



CITY OF CHICO OFFICIAL PLANNING DIRECTOR INTERPRETATION

Applicant: Chico Housing Action Team (CHAT)

Location: Simplicity Village (2.6 acre parcel located on Notre Dame Blvd., south of Morrow Lane; APN# 040-030-028)

Authority: Chico Municipal Code Sections 19.02.020 (Rules of interpretation), 19.02.020.E. (Allowable Uses of Land), and 19.02.030 (Procedures for interpretations)

Applicable Code Section(s): Sections 19.22.020 (Temporary uses, allowed by right), 19.22.020.C (Emergency Facilities)

Discussion: Applicant proposes to use the parcel on Notre Dame Blvd. for a project known as "Simplicity Village" – a tiny home complex with 33 housing units and 2 supporting portable units providing offices, bathrooms, showers, washers and dryers, and a community kitchen (**Attachment A - Site Plan**). The project will provide housing to approximately 46 homeless, or at risk of being homeless, senior singles and couples. The site is located in the ML (Light Manufacturing/Industrial) zoning district. Emergency Facilities are permitted by right within the ML district (CMC Section 19.22.020 & 19.46.020).

As a threshold question for analysis of this matter, the Director must determine whether the use presented is similar to an Emergency Facility as defined under the CMC. Based upon information provided by the applicant intending to operate the facility, and as discussed below, the Director has determined that the use is within what would be considered an "Emergency Facility" and therefore constitutes an allowed temporary use pursuant to Section 19.22.020.C under the category "Emergency Facilities. Emergency public health and safety needs/land use activities."

Facts supporting this determination include:

1. The site on Notre Dame Blvd., south of Morrow Lane (APN# 040-030-028) is located in the ML (Light Manufacturing/Industrial) zoning district;
2. Emergency Facilities are permitted by right within the ML district (CMC Section 19.22.020);
3. Applicant has provided the attached Simplicity Village Business Plan (**Attachment B**), Management Plan (**Attachment C**), and Village Manual (**Attachment D**) which provide

information highlighting the manner in which the facility will operate, and includes specifics that address a number of compatibility and safety considerations, including a security plan, safety plan, fencing of the site, participant vetting process, residency rules and governance, alcohol/drug policy, and site supervision; and

4. Temporary uses are short-term activities that might not meet the normal development or use standards of the applicable zoning district, but are acceptable because of their temporary nature;
5. Applicant intends to utilize this facility through the duration of the Housing Shelter Crisis set to sunset on June 30, 2021 (see Reso. 82-18, October 2, 2018);
6. The City's declaration of a Shelter Crisis included a finding that a significant number of persons within the City are without the ability to obtain housing, resulting in a threat to their health and safety. The proposed temporary use will address this emergency need;
7. The use is temporary and will be allowed for a duration consistent with the City's Declaration of a Shelter Crisis which ends on June 30, 2021;
8. Development of the project site will be consistent with the State of California's Building Code Appendix N (Emergency Housing), developed by the State to be applicable to emergency housing and emergency housing facilities under the Shelter Crisis Declaration; and, adopted by the City of Chico to address construction of Emergency Housing. All building at the project site will be by permit, reviewed and approved by the City's Building Official and Fire Marshall; and
9. Applicant shall comply with all other State and local Code provisions, including, but not limited to, those of the Building Division, Public Works Department, and Fire Department. Applicant is responsible for contacting these offices to verify the need for permits.

I hereby make the following findings in support of this interpretation as to similar uses allowed, as required pursuant to CMC 19.02.020.E. "Allowable Uses of Land":

- a. *The characteristics of, and activities associated with, the proposed use are equivalent to those of one or more of the uses listed in the zoning district as allowable, and will not involve a higher level of activity or density and/or intensity than the uses listed in the district.*

Finding: The current zoning of the property on Notre Dame Blvd. (south of Morrow Lane) is ML (Light Manufacturing/Industrial). The ML zoning district primarily consists of areas where light assembly and manufacturing, wholesaling, warehousing and distribution, agricultural and industrial processing within structures, and support commercial services are allowed. Additionally, Emergency Facilities are permitted by right within the ML district (CMC Section 19.22.020). Emergency Facilities are defined as, "Emergency public health and safety needs/land use activities."

"Temporary emergency shelters" are permitted by right in the ML zoning district for up to 27 days in any 90 day period, and permanent "Emergency shelters" are allowed with approval of a use permit. Emergency shelters are defined in CMC Section 19.04 as "[a] facility which provides emergency shelter to homeless individuals and/or groups or others in need of shelter. Such accommodations include lodging and may in addition include meals, facilities, bathing, counseling, and other basic support services."

The proposed temporary proposed tiny home temporary emergency facilities includes activities that are generally compatible to other uses allowed in the ML zoning district. Such use is not incompatible with the other uses of the ML zoning district of manufacturing, agricultural, and industrial processing, general services and distribution uses, including uses with outdoor equipment and outdoor storage.

The proposed use is further acceptable due to its temporary nature, the operational characteristics proposed by the applicant, and given the urgency of the need to provide emergency public health and safety needs to the community's significant number of homeless, which is documented by the State's and City's Shelter Crisis Declaration, and has more recently been exacerbated by a significant influx of Camp Fire survivors.

- b. *The proposed use will meet the purpose/intent of the zoning district that is applied to the site.*

Finding: Permanent emergency shelters are allowed in the ML zoning district with approval of a use permit. The proposed use however is not permanent in nature and is associated with the limited duration of the shelter crisis declaration. The proposed tiny home facilities represents a use that has operating characteristics generally consistent with an allowed use in the Municipal Code, albeit with a use permit. The operational characteristics of the proposed use are similar to conditions typically found in a use permit. Given the temporary nature of the proposed use, it is consistent with the purpose and intent of the ML zoning district.

The proposed use of emergency housing for a duration through the shelter crisis is equivalent to an emergency facility allowed by right within the ML zoning district.

- c. *The proposed use will be consistent with the goals, policies, and actions of the Chico 2030 General Plan, as well as the City's HUD Consolidated Plan.*

The following General Plan goals, policies, and actions are applicable to this determination:

| | |
|--------------|--|
| Goal H.3 | Promote construction of a wide range of housing types. |
| Policy H.3.3 | Promote a mix of dwelling types and sizes throughout the City. |
| Action 3.3.3 | Support emerging cost efficient and green housing models, such as "micro-housing" and live/work lofts. |
| Goal H.4 | Encourage the creation of housing for persons with special needs |
| Policy H.4.6 | Encourage the development of housing for homeless and extremely low-income persons. |

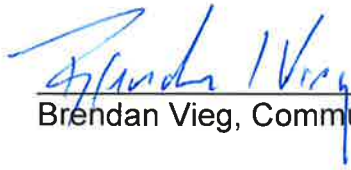
The following HUD Consolidated Plan (2015-2019) goal is applicable to this determination:

- Goal 1 Create Low Income affordable housing opportunities for residents, with a priority on:
- Small units – tiny houses, micro-units, single room occupancies, studios, one-bedrooms
 - Supportive services for – substance abuse, mental illness, child care, seniors, veterans, persons with disabilities
 - Accessibility
 - Extremely Low Income Households and person at risk of homelessness
 - Fair Housing

Interpretation and determination:

Pursuant to Section 19.02.020.A of the Municipal Code, I have determined that in light of the State's and City's Declaration of a Shelter Crisis, compounded by the significant influx of Camp Fire evacuees, that the proposed tiny home temporary emergency facilities use on Notre Dame Blvd., south of Morrow Lane (APN# 040-030-028) represents an allowed temporary use as an "Emergency Facilities" use provided in Section 19.22.020.C of Chapter 19.22 (Temporary Uses) of the Chico Municipal Code.

This Official Interpretation is effective immediately.

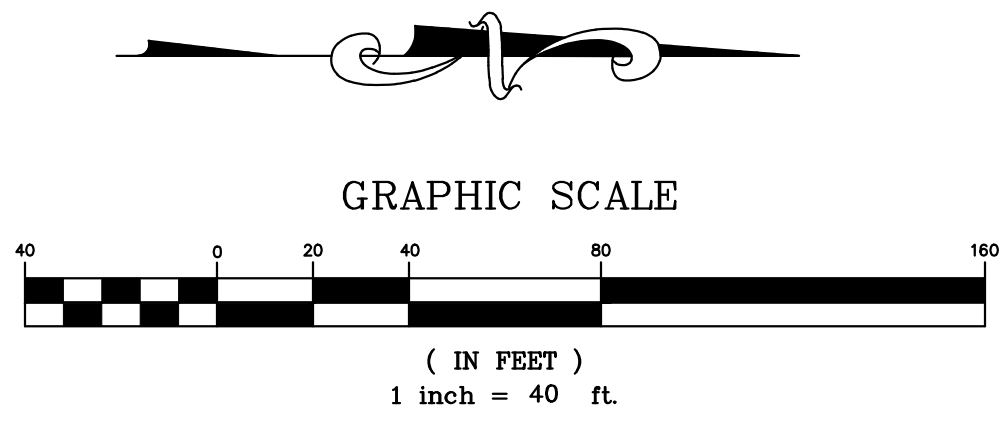


Brendan Vieg, Community Development Deputy Director

Date: June 14, 2019

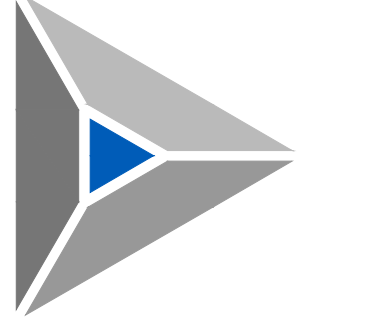
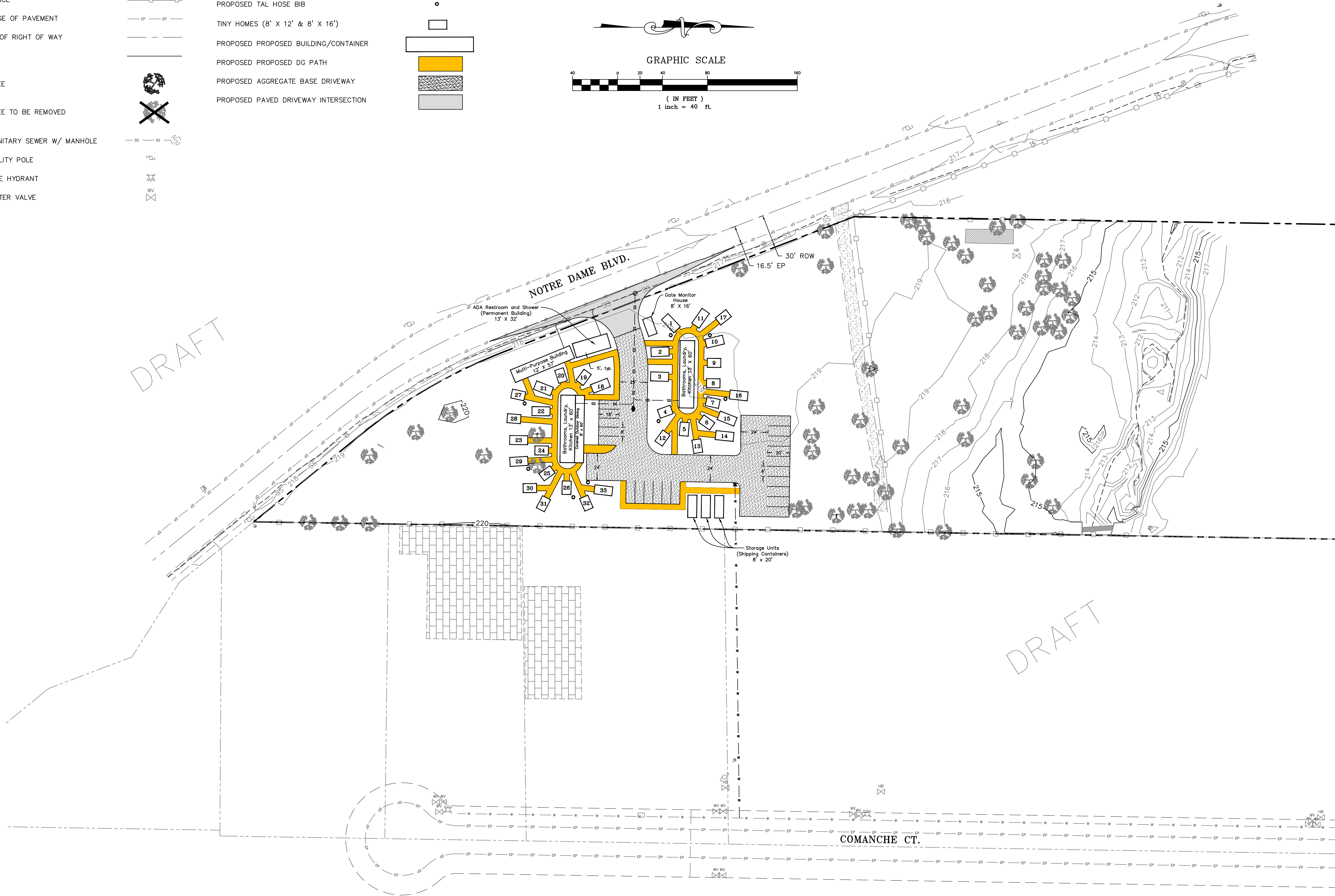
LEGEND:

- EXISTING GROUND CONTOUR (NAVD 88 DATUM)
- PROPERTY LINE
- EXISTING FENCE
- EXISTING EDGE OF PAVEMENT
- CENTERLINE OF RIGHT OF WAY
- LOT LINE
- EXISTING TREE
- EXISTING TREE TO BE REMOVED
- EXISTING SANITARY SEWER W/ MANHOLE
- EXISTING UTILITY POLE
- EXISTING FIRE HYDRANT
- EXISTING WATER VALVE
- PROPOSED SANITARY SEWER W/ MANHOLE
- PROPOSED FIRE HYDRANT
- PROPOSED TAL HOSE BIB
- TINY HOMES (8' X 12' & 8' X 16')
- PROPOSED PROPOSED BUILDING/CONTAINER
- PROPOSED PROPOSED DG PATH
- PROPOSED AGGREGATE BASE DRIVEWAY
- PROPOSED PAVED DRIVEWAY INTERSECTION



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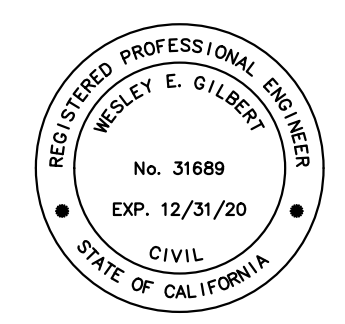


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CONSTRUCTION STAKING



COMMUNITY HOUSING ACTION TEAM
SIMPLICITY VILLAGE
TOPOGRAPHIC SURVEY MAP
SITE PLAN

CITY OF CHICO COUNTY OF BUTTE STATE OF CALIFORNIA

| REV | DATE | DESCRIPTION |
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SP-1

DATE: FEBRUARY 11, 2019
DRAWN BY: DMB
DESIGNED BY: WEG
CHECKED BY: WEG
JOB NO.: 1240

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Table of contents:

Cover page and Overview

1. Executive summary
2. Execution of the Plan
3. Management
4. Financials
5. Organizational Structure
6. Neighborhood Outreach

• **Cover Page and Brief Overview**

Chico Housing Action Team (CHAT) and Simplicity Village (SV):

CHAT currently successfully operates our “Housing Now” master lease program of 26 residences with 85 participants, including six owned by CHAT with 14 residents, who were facing or experiencing homelessness. After over five years of experience in housing, interviewing, screening and managing this population and years of research, CHAT proposes Simplicity Village, a community of 33 “tiny homes” that provide transitional, “bridge” housing for seniors who primarily have been referred from local agencies. SV will include on-site, supportive services to help participants help themselves economically, culturally and physically, so they can transition from SV to their own residences. CHAT worked with a team of SCORE counselors to refine the SV documents.

Homelessness in Chico:

The 2017 Point-in-Time (PIT) Homeless Survey pointed out what Chicoans have been living through for years: homelessness is way up. According to that survey, homelessness is up as much as 92% in two years. At the May 14, 2018 Continuum of Care (COC) full membership meeting, Ed Mayer, Housing Authority of the County of Butte, noted that the increase in homelessness in the county is part of “a national trend that is expected to continue.”

On October 2, 2018, the City of Chico joined the County of Butte in declaring a Shelter Crisis. This housing crisis was made all the more urgent by the Camp Fire disaster of November 8, 2018.

1. Executive Summary

Overview

Simplicity Village will provide transitional housing to about 46 area seniors who are homeless, or at risk of being homeless, including singles and couples who have been vetted by CHAT's background check, interviewed by CHAT and referred from other service providers (e.g. Torres Shelter and the Jesus Center) and adjudged suitable for this form of residential housing.

Depending upon the approval of our proposal at NVCF we plan to prioritize about a third of the tiny homes to Camp Fire affected victims.

CHAT will coordinate the construction of 33 tiny homes on 2.6 acres of privately owned property that is currently subject to a binding letter of intent (LOI), subject to final City approval of the project. The LOI provides for a total lease term of 18 years, in two year increments at CHAT's election. CHAT would report to the City the progress of SV after the initial two year term and before the expiration of each succeeding two year term, or as agreed, so that the City can regularly appraise the project and its progress in meeting its goals. CHAT is the lessee with a private landlord and will require collaboration with the City to enable the project to fall within the terms of the State Shelter Crises statute. The property will be improved with Cal Water, City sewer, and electricity and is within a third of a mile of a B-Line bus route. It has no contiguous residential neighbors and a majority of the contiguous business neighbors are either supportive or neutral to the project.

See Section 6 below, Neighborhood Outreach.

■ Tiny Homes with Community Facilities and Fenced Border

Our plans for the tiny homes will be to build them with the same materials and criteria typical of most of the residential homes that have been built in Chico, typical insulation, typical 2x4 wall construction, typical comp or steel roofing, and typical wood siding, along with other cutting edge technologies. In the interest of efficiency and because of the urgency of our crisis, the cabins will not have kitchens or flush toilets, except our ADA compliant units which will have flush toilets (apportioned as appropriate to residents.) Those cabins without flush toilets will be served by RV Sanipotties on pedestals with grab bars (see Attachment 1). All homes will be lockable and secure. In addition, the Village will include two (2) portable units, resting on pier blocks, plumbed to City sewer, with heating and cooling, and containing an office, bathrooms, showers, washers and dryers, and a community kitchen and one adjacent outdoor dining, seating, and food prep area. (see Site Plan.) There will be trash and recycle bin service by Waste Management. SV plans to include a portable multipurpose community building that will have heating and cooling and a plumbed restroom. The Gate Monitor

House will be a permanent structure with a separate ADA compliant plumbed restroom and shower. In addition there will be a workshop building for hobbies, crafts, and mini enterprises like furniture restoration and bicycle repair.

The site will have a securely fenced border controlled with one regular entrance and exit. The fence will be 7 foot high, solid wood construction, except for the north border, which will be chain link. There will be Gate Monitors (on rotating shifts) on duty 24 hours a day. The Gate Monitor will also be responsible to patrol the immediate outside area of the entrance to keep it clean and safe. (See Village Mgr. Job Desc. Attachment 5) There will be no unauthorized visitors, no unaccompanied visitors and no open fires allowed. Pets will be permitted at CHAT's discretion.

- Application/Vetting Process and Residency Rules and Fees

All applicants will complete an application and intake documents, which will include a background check and skills inventory. The CHAT Interview Committee (IC) will accept applicant candidates primarily by referral from other service providers and will employ a multi-layer interview process. CHAT has years of experience screening, housing and managing housing for the local homeless population and collaborating with other service providers. The CHAT IC will select the first six to ten villagers through the vetting process. Once that core group (the initial Village Council) is established, then some of their members will participate with the CHAT IC in the process for accepting new participants. Specific roles will be identified and filled in order to maintain a safe, clean and sanitary village. Initially there will be paid Village Managers and a paid Maintenance Manager. (See Village Manager Job Des. Attachment 2.) One of the houses will be for CHAT Board members or Board approved representatives to be able to stay overnight.

If an applicant is found to be a good fit for the village they must agree to and sign the Simplicity Village "Participant and Community Agreement" (see Attachment 3) that states required behaviors (and consequences for violations) which include no alcohol or illegal drugs on the premises and a commitment to work 10 hours a week for the maintenance and operation of the Village. New residents will be required to complete a four week probationary period before they achieve "Villager" status. During the probationary period denial of Villager status is a summary process. All new participants will receive a Village Manual (9 pages), and an existing participant will serve as a "guide" to orient them to the rules and expectations of the Village. Participants agree to pay a participation sliding scale fee based on an operating cost analysis and their income (from \$100 to \$456 per month not to exceed 1/3 of their monthly income). A portion (typically 10%) of each participant's rent is set aside in a savings account that accumulates and becomes available to them when they move into other housing.

- Supervision and Agency Services

This project will be under the supervision of the CHAT Board of Directors, the CHAT Steering Committee, the Village Council, the Village Managers and the Village Monitors. The construction phases will also employ a construction superintendent.

CHAT has received a Resolution of Support from the Butte County Board of Supervisors that commits the Departments of Behavioral Health, Employment and Social Services and Public Health to support our efforts with on-site wraparound services.

In addition to on-site Butte County Behavioral Health and Social Service caseworkers, the Village will have classes in vocational and social skill building workshops (such as money management), supported by the CHAT SV Advisory Board of retired and active general contractors, a well known local developer, master gardeners, medical doctors, attorneys, IT experts, and an architect. This model emphasizes tolerance, peer to peer support groups, and a participatory culture to re-engage the participants socially and give them needed sense of purpose. There will be Alcoholic Anonymous groups, a Narcotics Anonymous group, Nonviolent Communication training, art groups, and many other daytime programs like those at the Iversen Center. (See “Iversen Center activities, Attachment 4.)

2. Execution of the Plan

A detailed Preliminary Schedule, prepared by CHAT with the help of Heather Post, a local Project Manager, sets forth every step of the construction phase of the development. (See SV Preliminary Schedule, Attachment 5.)

Structures Phase One:

Residents:

Up to about 30 residents, 55 years of age and older, will occupy SV when the first 17 tiny home units are made available. The residents will be comprised of senior singles and couples primarily referred from local agencies, then interviewed, background-checked and vetted by trained CHAT Board Members and volunteers.

Facilities :

17 tiny homes will be constructed during Phase One (in sizes approximately 96 sq. ft., to 128 sq. ft.) typical 2x4 wall construction; insulated; and, windows for egress. The cabins will have solar/battery powered fans, charging outlets, lights, RV Sanipotties elevated on secure pedestals, grab bars, 12 vt evaporation coolers and heaters. As many as four cabins will be built ADA compliant with plumbed flush toilets.

1 – Portable unit, on pier blocks, plumbed to the City sewer, to provide office space, 2 restrooms w/ plumbed flush toilets, showers, washers and dryers, a kitchen and an office/dining room.

- 1 - Permanent Gate Monitor and ADA Restroom and shower building
- 1 – Portable Multi-Purpose Community Building that will have heating and cooling for extreme weather days.
- 1- 7' wood fenced perimeter with chain link on the north side
- 1 – Regular steel entrance/exit gate monitored 24 hrs
- 1 – Gravel road compacted to Chico Fire Dept. (CFD) specs for CFD access
- 1 – ADA foot / wheelchair path of travel
- 1 – Illuminated Entrance Directory

Garden beds w/amended soil

Structures Phase Two:

Residents: Up to a total of 46 participants may occupy SV upon completion of final build out.

Facilities:

16 additional cabins

1 -- Additional Portable unit, on pier blocks, plumbed to the City sewer, to provide office space, 2 restrooms w/ plumbed flush toilets, showers, washers and dryers, and a kitchen.

Grade & finish walkways

Landscaping and irrigation

3– 8' x 20' Storage Containers

Final Inspections

(See Simplicity Village Preliminary Schedule, Attachment 5; Site Plan.)

3. Management:

The Village will be governed by a Village Council with CHAT Steering Committee oversight. The members of the Village Council will be the participants of the Village. 2 or more CHAT Steering Committee members will attend weekly meetings with the Village Council.

CHAT will provide on-site oversight: Members of the CHAT Board and or representatives will be on site checking in and occasionally staying overnight. Initially there will be a paid Village Manager and a paid Maintenance Manager who will provide hands-on oversight, provide regular site management, communications, problem resolution, and emergency response. They will attend regular meetings and compile reports. They will solicit bids and forge relationships with a variety of service providers. [See Village Manager/ Maintenance Manager Job Desc. Attachment 2.)

Additionally, the Village Council elects Village Monitors. See more under section 5 Organizational Structure below.

Individual residents will be identified to perform the following duties, and new residents shall be informed of the names of the residents who hold these roles:

- Maintenance of systems and equipment installed to prevent or control fires.
- Maintenance, housekeeping, and controlling fuel hazard sources; able to assist others and provide medical aid.

(See Village Manual; see SV Fire Safety & Evac Map, Attachment 6.)

4. Financials

Our current estimate for the first year initial capital investment and operational expenses is \$702,416 plus in-kind donations. The second year expenses are projected to be \$116,337 plus in-kind donations.

Opportunity Village and 14 Forward, were each launched when they had raised a little less than half of each of their total initial budgets. The balance was raised by local fund raising, sustainers, grants, in-kind donations and Villagers' fees. Based on these precedents and our own analysis we plan to raise about \$350,000 in private donations and grants to launch Phase 1 of SV. We have collected \$108,450 with a Beginning Cash Balance of \$63,550 in donations and have pledges of \$80,500 for a total of \$144,050 and we are launching a GoFundMe campaign in June 2019 for an additional \$100,000. Working with the CSU Chico Tiny House Club, Chico Country Day School Eighth Grade class, and three teams of local contractors, their employees and volunteers, CHAT has already nearly completed the construction of four tiny homes and one small outbuilding. Currently, CHAT has donations and commitments, including in-kind support, to fund 21 more tiny homes and is in communication with a number of groups from across Chico that are interested in sponsoring and building additional tiny homes. Once operational and self-managed SV, will be largely self-funding and sustainable based on the income from the fees collected from the residents of the tiny homes.

(See Budget and 24 Month Cash Flow Projection)

5. Organizational Structure:

The People: an overview of our team. **CHAT Board of Directors:** Chico Housing Action Team, (CHAT) is a non-profit 501(c)3 organization with a diverse and experienced Board of Directors that will oversee the SV Steering Committee, and both will oversee the Village Council.

Members of the CHAT Board: Bob Trausch, Leslie Johnson, Sheldon Praiser, Kathy Weeks, Gregg Hubbell, Dan Joseph, Charles Withuhn, Alan Mittman, Stevi Mittman, Ron Aker, Lorraine Forster, Nancy Park and Bill Kurnizki.

CHAT SV Steering Committee (SC): The CHAT SC is made up of members of the CHAT Board of Directors and volunteers who meet weekly to refine, plan and direct the project. Once the Village is operational, the main governing role of the Steering Committee will be to provide oversight of the Village Council. The purpose of this is to ensure that the Participant's Agreement, Village Manual and policies are being upheld. In cases where the Village is not in compliance and the Village Council has not taken action, the Steering Committee may step in to take action at its discretion. The Steering Committee is also responsible for ensuring that financial, legal, administrative, safety, and sanitation matters are being properly managed. Interface between the Village and the CHAT SC will occur by having a Village Council liaison at the Steering Committee meetings with voting rights and a CHAT SC member attending Village Council meetings. The Steering Committee will enumerate Village policies concerning animals, abandonment, cleaning, couples, food storage, medical and family leave, smoking and wait list, among other topics. (See Village Manual.)

Members of the CHAT SC: Eileen Robinson, Dave Hollignsworth, Carolyn Schrum, Renee Renaud, Bob Trausch, Leslie Johnson, Kathy Weeks, Charles Withuhn, Alan Mittman, Stevi Mittman, Ron Aker, Lorraine Forster, and Bill Kurnizki

CHAT SV Interview Committee (IC): Conducts interviews for admission to the Village.

Members of the CHAT IC:

Bob Trausch, Leslie Johnson, Greg Hubbell and Sheldon Praiser.

CHAT SV Advisory Board: Distinguished professional members of our larger community have agreed to be available for consultation to provide technical expertise, training and working with Villagers to start micro-businesses, conduct skill building workshops and help with the construction of the tiny homes, IT consultation, among other technical details.

Community members who have consented to accept nominations to be members of the CHAT SV Advisory Board:

Dave Daily, Gen. Contractor, Homer Lundberg of Lundberg Family Farms, Roger Mathews, Gen. Contractor, Gary Lee, Gen. Contractor, John-Michael Sun, Richard Harriman, Attorney at Law, Marcia Moore, M.D., Bill Kurnizki, Retired General

Contractor and President, CHAT, Tom Tarman, A.I.A., Tom Van Overbeek, Alan Mittman, Retired Attorney at Law, and Keith McElroy, I.T.

Budget Committee: Maintains the financials, and bookkeeping in coordination with North Valley Community Foundation. Also, reviews and documents items in the budget with CHAT BOD oversight.

Members of the Budget Committee:

Sheldon Praiser, Charles Withuhn, Bill Kurnizki, Nancy Park, Keith McElroy, Robert Trausch, and John Burge, CPA.

Fund Raising Committee:

Charles Withuhn, Nancy Park, Ron Aker, Leslie Johnson, Sheldon Praiser, Lorraine Forster, Bob Trausch, Sue Hildebrand and Bill Kurnizki.

Village Council: Based on existing examples in Eugene, Portland and Seattle, and because commitment of the participating villagers is superior to compliance, the Village will be self governing, with CHAT oversight, through regular weekly meetings that all Villagers are expected to attend. Villagers make decisions by majority vote on how the Village will assign tasks and be organized within the aforementioned basic rules.

Specific roles will be identified and filled in order to maintain a safe, organized and sanitary environment, including implementation of the Fire Safety Plan, the Security Plan and the Intervention and Response Plan. Members of the neighborhood will be invited to meetings to get their concerns addressed by the Council.

Village Monitors: A small group of Villagers (3-7) will be elected by the Village Council as Village Monitors for set terms. The role of the Village Monitors (VMs) is to uphold orderly management of the Village. VMs are to respond to incidents when a Community/Participant Agreement is broken, and enacting the appropriate level of intervention as specified in the Village Manual. A primary responsibility of the VMs is to act between meetings when urgent situations arise. The VMs are to receive deescalation training and be familiar with non-violent communication as well as “Wellness Recovery Action Plan” training and first aid training. They are to hold at least two (2) regular meetings per week. During this time VMs:

- Set agenda for next weekly Village Council Meeting (any Villager can propose items)
- Review Incident Reports and listen to appeals
- Review Front Desk Log and make sure everyone is completing their volunteer shifts

- Deal with other issues relevant to maintaining orderly operation of the Village

Village Managers: For the first 23 months there will be a paid full-time Village Manager and (for the first 19 months) a Maintenance Manager. After which, the CHAT SC may determine if trained Village Monitors can fill these positions. (See Village Manager and Maintenance Manager Job Des.)

6. Neighborhood Outreach:

In meetings with the neighbors, the SV proposal was supported by the owner and President of Sunseri Construction, the manager at Aramark Corp. Chico, and the manager at United Domestic Workers of America. The manager at Inland Business Systems said she would not make a statement about SV to the press, and leaders at Neighborhood Church said they would not oppose SV. CHAT has and will continue to meet with all neighbors and address their concerns.

Simplicity Village Management Plan 5/17/19

Overview:

- **Interview and background check all applicants for participation in the Village**
- **Require each participant to contribute 10 hours a week to the Village according to their ability**
- **Enter into formal partnerships or MOUs with complementary service providers**
- **Maintain an active fund-raising campaign, including grants and donations**
- **Provide detailed documentation in order to demonstrate effectiveness**
- **Maintain liability insurance**
- **Meet neighbors for good will outreach and address any concerns**

Village Management: Based on best practices throughout the Northwest, the Village will be governed by a Village Council with CHAT Board, and CHAT Steering Committee oversight. The members of the Village Council will be participants of the Village. Specific roles will be identified and filled in order to maintain a safe and sanitary Village. Mandatory weekly Village meetings will be held in which all participants vote on issues affecting the village. The Village Council and the CHAT SV Steering Committee will develop working relationships and collaborate with the main existing service providers such as the Jesus Center, Torres Shelter, Butte County Behavioral Health, 211, and the Iversen Center among others.

Participant Screening: Prospective participants will fill out the CHAT housing application, and go through an interview process. As a requirement of participation in the Village, all applicants must pass a background check and agree to sign the **Village Participant/Community Agreement** (See Attachment 6) that states expected behaviors and consequences for violations.

Staff: Support and oversight from a paid staff and staff volunteers will launch the Village. Over time, qualified Villagers will be identified and trained to take on this responsibility.

Security: The Village will have a single entrance/exit gate that will be staffed by trained Villagers or trained volunteers. Every Villager will share security duties and designated members of the Village Council (Village Monitors) will be authorized to take immediate action with regard to any violations of the Village Participant/Community Agreement. The Chico Police will be welcome to patrol as they would any other neighborhood. In a situation in which Village Monitors and our security staff is unable to gain cooperation of a Villager, an appropriate level of security will be called for assistance. All visitors will be required to register at the front gate and be escorted in and out by a Villager.

Financial: The project is located on private land under a lease agreement. The capital budget build-out is being funded by private donations, fund-raising efforts and events and a GoFundMe campaign. Villager fee payments will cover on-going operating costs.

Reintegration: Avenues to re-integrate Villagers into the larger community will be continuously explored and creatively and aggressively pursued. We will help Villagers develop relationships with existing social service agencies and inform interested Villagers of the availability of services. Some Villagers will be encouraged to find employment or part-time income from outside jobs or the micro-businesses started at the Village to supplement their income from benefits. While at the Village, Villagers have the opportunity to learn skills to adjust to a new style of economy and sustainable living.

Evaluation: Records will be kept to determine where Villagers are coming from, where they go when they leave and whether new sources of income or employment have been generated.

FINAL SIMPLICITY VILLAGE MANUAL

5/17/19

Simplicity Village (SV) Operations and Self-Maintenance

CONTENTS:

- Types of Membership
- Village Governance
- Village Security Plan
- Intervention Action Plan
- Village Safety Plan
- Food Storage
- Pets
- Abandonment
- Alcohol, Drug & Paraphernalia
- Couples Policy
- Probationary Status
- Medical & Family Leave
- Bathroom Cleaning
- Community Agreement

TYPES OF MEMBERSHIP

Villager: An individual program participant who currently lives in a housing unit at the Village who has completed the probationary period.

Probationary Villager: A new participant undergoing a 4-week trial period to make sure that they can follow the Participant Agreement before being fully accepted as a villager.

Village Monitor: 3 to 7 participants elected to have additional responsibility and authority in the Village. A more detailed description of this role can be found in Section 5 of the Business Plan.

Village Volunteer: A non-resident or prior participant who is trained to assist in the operation and maintenance of the Village. They must be familiar with the Participant/Community Agreement and have filled out the Volunteer Registration Form and Volunteer Release Form, and a background check.

CHAT Board of Directors: Chico Housing Action Team 501(c)3 B.O.D. oversees the activities of the Steering Committee and the Village.

CHAT Steering Committee (SC): 5 to 7 members from the CHAT Board of Directors and appointed volunteers that meet once a month to refine, plan and direct the project. See Section 5 of Business Plan for additional details.

Advisory Board: Professional members of our larger community who have signed on to be available for consultation to provide technical expertise, training and for working with and training villagers to help start micro-businesses, lead skill building workshops and help build the tiny homes.

Non Discrimination Policy:

Simplicity Village does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other characteristic protected under applicable federal or state law, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, selection of village residents, and provision of services. We are committed to providing an inclusive and welcoming environment for all village residents and members of our staff, clients, volunteers, subcontractors, and vendors.

VILLAGE GOVERNANCE

Self-governance is a core value of Simplicity Village. This means that the success of the Village rests on not only the CHAT over-sight but also the participation of those who live there. There are three governing groups for making decisions related to the management of the Village. They are:

1) Village Council (All Villagers)

Every [day] at [time] the required weekly meeting will be held. Attendance is mandatory for all Villagers. Issues related to the organization of the Village will be discussed and voted on at this time. Specific roles will be identified and filled in order to maintain a safe and sanitary environment. The following applies to the Village Council meetings:

- Advance notice with documentation must be provided to the Front Gate Monitor for excused absences (i.e. work, school, medical), which must be approved by Village Council or Monitors.
- Excused absences may vote on policy issues prior to the meeting through absentee ballot.
- A quorum is established when over 50% of Villagers are present.
- Any decisions made at the Village Council Meetings are made with CHAT over-sight and must comply with the existing Participant/Community Agreement, Village Manual, and Operational Structure.
- Amendments to the Participant/Community Agreement and Village Manual may be proposed at the meeting and require 2/3 majority vote to pass.
- Amendments to the Participant Agreement and Village Manual must be reviewed and approved by the CHAT Board of Directors before taking effect.
- Expulsion from the Village may be appealed at the weekly meeting, and is decided upon by a majority vote of the Village Council, subject to CHAT Steering Committee approval.
- Informal meetings can be scheduled on other nights but will not be mandatory.

2) Village Monitors

Elections are held during Village Meetings to maintain a group of 5 to 7 Village Monitors. To become a Monitor member, a Villager must be nominated by another Villager. A majority vote of Villagers present then decides which nominees are elected. The elected term is two months. Monitors may serve consecutive terms. Elections are to be staggered so that the entire group of Monitors does not change at once.

The role of the Village Monitors is to uphold orderly management of the Village. Villagers elected as a Monitor are given the task of responding to incidents when a Participant/Community Agreement is broken and enacting the appropriate level of intervention as specified in this manual. A primary responsibility of Monitors is to act between meetings when urgent situations arise. For the issues addressed within this manual, it is the responsibility of the Monitors to ensure that the appropriate level of intervention is being enforced. A Monitor member may be removed from their position for violating this duty through a majority vote at a Village Meeting. When an incident occurs that is not described in this manual, it is up to the Monitors to determine the appropriate level of intervention.

All Monitor decisions are potentially subject to review by the entire Village at a Village Meeting. In this way, service as a Monitor is much like any other form of contribution to the operation and maintenance of the Village.

When a rule break occurs, any Villager may write an Incident Report. The Village Monitors then are responsible for verifying that the level of intervention is appropriate and notifying the alleged offender. From there, the alleged offender has three options:

- 1) Accept the Incident Report with the proposed level of intervention
- 2) Appeal the Incident Report at the next Village Monitors' meeting, in which case the level of intervention requires the vote of a majority of Monitor members
- 3) If the alleged offender still feels that the action is unjust they may appeal to the weekly Village Council Meeting subject to CHAT Steering Committee approval.

For incidents resulting in suspension or expulsion, the offender should be given a chance to appeal before taking their leave — unless the Village Monitors consider the behavior to be a threat to the Village, in which case the Village Monitors will call the Chico Police Department. The Village Monitors are to hold at least two regular meetings per week. During this time Monitor members:

- Set agenda for next weekly Village Meeting (any Villager can propose items)
- Review Incident Reports and listen to appeals
- Review Front Gate Log and make sure everyone is completing their shifts
- Deal with other issues relevant to maintaining orderly operation of the Village.

Impromptu Village Monitor meetings may also be necessary to address urgent situations.

Quorum to hold a Village Monitor meeting is to have at least 50% of monitors present, but an attempt should be made to notify all Monitor Members. Members of the CHAT Board of Directors or CHAT Steering Committee may also attend these meetings, but may not vote.

There is to be a designated “Monitor of the Day” as a point of contact for day-to-day operations.

3) CHAT Board of Directors (BOD) and CHAT Steering Committee (SC)

The main governing role of the BOD and SC is to provide oversight. The purpose of this is to ensure that the Participant/Community Agreement and Village Manual are being upheld. In cases where the Village is not in compliance, and the Village Council has not taken action, the BOD and/or the SC may step in to take action at their discretion.

The BOD and SC are also responsible for ensuring that financial, legal, administrative, safety, and sanitation matters are being properly managed. Interface between the Village, the BOD and the SC will occur through the following:

CHAT Steering Committee Members: There will be at least 2 Villagers appointed to the CHAT Steering Committee (SC) for 6-month terms. To stagger terms, the second Villager Committee Member is appointed 3 months after the first. Villager Committee Members are appointed by the SC and may not simultaneously serve as Village Monitors.

Village Monitors Liaison: One Monitor member will be appointed monthly by the Village Monitors to attend SC meetings, serving as a liaison between the Monitors and the SC. At least one CHAT SC member will attend Village Council meetings.

VILLAGE SECURITY PLAN

The Front Gate Monitor controls the only access in and out of the Village. Staffing the front gate is one of the most important duties at Simplicity Village. This will be a service of the Villagers. Only Villagers, Village Volunteers, BOD and SC members may enter the Village unaccompanied.

The Front Gate is to be staffed by at least two trained individuals during open hours (8am-10pm). At least one person must be a Villager. The second may be a Villager or a Village Volunteer. Their primary role is to be the “eyes and ears” of the Village during their shift. Staffing the Front Gate involves the following duties:

- Answer phone calls
- Register visitors and locate a Villager to accompany the visitor
- Document any disruption to normal operations in the Front Gate Log
- Inner perimeter checks; pick up litter in front
- For further details on this duty, see the “Front Gate Duties and Information” sheet posted at the Front Gate.

The gate will be locked between 10pm-7am. During this time, one person is to spend the night at the Front Gate cabin in case assistance is needed at the gate. In the case of an incident, the person on duty should alert the Village Monitors.

Weapons are not allowed on the Village site. Weapons are defined as firearms, knives (other than small pocket knives with 4” blade or less or those used for cooking), explosives of any type, clubs, or other striking implements. Chemicals such as Mace or Pepper spray must be checked at the front desk.

Three Stages of Response for maintaining a secure and orderly environment within the Village. Stage 1 is the least severe and most common type of response. Stage 3 is the most severe and least common type of response.

Stage 1: Village Monitors

Village Monitors are responsible for maintaining order when urgent situations arise. For a full description of this duty see: Organizational Structure.

Stage 2: Intermediary Security Agency or a crisis care team

When Village Monitors are unable to gain the cooperation of a disruptive Villager, they

are to contact the intermediary security agency or the crisis care team. A contract enables that agency to act on behalf of the Village in order to gain control of the situation. The phone numbers for the security agency and the crisis care team will be listed at the front desk.

Stage 3: Chico Police Department

The Chico Police Department (CPD) is welcome to patrol the Village as they would any other neighborhood. In cases where the law is being broken and Villagers or the security agency are unable to gain cooperation of the offender, the police department will be contacted. The previous Stages of Response are to be tried first if appropriate.

Contact the Chico Police Department when a crime is committed or is in progress, or upon a victim's request. Trained Villager Monitors may resolve lower level crimes such as petty theft and minor criminal mischief.

INTERVENTION ACTION PLAN

a) When a complaint that is not technically a rule break is cause for concern for members of the Village, the Monitors will meet with said Villager and discuss a plan of action to curtail the behavior. Early intervention typically helps prevent further and more severe action.

b) In cases of a complaint by one Villager against another when the complaint is not a clear rule break, a third party mediator will meet with the complainant and the alleged offender to discuss the issue and reach a resolution that is agreeable to both parties.

c) Minor rule violations (i.e. missed host shift, village meeting, etc.) result in 4 levels of intervention:

- o Level 1 – Verbal warning

- o Level 2 – Written warning

- o Level 3 – 48-hour expulsion from Village

- o Level 4 – Permanent expulsion from Village

d) Minor rule violations will be tracked for a 3-month rolling period.

For example: If you missed a shift on the 5th of October you would receive a verbal warning.

If you missed another shift on the 12th of November you would receive a written warning. If

you again missed a shift on the 9th of December you would then be on a 48-hour expulsion. If

you missed another shift on the 4th of January you would be permanently expelled. However,

if your 4th missed shift was on the 6th of January it would be treated as a level 3 again. And

if you had missed no shifts between the 5th of October and the 6th of January the January violation would be treated as a level one violation again.

e) Villagers reserve the right to work off minor rule violations by contributing extra hours towards the operation and maintenance of the Village. Missed host shifts may be made up by working 2x the number of hours missed. The Village Monitors may designate requirements for other minor rule violations.

f) More severe rule violations may require action at a heightened level of intervention even though the rule violation may be a first offense. The Village Monitors will deal with these rule violations on a case-by-case basis unless otherwise defined in this manual.

Note: In cases of violence and arson, the monitor will call Chico Police Department and stay with the offender, if practicable, and take written statements from witnesses and others with information about the incident.

g) All intervention actions require the agreement of a majority of Village Monitors.

h) In cases of expulsion from the Village, where the Villager is not an imminent threat to self or others, the Villager to be expelled will be given a reasonable amount of time, (typically 3 days) to make arrangements. No resident who is not an imminent threat to others will be expelled after 8pm. A Village 3 day cease and desist order can be delivered to a Villager found to be in a fourth violation of an Agreement by a Monitor, after a majority vote of the Monitors or the SC or Village Council.

i) Villagers may appeal their expulsion or 3 day order at a Village Council meeting, which may include actions for addressing the problematic behavior that caused their expulsion. A final Council majority vote will either uphold or revise the expulsion, subject to CHAT Steering Committee approval.

VILLAGE SAFETY PLAN

a. Villagers shall report a fire or other emergency to 9-1-1 through the use of a personal cell phone. All Villagers also have access to a phone at the front desk in emergency situations.

b. Villagers will be notified of a fire or other emergency by word of mouth, and if necessary will relocate and evacuate based upon the designated evacuation route (see Fire Safety and Evacuation Map posted at Front Desk). All new Villagers are to be informed of this during the orientation process.

c. A Safety Committee shall be formed consisting of at least one SC member, one CHAT volunteer, and two Villagers. Duties of this committee shall include the following:

- o Oversight of fire drills and Food Storage Policy

- o Annual (or at change of occupancy) safety inspection with attention to trip, slip, and fall hazards

- o Annual (or at change of occupancy) testing of all smoke and CO2 detectors

- o Annual (or at change of occupancy) testing of all extension cords and power strips with an approved circuit tester

- o Maintenance of systems and equipment installed to prevent or control fires

- o Maintenance and control of fuel hazard sources

d. In addition, participant members of the Safety Committee shall be prepared to:

- o Assist others and provide medical aid in an emergency.

- o Take a head count after an evacuation. Identify the names and last known locations of anyone not accounted for and provide them to the Fire Official in charge.

- o Provide additional information or explanation of duties under the plan to Villagers and volunteers.

e. The following fire fighting and fire protection measures will be taken:

- o No recreational fires will be permitted within the Village as prohibited by City Code.
- o No open flames are permitted within the housing units.
- o ABC fire extinguishers will be accessible throughout the Village (see Fire Safety and Evacuation Map for locations).
- o Smoke detectors and carbon monoxide alarms will be installed in common buildings and dwellings per City Code, and will be inspected to insure they are functional and replaced if they are not functional.
- o A map of the village emergency vehicle ingress and egress will be maintained and provided to the Chico Fire Department.
- f. There will be lockable gates at the Village, and the fire lane will be defined and kept clear of obstructions within the Village.
- o A minimum 10-foot setback and right-of-way will be maintained between structures on the Village site.
- g. Villagers will participate in at least two fire drills per year with the Chico Fire Marshal's Office present, using the following procedure:
 - o Appoint someone to monitor the drill, activate and reset the fire alarm, and time the evacuation.
 - o Fire drills shall be conducted at varying times and under varying conditions to simulate conditions that could occur during a fire or other emergency. Make it realistic by requiring participants to use their second way out or to crawl low. This can be done by having someone hold up a sign reading "smoke" or "exit blocked by fire".
 - o After the evacuation, take a head count at the designated meeting place(s) to account for everyone's participation and safe evacuation.
 - o After the drill, gather everyone together to discuss questions or problems that occurred. Redesign the drill procedures as needed.
- h. The fire drills will be documented and recorded in the Village Operations Records with the following details:
 - o Identify the person conducting the drill
 - o Date and time of the drill
 - o Notification method used
 - o Staff members on duty and participating
 - o Number of Villagers evacuated
 - o Special conditions simulated
 - o Problems encountered
 - o Weather conditions during the drill
 - o Time required completing the evacuation
- i Fire Safety and Evacuation Map posted at front desk.
- j. Inspections of dwellings may occur with a 24 hour notice from the Steering Committee or immediately in cases of obvious eminent danger.

FOOD STORAGE POLICY

Fair sharing of resources is critical to the well-being of the Village. Hoarding or inequitable division of resources is unhealthy. Additionally, the Village is vulnerable to food theft by dogs, cats, rodents and other animals. Rodents themselves provide a health hazard and we must discourage their presence by not having food available to attract them. Consequently, the following Food Storage Policies have been adopted:

- a) All community food that enters the Village as a donation must be stored in the community food pantry in an appropriate sealed container. No donated food may be taken to an individual residence. All community food must be eaten in community areas. This is not only for sanitation purposes but also to promote the social health of the Village.
- b) Non-perishable food purchased by a Villager with their own resources may be stored in rodent and insect resistant containers in their residence.
- c) A limited amount of perishable food may be stored in the community refrigerator, if it is labeled with a name and date. Items in the refrigerator without a label immediately belong to "everyone." No perishable food may be stored in an individual residence.
- d) All food will be prepared in communal spaces.
- e) It is important, if one eats in their residence, to immediately wipe or sweep up any crumbs for the prevention of rodent infestation.
- f) Any villager who fails to store food properly in their unit may be ruled no longer able to have food in their unit by the Village Council.
- g) Villagers may not take food from the community food area or any common food source to their residence to eat, unless approved special circumstances.

PET POLICY

Service Animals and pets are honored as an important part of Villagers' lives. The limited capacity of the Village to support only a small number of such animals is also honored. Consequently, the following Pet Policies have been adopted:

- a) Service Animals are welcome. A doctor's prescription for a service dog must be shown. If someone with a service dog does not have a prescription, they may seek assistance in locating a doctor to assess the need and prescribe a service animal. A Service Animal does not count in the "quota" of dogs. Service Animals must follow the same rules as other dogs. However, if someone has a Service Animal, but cannot obtain a prescription, that animal will be considered a pet and must be counted in the quota on a first-come first-served basis as outlined below.
- b) Dogs are permitted as pets. There will be a maximum of 9 dogs at SV at any one time. Space for dogs is on a first-come, first-served basis.
- c) All pets must be tagged with ID as required by local regulations.
- d) No pets may be acquired AFTER acceptance into SV.
- e) All dogs must be spayed and neutered prior to moving on-site. Applicants may seek help from the Council in finding funds/veterinarian for such procedures.
- f) All dogs must be on leash at all times. If, at any time, Village Monitors find that a pet either poses a nuisance or danger to others or is not properly cared for, the pet must leave

SV at the instruction of the Village Council. Residents may ask the Council for assistance in the proper training of their pet.

g) If the participant dog owner is off site, their dog must be properly confined in the kennel area or in a secure dog run and/or under the supervision of another Villager.

h) The owner must pick up all solid waste for their pet, keep their pet from annoying other residents either through trespass, barking or any other means. Failure to do so can result in the Village Monitors ejecting the pet from the premises.

ABANDONMENT POLICY

Villagers who have been continuously absent from the Village and have made no effort to remain in contact for a period of 3 days (or extensions for good cause) have abandoned their dwelling. Said persons would no longer be a Villager or participant and their possessions would be removed from their previous dwelling immediately upon the dwelling being declared abandoned. They would then have a period of 30 days to retrieve their possessions after which time those items would be disposed of at the discretion of the Council.

A structure will also be considered abandoned if a Villager is spending less than 10 out of 14 nights at the village. Exceptions will be made for Villagers who are unable to contact the Village due to extenuating circumstances such as; jail, hospital, etc. Abandonment will not be considered for those Villagers who wish to spend time away from the Village for personal reasons provided they inform a Council member and make arrangements to cover their host hours when possible. In the case of emergencies exceptions will be made for those unable to make arrangements to cover their host hours.

Process for documentation and storage of abandoned possessions:

When a unit has been declared abandoned, at least 2 Village Monitors will remove items from the abandoned unit. They will document what items are present and place them in an available storage container or bag that is clearly labeled with the name of the former Villager and the date of the abandonment. These items will then be stored in the storage loft of the Front Desk until such time as the owner retrieves them or they are over the 30-day limit. Once items have reached the 30-day limit, Village Monitors will determine the proper disposal of said items during the next Council meeting.

ALCOHOL, DRUG, & PARAPHERNALIA POLICY

a) Consumption of alcohol at SV: 48 hour expulsion (enrollment in an AA program or random breathalyzer testing may also be required if Village Monitors or SC deem necessary).

b) Consumption of marijuana without a prescription at SV: 48 hour expulsion.

c) Illegal drugs or drug paraphernalia, including needles (if no prescription for insulin or other IV medications), pipes (used for anything other than tobacco or medical marijuana), and spoons that have been used for "cooking" drugs: permanent expulsion.

d) Any other items suspected to have been used for drug related purposes will be dealt with on a case-by-case basis by the Village Council and/or Monitors.

e) No smoking or vaping permitted in any buildings or dwellings on the Village premises.

COUPLES POLICY

Couples must agree to abide by the following intervention policy if they have a fallout which results in one person moving out of a couple's unit. This must be filled out during the interview process.

"We, _____[the couple's names]_____, in the event of a fallout resulting in an inability to live together and causing one person to move out of couple housing, will agree to Village policy that _____[one of their names]_____ will move out of the couple's unit and out of SV until a single's unit is available." In order to remain an active Villager, the person who moved out of the unit will still need to do their gate shifts, bathroom duties, extra hours and attend Village meetings.. In exchange, the Village will do their best to secure the Villager's property in a safe and dry location.

After the Villager moves into a single's unit, when a second single's unit becomes available, the Villager remaining in the couple's house will move into it, thus freeing up the couple's house for a new couple.

PROBATIONARY STATUS POLICY

New participants undergo a 4-week trial period, subject to Steering Committee oversight, to ensure that they are willing to follow the SV Participant Agreement before being fully accepted as a Villager. The goal of this program is to obtain a fair and objective view of the potential Villager that removes the "popularity contest" factor, and instead focuses on their willingness to be a contributing member of the community. The new participant will be given a mentor who will guide them through orientation and do a daily check-in with the new participant to answer any questions or concerns that they may have. It will also be the mentor's responsibility to counsel the new participant when any issues arise so that the concerns may be addressed. The mentor will meet with Village Council once a week to advise them on how the new participant is progressing.

After 4 weeks, Council and at least 1 BOD or SC member will hold a meeting where Villagers can express any legitimate concerns, questions, and complaints about the new participant. After the meeting, they will vote on whether to accept the new participant as a Villager based on the following criteria:

- 1) Has the new participant upheld their responsibilities, such as front gate, extra hours around the village and bathroom cleaning duties?
- 2) Does the new participant have any incident reports? If so, can those be interpreted as part of the learning process and will not be a continual issue?

Volunteer Work While on Wait List: Potential Villagers who have passed the background check and interview process will be encouraged to volunteer service to the Village to

demonstrate a willingness to contribute and be a part of the community. A list of projects will be made available to help guide potential Villagers. A sign-in sheet will be maintained in order for SC to supervise these projects.

MEDICAL & FAMILY LEAVE POLICY

Definition of Medical Leave: Medical leave is time off from Village duties, excluding fee payments, that Villagers can use to address their health and safety needs without losing their Villager status.

Definition of Family Leave: Family leave refers to time taken off from Village duties, excluding fee payments, for the purpose of caring for an ill family member or to assist a family member with crisis needs.

Time allowed for Medical and Family Leave: A Villager is allowed two weeks of medical leave or family leave with no documentation necessary. If the need is longer than two weeks, documentation may be required to present to Council. If the Villager needs more than 60 days of medical leave or family leave, they will need to vacate their residence in order to allow a new participant to get into the Village. (Housing wait-list current policy will still be followed). The current Villager will then be placed first on the wait list for re-entering the Village when their medical issues are resolved and they are able to be a full Villager once more. If more than one Villager is on the wait-list, they would be in the order that they were placed on wait-list. When on the wait-list, no fees are required to be paid. A person will remain on the wait list for 3 months and would need to reapply if they were not able to become a full Villager once more. Exception to this rule will be if no housing units become available before their 3 months are up. While on medical or family leave, if a Villager is staying on-site, they will be required to pay their fees as normal. If they are not staying on full time at the Village, they are responsible for paying a prorated amount for the time they are there. If the Villager attends the weekly Village meetings, they retain their full voting rights. If they do not attend, they forfeit their voting rights for that meeting.

How to apply for Medical and Family Leave: If a Villager needs to take medical or family leave, they will need to advise the Council of their needs as soon as they are able, in order to be granted leave. If a Villager is staying on-site and needs more than 60 days, they will speak to Council and it will be handled on a case-by-case basis.

KITCHEN, BATHROOM AND GROUNDS CLEANING POLICYAll villagers are required to sign up to share in the duty of cleaning the Village kitchens, bathrooms, shower and laundry areas and grounds.

1. First refusal to sign up or to adequately complete this requirement will result in a verbal warning and Villager will be required to sign up for two spots the following rotation.
2. Failure to sign up for the 2 days in the following rotation or adequately complete the cleaning

duty will result in a written warning for the first violation and a 48 hour expulsion for the second violation. The Villager will again be required to sign up for an additional 2 days on the following Rotation.

3. Failure to sign up or adequately complete the cleaning duty a third time would then result in a permanent expulsion.