City of Sonora

Community Development Department
94 N. Washington Street
Sonora, CA 95370
(209) 532-3508
(209) 532-3511 *fax*
www.sonoraca.com

DATE: February 19, 2019

TO: Honorable Mayor and City Council Members

FROM: Rachelle Kellogg, Community Development Director

SUBJECT: Special Event Permit Application – Volunteers For Outdoor California

RECOMMENDATIONS:
City Staff recommends that the City Council approve the following:

1) Approve the Special Event Permit Application by Volunteers For Outdoor California for the Dragoon Gulch Trail – Development Weekend Project on October 11–13, 2019.
2) Authorize V-O-Cal to set up a camping area within Woods Creek Park, including tent camping for their volunteers to stay overnight on Friday, October 11, 2019 and Saturday, October 12, 2019.
3) Authorize beer and wine consumption by V-O-Cal volunteers within V-O-Cal's camp area at Woods Creek Park.

DISCUSSION:
Volunteers for Outdoor California (V-O-Cal) is a nonprofit organization that provides a volunteer workforce for trail maintenance and/or construction projects. Karie Lew, a Sonora resident and a V-O-Cal volunteer, approached the City about having a trail building event at the Dragoon Gulch Trail. A typical V-O-Cal project attracts 80 to 100 volunteers. V-O-Cal supplies all tools and crew leaders. Volunteers usually complete between .25 and 1.25 miles of trail over a weekend. City staff has identified a one-mile section of single track trail to be constructed by V-O-Cal during the Dragoon Gulch Trail – Development Weekend Project. Working with the Community Development Director, Kevin Anderson, the Dragoon Gulch Trail caretaker will flag the proposed trail location and work on-site with V-O-Cal volunteers.

At these events volunteers camp near the trail project for convenience and the experience. The organization has requested that they be allowed to set-up a camp area at Woods Creek Park and for the City to allow overnight camping by their volunteers. The proposed tent area is included within their Application. The organization has also requested that the City allow limited consumption of alcohol within the camp area at Woods Creek Park. V-O-Cal supplies meals for the volunteers.

The City would be responsible to provide additional toilet facilities and to remove all food waste, garbage and cardboard from the camp area at the end of the project. However, volunteers would be required to place all garbage within provided trash facilities and clean up the area before departing.

ATTACHMENT:
1) Special Event Permit Application

City of Sonora Special Event Permit Application

A Special Event Permit is required for any public or private event to be held on any property under the City of Sonora's control. Private events held in City parks that do not include setting up any equipment or structures and have 25 or fewer people in attendance do not require a Special Event Permit. Events to be held at the Sonora Opera Hall do not require a Special Event Permit.

Applicant and Sponsoring Organization Information	
Applicant/Organization	VOLUNTEERS FOR OUTDOOR CALIFORNIA (V-O-CAL)
Contact Name	KARIE LEW
Street Address	KARIE'S ADDRESS: 760 ARBONA CIRCLE NORTH
City, State, Zip Code	SONORA, CA 95370
Day Phone # _____ Evening Phone #_____ Cell Phone # 650.906.6616 (KARIE)	
E-Mail Address	Sonora.Karie@gmail.com
Event Day Contact "on site"	SAME AS ABOVE Cell # _____

Event Information	
Event Title	DRAGOON GULCH TRAIL-DEVELOPMENT WEEKEND
Event Date	10/11/19 – 10/13/19 (FRIDAY – SUNDAY)
Briefly explain event and activities (include entertainment information): SEE ATTACHED.	
☒ Public Event ☐ Private Event	
If public, is the event free? ☒ YES ☐ NO	
Amplified Music ☐ YES ☒ NO	
Event Time	Start 10/11/19, 5:00 P.M. End 10/13/19, 3:00 P.M.
Setup Time 10/11/19, 2:00 P.M.	Take Down Time 10/13/19, 3:00 P.M.
Location	DRAGOON GULCH AND WOODS CREEK PARK
Anticipated Attendance	10/12/19 WORK DAY: 60–120 10/13/19 WORK DAY: 40–90

Street Closure Information NONE REQUESTED	
Street Name(s):	Cross Streets:
	Between _____ & _____
	Between _____ & _____
	Between _____ & _____
	Between _____ & _____
	Between _____ & _____
	Between _____ & _____
	Between _____ & _____
	Between _____ & _____
Time of Street Closures	Start _____ End _____
Are you also requesting parking restriction for these streets? ☐ YES ☐ NO	

See City Council Pre-Approved Street Closures under the Rules and Regulations, if you request additional or different street closures, other than those pre-approved, your event will have to be approved by the City Council at a regularly scheduled City Council Meeting. You or a representative will also be required to attend this meeting.

Other/Additional Property Use Request	
Location(s):	Times:
WOODS CREEK PARK } SEE ATTACHED	Start 10/11/19, 2:00 P.M. End 10/13/19, 4:00 P.M.
DRAGOON GULCH } FOR DETAILS	Start 10/12/19, 8:00 A.M. End 10/13/19, 3:00 P.M.
	Start _____ End _____

City Parks can not be closed to the general public. If you are requesting the use of a public park it will be your responsibility to arrive early and reserve your space.

Rules and Regulations

- A non-refundable processing fee of $25.00 is required at the time this application is submitted to the City of Sonora.
- Applications must be submitted no later than 30 days prior to the event. Event can not occur until an approved Special Event Permit is issued by the City.
- Applicant must provide a General Liability Certificate of Insurance naming "the City of Sonora, its elected or appointed officers, agents, employees and volunteers" as additional insured for an amount not less than $1,000,000. The Certificate of Insurance and endorsement must be received by the City of Sonora prior to issuance of the Special Event Permit. If needed, Applicant may purchase Special Event Insurance through the City of Sonora, contact Sheala Wilkinson, Special Programs Coordinator, for a fee quote.

Rules and Regulations, Continued

- Applicant is responsible for providing adequate safety protection for the traveling public.
- Applicant must notify affected businesses and residents of street closures.
- An Event Diagram must be included with this Application identifying the location of all structures, entertainment, barricades, booths, portable toilets, registration area, etc…
- Setting up of tents and/or awnings, or erecting or construction of any structure must be included on the Event Diagram and be approved by the City as part of the Special Event Permit.
- Applicant requesting a closure is responsible for placing barricades and posting signs required by the City. Only Type 1 A-Frame Barricades, or an approved alternative, can be used to close a street. All barricades must be indicated on the event diagram. The Police Department will visit the location on the day of the event to assure proper street closure.
- All barricades and signs must be removed at the end of the event.
- Per City Ordinance 9.08.010 it is unlawful for any person to drink, consume or posses an open container of any alcoholic beverage or intoxicating liquor in or upon any public street or alley, public park, public parking lot, public sidewalk or any grounds of public buildings.
- City Council Pre-Approved Street Closures:
  - ⇒ Jackson St. from Green St. to Washington St. and from Washington St. to Stewart St.
  - ⇒ Dodge St. from Green St. to Washington St. and from Washington St. to Stewart St.
  - ⇒ Linoberg St. from Green St. to Washington St. and from Washington St. to Stewart St.
  - ⇒ Theall St. from Stewart St. to Shepherd St.
  - ⇒ Green St. from Bradford Ave. to Yaney Ave.
- Upon completion of the event all garbage, debris and materials shall be entirely removed and disposed of by the Applicant. If area is not left clean, or if there is damage to City property, Applicant shall be responsible to reimburse the City of Sonora for all costs associated with cleanup or repair.
- Parking is only permitted in designated parking spaces.
- Upon reviewing this application the City may request additional information regarding the proposed event as a requirement under this permitting process.
- Permit Applications will be reviewed, approved or denied, by City Department Staff. Denials can be appealed to the City Council.

Agreement and Signature

I, the undersigned representative have read the Rules and Regulations with reference to this application and am duly authorized to submit this application on their behalf. The information contained herein is complete and accurate.

Name KARIE LEW

Signature

2/10/19
Date

Volunteers for Outdoor California (V-O-Cal) is a nonprofit organization that has been providing a volunteer workforce for trail-maintenance and -construction projects for more than a decade. (See the attached printouts from V-O-Cal's Web site at <http://v-o-cal.org> for more information.) Karie Lew, who lives and works in Sonora, had been volunteering with V-O-Cal for a year prior to moving to Sonora in January 2016 (and, since her relocation, has continued to volunteer at projects all over the greater San Francisco Bay Area because of the great work V-O-Cal does). Upon learning of the City of Sonora's Master Trails Plan for Dragoon Gulch, Karie began speaking to City staff and V-O-Cal leadership to explore the possibility of harnessing V-O-Cal's experience in organizing large-scale volunteer weekends for the benefit of the City and everyone who uses the trail system at Dragoon Gulch.

Conversations that began in early 2016 eventually led to a meeting in May 2018 at which City Administrator Tim Miller, then-Mayor Connie Williams, Councilmember Mark Plummer, V-O-Cal representatives Craig Fish and Chris Schroeder, and Karie started talking more concretely about what it would take to plan a V-O-Cal trail weekend at Dragoon Gulch. Interest in and enthusiasm about such a project led to a second meeting on January 14, 2019, involving Mr. Miller, Community Development Director Rachelle Kellogg, and Karie.

Here is a general outline of the project so far based on these meetings:

- The project is targeted for **Friday, October 11, through Sunday, October 13, 2019**. In keeping with V-O-Cal's normal practice, the work days would be Saturday and Sunday. Volunteers could start arriving on Friday afternoon.

- The trail work would consist of building new trails to **expand the trail system in furtherance of the Master Trails Plan**. City staff already have identified a mile of single-track trails they would like V-O-Cal to complete. City staff and V-O-Cal would work together to refine the plan as the project weekend approaches. Depending on the terrain and the number of volunteers, it is not unrealistic for V-O-Cal to complete a mile of new trails in a single weekend. Historically, V-O-Cal has completed 0.25 to 1.25 miles of trails over past weekend projects, depending primarily on weather, soil conditions, accessibility of the trail, and volunteer participation.

- Volunteers would be recruited from V-O-Cal's regular participants, many of whom already have expressed excitement about traveling to Sonora to build trails. Volunteers also would be recruited from the local community. Volunteers are not required to have prior trail-building experience in order to participate and make a positive difference. Because Sonora is a new V-O-Cal project location, it is unknown how many volunteers ultimately would participate. A typical V-O-Cal project attracts 80 to 100 volunteers on Saturday and about 60 volunteers on Sunday. V-O-Cal is aiming to attract 80 volunteers for the Dragoon Gulch project. Karie already has developed an extensive outreach and recruitment plan, which would begin with outreach at the Dragoon Gulch Run on Sunday, February 24, 2019, if City Council approval can be obtained at the next Council meeting.

- V-O-Cal also would not request that the City close Dragoon Gulch for the project weekend with the exception of the immediate work area. Building the new trails currently identified by City staff should not interfere with use of the existing trail network. V-O-Cal has safely worked on trails while parks have remained open for general use. Moreover, locals who are out for a walk, jog, or bike ride may see the trail work and be inspired to join in.

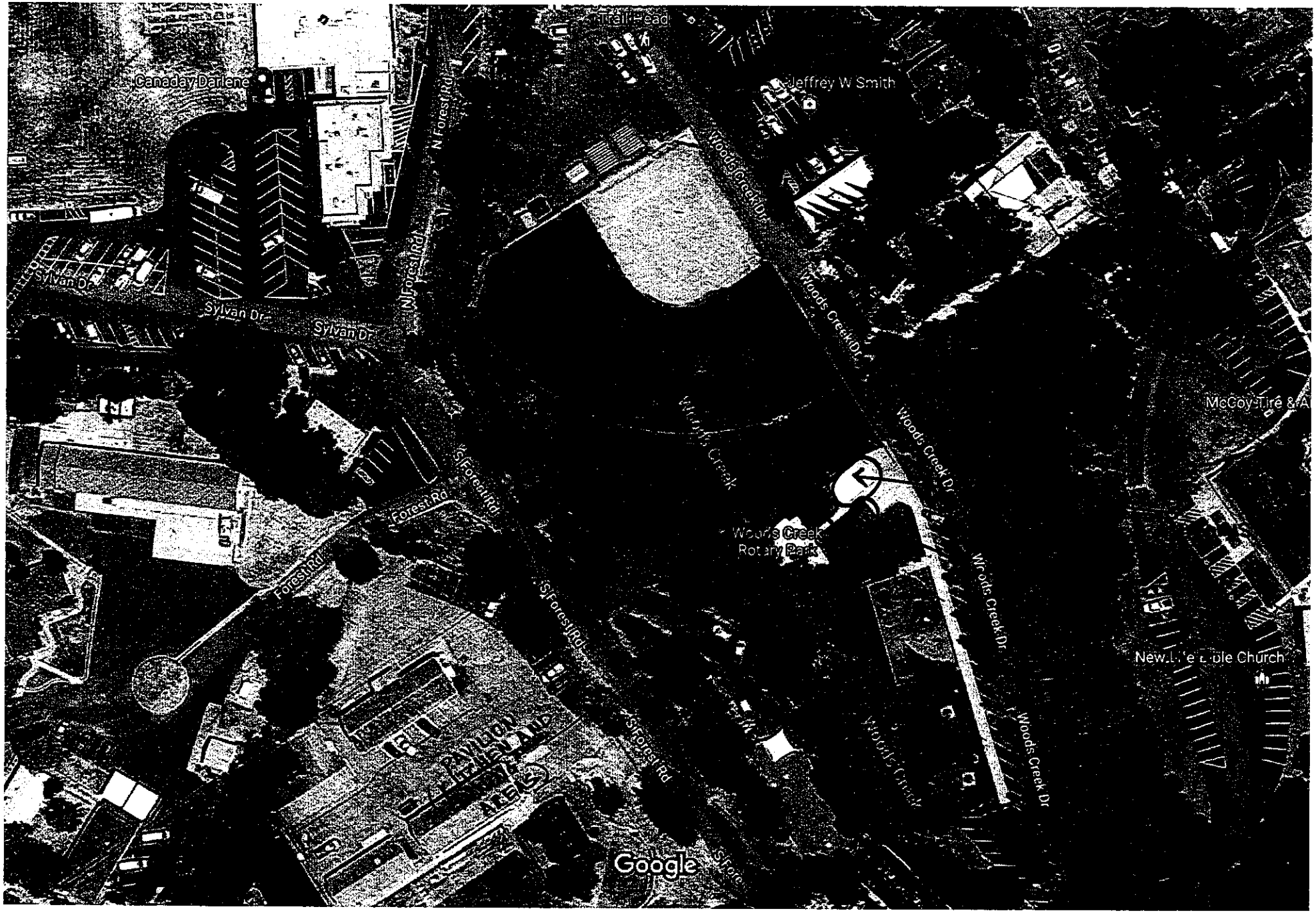
Finally, regarding the "Rules and Regulations" included on the foregoing application form, V-O-Cal confirms its understanding from speaking to City staff that a number of those rules do not apply to the project being planned because of the nature of the project as a collaboration between V-O-Cal and the City. V-O-Cal also wishes to clarify the following items:

- As discussed at the May 2018 meeting, V-O-Cal does provide an insurance rider to its partner agencies. The rider typically is provided in the two months leading up to the project date.

- As discussed at the May 2018 meeting, V-O-Cal always requires its partner agencies to provide adequate sanitation facilities for volunteers. Given the expected number of volunteers for this project, **V-O-Cal requests the City to provide two portable toilets and two portable hand-washing stations at Woods Creek Park** to supplement the two permanent bathroom stalls (one men's and one women's) at Woods Creek Park. As is typical of V-O-Cal projects, any volunteer needing to use a bathroom while working on the trail will return to center camp to use the facilities there.

- The City will be responsible for the removal of food waste, garbage, and cardboard from center camp at the end of the project. V-O-Cal will bag and store/stockpile these items as directed by the City while the project is ongoing.

V-O-Cal very much looks forward to partnering with the City on this exciting project!



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V•O•CAL Volunteers for Outdoor California

What is V-O-Cal?

How does V-O-Cal work?

Who is V-O-Cal?

Awards & Recognition

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WHAT IS V-O-CAL?

Volunteers for Outdoor California, V-O-Cal, provides a volunteer workforce for large-scale trail maintenance and construction projects, habitat restoration, and related land stewardship activities on public lands in partnership with public agencies and other nonprofit organizations.

V-O-Cal provides the project planning and volunteer supervision for our land manager partners. A typical V-O-Cal project accumulates hundreds of planning hours before the project weekend and provides the equipment, trained crew leaders, and quality control monitoring for the project itself, in accordance with the standards developed cooperatively with the partner agency.

While there are many great Bay Area organizations that do some form of land stewardship, the V-O-Cal approach is a little different, and it is designed to complement the work of those other groups, extending the reach of other agencies and organizations while enlarging the overall pool of skilled volunteers. We work all over the region, from Monterey to the Trinity Mountains and from the coast to the western Sierra, offering volunteers a broad range of project types in a consistently well-organized fashion. The difference between V-O-Cal and our fellow land stewardship groups can be summed up in four categories: Scale, Duration, Planning, and Resource Focus.

Scale. The average V-O-Cal project puts 125-150 volunteers to work on single project.

Duration. V-O-Cal projects are weekend-long, starting with setting up Center Camp on Friday night and finishing at approximately 2 pm on Sunday.

Planning. Because of the scale of our projects, the logistics are important to assure that each volunteer has a satisfying experience and that the land manager is thrilled with the result.

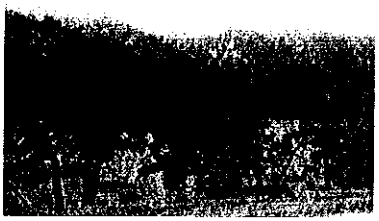
Resource Focus. Rather than focus on a single park, area, or land manager partner, V-O-Cal moves around and works with a broad range of partners throughout the region.

While this organization is relatively new to California (founded in 2006), V-O-Cal's approach to land stewardship is not a new concept. V-O-Cal was closely modeled on a well established organization in Colorado, VOC.

Volunteers for Outdoor California (V-O-Cal)
1140 Old County Rd, Suite B • Belmont, CA 94002
info@v-o-cal.org

Volunteers for Outdoor California is a nonprofit public charity meeting the requirements of IRS 501(c)(3) and the Public Benefit Corporation Law of the State of California.

V•O•CAL Volunteers for Outdoor California



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HOW DOES V-O-CAL WORK?

Volunteers for Outdoor California believes that the quality of the experience is the most important part of any of its efforts. As a result, everything about the organization and our projects is designed to make sure that every volunteer has a great time and leaves with a genuine sense of accomplishment.

V-O-Cal conducts large-scale projects – involving 100-300 volunteers -- in beautiful places ranging from Monterey to the Trinity Mountains and from the coast to the western Sierra.

V-O-Cal projects are highly organized events, relying on volunteers throughout the process. Projects are chosen by members of the Project Selection Committee. Other volunteers, called the Project Team, are responsible for managing and planning the project.

The Project Team works closely together to make sure that everything necessary for a successful project is done right, from menu planning to placement of the port-o-potties.

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