

**CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM**

**Meeting Date:** November 30, 2021  
**To:** City Council  
**From:** Ad Hoc Committee for Unhoused (Mayor Glass/Councilmember Rich)  
**Subject:** Temporary RV Village Pilot Program  
**Recommendation :** That the City Council Discuss and Consider:

1. Discontinue consideration of the Public Works Storage Yard
2. Consideration of Approval of a Site Location Change
3. Consideration of Funding
4. Direction on Parking Changes on Morris Street and City-wide
5. Direction to Ad Hoc Committee to Return to next City Council Meeting with final contract for signature

**Funding:** Currently Budgeted: \_\_\_\_\_ Yes XX No \_\_\_\_\_ N/A  
Net General Fund Cost:  
Fund Account: Undetermined  
Amount: \$60,000 for 845 Gravenstein Highway North \*

\*This is an estimated cost as of the writing of this Staff Report. Description of estimates are listed in the Financial Impact Section of this agenda item.

Account Code/Costs authorized in City Approved Budget (if applicable) \_\_\_\_\_ (verified by Administrative Services Department)

**INTRODUCTION:** This item is to request that the City Council discuss and consider:

1. Discontinue consideration of the Public Works Storage Yard
2. Consideration of Approval of a Site Location Change
3. Consideration of Funding
4. Direction on Parking Changes on Morris Street and City-wide
5. Direction to Ad Hoc Committee to Return to next City Council Meeting with final contract for signature

**Key Questions for the City Council to Discuss:**

1. Is there a homeless emergency in the City of Sebastopol, specifically on Morris Street and Laguna Park Way that should be recognized by authorizing the Mayor to execute a Resolution Declaring a Homeless Emergency?
2. Is the PW Storage Yard still a viable option, given the concerns regarding Greenacre Homes, specifically as expressed by the Sonoma County Juvenile Justice Commission?
3. Is 845 Gravenstein Highway North a viable option, given how recently that opportunity has arisen and the relative uncertainties regarding acquisition?
4. What is the City Council's decision regarding expenses for either the PW Storage Yard option or a lease obligation for 845 Gravenstein Highway North?
5. What is the City Council's direction to Staff regarding parking changes on Morris Street and City-wide?

**Possible Courses of Action & Basic Steps Involved:**

1. PW Storage Yard  
The Ad Hoc Committee and City Staff vetted this location as the potential site for the RV Village. After further analysis and receipt of costs estimates in the range of \$130,000-\$290,000 plus, this site is not a viable location due to a variety of reasons and should be discontinued for consideration as an opportunity site for the RV Village. A description of the efforts made by all involved to investigate the viability of the Public Works Storage Yard is included in Attachment #4.

2. 845 Gravenstein Highway North (Anticipated Property Owner: St Vincent de Paul)
  - a. Declaration of a Homeless Emergency
  - b. Agreements: City enters into operations agreement with SAVS, SAVS enters into lease agreement with St Vincent de Paul
  - c. Site Prep & Improvements: St Vincent de Paul and/or SAVS
  - d. Cost: City allocates \$60,000 to SAVS for lease payments
  - e. Parking: City implements parking changes City-wide
  
3. If No Alternate Location for Morris Street RVs is Selected
  - a. Declaration of a Homeless Emergency
  - b. RVs remain on Morris Street
  - c. Costs and impacts remain on Morris Street

### **BACKGROUND:**

On October 27, 2021, at a Special City Council meeting, the Council directed the Ad Hoc Committee for the Unhoused (Committee) to explore a proposal by Sebastopol Applied Village Services (SAVS) to operate a temporary RV Village on City-owned property. The City Council further authorized the Mayor to sign a letter of intent with SAVS to operate the temporary RV Village. See Attachment #9

The October 27, 2021, Staff Report submitted by the Committee for the Unhoused contains useful historical and other information relevant to the discussion in the present Staff Report. See Attachment #8

As was explained in the October 27, 2021, Staff Report, although the overall concept of the proposal had been reviewed by City Staff, there were many details that needed to be reviewed and finalized before the City could enter into an agreement with SAVS. The intent was for the Committee to finalize those items and return to the City Council for approval of an agreement. The Staff Report recognized that the RV Village Program was the initial step to begin the relocation of the RVs on Morris Street to a safe and legal place, continue to limit COVID exposure, and have SAVS work with WCCS to prepare residents for the goal of transition to permanent housing.

### **INTRODUCTION:**

Homelessness and Sebastopol: Homelessness is a national problem, particularly in California, with it reaching crisis proportions in the Bay Area. A short drive to San Francisco or Oakland reveals acres of unhoused encampments and streets full of individuals living on the street. In Sonoma County, large encampments, such as that formerly on the Joe Rodota Trail, have vexed local decisionmakers and relegated the unhoused to unhappy, unhealthy lives and public derision. Municipalities and County government move the unhoused from location to location using law enforcement personnel at significant cost to the public, while accomplishing little in actually solving the crisis. Thankfully, Sonoma County governments are increasingly working together to take a regional approach in addressing homelessness and the housing crisis. However, given the scope of the problem, we cannot “solve” homelessness without a well-funded statewide effort that helps local government to come up with real solutions, such as the RV village proposed in this report.

The City of Sebastopol recognizes that homelessness affects the entire community, most directly the unhoused themselves, but also businesses, neighbors, and the community at large. Sebastopol has long endeavored to be a leader in addressing issues of homelessness proactively, and has been recognized for its efforts by local and stateside leaders, including the Governor. A few of its efforts include:

- Park Village – The City of Sebastopol, in partnership with West County Community Services (WCCS), upgraded an aging mobile home park owned by the City. It expanded housing on the site using donated trailers, installed a community building, engaged an on-site manager, a social worker, and provides “wrap-around” services. Incoming residents to the site are primarily homeless families. The goal of the program is to help families get on their feet and move on to permanent housing. Thanks to this program many families have cycled into apartments and houses freeing up the trailers to accommodate new families into the program. The City has funded this program with assistance from multiple public agencies and private donors.

- Elderberry Commons – The County of Sonoma purchased the former Sebastopol Inn using California’s Project Homekey funds. The facility now provides 31 rooms for formerly homeless, health compromised individuals in a pleasant and attractive facility that includes extensive wrap around services. The City collaborated closely with the County on this project, holding multiple stakeholder meeting per month, coordinating responses to community concerns and working to engage local businesses as providers of services. Additionally, the City negotiated with the county and received \$382,000 in funds to mitigate loss of TOT funds related to the Sebastopol Inn. This site is funded through County, State, and Federal programs.
- WCCS Homeless Outreach – The City funded a contract with WCCS in fiscal year 21/22 for a homeless outreach social worker who is also tasked with coordinating homeless support efforts from the large number of volunteers and faith-based organizations that provide help to the homeless in Sebastopol. The WCCS outreach worker coordinates with the City’s Police Department to address homeless issues, endeavors to connect homeless individuals with services such as access to housing, food and counseling, and also provides a forum for information sharing between stakeholders. The goal of the program is to optimize efforts that get the unhoused’s lives back on track and reduce the population of individuals living on the streets.
- Safe Overnight Parking – The City’s contract with WCCS includes oversight of an expanded safe overnight parking program for the vehicular unhoused. The City is fortunate to have safe overnight parking spaces already offered through Community Church. WCCS has begun the process of working with other local churches to add to that model program.

Sebastopol is proud to be a City that has endeavored to do more than just “kick the can down the road” and is instead making substantive efforts to address homelessness, in a way that takes into consideration the health and safety needs of all in our community, the unhoused, businesses, and the community at large.

Mayor Glass and Councilmember Rich are the two Council members on Sebastopol’s recently constituted City Council Committee on the Unhoused. At its inception, the Committee members agreed to take on differing tasks. Councilmember Rich took the lead in identifying a viable location for the RV Village. Mayor Glass focused on working with public agencies and seeking financial support for implementing the project. Both members of the committee have participated in stakeholder outreach meetings and other collaborative efforts. Mayor Glass and Councilmember Rich are both very pleased with this report’s preferred project site and the RV Village project proposed herein, which is a collaboration between two non-profits – SAVS and St Vincent de Paul. Mayor Glass and Councilmember Rich feel strongly that the RV Village proposed herein can be a model cost effective, safe, and healthy solution to homelessness that respects the needs of the RV dwellers and the community as a whole.

**DISCUSSION:**

In the period since October 27, 2021, the Committee has completed substantial local outreach, has engaged in a proactive search for alternate sites, and has fully explored the viability of the Public Works Storage Yard (PW Storage Yard) originally proposed by the Committee on October 27. For more details of the Ad Hoc Committee’s activities, see Attachment #4.

**The Committee urges the City Council to review all information in this Staff Report and in the attachments to this document. There are key decisions that will need to be made by the full City Council for this project to move forward and because there are no clear answers, full engagement by the City Council is required.**

As the City Council reviews the status of the Committee’s efforts, it will become apparent that there are still questions to be answered prior to RVs moving into any RV Village the City Council approves. The Committee is confident that all remaining details can be completed successfully before RVs would be moved into an RV Village.

**Brief Summary of the Activities of the Committee:** The Committee has gathered and considered hundreds of comments and input from businesses, neighbors, advocates, West County Community Services, SAVS, the community at large, and resources from outside our immediate community. The viability of the PW Storage Yard

has been fully explored, with largely positive results, but a number of variables, including a recent report on out-of-pocket costs associated with that site, has made the PW Storage Yard an unacceptable location for the temporary RV Village. See Attachment #4. The Ad Hoc's search for alternate sites has involved examination of City-owned lots, as well as privately owned lots within and outside the City limits. Substantial discussions were held with seven private citizens about possible use of these private lots. These discussions had been largely unproductive, until just a few days before the drafting of this Staff Report, when 845 Gravenstein Highway North became a realistic option. Substantial detail regarding 845 Gravenstein Highway North is provided below.

**SAVS as Proposed Manager of the RV Village:** The proposal for the RV Village came to the Committee through SAVS because SAVS has received Continuum of Care funding (\$368,000) to set up and operate an RV Village or similar effort. SAVS had other jurisdictions it was considering for a partnership, but selected Sebastopol because of the City's reputation and existing relationships with local advocates. As the Committee has worked with SAVS over the last month, it has become clear that SAVS offers not just funding, but also excellent qualifications and skills that would ensure the RV Village was managed in the best possible manner, for Village residents as well as for the broader Sebastopol community. The Committee has been well-positioned to assess the organization during this period of discussions, meetings, outreach, and negotiations regarding the details of the RV Village. The Committee is confident that SAVS would be an effective, compassionate, collaborative, responsible, responsive, and pragmatic manager for the RV Village being discussed. Recent discussions with St Vincent de Paul, operator of Los Guilicos, confirms the Committee's assessment of SAVS. See letter from SAVS Board Member Patrick O'Loughlin, Attachment #6.

**Site Recommendation:** The Committee's recommendation is that the alternate site described below (845 Gravenstein Highway North), if still available at the time of the November 30 City Council meeting, be approved and funded as a temporary RV Village for a one year period, with SAVS as the RV Village manager. Although there is a substantial cost involved (\$60,000), there would have been a costs associated with use of the PW Storage Yard (\$130,000-\$290,000 plus estimate). Selection of the Gravenstein Highway North property would allow the PW Storage Yard to continue to be available to serve the needs of the City (and therefore the public), would allow staff to continue to focus their efforts on serving the many other needs of the community (rather than on clearing and set up of the RV Village on City-owned property), and would provide the RV dwellers a managed, supported, contained location, thereby addressing the substantial health and safety concerns of the RV dwellers themselves, local businesses, and the community at large.

**Question #1: is Sebastopol experiencing a homeless emergency?**

**Committee Answer: Yes. The Committee recommends a Declaration of a Homeless Emergency.**

- 1. Basic Information:** This Staff Report, in combination with its attachments, confirms the existence of a homeless emergency in the City of Sebastopol, and specifically on Morris Street and Laguna Park Way. We are a small town of under 8000 people, yet we have a situation on Morris Street and Laguna Park Way that is unhealthy, unsafe, inhumane, is expanding into neighboring streets, and is developing rapidly into a public nuisance. The recent impact of COVID-19 has made the situation even more alarming. See Sebastopol Declaration of COVID-19 Emergency, included as Attachment #2. All aspects of the town are affected: the unhoused, businesses, and the community at large. The concerns and dangers are well documented and long-standing, and the circumstances are worsening by the day. All constituents, including advocates speaking for the unhoused, are calling our attention to the situation and confirming its urgency and severity. A draft Resolution Declaring a Homeless Emergency on Morris Street is included as Attachment #1.
- 2. Council Action:** The Committee requests that the Council consider the following action: Declare a homeless emergency, and direct the Mayor to sign a Resolution Declaring a Homeless Emergency in the City of Sebastopol, and specifically on Morris Street and Laguna Park Way. See Attachment #1.

## Question #2: Is the PW Storage Yard Still Viable?

### Committee Answer: Discontinue consideration of the PW Storage Yard as a viable location

1. **Basic Information:** Use of the PW Storage Yard for the temporary RV Village has been problematic from the outset. It was recognized as an imperfect temporary solution to an untenable situation on Morris Street. The Committee and SAVS have worked tirelessly with neighbors and others to address these challenges. The Committee has been impressed by the willingness of all involved to collaborate, be open to accommodations to the needs of others, and to be honest and forthright about advocating for their own interests as well as the interests of others. It seemed until very recently that the limitations in the PW Storage Yard could be addressed, at least adequately enough to allow the Committee to recommend its use for this temporary purpose. However, after further analysis and receipt of cost estimates in the range of \$130,000-\$290,000 plus, this site is not a viable location due to a variety of reasons and should be discontinued for consideration as an opportunity site for RV Village. For more details of the Ad Hoc Committee's activities, including those related to the Public Works Storage Yard, see Attachment #4.
2. **Council Action:** The Committee requests that the Council discontinue consideration of the PW Storage Yard as a viable location for the RV Village Pilot Program.

## Question #3: Is 845 Gravenstein Highway North a Viable Site?

### Committee Answer: Yes, with some uncertainties.

1. **Basic Information:** A key development for the Committee is the recent involvement of St Vincent de Paul (SVDP) known well in Sonoma County for their successful support and funding of Los Guilicos Village in Santa Rosa. St Vincent de Paul is in the process of purchasing a property located at 845 Gravenstein Highway North (see Attachment #10), and has offered to make it available on a lease basis, for SAVS to operate a temporary RV Village for one year to serve the Sebastopol unhoused. The asking price for the property was approximately \$1,000,000. . As of November 23, SVDP is in escrow and expects to complete the purchase by December 6, when escrow closes. St Vincent de Paul is aware of Sebastopol's need for an RV Village for the Morris Street RV dwellers, and Sebastopol's efforts to address that issue. The organization is supportive of SAVS, is aware that SAVS has funding to operate the RV Village, and is interested in facilitating that arrangement. Unfortunately, SAVS does not have sufficient funding to cover the lease cost, which will be approximately \$60,000 (\$5,000 per month) for the full year. The City of Sebastopol would need to cover these amounts for this arrangement to work. As of the writing of this Staff Report, the 845 Gravenstein Highway North site is the only viable option that will provide a way to move the RVs off Morris Street and offer a safer, healthier location that meets the needs of the RV dwellers as well as our larger community. For more information about the property, please see the listing agent's website: <https://vanguardproperties.com/COMI-B-321006076.php>. See also Attachments #6 (property location & image) and #7 (more information). The Committee will provide additional information on the status of the 845 Gravenstein Highway North purchase at the November 30 City Council meeting.
2. **Specific Issues:** Outreach: There is substantial neighbor outreach that SAVS will begin as soon as possible; Location: The property is approximately an acre, set among businesses, with a few neighbors nearby, on the bus line, walking distance to grocery stores and restaurants, and a half mile from a school that is the nearest location regularly frequented by children; Site Selection Parameters: It meets all parameters; Timing: If the purchase is completed as planned, the site should be ready for RVs by mid-January 2022. See Attachments #6 and #7.
3. **Cost: \$60,000:** The plan as outlined requires that the City grant SAVS funds to cover the lease amount for the one year use of the property for the temporary RV Village. St. Vincent de Paul is willing to buy the property, an offer the Committee urges the City Council to recognize is a substantial contribution. However, St Vincent de Paul is not prepared to cover the mortgage and other carrying costs, and SAVS does not have the funds to cover that expense. St Vincent de Paul estimates the total lease amount for the year at \$60,000. The Ad Hoc Committee is uncertain about a possible source for this funding, realizes the City has already dipped into reserves for this year's budget, and is aware that the City has already directed substantial funds toward serving the unhoused. The Committee believes that funding this effort is essential to the health and safety of all involved, and is working diligently with Staff and with others to attempt to identify a source for these

funds. Please see additional details below under Fiscal Impact. The Ad Hoc Committee will report further to the City Council on this funding question at the November 30 City Council meeting.

4. **Council Action:** If the plan to acquire 845 Gravenstein Highway North has failed, there will be no decision to be made by the City Council regarding that site. If the acquisition is moving forward, the Committee recommends that the City Council consider the following decisions:
  1. Select the 845 Gravenstein Highway North site as the location for the temporary RV Village.
  2. Determine with the assistance of staff input during the November 30 meeting the possible options for funding reimbursement to SAVS of the estimated \$60,000 in lease payments required for use of the property at 845 Gravenstein Highway North.
  3. Make a decision regarding funding options for the \$60,000 needed to support the 845 Gravenstein Highway North property as the location for the temporary RV Village.
  4. Discuss, edit as needed, and approve the Memorandum of Understanding (MOU) included here as Attachment #3.
  5. Authorize the City Manager and/or Mayor to execute the MOU confirming the City Council's commitments as reflected in the MOU and other City Council direction offered during the November 30 meeting. Direct that this MOU be finalized and delivered no later than Friday December 3 to the SAVS Board of Directors.
  6. Authorize the Ad Hoc Committee to continue to work with SAVS to finalize an operational agreement between the City and SAVS. Direct the Ad Hoc Committee to return to the City Council to approve that operational agreement at the December 7 City Council meeting.

#### **Question #4: Parking Plan for Morris and City-Wide**

**Answer: Are parking changes needed? Answer: Yes, a parking plan needs to be developed.**

1. **Basic Information:** The City Council's mandate to the Committee was clear: Prioritize an alternate location for the RV dwellers currently on Morris Street. The health and safety concerns raised by businesses, community members, and advocates for the unhoused have a long history and are heavily documented. The problem has been escalating and is getting worse. The input the Committee has received in doing the tasks assigned to it by the City Council has carried a consistent message: Morris Street must be cleared and returned to use by the community at large. The potential for Morris Street backfilling with yet more RV dwellers living in yet more unsafe and unhealthy conditions must be addressed. Equally important is a consistent message of concern regarding the potential impact on Sebastopol's neighborhoods if Morris Street parking rules are changed.

The Committee is confident that the citizens of Sebastopol are largely supportive of an RV Village for the Morris Street RVs, but only if the decision by the City Council includes a practical, enforceable, realistic plan to clear Morris Street and take measures to prevent similar developments in the town's neighborhoods.

2. **Council Action:** The Committee recommends that the City Council take the following actions:
  1. Make a commitment to clearing Morris Street, and supporting parking rule changes, as needed, to protect Morris Street as well as the neighborhoods from developing overnight parking problems in the future.
  2. Direct City Staff to develop a practical, enforceable, realistic plan to do the following: (1) clear Morris Street, (2) modify and enforce parking rules on Morris Street to prevent future collection of overnight lived-in vehicles on that street, and (3) make any needed changes in parking rules City-wide to prevent similar situations from developing in neighborhoods and elsewhere in town.
  3. Direct City Staff to submit this plan, with an outline of relevant alternatives, to Council at the December 21 City Council meeting.
  4. Make a commitment to prohibiting RVs from moving into an RV Village as described in this Staff Report until the parking concerns described here have been addressed and resolved, with the benefit of the requested plan from City Staff.

## GOALS:

Goal 5 - Provide Open and Responsive Municipal Government Leadership

5.3.3 - Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.

Policy D-6: Sebastopol will work to prevent homelessness and support housing services for the homeless.

## PUBLIC COMMENT:

The City has received public comment on the SAVS proposal for Morris Street. Those comments have been provided to the City Council, made a part of the public record, and have been posted to the City Web site. City staff anticipates receiving public comment from interested parties following the publication and distribution of this Staff Report. Such comments will be provided to the City Council as supplemental materials before or at the meeting, will be made part of the public record and will be posted to the City web site. In addition, public comments may be offered during the public comment portion of the agenda item.

## PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 24 hours prior to the Special Meeting Date.

## FISCAL IMPACT:

Tentative cost for each of the options described in this Staff Report are as follows:

### **Public Works Storage Yard: Total Estimated Cost \$130,000-\$290,000 Plus**

This is a rough estimate obtained by Staff, and includes the cost of (1) fencing to safely segregate Public Works materials that must remain in the Storage Yard, (2) clearing and grading the Storage Yard, and (3) constructing secure separator areas for materials that are moved from the Storage Yard to the Main Yard. There would be additional costs for extending electrical to the Storage Yard, as well as other costs not yet identified due to the limited time to provide the information.

### **845 Gravenstein Highway North: Total Estimated Cost \$60,000**

\$60,000 – Lease reimbursement for one year.

City staff met with the Sonoma County Community Development Commission (CDC) and Sonoma Applied Village Services (SAVS) on Tuesday November 23, 2021 to discuss funding for this Pilot Program. At this meeting, City staff and SAVS were informed that the expenditure deadline, though it's set at September 30, 2022, will be moved forward to June 30, 2022. This is because the State of California wants funds spent by July 2022 since it's HUD funds going through State HCD. The CDC and Continuum of Care (CoC) staff is continuing to advocate for the flexibility of a September expenditure deadline, especially since CoC is on track to spend 80% of funds overall by March 2022.

City staff, SAVS, the CDC and CoC worked in collaboration to find financial solutions for a successful RV pilot program with a goal to have a 12-month project with SAVS as the Operations Manager. Based on the conversation today, the following actions are being pursued.

- SAVS has ESG-CV (CoC) funding in the amount of \$368,000 which was intended to be spent over nine months, but these funds need to be spent by 6-30-2022 per Michael Gause.
- SAVS will provide a budget that allocates the \$368,000 in expenditures by 6-30-2022, including site prep.
- Interim Director of the CDC, Dave Kiff will work w/County staff on securing three months' worth of ESG-CV (County) – expiring 9-30-2022. These funds would be used to keep the site operating for the July – September 30, 2022 period. This assumes that the ESG-CV (County) funds have a bit more time to spend (three months more) than the ESG-CV (CoC), as ESG-CV (CoC) goes through State HCD and has a tighter

expenditure period. This would NOT work if ESG-CV (County) has the same 6-30-2022 deadline as ESG-CV (Coc).

- Mayor Glass has advocated to the County (Supervisor Hopkins) for \$80K from the County's GF/PG&E funds (up for consideration on 12-7) that would be a small carve out of the \$2,000,000 allocated for homeless projects. This would enable the City of Sebastopol to keep the project going to December 2022. Supervisor Hopkins has expressed support for this funding and will bring this forward at the Dec 7th, 2021 Board of Supervisors meeting.
- City and SAVS will continue to research and apply for available funding. Some sources to be explored would be CDBG Funds, funding, etc.

If Council is supportive of the \$60,000 grant to SAVS for lease payments, it is requested that the City Council discuss a back-up option to provide City funds in the event the County Board of Supervisors votes not to support the \$80,000 request from Supervisor Hopkins for City of Sebastopol Homeless Emergency. City staff will provide recommendations as to which City account would be a potential source of these funds.

### **RECOMMENDATION:**

That the City Council Take the Following Action:

1. Homeless Emergency: Consider the following action:
  - a. Declare a homeless emergency, and direct the Mayor to sign a Resolution Declaring a Homeless Emergency in the City of Sebastopol, specifically on Morris Street and Laguna Park Way. See Attachment #1.
2. PW Storage Yard:
  - a. The Committee requests that the Council discontinue consideration of the PW Storage Yard as a viable location for the RV Village Pilot Program.
3. 845 Gravenstein Highway North: If the acquisition is moving forward, the Committee recommends that the City Council consider the following action:
  - a. Select the 845 Gravenstein Highway North site as the location for the temporary RV Village.
  - b. Determine with the assistance of staff input during the November 30 meeting the possible options for funding reimbursement to SAVS of the estimated \$60,000 in lease payments required for use of the property at 845 Gravenstein Highway North.
  - c. Make a decision regarding funding options for the \$60,000 needed to support the 845 Gravenstein Highway North property as the location for the temporary RV Village.
  - d. Discuss, edit as needed, and approve the Memorandum of Understanding (MOU) included here as Attachment #3.
  - e. Authorize the City Manager and/or Mayor to execute the MOU confirming the City Council's commitments as reflected in the MOU and other City Council direction offered during the November 30 meeting. Direct that this MOU be finalized and delivered no later than Friday December 3 to the SAVS Board of Directors.
  - f. Authorize the Ad Hoc Committee to continue to work with SAVS to finalize an operational agreement between the City and SAVS. Direct the Ad Hoc Committee to return to the City Council to approve that operational agreement at the December 7 City Council meeting.
4. Parking Changes on Morris Street and City-wide: The Committee recommends that the City Council take the following actions:
  - a. Make a commitment to clearing Morris Street, and supporting parking rule changes, as needed, to protect Morris Street as well as the neighborhoods from developing overnight parking problems in the future.
  - b. Direct City Staff to develop a practical, enforceable, realistic plan to do the following: (1) clear Morris Street, (2) modify and enforce parking rules on Morris Street to prevent future collection of overnight



lived-in vehicles on that street, and (3) make any needed changes in parking rules City-wide to prevent similar situations from developing in neighborhoods and elsewhere in town.

- c. Direct City Staff to submit this plan, with an outline of relevant alternatives, to Council at the December 21 City Council meeting.
- d. Make a commitment to prohibiting RVs from moving into an RV Village as described in this Staff Report until the parking concerns described here have been addressed and resolved, with the benefit of the requested plan from City Staff.

**Attachments:**

1. Resolution Declaring a Homeless Emergency
2. Declaration Emergency due to COVID-19
3. Memorandum of Understanding – 845 Gravenstein Highway North
4. Activities of the Ad Hoc Committee for the Unhoused
5. SAVS Experience from SAVS Board Member Patrick O’Loughlin
6. 845 Gravenstein Highway North Image and Location Map
7. 845 Gravenstein Highway North Additional Information
8. October 27, 2021, Staff Report by the Ad Hoc Committee for the Unhoused
9. October 28, 2021, Letter of Intent, Signed by Mayor Glass

**Attachment #1 to November 30 Staff Report from Committee for the Unhoused  
PROPOSED - Proclamation of Homeless Emergency**

RESOLUTION NUMBER: XXXX-2021

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL PROCLAIMING THE EXISTENCE OF A  
LOCAL HOMELESS EMEERGENCY

WHEREAS, California Government Code sections 8558 and 8630 empower the City of Sebastopol to proclaim the existence of a local emergency when the City is affected or likely to be affected by conditions of disaster or of extreme peril to the safety of persons and property within the City's territorial limits; and

WHEREAS, Section 8630, as amended, requires that the Council review, at least every 60 days until such local emergency is terminated, the need for continuing the local emergency; and

Whereas, conditions of extreme peril to the safety of persons and property has arisen within the City as to homeless in general and particularly as to those who are living in RVs or cars on Morris Street and Laguna Park Way, and that action is needed, especially in light of COVID -19 resurgence and upcoming winter weather conditions; and

WHEREAS, the City Council has determined that conditions on Morris Street and Laguna Park Way continue to worsen; and

WHEREAS, In addition to the individuals living and being exposed to such conditions, these conditions threaten and are impacting adjacent property owners, neighborhood, businesses, City Buildings, the Laguna de Santa Rosa Preserve, and the general public, including users of public properties such as the Community Center and Youth Annex; and

WHEREAS, although current programs offered by the City and local non-profit service providers are providing assistance to many persons living without permanent housing, a significant number of persons within the city still remain without the ability to obtain shelter; and

WHEREAS, many of those unable to obtain shelter continue to reside on the streets, along creeks and pathways, in alleys and doorways, and in unauthorized encampments throughout the city; and

WHEREAS, persons without shelter are also often without adequate cooking or sanitary facilities, are at risk from theft, crime and extreme weather conditions, and are without security; and

WHEREAS, These conditions are clear and imminent dangers that require action to prevent and mitigate the loss or impairment of life, health, and property; and

WHEREAS, to address homelessness, significant additional public and private resources must be brought to bear, with efforts focused on both short- term immediate health and safety measures and long-term solutions; and

WHEREAS, scope of the local homeless crisis is beyond the resources of the City standing alone and will require the combined forces of adjacent jurisdictions and state agencies; and

WHEREAS, the causes and effects of homelessness are complex and can be addressed only with dedication, coordination and flexibility; and

WHEREAS, such conditions continue to result in a critical threat to the physical and mental health and safety of those experiencing homelessness, as well as to the natural environment and the public health and well-being of the surrounding community, and thereby continue to place the safety of persons and property at extreme peril within the territorial limits of the city; and

WHEREAS, California Government Code sections 8630 thru 8634 authorize the governing body of a city to declare a local emergency when there exist conditions of extreme peril to the safety of persons and property within the territorial limits of the city due to certain natural or man-made causes which are or are likely to be beyond the control of the services, personnel, equipment and facilities of the city and that require the combined forces of other political subdivisions to combat; and

WHEREAS, California Government Code section 8634 provides that, upon a declaration of a local emergency, the governing body of a city, or an official designated thereby, may promulgate orders or regulations necessary to provide for the protection of life and property during the duration of the emergency; and

WHEREAS, the impacts of these events are still currently being evaluated and can result in an unknown and significant amount of City expenses to cover the supplies, equipment, staff hours, and potential overtime of all City Departments; and

WHEREAS, City Municipal Code authorizes the Director of Emergency Services to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol finds, determines and declares that there exists within the territorial limits of the City of Sebastopol conditions of extreme peril to the safety of persons and property caused by homelessness and the lack of available and affordable housing, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the City and require the combined forces of other political subdivisions to combat; and

BE IT FURTHER RESOLVED, pursuant to the authority set forth in California Government Code Sections 8630 thru 8634, the City of Sebastopol City Council hereby declares that the proclamation of a state of local homeless emergency within the City of Sebastopol exists and proclaims the Existence of a Local Homeless Emergency in the City of Sebastopol; and

BE IT FURTHER RESOLVED, that pursuant to California Government Code Section 8630, as amended, the City Council shall review the need for continuing this local homeless emergency at least once every 60 days until the Council terminates the local emergency; and

BE IT FURTHER RESOLVED, that the City Manager or his designee is authorized to take whatever other action is authorized under the Sebastopol Municipal Code and state and federal law, subject to authorization required from the City Council, consistent with this Resolution and its basic purposes; and

BE IT FURTHER RESOLVED that the City Council directs the City Council's Ad Hoc Committee for the Unhoused to explore, and as appropriate, bring to the full Council for its consideration, options for short-

term measures to address immediate health and safety concerns as well as more comprehensive long-term solutions to homelessness; and

BE IT FURTHER RESOLVED, that the City Council directs staff to Provide Recommendations for Parking Changes on Morris Street, Laguna Park Way, as well as City-Wide parking changes recommendations.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 30<sup>TH</sup> day of November, 2021, following a roll call vote:

**VOTE:**

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Mayor Una Glass

ATTEST: \_\_\_\_\_  
Mary Gourley, Assistant City Manager/City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Larry McLaughlin, City Attorney

**PROCLAMATION DECLARING THE EXISTENCE OF A LOCAL EMERGENCY BY THE DIRECTOR OF EMERGENCY SERVICES**

WHEREAS, Chapter 2.36.050 of the Sebastopol Municipal Code designates the Fire Chief to be the Director of Emergency Services; and

WHEREAS, Chapter 2.36.060 (a) of the Sebastopol Municipal Code authorizes the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by conditions of disaster or of extreme peril to the safety of persons and property within the City, and the City Council is not in session; and

WHEREAS, California Government Code sections 8558 and 8630 empower the City of Sebastopol to proclaim the existence of a local emergency when the City is affected or likely to be affected by conditions of disaster or of extreme peril to the safety of persons and property within the City's territorial limits; and

WHEREAS, on March 2, 2020, the County of Sonoma Department of Health Services (County DHS) confirmed two presumptive positive cases of novel coronavirus (COVID-19) in Sonoma County; and

WHEREAS, on March 2, 2020, the County DHS confirmed that it anticipates additional cases in Sonoma County from non-travel, community transmission due to the increase of these cases in the country, combined with the worldwide uncontrolled spread of COVID-19; and

WHEREAS, at or about 10:00 a.m. on March 2, 2020, the Sonoma County Health Officer declared a Local Health Emergency pursuant to Health and Safety Code section 101080 due to the potential introduction of COVID-19 in Sonoma County; and

WHEREAS, at or about 10:00 a.m. on March 2, 2020, the County of Sonoma Director of Emergency Services proclaimed a Local Emergency due to the threat of COVID-19 in the County; and

WHEREAS, the Director of Emergency Services of the City of Sebastopol does hereby find:

1. The United States of America has confirmed cases of individuals who have a severe acute respiratory illness caused by a novel (new) corona virus ("COVID-19" or "the virus") first detected in Wuhan, Hubei Province, People's Republic of China ("China"). The virus was first reported in China on December 31, 2019. As of March 2, 2020, the World Health Organization ("WHO") has reported more than 3,000 deaths stemming from approximately 89,000 confirmed cases of COVID-19 and the virus is present in 67 countries. The number of confirmed cases has continued to escalate dramatically over a short period of time; and
2. World Health Organization (WHO) officials now report that sustained human-to-human transmission of the virus is occurring. Transmission from asymptomatic individuals has been documented. Suspected community transmission of the virus is occurring in the United States. Although the majority of individuals infected with COVID-19 recover from the disease without special treatment, there is significant potential for serious infection and death; and

3. On January 30, 2020, the WHO declared the COVID-19 outbreak a public health emergency of international concern, and on January 31, 2020, the U.S. Department of Health and Human Services declared a Public Health Emergency for the United States of America, and on March 11, 2020, WHO declared that the Novel Coronavirus COVID-19 Outbreak a Global Pandemic; and

4. The United States Centers for Disease Control and Prevention (CDC) has determined that the virus presents a serious public health threat, requiring coordination among state and local health departments to ensure readiness for potential health threats associated with the virus; and

5. The County's Public Health Officer has found that the conditions constituting a threat to community health, including a presumptive case of community infection, may be present in the County warranting a proclamation of a Local Health Emergency; and

6. Conditions of extreme peril to the safety of persons and property have arisen within the City caused by the threat of COVID-19 that will impact significant City and community operations, including critical public infrastructure and services, and which may require the provision of additional public safety and emergency services; and

7. The aforesaid conditions of extreme peril warrant and necessitate the proclamation of a Local Emergency to enable the City of Sebastopol and other local government entities to adequately plan, prepare and preposition resources to be able to effectively respond to the threat posed by COVID-19, and to warn City of Sebastopol residents and visitors of the threat posed by COVID-19 and to enable them sufficient time to plan and prepare; and

8. At the time of this Proclamation, the City Council is not in session (and cannot immediately be called into session).

NOW THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency exists throughout the City of Sebastopol; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency, the powers, functions and duties of the Director of Emergency Services shall be those prescribed by state law and the ordinances and resolutions of this City, and by the City of Sebastopol's Emergency Operations Plan; and

IT IS FURTHER PROCLAIMED AND ORDERED that this Proclamation shall remain in effect for the next seven (7) days, or until ratified City Council, whichever first occurs.

Signed By:



Bill Braga, Fire Chief/Director of Emergency Services

Date: 03/12/2020

**Memorandum of Understanding between  
Sonoma Applied Village Services (SAVS) and the City of Sebastopol**

This Memorandum of Understanding (Agreement) is between the City of Sebastopol (Sebastopol or the City) and Sonoma Applied Village Services (SAVS), and describes an agreement for SAVS to provide, open, and operate an RV Homeless Village with wrap around services within Sebastopol City limits, to serve Sebastopol's unhoused, for the term 1/01/2022 to 12/31/2022. The RV Village will be for Sebastopol unhoused only, with RVs on/near Morris Street prioritized and seniority (amount of time in Sebastopol) a deciding factor. This Agreement is for operation of the following site: 845 Gravenstein Highway North (Site), which Sebastopol understands will be purchased by St Vincent de Paul and leased to SAVS for one year to operate the RV Village described here.

**Program Description**

SAVS will set up and operate a safe parking village at the site with a mix of vans, trailers and RVs which are used as primary residences for the homeless people of Sebastopol. SAVS will provide site management including sanitary and water facilities, a waste management system, security, access to food and individual whole-person-care support for the residents, and continuing regular outreach and responsiveness to community concerns.

**City of Sebastopol Agrees to Provide:**

1. Sebastopol agrees to permit the use of the site for a temporary RV Village homeless shelter. This action is compelled by the homelessness crisis occurring in Sebastopol, County-wide and throughout the Bay Area, and is intended to mitigate the unhealthy, unsafe, and inhumane circumstances occurring on Sebastopol City's streets (Morris Street in particular) and in Sebastopol's neighborhoods. This untenable situation requires the City's immediate action, and is well documented by complaints and concerns about health and safety and a developing public nuisance that has had a severe and negative impact on the town. The demand for compassionate and effective action is unanimous, and comes from local businesses, advocates for the unhoused, and the community at large. Sebastopol recognizes that this is a crisis situation.
2. Sebastopol agrees to grant reimbursement for lease amounts SAVS is required to pay for use of the site (845 Gravenstein Highway North) for 1 year (calendar year 2022). The reimbursement amount will be payable monthly to SAVS, for months of actual operation of the RV Village, and will be for the amount actually charged to SAVS by St Vincent de Paul, with a monthly maximum of \$5,000 per month (no more than \$60,000 for the full year of operations). This is considered a partial match to the \$368,000 granted to SAVS by the Continuum of Care for set up and operation of the RV Village. In the event that SAVS does not receive the Continuum of Care funding or elects not to use the Continuum of Care funding for the RV Village described in this MOU, this lease reimbursement promise is null and void.
3. Sebastopol agrees to act in good faith in meeting its obligations under the Agreement. Specifically, Sebastopol states here its intent to make reasonable efforts to help SAVS make the temporary RV Village a success, for Sebastopol's unhoused, as well as for businesses and neighbors near the site, and the larger Sebastopol community. Sebastopol commits to participation and support of initial and ongoing outreach efforts to the businesses and other properties located near the site. Sebastopol agrees to work collaboratively with SAVS to address any concerns or complaints from businesses, neighbors, the community-at large, or the unhoused, as well as any received from others.

### **SAVS Agrees to Provide:**

1. SAVS agrees to open and operate an RV village at the site for one year ending December 31, 2022.
2. The site will make a marked improvement to the current RV encampment near Morris Street and provide a prototype for further development of similar affordable, dignified non-congregate shelters.
3. SAVS agrees to begin outreach efforts as soon as reasonably possible, to businesses located near the site, as well as nearby neighbors. SAVS agrees to continue this relationship building effort, including regular meetings, on an ongoing basis for the full period that SAVS is operating the temporary RV Village. SAVS further agrees to include the City in these initial and ongoing outreach efforts, as appropriate.
4. SAVS agrees to provide the City with a written status and deliverables report at approximately the half year and full year point in the operation of the temporary RV Village. SAVS agrees to attend the City Council meetings when these reports will be presented, to provide additional information regarding the temporary RV Village.
5. SAVS agrees to act in good faith in meeting its obligations under the Agreement. Specifically, SAVS states here its intent to make reasonable efforts to work with Sebastopol to make the temporary RV Village a success, for Sebastopol's unhoused, as well as for businesses and neighbors near the site, and the larger Sebastopol community. SAVS agrees to work collaboratively with Sebastopol to address any concerns or complaints from businesses, neighbors, the community-at large, or the unhoused, as well as any received from others.

### **Term**

The term of this Agreement shall be January 1, 2022 to December 31, 2022.

### **Insurance**

SAVS agrees to maintain the insurance required by the City. SAVS confirms that it has been provided with details regarding these insurance requirements.

### **Indemnification**

Each party is an independent entity, responsible for its acts and the acts of its officers, agents and employees. Consequently, each party agrees to indemnify, defend and hold harmless the other party, its officers, agents and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

### **Operational and Other Details**

The parties agree that this MOU represents the understanding between the parties, but does not include all specific term as will be detailed in an operations agreement between SAVS and SEBASTOPOL. The parties commit to finalizing the operations terms in a separate agreement, consistent with the terms reflected in this MOU, before RVs are moved into the RV Village. The parties are confident that with continued participation by neighbors, businesses, and the greater community, these operational and other details can be amicably and cooperatively finalized to the satisfaction of both parties, prior to the RV Village being occupied.



Date:

\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Larry McLaughlin  
City of Sebastopol

\_\_\_\_\_

Adrienne Lauby  
Sonoma Applied Village Services

## Attachment #4 to November 30 Staff Report from Committee for the Unhoused Activities of the Committee for the Unhoused

### (1) Local Outreach:

- a. Outreach efforts have collected input from businesses (on Morris Street and elsewhere in town), neighbors adjacent to the proposed site, advocates for the unhoused, the unhoused themselves, West County Community Services, staff, and the larger community.
- b. These outreach efforts have included individual contacts and conversations by phone, email, and in person, with dozens of people interested in sharing their input, concerns, and words of encouragement regarding the proposed Pilot Program, as well as the proposed site.
- c. Outreach has also included a variety of group meetings, with neighbors, staff, the unhoused who are on Morris Street, advocates, West County Community Services, and staff.

### (2) Search for an Alternate Site:

- a. From the outset, the Committee was aware that the proposed location for the temporary RV Village presented challenges. The location is on Morris Street, behind Wischemann Hall, in a lot that is actively used by the City's Public Works Department (for construction material storage, and also as a transfer station for Recology). It was proposed in the October 27, 2021 Staff Report because it was the only possible location that could realistically be confirmed in the 7 days between the date when the Committee became aware of the offer of management and funding by SAVS and the October 27 date when the proposal was presented to the City Council.
- b. Because of the Committee's awareness of the limitations of the PW Storage Yard, the Committee has continued to take a proactive approach to investigating other possible properties that could be used in place of the PW Storage Yard.
- c. The parameters set by the Committee in exploring other sites were the following: (1) the lot must be at least a half-acre (in order to accommodate 20 RVs), (2) it must be relatively level, (3) the number of private residences nearby needed to be very limited, (4) it could not be a space that was already regularly used by the public, (5) it could not be a space that would require removal of renters in order to accommodate the RV Village use, (6) it needed to be fairly close to services (grocery store, bus line, etc.), (7) it was preferable that it already have electrical, water and sewer services, (8) it needed to be relatively easy to fully fence, and (9) it needed to be inside the City limits, although a site just outside the City limits would be considered.
- d. With the above parameters in mind, the Committee investigated a number of alternate sites for the temporary RV Village. Considered were other City-owned lots, as well as privately owned lots in town and just outside town. In depth discussions were held with seven individuals, in an effort to arrange private property that could be used for this temporary RV Village use. The privately owned properties were approached with the expectation that use for the RV Village would likely include a lease obligation that the Committee realized it would need to bring back to the City Council to discuss and consider for approval.
- e. The City-owned lots were all dismissed because they did not meet the parameters set out by the Committee. All were lots that were close to multiple residences and were already regularly used by the public.
- f. The Committee had in depth discussions with seven private citizens in an effort to arrange private property that could be used for the temporary RV Village. These discussions were in many cases initially encouraging, but in general the Committee found that private citizens were not comfortable allowing the RV Village use on their properties. After multiple efforts with multiple people regarding multiple properties, only one remained viable.
- g. The one viable property is at 845 Gravenstein Highway North. It's discussed more fully in the body of this Staff Report.

### (3) Exploration of the Viability of the PW Storage Yard:

- a. The Committee worked diligently with Staff and with SAVS to establish whether the PW Storage Yard was a viable location for the temporary RV Village.
- b. Site Set up and Logistics: Public Works made preparations to completely clear the site, with the exception of limited materials that could not be moved elsewhere. Public Works also took initial steps to resolve the question of providing electricity to the site, as well as making a plan to extend water access for the RV Village use. SAVS developed the details for fencing and gate location, and proceeded with necessary plans for trailers for use as office and storage for the residents of the RV Village. SAVS refined the site layout plan, in consultation with the Committee, taking into consideration input gathered in the neighbor meetings as well as from numerous individual contacts with community members, staff, and businesses.
- c. Management of the RV Village: SAVS and the Committee resolved many issues, leading to renewed commitments by SAVS to have an onsite resident manager, a full-time project manager present during regular working hours, as well as a part time employee assigned to the site. SAVS also reconfirmed its commitment to rules regarding neatness of the RV Village (including a plan to have all Village compost, recycling, and trash organized and collected inside the Village boundary, with disposal arranged by SAVS directly with Recology). SAVS confirmed the site would be fully fenced, with a solid 8 foot high fence, as requested by the neighbors, and that there would be a locked gate, with security for 30-60 days and as needed thereafter. SAVS and the Committee had productive discussions about behavior standards for the RV Village, agreed upon a number of bright line nonnegotiable rules of behavior, and made substantial progress regarding other behavior expectations and how behavior issues within the RV Village would be addressed.
- d. Specific Concerns of Immediate Neighbors: SAVS and the Committee met multiple times to collect input from neighbors, and SAVS adjusted site layout and management plans in light of that input. The neighbors who were consulted included the Sebastopol Community Cultural Center, the Redwood Rainbows (managers of Wischemann Hall), Greenacre Homes, Sebastopol Little League, West County High Schools, a family renting a home that is adjacent to the PW Storage Yard, and the Laguna de Santa Rosa Foundation.
- e. Ongoing Neighbor & Community Engagement: SAVS committed to continuing regular neighbor meetings throughout the time that the RV Village was in place, as well as making available a 24/7 phone number that could be called at any time by anyone concerned about any activities at the RV Village. SAVS was clear that its plan was to ensure that this temporary RV Village be managed in a way that would be acceptable to the community.
- f. Evacuation Plan: SAVS provided a preliminary evacuation plan, with a focus on flood evacuation, early in the discussions with the Committee. That plan was based on the flood evacuation plan approved by the Fire Chief for Park Village, and implemented successfully there during the 2019 flood. SAVS has agreed to finalize that plan with input from the Fire Chief, and recognizes that the site cannot be occupied without that final approval. The Committee is confident that SAVS will provide an acceptable flood evacuation plan.
- g. Cooperation with WCCS: SAVS and Jennifer Lake of West County Community Services demonstrated their already successful working relationship during numerous interactions during this process with neighbors and with the unhoused on Morris Street.
- h. Coordination with Local Advocates: Similarly, the Committee was able to confirm that SAVS and the local advocates worked effectively together and were clearly collaborating in their plans for the RV Village and the process of moving RVs from Morris Street into the RV Village.
- i. Selection Process: SAVS outlined and began a process for selection of RV Village residents, based on seniority, meaning those who have been in Sebastopol for the longest will be given priority in the selection process. An intake form was developed and shared with the Committee for input and suggestions.
- j. Parking Changes: SAVS acknowledged its understanding and acceptance of the plan outlined in the Staff Report, to clear Morris Street of RVs and others sleeping in their vehicles, and to make necessary parking changes City-wide to prevent the Morris Street situation from developing elsewhere in town. Although SAVS is clear in its passion for addressing the continuing needs of these

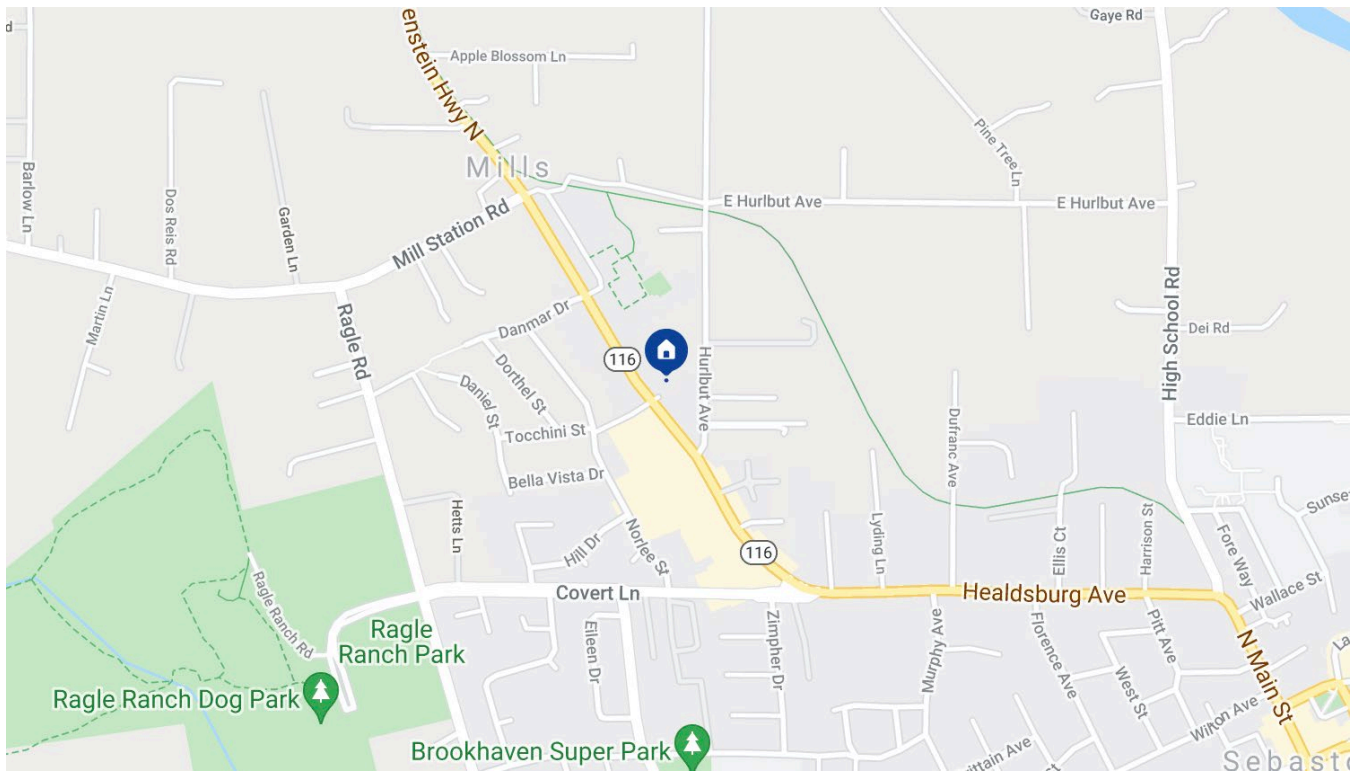
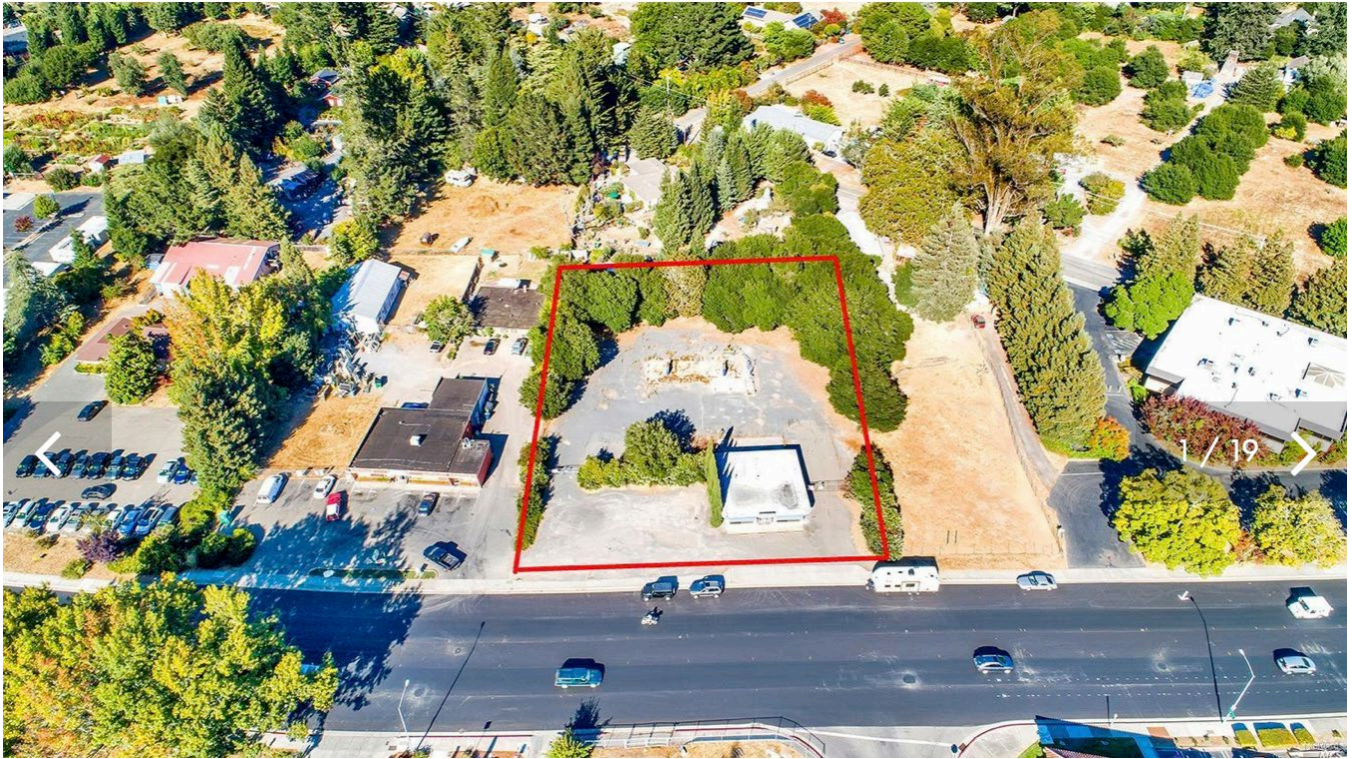
vehicular unhoused, SAVS is hopeful that by providing a successful model of an RV Village that provides a safe, healthy, well-managed option for the unhoused, SAVS can be at the forefront of encouraging others in Sonoma County and elsewhere to offer more options to the vehicular and other unhoused population. Ultimately, SAVS shares the concerns of the Committee that the unhealthy, unsafe, appalling situation on Morris Street, that is becoming a public nuisance for the RV dwellers as well as the rest of the community, cannot and should not continue.

**Attachment #5 to November 30 Staff Report from Committee for the Unhoused  
SAVS Experience**

**Letter to the Committee for the Unhoused  
From SAVS Board Member Patrick O'Loughlin**

- SAVS (Sonoma Applied Village Services) has been working full-time serving homeless persons for the past three years. We and our sister organization, Homeless Action!, operated a safe parking program for 20-30 people for more than two years on a privately-owned parking lot on McBride Ave. in Santa Rosa.
- SAVS successfully completed a 2020-2021 contract with the County to provide outreach and placed 29 clients into shelters and 8 people into long term housing. SAVS is currently executing a 2021-2022 contract for the County.
- SAVS has a commitment of \$368,000 from the Continuum of Care to open and operate a safe parking site. Those funds will be used to lower the cost of this program to the City.
- SAVS is certified to use HMIS (Homeless Management Information System) and provides ongoing reporting into the Sonoma County HMIS for the past 2 years.
- In the past two years, SAVS has provided tens of thousands of meals and other support to people who are chronically homeless, resulting in unique personal bonds with many chronically homeless individuals as well as a trusted reputation within the homeless street community.
- SAVS outreach workers and volunteers have developed expertise in many issues common to homeless people including mental health needs, addiction problems, human trafficking, street families and many more. Good policies and documentation are crucial but without this street experience, staff is likely to default to ineffective rules and enforcement practices.
- This project is funded via the federal HUD ESV-CV (U.S. Department of Housing and Urban Development Emergency Solutions Grant - CARES Act) program. The program is coordinated by the Continuum of Care board.
- SAVS is highly collaborative organization - we have had two meeting with local community collaborators and two other meetings with residents of Morris street. We have been at the last two City Council Meetings and are here and will be at the next one as well. We are easy to reach, we live right here in the community and you can visit our website at [sonomavillages.org](http://sonomavillages.org) to learn more and contact us.

Attachment #6 to November 30 Staff Report from Committee for the Unhoused  
845 Gravenstein Highway North Image and Location Map



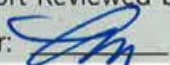
## Attachment #7 to November 30 Staff Report from Committee for the Unhoused 845 Gravenstein Highway North Additional Information

On the evening of November 17, when it appeared that the position taken by the Juvenile Justice Commission created a possible major obstacle to use of the Public Works site, the Committee reached out to St Vincent de Paul's Executive Director Jack Tibbetts about possible support for the RV Village. St Vincent de Paul operates Los Guilicos Village site, and is known for their dedication to addressing homelessness in Sonoma County. St Vincent de Paul was in support of assisting the City of Sebastopol and SAVS in addressing the needs of Sebastopol's RV dwellers. Within a few days, St Vincent de Paul had decided to purchase a property for this purpose, located at 845 Gravenstein Highway North. A proposal was structured that would allow the RV Village to move forward.

1. The Proposal: St Vincent de Paul will pursue acquisition of the property at 845 Gravenstein Highway North. St Vincent de Paul will then enter into a lease/RV Village management agreement with SAVS. The City will be asked to provide a Memorandum of Understanding that confirms City approval of the use of the property for the SAVS RV Village on a temporary basis. The City is also being asked to pay lease amounts needed to cover the mortgage and other carrying costs St Vincent de Paul will accrue during the initial one year period that SAVS is operating the RV Village. (SAVS is unable to cover these costs with the funding it received from the Continuum of Care.) Once SAVS is no longer operating the RV Village, St Vincent de Paul will take over operations. St Vincent de Paul is expressing interest in the possible future use of the property for low income or affordable housing. The City's financial obligation will not extend past the initial one year period that SAVS will be operating the RV Village. SAVS is in full support of this proposal. The City's Planning Director has confirmed that operation of an RV Village, on a temporary basis, would be permitted as an urgency measure, on the 845 Gravenstein Highway North property. More information about the property can be seen on the listing agent's website: <https://vanguardproperties.com/COMI-B-321006076.php>. For an image of the property and a location map, see Attachment #6.
2. Neighbor Outreach: The Gravenstein Highway North property will require outreach and communication by SAVS to adjacent properties. That has not yet begun, because the offer by St Vincent de Paul was just made on November 19. However, SAVS has committed to doing this outreach as soon as possible and appropriate. The Committee is confident SAVS can and will make good on this commitment.
3. Location: The Committee provides the following information: The 845 Gravenstein Highway North property is located on Highway 116/Gravenstein Highway North, with a mini-mart (Bill's Liquor) on one side and a rental property on the other. It shares a back fence line with a residential property that fronts on Hurlbut Avenue. Across the street from the property is a Taco Bell, Exchange Bank, and just a few feet farther the Redwood Marketplace, which includes the Lucky grocery store, Mary's Pizza, and a variety of other businesses. Just a bit farther, also within walking distance, is Sebastopol Hardware and Pacific Market. The nearest school is Sebastopol Charter School, which is a half mile away, at the corner of Mill Station Road and Gravenstein Highway North.
4. Site Selection Parameters: The Committee also confirms that this location meets the parameters set by the Committee in exploring other sites. Those parameters are as follows: (1) the lot must be at least a half-acre (in order to accommodate 20 RVs) (this lot is just under 1 acre), (2) it must be relatively level, (3) the number of private residences nearby needed to be very limited, (4) it could not be a space that was already regularly used by the public, (5) it could not be a space that would require removal of renters in order to accommodate the RV Village use, (6) it needed to be fairly close to services (grocery store, bus line, etc.), (7) it was preferable that it already have electrical, water and sewer services (this lot appears to have electrical and water at least, but sewer connections need to be confirmed), (8) it needed to be relatively easy to fully fence, and (9) it needed to be inside the City limits, although a site just outside the City limits would be considered.
5. Timing: When the full City Council meets on November 30 to consider this Staff Report, 845 Gravenstein Highway North will either be in escrow or this proposal will have come to naught. As of the writing of this staff report, the purchase is in escrow, with closing set for December 6. The goal of all parties as of the drafting of

this Staff Report is to complete acquisition quickly with a short escrow, and for St Vincent de Paul to hand over the property to SAVS sometime in December, for move-in by RV dwellers currently on Morris Street in January. As of the writing of this staff report, the purchase is in escrow, with closing set for December 6.



Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

**Meeting Date:** October 27, 2021  
**To:** City Council  
**From:** Committee for Unhoused (Mayor Glass/Councilmember Rich)  
**Subject:** Pilot Program and Letter of Intent with Sonoma Applied Village Services (SAVS) to Operate a Temporary RV Village on City Owned Property  
**Recommendation :** That the City Council Receive the Presentation and Discuss and Consider Approval of a Pilot Program and Letter of Intent with Sonoma Applied Village Services (SAVS)  
**Funding:** Currently Budgeted: \_\_\_\_\_ Yes XX No \_\_\_\_\_ N/A  
Net General Fund Cost:  
Amount: \$

**INTRODUCTION:** This item is to request that the City Council Discuss and Consider Approval of Pilot Program and Letter of Intent with Sonoma Applied Village Services (SAVS) to Operate a Temporary RV Village on City Owned Property.

**BACKGROUND:**

In 2018, the City of Sebastopol City Council adopted a Shelter Crisis Resolution. Under State of California Gov Code 8698.2, it allows a Governing Body to adopt a shelter crisis and, if doing so, may allow persons unable to obtain housing to occupy designated public facilities during the duration of the state of emergency. This Resolution allows the City to designate City property for persons unable to attain housing. For the last several years, the Council and staff have reviewed and researched locations to respond to the housing crisis for those without housing. With COVID 19, the number of unhoused and those living in RVs increased in Sebastopol, especially on Morris Street and staff has been reviewing options such as a safe and legal place for RVs on Morris Street and potential funding sources.

The Continuum of Care (CoC) of Sonoma County is responsible for oversight of funds designated to the Continuum of Care and planning/policy development for addressing homelessness. One of the funding sources available from CoC was the Emergency Solutions Grant Coronavirus (ESG-CV) funds for emergency shelters and rapid re-housing projects. ESG-CV funds must be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19. A primary intent of the ESG-CV funds is to supplement the existing operational budgets of nonprofit organizations and government agencies responding to the critical needs of the community by providing services to prevent, prepare for, and respond to increased demand for services for these populations.

Recently, the City and West County Community Services (WCCS) partnered together to submit an application to the Continuum of Care for Funding to help the situation on Morris Street. At the same time, Sonoma Allied Village Services (SAVS) applied for and received funding for a shelter village.

WCCS provides permanent supportive housing, outreach, and shelter for our local homeless population and has been contracted by the City to provide Homeless Outreach services in Greater Sebastopol and the WCCS Outreach Coordinator will act as a central coordination point in citywide efforts (faith based, non-profit, business,

governmental) to address homelessness, as well as provide hands-on services to people without homes in Greater Sebastopol. The funding awarded as a result of the grant application submitted by WCCC and the City was \$36,814. This funding provided much needed support for Services on Morris Street (Honey Bucket toilets and handwashing stations; including one ADA toilet on Morris Street to facilitate more proximate sanitary facilities; installation of permanent water filling station/water faucet/dog bowl filling station on Morris Street; renting quarterly debris boxes and clean encampments in the Laguna; and a small fund for gift cards, garbage bags and other incentives will help to engage clients and enhance community support and cohesion.

Highlighted in the present staff report is the funding awarded to Sonoma Applied Village Services (SAVS). The SAVS team is a mix of social activists, government influencers, business professionals and seasoned outreach professionals with deep connections to the unsheltered of Sonoma County. SAVS believes in affordable, highly dignified shelter for fellow citizens and work relentlessly to lower the cost of providing shelter while helping homeless persons gain stability and move forward to permanent housing. **FUNDING AWARDED TO SAVS: \$368,000**. This funding is for an ESG-CV COVID Emergency Shelter Village with the contingency that SAVS report at the upcoming board meeting on site control and permit updates for the Shelter Village, including that SAVS achieves city approval and permits for the Village not later than December 3, 2021 with a recommendation that SAVS provide a letter of intent with the City by November 1, 2021.

**DISCUSSION:**

The City Council created a Council Committee for the Unhoused that was tasked to assess the needs and impacts of Sebastopol's unhoused, provide short-term support to West County Community Services in the initial stages of its delivery of services to the unhoused, and develop a preliminary plan for addressing any needs and impacts not within the WCCS contract.

In fulfilling the tasks of this committee, the Council liaisons reached out to various organizations to discuss issues of homelessness, unhoused, safe parking, but specifically researched the best solution for Morris Street. Tonight's item is to present the result of a collaboration proposed between the City of Sebastopol and SAVS, which received \$368,000 from ESG-CV funds from the Continuum of Care. The Committee and SAVS met and created a Pilot Program for a safe and legal place for the unhoused to park their lived-in vehicles on City-owned property, while also clearing certain streets that are packed with them and having a monitored site managed by a local non-profit. It is required that the ESG-CV funding be spent by September 1, 2022.

The intent of the program is to provide community members who are experiencing homelessness a place to safely park their vehicle or RV and is meant to lessen the impacts of homelessness on the broader community. It is proposed that dwellers will have access to essential services such as portable toilets and handwashing stations, refuse containers, and showers, which will mitigate many of the public health and safety impacts that occur in encampments. SAVS will be working closely with WCCS to provide wrap around services.

Sonoma Applied Village Services (SAVS) proposes to quickly install a 24x7 Safe Parking Village modeled on and expanding the Finley Tent Village, which so successfully served a portion of the chronically homeless subpopulation of Sonoma County in 2020. The SAVS village will support up to 40 individuals, providing safe distancing and healthcare access to prevent further spread of COVID-19 in homeless encampments by following government regulations for COVID safety and health. The proposed location is the area immediately behind Wischemann Hall and adjacent to the City Parking Lot behind the Youth Annex.

The overall concept of the proposal has been reviewed by city staff; however there are still details that need to be reviewed and finalized before the City could enter into an agreement with SAVS, and the Committee and SAVS are meeting almost daily to discuss and work to finalize those items and return to the City Council for approval of an agreement. However, this pilot program is the initial step to begin the relocation of the RVs on Morris Street in a safe and legal place, continue to limit COVID exposure and have SAVS work with WCCS to prepare residents for the goal of transition to permanent housing.

Proposed Site

The proposed site has a General Plan Land Use and Zoning designation of “Community Facilities”, as well as the Environmental and Scenic Open Space (ESOS) overlay zoning. The Community Facilities zoning permits parking facilities, which is similar to the proposed use (most ‘safe parking’ programs in California are classified as a parking use). Additionally, the ESOS zoning exempts City projects as long as they do not include construction of buildings for occupancy.

The portion of the City parcel proposed for this use is already developed with the City’s Public Works stock yard for materials and other storage uses. Planning staff are evaluating the CEQA (California Environmental Quality Act) requirements for this site given the temporary use of the Project, as well as continuing to evaluate the site background.

SAVS will be providing a presentation to the City Council and community detailing their proposal. A copy is attached.

As noted above, the Committee for the Unhoused is requesting approval of this intended pilot program as well as approval to authorize the Mayor to sign a letter of intent with SAVS to be submitted to the Sonoma County Continuum of Care by November 1, 2021.

The Committee for the Unhoused will work with City staff to address those items not yet reviewed and vetted by City staff and is requesting the Council hold a Special City Council meeting as soon as the item is finalized and can be returned to Council. It is anticipated that this Special Meeting could happen within the next two weeks.

**GOALS:**

Goal 5 - Provide Open and Responsive Municipal Government Leadership

5.1.4 – Enhance the use of the City of Sebastopol Committees, Commission and Board.

5.3.3 - Encourage and increase public awareness of City Policies, decisions, programs and all public processes and meetings, by investigating effective methods of communication and obtaining feedback from the community.

Action CHW 5i: Coordinate with the Sonoma County Community Development Commission to support local and regional efforts to combat homelessness

Policy D-6: Sebastopol will work to prevent homelessness and support housing services for the homeless.

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

The Committee for the Unhoused has begun outreach to stakeholders, including;

Sebastopol Cultural Community Center

West County Community Services

Wischemann Hall

Green Acre Homes

Laguna de Santa Rosa

and businesses in the vicinity of Morris Street

**PUBLIC NOTICE:**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 24 hours prior to the Special Meeting Date. For a Special Meeting, the Council cannot consider business not in the notice.

**FISCAL IMPACT:**

Although the budget has not yet been finalized, SAVS has provided a DRAFT budget for use of the ESG-CV funding as well as a request for City funding.

**RECOMMENDATION:**

That the City Council Approve the Pilot Program and Authorize the Mayor to Sign the Letter of Intent with Sonoma Applied Village Services (SAVS) to Operate a Temporary RV Village on City Owned Property.

**Attachment:**

1. Letter of Intent
2. Proposed Budget
3. Proposal/Timeline
5. Site Layout /Photos
6. Flood Evacuation Plan – DRAFT
7. Presentation

October 28, 2021

Sonoma County Community Development Commission (SCCDC)  
1440 Guerneville Road  
Santa Rosa, CA 95403

Dear SCCDC:

The City Council of the City of Sebastopol on October 27<sup>th</sup>, 2021, supported the intent to enter into an agreement with Sonoma Applied Village Services (SAVS) to open and operate an ESG-CV Compliant 24x7 Safe Parking Village as outlined in the SAVS September 2021 ESG-CV Safe Parking Proposal. The proposal is intended to use City owned property located at 425 Morris Street, Sebastopol, CA.

The CoC has two requirements in order to disburse the funding.

**Requirement 1: Site Control.** The City of Sebastopol supports the intent to enter into an agreement to lease the property located at 425 Morris Street, Sebastopol, CA for SAVS to create and maintain a 24x7 safe parking program. The program is proposed to provide community members who are experiencing homelessness a place to safely park their vehicle or RV and is meant to lessen the impacts of homelessness on the broader community. It is proposed that dwellers will have access to essential services such as portable toilets and handwashing stations, refuse containers, and showers, which will mitigate many of the public health and safety impacts that occur in encampments. Wrap around services will also be provided.

**Requirement 2: Zoning.** The City of Sebastopol intends to permit the 24x7 Safe Parking Village on this site. Additionally, SAVS will coordinate closely with the permitting departments to quickly open and operate the site by January 2022.

We hope this document is sufficient for the CDC / CoC to release the funds to SAVS immediately so we can move forward quickly. If there are any concerns, please feel free to contact City Manager Larry McLaughlin at 707-823-1153 or email at [lmclaughlin@cityofsebastopo.org](mailto:lmclaughlin@cityofsebastopo.org).

**SAVS**

1275 4th Street, Suite #101, Box 196, Santa Rosa, CA 95404

(707) 861-0646

**City of Sebastopol**

7120 Bodega Avenue, Sebastopol, CA 95472

(707) 823-1153



<b>SAVS 24 x 7 Safe Parking Village</b>					
Sebastopol Morris Ave Safe Parking Dec 1 2021 - Nov 30, 2022					
Modified October 25, 2021					
Preparation Taken Care of by City,					
Description		Minimum Budget - 20 RV's Limited Services	Recommended Budget - 20 RV's Security & Wrap Around Services		
RVs		20	20		
Cars		0	0		
<b>Total Residents</b>		<b>25</b>	<b>25</b>		
Site Startup					
	Site Preparation	\$0	\$0		
	Utilities	\$14,000	\$21,000	\$7K Solar & Battery Storage	
	Site Improvements	\$13,000	\$21,000	\$8k Landscaping	
	Structures	\$27,000	\$27,000		
<b>Site Startup / Capital</b>		<b>\$ 54,000</b>	<b>\$ 69,000</b>		
Operating Costs					
	Personnel	\$136,500	\$136,500		
	Security	\$50,000	\$75,000	\$25K Expanded Security	
	Rent	\$0	\$0		
	Food Program	\$30,000	\$30,000		
	Wrap Around Services*	\$20,000	\$50,000	\$30K additional services*	
	Utilities (sanitation, propane, electric, water)	\$49,200	\$49,200		
	Insurance	\$10,000	\$10,000		
	Transportation Fuel/Bus Tickets/Maintenance	\$0	\$0		
	COVID Precautions / Testing	\$3,000	\$3,000		
	Mentor Program Expenses	\$5,000	\$5,000		
	Indirect Costs (agency expenses insurance, audit, etc)	\$11,720	\$11,720		
<b>Yearly Operating Cost</b>		<b>\$ 315,420</b>	<b>\$ 370,420</b>		
Monthly Operating Cost / Resident		\$1,051	\$1,235		
<b>Total Cost Year 1</b>		<b>\$ 369,420</b>	<b>\$ 439,420</b>	wrap around services, landscaping	
*Wrap around include job training, mental health counseling, addiction counseling & connection to government assistance.					

# City of Sebastopol



**Proposal:  
24x7 Safe Parking Village for Morris Street & Other Vehicles**

**October 2021**

Service Provider: Sonoma Applied Village Services - SAVS



Sonoma Applied Village Services

A handwritten signature in black ink that reads "Adrienne Lauby". The signature is written in a cursive style.

Adrienne Lauby, President

1275 4th Street, Suite #101, Box 196, Santa Rosa, CA 95404

Phone: (707) 795-2890

Private Non-Profit Federal Tax ID Number: 83-4609220

## Proposal: 24x7 Safe Parking RV Village

### **PROPOSAL OVERVIEW**

Sonoma Applied Village Services (SAVS) proposes to quickly install a 24x7 Safe Parking Village modeled on and expanding the Santa Rosa Finley Tent Village, which so successfully served a portion of the chronically homeless subpopulation of Sonoma County in 2020. The SAVS village will support up to 35 individuals, providing safe distancing and healthcare access to prevent further spread of COVID-19, following government regulations for COVID safety and health.

### **SAVS QUALIFICATIONS**

- SAVS and our partners have operated safe parking programs in the past and have been working full-time on the street with homeless individuals for the past three years.
- SAVS is uniquely positioned to connect with the sub-population that is not currently being served by most homeless agencies as our focus is on supporting clients that live in encampments.
- SAVS successfully completed a 2021 contract with the County to provide outreach and placed 29 clients into shelters and 8 people into long term housing. SAVS is currently executing a 2022 contract for the County.
- SAVS is certified to use HMIS and provides ongoing Sonoma County HMIS reporting.

## Program Description

### **Village Setup**

SAVS will set up and operate a safe parking village with a mix of vans, trailers and RVs which are used as primary residences for the homeless people of Sebastopol. We will provide basic sanitary and water facilities, a waste management system, security and some individual whole-person-care support for the residents.

This includes the following:

- At least Three Porta Potties, one of which will be ADA compliant
- Two Hand Washing Stations.
- Trash Cans, Recycling and Weekly Trash Pick Up
- Potable water
- Common “cold kitchen” tent for food preparation and dining (No open fires)
- Electricity: Electrical hook ups for cell phone charging, refrigerated insulin, CPAP or other medical equipment use. Other electrical use research is underway.

### **Village Resident Services**

#### **Health and Social Services**

SAVS will provide access to basic healthcare, including COVID testing and vaccinations, through the Sonoma County Health Clinics. We expect to work with West County Community Health, especially their Sebastopol office, to set up ongoing health care for our residents.



### **Emotional, Physical and Life Support**

The SAVS Project Manager will coordinate with other outreach and support workers to bring needed services to the site. We will invite and include the Sonoma County Whole Person Care Team for those with chronic mental illnesses, the Interdepartmental Multi-Disciplinary Team (IMDT), Public Health Workers, and others. This support will be assisted by SAVS outreach workers Cheryl Rood and Andrea Backer, and Jennifer Lake of West County Community Services, all of whom will be active at the camp working with individuals who want to work one-on-one to access county services as they take steps toward more stability in their lives. Homeless Action's Sebastopol Working Group will assist the Project Manager with outreach and resident support.

### **Security**

The camp will have any necessary fencing and provide on-site security for the first 30-60 days. After startup, with agreement by the police and city staff, SAVS staff and the resident onsite manager will provide site security. It is important to note that both Los Guilicos and the Finley Center operators stated that there is no need for on-site security once the site is operating normally.

### **Covid Safety protocols**

We will secure the assistance of a County health providers and Health Officers to fulfill the following protocols:

Everyone who resides in the camp must agree to be tested within the first week. Three times a week, everyone in the camp will have their temperature taken and be asked the basic Covid symptom questions.

Those who are not vaccinated will be tested every week with a rapid response test. Anyone with any symptom of the COVID-19 virus will be tested with a rapid response test. Anyone who tests positive will be quarantined for at least 14 days or until there are no more symptoms, whichever is longer.

SAVS will work with the County quarantine facilities and County health to establish other protocols as necessary so that everyone in the camp is as safe as possible from the delta variant and any developing variants.

### **Resident Policies and Leadership**

- No fires will be allowed, either for warmth or cooking.
- No violence, weapons, or drug dealing.
- There will be community standards for noise and other disturbances.
- Smoking only in smoking areas.
- Gate locked at 9 pm. Exceptions made for those with off-site pre-approved jobs or activities.
- Only chairs and small tables will be allowed outside vehicles. Piles of unorganized personal property will not be allowed.
- Visitors are allowed and camp residents will come and go the same as anyone else in the community until the 9 pm gate closure. (Given the contagious delta covid variant, this rule may be modified at the direction of the County Health Officer).

- Residents will be required to agree to and abide by a written set of village regulations. The SAVS 24/7 Operations Manual is available upon request at [tinyvillages@sonomavillages.org](mailto:tinyvillages@sonomavillages.org).

### **Resident Management Team**

We will establish a 3-person resident management team that will interface with residents to ensure that health and safety protocols are followed and that interpersonal issues are resolved. They will be assisted by the on-site manager and SAVS Manager as needed.

### **Community Participation**

SAVS is a collaborative organization. We believe that the camp residents are fully members of the Sebastopol community. We will encourage them to participate in public events and other civic engagement activities.

We currently work with the West County Homeless Advocates and the Homeless Action!'s Sebastopol Working Group, and we have a good relationship with West County Community Services. We will encourage these, as well as other groups and individuals to participate in the camp life as volunteers. Initially, this will revolve around the providing of meals and one-on-one "Buddy" activities. But, it may evolve into group activities such as AA/NA meetings, small social gatherings to sing, play games, and/or group activities for art, exercise etc.

### **Good Neighbor Policy**

This will be a 24/7 site and, due to covid, many of the residents are likely to be in residence at the camp much of the time. No one will be allowed to linger in the immediate area around the site after they leave the camp. In addition, weekly litter patrols of the area will take place.

As soon as appropriate, SAVS and local volunteers will canvass at least the four blocks surrounding the camp neighborhood in advance to explain why the camp is coming, answer questions, and provide a number to call for concerns. We will place a sign at the gate with a 24/7 hotline for any issues. We will attend any neighborhood and Council meetings to answer questions as needed and, if the neighbors are willing, will set up a neighborhood advisory group with regular monthly meetings to address concerns in an ongoing way.

### **Food Preparation**

SAVS will facilitate access to food sourcing through our partnerships with the Redwood Empire Food Bank and other community resources. We will also work with our volunteer partners to deliver occasional hot prepared meals for the village.

### **Insurance**

SAVS will carry liability insurance for the camp and indemnify the City of Sebastopol.

### Program Outcomes & Measurement

This program is created to deliver three primary outcomes: First, to safely house 20-40 individuals in a temporary emergency shelter. Second, to limit COVID exposure and illness. Third, to prepare these residents for transition to permanent housing.

#### Key Program Measurables

- 20-35 individuals housed and provided with access to healthcare services through November 2022
- A minimum of 10 clients readied for submission into EHV vouchers by March 2022
- Safety/security/aesthetic issues successfully managed on site

### Site Plan

Total Estimate:

- 20 RVs, 0 Cars for approximately 25 (up to 35) people
- 3 Porta Potties, Kitchen, Common Area
- Storage Units, Resident Manager trailer
- Admin trailer

Mix of RV sizes represent a sampling of RVs in the Morris Street area. RV Campgrounds have about 6 per 1/2 acre, RV Storage can run as dense as 30 per half acre (but that's very tight)



## Program Budget

SAVS focuses on delivering highly dignified, professional, low-cost services. SAVS has proven that it works on budget and on time.

- This budget is bare bones. SAVS Commits to creating a safe, dignified village under this budget.
- We would like to reiterate that there are four underfunded components, totaling \$70,000 that we believe should be funded by the City of Sebastopol or partner organizations.
  - \$30,000 for additional wrap around services (job training, mental health counseling, addiction counseling, connection to government assistance)
  - \$25,000 for Expanded Security
  - \$8,000 for landscaping
  - \$7,000 Solar and Battery Installation

<b>SAVS 24 x 7 Safe Parking Village</b>				
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Modified October 25, 2021				
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Monthly Operating Cost / Resident		\$1,051	\$1,235	
<b>Total Cost Year 1</b>		<b>\$ 369,420</b>	<b>\$ 439,420</b>	+ \$70K for expanded security, wrap around services, landscaping & solar
*Wrap around include job training, mental health counseling, addiction counseling & connection to government assistance.				

## Site Opening Plan

SAVS proposes opening a new Safe Parking Village at 465 Morris Street, Sebastopol, CA. The site will have up to 20 RV trailers, a food tent, storage containers, administrative shed, lighting, gates and fences. The site requires water and power (preferably in the form of electric service, alternately from a generator) to operate.

The opening plan has two major groupings of activities. Pre-Production and Site Preparation. We expect the site to be open 6 weeks after we begin site preparation and are targeting January 15<sup>th</sup> as the move-in date. If we can move quickly through Pre-Production, we can open the site more quickly.

### Pre-Production Milestones - November

- Sebastopol city approves the project and signs a letter of intent that goes to the Continuum of Care (CoC) funding committee.
- CoC approves the project
- Insurance liabilities are understood (we believe key concerns are related to flood and fire)
- Contract with City is written and completed
- Sebastopol defines all requirements for permitting – SAVS and Sebastopol work to complete each requirement or define exactly what needs to be built/designed to comply with zoning requirements.
- City agrees to the opening plan so site preparation can begin.
- Begin hiring process for Village staff

### Site Preparation – December

#### Physical Setup

- Clearing & Grading – Clear the site of debris and containers. Flatten.
- Utility Installation – Install water, deliver power (we do not have specific power requirements, but will be using the power for our office, lighting, charging cell phones, medical equipment, but not for powering the RVs)
- Securing the site – We will install lighting and signage, install the fencing and security cameras.
- Setup the admin / food “buildings” = Purchase and install kitchen tent, site furniture, storage containers and admin shed.

#### Services Setup

- Confirm site staff and train
- Identify and hire these service providers: Portable Toilet / Sinks / RV Cleanout Service, Propane, Trash, Telecom/Wi-Fi, Mobile Shower

**Move In-January 6-Weeks after completing Pre-Production Items – targeting January 15, 2021 or sooner.**



**Agenda Item Number 1**

**Agenda Item Number 1**

**Special City Council Meeting Packet of October 27, 2021**

**Page 14 of 32**



PROPOSED SITE

YOUTH ANNEX BLDG

COMMUNITY CENTER

CITY PUBLIC WORKS

HIGH SCHOOL

GREEN ACRES

LAGUNA PRESERVE

LAGUNA YOUTH PARK

EDDIE LN

SUNSET AVE

JOHNSON ST

MORRIS ST

TAFT ST

BONARDEL AVE

286

302

310

334

376

404

418

426

438

450

465

425

390

720

425

610

420

6821

6811

6775

6765

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490

545

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517

515

483

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484

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506

502



## **Emergency Evacuation Plan Sebastopol Safe Parking Village**

Draft 10-25-21

### **Introduction**

Emergency preparedness includes being prepared for any kind of emergency, the ability to respond in time of crisis to save lives and property, and to help Safe Parking Village residents in an emergency. It is important that we be prepared for emergencies in today's world of natural disasters. This Emergency Preparedness and Evacuation Plan is intended to help us during any challenge in our community.

Successful execution of this plan depends on the preparedness of all residents. Residents are personally responsible to help evacuate during or after an emergency, with the exception of those deemed most vulnerable.

When an emergency occurs, it affects everyone in the immediate area, creating the responsibility to respond:

- o first, as an individual;
- o second, as a member of a family; and
- o third, as a resident of the Safe Parking Village.

To meet these varied responsibilities, the Emergency Preparedness and Evacuation Plan includes preparedness training and tools for individuals, families, as well as the Safe Parking Village community as a whole. The priorities of the plan are the preservation of life, and then the protection of property.

### **Evacuation Sites**

Residents will be evacuated to the nearest emergency site provided by the City of Sebastopol or Sonoma County. Vehicles will be towed to the nearest evacuation parking lot provided by the City of Sebastopol or Sonoma County. At this time, that site is the Sebastopol Center for the Arts, 282 S High St, Sebastopol, CA.



## **Emergency Operations Plan**

Prior to opening a Safe Parking Site, the SAVS Program Manager will become familiar with all relevant County Emergency Operations Center (EOC) protocols. To ensure evacuation preparedness, SAVS will submit to County staff and the EOC a report on the site that includes: its opening date, site map, estimated number of residents, and a copy of this Evacuation Plan.

Residents will be given a copy of this Emergency Plan as well as the standard information about how to prepare themselves for an emergency. All residents will be informed upon entry that they are moving into a flood plain and the problems that may arise because of it.

An emergency contact list of residents and their emergency contacts' phone numbers is maintained and securely kept at the resident management office and is easily accessible. The list also identifies those with access and functional needs and the details regarding their specific situation.

The on-site manager can be reached at \_\_\_\_\_. The primary backup phone number is \_\_\_\_\_ The secondary backup number is \_\_\_\_\_

In the extreme circumstance of a large wind-powered fire starting in the immediate area residents will be evacuated without concern for their vehicles.

In most emergency situations, SAVS staff will watch the weather forecast and follow Nixle county alerts for possible fire danger. Twenty-four hours or more before an anticipated emergency, staff will send an alert to residents, volunteers, and the tow company. At this time, residents will be asked to prepare their vehicles for towing and any utility hook ups to individual trailers will be disconnected.

When notified by County emergency staff or first responders, or when it is decided internally, to evacuate the site, the SAVS Project Manager, on-site manager, village leaders, and other SAVS staff are responsible for the following procedures. Final decisions will be made by the SAVS Project Manager who will consult with the SAVS board if time allows.

### Most Vulnerable Residents

1. The most vulnerable and/or disabled residents will be identified when they are assigned a space in the Safe Parking Lot and, if possible, placed near the gate.

2. After confirmation of a necessary Evacuation from Senior Staff and/or First Responders, our priority will be to locate and help evacuate residents who are the most elderly, have mobility issues, and/or serious health conditions.
3. Assist Vulnerable residents into Vehicles: SAVS staff and Security will confirm locations of SAVS Vans and personal vehicles. They will load the most vulnerable residents first, then additional residents until vehicles are full. Residents are allowed to Bring essential belongings/medication only! (one small backpack/bag per person, with a bottle of drinking water if accessible). Be mindful of dogs/pets that should not be in the same vehicle together. Residents will be shuttled to emergency shelter as close to the site as possible. Currently, this site is the Sebastopol Center for the Arts on 282 S High St, Sebastopol, CA

### Vehicle-Dwellings

1. Camp vehicles are the place where our residents live and where they keep their personal property. Given that, moving camp vehicles out of the range of fire, flood or other disasters has a high priority.
2. Except for those deemed “most vulnerable,” residents are expected to play an active role in moving their vehicles to safety. Residents understand the particular needs of their vehicles and are likely to have resources via their own trucks or friends who can help.
3. SAVS staff will bring our van and bus to help move the vehicles. SAVS has the capacity to tow everything but fifth wheel trailers. We expect to be able to tow at least 10 vehicles within 4-10 hours (the difference being the distance to and from the evacuation site.)
4. SAVS will contract with the nearest possible tow company for their emergency assistance. They will commit to moving the 5<sup>th</sup> wheel trailers and helping with others to evacuate an additional 10 vehicles within 4-10 hours.
5. SAVS will seek volunteers with tow-equipment on their personal trucks who are able to assist in an emergency. We will train them and notify them when a decision to evacuate is probable.
6. Twenty-four hour security will be provided for vehicle-dwellings towed to an evacuation site, unless there is a fence, locked gate and other security.

### Clear Safe Parking Village

1. Evacuate site: Any remaining residents and staff will exit in carpools in personal vehicles and proceed to an area designated by County Emergency Operations Center.
2. Clear the Site, Final Evacuation Check: One staff member is to remain on-site with the Site Coordinator, (unless there is an immediate threat to the life and safety of staff) to ensure that every area including bathrooms and common areas are checked for persons and animals (Break down doors if necessary). First Responders will likely be on-site to assist with the final check.
3. The last staff member to leave will lock the gate and post the pre-printed sign saying “Vacated, Do Not Enter”

The chart below provides action information for the six flood stages; this chart can be accessed at River Bulletin (BAYBUL) <http://cdec.water.ca.gov/cgi-progs/iodir/BAYBUL>. All water levels noted in the chart below are Russian River levels measured at the old Guerneville Bridge, located on Hwy 116 in downtown Guerneville. **Also, a water level of 66 feet at the Laguna de Santa Rosa gauge indicates that emergency measures should be activated. Likewise, if flooding above 36 feet on the Russian River is expected, SAVS will begin to enact evacuation planning.**

**FLOOD STAGE CHART**

Flood Stage	Action	River Level
STAGE 1	<b>FLOOD WATCH (initial notification) = Pre-emergency river level is 25 feet at the Guerneville Bridge AND the river is forecasted to rise. Flood is possible.</b>	River 25 feet and rising
STAGE 2	<b>Flood Monitoring (Preparation) = Moderate to heavy rain expected for next four (4) to six (6) hours. River level is 18 feet at the Hopland Bridge, 15 feet at the Healdsburg Bridge, and/or 29 feet at the Guerneville Bridge, AND the river is forecasted to rise.</b>	River 29 feet and rising
STAGE 3	<b>Flood (Emergency Actions) = Continuation of heavy rain over next six (6) to twelve (12) hours. River level is 21 feet at the Hopland Bridge, 19 feet at the Healdsburg Bridge, and/or 32 feet at the Guerneville Bridge, AND the river is forecasted to rise. The Russian River flows over the banks of the main channel at this elevation and several low-lying areas are flooded.</b>	River 32 feet and rising
STAGE 4	<b>Significant Flood Stage (General Evacuation) = Safety/Health threat to private property and persons. River level is 36 feet at the Guerneville Bridge, AND is forecasted to continue rising.</b>	River 36 feet and rising
STAGE 5	<b>Safety and Security</b>	River crested and holding

STAGE 6	Re-entry and Recover	River receding
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The Sonoma County Dept. of Fire & Emergency Services strongly urges each Sonoma County resident to be aware of changing weather and river conditions. Listen to the news, check websites and know what actions to take. Power outages may cause disruption in communication systems. SAVS Staff will have available a battery-operated radio. Fire and Emergency Services Dept. encourages all residents to be self-sufficient during emergency events.

**Plan Distribution:**

1. Sebastopol Police Department, 6850 Laguna Parkway, Sebastopol, CA 95472  
707-829-4400
2. Sebastopol Fire Department, 7435 Bodega Avenue, Sebastopol, CA.  
707-823-8061
3. Sebastopol City Manager Larry McLaughlin, 7120 Bodega Avenue, PO Box 1776  
Sebastopol, CA. 707-823-1153
4. City Engineer Henry Mikus, 714 Johnson Street, Sebastopol, CA. 707-823-2151
5. City Building Official Glenn Schainblatt. 707-823-8597
6. Planner Director Kari Svanstrom. 707-823-6167

**Personal and Household Preparedness**

**Introduction**

The most important feature of any dwelling is something you probably do not see when you walk through the door. But it could save your life. It is **safety**. Safety comes in all shapes and sizes: smoke detectors; fire extinguishers; escape routes; carefully maintained heating and electrical systems; and knowing what to do and where to go in case of fire, flood, tornado, or other disasters. The key to being prepared in the event of a disaster or sudden emergency is preplanning and practice drills.

**Family Disaster Preparedness Emergency Plan**

The next time disaster strikes; you may not have much time to act. **Prepare now for a sudden emergency.** Knowing what to do in an emergency is your best protection and

your responsibility. Learn how to protect yourself and your household by planning ahead. To obtain more information, you may want to contact your local emergency management agency or civil defense office and the local American Red Cross chapter (707) 577-7600), be prepared to take notes. You will need to gather the following information:

- Find out which disasters are most likely to occur in your area.
- Ask how to prepare for each disaster.
- Ask how you would be warned of an emergency.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Learn your community's main evacuation routes.
- If needed, ask about special assistance for the elderly or disabled persons.
- Ask about animal care during and after an emergency.
- Animals may not be allowed inside emergency shelters due to health regulations.

### **Checklist of Emergency Procedures**

Meet with your household and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather and earthquakes to children, elderly individuals, and persons needing special assistance. Plan to share responsibilities and work together as a team. The following may be used in creating your own Emergency Response Plan.

- Install safety features in your home, such as smoke detectors and fire extinguishers.
- Discuss what to do in an evacuation.
- Find the safe spots in your dwelling for each type of disaster.
- Post emergency telephone numbers near the telephone or on the wall where you use your phone.
- Instruct household members to turn on a battery-powered radio for emergency information.
- Pick one out-of-state and one local friend or relative for family members to call if separated by disaster (it is often easier to call out-of-state than within the affected area).
- Pick two meeting places: 1) a place near your home in case of fire; 2) a place outside your neighborhood in case you cannot return home after a disaster.
- Keep family records in a water and fire-proof container.
- Locate any utility connections and propane lines to your vehicle and learn how and when to disconnect and turn these utilities off. Teach all responsible family members.
- Keep necessary tools near utility hook ups. Turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so.
- Take a basic first aid and CPR class.

- Prepare a disaster supply kit.

### **If Disaster Strikes**

- Remain calm and patient. Put your plan into action.
- Check for injuries; give first aid and get help for seriously injured.
- Confine or secure your pets.
- Answer the door to speak to first responders and/or Village leaders.
- Contact Village leadership for directions.
- Listen to your battery powered radio for news and instructions.
- Evacuate if advised to do so. Wear appropriate clothing and sturdy shoes.
- Assist with the evacuation of your vehicle if you are able.
- Check for damage to your home - use a flashlight only. **Do not light matches or turn on electrical switches**, if you suspect damage.
- Check for fires, fire hazards and other household hazards.
- Clean up spilled medicines, bleaches, propane and any other flammable liquid immediately.
- Call your family contact - **do not use the telephone again unless it is a life threatening emergency.**
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is shut off.
- Stay away from downed power lines.

### **Preparedness for Different Types of Events**

#### **Evacuation Caused by Off-Site Disasters (gas leak in City, wildfire, etc.)**

Mandatory evacuations may be initiated by public safety authorities even when imminent danger is not evident at the Safe Parking Village. All tenants and staff must evacuate the Park if a Mandatory Evacuation is broadcast by the City of Sebastopol, County of Sonoma or relevant authorities. Please follow the Evacuation Procedures in this booklet.

#### **Earthquake**

Prior to any earthquake, each resident should preplan and practice steps they will take in the event of an earthquake. .

- Indoors: take cover under any sturdy piece of furniture or doorway or get up on a bed or couch that is against a wall.
- Stay away from windows or ceiling objects such as lighting fixtures.
- **Do not light matches** or candles.
- **Do not turn on electrical** equipment of any kind.
- Use only **battery-operated** flashlights and radios.
- Outdoors: find an open area and remain there until the earthquake stops.

- Stay away from power poles and electrical lines, tall buildings, bridges, brick or block walls, underpasses and trees.
- Listen to a self-contained (battery operated) radio for emergency instructions.
- Confine or secure all pets so they will not hamper emergency service employees in the performance of their duties.
- After shocks may occur, so be prepared.

### **Fire Safety**

Fire spreads quickly and the entire structure may rapidly become engulfed in flames. There are steps you can take to minimize the dangers associated with fires and improve your household's chances of survival should a fire erupt in your vehicle dwelling.

- Be sure you have properly operating smoke detectors and fire extinguishers. If one or more of your smoke detectors are battery operated, replace the batteries annually or more often if necessary. An easy to remember schedule is to change your batteries to coincide with day light savings time.
- Plan, with the whole family, at least two escape routes from the Safe Parking Village
- Practice fire drills regularly, using a smoke detector as a signal to start the drill. Follow your escape plan.
- Be sure any heating and electrical systems are properly maintained and in good working order. Change the heating filters as recommended by the heater manufacturer.
- Carefully follow the instructions on all appliances and heating units, taking special care not to overload your electrical system.
- Be especially careful when displaying your holiday decorations.
- Keep matches, lighters, and candles away from small children. Children tend to be curious about fire and tend to hide when frightened. Fire drills are most important for children between the ages of 2 and 12 years old.
- Insure your personal property. Shop around for a company that best meets your needs for renter's or homeowners' insurance.
- Store important documents, such as birth certificates, marriage licenses, social security cards, and insurance papers, in a fire-proof box or in the refrigerator, or rent a safety deposit box at your local bank.
- Make an itemized list of your personal property, including furniture, clothing, appliances, and other valuables. If available, make a video tape of your home and your possessions. Keep the list and/or tape up-to-date and store them along with the other important documents.

### **In Case of Fire**

- Immediately assess the problem (where, extent involved, to assist you in exiting away from the fire source)

- Know how to use a fire extinguisher
- Get everyone out of the house **immediately**
- **Without risk to any person**, get pets out of the house
- Call 9-1-1 or the Fire Department then call the Village Staff on duty (from a neighbor's phone) and:
  1. Give your name, telephone number you are calling from, Village address, space number where the fire is, any helpful locational directions.
  2. Describe the type/nature of the fire (gas, wood, chemical, electrical).
  3. State that the fire is in a Vehicle and report any known injuries.
  4. Turn off the utility connections if possible without risk.
  5. Tell all residents near the fire source to stand ready with water hoses to wet down their Vehicles in case of traveling sparks.
  6. Make sure all occupants have left the affected home and **immediately** let the fire department personnel know if any disabled person(s) or anyone not accounted for and may still be in the residence.
  7. **Never go back into a burning home or vehicle.**
  8. If smoky conditions are present, remember that smoke rises and stay as close to the floor as possible. Before exiting through a door, feel the bottom of the door with the palm of your hand. If it is **hot**, find another way out. **Never open a door that is hot to the touch.**
  9. Should your clothing catch fire: **first \*cover your face and mouth\***, **drop...then roll. Never run.** If a rug or blanket is handy, roll yourself up in it until the fire is out.

## **Tornado**

- Although tornados are not a common occurrence in California, they have been reported.
- Pay close attention to weather reports. Know the difference between a watch (when conditions are ripe for a severe weather event) and a warning (when a severe weather event is occurring or is imminent).
- Plan where to go during severe weather
- When a tornado warning has been issued, **leave your vehicle home immediately.** Go to your pre-determined safe place or lie down in a low area with your hands covering the back of your head and neck.
- Be sure to keep a transistor radio - with working and extra batteries handy.
- Keep your Family Disaster Supplies Kit near an exit door.

## **Flood Event**

Flood events at The Safe Parking Village are not a sudden event. There has been no "flash flooding" historically. The Laguna de Santa Rosa is a huge flood basin to the Russian River. It takes a considerable amount of water to flood the



Russian River and the Laguna and specifically the project site. The Russian and the Laguna have experienced occasional high floods that may inundate the Safe Parking Village. There are two factors that are important: 1) The Sonoma County Water Agency has over 100 years of experience charting and gauging the flood stages of the Russian River and the Laguna. The predictability of time and flood levels are accurate and 2) it is not a sudden of flash flood experience. There are usually many days build up to a flood state. There is ample time for warning of a probable flood at the Safe Parking Village site. See page 5 for flood stages and the action necessary at each stage.

Upon warning of a flood event, the County will activate its Emergency Operations Center (EOC). During a Russian River flood event, all Fire Protection Districts and volunteer fire companies are on alert and operational. If local authorities order an evacuation AND the area is deemed a natural disaster The Safe Parking Village Leadership and Staff will follow FEMA's (Federal Emergency Management Agency) instructions for the event.

**After a Flood:**

- Return home **only** after authorities say the danger of more flooding is over.
- Do not drink water unless it is declared safe. Boil water if unsure.
- If fresh food has come in contact with flood waters, **throw it out.**
- Do not turn on electrical switches until they have been checked by a professional.
- A flood can cause emotional and physical stress. You need to look after yourself and your family as you focus on cleanup and repair.
- Rest often and eat well. Keep a realistic and manageable schedule.
- Make a list and do jobs one at a time.
- Contact the American Red Cross and get a copy of the book *Repairing Your Flooded Home*. The book will tell you how to safely return to your home and begin the recovery process.

**Safe Parking**



**RV Camping**



**A NEW VILLAGE APPROACH TO  
HOMELESS HOUSING IN  
SONOMA COUNTY**

*Agenda Item Number 1*



# **SAVS**

## **24x7 Safe Parking Village Plan**

*465 Morris Street, Sebastopol, CA*

*October 27, 2021*

# SAVS Safe Parking Villages



+



## 24/7 Safe Parking

~20% of unsheltered people live in their cars, a nervous life for them, and an expensive enforcement problem.

## RV Parking

RV's are an affordable housing solution – let's get RV's off the streets and into a legal, safe space.



# SAVS Village Proposal

- Village Overview
  - 20-40 Residents for safe parking program
  - No permanent structures, just cars & RVs
  - Portable Bathroom, RV Service, Portable Showers, Hand Washing Stations
  - Trash Cans and Weekly Trash Pick Up, Potable water
  - Common cold food kitchen and tent for meals (no open fires)
- Village Resident Services
  - Health and Social Services
  - Emotional, Physical and Life Support
  - Security
- Resident Policies and Leadership
  - No fires, no violence, weapons, or drug dealing.
  - There will be community standards for noise and other disturbances
  - Each resident will be given a “footprint” around their space, no personal property will be allowed outside that footprint
  - Residents will be required to agree to and abide by a written set of village regulations.



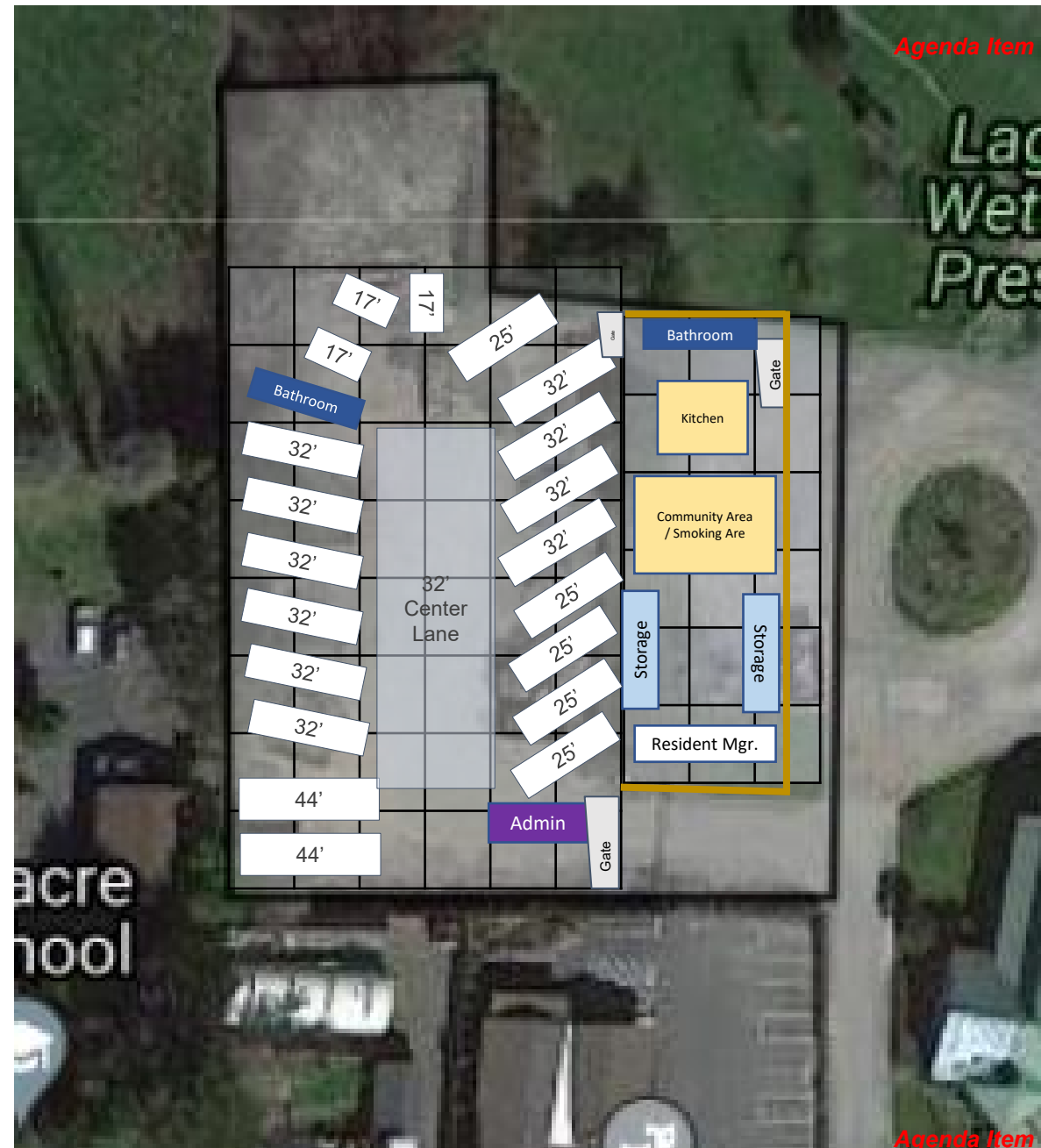
# Location, 465 Morris Street Back Lot



# 465 Morris Street Back Lot Site plan

Total Estimate:

- 20 RVs, 0 Cars
- ~25 People
- 4-6 Porta Potties
  
- 1 Square on the grid is 20' wide and 20' tall.
  
- Mix of RV sizes represent a sampling of RVs in the Morris Street area.
  
- RV Campgrounds have about 6 per ½ acre, RV Storage can run as dense as 30 per half acre (but that's very tight)



# New Fencing Near Wischemann Hall



Overhead View



View from Entry Driveway



View from Community Center

# Site Opening Plan

## Pre-Production Milestones - November

- Sebastopol Approves & Signs LOI
- CoC approves the project
- Insurance liabilities are understood
- Contract with City / SAVS Completed
- Sebastopol defines all requirements for permitting – SAVS and Sebastopol work to complete each requirement
- City agrees to the opening plan so site preparation can begin.
- Begin hiring process for Village staff

## Site Preparation – December

- Clearing & Grading
- Utility Installation – Install water, power
- Securing the site –lighting, signage, fencing and cameras
- Setup the admin / storage / food “buildings”
- Confirm site staff, on-site resident and train
- Identify and hire service providers: Portable Toilet / Sinks / RV Cleanout Service, Propane, Trash, Telecom/Wi-Fi, Mobile Shower

## Move In – Jan (+ 6 weeks from LOI)

- Recruit Morris Street Tenants – Pre-interview and prioritize
- Drive / Tow in vehicles – Entry interview
- Work through storage / trash per person
- Hold initial village meetings



Attachment #9 to November 30 Staff Report from Committee for the Unhoused  
October 28, 2021, Letter of Intent, Signed by Mayor Glass

City Council  
Mayor Una Glass  
Vice Mayor Sarah Glade Gurney  
Diana Gardner Rich  
Neysa Hinton  
Patrick Slayter



City Manager  
Larry McLaughlin  
[lmclaughlin@cityofsebastopol.org](mailto:lmclaughlin@cityofsebastopol.org)  
Assistant City Manager/City Clerk, MMC  
Mary Gourley  
[mgourley@cityofsebastopol.org](mailto:mgourley@cityofsebastopol.org)

**City of Sebastopol**

October 28, 2021

Sonoma County Continuum of Care Board  
cc Sonoma County Community Development Commission  
1440 Guerneville Road  
Santa Rosa, CA 95403

Dear SCCDC:

The City Council of the City of Sebastopol on October 27<sup>th</sup>, 2021, supported the intent to enter into an agreement with Sonoma Applied Village Services (SAVS) to open and operate an ESG-CV Compliant 24x7 Safe Parking Village as outlined in the SAVS September 2021 ESG-CV Safe Parking Proposal. The proposal is intended to use City owned property located at Assessor Parcel Number (APN) 004-011-054 (Parcel Map Attached Exhibit A) located on Morris Street on what is currently utilized for the Public Works Stockyard, in the area indicated on the attached Exhibit B, in Sebastopol, CA to serve the needs of Sebastopol's unhoused.

The CoC has two requirements in order to disburse the funding.

**Requirement 1: Site Control.** The City of Sebastopol supports the intent to enter into an agreement to lease the property located at Assessor Parcel Number (APN) 004-011-054 (Parcel Map Attached Exhibit A) located on Morris Street on what is currently utilized for the Public Works Stockyard, in the area indicated on the attached Exhibit B, in Sebastopol, CA for SAVS to create and maintain a 24x7 safe parking program. The program is proposed to provide community members who are experiencing homelessness a place to safely park their vehicle or RV and is meant to lessen the impacts of homelessness on the broader community. It is proposed that dwellers will have access to essential services such as portable toilets and handwashing stations, refuse containers, and showers, which will mitigate many of the public health and safety impacts that occur in encampments. Wrap around services will also be provided.

**Requirement 2: Zoning.** The City of Sebastopol intends to permit the 24x7 Safe Parking Village on this site. Additionally, SAVS will coordinate closely with the permitting departments to quickly open and operate the site by January 2022.

We hope this document is sufficient for the CDC / CoC to release the funds to SAVS immediately so we can move forward quickly. If there are any concerns, please feel free to contact City Manager Larry McLaughlin at 707-823-1153 or email at [lmclaughlin@cityofsebastopol.org](mailto:lmclaughlin@cityofsebastopol.org).

**SAVS**

1275 4<sup>th</sup> Street, Suite 101, Box 196, Santa Rosa, CA 95404  
(707) 861-0646

Adrienne Lauby, SAVS

Attachments:  
Exhibit A  
Exhibit B

**City of Sebastopol**

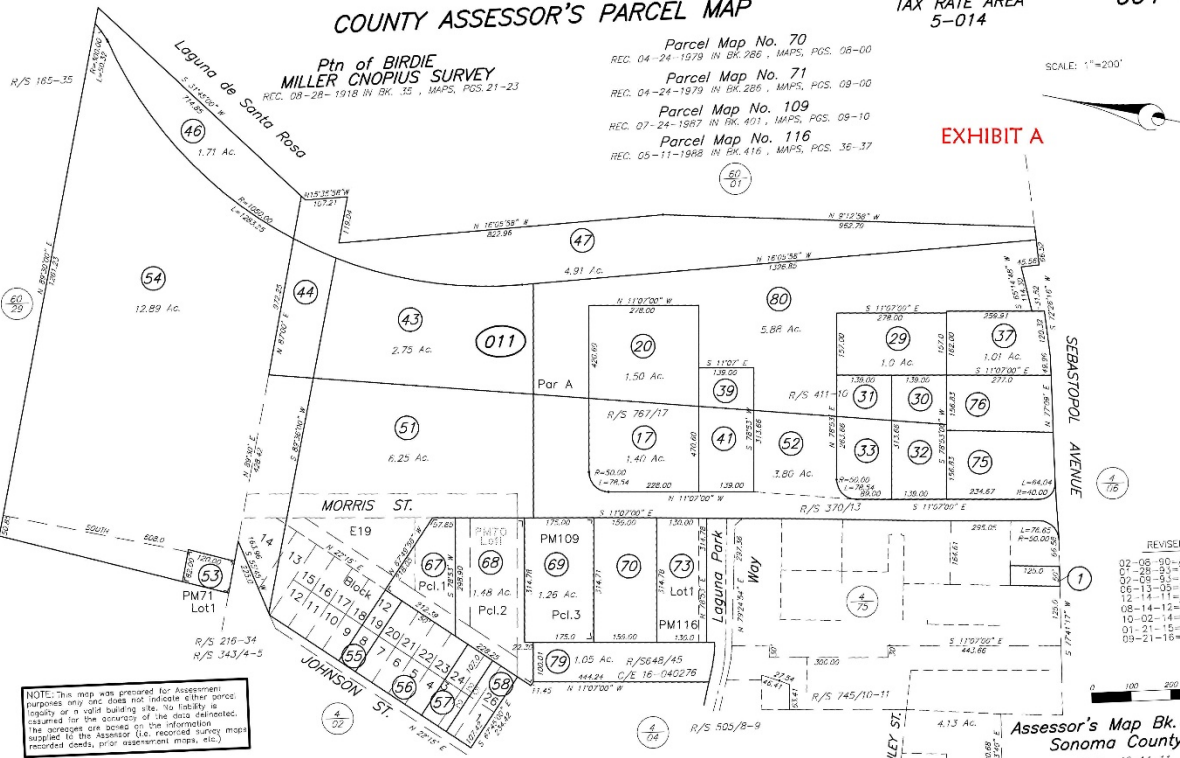
7120 Bodega Avenue, Sebastopol, CA 95472  
(707) 823-1153

Una Glass, Mayor

# COUNTY ASSESSOR'S PARCEL MAP

TAX RATE AREA  
5-014

004-01



Ptn of BIRDIE MILLER CNOPIUS SURVEY  
REC. 08-28-1918 IN BK. 35, MAPS, PGS. 21-23

Parcel Map No. 70  
REC. 04-24-1979 IN BK. 286, MAPS, PGS. 08-00

Parcel Map No. 71  
REC. 04-24-1979 IN BK. 286, MAPS, PGS. 09-00

Parcel Map No. 109  
REC. 07-24-1987 IN BK. 401, MAPS, PGS. 09-10

Parcel Map No. 116  
REC. 05-11-1988 IN BK. 416, MAPS, PGS. 36-37

SCALE: 1"=200'

EXHIBIT A

REVISED

02-06-90	AC-CO-CN
07-26-91	UT
07-09-91	75
06-13-05	5/5-KB
12-14-11	5/5-KB
08-14-12	74,76,78-KB
10-02-14	80-KB
01-21-15	R/S-KB
03-21-16	C/E-KB



Assessor's Map Bk. 004, Pg. 01  
Sonoma County, Calif. (ACAD)  
KEY 12-14-11 KB

NOTE: This map was prepared for Assessment purposes only and does not indicate either present or a valid building site. No liability is assumed for the accuracy of the map delineated. The assessor is based on the information supplied to the assessor (ie. recorded survey maps, recorded deeds, prior assessment maps, etc.)

NOTE: Assessor's parcels do not necessarily constitute legal lots. To verify legal parcel status, check with the appropriate city or county community development or planning division.

