



## AGENDA

### REGULAR JOINT MEETING OF THE OAKLEY CITY COUNCIL/OAKLEY CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE OAKLEY REDEVELOPMENT AGENCY AND SPECIAL MEETING OF THE OAKLEY PUBLIC FINANCING AUTHORITY

Tuesday, January 27, 2026

6:30 PM

Oakley City Council Chambers located at 3231 Main Street, Oakley, California 94561. Unless stated otherwise on the agenda, every item on the agenda is exempt from CEQA Guidelines Sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code Section 21065.

**MISSION STATEMENT:** The City of Oakley will create a resilient future that fosters and attracts a vibrant and evolving community that welcomes and values all people.

**VISION STATEMENT:** The City of Oakley celebrates our unique Delta lifestyle and small-town feel where we Live in a safe, dynamic community, **Work** together to build the future, and **Play** in our own backyard.

Agendas are posted in Oakley at Oakley City Hall-3231 Main Street, outside the gym at Delta Vista Middle School-4901 Frank Hengel Way and outside the Library at Freedom High School-1050 Neroly Road. Agendas are also posted on the City's Internet Website [www.oakleyca.gov](http://www.oakleyca.gov).

A complete packet of information containing staff reports and exhibits related to each item is available for public review prior to an Oakley City Council and/or City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority meeting at Oakley City Hall, 3231 Main Street, Oakley, CA 94561. Any writings or documents provided to a majority of the Oakley City Council, Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency or Oakley Public Financing Authority regarding any item on this agenda will be made available for public inspection, during regular business hours, in the Main Lobby of Oakley City Hall.

Agendas may be picked up at Oakley City Hall for no charge. To request information regarding placement on the City's agenda e-mail distribution list, please contact us at (925) 625-7000.

We provide social media options to stay connected to City Hall through Facebook, X, Next Door and Instagram.

If you require special accommodation, please call the City Clerk's office at (925) 625-7000 before the meeting or contact City staff at the meeting.

**Please keep cell phones/electronic devices turned off during the meeting. Please be**

**advised that City Council meetings are video recorded and attendees may appear on video.**

### **Information Regarding Public Comment**

Members of the public may address the Council on items of interest that are within the City's jurisdiction. In compliance with State law, the council may not take action or have discussion on any item that is not specifically listed on the agenda. Public comment on items not listed on the agenda will be heard under the Public Comments section of the agenda. Public comments on items listed on the agenda will be heard as the Mayor calls the items. In compliance with State law, the Council may not take action on an item that is not specifically listed on the agenda. If you would like to speak on any agenda item, please fill out a public speaker card available in the lobby and submit it to the City Clerk seated in the Council Chamber **prior to the agenda item being called**. The Mayor will call you by name to the podium to hear your comment. PUBLIC COMMENTS ARE LIMITED TO THREE (3) MINUTES. Online public comments are accepted until 5 p.m. the day of the meeting and can be submitted at <https://www.oakleyca.gov/publiccomment>.

#### **1. OPENING MATTERS**

##### **1.1 Call to Order and Roll Call**

##### **1.2 Pledge of Allegiance to the Flag (Jonathan Nguyen, O'Hara Park Middle School)**

#### **2. PUBLIC COMMENTS**

At this time, the public is permitted to address the Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority on non-agendized items.

#### **3. COUNCILMEMBER COMMENTS**

#### **4. CONSENT CALENDAR**

Consent Calendar items are typically non-controversial in nature and are considered for approval by the Oakley City Council/ Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority with one single action. Members of the audience, Staff or the Oakley City Council/ Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority who would like an item removed from the Consent Calendar for purposes of public input may request the Mayor remove the item. The public may request to remove an item(s) to provide input by completing a public speaker card and submitting it to the City Clerk prior to the item(s) being called by the Mayor.

##### **4.1 Approve Minutes from the Regular Meeting held January 13, 2026 (Kim Snodgrass, City Clerk)** [Minutes](#)

##### **4.2 Adopt a Resolution Updating the City of Oakley's Conflict of Interest Code Pursuant to the Political Reform Act (Kim Snodgrass, City Clerk)** [Staff Report](#) [1. Resolution](#) [2. Appendix](#)

- 4.3 Adopt a Resolution of the City Council of the City of Oakley to Request the Metropolitan Transportation Commission (MTC) for the Allocation of Fiscal Year (FY) 2026/27 Transportation Development Act (TDA) Article 3 Pedestrian/Bicycle Project Funding (Billilee Saengchalern, Public Works Director/City Engineer)**

[Staff Report](#)

- [1. Resolution](#)
- [2. Attachment A](#)
- [3. Attachment B](#)

**5. PUBLIC HEARINGS**

- 5.1 Waive the Second Reading and Adopt Ordinance No. 1-26 Adopting Editorial Corrections in relation to the 2025 California Building Codes which are adopted by Reference (Conrad Fromme, Chief Building Official)**

[Staff Report](#)

- [1. Proposed Ordinance](#)

**6. REGULAR CALENDAR**

- 6.1 Ironhouse Sanitary District - Freestanding Electronic Reader Board (SP 2025-03) (Evan Gorman, Associate Planner)**

[Staff Report](#)

- [1. Vicinity Map](#)
- [2. Applicants Plans](#)
- [3. Conceptual Sign Rendering](#)
- [4. Draft Resolution](#)

**7. REPORTS**

- 7.1 City Manager**

**(a) City Manager**

**(b) Annual Update**

[2025 Annual Report](#)

- 7.2 Oakley City Council / Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency**

**(a) Reports from Council Liaisons to Regional Committees, Commissions and Boards AND Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency**

**(b) Requests for Future Agendas**

**8. WORK SESSION**

- 8.1 SB707 Discussion (Derek Cole, City Attorney)**

[SB 707 Presentation](#)

**9. CLOSED SESSIONS**

- 9.1 CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

**Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (One potential case based on November 3, 2025 letter from legal counsel for the Bay Area News Group to the City Attorney)**

10. ADJOURN



**MINUTES OF THE REGULAR JOINT MEETING OF THE OAKLEY CITY  
COUNCIL/OAKLEY CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE  
OAKLEY REDEVELOPMENT AGENCY/OAKLEY PUBLIC FINANCING AUTHORITY HELD  
JANUARY 13, 2026**

**1. OPENING MATTERS**

**1.1 Call to Order and Roll Call**

The meeting was called to order at 6:30pm.

Councilmember Fuller, Councilmember Shaw, Councilmember Williams, Vice Mayor Meadows and Mayor Henderson were present.

**1.2 Pledge of Allegiance to the Flag (Rita Baker, Vintage Parkway Elementary School)**

Rita Baker led the Pledge of Allegiance to the Flag.

**1.3 Comments by Mayor Henderson**

Mayor Henderson Provided comments.

**1.4 Introduction of Lieutenant Kevin Morris (Paul Beard, Chief of Police)**

Chief Beard introduced Lieutenant Kevin Morris.

Comments were provided by Councilmember Fuller, Councilmember Williams, Councilmember Shaw, Vice Mayor Meadows and Mayor Henderson.

**2. PUBLIC COMMENTS**

There were no Public Comments submitted.

**3. COUNCILMEMBER COMMENTS**

Councilmember Fuller provided a comment.

**4. CONSENT CALENDAR**

**4.1 Approve Minutes from the Regular Meeting held December 9, 2025 (Kim Snodgrass, City Clerk)**

**4.2 Approve Minutes from the Special Meeting held December 16, 2025. (Kim Snodgrass, City Clerk)**

- 4.3 Report out of Closed Session Memo from December 9, 2025 (Derek Cole, City Attorney)
- 4.4 Report out of Closed Session Memo from December 16, 2025 (Derek Cole, City Attorney)
- 4.5 Filing of Fiscal Year 2025/26 Annual Reports for the City's Maintenance and Services Community Facilities Districts and Police Services Special Tax (Billilee Saengchalern, Public Works Director/City Engineer)
- 4.6 Adopt a Resolution for the Approval of Contract Amendment Number 1 with BSK Associates for Consulting Services for Geotechnical Observation, Testing Services and Special Inspections Related to the East Cypress Road Canal Undergrounding Project CIP 310 (Billilee Saengchalern, Public Works Director/City Engineer)
- 4.7 Adopt a Resolution approving an amendment to the Salary Schedule for Fiscal Year 2025/2026 (Jeri Tejada, Administrative Services Director)
- 4.8 Waive the First Reading and introduce an Ordinance adopting Editorial Corrections in relation to the 2025 California Building Codes which are adopted by Reference (Conrad Fromme, Chief Building Official)
- 4.9 Adopt a Resolution Authorizing the City Manager to Execute Amended Lease Agreements for Single-Family Dwellings located at 1821 Dutch Slough Road, 5890 Jersey Island Road and 5920 Jersey Island Road (APN 032-081-019) (Joshua McMurray, City Manager) *Pulled by staff for a future agenda*
- 4.10 Creating Zone 201 within the Oakley Special Police Tax Area consisting of the Sandoval Minor Subdivision (MS 23-977) project located at 115 Malicoat Avenue (APN 033-052-003-2) (Billilee Saengchalern, Public Works Director/City Engineer)
- 4.11 Adopt a Resolution of the Successor Agency to the Oakley Redevelopment Agency, Approving the Recognized Obligations Payment Schedule (ROPS) and Administrative Budget for the Fiscal Year of July 2026 through June 2027 (Jeri Tejada, Administrative Services Director)

Mayor Henderson announced that item 4.9 is being pulled for a future agenda.

Councilmember Fuller pulled item 4.1.

It was moved by Vice Mayor Meadows and seconded by Councilmember Williams to approve the remainder of the Consent Calendar. **AYES:** Fuller, Shaw, Williams, Meadows, Henderson **NOES:** None (5-0)

#### Item 4.1

Councilmember Fuller mentioned he will vote no.

It was moved by Vice Mayor Meadows and seconded by Councilmember Shaw to approve item 4.1. **AYES:** Shaw, Williams, Meadows, Henderson **NOES:** Fuller (4-1)

5. PUBLIC HEARINGS

None

6. REGULAR CALENDAR

**6.1 Adopt a Resolution approving a Change to the Café Costa Meal Program for Studio 55 (Jeri Tejada, Administrative Services Director)**

Administrative Services Director Jeri Tejada presented the report.

Councilmembers Shaw, Williams and Fuller asked questions; Ms. Tejada responded.

It was moved by Vice Mayor Meadows and seconded by Councilmember Williams to adopt the resolution approving option Number 1 to the Café Costa Meal program for Studio 55. **AYES:** Fuller, Shaw, Williams, Meadows, Henderson **NOES:** None (5-0)

7. REPORTS

**7.1 City Manager**

**(a) City Manager**

**(b) Business License Update**

City Manager Joshua McMurray stated he has no reports and the Business License update is attached.

**7.2 Oakley City Council / Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency**

**(a) Reports from Council Liaisons to Regional Committees, Commissions and Boards AND Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency**

Councilmember Fuller reported he attended Congressman DeSaulnier's virtual Town Hall.

Councilmember Shaw reported she attended the Safeway ribbon cutting, two Library Committee meetings, a tour of E. Cypress Road and an EBRCSA meeting. She also participated in the Rotary toy and food drive, the Angel Tree gift distribution, and the staff holiday party. She spoke to Girl Scout troops in Brentwood and Oakley, and attended the Mayor's Conference, the Board of Supervisors reorganization meeting, and the swearing-in for Lieutenant Morris.

Vice Mayor Meadows reported he attended the Safeway ribbon cutting, the staff holiday party, the Mayor's Conference, the Board of Supervisors reorganization meeting and the swearing in for Lieutenant Morris.

Councilmember Williams reported she attended the Safeway ribbon cutting, a tour of E. Cypress Road, the Angel Tree gift distribution, and the staff holiday party. She mentioned that she met with union members regarding a request for a future item related to Labor Agreements. She also attended the Mayor's conference and the swearing in for Lieutenant Morris.

Mayor Henderson reported he attended the Safeway ribbon cutting, the staff holiday party, and two Library Subcommittee meetings. He also reported he visited Oakley on Ice to see the Sharks and attended the Board of Supervisors reorganization meeting and the swearing in for Lieutenant Morris.

### **(b) Requests for Future Agendas**

In regard to the future agenda item regarding labor agreements, Councilmember Williams mentioned that she would like to ensure staff takes the necessary time to be sure the information is complete and includes points she listed, and that the City is able to hire within the community.

Councilmember Fuller provided a comment.

Councilmember Williams withdrew her second.

### **8. WORK SESSIONS**

None

### **9. CLOSED SESSION**

None

### **10. ADJOURN**

There being no further business, the meeting was adjourned at 7:14pm.

Respectfully submitted,

Kim Snodgrass  
City Clerk

**DATE:** January 27, 2026  
**TO:** Joshua McMurray, City Manager  
**FROM:** Kim Snodgrass, City Clerk  
**SUBJECT:** Adopt a Resolution Updating the City of Oakley's Conflict of Interest Code Pursuant to the Political Reform Act.

Approved and  
Forwarded to the  
City Council

## Background and Analysis

Pursuant to the Political Reform Act (Cal. Gov't Code sections 87100 et. Seq.), a conflict of interest code designates positions within an agency that make, or participate in making, governmental decisions that may have a material effect on the financial interest of the person holding such position. A conflict of interest code also indicates disclosure categories, which list the specific types of financial interests that must be disclosed annually by the designated official or employee.

To comply with the Political Reform Act, the City is required to review the conflict of interest code every two years. This process ensures that the list of "designated employees" - those required to file Statement of Economic Interests (Form 700)—reflects the current organizational structure and decision-making responsibilities of the City.

The City's Conflict of Interest Code was last updated in September 2024. During the current review, staff identified several necessary amendments. These updates include adding new positions with decision making authority and removing titles that no longer exist or do not participate in the decision-making process.

Staff recommends the City Council approve the following changes:

| <u>Action</u> | <u>Job Classification</u>        | <u>Disclosure Categories</u> |
|---------------|----------------------------------|------------------------------|
| ADD           | Project Manager                  | 1                            |
| REMOVE        | Accountant                       |                              |
| REMOVE        | Administrative Hearing Officer   |                              |
| REMOVE        | Accounting Technician            |                              |
| REMOVE        | Assistant Recreation Coordinator |                              |
| REMOVE        | Building Inspector               |                              |
| REMOVE        | City Surveyor                    |                              |
| REMOVE        | Code Enforcement Officer         |                              |



|        |                                   |
|--------|-----------------------------------|
| REMOVE | Code Enforcement Technician       |
| REMOVE | Deputy City Clerk                 |
| REMOVE | Economic Development Analyst      |
| REMOVE | Paralegal                         |
| REMOVE | Park Ranger                       |
| REMOVE | Payroll Specialist                |
| REMOVE | Permit Technician                 |
| REMOVE | Police Records Supervisor         |
| REMOVE | Police Sergeant                   |
| REMOVE | Public Works Inspector            |
| REMOVE | Public Works Maintenance Foreman  |
| REMOVE | Recreation and Events Coordinator |
| REMOVE | Senior Permit Technician          |

### Consistency with the Oakley Strategic Plan 27+

Updating the City's Conflict of Interest Code biennially supports the Community and Collaborative Partnerships goal by maintaining an accurate database of filers and ensuring transparent access to public records.

### Fiscal Impact

None

### Staff Recommendation

Staff recommends the City Council adopt the attached resolution updating the job classifications and their related disclosure categories for the City's Conflict of Interest Code.

### Attachments

1. Resolution
2. Appendix



**RESOLUTION NO. XX-26**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY  
UPDATING JOB CLASSIFICATIONS AND RELATED DISCLOSURE CATEGORIES  
AS SET FORTH IN SECTION 2.9.008(a) OF THE OAKLEY MUNICIPAL CODE  
REGARDING THE CONFLICT-OF-INTEREST CODE**

**BE IT RESOLVED** that the job classifications and related disclosure categories as set forth in Section 2.9.008(a) of the Oakley Municipal Code are hereby updated as provided in the attached Exhibit "A" and is hereby approved by the Oakley City Council.

**PASSED AND ADOPTED** by the City Council of the City of Oakley this 27<sup>th</sup> day of January, 2026 by the following vote:

AYES:

NOES:

ABSTENTION:

ABSENT:

APPROVED:

\_\_\_\_\_  
Hugh Henderson, Mayor

ATTEST:

\_\_\_\_\_  
Kim Snodgrass, City Clerk

\_\_\_\_\_  
Date

## **City of Oakley Conflict of Interest Code**

### **Disclosure Categories and Designated Positions**

Designated positions as updated and proposed below are required to file the Fair Political Practices Commission Statement of Economic Interest Form 700. The disclosure categories for such designated positions are adopted and described as follows:

Disclosure Category 1: Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities; and income, including loans, gifts, and travel payments from all sources.

Disclosure Category 2: Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the City.

Disclosure Category 3: Investments and business positions in business entities; and income, including loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the City.

Disclosure Category 4: Investments and business positions in business entities; and income, including loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the department or division to which the designated employee is assigned duties.

Disclosure Category 5: Investments and business positions in business entities; and income, including loans, gifts, and travel payments, from sources that are of the type to request an entitlement from the City, or an entitlement to use City property or facilities, including but not limited to:

- A license;
- A vendor permit;
- A use permit;
- A regulatory permit;
- A grant or other form of financial assistance;
- Any development-related permit or entitlement.

| Designated Employee                         | Disclosure Categories             |
|---------------------------------------------|-----------------------------------|
| <del>Accountant</del>                       | <del>Categories 2, 3, 4</del>     |
| <del>Administrative Hearing Officer</del>   | <del>Category 4</del>             |
| Administrative Services Director            | <del>Category 1</del>             |
| <del>Accounting Technician</del>            | <del>Categories 3, 5</del>        |
| Administrative Supervisor                   | <del>Category 2, 3, 4, 51</del>   |
| Assistant City Attorney                     | <del>Category 1</del>             |
| Assistant City Manager                      | <del>Categories 3, 51</del>       |
| <del>Assistant Recreation Coordinator</del> | <del>Categories 4, 5</del>        |
| Assistant/Associate Engineer                | <del>Categories 2, 4, 51</del>    |
| Associate Planner                           | <del>Categories 2, 51</del>       |
| <del>Building Inspector</del>               | <del>Categories 2, 5</del>        |
| Chief Building Official                     | <del>Category 1</del>             |
| Chief of Police                             | <del>Category 1</del>             |
| City Clerk                                  | <del>Category 1</del>             |
| City Engineer / Public Works Director       | <del>Category 1</del>             |
| <del>City Surveyor</del>                    | <del>Category 4</del>             |
| <del>Code Enforcement Officer</del>         | <del>Categories 2, 3, 4</del>     |
| <del>Code Enforcement Technician</del>      | <del>Categories 2, 3, 4</del>     |
| Community Development Director              | <del>Category 1</del>             |
| <del>Deputy City Clerk</del>                | <del>Categories 2, 3, 4</del>     |
| <del>Economic Development Analyst</del>     | <del>Category 1,</del>            |
| Engineering Manager                         | <del>Category 21</del>            |
| Finance Manager                             | <del>Categories 2, 3, 4, 51</del> |
| Human Resources Manager                     | <del>Category 4, 51</del>         |
| IT Manager                                  | <del>Categories 4, 51</del>       |
| <del>Paralegal</del>                        | <del>Categories 2, 3, 5</del>     |
| <del>Park Ranger</del>                      | <del>Categories 2, 4, 5</del>     |
| <del>Payroll Specialist</del>               | <del>Categories 3, 5</del>        |
| <del>Permit Technician</del>                | <del>Category 5</del>             |
| Police Lieutenant                           | <del>Categories 2, 3, 41</del>    |
| <del>Police Records Supervisor</del>        | <del>Category 4</del>             |
| <del>Police Sergeant</del>                  | <del>Categories 2, 3, 4</del>     |
| <del>Public Works Inspector</del>           | <del>Categories 2, 5</del>        |
| <del>Public Works Maintenance Foreman</del> | <del>Category 5</del>             |
| <del>Project Manager</del>                  | <del>1</del>                      |

|                                              |                                        |
|----------------------------------------------|----------------------------------------|
| Public Works Maintenance Manager             | <del>Categories 3, 4, 5</del> <u>1</u> |
| <del>Recreation and Events Coordinator</del> | <del>Categories 4, 5</del>             |
| Recreation Manager                           | <del>Category 1</del>                  |
| <del>Senior Permit Technician</del>          | <del>Category 5</del>                  |
| Senior Planner                               | <del>Categories 2, 4, 5</del> <u>1</u> |

**DATE:** January 27, 2026  
**TO:** Joshua McMurray, City Manager  
**FROM:** Billilee Saengchalern, Public Works Director/City Engineer  
**SUBJECT:** Adopt a Resolution of the City Council of the City of Oakley to Request the Metropolitan Transportation Commission (MTC) for the Allocation of Fiscal Year (FY) 2026/27 Transportation Development Act (TDA) Article 3 Pedestrian/Bicycle Project Funding

Approved and  
Forwarded to the  
City Council

---

## Background and Analysis

On an annual basis, MTC allocates funding under TDA Article 3 funds to San Francisco Bay Area municipalities for the purposes of funding pedestrian and bicycle facility improvement projects. TDA funds are acquired from statewide retail and gas sale taxes. “Article 3” refers to the portion of the Act involving pedestrian and bicycle projects.

MTC has not yet released the estimated bid target for Contra Costa TDA Article 3 funds for FY 2026/27, but last year’s total allocation was \$1,393,898.00, which was available for municipalities to apply for on their respective projects. Eligible projects may include pedestrian and bicycle crossing improvements, construction of new bicycle facilities, and development of bicycle safety education programs. The main objectives of the TDA grant program are to increase the safety and efficiency of bicycles and pedestrians who travel within a municipality’s transportation network.

MTC requires that each county and city have a Bicycle Advisory Committee (BAC) to review and prioritize TDA Article 3 projects and to participate in the development and review of comprehensive bicycle plans. However, since not every city has the local resources to form and operate its own BAC, MTC allows local agencies to apply for an exemption from TDA Article 3 BAC requirement, if the local agency identifies their respective countywide BAC as its representative body (in place of a local BAC) for the review of the TDA Article 3 funded projects. The City of Oakley has requested that the Contra Costa County BAC represent the City to review the City’s TDA Article 3 grant application.

The City of Oakley has identified CIP 320 – O’Hara Avenue Widening Project (600 feet south of Laurel Road to 300 feet south of Grapevine Lane) – and is currently preparing a grant application to pursue TDA Article 3 funds to support pedestrian and bicycle safety improvements within the project limits. The widening project will close the existing gap between previously improved segments of O’Hara Avenue, providing two northbound travel lanes from Carpenter Road to Laurel Road and eliminating a long-standing bottleneck that contributes to traffic congestion, particularly during school morning drop-off and afternoon pick-up periods.



The project is currently under design (expected completion February 2026) and construction is expected in the Summer of FY 2026/27. As part of the overall widening effort, the proposed TDA Article 3–eligible improvements include the following components:

- **Roadway widening and reconfiguration** to add a continuous second northbound travel lane, improving traffic operations and reducing congestion-related safety conflicts.
- **Installation of new and upgraded bicycle facilities**, including striped bike lanes through the project limits, to improve north–south bicycle connectivity and provide safer accommodation for cyclists.
- **Construction and reconstruction of sidewalks** along the east side of O'Hara Avenue to close existing pedestrian gaps and improve access to nearby neighborhoods, schools, businesses, and transit.
- **Enhanced pedestrian safety features**, including improved crossings, high-visibility striping, signage, and roadway geometry improvements designed to reduce vehicle speeds and improve driver awareness.
- **Incorporation of bioretention areas and green infrastructure**, if feasible, to manage stormwater runoff, improve water quality, and support sustainable roadway design consistent with City standards and water board requirements.

These improvements will complement the roadway widening and provide a safer, more accessible, and multimodal corridor along O'Hara Avenue, addressing long-standing congestion and safety concerns while supporting the City's bicycle, pedestrian, and environmental goals.

## Consistency with the Oakley Strategic Plan 27+

This item is consistent with the Strategic Plan 27+ Community Health and Safety and Community Collaborative Partnership Goals.

## Environmental Review

The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 – Existing Facilities of the State of California CEQA Guidelines. Section 15301 of the State CEQA Guidelines exempts projects that involve existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities. This includes road grading for the purpose of public safety, and other alterations such as the addition of bicycle facilities.



### Fiscal Impact

Approval of the resolution will authorize the City to submit the final application to the Metropolitan Transportation Commission for TDA Article 3 funding in the amount of \$200,000 to partially fund the project. The total project cost is estimated at approximately \$2.0 million (including design and construction), with the requested TDA Article 3 funds dedicated specifically to the bicycle and pedestrian components of the project.

### Staff Recommendation

Staff recommend that the City Council adopt the resolution authorizing the Public Works Director to submit the grant application for \$200,000.00 for TDA Article 3 grant for CIP 320, O'Hara Widening Project.

### Attachments

1. Resolution
2. Attachment A
3. Attachment B



**RESOLUTION NO. \_\_-26**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY TO REQUEST THE ALLOCATION OF FISCAL YEAR 2026/27 FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)**

**WHEREAS**, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

**WHEREAS**, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No.4108, entitled "Transportation Development Act, Article 3, Pedestrian and Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

**WHEREAS**, MTC Resolution No. 4108 requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

**WHEREAS**, the CITY OF OAKLEY desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now,

**WHEREAS**, MTC Resolution No. 4108 requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

**THEREFORE, BE IT RESOLVED**, that the CITY OF OAKLEY declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code; and

**FUTUREMORE BE IT RESOLVED**, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the CITY OF OAKLEY to carry out the project; and

**FUTUREMORE BE IT RESOLVED**, that the project has been reviewed by the countywide Bicycle Advisory Committee and has been approved by MTC to use the countywide BAC and the countywide BAC provides for expanded representation of CITY OF OAKLEY and the designated representative is familiar with the bicycle and pedestrian needs of CITY OF OAKLEY; and

**FUTUREMORE BE IT RESOLVED**, that the CITY OF OAKLEY attests to the accuracy of and approves the statements in Attachment A to this resolution; and

**FUTUREMORE BE IT RESOLVED**, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of CONTRA COSTA COUNTY for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

**PASSED, APPROVED AND ADOPTED** this 27th day of January 2026 by the following vote.

AYES:

NOES:

ABSTENTION:

ABSENT:

APPROVED:

\_\_\_\_\_  
Hugh Henderson, Mayor

ATTEST:

\_\_\_\_\_  
Kim Snodgrass, City Clerk

\_\_\_\_\_  
Date

## **ATTACHMENT A**

### **Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2025/26 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding**

Page 1 of 1

1. That the CITY OF OAKLEY is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the CITY OF OAKLEY legally impeded from undertaking the project(s) described in "Attachment B" of this resolution.
2. That the CITY OF OAKLEY has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or final design and engineering or quick build project; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic and/or Class IV separated bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the CITY OF OAKLEY within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.) or responds to an immediate community need, such as a quick-build project.
9. That any project described in Attachment B bicycle project meets the mandatory minimum safety design criteria published in the California Highway Design Manual or

Page 1 of 2

is in a National Association of City and Transportation Officials (NACTO) guidance or similar best practices document.

10. That the project(s) described in Attachment B will be completed in the allocated time (fiscal year of allocation plus two additional fiscal years).
11. That the CITY OF OAKLEY agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

## ATTACHMENT B

### Metropolitan Transportation Commission Transportation Development Act Article 3 Funds: Bicycle and Pedestrian Projects

#### **O'Hara Avenue Widening and Safety Improvement Project (CIP 320)**

–Bicycle Path and Sidewalk Gap Closure between Laurel Road and Grapevine Lane –

#### **TDA Article 3 Project Application Form**

|                                                                                  |                                                                                                                                                  |                                 |              |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------|
| 1. <b>Agency</b>                                                                 | City of Oakley                                                                                                                                   |                                 |              |
| 2. <b>Primary Contact</b>                                                        | Billilee Saengchalern, Public Works Director/City Engineer                                                                                       |                                 |              |
| 3. <b>Mailing Address</b>                                                        | 3231 Main Street, Oakley CA 94561                                                                                                                |                                 |              |
| 4. <b>Email Address</b>                                                          | Saengchalern@ci.oakley.ca.us                                                                                                                     | 5. <b>Phone Number</b>          | 925-625-7154 |
| 6. <b>Secondary Contact</b> (in the event primary is not available)              | Mostafa Nakhaei, Project Manager<br>(mnakhaei@ ci.oakley.ca.us)                                                                                  |                                 |              |
| 7. <b>Mailing address</b> (if different) N/A <input checked="" type="checkbox"/> |                                                                                                                                                  |                                 |              |
| 8. <b>Email Address</b>                                                          | mnakhaei@ ci.oakley.ca.us                                                                                                                        | 9. <b>Phone Number</b>          | 925-265-9760 |
| 10. <b>Send allocation instructions to</b> (if different from above):            | Billilee Saengchalern, Saengchalern@ci.oakley.ca.us, 925-625-7154<br>3231 Main Street, Oakley CA 94561                                           |                                 |              |
| 11. <b>Project Title</b>                                                         | O'Hara Avenue Widening and Safety Improvement Project (CIP 320)                                                                                  |                                 |              |
| 12. <b>Amount requested</b>                                                      | Project Total Cost is<br><b>\$ 2,009,239</b><br><br>The City requests <b>\$200,000</b> to fund the bicycle and pedestrian components of the CIP. | 13. <b>Fiscal Year of Claim</b> | 2026         |

## 14. Description of Overall Project:

The **CIP 320 – O'Hara Avenue Widening and Safety Improvement Project** will close a critical 930 feet gap in Oakley's bicycle and pedestrian network by adding a **dedicated, safe, and continuous bicycle path** along O'Hara Avenue between approximately 600 feet south of Laurel Road and 300 feet south of Grapevine Lane. This segment currently has no sidewalk, *no paved shoulder* and no bike facility. As a result, children and adult cyclists routinely ride in the opposing traffic lane to avoid vehicle conflicts.

This project directly supports MTC's TDA 3 program goals by delivering a **new bicycle facility where none exists today**, improving safety, expanding low-stress bike networks, and strengthening regional active-transportation connectivity.

The project corridor is one of the City's most important multimodal routes:

### 1. Connection to the Delta de Anza Regional Trail

O'Hara Avenue is immediately adjacent to and provides direct access to the **Delta De Anza Regional Trail**, a major East Bay paved multi-use trail operated by East Bay Regional Park District. This project enhances that connection and provides a safe way for residents—especially students—to get between neighborhoods, schools, and the regional trail. The new bike path will function as a local feeder route into this regional corridor, significantly improving access and mobility.

### 2. Key Bicycle and Pedestrian Access to Three Schools

The project lies within the activity sphere of **Oakley's elementary, middle, and high schools**, all located within bicycling distance. Many students currently rely on walking or biking, yet the absence of a traversable bike path forces them either into traffic or onto dirt shoulders. The proposed improvement will provide a safe, paved, and designated bike facility, directly supporting **Safe Routes to School (SRTS) objectives** and reducing high-risk behavior such as riding against traffic.

### 3. Transit-Supportive Multimodal Corridor

O'Hara Avenue serves **Tri Delta Transit routes**, including school-focused transit service. Adding bicycle and pedestrian infrastructure supports first-mile/last-mile access, encourages multimodal travel, and improves safety at and near transit stops. Wherever bicycle facilities coincide with transit corridors, safety and ridership both improve—further advancing regional mobility goals.

### 4. Supports Existing and Emerging Activity Centers

Recent capital and private development—including **CIP 280 (Laurel Road and O'Hara Avenue Widening)** and the new **Oakley shopping center** at O'Hara and Laurel Road—has created new trip demand for bicyclists and pedestrians. The CIP 320 bike path will directly connect these destinations, creating a continuous bicycle-friendly corridor and reducing conflicts between motorists, bicyclists, and pedestrians.

This project is currently in design, and is planned to be constructed in FY 2026/27, and is already funded for design in the FY 2025/26 budget. The TDA 3 application focuses solely on the project's **bike and pedestrian components**, which are fully eligible under program requirements.

**15. Project Scope Proposed for Funding:** (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

TDA 3 funds will be used **exclusively for construction** of bicycle and pedestrian facilities within the CIP 320 project limits. Eligible improvements include:

- **Construction of a new Class II or Class IV bicycle facility** (final treatment determined during design) on the east side of O'Hara Avenue.
- **Paved shoulder / multi-use path construction** to provide continuous, ADA-compliant bicycle and pedestrian space.
- **Pedestrian improvements**, such as curb ramps, adjustments to sidewalks, and pathway continuity.
- **New striping, pavement markings, and signage** for bicycles and pedestrians, including buffered lane and green enhanced bike lane treatments where feasible.
- **Lighting and safety treatments** to support safe walking and biking during early morning and evening school travel times.
- **Drainage, frontage, and roadway edge improvements** necessary to support the bike/ped facility.

No TDA 3 funds are requested for planning, environmental work, or right-of-way acquisition, all of which are funded or handled separately. This scope ensures the TDA 3 grant directly funds construction of the new bicycle path, creating safe and continuous active transportation infrastructure where none exists.

**16. Project Location:** A map of the project location is attached or a link to a online map of the project location is provided below:

**Project Segment:**

O'Hara Avenue, 930-foot segment, between approximately:

- **600 ft south of Laurel Road**, and
  - **300 ft south of Grapevine Lane**
- City of Oakley, Contra Costa County, CA

**Key Project Features:**

- Adjacent to the **Delta de Anza Regional Trail**
- Serves three nearby schools
- Connects to Laurel Road improvements (CIP 280)
- Located along **Tri Delta Transit** corridor

**Online Project Location Resources:**

- City of Oakley CIP Map and CIP 320 documentation (City Council budget packet)
- Delta De Anza Regional Trail map (East Bay Regional Park District)
- Tri Delta Transit route information

[A detailed description of the project location is provided at the end of this document in](#)

- [Exhibit A.](#)

### Project Relation to Regional Policies (for information only)

17. Is the project in an [Equity Priority Community](#)? Yes ☒

No ☐

18. Is this project in a [Priority Development Area](#) or a [Transit-Oriented Community](#)? Yes ☐

No ☒

### 19. Project Budget and Schedule

| Project Phase | TDA 3   | Other Funds | Total Cost | Estimated Completion (month/year) |
|---------------|---------|-------------|------------|-----------------------------------|
| Bike/Ped Plan |         |             |            |                                   |
| ENV           |         |             |            |                                   |
| PA&ED         |         |             |            |                                   |
| PS&E          | -       | 175,000     | 175,000    | Spring 2026                       |
| ROW           |         |             |            |                                   |
| CON           | 200,000 | 1,634,239   | 1,834,239  | Summer 2026                       |
| Total Cost    | 200,000 |             | 2,009,239  |                                   |

A detailed cost estimate is provided in Exhibit B and Exhibit C shows the 65% Pavement Signing & Stripping Plan

### Project Eligibility

A. Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? Yes ☐  
No ☒

If "YES," identify the date and provide a copy or link to the agenda.  
If "NO," provide an explanation).

B. Has the project been approved by the claimant's governing body? Yes ☒  
No ☐

If "NO," provide expected date: approved for design only

C. Has this project previously received TDA Article 3 funding? Yes ☐ No ☒  
(If "YES," provide an explanation on a separate page)

D. For "bikeways," does the project meet Caltrans minimum safety design criteria Yes ☒  
No ☐  
pursuant to [Chapter 1000 of the California Highway Design Manual](#)?

E. 1. Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c), Yes ☒  
No ☐  
Existing Facility?

2. If "NO" above, is the project is exempt from CEQA for another reason? Yes ☐ No ☐  
Cite the basis for the exemption. \_\_\_\_\_  
If the project is not exempt, please check "NO," and provide environmental documentation, as appropriate.

Yes ☐ No ☐  
N/A ☐

F. Estimated Completion Date of project (month and year): \_\_\_\_\_ June  
2027 \_\_\_\_\_

G. Have provisions been made by the claimant to maintain the project or facility, or has Yes ☒  
No ☐  
the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility, please identify below and provide the agreement.

H. Is a Complete Streets Checklist required for this project ? Yes ☒  
No ☐

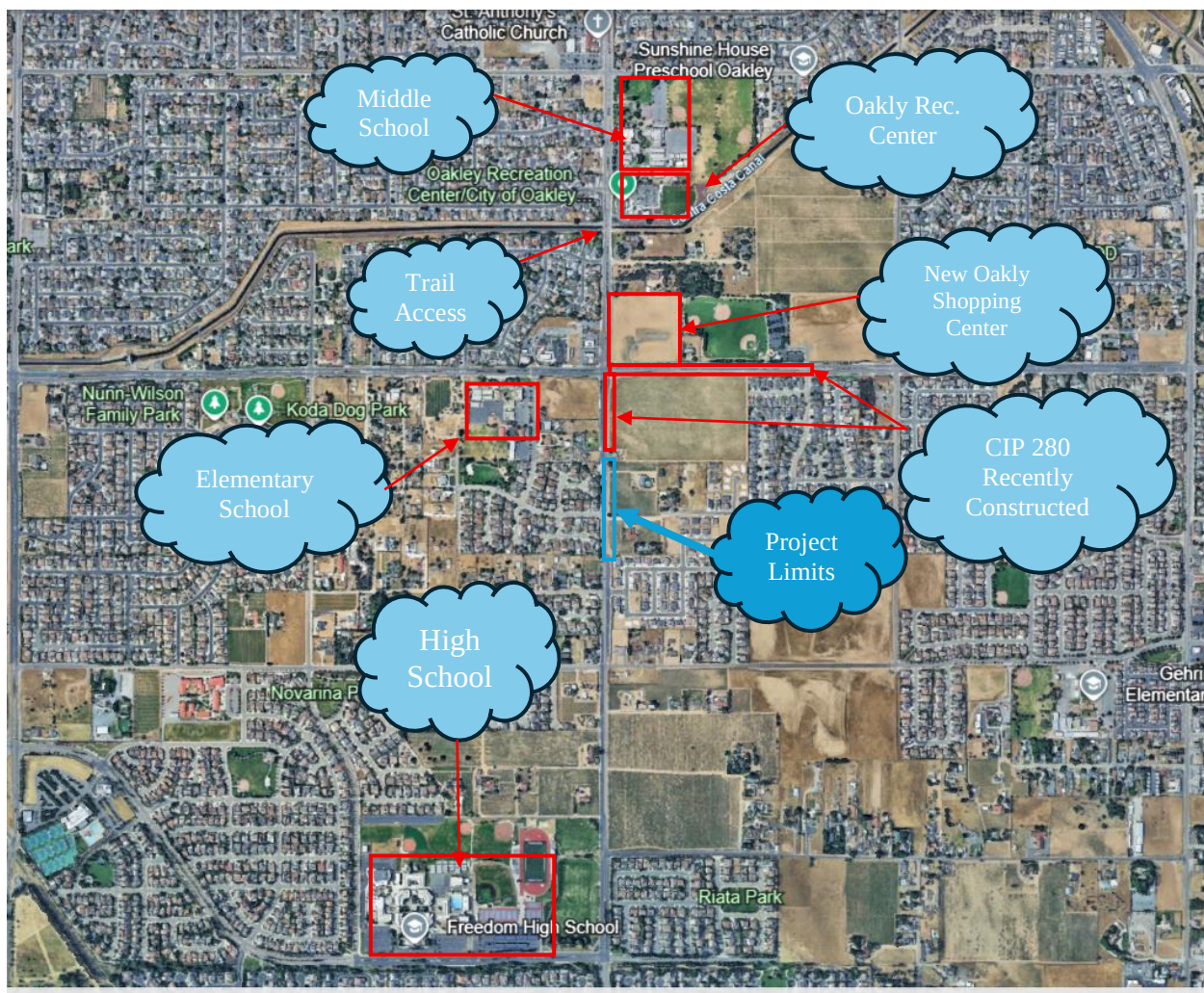
If the amount requested is over \$250,000 or if the total project phase or construction phase is over \$250,000, a Complete Streets checklist is likely required. Please attach the Complete Streets checklist or record of review, as applicable. More information and the form may be found here: <https://mtc.ca.gov/planning/transportation/complete-streets>

## Exhibit A: Project Location

### O'Hara Avenue Widening and Bicycle Safety Project (CIP 320)

The exhibit below illustrates the project limits and highlights the significant multimodal improvements recently completed or underway in the immediate vicinity. These adjacent capital projects, including the Laurel Road widening (CIP 280), new commercial development at the O'Hara/Laurel intersection, and various school-area enhancements, demonstrate the City's ongoing commitment to building a connected and safe transportation network. The exhibit provides important context showing how the CIP 320 improvements will close a remaining gap and integrate seamlessly with surrounding bicycles, pedestrian, and roadway upgrades.

The **65% design** for this project is done and the city is expecting to finalize the design in Spring 2026.



The figure below illustrates the existing pinch point at this project location. Currently, there is no bike path along this section of the road, forcing bicyclists to ride against traffic to reach their destination.



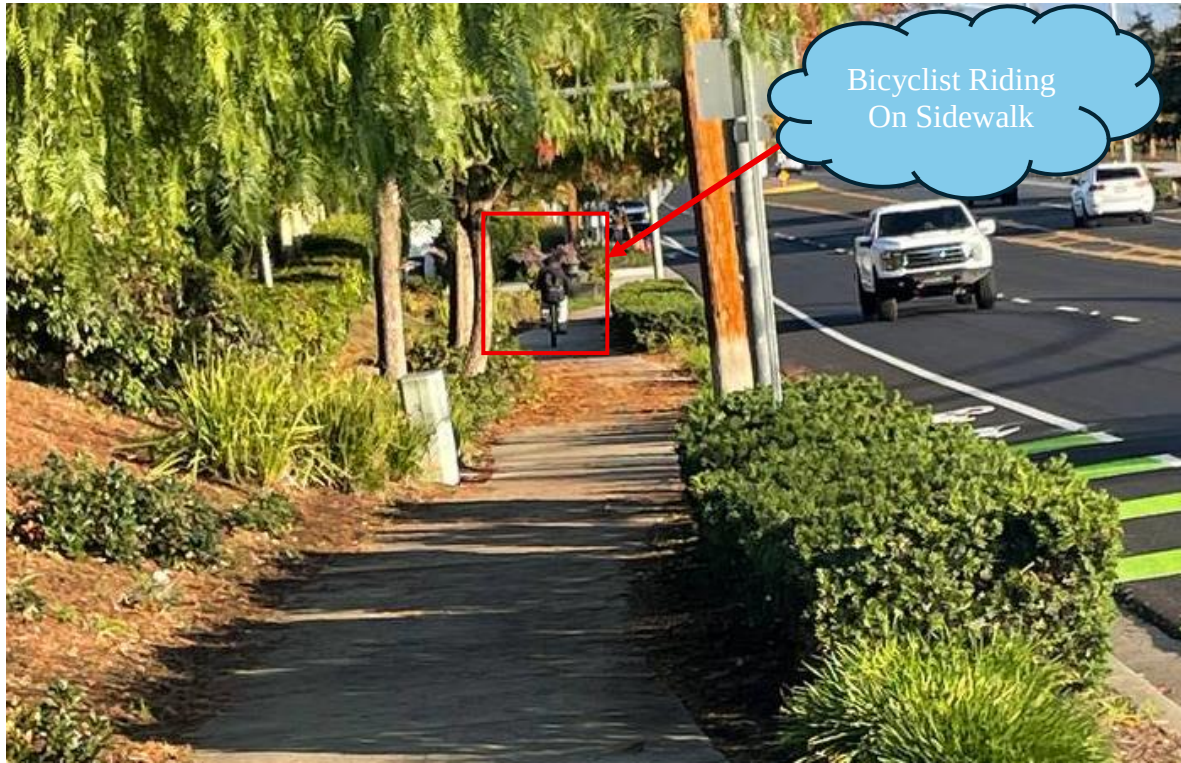
The photo below, taken on 11/19/2025 at 8:00 AM, shows an individual—likely a student—biking along the unpaved and unprotected shoulder of O'Hara Avenue.



The following figure illustrates the work completed in 2025 as part of CIP 280 along the northern boundary of the project. This project will connect to CIP 280 and close the gap between the southern and northern limits.



Below is another photo taken on 11/19/2025 at approximately 8:00 AM, showing an individual using the improved sidewalk on the opposite side of the street and riding a bicycle against the flow of traffic to reach his destination.



**DATE:** January 27, 2026  
**TO:** Joshua McMurray, City Manager  
**FROM:** Derek P. Cole, City Attorney  
**CC:** Conrad Fromme, Chief Building Official  
**SUBJECT:** Waive the second reading and adopt ordinance 1-26 adopting editorial corrections in relation to the 2025 California Building Codes which are adopted by reference

Approved and  
Forwarded to the  
City Council

---

## Background and Analysis

Every three years the various California Building Codes/Title 24 of the California Code of Regulations (Building, Electrical, Mechanical, Plumbing, etc.) are updated by the California Building Standards Commission. These codes then become the construction codes within the various cities and counties throughout California. Local governments are allowed to make amendments only when justified by some unique local factor.

The attached proposed ordinance provides the most recent California standards for 2026. There have been no substantive changes to the California Building Codes since the last California update; therefore, the proposed ordinance provides only the editorial corrections and would automatically adopt the 2025 California standards by reference for the next three years.

## Consistency with the Oakley Strategic Plan 27+

This ordinance is consistent with the strategic plan in such that it continues to promote safe and efficient construction within the City of Oakley.

## Fiscal Impact

None.

## Staff Recommendation

Staff recommends the City Council waive the second reading and adopt the proposed ordinance.

## Attachments

1. Proposed Ordinance



## **ORDINANCE NO. 1-26**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY ADOPTING BY REFERENCE, WITH CERTAIN AMENDMENTS, THE 2025 EDITIONS OF THE CALIFORNIA BUILDING CODE, CALIFORNIA RESIDENTIAL CODE, CALIFORNIA ELECTRICAL CODE, CALIFORNIA MECHANICAL CODE, CALIFORNIA PLUMBING CODE, CALIFORNIA ENERGY CODE, CALIFORNIA HISTORICAL BUILDING CODE, CALIFORNIA EXISTING BUILDING CODE, CALIFORNIA GREEN BUILDINGS STANDARDS CODE, CALIFORNIA REFERENCE STANDARDS, CALIFORNIA FIRE CODE, AND INTERNATIONAL PROPERTY MAINTENANCE CODE**

**THE CITY COUNCIL OF THE CITY OF OAKLEY DOES ORDAIN AS FOLLOWS:**

SECTION 1. Upon the effective date of this Ordinance, Oakley Municipal Code 7.1.102 shall be amended to read as follows:

### **7.1.102 Adoption by reference.**

The following publications, 2025 Edition, including the specified appendices thereto, are hereby adopted by reference and incorporated into this code as they are adopted, published and promulgated from time to time by the International Code Council, and as adopted by the California Building Standards Commission in the California Code of Regulations:

- a. The California Building Code, Volumes 1 and 2, including Chapter 1 as amended, Appendix Chapters: C – Group U Agricultural Buildings, H – Signs, I – Patio Covers, N- Replicable Buildings, and P- Sleeping Lots.
- b. The California Residential Code, including Chapter 1 as amended, Appendix Chapters: C – California Swimming Pools Safety Acts and B – Patio Covers.
- c. The California Electrical Code, incorporating the National Electrical Code and all annexes.
- d. The California Mechanical Code, incorporating the Uniform Mechanical Code, excluding appendix chapters.
- e. The California Plumbing Code, incorporating the Uniform Plumbing Code including Appendix Chapters: A – Recommended Rules for sizing the Water Supply System, D – Sizing Storm Water Drainage Systems, G – Sizing of Venting Systems.
- f. The California Energy Code, including Appendix Chapter 1-A – Standards and Documents Referenced in the Energy Efficiency Regulations.
- g. The California Historical Building Code, including Appendix Chapter A.
- h. The California Existing Building Code.

- i. The California Green Building Standards Code.
- j. The California Reference Standards.
- k. The International Property Maintenance Code, including Appendix A – Boarding Standard.
- l. The 2025 Edition of the California Fire Code, California Code of Regulations, Title 24, Part 9, subject to the following:

1) Contra Costa County Fire Protection District Ordinance adopted. Ordinance 2025-14 of the Contra Costa County Fire Protection District, adopted [TBD], is hereby adopted and ratified by the City Council under the authority of California Health and Safety Code Section 13869.7. Ordinance 2025-14 adopts the 2025 California Fire Code (California Code of Regulations, Title 24, Part 9, including Chapters 1-12 and 20-80, Appendix B, Appendix C, Appendix D, Appendix F, Appendix H, Appendix I, Appendix J, Appendix K, and Appendix P), and amends it by the changes, additions, and deletions set forth in the ordinance. The provisions of the 2025 California Fire Code, as amended by Ordinance 2025-14, shall be controlling and enforceable within the jurisdictional boundaries of the City of Oakley.

2) Copies available. Copies of the 2025 Edition of the California Fire Code and Ordinance 2025-14 shall be kept on file in the City of Oakley Building Department for use and examination by the public.

3) Delegation of enforcement to Fire Chief. Pursuant to California Health and Safety Code Section 13869.7, the City Council delegates enforcement of Ordinance 2025-14 to the Fire Chief of the Contra Costa County Fire Protection District, or his or her authorized representatives.

SECTION 2. Upon the effective date of this Ordinance, Oakley Municipal Code 7.1.102 shall be amended to read as follows:

### **7.2.102 Amendments to the California Building Code.**

The California Building Code ("CBC"), Volumes 1 and 2, are amended by the changes, additions and deletions set forth in this chapter.

- a. CBC Volume 1, Chapter 1 – Scope and Administration, Division II – Administration, is amended as follows:

- 1) Section 101.1, Title, is amended to read as follows:

**Section 101.1 Title.** These regulations shall be known as the Building Code of the City of Oakley hereinafter referred to as "this Code."

- 2) Section 105.5, Permits, is amended to read as follows:

**Section 105.5. Expiration.** Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the

building, structure, equipment or work authorized by such permit is not commenced within 365 days from the date of such permit, or if the building, structure, equipment or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefore shall be one-half the amount required for a new permit for such work as set forth in the current fee schedule as adopted by the Council, provided no changes have been made or will be made to the original plans or specifications for such work, and provided further that such suspension or abandonment has not exceeded one year.

Any permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence work within the time frame required by this section for good and satisfactory reasons. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing with justifiable cause demonstrated and accompanied by an extension request review fee, as required by the current fee schedule as adopted by the Council.

3) Section 109.2, Schedule of permit fees, is amended in its entirety to read as follows:

**Section 109.2.** Schedule of permit fees. On buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the current fee schedule as adopted by the Council.

The Council is hereby authorized to set and amend all fees prescribed by this Code. Said fees may be adjusted periodically by the Council to ensure the full recovery of City costs relating to building permits and inspections.

Permit fees and any required plan checks are based upon the value of the project. Electrical, plumbing and mechanical fees are based on a percentage of the building permit fee. The determination of value or valuation shall be made by the Chief Building Official. The Chief Building Official shall maintain the current fee schedule, and shall make it available for public review upon request.

4) Section 109.4, Work commencing before permit issuance, is amended to include subsection 109.4.1, Investigation, investigation fees, and work without a permit:

**Section 109.4.1.** Investigation, investigation fees, and work without a permit. Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, an investigation shall be made before a permit may be issued for such work. An investigation fee shall be collected

whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code. The minimum investigation fee shall be the same as the minimum fee set forth in the current fee schedule as adopted by the Council. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

5) Section 109.6, Refunds, is amended in its entirety to read as follows:

**Section 109.6 Refunds.** The Building Official may authorize the refunding of not more than 80% of the permit fees paid when no work has commenced under a permit in accordance with this code or when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

6) Section 109, Fees, is amended to include Section 109.7, Re-inspections, and Section 109.8, Plan review fees:

**Section 109.7 Re-inspections.** A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is scheduled and is not complete or when corrections called for previously are not complete.

This section is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of this code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection.

To obtain a re-inspection, the applicant shall call and schedule a re-inspection and pay the re-inspection fee set forth in the current fee schedule as adopted by the Council.

In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid.

**Section 109.8 Plan review fees.** When submittal documents are required, a plan review fee shall be paid at the time of submittal for plan review. Said plan review fee shall be a percent of the building permit fee as shown in the current fee schedule as adopted by the Council.

The plan review fees specified in this section are separate fees from the permit fees specified in the current fee schedule as adopted by the Council and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in Section 107.3.4.1 – Deferred submittals, an additional plan review fee shall be charged at the rate shown in the current fee schedule as adopted by the Council.

- 7) Section 113, Board of appeals, is amended for existing Section 113.1, General:
- Section 113.1 General.** Any appeals of City determinations under this chapter shall occur as specified in Title 1 Chapter 8 of this code.

SECTION 3. Upon the effective date of this Ordinance, Oakley Municipal Code 7.1.112 shall be amended to read as follows:

**7.2.112 Amendments to the International Property Maintenance Code**

The International Property Maintenance Code ("IPMC") is amended by the changes, additions and deletions set forth in this chapter.

- a. IPMC Chapter 1, Scope and Administration, Part 1, Scope and Application, is amended as follows:

- 1) Section 101.1, Title, is amended to read as follows:

**Section 101.1 Title.** These regulations shall be known as the Property Maintenance Code of the City of Oakley, hereinafter referred to as "this code."

- 2) Section 102.3, Application of other codes, is amended to read as follows:

**Section 102.3 Application of other codes.** Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the effective California Existing Building Code, California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Energy Code, California Historical Building Code, California Fire Code, California Existing Building Code and the California Reference Standards.

- b. IPMC Chapter 1, Scope and Administration, Part 2, Administration and Enforcement, is amended as follows:

- 1) Section 103: Code Compliance Agency, is amended to read as follows:

**Section 103.1 Creation of agency.** The Authority for the enforcement of this code shall rest with the City Manager.

- 2) Section 103.2, Appointment, is amended to read as follows:

**Section 103.2 Appointment.** The code official referenced in this Code shall be a building official hired, appointed or retained in accordance with the Oakley Municipal Code.

- 3) Section 103.5, Fees, is amended to read as follows:

**Section 104.1 Fees.** The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the most current fee schedule as adopted by the Council.

5) Section 106, Means of appeal, is amended to read as follows:

**Section 106.1 General.** Any appeals of City determinations under this chapter shall occur as specified in Title 1 Chapter 8 of this code.

7) Section 302, Exterior property areas, subsections 302.4, Weeds, and 304.14, Insect screens, are amended as follows:

**Section 302.4-Weeds** Insert 6 inches.

**Section 304.14 Insect screens.** Every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

**Exception:** Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

8) Section 602, Heating facilities, is amended to repeal the exception listed for Section 602.2, Residential occupancies, Section 602.3, Heat supply, and Section 602.4, Occupiable work spaces.

9) Section 602, Heating Facilities is amended as follows:

**Section 602.3 Heat Supply.** Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof to maintain a minimum temperature of 68 degrees F in all habitable rooms, bathrooms and toilet rooms.

**Section 602.4 Occupiable work spaces.** Indoor occupiable work spaces shall be supplied with heat to maintain a minimum temperature of 65 degrees during the periods the spaces are occupied.

#### SECTION 4. California Environmental Quality Act (CEQA).

The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 5. Severability.**

The City Council of the City of Oakley hereby declares that should any section, paragraph, sentence, phrase, term or word of this Ordinance be declared for any reason to be invalid, it is the intent of the City Council that it would have adopted all other portions of this Ordinance independent of the elimination herefrom of any such portion as may be declared invalid. If any section, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subdivision, paragraph, sentence, clause and phrase thereof, irrespective of the fact that any one (or more) section, subdivision, paragraph, sentence, clause or phrase had been declared invalid or unconstitutional.

**SECTION 6. Effective Date and Posting.**

This ordinance shall take effect and be in force thirty (30) days from and after the date of its passage. The City Clerk shall cause the ordinance to be published within fifteen (15) days after its passage in a newspaper of general circulation, or by publishing a summary of the proposed ordinance, posting a certified copy of the proposed ordinance in the City Clerk's Office at least five (5) days prior to the City Council meeting at which the ordinance is to be adopted, and within fifteen (15) days after its adoption, publishing a summary of the ordinance with the names of the Council Members voting for and against the ordinance.

**PASSED AND ADOPTED** by the City Council of the City of Oakley this 27<sup>th</sup> day of January 2026 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

\_\_\_\_\_  
Hugh Henderson, Mayor

ATTEST:

\_\_\_\_\_  
Kim Snodgrass, City Clerk

\_\_\_\_\_  
Date

**I HEREBY CERTIFY** that in accordance with Government Code Section 40806, this ordinance is a true and correct copy of a city ordinance. It has been published or posted pursuant to law.

---

Kim Snodgrass, CMC  
City Clerk

**DATE:** January 27, 2026  
**TO:** Joshua McMurray, City Manager  
**FROM:** Evan Gorman, Associate Planner  
**SUBJECT:** Ironhouse Sanitary District – Freestanding Electronic Reader Board (SP 2025-03) - Adopt a Resolution Approving a Sign Permit for a Double-Sided Electronic Reader Board Sign.

Approved and  
Forwarded to the  
City Council

## Summary

This is an application by Ironhouse Sanitary District ("ISD", "Applicant") requesting approval of a freestanding electronic reader board sign at the northwest corner of Main Street and Rose Avenue ("Project"). The proposed sign is located in the public right of way. The sign would be a double-sided LED electronic reader board with a 7' 8" by 4' 6" cabinet with a 34.5 square foot sign area and standing 8' in height. The sign frame would consist of black aluminum. While the sign is proposed for the public right of way, the Ironhouse Sanitary District campus itself is zoned PS (Public and Semi-Public) District and its current address is 450 Walnut Meadows Drive. APN 037-191-041.

Figure 1 – Project Site (General sign location in blue circle, ISD facility outlined in orange)



## Background

### GENERAL PLAN

Public and Semi-Public Facilities (PS) - The Public and Semi-Public Facilities (PS) designation provides for government owned facilities, public and private schools, institutions, civic uses, assembly uses, and public utilities, quasi-public uses such as hospitals and churches and supporting retail and service uses.

### ZONING

P (Public and Semi-Public) - The purpose of the P District is to promote and encourage a suitable environment devoted to publicly owned government buildings and facilities, public community centers, libraries and museums, public educational facilities, public school districts facilities, public transit stations, public parking lots and structures, and other such uses directly or indirectly serving the general public.

### CITY OF OAKLEY SIGN ORDINANCE

Oakley Municipal Code (“OMC”) Chapter 9.5, *Regulation of Signs and Outdoor Advertising*, is commonly referred to as the City’s Sign Ordinance. The primary purpose of the Sign Ordinance is to regulate the placement, type, size, and number of signs in order to minimize traffic and safety hazards and to ensure the installation and ongoing maintenance of high-quality, visually compatible signs that do not detract from property values or the social and economic character of the community. The Sign Ordinance establishes definitions for various sign types, identifies which signs may be approved by Staff or the City Council, sets forth standards of review, regulates temporary signage, and identifies prohibited signs. It also establishes placement, size, and height standards applicable to all sign types.

Ordinarily, a freestanding sign would be subject to administrative approval pursuant to OMC Section 9.5.122, *Administrative Sign Permits*, subsection A.5. However, “Signs with Changes in Color or Intensity” are identified as prohibited signs under OMC Section 9.5.114. This prohibition includes LED signs capable of producing scrolling, flashing, blinking, or otherwise moving or changing copy. The Sign Ordinance includes a limited exception to this prohibition, stating that the City Council may approve reader board signs associated with the civic center, schools, or freeway signs. While this exception references certain civic and public-serving uses, the underlying intent is to allow City Council discretion for reader board signage serving public functions where community information, public notice, or governmental operations are involved. In this case, the proposed LED reader board signage is associated with a public special district that provides essential municipal services and serves a comparable public communication function to those identified in the ordinance. Subsequently, staff is processing the application as a City Council-reviewed request and is providing an analysis and findings for City Council



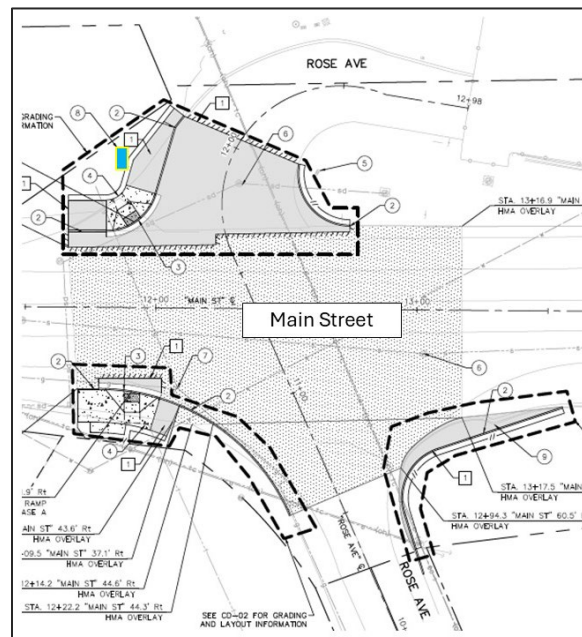
consideration to determine whether approval of the proposed reader board signage is appropriate under the Sign Ordinance.

## Project Description

Ironhouse Sanitary District (ISD) proposes to install a new freestanding LED reader board sign at the northwest corner of Main Street and Rose Avenue in conjunction with broader public improvements at the intersection. The intersection of Main Street and Rose Avenue has long presented a visually stark and underdeveloped landscape, characterized by a worn driveway extending beneath the viaduct, minimal signage, bare gravel areas, and a lack of landscaping, with only a small sign indicating access to ISD and Diablo Water District facilities.

In response, Ironhouse Sanitary District and the City of Oakley have recently entered into a cost-sharing agreement to jointly fund the design of Capital Improvement Project (CIP) No. 211, which includes installation of a traffic signal previously identified as a safety improvement in the City's Traffic Impact Fee Program. Public realm improvements associated with CIP 211 include the new traffic signal, sidewalks, curb and gutter, and Americans with Disabilities Act (ADA)-compliant ramps. In coordination with these improvements, ISD is proposing the installation of the reader board sign along with substantial new landscaping to establish a more welcoming and appropriate entrance to the facility.

Figure 2 – Preliminary CIP Project Drawing (Sign in Blue, Outlined in Yellow)



The proposed 7' 8" by 4' 6" double-sided LED electronic reader board would be mounted on a concrete pedestal and used to display community information related to the sanitary district's operations. The smooth-finished concrete pedestal would be unpainted and incorporate the facility address. An extensive new landscaping installation would wrap around the base of the sign. The combined height of the reader board and pedestal would be approximately 8 feet, measured from grade.

Figure 3 – Proposed Sign

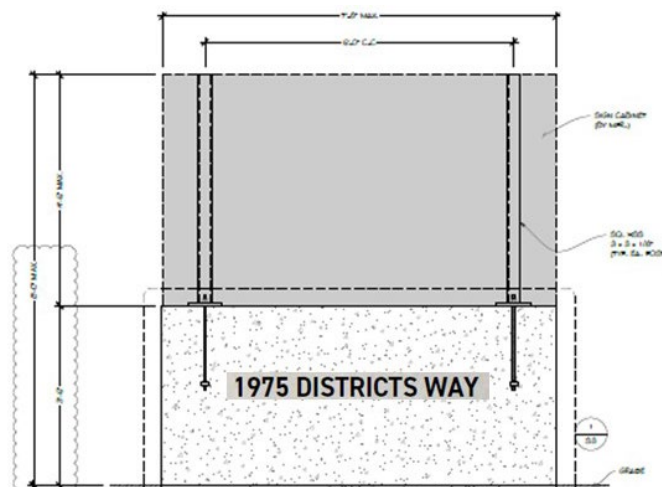
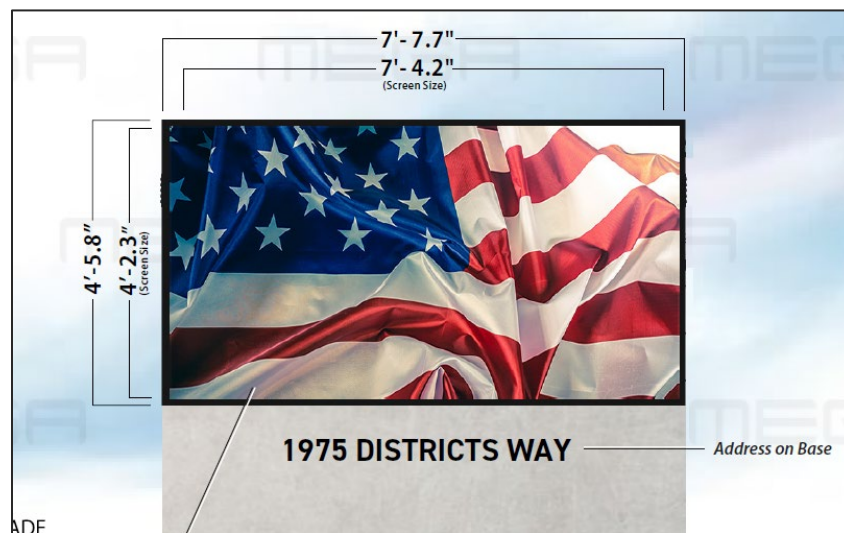


Figure 4 – Cabinet Rendering (Concrete Base is Depicted Shorter Than Proposed)



## Analysis

The Oakley Municipal Code generally prohibits electronic signs that include changes in color or intensity, including LED reader boards except the City Council may approve reader board signs associated with the civic center, schools, or freeway signs. This exception reflects an intent to provide City Council discretion for reader board signage serving public, civic, or governmental functions where the communication of community information is appropriate and beneficial. Staff interprets this provision as extending to other public agencies and special districts that provide essential municipal services and serve a comparable civic communication role within the community. In this case, Ironhouse Sanitary District is a public special district responsible for wastewater services and public infrastructure that directly affects the health, safety, and welfare of Oakley residents. The proposed reader board is intended to communicate operational, public notice, and community-oriented information, consistent with the purpose of reader boards approved for other civic uses. Based on this interpretation, staff has processed the proposed reader board as a City Council-reviewed request and evaluated it using the same objective criteria applied to freestanding signs elsewhere in the City to ensure consistency.

## APPLICATION OF SIGN ORDINANCE STANDARDS

Although the Sign Ordinance does not establish unique findings or standards specific to City Council-approved electronic reader boards, staff evaluated the proposed sign for consistency with the applicable provisions of the Sign Ordinance and documented this conformance in the findings included in the draft resolution.

Additionally, the project has been conditioned to further enhance consistency with City regulations and ensure ongoing compliance.

As an example of sign ordinance conformance, staff reviewed the proposed reader board for compliance with the freestanding sign standards in OMC Section 9.5.122. Using the commercial and industrial freestanding sign standards as the closest applicable benchmark, the maximum allowable height is 8 feet and the maximum allowable sign area is 36 square feet per sign face. The proposed sign complies with these standards and, as conditioned, meets requirements related to placement, landscaping, addressing, and orientation. Furthermore, an extensive new landscaping installation will wrap the base of the sign, consistent with the freestanding sign regulations in the municipal code.

The municipal code includes design criteria for new signs, and staff reviewed the proposed sign for consistency with those requirements. The metal cabinet and concrete base will match the materials used in the surrounding capital improvement project, and those industrial materials are anticipated to be balanced by substantial landscaping installation. The code also calls for sign colors to be considered in relation to the landscape; staff find that the unpainted concrete is consistent with the



institutional character of the associated land use and complements the capital improvement project's infrastructure. While the black color of the cabinet is unique for the site, a black frame has historically been used around visual images to create visual separation, boosts contrast perception, and gives the images on the reader board a clear "finish".

### Environmental Review

The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15311 - *Accessory Structures*, of the State of California CEQA Guidelines. Section 15311 of the State CEQA Guidelines exempts projects when the proposed project consists of construction or placement of minor structures accessory to existing commercial, industrial, or institutional facilities, including but not limited to signs.

### Findings

Draft findings for this sign permit application can be found in the proposed resolution.

### Consistency with the Oakley Strategic Plan 27+

Approval of this application would be consistent with the goals in the section of the Oakley Strategic Plan 27+ entitled, "Community and Economic Development Goal". Careful consideration of the project in relation to the regulations in the municipal code and the proposed conditions of approval ensure the use meets community service demands while remaining compatible with Oakley's neighborhoods.

### Fiscal Impact

There is no fiscal impact. This is a developer funded account. All Staff time and City of Oakley generated materials are charged to the account.

### Staff Recommendation

Staff recommends the City Council adopt the resolution approving "Ironhouse Sanitary District – Freestanding Electronic Reader Board (SP 2025-03)", as conditioned.

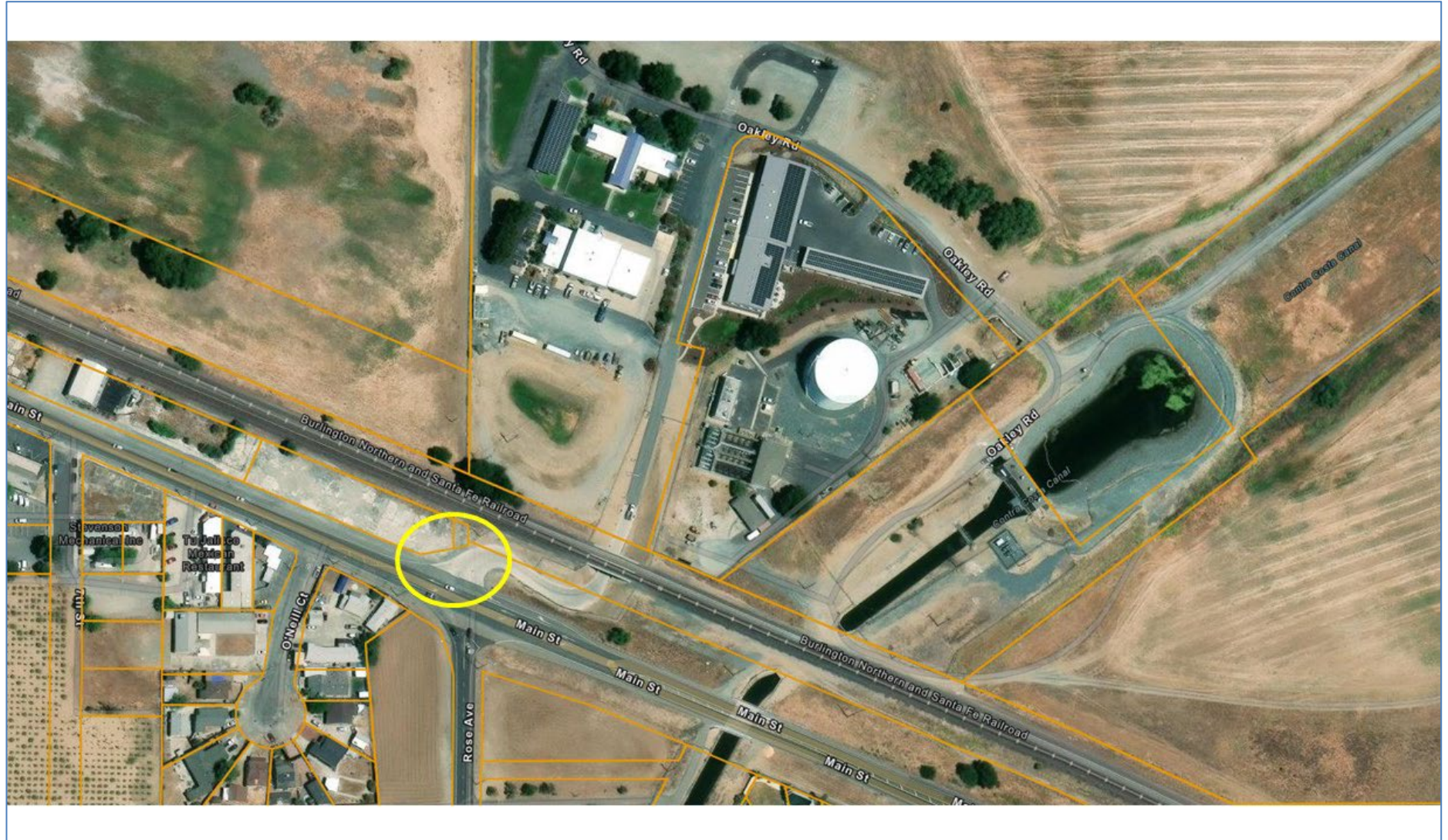
### Attachments

1. Vicinity Map
2. Applicant's Plans
3. Conceptual Sign Rendering
4. Draft Resolution

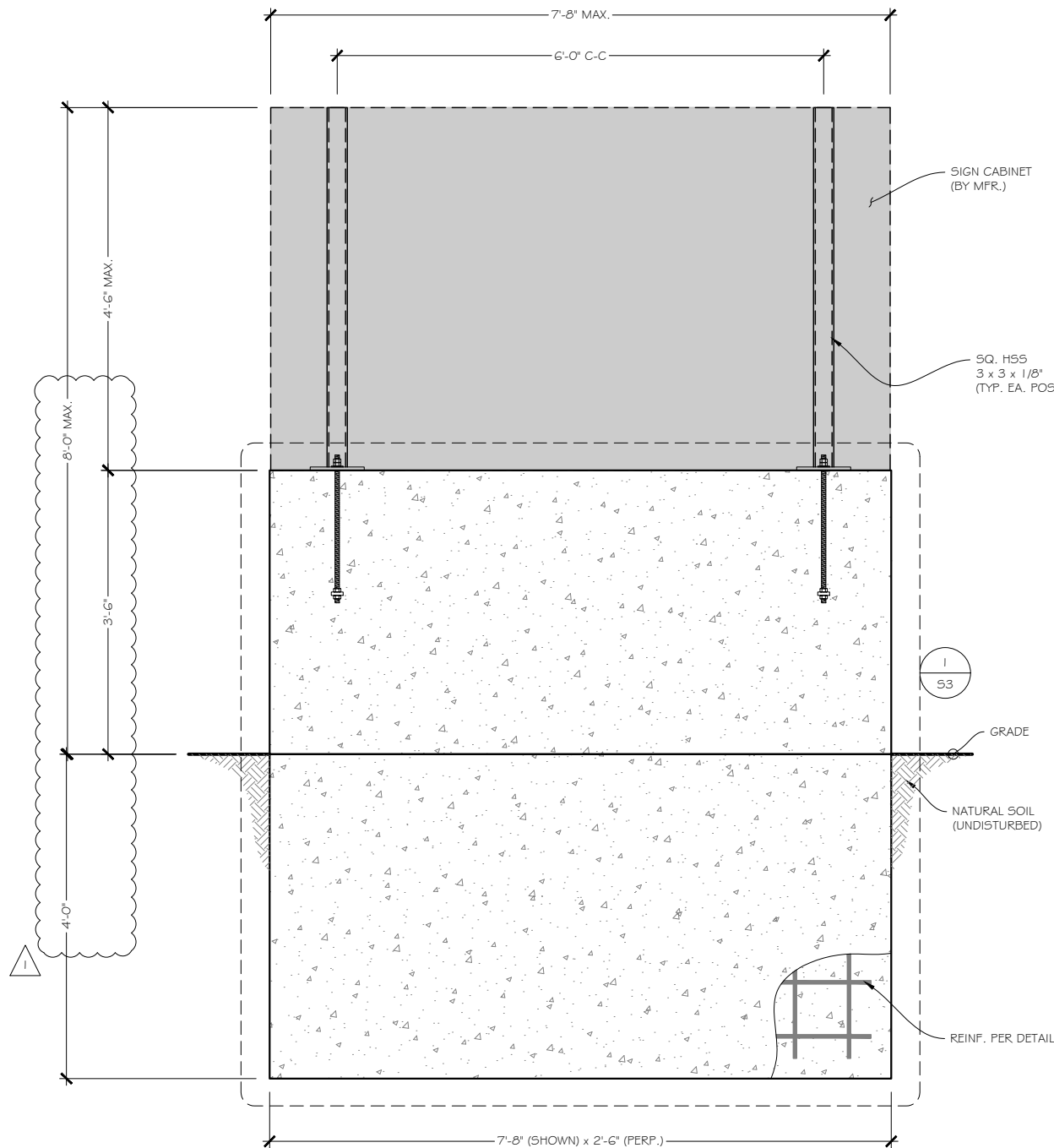


## Vicinity Map

Ironhouse Sanitary District – Freestanding Electronic Reader Board (SP 2025-03)  
APN 037-191-041



Limits of liability extend only to the work detailed, for the quantity of assemblies indicated (1 unless noted otherwise), at the location specified, and by the client listed; use of these plans and/or corresponding structural calculations in violation of either voids all liability.



1

ELEVATION



www.reverenceengineering.com  
(619) 354-1152  
501 W BROADWAY, STE 425  
SAN DIEGO, CA 92101

PREPARED FOR:  
MEGA LED TECHNOLOGY

PROJECT #:  
2508014

IRONHOUSE SANITARY  
DISTRICT 51722 LED  
BOARD  
450 WALNUT MEADOWS DR  
OAKLEY, CA 94561

| No.  | Issue/Revision:   | Date:     |
|------|-------------------|-----------|
| ---- | Initial Submittal | 8-5-2025  |
| 1    | Reduced OAH       | 9-17-2025 |
| 2    |                   |           |
| 3    |                   |           |
| 4    |                   |           |



17-Sep-25  
SHEET TITLE:  
STRUCTURAL

SHEET:  
S.2

ORIGINAL SHEET SIZE: 11x17

Limits of liability extend only to the work detailed, for the quantity of assemblies indicated (1 unless noted otherwise), at the location specified, and by the client listed; use of these plans and/or corresponding structural calculations in violation of either voids all liability.

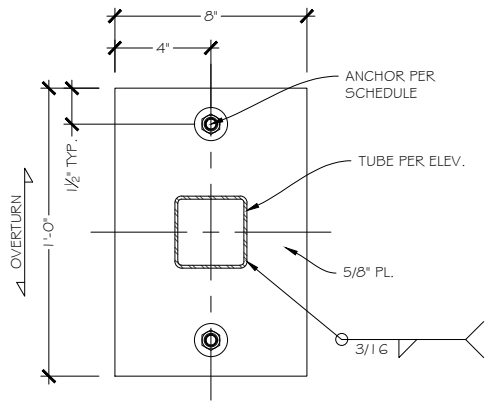
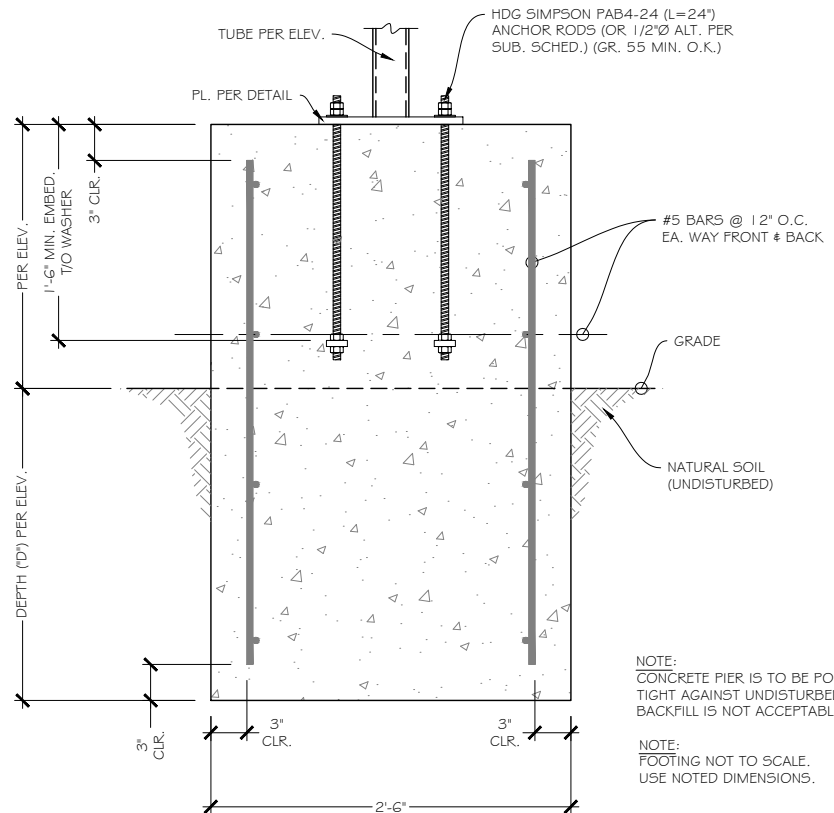


PLATE DETAIL



TYP. SECTION

FOUNDATION DETAIL

"PAB SUBSTITUTION SCHEDULE"

THE PURPOSE OF THE SUBSTITUTION TABLE IS TO PROVIDE FOR AN EQUIVALENT FABRICATED ANCHOR ASSEMBLY TO THE SIMPSON "PAB" SPECIFIED IN THE PLANS.

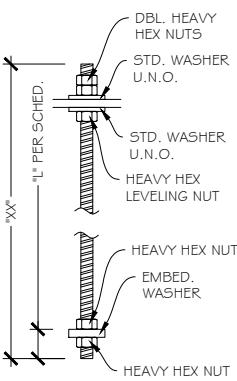
REFER TO PLANS FOR SPECIFIED ANCHOR BEFORE USING SUBSTITUTION TABLE.

HOW TO USE THE SUBSTITUTION TABLE

1. IDENTIFY THE SPECIFIED ANCHOR IN THE PLAN OR DETAILS.
2. LOCATE THE SPECIFIED ANCHOR IN THE FIRST COLUMN OF THE TABLE. USE ONLY THIS ENTRY.
3. IDENTIFY THE CORRESPONDING ANCHOR COMPONENTS FOR AN EQUIVALENT ASSEMBLY.
4. WHERE THE PLANS INDICATE (H), REFER TO TABLE NOTES.

| SPECIFIED<br>SIMPSON<br>"PAB" L <sup>2</sup> | EQUIVALENT ASSEMBLY |                                        |        |
|----------------------------------------------|---------------------|----------------------------------------|--------|
|                                              | ROD<br>DIA.         | SQ. EMBED.<br>WASHER SIZE <sup>3</sup> | L      |
| PAB4(H)-XX                                   | 1/2"                | 1/2" SQ. x 3/8"                        | 1 1/8" |
| PAB5(H)-XX                                   | 5/8"                | 1 3/4" SQ. x 1/2"                      | 1 3/8" |
| PAB6(H)-XX                                   | 3/4"                | 2 1/4" SQ. x 1/2"                      | 1 1/2" |
| PAB7(H)-XX                                   | 7/8"                | 2 3/4" SQ. x 1/2"                      | 1 5/8" |
| PAB8(H)-XX                                   | 1"                  | 3" SQ. x 5/8"                          | 1 7/8" |
| PAB9(H)-XX                                   | 1 1/8"              | 3 1/2" SQ. x 5/8"                      | 2"     |
| PAB10(H)-XX                                  | 1 1/4"              | 3 3/4" SQ. x 5/8"                      | 2 1/4" |

- NOTES:
1. WHERE SPECIFIED AS HIGH STRENGTH ("H"), USE w/ GR. 105 (U.N.O.); IF NO ("H"), USE GR. 36 MIN.
  2. "XX" IS THE TOTAL ROD LENGTH.
  3. WASHER SIZES ARE MINIMUMS.
  4. WASHERS AND BASE PLATES TO HAVE STD. HOLES.  
 $D_{HOLE} = D_{BOLT} + 1/16"$  for  $D_{BOLT} < 1 1/8"$   
 $D_{HOLE} = D_{BOLT} + 1/8"$  for  $D_{BOLT} \geq 1 1/8"$



www.reverenceengineering.com  
(619) 354-1152  
501 W BROADWAY, STE 425  
SAN DIEGO, CA 92101

PREPARED FOR:

MEGA LED TECHNOLOGY

PROJECT #:

2508014

IRONHOUSE SANITARY  
DISTRICT 51722 LED  
BOARD

450 WALNUT MEADOWS DR  
OAKLEY, CA 94561

| No.  | Issue/Revision:   | Date:     |
|------|-------------------|-----------|
| ---- | Initial Submittal | 8-5-2025  |
| 1    | Reduced OAH       | 9-17-2025 |
| 2    |                   |           |
| 3    |                   |           |
| 4    |                   |           |

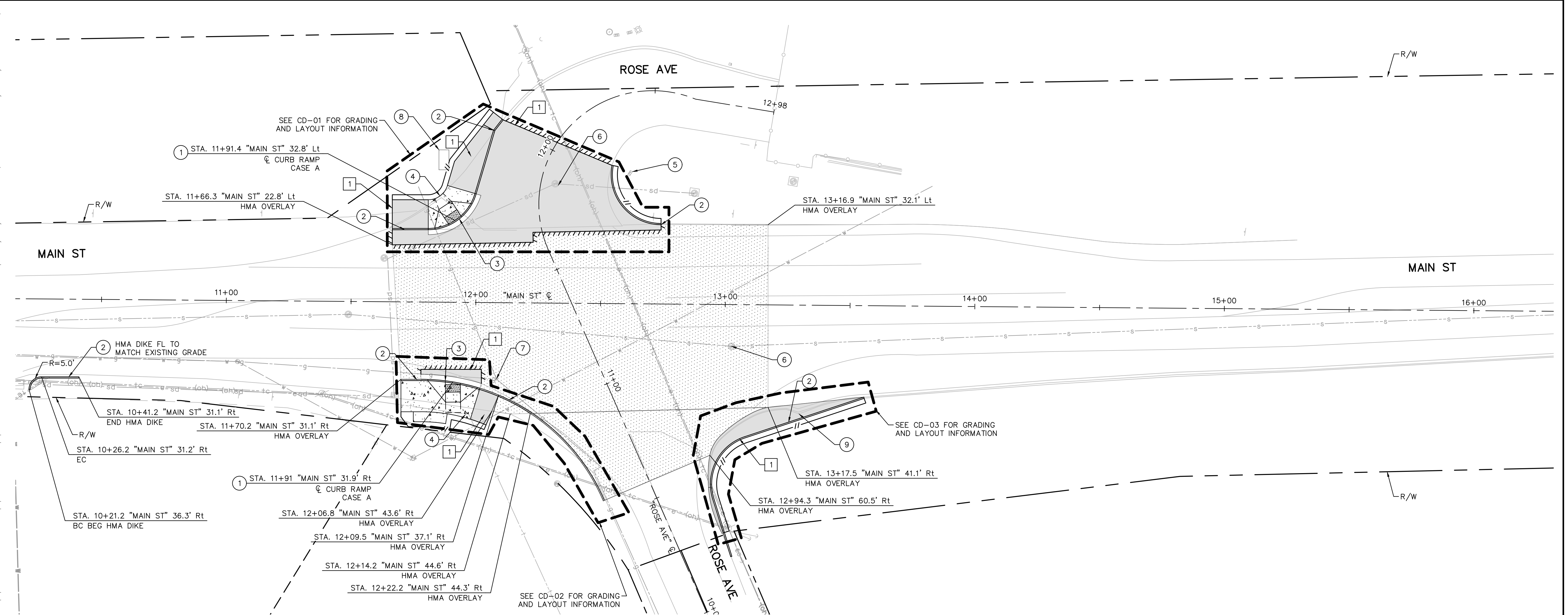


SHEET TITLE: STRUCTURAL

SHEET: S.3

ORIGINAL SHEET SIZE: 11x17

Plotted By: Lndreth, Will Sheet Set: K10a\_Layout: 4 CI-01 November 17, 2025 04:19:33pm K:\S\G\TRANS\097108006 - OAKLEY CIP 211\Design\Sheets\3 CI-01.dwg



NOTES:

1. THIS PLAN IS ACCURATE FOR CIVIL WORK ONLY.
2. FOR GENERAL NOTES, LEGENDS AND ABBREVIATIONS, SEE DRAWING GN-01.
3. FOR SIGNAL INFORMATION, SEE ELECTRICAL PLANS.
4. FOR SIGN AND STRIPING INFORMATION, SEE SIGNING AND STRIPING PLANS.

LEGEND

- 2" HMA (TYPE A) OVERLAY
- DETECTABLE WARNING SURFACE
- CONCRETE SIDEWALK
- 6" HMA (TYPE A) DEEP LIFT
- SAWCUT LIMITS
- GRADING LIMITS
- RIGHT-OF-WAY
- PROPERTY LINE

CIVIL NOTES

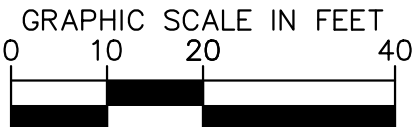
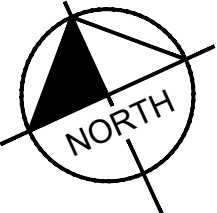
1. INSTALL CALTRANS CASE A CURB RAMP, SEE DETAIL F ON CD-04
2. INSTALL CALTRANS TYPE A HMA DIKE, SEE DETAIL B ON CD-04
3. INSTALL COO STD CURB AND GUTTER PER DETAIL A ON CD-04
4. INSTALL COO STD SIDEWALK PER DETAIL C ON CD-04
5. ADJUST TO GRADE (E) UTILITY BOX
6. ADJUST TO GRADE (E) MANHOLE
7. ADJUST TO GRADE (E) VALVE
8. IRONHOUSE SANITARY DISTRICT (ISD) READER BOARD TO BE INSTALLED BY ISD
9. REMOVE 7 LF OF EXISTING 20" CMP AND CONFORM GRADE PER DETAIL G ON CD-05

REVIEWED IN CONFORMANCE WITH CITY OF OAKLEY STANDARDS AND REQUIREMENTS. APPROVAL FOR CONSTRUCTION IS SUBJECT TO THE INFORMATION SHOWN HEREIN. THE CITY OF OAKLEY AND THE UNDERSIGNED ARE NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS THAT MAY EXIST ON THE PLANS.

KEVIN ROHANI CITY ENGINEER DATE



PRELIMINARY  
FOR REVIEW ONLY  
NOT FOR CONSTRUCTION



**Kimley»Horn**

© 2025 KIMLEY-HORN AND ASSOCIATES, INC.  
10 S ALMADEN Blvd, SUITE 1250, SAN JOSE, CA 95113  
PHONE: 669-800-4130  
WWW.KIMLEY-HORN.COM

KH PROJECT  
097108006  
DATE  
SCALE AS SHOWN  
DESIGNED BY MC  
DRAWN BY BO  
CHECKED BY WL



CIP 211 Main/Rose Intersection  
Improvements

OAKLEY

CALIFORNIA

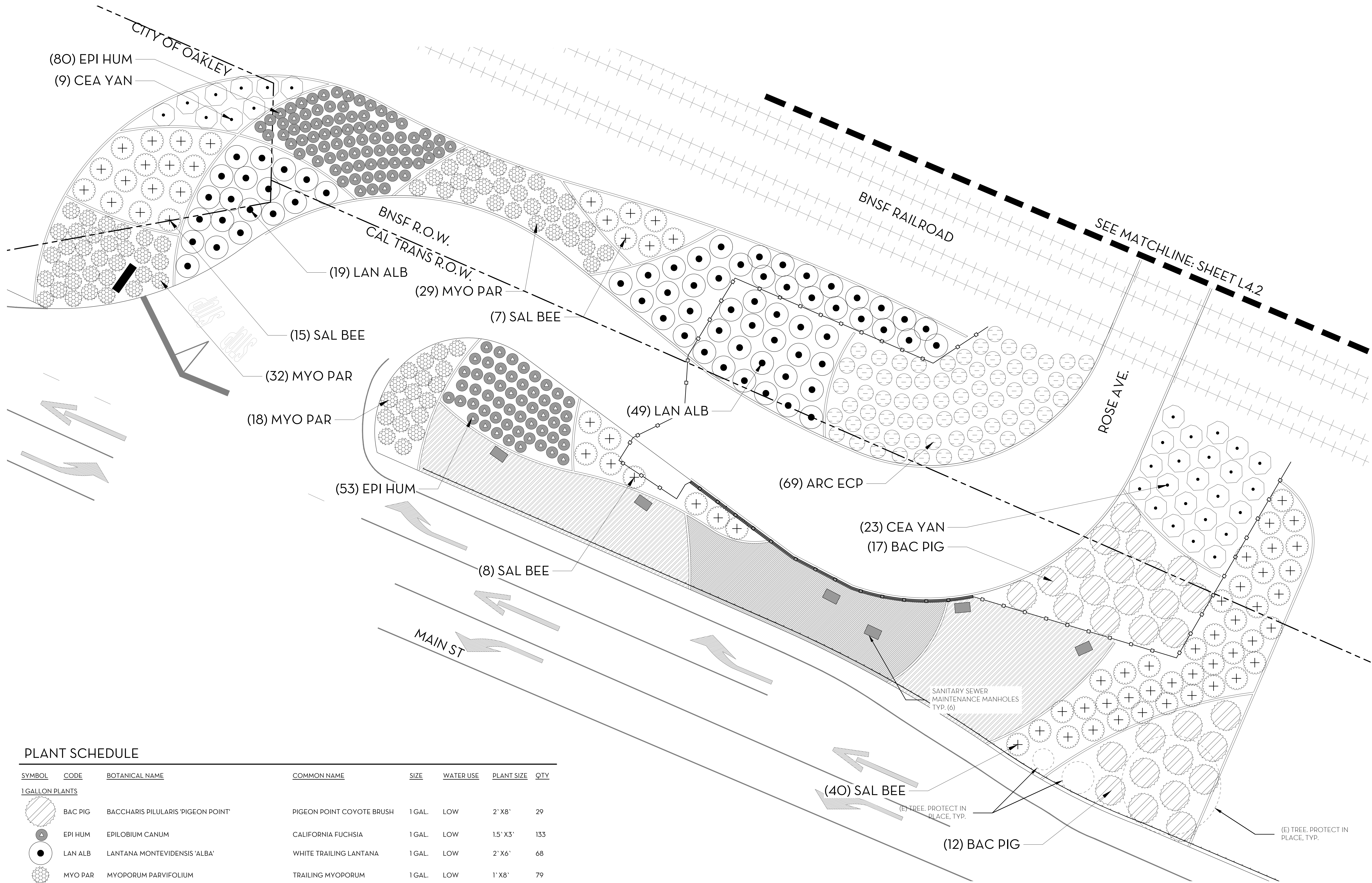
**CIVIL PLAN**

DRAWING NUMBER

CI-01

SHEET NUMBER

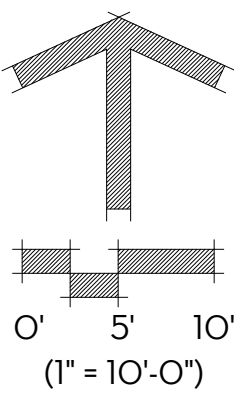
4 OF 15



PLANT SCHEDULE

| SYMBOL          | CODE    | BOTANICAL NAME                                | COMMON NAME                 | SIZE   | WATER USE | PLANT SIZE | QTY |
|-----------------|---------|-----------------------------------------------|-----------------------------|--------|-----------|------------|-----|
| 1 GALLON PLANTS |         |                                               |                             |        |           |            |     |
|                 | BAC PIG | BACCHARIS PILULARIS 'PIGEON POINT'            | PIGEON POINT COYOTE BRUSH   | 1 GAL. | LOW       | 2' X 8'    | 29  |
|                 | EPI HUM | EPILOBIUM CANUM                               | CALIFORNIA FUCHSIA          | 1 GAL. | LOW       | 1.5' X 3'  | 133 |
|                 | LAN ALB | LANTANA MONTEVIDENSIS 'ALBA'                  | WHITE TRAILING LANTANA      | 1 GAL. | LOW       | 2' X 6'    | 68  |
|                 | MYO PAR | MYOPORUM PARVIFOLIUM                          | TRAILING MYOPORUM           | 1 GAL. | LOW       | 1' X 8'    | 79  |
|                 | SAL BEE | SALVIA X 'BEE'S BLISS'                        | BEE'S BLISS SAGE            | 1 GAL. | LOW       | 2' X 6'    | 70  |
| 5 GALLON PLANTS |         |                                               |                             |        |           |            |     |
|                 | ARC ECP | ARCTOSTAPHYLOS X 'EMERALD CARPET'             | EMERALD CARPET MANZANITA    | 5 GAL. | MODERATE  | 1' X 4'    | 69  |
|                 | CEA YAN | CEANOTHUS GRISEUS HORIZONTALIS 'YANKEE POINT' | YANKEE POINT CARMEL CREEPER | 5 GAL. | LOW       | 2' X 8'    | 32  |

SEE SHEET L4.0 FOR  
FULL PLANTING  
SCHEDULE



PHASE 1: 100% CONSTRUCTION DOCUMENTS SET - NOT FOR CONSTRUCTION

IRONHOUSE SANITARY DISTRICT

PLANTING PLAN -  
ENTRANCE GARDEN

SHEET

L4.3

SUBCONSULTANT:

REVISIONS

DESIGNED BY: CW  
DRAWN BY: CW  
CHECKED BY: KW  
DATE: 07/30/2025

IRONHOUSE SANITARY DISTRICT

PLANTING PLAN -  
ENTRANCE GARDEN

SHEET

L4.3



WDSL A  
Wilson Design Studio Landscape Architecture  
2020 1 St., Suite 220  
Sacramento, CA 95811  
916.524.5614 | www.wdsla.com

# The Premier Series

+ **FULL COLOR LED MESSAGE BOARD**

## PRODUCTION RENDERING

**PREMIER-MP6-47-SMD**

SCALE: 3/8" = 1'  
WHEN PRINTING, SET PAGE SCALING TO "NONE".

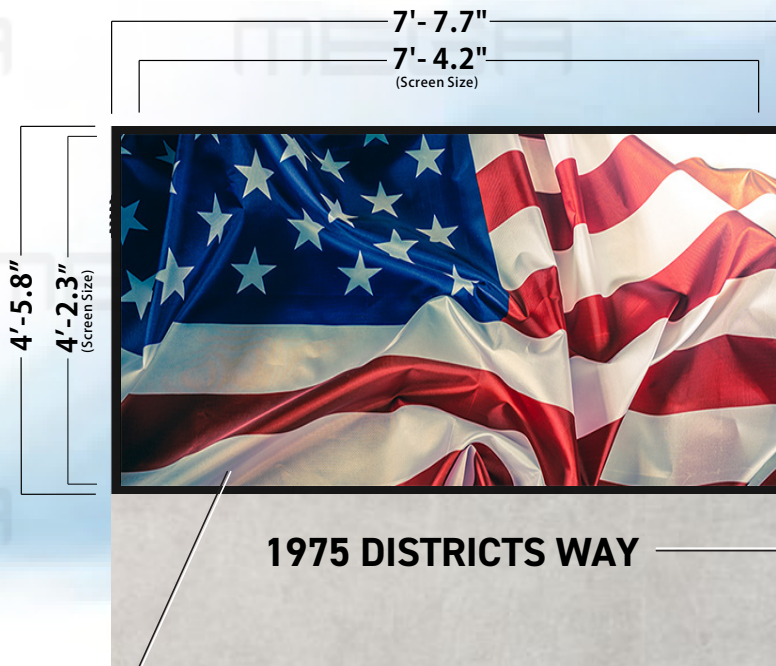
<Cabinet Only Type>

**CABINET SURFACE COLOR**  
BLACK MATTE - 38/80020 50% GLOSS - JET BLACK

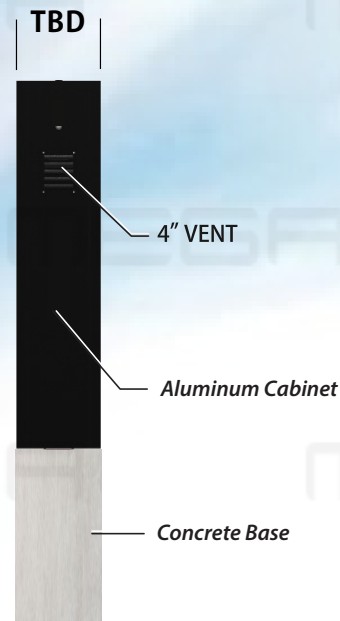


6'

GRADE



<Front View>



<Right View>

6mm Pitch, Full Color LED  
50.3" x 88.2" Display Dimension  
192 x 336 Pixel Dimension  
PC Data Input Type  
Max. 24 Row Text / HD Image / Video Contents Available

NOTE: All Copy is initially checked by MEGA SIGN INC. Final proofreading and corrections are the sole responsibility of the client. Subsequent revision for typographical error will be done at clients expense. Colors depicted here are for representation only. Actual color samples can be obtained from your sales representative upon request. All dimensions are approximate.

**MEGA**  
LED TECHNOLOGY

|                 |              |      |                  |      |
|-----------------|--------------|------|------------------|------|
| CLIENT NAME     | MODEL NUMBER | UNIT | SALES CONSULTANT | DATE |
| INSTALL ADDRESS |              |      |                  |      |
| DESCRIPTION     |              |      |                  |      |
| APPROVED BY     | DATE         |      |                  |      |

ARTIST : DOUG F.  
PG 1 OF 1

2601 PINWOOD DR, GRAND PRAIRIE, TX 75051  
© 2025 ALL RIGHTS RESERVED

TOLL FREE : 888.315.7446  
www.MEGASIGNINC.com

51

## RESOLUTION NO. -25

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY MAKING FINDINGS AND APPROVING A SIGN PERMIT FOR THE PROJECT KNOWN AS “IRONHOUSE SANITARY DISTRICT FREESTANDING ELECTRONIC READER BOARD (SP 2025-03)”, LOCATED AT THE INTERSECTION OF MAIN STREET AND ROSE AVENUE, ADJACENT TO 450 WALNUT MEADOWS DRIVE (APN 037-191-041)**

**WHEREAS**, on July 18, 2025, Ironhouse Sanitary District (“Applicant”), submitted a Sign Permit (SP 2025-03) application requesting approval of a freestanding electronic reader board at the northwest corner of the intersection of Main Street and Rose Avenue (“Project”). The sign will be located in the public right of way. The sign is proposed to be a double sided LED electronic reader board with a 7’ 8” by 4’ 6” cabinet with a 34.5 square foot sign area and standing 8’ in height. The sign frame will consist of black aluminum; and

**WHEREAS**, on September 24, 2025, the project application was deemed complete per Government Code section 65920 et seq.; and

**WHEREAS**, the project site is designated Public and Semi-Public Facilities (PS) on the Oakley 2020 General Plan Land Use Map, and zoned P (Public and Semi-Public) District; and

**WHEREAS**, the project is exempt from further environmental analysis under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301, "Class 1 - Existing Facilities"; and

**WHEREAS**, on January 27, 2026, the City Council considered the item as a regular calendar item where it received a report from City Staff, oral and written testimony from the applicant and public, and deliberated on the project. At the conclusion of its deliberations, the City Council took a vote and adopted this resolution to approve the project, as revised by the City Council during its deliberations; and

**WHEREAS**, if any term, provision, or portion of these Findings or the application of these Findings to a particular situation is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of these Findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City; and

**WHEREAS**, these Findings are based upon the City's General Plan, the City's Zoning Ordinance (Oakley Municipal Code Chapter 9.1), the City's Sign Ordinance (Oakley Municipal Code Chapter 9.5), and the information submitted to the City Council at its January 27, 2026 meeting, both written and oral, including oral information provided

by the Applicant, as reflected in the minutes of such meetings, together with the documents contained in the file for the Project (hereafter the "Record").

**NOW, THEREFORE, BE IT RESOLVED THAT**, on the basis of the above findings of fact and the entire Record, the City Council makes the following additional findings in support of the approvals:

- A. The proposed LED reader board signage is to be utilized by a public special district that provides essential municipal services and serves a comparable public communication function to those identified in Oakley Municipal Code ("OMC") Chapter 9.5, *Regulation of Signs and Outdoor Advertising*, as warranting Council review for a possible exception to prohibited signs. Ironhouse Sanitary District is a public special district responsible for wastewater services and public infrastructure that directly affects the health, safety, and welfare of Oakley residents. The proposed reader board is intended to communicate operational, public notice, and community-oriented information, consistent with the purpose of reader boards approved for other civic uses.
- B. General Standards for Approval as required per Oakley Municipal Code Section 9.5.116(b.). In regard to the application requesting approval of a Sign Permit (SP 2025-03) to allow a freestanding electronic reader board in the public right of way, adjacent to Ironhouse Sanitary District's facilities, the City Council finds that:
  - 1. The materials, colors, design, height, size and scale of the sign are visually compatible with the structures, sites, and use to which the sign corresponds, and the neighborhood in which the sign is located, in that the sign will have a design appropriate to a public agency where the frame and monument pedestal will consist of black aluminum, the height and sign area are within the regulations for other similar freestanding signs, and the sign will have the facility's address displayed on it; and
  - 2. The placement and size of the sign will not threaten or impair the safety of pedestrians, bicyclists, or motorists in that the sign is subject to compliance with sight visibility regulations. The sign proposed in the public right of way will require an encroachment permit where additional assurance will apply to the specific location and visibility around the sign; and
  - 3. The sign is of professional quality and will be clear and legible; and
  - 4. The sign would be set in a manner that does not unreasonably impair the visibility of existing signs on adjacent properties in that its proposed location is at an intersection with very few examples of existing signage; and
  - 5. The sign complies with the purpose and standards of Sign Ordinance in that its proposed design and conditions of approval limit the placement, type, size, and number of signs in order to prevent traffic and safety hazards, and

to ensure the installation and maintenance of quality, visually pleasing signage that will not detract from the property values, tax base, and social and economic standards of the community; and

6. The height and size of the letters and graphics on the sign enable pedestrians and motorists to readily identify the message, facility or site from a sufficient distance that will enable them to safely and conveniently read the message or access the facility or the site in that the copy is electronically interchangeable and font and graphics sizes can be changed to increase visibility and legibility of any message on the sign, and the project will have the applicable street and number address at the base of the sign.

C. The Project complies with Measure J Growth Management requirements.

**BE IT FURTHER RESOLVED THAT**, on the basis of the above Findings and the Record, the City Council approves of the Applicant's request for Sign Permit (SP 2025-03), subject to the following Conditions of Approval:

#### **Conditions of Approval**

Applicant shall comply with the requirements of the Oakley Municipal Code. Any exceptions must be stipulated in these Conditions of Approval. Conditions of Approval are based on the application date stamped received by the Planning Division on July 18, 2025, as well as additional information acquired since that time and made a part of the project file.

#### **THE FOLLOWING CONDITIONS OF APPROVAL SHALL BE SATISFIED PRIOR TO ESTABLISHING THE USE UNLESS OTHERWISE NOTED:**

##### ***Planning Division Conditions***

##### **General:**

1. This Sign Permit (SP 2025-03) is approved, as described in the application date stamped by the Planning Division on July 18, 2025 and as modified by the following conditions of approval, subject to final review and approval by the Community Development Director.
2. All conditions of approval shall be satisfied by the owner/developer. All costs associated with compliance with the conditions shall be at the owner/developer's expense.
3. Noise generating construction activities, including such things as power generators, shall be limited to the hours of 7:30 a.m. to 5:30 p.m. Monday through Friday, and shall be prohibited on City, State and Federal Holidays.

The restrictions on allowed working days and times may be modified on prior written approval by the Community Development Director.

4. The applicant shall indemnify, defend, and hold harmless the City of Oakley, the City Approving Authorities, and the officers, agents, and employees of the City from any and all claims, damages and liability (including, but not limited to, damages, attorney fees, expenses of litigation, costs of court).
5. Installation of any signs must follow the regulations set forth within Oakley Municipal Code Title 9, Chapter 5 Regulation of Signs and Outdoor Advertising.
6. The applicant shall coordinate with the Public Works and Engineering Division to obtain encroachment permits for any proposed signs that are located in or hang over the Public right of way.
7. The applicant shall ensure that placement of the sign in the public right of way does not impair the safety of pedestrian, motorist, bicyclist, and vehicular travel.
8. Any exterior illumination shall be concentrated on the area of the sign so as to minimize glare upon the street and any other properties.
9. Colored lights shall not be used at a location or in a manner so as to be confused or construed as traffic control devices.
10. Neither the direct nor reflected light from primary light sources shall create hazards for pedestrians, bicyclists, or operators of motor vehicles.
11. The applicant shall install address numbers on both sides of the base of the sign for the purposes of assisting emergency response agencies and personnel to the site in an efficient manner. The addresses shall comply with address requirements of the Contra Costa County Fire Protection District.
12. For energy conservation, light sources shall be energy efficient and shall utilize LEDs or other lighting technology that is of equal or greater energy efficiency.

#### **Advisory Notes**

The following Advisory Notes are provided to the Applicant as a courtesy but are not a part of the conditions of approval. Advisory Notes are provided for the purpose of informing the Applicant of additional ordinance requirements that must be met in order to proceed with development.

- A. The Applicant/owner should be aware of the expiration dates and renewal requirements prior to requesting building or grading permits.
- B. The project will require a grading permit pursuant to the Oakley Municipal Code.
- C. Applicant shall comply with the requirements of Ironhouse Sanitary District.

- D. The Applicant shall comply with the requirements of the Diablo Water District.
- E. Comply with the requirements of the East Contra Costa Fire Protection District.
- F. The applicant shall comply with the requirements of Contra Costa Environmental Health if subject to applicable permits.
- G. Comply with the requirements of the Building Inspection Division. Building permits are required prior to the construction of most structures.
- H. This project may be subject to the requirements of the Department of Fish and Game. It is the Applicant's responsibility to notify the Department of Fish and Game, P.O. Box 47, Yountville, California 94599, of any proposed construction within this development that may affect any fish and wildlife resources, per the Fish and Game Code.
- I. This project may be subject to the requirements of the Army Corps of Engineers. It is the Applicant's responsibility to notify the appropriate district of the Corps of Engineers to determine if a permit is required, and if it can be obtained.
- J. The Applicant shall obtain an encroachment permit for construction within existing City rights of way.

**PASSED AND ADOPTED** by the City Council of the City of Oakley this 27<sup>th</sup> day of January 2026 by the following vote:

AYES:

NOES:

ABSTENTION:

ABSENT:

APPROVED:

\_\_\_\_\_  
Hugh Henderson, Mayor

ATTEST:

\_\_\_\_\_  
Kim Snodgrass, City Clerk

\_\_\_\_\_  
Date

# 2025 City of Oakley

## ANNUAL REPORT

This Annual Report snapshot gives residents a general overview of the various service areas and types of work that occurred during the 2025 calendar year.



### General Government

#### City Clerk

Responded to **302** Public Records Act Requests  
Processed **1,237** passports, **133** City Council, **15** Planning Commission, **2** Successor Agency & **1** Public Financing Authority Resolutions & **15** City Council Ordinances  
Clerked **35** public meetings

#### Economic Development

Oakley Retail & Light Industrial Improvement Grants: **\$150K invested**  
**10** small business workshops delivered  
**2** regional events hosted (BAM Professional & BBT Amateur tournaments) at Big Break Marina  
Statewide recognition received: 2025 CALED Award of Merit – Program & Promotion

#### Information Technology

Replaced firewalls at City Hall and the PD as well as the aging and faulty SAN  
Replaced aging multifunction printers and phone system citywide  
Replaced the backup appliance and implemented new backup procedures  
Adopted backup internet connection to ensure uptime in the event of outage  
Maintained a 100% clean status in the Cyber Security & Infrastructure Agency Cyber Hygiene Program

#### Public Information/Community Outreach

**1,920** New Instagram followers  
**1,782** New Facebook followers  
**49** weekly Oakley Outreach e-newsletters sent to subscribers  
**1,364** LinkedIn page views  
Designed & implemented a new, user-friendly website



### Administrative Services

#### Finance

Developed the FY 25/26 budget in; converted capital assets into; and generated customer billing directly through the new EERP system  
Completed a Cost Allocation Plan

#### Human Resources

Hired **6** Full Time, **6** Part Time & **13** seasonal employees  
**5** Promotions  
Retention Rate increased from 93% to **98.89%**  
**26** Employee wellness events held  
Increased in-person training & Safety Awareness

#### Recreation

**33** Community events held  
**277** Total classes held  
**34%** Increase in Rec's social media followers  
**123** Recreation Center rentals



### Community Development

#### Building

**1,435** Building permits issued  
**100** Single-family dwelling permits issued

#### Code Enforcement

**1,799** Open cases at year-end (**1,534** new cases opened in 2025 excluding Residential Rental Inspection Program (RRIP) cases)  
**1,386** Total RRIP properties registered (9 new)

#### Planning

Approved **111** Home Business permits  
Held **10** Planning Commission (PC) meetings & **1** City Council (CC)/PC joint meeting  
PC approved **8** projects & recommended **4** for CC approval; CC approved **7** projects



### Public Works

#### Engineering, Capital Projects & Maintenance

**255** Encroachment permits processed  
**5** Capital Improvement Projects completed  
Maintained **302.6** acres of parks, open space & landscape zones  
Received & processed **1,732** Park Service requests  
**6,500** Street miles swept  
**4,836** stormwater inlets inspected  
**3,083** Square feet of sidewalk replaced  
Processed **180** Street light repairs/service requests  
Installed **150** new street lights  
**95** Trees planted

#### NEW in 2025!

- Opened Studio 55
- Brought Oakley on Ice to the community
- Approved the Climate Action Plan
- Successfully graduated our first 2 Police Officers from the academy
- Adopted a Comprehensive Emergency Management Plan and created community emergency preparedness webpages in English and Spanish
- Implemented the Concealed Carry Weapon Permit Program
- Facilitated the Oakley Shops at Laurel Fields Project
- Active construction of 3 phases of 1.5 miles of E. Cypress Rd. widening
- Completed widening of Laurel Road from Cloverbrook Ave. to O'Hara Ave.

# FY 2025-2026

## BUDGET

### General Fund:

**Budgeted Revenue** \$33,587,540  
**Actual YTD Revenue** \$13,860,361

**Budgeted Expenditures** \$36,103,075  
**Actual YTD Expenditures** \$17,648,859

### Other Funds:

**Budgeted Revenue** \$70,576,238  
**Actual YTD Revenue** \$44,273,285

**Budgeted Expenditures** \$110,074,670  
**Actual YTD Expenditures** \$49,988,575

YTD Actuals as of 12/31/25



### Police

Hired **1** Police Officer & **1** Police Services Assistant  
**20,892** Calls for service:  
-2,291 Emergency details and/or in-progress  
-3,221 Urgent  
-15,380 Non-urgent details/cold calls  
**2,035** Records requests processed/released  
Held **197** Training classes  
Sent **5** Officers to schools allowing them to be in-house instructors in key OPD areas  
**1** Sergeant enrolled in a leadership course  
**3** Traffic fatalities



# **SB 707: Brown Act Modernization**

City of Oakley 2026 Compliance Roadmap

PRESENTED BY: City Attorney | DATE: January 27, 2026

# Executive Summary

## Intent of Senate Bill 707 (“SB 707”)

Expand public access, modernize teleconferencing rules for elected officials, and ensure language access in communities with significant populations of non-English speaking residents.

## Applicability

SB 707 applies to Oakley as an "Eligible Legislative Body" (Population > 30,000). Compliance begins with a phased rollout in 2026.

### Phase 1: Jan 1, 2026

Training & Brown Act Distribution

Updated Remote Participation Rules

Social Media Rules Made Permanent

### Phase 2: Jul 1, 2026

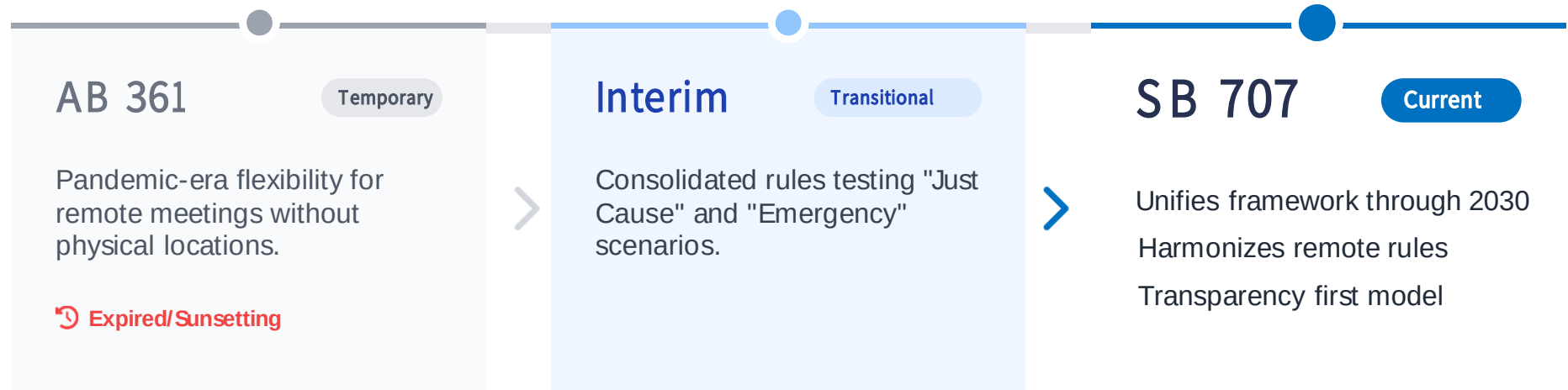
Full Remote Two-Way Public Access

Polices and Procedures for Technology Disruption

Language Access & Outreach

# Legislative Context: AB 361 to SB 707

The Brown Act has evolved from a rigid "traditional" model requiring remote members to open their private locations to the public into a modernized hybrid framework that prioritizes digital accessibility. This transition, shaped by pandemic-era emergency rules, culminates in the 2026 standards under SB 707.



## Oakley's Status: Eligible Legislative Body



SB 707 DEFINITION

"Eligible Legislative Body"

**Population > 30,000**



CITY OF OAKLEY

Current Estimate

**Population ~47,000**



### Effective Date

Phase 1 – January 1, 2026

Phase 2 – July 1, 2026



### Scope

Applies to City Council and all subsidiary bodies of the City Council

Effective Immediately

# Phase 1 Begins

## January 1, 2026

---

Many updates are applicable immediately.

Focus: Training, Social Media, Compensation, and Remote Rules.

# Mandatory Training & Distribution

Gov. Code § 54952.7

PHASE 1 UPDATE

Effective Jan 1, 2026



## Key Requirements

Compliance Actions

---

### Mandatory Distribution

The City has provided a full copy of the Brown Act to all elected and appointed members.

---

### Timing Requirements

Materials will be distributed immediately upon onboarding for new officials and promptly following any legislative updates for existing members.

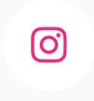
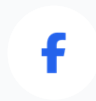
---

# Social Media Rules

## Permanent Regulations

PHASE 1 UPDATE

Effective Jan 1, 2026



## Digital Engagement Protocols

Official conduct guidelines for elected members

### Sunset Removed

Social media interaction rules (AB 992) are now codified as permanent law; no longer a temporary pilot program.

### Permitted Engagement

Officials **MAY** engage with the public's posts on city matters (e.g., answering questions on a resident's post).

### Strict Prohibition

Officials **CANNOT** respond to, like, share, or repost other council members' content on the same topic to avoid "serial meetings."

# New Compensation Reporting

Department Head  
Requirements

PHASE 1 UPDATE

Effective Jan 1, 2026



## Compensation Transparency

Procedural requirements for compensation updates

---

### Open Session Report Requirement

An oral report must be made in open session before taking final action on compensation.

---

### Expanded Scope

Requirement now applies to all "department heads" (previously only required for the City Manager).

---

### Required Details

The verbal report will include the position title, a summary of compensation elements, and any contract changes.

# Remote Participation

## ADA Accommodations

### PHASE 1 UPDATE

Effective Jan 1, 2026



## Accommodations and Access

Requirements for remote participation

### Reasonable Accommodation

Remote participation for Councilmembers is now fully codified as a "reasonable accommodation" under the Act.

### Quorum Count

Members participating remotely due to disability accommodations count toward the body's quorum.

### A/V Requirements

Requires both audio and video participation, unless the disability specifically prohibits video use.

### Platform Accessibility

Ensure platforms support captions and other disability-related supports.

# Remote Participation: "Just Cause"

The 2026 Unified Track

PHASE 1 UPDATE

Effective Jan 1, 2026



## Unified Standards for Remote Participation

Combined "Just Cause" and "Emergency" Provisions

---

### Unified Framework

SB 707 merges the prior "Just Cause" and "Emergency Circumstances" concepts into a single, permanent unified track for remote attendance.

---

### Qualifying Reasons

Valid reasons now include family medical emergencies, childcare or caregiving needs, military service, and contagious illness.

---

### Procedural Requirements

Members provide notice and public disclosure at the start of the meeting in accordance with local procedure.

# Remote Member Limits: Usage Caps

Annual Utilization Rules

PHASE 1 UPDATE

Effective Jan 1, 2026



## Remote Usage Limits

Compliance and Reporting

| Applicable Cap for City of Oakley |                        |
|-----------------------------------|------------------------|
| Meeting Frequency                 | Max Remote Uses / Year |
| Twice Monthly                     | 5 per member           |

### Central Tracking

Caps apply per legislative body and will be tracked by the City Clerk

### Annual Transparency

The City is required to publish a member-by-member utilization report annually to ensure accountability.

# Remote Member Disclosures

Transparency &  
Environment

PHASE 1 UPDATE

Effective Jan 1, 2026



## Public Transparency

Procedural requirements for remote participation

---

### Adult Presence Disclosure

Remote members must explicitly disclose if any individuals over the age of 18 are present in the room with them, and state their relationships.

---

### Timing of Announcement

Disclosure must be made during roll call and updated immediately if circumstances change during the meeting.

---

### Clerk Recording

The City Clerk will record these specific disclosures in the official minutes of the meeting.

# Meeting Decorum & “Zoom Bombers”

## Managing Disruptions

PHASE 1 UPDATE

Effective Jan 1, 2026



## Orderly Conduct

Protocols for maintaining meeting decorum

---

### Authority to Remove

Clarifies statutory authority to remove disruptive remote participants to maintain the orderly conduct of the meeting.

---

### The Warning Rule

The Chair must issue a specific warning before muting or disconnecting a disruptive user.

---

### Neutral Application

Establish clear conduct rules (e.g., time limits, profanity) and apply them neutrally to all speakers.

Upcoming Requirements

# Phase 2 Begins

## July 1, 2026

---

Heightened Requirements for the City Council and its Subsidiary Committees

Focus: Two-Way Public Access, Technology Disruption  
Protocols, and Language Access.

# Mandatory Two-Way Public Access

Phase 2 Requirement

PHASE 2 UPDATE

Effective July 1, 2026



## Interactive Participation

Heightened requirements for Eligible Legislative Bodies

---

### Two-Way Interactive Access

The City must provide live two-way telephonic or audiovisual access for all public meetings, ensuring remote attendees can hear and be heard.

---

### One-Way Streaming Insufficient

Passive live streams (e.g., YouTube broadcast only) no longer meet the statutory threshold for public participation under the heightened standards.

---

### Accessibility Standards

Dial-in numbers and meeting links must be clearly posted on the agenda and tested prior to start to ensure barrier-free access.

# The One-Hour Recess Protocol

Tech Disruption Procedure

PHASE 2 UPDATE

Effective July 1, 2026



## Restoration Procedures

Recovery Policy Required

---

### Mandatory Pause

If remote access service fails, the legislative body must recess for to attempt to restore the connection before adjourning.

---

### Public Notification

Staff must immediately post real-time status updates on the meeting webpage and announce the delay on all available social channels.

---

### Physical Access

The physical meeting room must remain open and accessible to the public during the entire recess period.

# Tech Disruption Findings

Formal Action Protocol

PHASE 2 UPDATE

Disruption Protocol



## Legal Necessity

Requirements for continuing without remote access

---

### The "Public Interest" Finding

If remote service is not restored after 1 hour, the Council may make a formal finding that the "public interest in continuing the meeting outweighs the lack of remote access."

---

### Roll Call Requirement

This finding must be adopted by a recorded roll call vote before any further business occurs.

---

### Record Keeping

Record the finding verbatim in the minutes and post notice on the meeting recap page.

# Language Access: The 20% Rule

## Translation Mandates

PHASE 2 UPDATE

Effective July 1, 2026



## Language Access

Requirements for multilingual access

### The 20% Threshold

Agendas must be translated into all "applicable languages" which are defined as any non-English languages spoken by at least 20% of residents when at least 20% of those residents also report speaking English "less than very well."

### Oakley Context

Based on current demographic information, Oakley is not required to provide translation services. Future demographic changes may require the City to implement this new requirement in State law.

### Web Accessibility

Once translation services are required, agenda packets must be posted on the meeting webpage concurrently with the English version.

# Webpage & Outreach Mandates

Public Access  
Requirements

PHASE 2 UPDATE

Effective July 1, 2026



## Digital Accessibility

Engagement Requirements

---

### Dedicated Webpage

Maintain a specific "Public Meetings" webpage. The interface and agenda page itself must be translated into applicable languages.

---

### Content Standards

Prominently post dial-in and AV instructions. Ensure archived recordings include closed captions.

---

# Conclusion & Discussion

Immediate next steps for implementation and compliance readiness:

## City Attorney

- Draft Technology Disruption Policy
- Assist in Preparing Draft Findings
- Contract Review for IT Vendors
- Prepare Training for Council and Staff

## City Clerk

- Tracking Remote Participation Caps
- Monitor ACS Data
- Webpage Updates & Outreach.

## IT

- Platform Selection and Testing.
- Accessibility Checks
- Coordinate on Technology Disruption Policy
- Assess Need for Council Chamber Hardware Upgrades

Questions and  
Council Discussion