


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'.

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

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<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**

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GREEN ACRES

PROPOSED SITE

YOUTH ANNEX BLDG

COMMUNITY CENTER

HIGH SCHOOL

CITY PUBLIC WORKS

LAGUNA YOUTH PARK

LAGUNA PRESERVE

EDDIE LN

JOHNSON ST

MORRIS ST

SUNSET AVE

BONARDELAVE

TAFT ST

286

302

310

334

376

404

418

426

438

450

465

425

390

720

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## **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

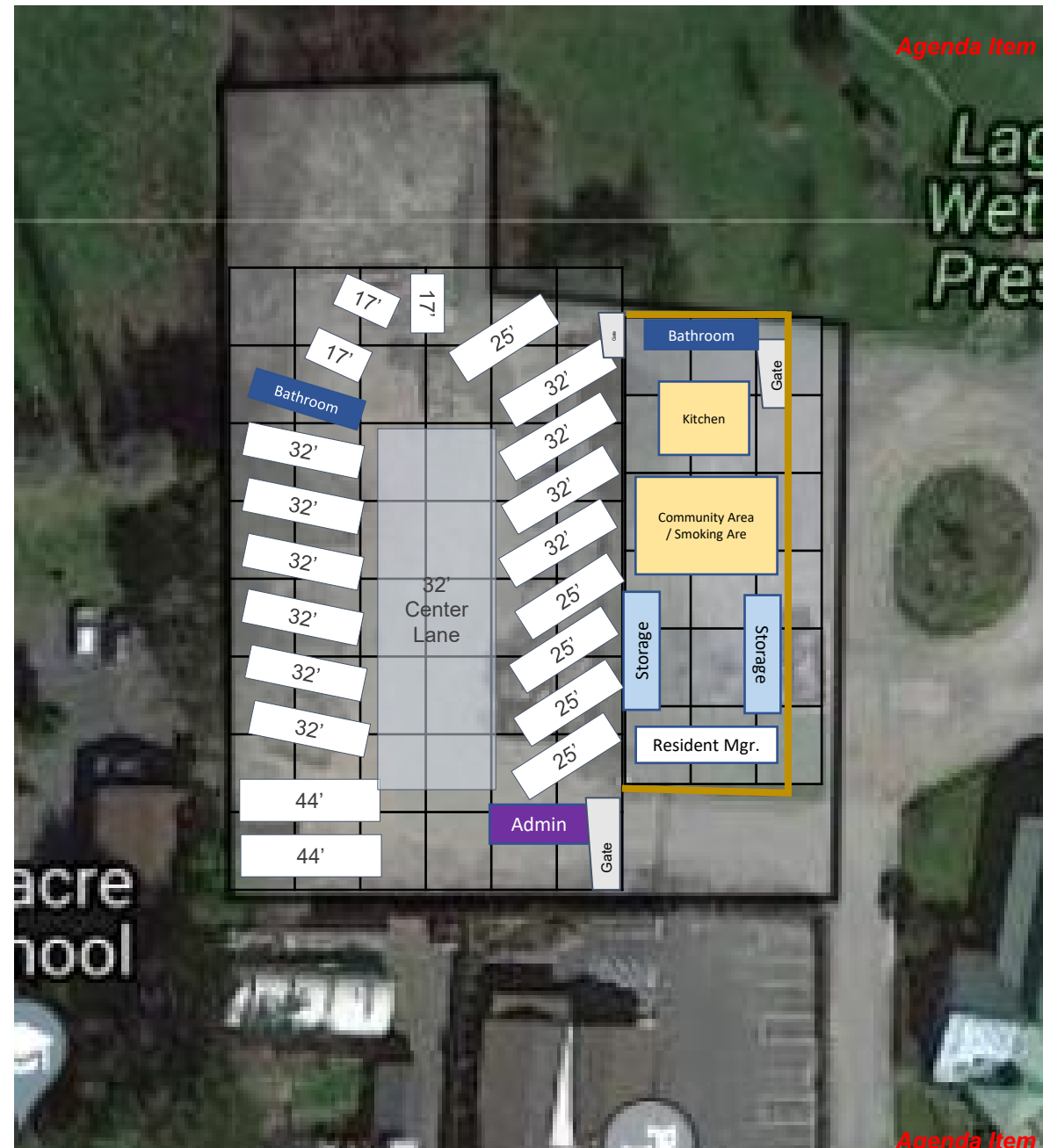




# 465 Morris Street Back Lot Site plan

Total Estimate:

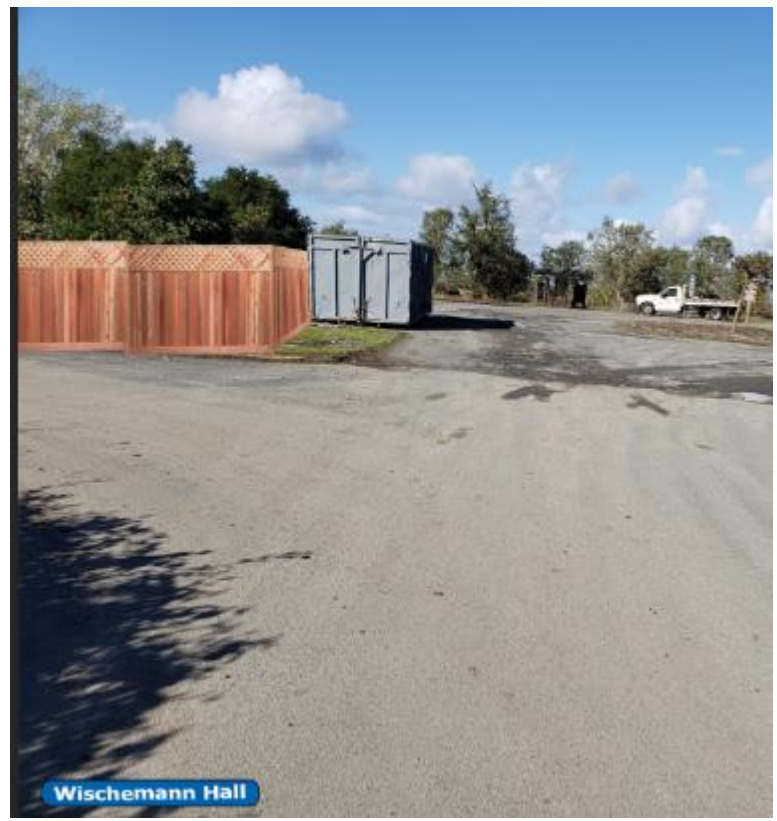
- 20 RVs, 0 Cars
- ~25 People
- 4-6 Porta Potties
  
- 1 Square on the grid is 20' wide and 20' tall.
  
- Mix of RV sizes represent a sampling of RVs in the Morris Street area.
  
- RV Campgrounds have about 6 per ½ acre, RV Storage can run as dense as 30 per half acre (but that's very tight)



# 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