

**CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM REPORT**

Meeting: February 6, 2024  
 To: Honorable Mayor and City Councilmembers  
 From: SAVS (Sonoma Applied Villages)  
 Planning Director  
 Subject: Receipt of Quarterly Informational Report (SAVS) and Discussion/Information on Future of Horizon Shine Residents  
 Recommendation: Receive the Report  
 Funding: Currently Budgeted:  Yes  No  Not Applicable  
Account Code: N/A

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**INTRODUCTION:**

This item is the fourth quarter report from the Sonoma Applied Villages for the Horizon Shine 24/7 RV safe parking village at 845 Gravenstein Highway North, as required by their Temporary Use Permit.

**SUMMARY:**

SAVS is working towards transition of clients and vehicles due to it's lease with St Vincent de Paul ending.

**BACKGROUND:**

The Horizon Shine RV Village opened in February of 2022 and has remained operational since then. The property is owned by St. Vincent de Paul Sonoma County, leased to Sonoma Applied Village Services (SAVS). Horizon Shine provides a safe, sanitary location for RVs and other lived-in vehicles with supportive services.

SAVS applied for a Temporary Use Permit for Horizon Shine that was approved by the City in 2022 for operation of the site as a temporary housing use through December 2024. As part of that approval, quarterly reports are required to be submitted to both the City Council and the Planning Commission, to address any issues or adjustments needed to the operations of the site. Additionally, transition planning for the site closure is required as of this (the 4<sup>th</sup> quarter of 2023) report.

The main focus of this report is the transition of SAVS' clients at Horizon Shine to other locations, as well as planning for vehicle relocations. The attached quarterly report also includes the general operational statistics and updates as required by their use permit. Note, this report will also be presented as a regular agenda item to the Planning Commission at their next meeting.

**DISCUSSION:**

SAVS' lease for the site with the owner, St Vincent De Paul is expiring this spring. St Vincent De Paul is anticipating constructing permanent supportive housing on the site after the lease expiration and closure of Horizon Shine. SAVS has notified all residents with the required notice that the site will close on March 3, 2024.

Only one client has transitioned to other housing and their other vehicle is vacant. No sites have been confirmed at this time. Given the site's impending closure date of March 3, 2024, City staff has serious concerns regarding securing spaces for clients and removal of vehicles within the remaining time.

We have not received level of cooperation required by the temporary use permit, such as information on status of placement at other location.

Transition Planning Updates

Horizon Shine currently has 22 clients and 22 vehicles (20 of which are occupied) on site that will need to relocate as part of the site closure. City staff is meeting regularly with SAVS Board members and Adrian Brumley, Executive Director, to monitor the status of both clients and vehicles. SAVS is working closely with the County's Interdepartmental Multidisciplinary Team (IMDT) to place clients at new locations ([https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/county-administrators-office/projects/access-sonoma/interdepartmental-multidisciplinary-team-\(imdt\)](https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/county-administrators-office/projects/access-sonoma/interdepartmental-multidisciplinary-team-(imdt))).

For the 22 Clients Needing Placement:

While SAVS reports that all 22 clients are registered with Coordinated Entry, when Sebastopol staff were onsite many residents indicated they do have documents necessary for permanent housing. Coordinated Entry is the system the County uses for placing individuals in need of housing and supportive services into new housing.

- IMDT team is working on placement for 9 Horizon Shine clients
  - 4 of these clients are on a priority placement list, meaning likely to be placed
- 1 client will potentially be placed at the Stony Point safe parking location operated by the County
- SAVS is working with St Vincent de Paul for potential placement of 8-10 clients (8 vehicles) at their SVDP Commons site in Santa Rosa. This is dependent on City of Santa Rosa permitting this use at the facility. The status of a permit, ultimate issuance and timing is unclear.
- There is a potential for 2 clients to relocate out of state, along with their vehicle, to be near relatives
- 1 client is pursuing employee housing opportunities, subject to procuring any permits

Of the 22 vehicles:

- 7 are owned by SAVS/St Vincent de Paul
- 3 of these are vacant;
- 3 vehicles are not occupied; 2 are owned by SAVS/St Vincent De Paul, the 3<sup>rd</sup> is privately owned.
- The 2 vacant vehicles owned by SAVS/SVDP will be moved to another site (one serves as the on-site office for SAVS and another the client has already transitioned to a new location).
- The 3<sup>rd</sup> vacant vehicle is privately owned, and SAVS is working to understand their ability to relocate this privately owned property.
- Of the privately-owned vehicles on site, two are currently non-operative. SAVS reports working to assist clients to get these running or disposed of as appropriate.
- Of the remaining vehicles, most are towable (either trailers or 5<sup>th</sup> wheels), however the disposition of where they will relocate to is unknown at the time. If safe parking sites are found by IMDT team, the vehicles would likely be transported to those sites. However, if interim or permanent housing is found that does not allow RV living or parking, it is unknown what would become of the privately owned vehicles.

Staff is asking that trailers be relocated off-site as they become vacant to allow for a more orderly transition. City staff is, and will continue, meeting with SAVS on a weekly basis to monitor their efforts.

**ENVIRONMENTAL REVIEW:**

The proposed action of the quarterly report is not a project under CEQA.

**GOALS:**

This action supports the following 2019 City Council Goals

Goal 9 - Enhance housing opportunities in Sebastopol and, when possible, provide assistance to housing projects. and General Plan Goals/Policies and Actions:

Goal D-2: Support Housing to Meet Special Needs (unhoused individuals are a special needs population)

Policy D-1: The City will promote the development of new housing units affordable to extremely low, very low, low, and moderate income households and housing units that are affordable to and appropriate for special needs households, including seniors, disabled persons, developmentally disabled persons, farmworkers, large families, and homeless.

Policy D-2: The City will encourage the expansion of housing opportunities for extremely low income households.

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, if staff receives 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.

**PUBLIC NOTICE:**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

**RECOMMENDATION:**

Receive report, provide any feedback to SAVS.

**ATTACHMENTS:**

SAVS Quarterly Report

**Approvals:**

Department Head Approval: Approval Date: January 30, 2024

CEQA Determination (Planning): Approval Date: January 17, 2024

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services/Financial Approval:

Costs authorized in City Approved Budget:  Yes  No  N/A

City Attorney Approval: Approval Date: 02/01/24

City Manager Approval: Approval Date: 02/01/24

Sonoma Applied Village Services  
 Horizon Shine Village  
 845 Gravenstein Hwy N.  
 Sebastopol, Ca. 95472



# PROGRAM QUARTERLY REPORT

## SUMMARY OF VILLAGE

REPORT DATE	PROJECT NAME	PREPARED BY
Date: January 2024 quarterly report	Project: Horizon Shine Village	Name: Adrian Brumley – Executive Director Lisa McIntyre -Program Manager

## VILLAGE COMMUNITY STATUS SUMMARY

This quarter our team including myself the Executive Director, has met with the clients focusing solely on an exit plan. We followed up on the master list of needs in order of importance created last quarter. As a team, All clients are actively working on individual exit plans. We are in collaboration with several organizations such as SHARE, St. Vincent DePaul, Homes4Homeless and the county Department of Health Services to help with the closing and placement of clients. Every client is actively enrolled in the Coordinated Entry database. Staff continues to work diligently to get each client eligible for every list we can for vouchers and housing. We continue seeking alternatives through outside services and agencies for any clients we are unable to transition into permanent housing or that appear to need a higher level of care.

## PROJECT OVERVIEW

TASK	% DONE	DUE DATE	NOTES
December village wide clean up.	80%	ongoing	A 40-foot dumpster for trash removal was brought onsite resulting in most of the village, (communal and within client RV space areas) being cleaned and cleared out and we will continue to address this daily up to the closing of the site.
Compliance with city fire department inspection	100% (7 of 7)	12/7/23	12/7/2023 Engineer Smith of Sebastopol Fire Department informed SAVS via email that we passed the fire safety inspection.

Redwood Empire Food Bank Account setup	100%	ongoing	We have been able to provide food for our clients to prep themselves on a consistent basis due to this continued partnership.
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### RISK AND ISSUE HISTORY

ISSUE	ACTION/PLAN	DATE
Cost of making vehicles and trailers street legal	We are making action plans with our residents that own their trailers or vehicles to cover the cost of repairs and other barriers keeping them from being street legal.	Ongoing
Trash removal	We have done our December cleanup of the site and have an action plan to have site clean on SAVS final day of tenancy.	12/21/2023

### CLIENT DOCUMENTATION

DOCUMENTS	ACTION/PLAN	DATE
8 of our 22 clients have complete housing-ready documents and the remaining clients are 1 or two documents shy of being completely document ready.	We have initiated meeting that include the Executive Director set goals that are rewarded with incentives.	ongoing

## SITE EXIT PREPARATION

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### ACTION PLAN

We have partnered with the county IMDT team for more support for our clients in preparation for the closure of the site. There are currently 22 clients on site. There is currently 22 trailers on site 6 of which SAVS owns. 4 of the trailers are 5<sup>th</sup> wheels and we are setting up plans to support those clients in relocating those. The clients who are currently living in the trailers owned by SAVS have been given incentives of the trailers being signed over to them if they meet the goals given to them by the executive director and their case manager that includes securing a location to have the trailer on. SAVS board president has been in communication with St. Vincent de Paul, Executive Director Jack Tibbets in regard to the 8 trailer spots at their new site in Santa Rosa. She was told that those spots will potentially be available in February. We are also working very close with Amy Appleton to get our clients into their housing facilities. SAVS is also having weekly meetings with the county homeless services director Dave Kiff to continue to see what further support the county can provide to transition our clients into housing.