code parking issues Mondays and Tuesdays. Phillip does not cite for parking violations.

Hopefully, you understand this and you can pass this along on my behalf.

Thanks,

Gulu

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

From: Jeffrey Trybus <JeffreyT@cupertino.org>
Sent: Monday, November 4, 2019 11:21 AM
To: Code <Code@cupertino.org>
Cc: Albert Salvador, P.E., C.B.O <AlbertS@cupertino.org>; Jason.Brown@shf.sccgov.org
<Jason.Brown@shf.sccgov.org>
Subject: Fw: Cupertino Library - 4-Minute Parking Signs

Hello All,

Looks like we have another round of 4-Minute parking concerns from the Library Commission.

Does anyone want to attend the next meeting to listen to their concerns? I've already gone to two (2) meetings so far. Let's try and work as a team on this one.....

Thanks,
Jeff

From: Kim Calame <kimc@cupertino.org>
Sent: Monday, November 4, 2019 10:24 AM
To: Qin Pan <QPan@cupertino.org>
Cc: Liana Crabtree <lcrabtree@cupertino.org>
Subject: RE: Cupertino Library - 4-Minute Parking Signs

Hi Qin, we can invite Code Enforcement...I'm not sure they can come again.... I have to say that this is not going to be high on the list of priorities as they have to patrol the whole city. Their hours are M-F until 4:30...and there is someone on Saturday and Sunday morning. They will do regular patrols of the parking lot...and the rest of the city. I'm just not sure of what else we can expect from them. We can ask. Kim

 **Kim Calame**
Recreation Supervisor
Parks and Recreation
KimC@cupertino.org
(408) 777-3139
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[<image005.png><image006.png><image007.png>](#)
[<image008.png>](#)

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

From: Qin Pan <QPan@cupertino.org>
Sent: Monday, November 4, 2019 7:44 AM
To: Kim Calame <kimc@cupertino.org>
Subject: Re: Cupertino Library - 4-Minute Parking Signs

Kim,

I talked to Clare over the weekend about the 4 minutes parking issues, and she suggest that if we can invite Code Enforcement to our meeting, and discuss how we can help enforce the 4 minutes parking issues.

I had picture of the same car parking at the 4 minutes parking spot for more than 30 minutes.

Let me know,
Thank you!
Qin

Attachment B, information exchange with commissioners and City and Library staff to consider possible improvements the parking situation in the civic center parking lot

Attachment C

Draft



Attachment C, not to scale, reconfigured parking lot idea to accommodate [1] driver-side standalone book drop; [2] short stay parking for passenger loading and unloading and use of the automated book return; [3] preserved use of the four existing charging station stalls. "Lavender zones" indicate location and flow direction for pull-in, pull-out, short-stay parking. **Note:** The source for the background graphic for the reconfigured parking lot was borrowed from the December 2019 Cupertino Civic Center transportation survey.

Library Commission

01/08/20

Item #6

Receive Update From the
Working Group Regarding
New/Potential Quiet Zones
and Signage in the Library

Written Communication

January 8, 2020

Subject: Written Communication Library Commission, Agenda Item 6, Quiet Zone Signage

Re: Examples of Quiet Zone Signage at Mitchell Park Library (Palo Alto City Library) and Mountain View Public Library

To Whom It May Concern:

Please find photos of quiet zone signs posted at nearby city libraries below.

Respectfully submitted,

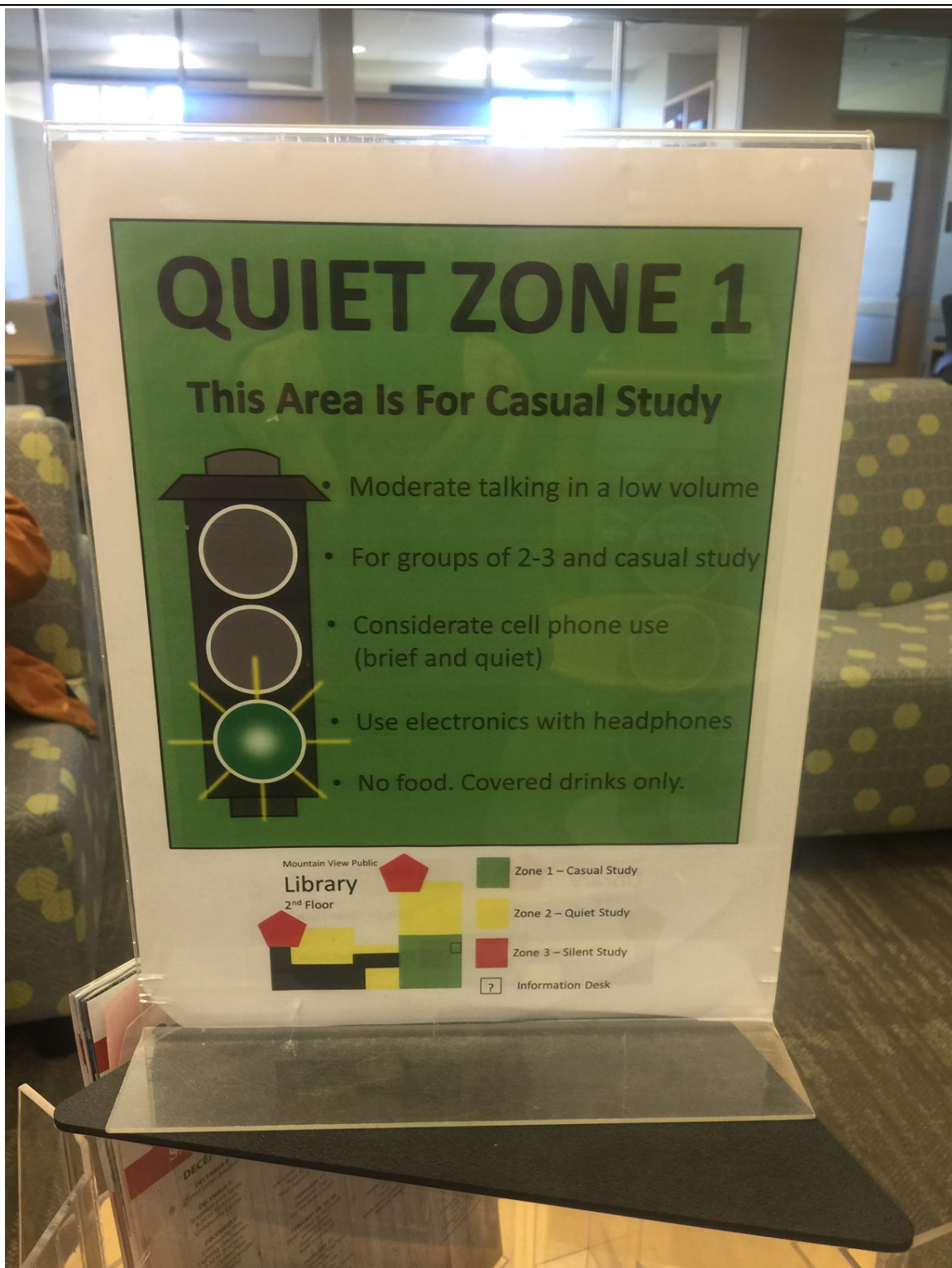
Liana Crabtree

Attachment A

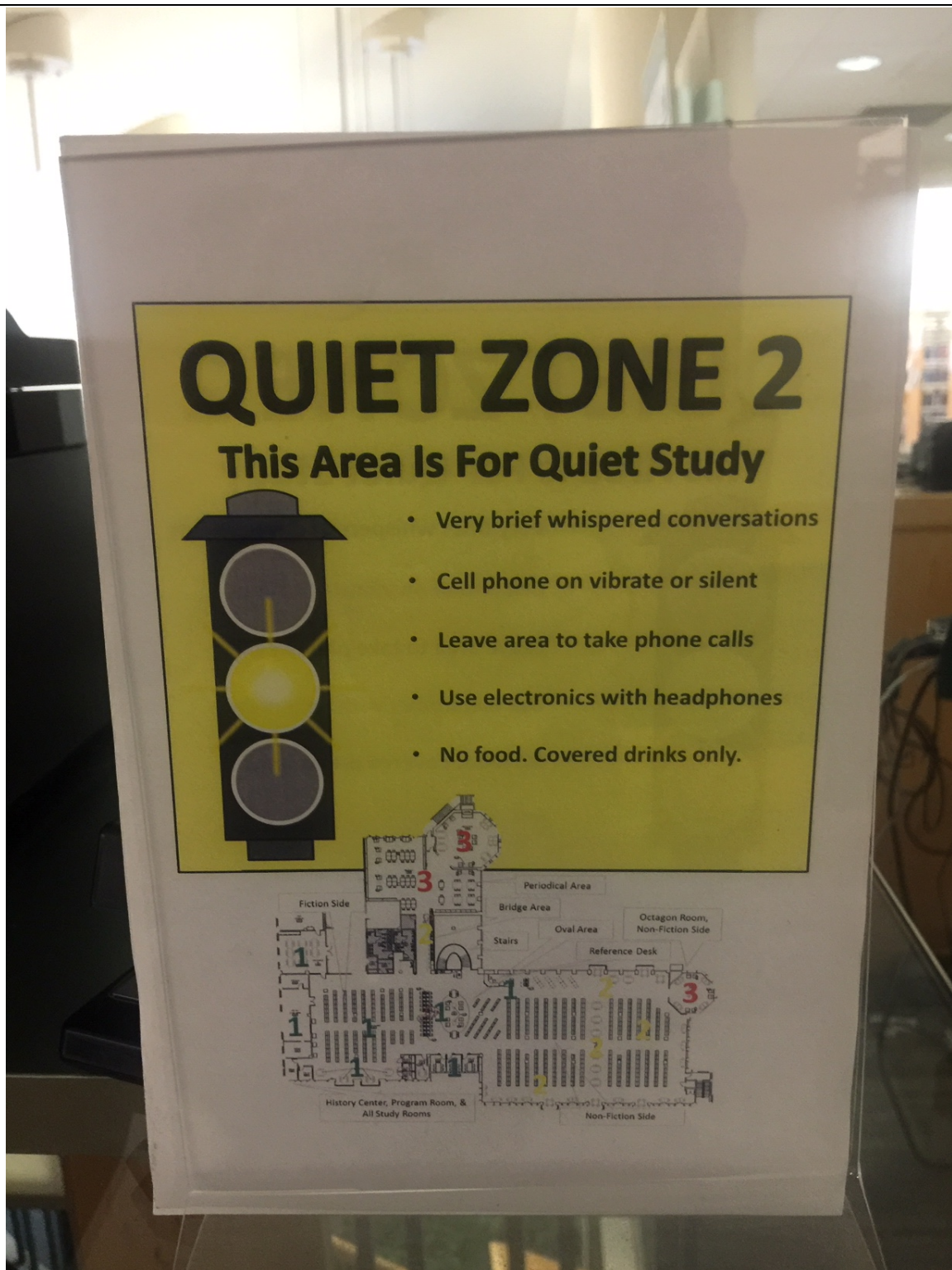


Attachment A, quiet zone sign posted at the Mitchell Park Library, 2nd Floor, near the 2- and 4-person table seating area

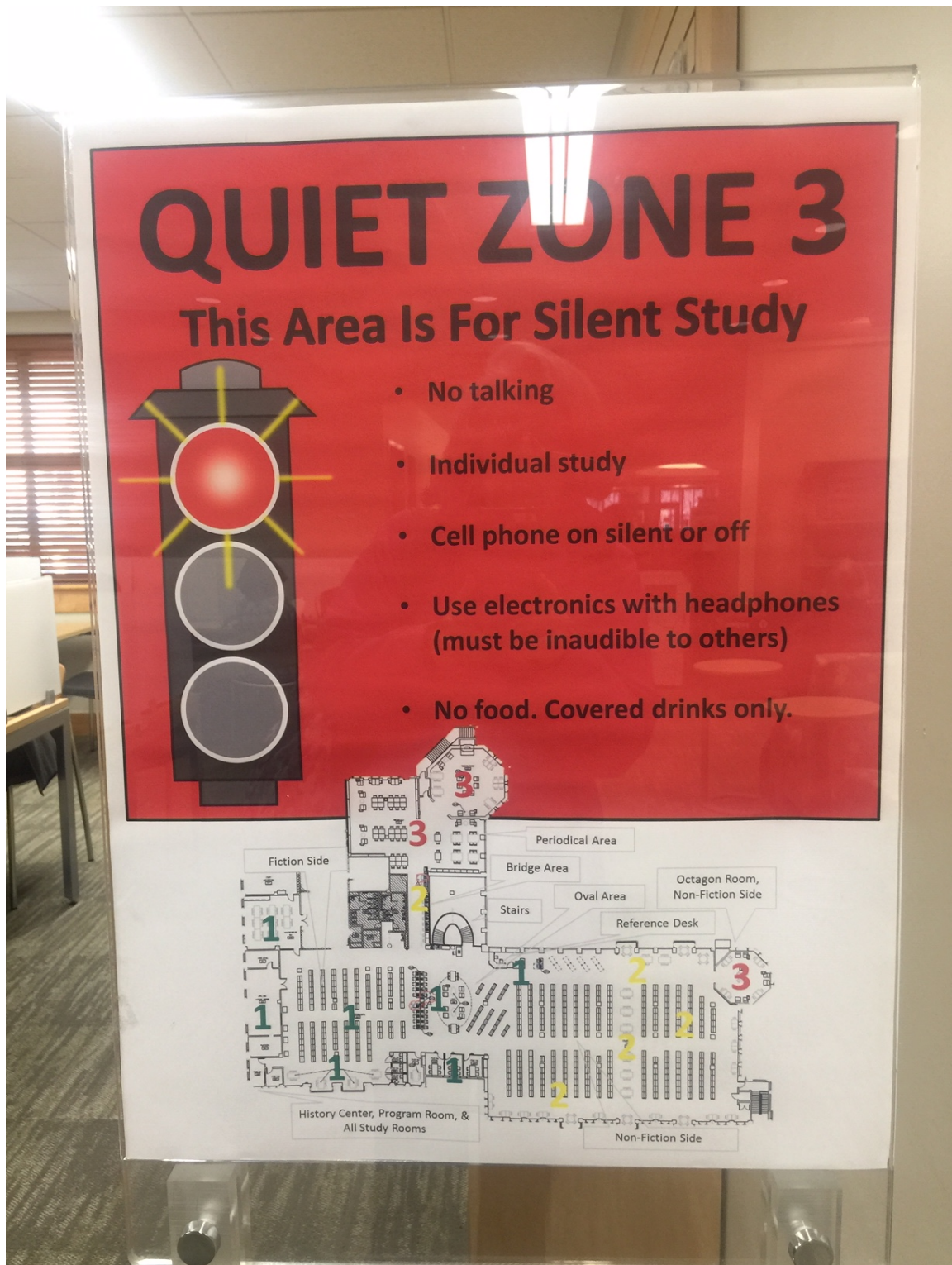
Attachment B



Attachment B, quiet zone sign posted at the Mountain View Public Library, 2nd Floor, casual seating area located near featured materials kiosks (Quiet Zone 1, Casual Study)



Attachment B, quiet zone sign posted at the Mountain View Public Library, 2nd Floor, computer terminal and hallway area (Quiet Zone 2, Quiet Study)



Attachment B, quiet zone sign posted at the Mountain View Public Library, 2nd Floor, study carrel area (Quiet Zone 3, Silent Study)