AGENDA

CITY COUNCIL REGULAR MEETING

TUESDAY, SEPTEMBER 8, 2026, 6:00 PM

KENT HALL COUNCIL CHAMBERS - CITY HALL CAMPUS - 111 W SANTA ANA ST, OJAI, CA

OJAI CITY COUNCIL

ANDY GILMAN, MAYOR

DISTRICT 1 - LESLIE RULE
DISTRICT 2 - RACHEL LANG
DISTRICT 3 - ANDREW WHITMAN
DISTRICT 4 - KIM MANG

BEN HARVEY	BETHANY BURGESS	WESTON MONTGOMERY
CITY MANAGER	CITY ATTORNEY	CHIEF DEPUTY CITY CLERK

VIEWING & ACCESS

Public participation is encouraged! The Ojai City Council meets regularly on the second and fourth Tuesdays of the month at 6:00 p.m. The meetings are conducted in a hybrid model, providing both in-person attendance and virtual public comment via the Zoom link below. Virtual attendance via Zoom is the only way to remotely provide public comment. Pre-registration is not required for public comment via Zoom. Instead, Zoom participants will utilize the “hand-raise” function to indicate their desire to speak on an item. The meeting is also livestreamed on the City's website at ojai.ca.gov/525/2968/Public-Meetings, on YouTube at youtube.com/@ojaicity, and on Spectrum Channel 10. See “Public Comment Options” below for further instruction.

ZOOM LINK - September 8, 2026 - Regular Meeting

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PRESENTATIONS

1. **Quarterly Progress Update and Presentation on Findings of the City of Ojai's Targeted Forensic Review**
   RECOMMENDATION: Recieve and file.
   Administrative Report - Forensic Review Findings Progress Report

Attachment A - Targeted Forensic Review Findings
Presentation Slides

COMMISSION REPORTS

CITY MANAGER'S REPORT

PUBLIC COMMUNICATIONS

Public Communications is the time set aside during the meeting for members of the public to address the City Council on items of City business other than scheduled agenda items. Matters raised at this time may be briefly discussed by the Council, and will generally be referred to staff and/or placed on a subsequent agenda. Under State law, other than for emergency items, no action can be taken.

CONSENT CALENDAR

All matters listed on the Consent Calendar are to be considered routine and will be enacted by one motion in the form listed. There will be no discussion of these items unless, before the vote on the motion to adopt, specific items are removed from the Consent Calendar for separate motions.

2. City Council Minutes
RECOMMENDATION: Approve.
08-18-26 Special Meeting
08-25-26 Regular Meeting

3. Planning Commission Minutes
RECOMMENDATION: Approve.
08 05 26 Regular Meeting

4. City of Ojai Warrants for August 17 - August 30, 2026
RECOMMENDATION: Receive and file.
Administrative Report - Warrant Report
Attachment A - Warrant Report
Attachment B - Disbursement by Category
Warrant Report Cover

5. Biennial Conflict of Interest Code Update
RECOMMENDATION: Adopt Resolution No. 2026-31 adopting the City's Conflict of Interest Code and repealing Resolution No. 2024-24.
Administrative Report - Conflict of Interest Code 2026
Attachment A - Resolution No. 2026-31

6. Commission Appointment
RECOMMENDATION: Confirm nomination of applicant Kathryn Donwen as Public Safety Commissioner, to fill a mid-term vacancy and inaugural two-year term (term ending May 2028).
Administrative Report - Commission Appointment
Attachment A - Commissioner Application â€“ K. Donwen

PUBLIC HEARINGS

7. Design Review Permit (DRP 25-011), Conditional Use Permit (CUP 26-004), Zone Change (ZC 25-002), General Plan Amendment (GPA 25-001) | Regarding

the Change in Use From an Office Use to a Health Spa & Wellness Center Use, Zone Change from Public, Quasi-Public (P-L) to Village Mixed Use (VMU), and General Plan Land Use Amendment from Public/Quasi-Public (P) to Village Mixed Use (VMU); located at 107 North Ventura Street (Formerly: World University) – Assessor's Parcel No. 021-0-106-040 and currently residential use at 107 W. Matilija Street Assessor's Parcel No. 021-0-106-030. The existing General Plan Land Use Designation of the subject site is Public/Quasi-Public (P) and existing Zoning Classification of the subject site is Public, Quasi-Public (P-L). Property Owner: 107 Ventura LLC. Applicant/Representative: Jeremy McBride.

RECOMMENDATION: Continue consideration of this item to a future City Council meeting.

Administrative Report - El Roblar Spa Zone Change
Attachment A - HPC Comments
Attachment B - CC Resolution
AttachmentC - CC Ordinance
Attachment D - Traffic & Parking Analysis
Attachment E - HRR
Attachment F - Plans

DISCUSSION

8. **Resolution Appointing a Voting Delegate and Alternate Voting Delegate to the 2026 League of California Cities Annual Conference.** ***(Operational Need)***

   RECOMMENDATION: Adopt Resolution No. 2026-32 appointing a voting delegate and an alternate voting delegate to the 2026 League of California Cities Conference.

   Administrative Report - Cal Cities 2026 Voting Delegate
   Attachment A - Cal Cities Resolution Packet
   Attachment B - Resolution No. 2026-32

9. **Authorization to Release a Request for Proposals for Owner's Representative/Construction Management Services for the Permanent Supportive Housing Project (PSHP)** ***(Operational Need)***

   RECOMMENDATION:

   1. Approve the Request for Proposals (RFP) for Owner's Representative/Construction Management Services for the Permanent Support Housing Project (PSHP); and
   2. Authorize the City Manager to release the RFP, conduct the competitive solicitation process, evaluate proposals, and return to the City Council with a recommended contract award for consideration.

   Administrative Report - RFP For PSHP Owners Rep./Cons. Mgmt.
   Attachment A - Request for Proposals

10. **City of Ojai Policy for Commemorative Naming and Donations** ***(City Council Direction)***

    RECOMMENDATION: Approve proposed Policy for Commemorative Naming and Donations.

    Administrative Report - Naming and Donation Policy
    Attachment A - Policy

11. **Furnished by Owner and Installed by Owner (FOIO) Items | Ojai Permanent Supportive Housing Project (OPSHP) 611 South Montgomery Street**

(Operational Need)
RECOMMENDATION:

1. Review the Permanent Supportive Housing Project Furnished by Owner and Installed by Owner (FOIO) items list.
2. Authorize staff to proceed with solicitation of donations for items included on the FOIO List.

Administrative Report - OPSHP Donations
Attachment A - FOIO LIst

12. **Amendment No. 3 to Secural Security Corporation Agreement – Contract Extension and Not-to-Exceed Increase *(Operational Need)***
RECOMMENDATION: Approve Amendment No. 3 to the Agreement for Contract Services with Secural Security Corporation, revising the contract's not-to-exceed (NTE) amount to $767,000 and extending the termination date to June 30, 2027.
Administrative Report - Secural Security Corporation Agreement
Attachment A - Agreement No. 2026-96, Amendment No 3
Attachment B - Amendment No. 2
Attachment C - Amendment No. 1
Attachment D - Original Agreement

13. **Introduce Ordinance No. 974 Amending Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code to Add Section 4-3.511 Prohibiting the Use of Libbey Park Tennis Courts For Any Activity Other Than Tennis with Limited Exceptions (*City Council Direction)***
RECOMMENDATION:
    1. Introduce, for first reading by title only with further reading waived, Ordinance No. 974 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA AMENDING ARTICLE 5 OF CHAPTER 3 OF TITLE 4 OF THE OJAI MUNICIPAL CODE TO ADD SECTION 4-3.511 PROHIBITING THE USE OF LIBBEY PARK TENNIS COURTS FOR ANY ACTIVITY OTHER THAN TENNIS WITH LIMITED EXCEPTIONS, and;
    2. Direct staff to return to the City Council for second reading and adoption of the Ordinance at the September 8, 2026, City Council Meeting.

Administrative Report - Tennis Court Ordinance
Attachment A - Ordinance 974
Attachment B - Ordinance No. 974 - Redline

14. **GENERAL PLAN UPDATE | Proposed Survey Questions Regarding the Climate Action Plan *(City Council Direction)***
RECOMMENDATION: Consider ratifying the proposed survey questions for dissemination to the Ojai Community.
Administrative Report - General Plan Update
Attachment A - Draft CAP Survey
Attachment B - Air Quality Goals Policy
Attachment C - CAP GHG Inventory
Attachment D - GPU CAP Workplan

COUNCIL MEMBER'S REPORTS

FUTURE AGENDA ITEMS

ADJOURNMENT

Posted September 4, 2026, at 2:00 p.m.
Weston Montgomery, Chief Deputy City Clerk

WRITTEN PUBLIC COMMENTS
Written public comments will be published here for public access. Please see PUBLIC COMMENT OPTIONS below for instructions on how to submit.

Records of the Meeting
09 08 26 Written Public Comments and Meeting Records

ACCOMMODATIONS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call (805) 646-5581. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

If you feel that a language interpreter is necessary for you to participate in this meeting, notification 48 hours prior to the meeting will enable the City to make reasonable arrangements for an interpreter to assure your participation/understanding of this meeting.

Si considera que un intérprete de idiomas es necesario para participar en esta reunión, la notificación 48 horas antes de la reunión le permitirá a la Ciudad hacer arreglos razonables para que un intérprete asegure su participación/comprensión de esta reunión del Concejo Municipal.

Para Español por favor llame al (805) 646-5581 ext. 100 o por correo electronico a cityclerk@ojai.ca.gov.

PUBLIC PARTICIPATION

Agenda reports and other disclosable public records related to agenda items are available on the City's website at ojai.ca.gov/525/2968/Public-Meetings and at City Hall located at 401 S. Ventura St., Ojai, Ca., during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

PUBLIC COMMENT OPTIONS

Written Comments: In order for staff to provide the City Council with written public comments timely, written/emailed public comments must be submitted no later than 3:00 p.m. on the day before the meeting.

You may always submit written comments to the City Clerk via mail, in person at City Hall, or via email to cityclerk@ojai.ca.gov. If your written comment is received by 3:00 p.m. on the day before the meeting date, the City Clerk will distribute copies of your comments to all Council Members and recorded on the City website. Written comments received after 3:00 p.m. may not be distributed to the Council Members and recorded on the City website until after the

meeting.

Verbal Comments: Verbal Comments will be received on any item on the agenda at the time the agenda item is heard. Comments may be made in person at the meeting or through Zoom, via the link at the top of the Agenda. Pre-registration is not required for public comment via Zoom. Instead, Zoom participants will utilize the hand-raise function to indicate their desire to speak on an item.

IMPORTANT NOTES:
All materials related to an item on this agenda, including written public comments, will be available for public inspection in the City Clerk's Office at City Hall, and following the meeting, will be accessible on the City of Ojai's website at ojai.ca.gov.

As a government agency, the City of Ojai is subject to the California Public Records Act (Government Code § 6250 et seq.). Please be advised that all communications submitted to City officials and staff are subject to public disclosure under the California Public Records Act. There are limited exceptions that allow the City to redact personal information under the California Public Records Act. If you have concerns regarding privacy, please do not include your personal identifying information, such as your name, e-mail, phone number, and home address in your correspondence to the City, including, but not limited to, public comment.

If you challenge the actions of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in the public notices, or in written correspondence delivered to the City Council at, or prior to, the public hearing (California Government Code Section 65009).

Any legal action by an applicant seeking to obtain a judicial review of the City Council's decision on a Hearing listed on this Agenda may be subject to the 90-day filing period of and governed by Code of Civil Procedure Section 1094.6.

LEVINE ACT WARNING
Applicants and their agents before the City Council are subject to the campaign disclosure provisions detailed in Government Code Section 84308. No City Council Member may accept, solicit, or direct a contribution of more than $500 from any party or agent for 12 months subsequent to the date a final decision is rendered by the City. This prohibition commences when your application has been filed, or the proceeding is otherwise initiated.

A party to a City proceeding - which includes both applicants and agents - shall disclose on the record of the proceeding any contribution of more than $500 made to any Council Member by the applicant or agent, during the preceding 12 months. No party to a City proceeding, or agent, shall make a contribution to a Council Member during the proceeding and for 12 months following the date a final decision is rendered by the City.

Prior to rendering a decision on a City proceeding, any Council Member who received a contribution of more than $500 within the preceding 12 months from any party, or agent, to a proceeding shall disclose that fact on the record of the proceeding and shall be disqualified from participating in the proceeding. However, if any Council Member receives a contribution that otherwise would require disqualification and returns the contribution within 30 days of knowing about the contribution and the relevant proceeding, the Council Member shall be permitted to participate in the proceeding.

If you believe that these provisions apply to you or a Council Member, please inform the City Clerk at the earliest possible opportunity. Failure to do so may affect the City's ability to process your application.

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Leah Palmer, Acting Finance Director
Christy Billings, Special Projects Manager

MEETING DATE: **September 8, 2026**

SUBJECT: **Quarterly Progress Update on findings of the City of Ojai's Targeted Forensic Review**

RECOMMENDATION

Receive and file quarterly progress update on findings of the City of Ojai's targeted forensic review

At the April 14, 2026, City Council meeting, staff presented the City Council with a progress report of the targeted forensic findings contained in the Kroll Associates Inc. Forensic Review performed for the City of Ojai. This report, which is available on the City's website under the Finance Department landing page, emphasized that while no fraudulent activity had been found during their review, there were several findings with recommendations for improvement.

Following the presentation, the City Council directed staff to provide work on the recommendations and to provide quarterly progress updates. Of the 23 findings, 4 are in progress, 3 have been reviewed but solutions have not been finalized, and 16 have been completed. (See Attachment A). This raises the completion rate to 70 percent.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 8 - Financial Stability

FISCAL IMPACT

There is no fiscal impact.

Prepared by: Christy Billings, Special Project Manager

Attachment

A. Targeted Forensic Review Findings

City of Ojai
Targeted Forensic Review Findings
Second Quarterly Upddate - September 2026

Area of Observation	Subject	Areas of Review & Findings Description	Status	Task Lead
Accounts Payable	Accounts Payable	Batch check runs used as descriptions	Completed	Finance
Accounts Payable	Accounts Payable	Accounts Payable procedures documented	Completed	Finance
Accounts Payable Budget Management	Purchasing	Move to Purchase Order requisition process	Completed	Finance
Accounts Receivable	Revenue collection	Reallocate resources for mail/revenue collection. Separate the functions of mail opening, distribution, recording, reconciling	Completed	City Manager Finance Recreation Comm Dev Public Works
Accounts Receivable	Accounts Receivable Aging	Review accounts receivable aging and pursue collections of old accounts	In discussion	City Manager Finance Recreation Comm Dev Public Works
Budget Management	Budget Management	Finance to have better oversight of spending	Completed	Finance
Claims Process	Claims Process	Document costs for damage repairs	In progress	Public Works
Claims Process	Claims Process	Establish formal claims process	Completed	City Manager
Digital Security	Update Microsoft Office 365 settings	Update settings for logging and data retention	Completed	City Manager
Employee Management	Employee Listing Management	Audit report run each payroll and reviewed for changes	Completed	City Manager Finance
Employee Management	Employee Listing Management	Review employee list more frequently	Completed	City Manager Finance
Employee Separation	Employee departure check list	Develop a checklist for employee departure	Completed	City Manager City Attorney
Grant Management	Grant Management	Grant listing	Completed	City Manager
Grant Management	Grant Management	Grant tracking on general ledger	In discussion	Finance
Hiring Process	New Hire employee background checks	Update new hire background check requirements to include requiring reference checks with prior employers, particularly finance and other high level employees	Completed	City Manager
Mail Receipt/Distribution	Mail process and access	Dedicated individual to collect mail and distribute	Completed	City Manager Finance Recreation Comm Dev Public Works

City of Ojai
Targeted Forensic Review Findings
Second Quarterly Upddate - September 2026

Physical Security	Check stock security	Ensure that City check stock is in a secure area	Completed	Finance
Positive Pay	Positive Pay	Establish Positive Pay for both payee and amount	Completed	Finance
Record Keeping	Accounts Payable	Standardize g/l input for invoices	In progress	Finance
Vendor Management	Conflict of Interest	Conflict of interest forms for new hires	Completed	City Manager
Vendor Management	Vendor Management	Review master vendor listing for stale accounts and	In discussion	Finance
Vendor Management	Vendor Management	Implement system generated process with new vendors	In progress	Finance
Vendor Management	Conflict of Interest	Conflict of interest review by Finance	In progress	City Manager Finance

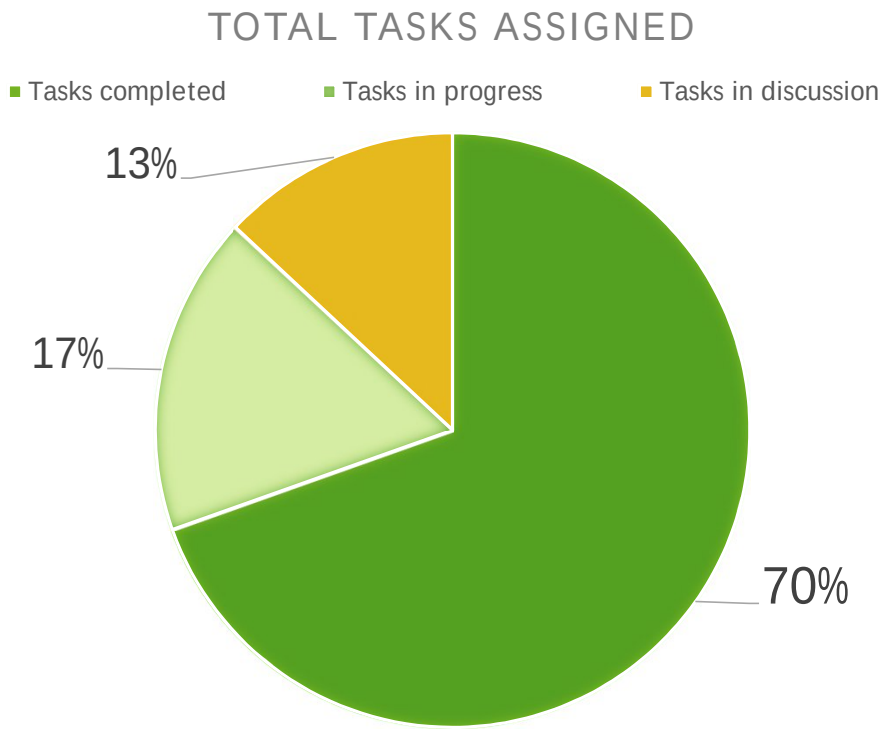
Total Tasks	**Current Status**
Tasks completed	16
Tasks in progress	4
Tasks in discussion	3
	23



Q2 Forensic Review by Area of Observation

Analyzing key findings from the second quarter assessment

Task Summary Overview



Status meanings



In discussion – staff has met on the task and is working with vendors or contractors towards solutions



In progress – staff has been started but hasn't been fully implemented or implemented long enough to consider complete.



Complete – task is implemented.

Accounts Payable

3 findings
3 completed

Accounts Payable Findings

Batch Check Description Issue

Use of batch check runs as descriptions reduces clarity and causes inefficiencies in tracking transactions. – ~~In discussion~~ COMPLETED

Procedure Documentation

Documenting Accounts Payable procedures ensures continuity, reduces errors, and aids staff onboarding. – ~~In progress~~ COMPLETED

Purchasing System

Implement purchase order requisition process. – ~~In progress~~ COMPLETED



Accounts Receivable

2 Findings
1 Completed
1 In discussion

Accounts Receivable Findings

Segregation of Duties

Reallocating staff to separate mail opening, distribution, recording, and reconciliation strengthens internal controls. - Completed

Review of Aging Accounts

Reviewing accounts receivable aging report helps identify old accounts for collection to reduce revenue leakage. – In discussion



Budget Management

1 Finding
1 Completed

Budget Management Findings

Need for Stronger Oversight

Improved oversight by the Finance department is essential to align spending with approved budget limits and prevent misallocation. – ~~In progress~~ COMPLETED



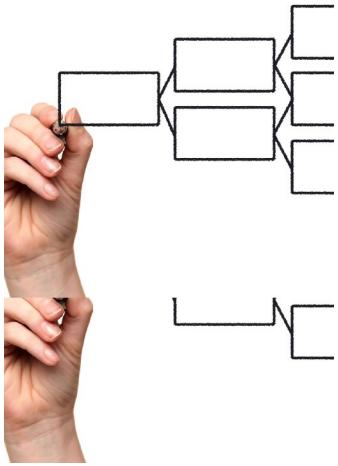
Claims Process

2 Findings
1 In progress
1 Completed



Documenting Repair Costs

Accurate documentation of repair costs is essential for insurance recoveries, budgeting, and financial transparency. – ~~In discussion~~ IN PROGRESS



Formal Claims Process

Establishing a formal claims process ensures consistency, efficiency, and regulatory compliance in claim handling. – ~~In progress~~ COMPLETED

Digital Security

1 Finding
1 Completed

Digital Security Findings

Enhanced Logging & Retention Compliance

Improved logging provides detailed system activity insights and strengthens incident response capabilities and updated data retention settings ensure adherence to legal and administrative record-keeping requirements. - Completed



Employee Management

2 Findings
2 Completed

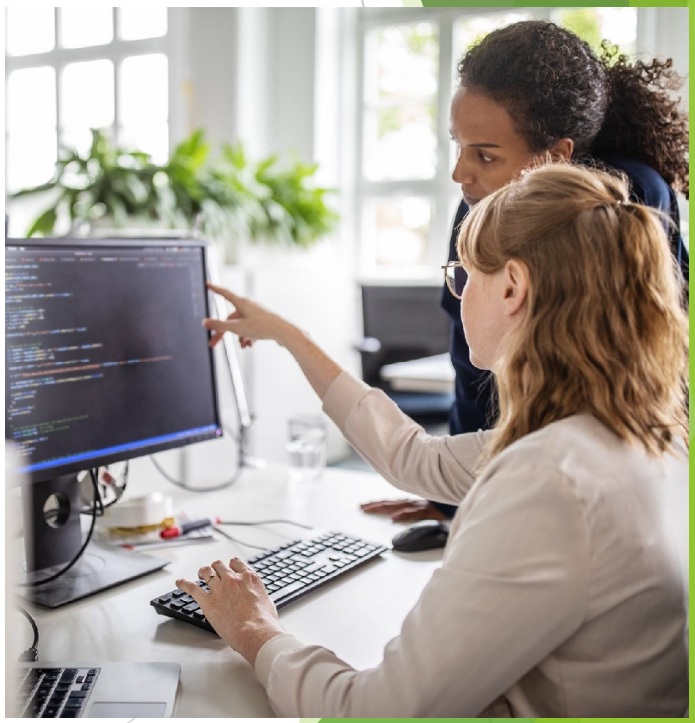
Employee Listing Management Findings

Audit Reports for Payroll

Running audit reports each payroll cycle ensures employee changes are reviewed and records remain accurate. – ~~In discussion~~ COMPLETED

Frequent Employee List Reviews

Increasing the frequency of employee list reviews helps maintain up-to-date and accurate personnel data. – ~~In discussion~~ COMPLETED



Employee Separation

1 Finding
1 Completed

Employee Departure Findings

Checklist Development

A checklist is being developed to outline essential steps for employee departure, ensuring organized separation processes. – ~~In progress~~ COMPLETED



Grant Management

2 Findings
1 Completed
1 In discussion

Grant Management Findings

Centralized Grant Listing

Completed centralized grant inventory improves planning, reporting, and monitoring of grant-funded activities effectively. Completed

Grant Tracking Improvements

Ongoing discussions aim to enhance grant tracking within the general ledger for accurate financial reporting and audit compliance. In discussion



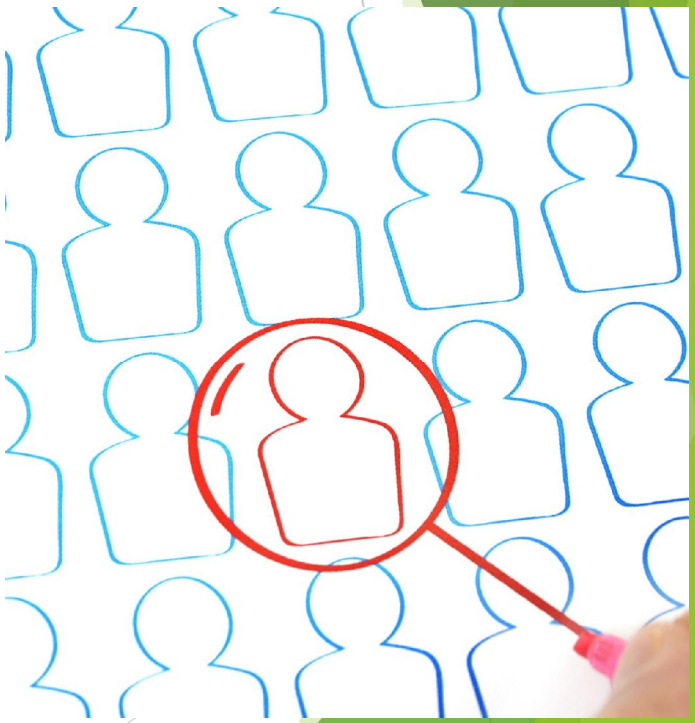
Hiring Process

1 Finding
1 Completed

Hiring Process Findings

Updated Background Checks

Background check requirements were updated focusing on verifying references for high-level and finance employees. - Completed



Mail Receipt and Distribution

1 Finding
1 Completed

Mail Process Findings

Centralized Mail Handling

Dedicated personnel now manage mail collection and distribution, improving internal control and efficiency. - Completed



Physical Security

1 Finding
1 Completed

Observations on Physical Security

Secure Check Stock Storage

Ensuring City check stock is stored securely is critical to prevent fraud and unauthorized use. ~~In progress~~ COMPLETED



Positive Pay

1 Finding
1 Completed

Positive Pay Findings

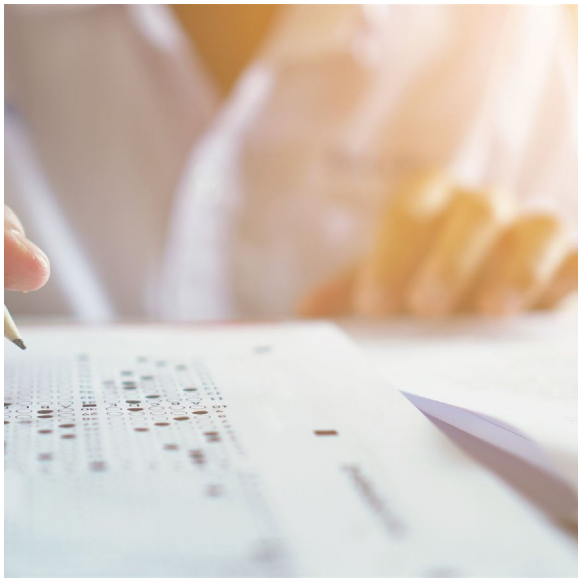
Verification Controls Established

Positive Pay verifies payee and amount, ensuring checks match the issued-check list for fraud prevention. - Completed



Record Keeping

1 Finding
1 In Progress



Need for Standardization

Inconsistencies in ledger inputs cause reconciliation and reporting challenges, requiring standardized data entry. – ~~In discussion~~

IN PROGRESS

Vendor Management

4 Findings
1 Completed
1 In discussion
2 In Progress

Vendor Management Findings

New hires complete conflict of interest forms
New hires in key positions complete conflict of interest forms - Completed

Master Vendor List Maintenance

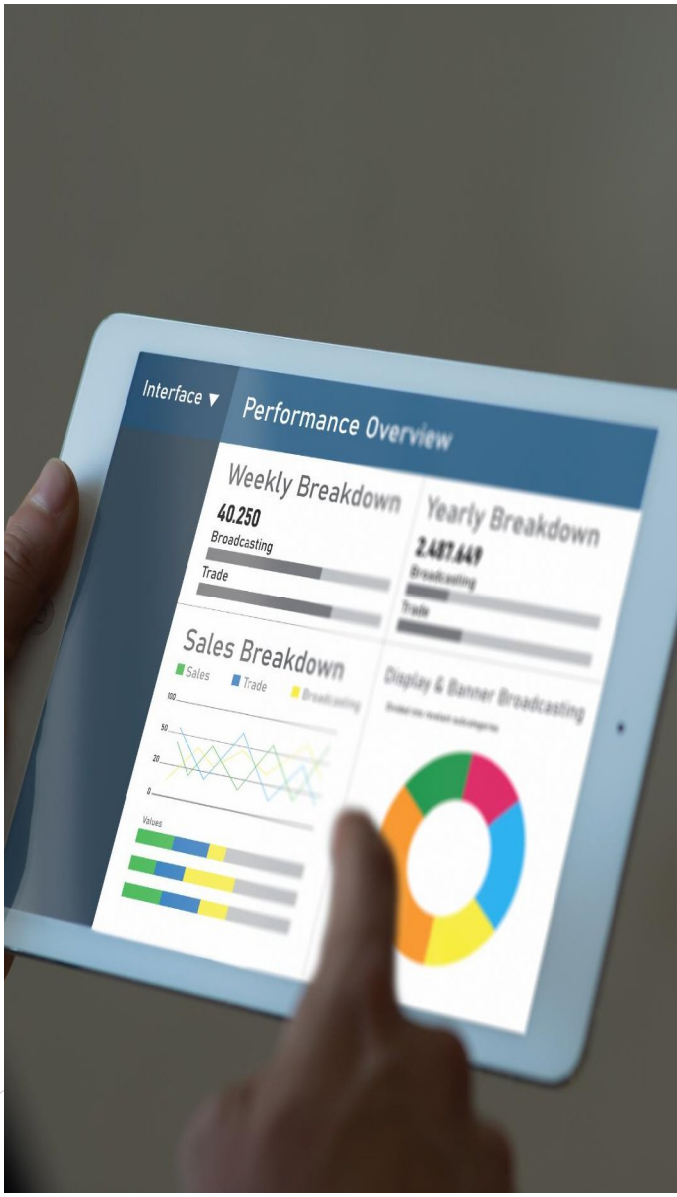
Reviewing and removing stale vendor accounts enhances procurement efficiency and reduces payment risks. – In discussion

System-Generated Onboarding

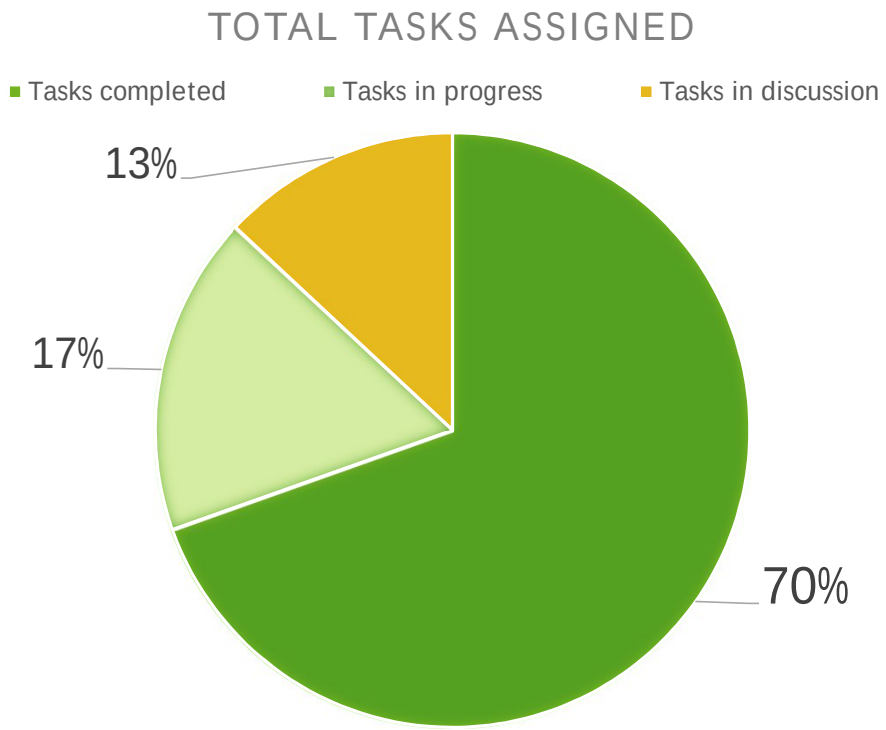
Automated onboarding processes streamline vendor creation and prevent unauthorized setups. – ~~In discussion~~ IN PROGRESS

Conflict-of-Interest Reviews

Conducting conflict-of-interest checks ensures ethical procurement practices and transparency. – ~~In discussion~~ IN PROGRESS



Task Summary Overview



MINUTES

CITY COUNCIL SPECIAL MEETING

TUESDAY, AUGUST 18, 2026, 5:00 PM

KENT HALL COUNCIL CHAMBERS - CITY HALL CAMPUS - 111 W SANTA ANA ST, OJAI, CA

ADDITIONAL MEETING LOCATION - 1 FOURTH STREET, LILY DALE, NY 14752 - TO ACCOMMODATE COUNCIL MEMBER LANG WHO IS ATTENDING THE MEETING VIA TELECONFERENCE

Mayor Gilman called the meeting to order at 5:00 p.m.

ROLL CALL

The following members were present: Mayor Gilman, Mayor Pro Tem Mang, and Council Members Rule, and Whitman.

Council Member Lang was presently remotely, properly noticed in the agenda posting, stated they were the only adult in the room, and the City Council will take all actions via roll call vote.

Also present: City Manager Harvey, City Attorney Burgess, Assistant to the City Manager Cervantes, Chief Deputy City Clerk Montgomery, Special Counsel Millhouse, and Community Development Director Seibert.

PLEDGE OF ALLEGIANCE

Chief Deputy City Clerk Montgomery led the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: It was moved by Mayor Gilman, second by Mayor Pro Tem Mang, to approve the agenda.

The motion carried unanimously via roll call.

CLOSED SESSION

1. **Public Employee Performance Evaluation**
   (Government Code § 54957(b))

2. **Conference with Legal Counsel - Existing Litigation (Government Code § 54956.9(d)(1))**
   Name of case: Leslie Rule v. City of Ojai, Ventura County Superior Court Case No. 2025CUPT055697

CITY ATTORNEY'S REPORT OUT OF CLOSED SESSION

City Council directed the City Attorney and Human Resources Manager to establish agreement with JMSB Strategies for a City Manager 360 performance review.

DISCUSSION

MOTION: It was moved by Mayor Gilman, second by Council Member Whitman, to reorder Item 4 before Item 3.

The motion carried unanimously via roll call.

3. **City Council Goals and Tactics Progress Update *(City Council Direction)***
   RECOMMENDATION: Receive and file

The City Council provided and future agenda item requests to staff and no formal action was taken. The item was received and filed.

4. **Information Regarding New Communication Tower at Fire Station No. 21 Located at 1201 East Ojai Avenue *(Operational Need)***
   RECOMMENDATION: Receive the presentation from the Ventura County Fire Department representative, ask clarifying questions, and provide direction. Furthermore, acknowledge receipt of the VCFD recent notification, confirm awareness of the County's permitting authority, and request copies of the County-issued permits and approved plan set for City records. Upon project completion, City staff confirms removal of the existing rooftop antenna as represented by VCFD.

Presentation received.

ADJOURNMENT

Mayor Gilman adjourned the meeting at 7:30 p.m.

_____
Weston Montgomery, Chief Deputy City Clerk
Approved:

MINUTES

CITY COUNCIL REGULAR MEETING

TUESDAY, AUGUST 25, 2026, 6:00 PM

KENT HALL COUNCIL CHAMBERS - CITY HALL CAMPUS - 111 W SANTA ANA ST, OJAI, CA

Mayor Gilman called the meeting to order at 6:03 p.m.

ROLL CALL

The following members were present: Mayor Gilman, Mayor Pro Tem Mang, and Council Members Rule, Lang, and Whitman.

Also present: Acting City Manager, City Attorney Burgess, and Chief Deputy City Clerk Montgomery.

PLEDGE OF ALLEGIANCE

Chief Deputy City Clerk Montgomery led the Pledge of Allegiance.

APPROVAL OF AGENDA

ACTION: Unanimous consent reached through Mayor, to approve the agenda with Item 9 being reordered as the first discussion item.

PRESENTATIONS

1. **Food Share Ventura County Chief Development Officer, Jennifer Caldwell, to provide a report on local services provided.**

COMMISSION REPORTS

CITY MANAGER'S REPORT

PUBLIC COMMUNICATIONS

CONSENT CALENDAR

2. **City Council Minutes**
   RECOMMENDATION: Approve.

3. **Planning Commission Minutes**
   RECOMMENDATION: Received and file.

4. **City of Ojai Warrants for July 27 - August 16, 2026**
   RECOMMENDATION: Receive and file.

5. **Treasurer's Monthly Report of Cash and Investments for the City of Ojai as of July 31, 2026**
   RECOMMENDATION: Receive and file.

6. **Approve Addendum to Fire Alarm Monitoring Contract with JMG Security Systems**
   RECOMMENDATION: Approve the addendum to the fire alarm monitoring contract with JMG Security Systems for the installation of new smoke detection equipment in the gymnasium at 510 Park Road in the amount of $17,488, as detailed in the submitted contract documents and in accordance with applicable state and local fire safety codes.

7. **County of Ventura Civil Grand Jury Report Regarding Ojai Permanent Supportive Housing Project**
   RECOMMENDATION: Approve the proposed response to the County of Ventura Civil Grand Jury Report.

Council Member Rule pulled Item 4 for discussion.

MOTION: It was moved by Council Member Lang, second by Mayor Gilman, to approve Items 2, 3, 5, 6, and 7.

The motion carried unanimously.

MOTION: It was moved by Mayor Gilman, second by Council Member Rule, to approve Item 4.

The motion carried unanimously.

DISCUSSION

8. **County of Ventura Civil Grand Jury Report Regarding Countywide Response to Public Complaints About Fireworks *(Legal Requirement)***
   RECOMMENDATION:
   1. Discuss the proposed response to the County of Ventura Civil Grand Jury Report
   2. Approve the proposed response or provide direction for revisions to the proposed response.

MOTION: It was moved by Mayor Gilman, second by Mayor Pro Tem Mang, to approve the response to the Ventural County Civil Grand Jury Report with revisions to the responses to Finding No. F-05 to reflect that the City enforces the Ventura County Fire Protection District prohibition on fireworks and Recommendation No. R-02 to reflect that the City wille valuate whether to adopt a host liability ordinance.

The motion carried unanimously.

9. **Introduce Ordinance No. 974 Amending Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code to Add Section 4-3.511 Prohibiting the Use of Libbey Park Tennis Courts For Any Activity Other Than Tennis (*City Council Direction)***
   RECOMMENDATION:
   1. Introduce, for first reading by title only with further reading waived, Ordinance No. 974 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA AMENDING ARTICLE 5 OF CHAPTER 3 OF TITLE 4 OF THE OJAI MUNICIPAL CODE TO ADD SECTION 4-3.511 PROHIBITING THE USE OF LIBBEY PARK TENNIS COURTS FOR ANY ACTIVITY OTHER THAN TENNIS, and;
   2. Direct staff to return to the City Council for second reading and adoption of the Ordinance at the September 8, 2026, City Council Meeting.

MOTION: It was moved by Council Member Lang, second by Mayor Gilman, to approve with modifications to incorporate an Ojai Day exemption with tennis stakeholder feedback and approval though staff, and returning for a new introduction of ordinance.

The motion carried unanimously.

10. **City of Ojai Artificial Intelligence (AI) Use Policy *(Operational Need)***
    RECOMMENDATION: Adopt the City of Ojai Artificial Intelligence (AI) Use Policy, establishing a governance framework for the responsible use of AI systems across all City departments.

MOTION: It was moved by Mayor Gilman, second by Council Member Rule, to approve the proposed City of Ojai AI Use Policy

The motion carried unanimously.

COUNCIL MEMBER'S REPORTS

Council Member provided a report on a City Council Rule Town Hall on Public Safety.
Council Member Lang provided a report on the Chamber of Commerce
Mayor Gilman provided a Public Safety Commission Liaison report.

FUTURE AGENDA ITEMS

ADJOURNMENT
Mayor Gilman adjourned the meeting at 8:40 p.m.

_____
Weston Montgomery, Chief Deputy City Clerk
Approved:

MINUTES
OJAI PLANNING COMMISSION
August 5, 2026

Call to Order

Chair Murphy called the *regular* meeting of the Ojai Planning Commission to order on Wednesday, August 5, 2026, at 6:00 p.m. (In-person and via teleconference).

Roll Call

On a call of the roll, the following Planning Commissioners were present in person: Chair Murphy, Vice Chair Chesley, and Commissioners Rice Schmidt and Steward.
Absent: Commissioner Hanson.
City staff present: Lucas Seibert, Community Development Director, Maura Macaluso, Principal Planner, John Cardenas, Senior Counsel, and Shari Herbruck, Principal Planning and Building Technician.

Pledge of Allegiance Commissioner Rice Schmidt

Approval of the Agenda

Motion: Commissioner Rice Schmidt made a motion to continue Item 4 to be removed from the agenda to forward to the Historic Resources Report to the Historic Preservation Commission. Commissioner Steward seconded the motion for discussion purposes.
After discussion a vote was taken. **The motion <u>failed</u> as follows:**

AYES:	Rice Schmidt
NOES:	Chesley, Murphy, Steward
ABSENT:	Hanson

The Commission approved the agenda as submitted.

Public Communication None

Consent Item(s)

Motion: Commissioner Rice Schmidt made a motion Vice Chair Chesley seconded the motion to remove Item 2 from the Consent Calendar to discuss prior to the vote.

The commission agreed to pull Item 2 from the consent calendar to discuss.

1. Minutes of the Regular Meeting of Planning Commission July 15, 2026

Chair Murphy asked for any changes to the minutes and if there were none, she requested a motion to approve the minutes

Motion: Commissioner Steward moved and Vice Chair Chesley seconded the motion to approve July 15, 2026, regular PC meeting minutes as submitted.
The motion passed as follows:
AYES: Chesley, Murphy, Rice Schmidt, Steward
NOES: None
ABSENT: Hanson

Discussion of Item 2 Removed from Consent Calendar

2. **Planning Commission Approved Appeal** with revised Conditions of Approval of Director Decision (MISC 26-016) | Regarding penalties imposed by the Community Development Director pursuant to Section 4-11.13 (Enforcement) of the City of Ojai Municipal Code, for violation related to removing a protected coast live oak without benefit of permit, located at 52 Krotona Street, aka 12401 N. Ventura Avenue within in the IR3 Zoning District. Assessor's Parcel Number: 018-0-050-120. Representative/Arborist: Bill Mellett, Landscape and Design. Property Owner: Krotona Institute Theosophy. Appellant: Elena Dovalsantos.

Chair Murphy opened the item and turned the time over to staff
Staff –Director Seibert presented the staff report.

Questions for Staff
Commissioner Rice Schmidt clarified the vote and date of the resolution.

Chair Murphy opened for comments
Speakers: In person Bill Miley.

Representative for the Appellant, Bill Mellett, and the Appellant Elena Dovalsantos, requested a change to the type of tree to replant from oak to sycamore. Arborist Mellett explained the pros to planting a sycamore as opposed to an oak tree.

Chair Murphy closed the comment period

After commission discussion a motion was made.

Motion: Vice Chair Chesley moved and Commissioner Steward seconded the motion to adopt PC Resolution 26-07 to approve the appeal and make a change from requiring two oak trees to be planted to require two sycamores to be planted.
The motion passed as follows:
AYES: Chesley, Murphy, Rice Schmidt, Steward
ABSENT: Hanson

Disclaimer of Site Visits and Ex-parte Contacts
All Commissioners present at the meeting attended a city scheduled site visit with the owner for Item 3.

Public Hearing Item(s)

3. Minor Conditional Use Permit (MCUP 26-002) – Regarding a request for modifications to existing conditions of approval to the previous Directors Exemption (DE 23-004) and Minor Conditional Use Permit (MCUP 23-001) for an outdoor dining facility, including Tivoli lights and on- and off-site sale and consumption of beer and wine (formerly Tipple & Ramble) for the established business 'Ojai Roots' located at 315 North Montgomery Street, Assessor's Parcel Number 021-0-081-430. The subject site has a General Plan Designation of General Commercial (GC) and the Zoning Classification of the site is General Commercial (C-1). Property Owner: Fairmont 1 LLC. Applicant: Reiana Onglengco

   Chair Murphy opened the item and turned the time over to staff
   Staff –Principal Planner Macaluso presented the staff report.

   Questions for staff
   The Commission had a discussion with staff regarding all the requested revisions to the Conditional Use Permit.

   Chair Murphy opened public comments

   Speakers:
   In person Trent Bustholio, Jeffrey Boos, Jody Chapman, Dwier Brown, Larry Steingold, Angus Beverly, Keila Merritt, Paul Graham, Robert Glover, Bret Nighman, Jeff Eid, Javier Arango, Michelle Bosch, David Berry, Lee Sher, Brad Hall, Randy Chapman, Ariel Lorimoro.
   Virtually. Nory Horn, Mark Bagby.

   Chair Murphy closed the public comment period

   The Commission asked questions and discussed the request with the applicant and staff, which resulted in the Commission asking the business owner to meet with the neighbors to work out the details and come back to the commission with a more specific.

Motion: Vice Chair Chesley moved and Commissioner Rice Schmidt seconded the motion to continue this item to a date uncertain requiring re-noticing when it comes back to the commission, allowing time for the business owner to work with the neighbors to make specific conditions that are agreeable to all and come back to the commission within 90-days. Also, to remove Condition No. 2 related to Alcohol Beverage Control (ABC) licenses completely from the proposed resolution.
The motion passed as follows:
AYES: Chesley, Murphy, Rice Schmidt, Steward
ABSENT: Hanson

4. Design Review Permit (DRP 25-011), Conditional Use Permit (CUP 26-004), Zone Change (ZC 25-002), General Plan Amendment (GPA 25-001) | Regarding the Change in Use From an Office Use to a Health Spa & Wellness Center Use, Zone Change from Public, Quasi-Public (P-L) to Village Mixed Use (VMU), and General Plan Land Use Amendment from Public/Quasi-Public (P) to Village Mixed Use (VMU); located at 107 North Ventura Street (Formerly: World University) – Assessor's Parcel No. 021-0-106-040 and currently residential use at 107 W. Matilija Street Assessor's Parcel No. 021-0-106-030. The existing General Plan Land Use Designation of the subject site is Public/Quasi-Public (P) and existing Zoning Classification of the subject site is Public, Quasi-Public (P-L). Property Owner: 107 Ventura LLC. Applicant/Representative: Jeremy McBride.

   Chair Murphy opened the item and turned the time over to staff
   Staff –Director Seibert presented the staff report.

   The time was turned over to Ginger Anderson, Stantec, representative of the applicants who also gave a PowerPoint presentation.
   Virtually. Jeremy McBride, property and business owner, spoke to the Commission.

   Questions for applicants and staff
   The Commission had a discussion with the applicant representative, owner, and staff regarding parking, traffic, historic, hours of operation, and the zone change.
   Virtually. Evanne St. Charles, Historian, spoke to the Commission and answered questions.

   Chair Murphy opened public comments
   Speakers: Virtually Gina McHatton, Historic Preservation Commission Chair.
   Chair Murphy closed the public comments

   The Commission deliberated and provided comments. Chair Murphy requested a motion.

Motion: Commissioner Steward moved to adopt the Resolution with the recommendation to City Council with staff conditions of approval, forward review to the Historic Preservation Commission, and move on to City Council for review and approval with including the Historic Preservations Commissions comments.
The motion failed as there was no second to the motion.

Motion: Commissioner Rice Schmidt moved and Vice Chair Chesley seconded the motion to adopt the Resolution with the recommendation to City Council with staff conditions of approval, forward review to the Historic Preservation Commission, and bring the item back to the Planning Commission on a date specific, August 19, 2026, for review of the Historic Preservations Commissions comments to consider incorporating them into the project and forward the recommendation to City Council.
The motion passed as follows:

AYES:	Chesley, Murphy, Rice Schmidt
NOES:	Steward
ABSENT:	Hanson

Informational Item(s)

5. Future Agenda Items
   The Commission received a report from Director Seibert.

Director's Report - None

Commission Member Report – Commissioner Rice Schmidt said she will be attending the next Municipal Advisory C meeting.

City Council Liaison – Council Member Andrew Whitman was unable to speak virtually due to the city's technical difficulties.

Adjournment

There being no further business brought before the Commission, Chair Murphy adjourned the meeting 11:16 p.m.

Respectfully submitted by: _____
Shari Herbruck, Planning Commission Secretary

Reviewed by: _____
Lucas Seibert, Community Development Director

Approved by
the Planning Commission: _____
Judy Murphy, Planning Commission Chair

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Leah Palmer, Acting Finance Director

MEETING DATE: **September 08, 2026**

SUBJECT: **City of Ojai Warrants for August 17, 2026 – August 30, 2026**

RECOMMENDATION
Receive and file.

DISCUSSION
Disbursement Warrant Check Numbers: 81161-81252
Payroll Warrant Check Numbers: 38430-38433
Number of Direct Deposits: 72

City of Ojai Disbursement Warrants for General Fund and Special Revenue Funds		$	531,053.97
Payroll – August 20 & 27, 2026 *Includes One Payout			137,091.45
	Total	$	668,145.42

CITY COUNCIL GOALS ALIGNMENT
Goal No. 8 - Financial Stability

OPTIONS
1. Take no action.
2. Provide alternative direction to staff.

FISCAL IMPACT
There is no fiscal impact associated with this action. The list of warrants is presented for informational purposes only and reflects payments previously authorized and budgeted.

Prepared by: Scott Avila

ATTACHMENT(S)
A. Check Register
B. Disbursement by Category

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
81161	**Emmanuel A Mendez** August 2026 City Transit Wash	08/18/2026	1,250.00
81162	**AllConnected, Inc.** IT Network Supplies & Annual Licensing Fee	08/20/2026	4,941.55
81163	**AT&T** July 2026 Telephone	08/20/2026	256.01
81164	**Canon Financial Services, Inc.** August 2026 Copy Machine Lease	08/20/2026	1,097.02
81165	**Delta Liquid Energy** July & August 2026 Trolley Fuel	08/20/2026	1,213.98
81166	**Fred's Tire Man** August 2026 PW Truck Tire Replacement	08/20/2026	252.92
81167	**Greg Rents** July 2026 PW Equipment Rental	08/20/2026	1.00
81168	**E.J. Harrison & Sons** July 2026 Rolloff Dumpster Rental	08/20/2026	333.06
81169	**Help of Ojai Inc.** July 2026 Rental Assistance & Case Management Services	08/20/2026	77,958.00
81170	**Jordan Kear** July 2026 Ventura Watershed Litigation Support	08/20/2026	3,062.50
81171	**Ojai Auto Supply** July 2026 Supplies for Trolley Maintenance	08/20/2026	1,983.49
81172	**Ojai True Value Hardware** Supplies for Citywide Maintenance	08/20/2026	36.17
81173	**Ojai Valley News** July 2026 Legal Ad	08/20/2026	237.50
81174	**Owl Towing & Storage, Inc.** July 2026 Trolley Towing Service	08/20/2026	1,300.00
81175	**Prudential Overall Supply** Public Works Cleaning Supplies & Clothing Allowance	08/20/2026	396.75
81176	**Puretec Industrial Water** August 2026 Water Tank Rental	08/20/2026	146.25
81177	**Jan C. Scow** July 2026 Tree Site Evaluations	08/20/2026	582.75
81178	**Sinclair Sanitary Supply, Inc.** Cleaning Supplies for Citywide Maintenance	08/20/2026	87.27

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
81179	**Southern CA Edison** July 2026 Electricity	08/20/2026	31,846.06
81180	**SSD Systems** August 2026 Libbey Bowl Fire & Alarm Services	08/20/2026	395.00
81181	**Tripepi Smith and Associates, Inc.** August 2026 Monthly Retainer for Communications	08/20/2026	8,890.00
81182	**Ventura Pest Management** July 2026 Pest Control	08/20/2026	150.00
81183	**Casitas Municipal Water District** June 2026 Water	08/20/2026	9,850.92
81184	**Clinicas Del Camino Real Inc** June 2026 Pre-Employment Exam	08/20/2026	14.00
81185	**Ojai Business Center Inc** June 2026 City Documents Scanning Fee	08/20/2026	162.49
81186	**Ojai True Value Hardware** Supplies for Citywide Maintenance	08/20/2026	129.67
81187	**Ventura Pest Management** January 2026 Pest Control at Police Department	08/20/2026	225.00
81188	**CivicPlus, LLC** City Website Annual Fee	08/20/2026	10,811.03
81189-81218	**VOID** Void and Reissue Due to Misprint	08/27/2026	-
81219	**Kathleen Abasi** Recreation Class- Weight Room	08/27/2026	78.00
81220	**Accela Inc.** Annual Civic Platform Subscription for Community Development	08/27/2026	23,930.15
81221	**AllConnected, Inc.** August 2026 Monthly IT Support	08/27/2026	6,665.80
81222	**Aqua-Flo Supply** Supplies for Citywide Maintenance	08/27/2026	1,171.36
81223	**Bennie K. Enterprises Inc** August 2026 Restroom Rental for Libbey Bowl Events	08/27/2026	5,480.00
81224	**Timothy Bowen** Recreation Class- Lego Camp	08/27/2026	2,332.85
81225	**California State Disbursement Unit** August 2026 Payroll Expense	08/27/2026	282.58
81226	**Canon Financial Services, Inc.** August 2026 Copy Machine Lease	08/27/2026	167.27

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
81227	**Carahsoft Technology Corporation** Centralized Community Calendar Annual Fee	08/27/2026	23,600.00
81228	**Colonial Life & Accident Ins** August 2026 Payroll Expense	08/27/2026	716.14
81229	**David Hauptman CO.; INC** August 2026 Field Marking Paint for Sarzotti Park	08/27/2026	442.38
81230	**Franchise Tax Board** August 2026 Payroll Expense	08/27/2026	100.00
81231	**Kelly Cleaning & Supplies, Inc.** August 2026 Janitorial Services	08/27/2026	8,423.08
81232	**Terry Kvasnik** Recreation Class- Mindful Movements Arts Camp	08/27/2026	1,170.00
81233	**Lincoln National Life Insurance Co** August 2026 Payroll Expense	08/27/2026	3,061.21
81234	**Mark Cranes Tree Inc** July 2026 Tree Trimming Services at Sarzotti Park	08/27/2026	7,200.00
81235	**Meiners Oaks Hardware** Supplies for Citywide Maintenance	08/27/2026	10.71
81236	**Metropolitan Life Insurance Company** August 2026 Payroll Expense	08/27/2026	5,549.61
81237	**NetFile Inc** Annual SB 827 Training for City Staff	08/27/2026	2,100.00
81238	**Ojai Auto Supply** July & August 2026 Supplies for Trolley Maintenance	08/27/2026	1,941.09
81239	**Ojai Music Festival** Recreation Class- Music and Arts Camp	08/27/2026	5,352.75
81240	**Ojai Valley News** August 2026 Display Ads	08/27/2026	537.00
81241	**Phoenix Group Info Systems** July 2026 Parking Citation Fees	08/27/2026	236.03
81242	**Secural Security Corporation** July & August 2026 City Unhoused Security	08/27/2026	24,135.36
81243	**Starlight Dance Academy** Recreation Class- Ballerina Princess Dance Camp	08/27/2026	1,050.00
81244	**Timothy Kresge Debra Kresge** August 2026 Libbey Bowl Backstage Restroom Project	08/27/2026	3,368.75

Check Register

Check Summary By Check Number

Check No	Vendor Name	Check Date	Check Amount
81245	**Trail Rides of Ojai DBA Infinite Horsemanship** Recreation Class- Western Horsemanship Lessons	08/27/2026	199.50
81246	**United Storm Water, Inc** June 2026 City Wide Storm Drain Connector Project	08/27/2026	24,990.00
81247	**Ventura County Auditor-Controller** July 2026 Parking Citation County Fees	08/27/2026	250.00
81248	**Ventura Signs & Screen Printing** August 2026 Recreation Sports League Summer Camp Shirts	08/27/2026	758.56
81249	**Westridge Market Inc** July 2026 Supplies for Public Works	08/27/2026	28.68
81250	**County of Ventura Public Works Agency** June 2026 Hazardous Waste Program Event	08/27/2026	2,912.50
81251	**Mesa Energy Systems Inc** May 2026 PW Lower Yard Door Opener Replacement	08/27/2026	5,034.00
81252	**Ojai Valley Chamber of Commerce** January 2026 Professional Services Agreement	08/27/2026	9,100.00
ACH	**Amazon.com/Sales, Inc** July & August 2026 Miscellaneous Supplies	08/17/2026	670.76
ACH	**Paddle.Com Inc** IT Security Annual Subscription	08/17/2026	3,990.00
ACH	**Charter Communications Holdings, LLC** June - August 2026 Internet	08/17/2026	2,220.00
ACH	**Willdan Engineering** June 2026 Planning Technician	08/17/2026	12,180.00
ACH	**Amazon.com/Sales, Inc** July & August 2026 Miscellaneous Supplies	08/17/2026	3,523.43
ACH	**Health and Human Resource Center Inc** August & September 2026 Employee Assistance Program	08/17/2026	287.28
ACH	**Ameriflex: Admin Fee ACH** August 2026 Payroll Expense	08/17/2026	120.00
ACH	**Ameriflex: Claims ACH** August 2026 Payroll Expense	08/17/2026	308.00
ACH	**Christopher Reno** August 2026 Trolley Repairs	08/17/2026	9,625.00
ACH	**U.S Bank National Association** July 2026 Miscellaneous Supplies	08/21/2026	30,735.20

Check Register

Check Summary By Check Number

Check No	Vendor Name		Check Date	Check Amount
ACH	**Amazon.com/Sales, Inc**		08/21/2026	8,975.90
	July & August 2026 Miscellaneous Supplies			
ACH	**Mission Square 457 ACH**		08/21/2026	11,067.62
	August 2026 Payroll Expense			
ACH	**Christopher Reno**		08/21/2026	5,500.00
	August 2026 Trolley Repairs			
ACH	**IRS ACH**		08/21/2026	50,791.00
	August 2026 Payroll Expense			
ACH	**EDD ACH**		08/21/2026	8,263.05
	August 2026 Payroll Expense			
ACH	**Ameriflex: Claims ACH**		08/24/2026	800.46
	August 2026 Payroll Expense			
ACH	**CalPERS Retirement ACH**		08/24/2026	26,826.99
	August 2026 Payroll Expense			
ACH	**Shell ACH**		08/26/2026	59.81
	July 2026 Vehicle & Equipment Fuel			
ACH	**Chevron**		08/26/2026	2,749.72
	July 2026 Vehicle & Equipment Fuel			
ACH	**Mission Square RHS ACH**		08/27/2026	22,374.00
	August 2026 Retiree Health Savings			
				531,053.97
ACH	**Payroll**			
	Pay Period 8/03/2026-8/16/2026		08/20/2026	134,812.28
	Pay Period 8/17/2026-8/27/2026 *Final Payout		08/27/2026	2,279.17
		Wire & Paper Check Total		**137,091.45**
			Grand Total	**$ 668,145.42**

City of Ojai
Disbursement by Category

Category	Amount
Advertising	**774.50**
Ojai Valley News	774.50
Lease and Rentals	**7,078.35**
Bennie K. Enterprises Inc	5,480.00
Canon Financial Services, Inc.	1,264.29
E.J. Harrison & Sons	333.06
Greg Rents	1.00
Payroll and Benefits	**267,639.39**
Ameriflex: Admin Fee ACH	120.00
Ameriflex: Claims ACH	1,108.46
California State Disbursement Unit	282.58
CalPERS Retirement ACH	26,826.99
Colonial Life & Accident Ins	716.14
EDD ACH	8,263.05
Franchise Tax Board	100.00
Health and Human Resource Center Inc	287.28
IRS ACH	50,791.00
Lincoln National Life Insurance Co	3,061.21
Metropolitan Life Insurance Company	5,549.61
Mission Square 457 ACH	11,067.62
Mission Square RHS ACH	22,374.00
Pay Period 8/03/2026-8/16/2026	134,812.28
Pay Period 8/17/2026-8/27/2026 *Final Payout	2,279.17
Professional Services/Contract Services	**213,863.18**
AllConnected, Inc.	6,665.80
Christopher Reno	15,125.00
Clinicas Del Camino Real Inc	14.00
County of Ventura Public Works Agency	2,912.50
Emmanuel A Mendez	1,250.00
Fred's Tire Man	252.92
Help of Ojai Inc.	77,958.00
Jan C. Scow	582.75
Jordan Kear	3,062.50
Kelly Cleaning & Supplies, Inc.	8,423.08
Mark Cranes Tree Inc	7,200.00
Mesa Energy Systems Inc	5,034.00
Ojai Business Center Inc	162.49
Ojai Valley Chamber of Commerce	9,100.00
Owl Towing & Storage, Inc.	1,300.00
Phoenix Group Info Systems	236.03
Secural Security Corporation	24,135.36
SSD Systems	395.00
Timothy Kresge Debra Kresge	3,368.75
Tripepi Smith and Associates, Inc.	8,890.00
United Storm Water, Inc	24,990.00
Ventura County Auditor-Controller	250.00
Ventura Pest Management	375.00
Willdan Engineering	12,180.00
Recreation Classes	**10,183.10**
Kathleen Abasi	78.00
Ojai Music Festival	5,352.75
Starlight Dance Academy	1,050.00

Terry Kvasnik	1,170.00
Timothy Bowen	2,332.85
Trail Rides of Ojai DBA Infinite Horsemanship	199.50
Subscriptions and Software	**69,372.73**
Accela Inc.	23,930.15
AllConnected, Inc.	4,941.55
Carahsoft Technology Corporation	23,600.00
CivicPlus, LLC	10,811.03
NetFile Inc	2,100.00
Paddle.Com Inc	3,990.00
Supplies	**52,251.65**
Amazon.com/Sales, Inc	13,170.09
Aqua-Flo Supply	1,171.36
David Hauptman CO.; INC	442.38
Delta Liquid Energy	1,213.98
Meiners Oaks Hardware	10.71
Ojai Auto Supply	3,924.58
Ojai True Value Hardware	165.84
Prudential Overall Supply	396.75
Puretec Industrial Water	146.25
Sinclair Sanitary Supply, Inc.	87.27
U.S Bank National Association	30,735.20
Ventura Signs & Screen Printing	758.56
Westridge Market Inc	28.68
Utilities	**46,982.52**
AT&T	256.01
Casitas Municipal Water District	9,850.92
Charter Communications Holdings, LLC	2,220.00
Chevron	2,749.72
Shell ACH	59.81
Southern CA Edison	31,846.06
Grand Total	**668,145.42**

Warrant Register for the Meeting Date September 08, 2026

Per Section 37208 of the Government Code, I hereby certify that the referenced demands conform to the approved budget except as noted and have been paid. These demands are hereby submitted to the City Council for receipt and file.

_____

Leah Palmer, Acting Finance Director

Administrative Report

TO: **Honorable City Council**

FROM: **Weston Montgomery, Chief Deputy City Clerk**

MEETING DATE: **September 8, 2026**

SUBJECT: **Biennial Conflict of Interest Code Update**

RECOMMENDATION

Adopt Resolution No. 2026-31 adopting a Conflict of Interest Code and rescinding Resolution No. 2024-24.

DISCUSSION

The Political Reform Act requires each local agency to adopt a Conflict of Interest Code and to review it biennially and amend it as necessary to ensure the Code remains up-to-date. The City Council last updated the Conflict of Interest Code in 2024. Since that time, several organizational changes have occurred which require amendments to the City's Code.

The Conflict of Interest Code designates which public officials, positions, commissions, and boards are required to file a Statement of Economic Interests (Form 700). This form is filed on an annual basis and provides information regarding the designated individual's financial interests within the City's boundaries.

The positions designated in the Code have been determined to make or participate in making governmental decisions that may have a foreseeable material effect on a filer's financial interests.

The attached Resolution contains the following updates:

1. Adds the following positions:
    - Deputy City Manager
    - Assistant to the City Manager
    - Human Resources Director
    - Human Resources Manager
    - IT Manager
    - Transit Operations Supervisor
    - Events & Public Information Officer
    - Management Analyst
    - Assistant Community Development Director
    - Building Inspector

- Principal Planner
- Assistant Finance Director
- Accounting Manager
- Public Works Superintendent
- Public Works Inspector/Project Manager
- Finance and Budget Committee – Public Members (name correction)
- Public Safety Commission - Commissioners

2. Removes the following positions:
   - Finance Director (this position is covered as an 87200 filer and will file directly with the FPPC similar to the City Manager, City Attorney and City Treasurer)

3. Requires all filers to provide full disclosure on their Form 700

4. Requires all filers to file electronically through the City's NetFile system.

CITY COUNCIL GOALS ALIGNMENT
N/A (See Explanation Below)

This action is required to remain in compliance with the Political Reform Act.

OPTIONS
1. Take no action;
2. Provide alternative direction to staff.

FISCAL IMPACT
There is no fiscal impact because of this action.

Prepared by: Weston Montgomery, Chief Deputy City Clerk

ATTACHMENT(S)
A. Resolution No. 2026-31

CITY OF OJAI

RESOLUTION NO. 2026-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI ADOPTING THE CITY'S CONFLICT OF INTEREST CODE AND REPLEADING RESOLUTION NO. 24-24

WHEREAS, the Political Reform Act, Government Code Sections 81000, et seq., requires local government agencies to adopt a conflict of interest code and to conduct a biennial review of the code; and

WHEREAS, additionally, Government Code Section 87306 requires every agency to amend the code when necessitated by changed circumstances, including the creation of new positions, deletion of old positions and relevant changes in the duties assigned to existing positions and Government Code Section 87306 requires biennial review of the conflict of interest code in each even-numbered year; and

WHEREAS, the City Council initially adopted a Conflict of Interest Code in 1976 and has amended the Code since that time to ensure the Code remains up-to-date in accordance with the Political Reform Act; and

WHEREAS, the City Council last updated the Conflict of Interest Code by adoption of Resolution No. 2024-24; and

WHEREAS, the City wishes to update the Conflict of Interest Code and the following accurately sets forth those positions which should be designated filers.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Ojai hereby finds and determines that the above recitals are true and correct.

SECTION 2. Title 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission (FPPC) are hereby incorporated by reference and, along with this Resolution which designates the City's filers, constitutes the City of Ojai's Conflict of Interest Code.

SECTION 3. The following positions are required to provide full disclosure pursuant to Government Code Section 87200 and, pursuant to AB 1170, are required to file electronically within the FPPC's electronic filing system:

- Mayor
- Council Members
- City Manager
- City Attorney
- Planning Commissioners
- City Treasurer/Chief Financial Officer

- Other Public Officials who Manage Public Investments

SECTION 4. The City requires full disclosure for the positions listed below which make or participate in making decisions that may foreseeably have a material effect on financial or economic interests. Full disclosure includes all economic interests within the City of Ojai, including real property, investments, business positions, and sources of income including gifts, loans, and travel payments.

CITY CLERK DEPARTMENT
City Clerk
Chief Deputy City Clerk

CITY MANAGER'S DEPARTMENT
Assistant City Manager
Deputy City Manager
Assistant to the City Manager
Human Resources Director
Human Resources Manager
IT Manager
Transit Operations Supervisor
Events & Public Information Officer
Management Analyst

COMMUNITY DEVELOPMENT DEPARTMENT
Community Development Director
Assistant Community Development Director
Building Official
Code Enforcement Official
Building Inspector
Principal Planner

FINANCE DEPARTMENT
Assistant Finance Director
Accounting Manager

PUBLIC WORKS DEPARTMENT
Public Works Director
Public Works Superintendent
Public Works Inspector/Project Manager

RECREATION DEPARTMENT
Recreation Manager

COMMISSIONERS, BOARD MEMBERS AND COMMITTEE MEMBERS
Arts Commission - Commissioners
Building Appeals Board - Members
Historic Preservation Commission - Commissioners
Finance and Budget Committee - Public Members

Parks and Recreation Commission - Commissioners
Public Safety Commission - Commissioners

CONSULTANTS

Consultants filling a designated position*

*The City Manager may determine, in writing, that a particular consultant, although holding a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties, and based upon that description, a statement of the extent and disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

SECTION 5. The City requires the City's filers to utilize the City's electronic filing system. The Chief Deputy City Clerk will perform the duties of Filing Officer for the City of Ojai.

SECTION 6. All resolutions or parts of resolutions, specifically Resolution No. 24-24, not consistent with or in conflict with this resolution are hereby rescinded.

SECTION 7. Any change provided for in this Conflict of Interest Code will not affect or excuse any offense or act committed or done or omission or any penalty or forfeiture incurred or accruing under any other Conflict of Interest Code; nor will it affect any prosecution, suit or proceeding pending or any judgment rendered in connection with any other Conflict of Interest Code.

SECTION 8. The City Clerk shall certify the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED on September 8, 2026.

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

ATTEST:

Date: _____

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____
Bethany A. Burgess, City Attorney

I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai, certify that Resolution No. 2026-31 was adopted at a regular meeting held September 8, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Weston Montgomery, Chief Deputy City Clerk

Administrative Report

TO: **Honorable City Council**

FROM: **Weston Montgomery, Chief Deputy City Clerk**

MEETING DATE: **September 8, 2026**

SUBJECT: **Commission Appointment**

RECOMMENDATION

Confirm nomination of applicant Kathryn Donwen as Public Safety Commissioner, to fill a mid-term vacancy and inaugural two-year term (term ending May 2028).

DISCUSSION

City Council established the Public Safety Commission in March 2026 through Ordinance No. 972. This is now established as Ojai Municipal Code Title 3 Chapter 9. The Municipal Code outlines the process for filling the inaugural Commission vacancies.

For the inaugural Commission, a nominating committee comprised of the Mayor and a rotating City Councilmember, as determined by the City Clerk, shall nominate four Commissioners for confirmation by the City Council, with each Councilmember having an opportunity to serve on a nominating committee. The Mayor shall nominate one Commissioner independently for confirmation by the City Council. This one nomination of Kathryn Donwen remains the Mayor's independent vacancy to fill.

Also, for the inaugural Commission, the first three members appointed shall serve an initial term of up to four years, and the remaining two members shall serve an initial term of up to two years. All inaugural Commissioners are eligible for reappointment. All subsequent Commission appointments shall be for a term of four years.

The City's Local Appointments ("Maddy Act") List, which is mandated and updated throughout the year on the City website, outlines the commission seats and Council Member involved in each appointment and reappointment

The City performed numerous acts of outreach to the Council and the public. Public outreach included updating the Maddy Act Local Appointments List, updating the City website for Commission Vacancies, posting public notice of the vacancies, advertising in the Ojai Valley News, and providing communications to the full Council, Commissioners, and staff.

This process has been followed for each candidate under consideration. As required by Ojai Municipal Code, the nominating committees together recommend:

1. **Kathryn Donwen – Public Safety Commission** (Appointment to fill mid-term vacancy and inaugural two-year term. Term ending May 2028) (Mayor Gilman)

If the City Council rejects these nominees, the nominating committee(s) will reconvene to select another candidate. This process continues until a nominee is confirmed.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 9 - Communication and Relationships

OPTIONS
1. Take no action;
2. Provide alternative direction to staff.

FISCAL IMPACT
There is no fiscal impact as a result of this action.

Prepared by: Weston Montgomery, Chief Deputy City Clerk

ATTACHMENT(S)
A. Commissioner Application Form – K. Donwen

APPLICATION FOR APPOINTMENT

Please indicate your interest(s) below:

City of Ojai Commissions/Committee/Board
☐ Arts Commission
☐ Historic Preservation Commission
☐ Parks & Recreation Commission
☐ Planning Commission
☒ Public Safety Commission
☐ Finance and Budget Committee
☐ Building Appeals Board
County of Ventura Advisory Committees
☐ Air Pollution Control District Advisory Commission
☐ Area Agency on Aging
☐ Area Housing Authority
☐ Citizens Transportation Advisory Committee (CTAC)

Name: Kathryn (Katie) Donwen Date: 9/2/2026

[redacted]

Employer: Ojai Unified SD Business Phone: _____

Business Address: 650 Carne Rd. Ojai

Type of Business: Education

Education: some college - CLU (Cal Lutheran University)
Business Admin | Marketing | International Business

Number of years as an Ojai Valley resident: 38

Are you registered to vote in the City of Ojai?: ☒ Yes ☐ No

List civic activities, clubs and associations, etc.: Assistant Coach for Nordhoff Girls Tennis. Acting Board Chair/Treasurer/Co-founder for Sunny Side Preschool in Ojai

Additional information, qualifications and/or references: _____

(You may attach additional pages if you wish)

PLEASE NOTE: The City of Ojai requires all appointees to file a Form 700 Statement of Economic Interests. If you have any questions regarding the Form 700 or the City's application process, please contact the City Clerk's office at cityclerk@ojai.ca.gov.

[redacted]

Return the completed from via email to cityclerk@ojai.ca.gov or via mail to:

City Clerk's Office
401 South Ventura Street
Ojai, California 93023

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Bethany Burgess, City Attorney
Lucas Seibert, Community Development Director

MEETING DATE: **September 8, 2026**

SUBJECT: **Design Review Permit (DRP 25-011), Conditional Use Permit (CUP 26-004), Zone Change (ZC 25-002), General Plan Amendment (GPA 25-001) | Regarding the Change in Use From an Office Use to a Health Spa & Wellness Center Use, Zone Change from Public, Quasi-Public (P-L) to Village Mixed Use (VMU), and General Plan Land Use Amendment from Public/Quasi-Public (P) to Village Mixed Use (VMU); located at 107 North Ventura Street (Formerly: World University) – Assessor's Parcel No. 021-0-106-040 and currently residential use at 107 W. Matilija Street Assessor's Parcel No. 021-0-106-030. The existing General Plan Land Use Designation of the subject site is Public/Quasi-Public (P) and existing Zoning Classification of the subject site is Public, Quasi-Public (P-L). Property Owner: 107 Ventura LLC. Applicant/Representative: Jeremy McBride.**

RECOMMENDATION

1. Continue consideration of this item to a future City Council meeting.

SUMMARY

The proposed project at 107 N. Ventura Street is the Hotel El Roblar Health Spa and Wellness Center — an adaptive reuse of the existing ±7,633 SF one-story commercial building (the former World University of America) into a health spa and wellness facility operated in conjunction with Hotel El Roblar across Ventura Street. The project does not add square footage to the subject building; exterior improvements are limited to replacing the rear paved parking lot with landscaping and other use-supporting elements that have minimal visibility from the public right-of-way.

The facility would serve hotel guests during peak demand (open 6:00 a.m.–10:00 p.m., spa hours 8:00 a.m.–8:00 p.m.) and, during off-peak times, up to four of the eight spa treatment rooms would be available by reservation to local residents (facility open 6:00 a.m.–9:00 p.m., spa hours 8:00 a.m.–6:00 p.m.). The site spans two parcels and a voluntary lot merger is included as a condition of approval to resolve this inconsistency and align with the proposed VMU zoning.

The Planning Commission conducted a concept review in October 2024, held a public hearing on July 15, 2026 (addressing courtyard shared-use, fencing, crosswalk placement, wayfinding signage, landscaping, and parking), recommended approval on August 5, 2026, and on August 19, 2026, considered comments from the Historic Preservation Commission (which were forwarded to City Council), and also considered revised U-shaped courtyard elevations and a condition requiring a shared parking agreement between Hotel El Roblar and the subject site.

The project requires a zone change and general plan amendment from P-L (Public/Quasi-Public) to VMU (Village Mixed Use), a Design Review Permit (DRP 25-011), a Conditional Use Permit (CUP 26-004), and is categorically exempt from CEQA under Class 1 and Class 3, with the Historic Resources Report prepared by Architectural Resources Group confirming the adaptive reuse will not compromise the building's eligibility for local or state historic designation.

DISCUSSION

The proposed project involves the adaptive reuse and repurposing of the existing building at 107 North Ventura Street, giving the building renewed life and function while maintaining its historic character and significance. The project does not involve the addition of square footage to the subject building. Exterior site improvements are limited to the replacement of a paved parking lot with landscaping and other items supporting the new use at the rear (west) of the subject building, which has minimal visibility from the public right-of-way.

The Hotel El Roblar vision is one which includes the public's involvement and interaction with the use as well as the guests of the hotel. To achieve this vision the hotel anticipates a peak demand, and off-peak demand. During peak demand, the spa will be open for use by registered overnight guests of the hotel. The facility will be open between 6:00am-10:00pm, with spa hours from 8:00am to 8:00pm. During off-peak times, reservations for up to four of the eight spa treatment rooms will be available for booking by local residents. Hours of operation for the facility will be between 6:00am to 9:00pm, with spa hours ranging from 8:00am-6:00pm.

The site contains two separate parcels — 107 North Ventura Street (APN: 021-0-106-040) and 107 W. Matilija Street (APN: 021-0-106-030) — with a lot line that runs directly over an existing building. A voluntary lot merger is included as a condition of approval to provide consistency between the two uses on the site and future consistency with the proposed VMU zoning.

COMMISSION REVIEW | The Planning Commission played a central and multi-stage role in this project. The Commission first conducted a concept review in October 2024, providing early feedback that helped shape the direction of future planning without rendering any formal decisions. By April 2026, staff confirmed that the zone change proposal was proceeding consistently with that earlier concept review. On July 15, 2026, the Commission held a public hearing where it reviewed the proposed project, received community input, and provided comments on key issues including courtyard shared-use, fencing, crosswalk placement, wayfinding signage, landscaping, parking, and the zone change and general plan amendment analysis. The questions generated at the July PC

meeting were captured and responded to for the August 5, 2026 meeting. Also at their August 5, 2026 meeting, the Commission recommended approval of the project and directed staff to forward the Historic Resources Report prepared by Architectural Resources Group to the Historic Preservation Commission (HPC) for comments, with those comments to be returned to the Planning Commission for further consideration.

On August 19, 2026, the Planning Commission reviewed the HPC's comments from their August 13, 2026 meeting and considered forwarding those comments, together with the Planning Commission's recommendation, revised U-shaped courtyard elevations, and added condition regarding a shared parking agreement between Hotel El Roblar and the subject site, to the City Council for final consideration and action on the project. The conditions of approval captured by the Planning Commission resolution are included as part of the City Council resolution considering approval of the project. The traffic and parking analysis is Attachment D.

The Planning Commission's referral of the Historic Resources Report (Attachment E) to the Historic Preservation Commission (HPC) is directly tied to Section 4-8.05 subsection (o) of the Ojai Municipal Code, which requires the HPC to review and comment within 30 days of submission for the public record on any historic resources reports prepared for development projects requiring a design review permit, conditional use permit, development agreement, or other zoning code permit. The HPC provided comments related to the historic resources report as well as the proposed project. Those comments are captured in Attachment A.

KEY TOPICS | The project at 107 North Ventura Street addresses several key topics related to site design and use, which were brought forward during the commission meetings. Notable considerations include the creative approaches to courtyard shared use, with the applicant exploring artistic fencing solutions that incorporate community input. Also, the discussion of a mid-block crosswalk on Ventura Street, requiring recommendations from traffic engineers and compliance with both local and state regulations. A simple and actionable solution provided by the applicant for this mid-block discussion includes wayfinding signage to visually connect Hotel El Roblar with the new wellness facility and health spa. Landscaping improvements would further enhance the wellness center experience, with compliance ensured to support low water usage, microclimate, erosion control, and fire clearance standards.

Historic preservation of this site is a central concern, as Architectural Resources Group's report confirms that the adaptive reuse project will not compromise the building's eligibility for local or state historic designation and will retain its character-defining features in accordance with the Secretary of the Interior's Standards for Rehabilitation. While the structure is too young for National Register eligibility, it is eligible for listing as a City of Ojai Landmark and the California Register of Historical Resources. As required by municipal code, the Historic Resources Report was reviewed by the Historic Preservation Commission, which provided feedback.

Additional site-related issues include parking, which is addressed by utilizing Hotel El Roblar’s parking supply and onsite spaces, supported by a third-party traffic and parking analysis. The commission at their August 19 meeting included a condition requiring a

shared parking agreement between the subject site and Hotel El Roblar. The reason for the agreement resides with the reliance of the hotel's surplus parking demand being applied to the subject site. In the future, if the site were to severe ties with the hotel, the spa would need to provide justification for their parking demand to continue as a stand-alone business.

The project also involves a voluntary lot merger to resolve inconsistent lot lines and align with the new Village Mixed Use zoning; this is included as a condition of approval to the project as the City works towards a ordinance to address this requirement. The change from Public/Quasi-Public to Village Mixed Use zoning allows for a mix of residential and commercial uses that encourage community interaction, subject to conditional use permit approval. The validity and modifiability of previously granted CUPs upon ownership change, as well as the necessity for Historic Preservation Commission review, are also confirmed under local ordinances. The plans for the project are provided as Attachment F.

SITE HISTORY | The subject site at 107 North Ventura Street was home for many years to the World University of America, an private educational facility that housed a bookstore, chapel, administrative offices, and classrooms. The building was generally used for administrative functions.

The building was originally constructed by Ojai First Baptist Church circa 1950 for offices and social use, and later served as Ojai City Hall, Police Station, temporary courtroom, and Chamber of Commerce until the mid-1970s. In 1976, Dr. Benito F. Reyes and Dominga Reyes purchased the property to establish World University, a New Age, Theosophy, and liberal arts institution that operated from 1977 to 2017 before closing their door due to lack of accreditation. Hotel El Roblar's owners purchased the site in 2023–2024 with the vision of transforming it into a spa and wellness center to serve the guests of the hotel but to also carve out time for the local community to benefit from this use.

CALIFORNIA ENVIRONMENTAL QUALITY ACT | The project qualifies as being categorically exempt through Class 1 which consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The key consideration is whether the project involves negligible or no expansion of an existing use.

Class 3 consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures, and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure(s). As described above, the project does not involve an expansion, but does include minor alterations to the site including the removal of onsite parking spaces and trash enclosure. However, a parking demand analysis performed by Associate Traffic Engineers (a traffic engineering firm) identified sufficient parking between the Hotel El Roblar and the subject site; both under the same ownership and control. Furthermore, the site does include a change in use from office to health/fitness facility. The change in use does not include the expansion of any of the existing structures and the existing residential use onsite would remain unchanged.

Pursuant to CEQA Guidelines Section 15300.2 (Exceptions), a categorical exemption is not allowed if the project would have one of the following impacts: 1) cumulative impact; 2) significant effect; 3) impact to scenic highways; 4) hazardous impact due to project being located on any hazardous materials list compiled pursuant to Section 65962.5 of the Government Code; and 5) impact on historical resources.

The proposed project has been reviewed under Section 15300.2 for any characteristics or circumstances that might invalidate findings that the project is exempt under Section 15301 (Class 1) or Section 15303 (Class 3). As substantiated and discussed in detail in the attached supplemental information associated with historic resources Architectural Resources Group (ARG) prepared a historic resources report which identified the site as being eligible for local and state landmark status, and further identified the project would not cause physical impairment to 107 North Ventura Street in such a way that it would no longer be eligible for state or local designation. The building would retain all of its character-defining features and would continue to retain sufficient integrity to convey its significance following the completion of the project. Furthermore, the proposed project would not have a significant impact, and exceptions under Section 15300.2 would not prohibit the use of an exemption for this project. Therefore, no further environmental review is necessary.

COUNCIL GOALS ALIGNMENT

Goal No. 9 - Communication and Relationships

This is a development project which will offer a service to the local community as well as the hotel guests. The project does include changes to the City's general plan and zoning map to allow the change in use.

OPTIONS

1. Take no action; or
2. Provide alternative direction to staff.

FISCAL IMPACT

The costs associated with the processing of this project, including consultant time has been borne by the applicant. The estimated cost to process this project is ~$15,000.

Prepared by: Lucas Seibert, Community Development Director

ATTACHMENT(S)

A – Historic Preservation Commission Comments
B – City Council Resolution
C – City Council Ordinance
D – Traffic and Parking Analysis
E – Historic Resources Report
F – Project Plans

The Commissioners provided comments on the historic resources report prepared by Architectural Resources Group (ARG) regarding the proposed health spa & wellness facility located at 107 North Ventura Street. The Commission did not provide physical written comments to Staff, instead their comments were summarized and identified by each individual Commissioner. Commissioner Moore was absent and no comments were received. Below are those comments from the six commissioners in attendance of the meeting and summarized below.

Chair McHatton | Spoke on the process and journey for future historic resources reports to be brought before the commissioner earlier. The earlier review provides the commission with an opportunity to interact with the applicant and proposed project early in the process rather than late in the process. Speaking on the U-shaped courtyard area, she finds support for a fence given there was a fence there before and understands an opportunity for landscaping as a barrier and recognizes the importance of securing this space for the future spa use.

Vice-Chair Walker | Expressed concern regarding the process and interpretation of how this historic resources report was provided to the commission for review and comment. Regarding the U-shaped courtyard he was not supportive of a tall fence or tall landscaping to close off the courtyard to the public. He further clarified that a barrier of no more than three-feet would provide security and remain visible to the public and further clarified his point with the example of the low-rise stucco wall along Ojai Avenue for the Ojai Valley Museum and how that wall provides a barrier while also providing security + visibility between the public space and the museum.

Commissioner Bisaccia | Stated a story of appearing in a court room (temporary court room) in front of Judge Richard Love (Circa 1960) who had a law office located on the west side of town off of Ojai Avenue and noted that the historical records may have missed this important piece of history; temporary courtroom not him appearing in court. He also commented on the U-shaped courtyard with a fence and/or landscape buffer being appropriate given the thoughtful applications applied to the stucco walls at Hotel El Roblar and the use of small peak holes to create a unique way for public interaction.

Commissioner Aikens | Spoke about visiting the site with one of the onsite managers (Shawn) for Hotel El Roblar and experiencing the U-shaped courtyard space which is directly visible and opens onto Ventura Street. Mr. Aikens viewed the improvements proposed for the U-shaped courtyard area to be appropriate with the landscaping buffer, but didn't support a fence of any style to close off the U-shaped courtyard.

Commissioner Sims | Spoke about the planter area and the U-shaped courtyard and believed that the applicant could be successful with planters to protect and secure the area. She believed that a tastefully and semi-transparent fence and landscaping barrier could be successful and was supportive of a low landscape barrier with pots or one that grew to a height of eight feet. She also was pleased to see the World University's spiritual and holistic health aspects being carried through with the change in use to a health spa & wellness facility. She too was supportive of future historic resources reports being forwarded to the Commission for an early opportunity to review the report and provide comments related to the associated project.

Commissioner Niessen | Focused her comments on the U-shaped courtyard and identified her support for a fence and/or planter pot barrier to secure the courtyard space.

CITY OF OJAI
CITY COUNCIL RESOLUTION NO. 26-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, APPROVING DESIGN REVIEW PERMIT (DRP 25-011), CONDITIONAL USE PERMIT (CUP 26-004), AND GENERAL PLAN AMENDMENT (GPA 25-001) FOR THE CHANGE IN USE FROM AN OFFICE USE TO A HEALTH SPA & WELLNESS CENTER USE, AND GENERAL PLAN LAND USE AMENDMENT FROM PUBLIC/QUASI-PUBLIC (P) TO VILLAGE MIXED USE (VMU); LOCATED AT 107 NORTH VENTURA STREET (FORMERLY: WORLD UNIVERSITY) – ASSESSOR'S PARCEL NO. 021-0-106-040 AND CURRENTLY RESIDENTIAL USE AT 107 WEST MATILIJA STREET ASSESSOR'S PARCEL NO. 021-0-106-030, THE EXISTING GENERAL PLAN LAND USE DESIGNATION OF THE SUBJECT SITE IS PUBLIC/QUASI-PUBLIC (P) AND EXISTING ZONING CLASSIFICATION OF THE SUBJECT SITE IS PUBLIC, QUASI-PUBLIC (P-L). PROPERTY OWNER: 107 VENTURA LLC. APPLICANT/REPRESENTATIVE: JEREMY MCBRIDE, AND THE PROJECT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, on December 11, 2025, Jeremy McBride (107 Ventura LLC), Applicant submitted an application for a Design Review Permit, Zone Change, General Plan Amendment regarding the change in use from an office use to a health/fitness facility use [Health Spa & Wellness Center], Zone Change from Public, Quasi-Public (P-L) to Village Mixed-Use (VMU), and General Plan Land Use Amendment from Public (P) to Village Mixed-Use (VMU), addressed 107 North Ventura Street – Assessor's Parcel No. 021-0-106-040 and -030; and

WHEREAS, incompleteness letter(s) were provided to the applicant regarding the project on January 12, 2026 and May 22, 2026; and

WHEREAS, on April 24, 2026 and June 11, 2026 the applicant resubmitted information in response to the incompleteness letter(s) issued and staff deemed the project complete for processing shortly thereafter; and

WHEREAS, on June 6, 2026, Conditional Use Permit (CUP 26-004) was submitted regarding the proposed change in use from Office to Health Spa & Wellness Center at the subject site as the Health/fitness facility use requires a conditional use permit within the Village Mixed-Use designation pursuant to Section 10-2.503 [Table 2-4]; and

WHEREAS, a zoning map amendment and general plan amendment are required for the proposed change in use from Office to Health Spa & Wellness Center from Public Quasi/Public to Village Mixed-Use; and

WHEREAS, on July 15, 2026, the Planning Commission reviewed this matter, received public comments, and provided comments to the applicant for consideration; and

WHEREAS, pursuant to Ojai Municipal Code Section 10-2.2003(a)(5) (Applicability) and Section 10-2.3102 (b) (Procedures) of the Ojai Municipal Code, a duly noticed public hearing was held by the City Council on August 5, 2026, for review and consideration of Design Review Permit (DRP 25-011), Zone Change, General Plan Amendment (GPA 25-001) and Conditional Use Permit (CUP 26-004), pursuant to notice of said hearing sent to all property owners within a 300'-0" radius of the subject property and published in the *Ojai Valley News* at least 20 days prior to the public hearing; and

WHEREAS, after taking public testimony and hearing evidence from City staff and the applicant, the City Council recommended approval of the proposed Design Review Permit (DRP 25-011), Zone Change, General Plan Amendment (GPA 25-001), and Conditional Use Permit (CUP 26-004) citing consistency with the Ojai Municipal Code; and

WHEREAS, based upon the foregoing facts and findings for Design Review Permit (DRP 25-011) and Conditional Use Permit (CUP 26-004), the City Council hereby determines as follows:

Findings for Design Review Permits Section 10-2.2009 (Findings and Decision):

a. All basic provisions of these Zoning Regulations are complied with.

Justification: The proposed zoning district, Village Mixed-Use is complied with as Health Spa & Wellness Center Uses are an allowed use subject to a design review permit and conditional use permit approval.

b. The following are designed and arranged so that traffic congestion is avoided, pedestrian and vehicular safety and welfare are provided and no adverse effect of any type on surrounding property will result:

Justification: The proposed Health Spa & Wellness Center and associated onsite improvements included in this project will have no adverse effect on pedestrian and vehicular safety as all of the proposed site modifications are limited to the designated courtyard areas and on the subject private property. Consistent with the Traffic, Parking, and Vehicle Miles Traveled Analysis for the subject site and proposed use was prepared by Associated Transportation Engineers. The report builds off the Stantec report which was prepared for Hotel El Roblar located directly to the east. In the Stantec report a parking demand analysis was conducted which accounted for the proposed spa use. The review proposes to use the Hotel El Roblar's parking supply but also provides eight parking spaces on-site, thus satisfying the parking requirements for the proposed change in use at the site.

There will be no adverse impact on vehicular ingress, egress and internal circulation as this project does not include an addition or removal of a vehicular ingress or egress. Internal circulation will not be adversely impacted as modifications to the site are mainly tied to courtyard areas. The modifications are within the designated site and will continue to provide vehicular and pedestrian circulation.

Setbacks will not be adversely impacted as the subject site is developed, and the project does not include structure/building additions/modifications which could impact existing setbacks.

The height of buildings will not be adversely impacted as there are no additional enclosed structures nor alterations to the buildings contemplated or included in this proposal for approval. The tallest feature of the existing building, including the parapet reaches a height of approximately 18'-0", which is within the 35'-0" height requirement of the Village Mixed-Use zoning district.

Fencing and architectural features included in the project are consistent with the property development standards of the municipal code and will therefore not pose an adverse impact.

The preliminary landscaping included in the project is intended to complement the proposed Health Spa & Wellness Center use and is less than 2,500 square feet in improved area and thus no adverse impact will be posed.

c. The proposed lighting is so arranged as to be directed away from adjoining properties.

Justification: The proposed lighting is directed away from adjoining properties as the proposed wall sconces will be capped directing the light downward and compliant with the required lighting standards.

d. The proposed signs shall not, by size, location, color or lighting, interfere with traffic, limit visibility or be so directed as to adversely affect surrounding properties or be in conflict with any provision of these Zoning Regulations; and

Justification: No signs are proposed as part of this review and consideration.

e. In approving a design review permit for a development with direct access to a State highway as shown on the circulation element of the Ojai General Plan or any applicable and adopted specific plan, the Commission shall make the following supplemental findings:

Justification: Existing open space and scenic vistas that can be viewed from State Highway 150 will remain protected as there are no structural alterations or height increases included in the project.

Findings for Conditional Use Permits Section 10-2.2406 (Findings and Decision):

a. The proposed use is conditionally allowed within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of these Zoning Regulations;

Justification: The proposed Health Spa & Wellness Center use is conditionally allowed within the Village Mixed-Use zoning district and would therefore not impair the integrity and character of the subject zoning district as the proposed project complies with all applicable provisions of these Zoning Regulations. Zoning regulations pertaining to development standards do not apply as there are no building additions included or anticipated with the project.

b. The proposed use is consistent with the General Plan;

Justification: The proposed project is consistent with the intent of the General Plan (VMU) as the General Plan encourages a busy pedestrian atmosphere within the Town Center area of Ojai. Key design concepts for new development in the Town Center identified in Figure 10 of the Land Use Element of the General Plan include a pedestrian design focus and creating lively spaces for both visitors and residents. The provision of Health Spa & Wellness Center use includes hours of operation for visitors tied to Hotel El Roblar as well as hours of operation open to the general public which are important components for providing and furthering the continued creation of lively and usable space in and near the downtown area.

c. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and future land uses and would not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other allowed uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City;

Justification: The subject site would operate as a Health Spa & Wellness Center and said use will operate under conditional provisions to ensure compatibility with existing and future land uses. The project includes interior modifications as well as modifications to a parking area to allow for the Health Spa & Wellness Center to provide further amenities tied to the proposed use and therefore will not impact traffic significantly with the negligible amount of new trips. Given no expansion of building footprint there will be no adverse impact on public interest, health, safety, convenience, or welfare.

d. The subject site is physically suitable for the type and density and intensity of use being proposed;

Justification: The subject site is physically suitable for the type and density of use as the use does not anticipate or proposed expansion to the square footage of the building. The conversion of the parking into a tranquil spa area will be able to accommodate the proposed Health Spa & Wellness Center use, as the proposed use will not infringe on existing public walkways, paths-of-travel, and other amenities along Ventura Street or Matilija Street. Pedestrian access to the building will remain and accessible from Matilija

Street.

e. There are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety;

Justification: As the site has been used as an office and school for a number of years and changing to a Health Spa & Wellness Center, connections to water, sanitation, and services have already been established. Those connections will continue to be utilized, and improved as needed. No additional measure regarding public access is needed as the site exists and remains connected to pedestrian facilities [sidewalks] and public parking lots within the downtown commercial district.

f. The proposed project has been reviewed in compliance with the provisions of CEQA and/or the City's environmental review procedures; and

Justification: The City Council hereby finds the project as described to be Categorically Exempt from the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15301 – Class 1 – (Existing Facilities) and Section 15303 – Class 3 – (New construction or conversion of small structures).

Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The key consideration is whether the project involves negligible or no expansion of an existing use.

Class 3 consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures, and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure(s). As described above, the project does not involve an expansion, but does include minor alterations to the site including the removal of onsite parking spaces and trash enclosure. However, a parking demand analysis performed by Associate Traffic Engineers (a traffic engineering firm) identified sufficient parking between the Hotel El Roblar and the subject site; both under the same ownership and control. Furthermore, the site does include a change in use from office to health/fitness facility. The change in use does not include the expansion of any of the existing structures and the existing residential use onsite would remain unchanged.

Pursuant to CEQA Guidelines Section 15300.2 (Exceptions), a categorical exemption is not allowed if the project would have one of the following impacts: 1) cumulative impact; 2) significant effect; 3) impact to scenic highways; 4) hazardous impact due to project being located on any hazardous materials list compiled pursuant to Section 65962.5 of the Government Code; and 5) impact on historical resources. The proposed project has been reviewed under Section 15300.2 for any characteristics or circumstances that might invalidate findings that the project is exempt under Section 15301 (Class 1) or Section 15303 (Class 3). As substantiated and discussed in detail in the attached supplemental information associated with historic resources Architectural Resources Group (ARG)

prepared a historic resources report which identified the site as being eligible for local and state landmark status, and further identified the project would not cause physical impairment to 107 North Ventura Street in such a way that it would no longer be eligible for state or local designation. The building would retain all of its character-defining features and would continue to retain sufficient integrity to convey its significance following the completion of the project. Furthermore, the proposed project would not have a significant impact, and exceptions under Section 15300.2 would not prohibit the use of an exemption for this project. Therefore, no further environmental review is necessary.

g. There would be no potential significant negative effects upon environmental quality and natural resources that would not be properly mitigated and monitored, unless a statement of overriding considerations is adopted by the applicable review authority.

Justification: There will be no potential significant negative effects upon environmental quality as the site is developed, and the proposed project does not include any building/structural modifications. Therefore, there will be less than significant effects on the surrounding environment as the proposed use will maintains compatibility with the Hotel ancillary operations and provides opportunities for local community access and use of the health spa and wellness center.

Findings for General Plan, Pursuant to Section 10-2.2707 (Findings and decision) of the Ojai Municipal Code an amendment to the General Plan may be approved only if the following findings are made, as applicable to the type of amendment in compliance with State law (Government Code Section 65800, et. seq.). The City Council hereby determines as follows:

(a)(1) The proposed amendment ensures and maintains internal consistency with the actions, goals, objectives, and policies of the General Plan, and would not create any inconsistencies with these Zoning Regulations, in the case of an amendment of these Zoning Regulations.

Justification: The proposed General Plan amendment ensures and maintains internal consistency with the actions, goals, objectives, and policies of the General Plan and Zoning Ordinance, and would not create any inconsistencies. In the case of this amendment to the General Plan Land Use Designation from Public Quasi-Public (P) to Village Mixed-Use (VMU), the designation is being amended to be consistent with the requested Zoning Map Change from Public, Quasi-Public (P-L) to Village Mixed-Use (VMU) to accommodate a Health Spa & Wellness Center together with the existing residential use; under same operation.

(a)(2) The proposed amendment would not be detrimental to the public convenience, health, interest, safety, or welfare of the City.

Justification: The proposed amendment to the general plan would not be detrimental to the public convenience, health, interest, safety, or welfare of the City. The project site is developed and the request is a General Plan Land Use Designation change from Public Quasi-Public (P) to Village Mixed-Use (VMU), the designation is being amended to be

consistent with the requested Zoning Map Change from Public, Quasi-Public (P-L) to Village Mixed-Use (VMU). The site allows for continued accommodate and conditionally allows a change in use from Office to Health Spa & Wellness Center use which promotes amenities for guest staying at Hotel El Roblar as well as Ojai residents use and allows for reasonable transitions in land uses as the community's needs change, thereby avoiding stagnant land uses and long-term vacant buildings within the city.

(a)(3) The proposed project has been reviewed in compliance with the provisions of CEQA and/or the City's environmental review procedures.

Justification: The proposed project has been reviewed in compliance with the provisions of CEQA and the City's environmental review procedures and has been found to be Categorically Exempt per CEQA Section 15301 (Existing Facilities), Section 15303 (New Construction or Conversion of Small Structures) and 15300.2 (Exceptions). More detail is provided under subsection (f) of the conditional use permit facts and findings.

(b) Additional finding for Zoning Map amendments. The site(s) is/are physically suitable (including access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested zoning designation(s) and anticipated land use development(s)

Justification: The site is physically suitable (including access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested land use development because the site has been previously developed with a structure and all utilities as well as appropriate vehicular and pedestrian access as the structure was previously used as a school and office and is proposed to maintain the residential use together with the commercial use providing for a compatible mixed-use plan onsite.

WHEREAS, the City Council finds the project as described to be Categorically Exempt from the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15301 – Class 1 – (Existing Facilities) and Section 15303 – Class 3 – (New construction or conversion of small structures).

Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The key consideration is whether the project involves negligible or no expansion of an existing use.

Class 3 consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures, and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure(s). As described above, the project does not involve an expansion, but does include minor alternations to the site including the removal of onsite parking spaces and trash enclosure. However, a parking demand analysis performed by Associate Traffic Engineers (a

traffic engineering firm) identified sufficient parking between the Hotel El Roblar and the subject site; both under the same ownership and control. Furthermore, the site does include a change in use from office to health/fitness facility. The change in use does not include the expansion of any of the existing structures and the existing residential use onsite would remain unchanged.

Pursuant to CEQA Guidelines Section 15300.2 (Exceptions), a categorical exemption is not allowed if the project would have one of the following impacts: 1) cumulative impact; 2) significant effect; 3) impact to scenic highways; 4) hazardous impact due to project being located on any hazardous materials list compiled pursuant to Section 65962.5 of the Government Code; and 5) impact on historical resources. The proposed project has been reviewed under Section 15300.2 for any characteristics or circumstances that might invalidate findings that the project is exempt under Section 15301 (Class 1) and Section 15303 (Class 3). As substantiated and discussed in detail in the attached supplemental information associated with historic resources Architectural Resources Group (ARG) prepared a historic resources report which identified the site as being eligible for local and state landmark status, and further identified the project would not cause physical impairment to 107 North Ventura Street in such a way that it would no longer be eligible for state or local designation. The building would retain all of its character-defining features and would continue to retain sufficient integrity to convey its significance following the completion of the project. Furthermore, the proposed project would not have a significant impact, and exceptions under Section15300.2 would not prohibit the use of an exemption for this project. Therefore, no further environmental review is necessary.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council determines that the above set forth findings are true and correct in regards to Design Review Permit (DRP 25-011), Conditional Use Permit (CUP 26-004), General Plan Amendment (GPA 25-001) and the associated CEQA exemptions, which findings are incorporated herein.

SECTION 2. The City Council hereby approves Design Review Permit (DRP 25-011), Conditional Use Permit (CUP 26-004), and General Plan Amendment (GPA 25-001), as discussed at the July 15, 2026 City Council meeting and further clarified at the August 5, 2026 City Council public hearing, and as depicted in the on the plans subject to the following conditions. The decision of the City Council shall be forward to the City Council for final decision on this proposed project.

CONDITIONS OF APPROVAL

Project Specific Conditions

1. The project recommended approval constitutes the City's authorization of the following:

    a. An amendment to the land use map of the general plan from Public, Quasi-Public (P) to Village Mixed-Use (VMU);

b. The hours for the use are as follows – Off-peak demand reservations for up to four of the eight treatment rooms will be available for booking by local residents for the wellness facility between 6:00am to 9:00pm and spa hours between 8:00am to 6:00pm

c. The hours for the use are as follows – Peak demand reservations for use by registered overnight guest of Hotel El Roblar will be open between 6:00pm to 10:00pm with spa hours from 8:00am to 8:00pm; and

d. Change in use from *office* to *health/fitness facility* [Health Spa & Wellness Center].

2. The use herein, shall remain as described in the application description (included herein as Exhibit 1) approved by City Council, unless and until an amendment to the Conditional Use Permit is approved as set forth in Ojai Municipal Code Title 10, Chapter 2, Article 24 (Conditional Use Permits). No conditional use may be changed to a type of conditional use different than that use proposed and location described in this permit.

3. The applicant shall comply with all requirements of the California Department of Alcoholic Beverage Control (ABC) as well as the Ojai Municipal Code.

4. The applicant shall comply with all requirements of the Ventura County Fire Department.

5. The applicant shall comply with all requirements of the Ventura County Environmental Health Division.

6. If the health/fitness facility [health spa & wellness center] is discontinued for a period of six months, then the use shall be discontinued without further notice.

7. If the property is sold the conditions of this use shall be signed by the new owner prior to continued operation of the facility.

8. The Architectural Resource Group (ARG) has prepared a historic resources report which determines the site/building qualifies for both local and state landmark designation. The property owner may pursue landmark status in the future; should a formal application and accompanying documentation be submitted, the request for landmark status will be promptly forwarded to the Historic Preservation Commission for preliminary review and comment, concurrent with the Community Development Staff's assessment of the application's completeness.

9. Once a voluntary merger process is codified through the Ojai Municipal Code, the property owner shall submit an application + associated fee together with accompanying document for process of APN No.'s 021-0-106-030 and -040 to be merged and for that voluntary merger to follow the process outlined within the Ojai Municipal Code.

10. No trash enclosure is provided at the subject site. All trash for this site shall be transported to 122 East Ojai Avenue. The applicant/property owner shall work with E. J. Harrison &

Sons regarding the transport and use of the subject site, days dedicated for trash pick-up, and any changes to this shared use. If the health spa & wellness facility were to terminate shared-use from Hotel El Roblar site, then the health spa and wellness facility shall undergo the planning process to secure onsite trash pick-up to address the existing spa use demand as a standalone use. The design shall be reviewed by the Community Development Department and processed according to the current Ojai Municipal Code standards and approved for use by E.J. Harrison & Son's or the City of Ojai's current solid waste/trash hauler.

11. Prior to issuance of a certificate of occupancy, the applicant/property owner shall provide proof to the City of a signed and ready for recording shared-parking agreement guaranteeing availability between the ten parking spaces at 107 North Ventura Street (APN No.'s 021-0-106-030 and -040) site and the parking spaces available to 122 East Ojai Avenue (APN No. 021-0-112-020). The Community Development Director and City Attorney shall review the shared-parking agreement prior to recordation with the County. The 107 North Ventura Street parking agreement must be recorded with the Ventura County Recorder's office before issuance of a certificate of occupancy for the health spa & wellness facility.

    If the health spa & wellness facility were to terminate shared-use from Hotel El Roblar site, then the health spa and wellness facility shall undergo a separate parking demand analysis to address the existing spa use parking demand as a standalone use at the subject site.

Community Development Standard Conditions

12. Discretionary conditions of approval shall be included on the first page of the building plans submitted to the Building Department for the project's building permit.

13. Within 180 days of design review permit approval, the permit shall be exercised in compliance with Title 10, Chapter 2, Article 32 (Time Limits and Extension) of the Ojai Municipal Code or the permit shall be deemed void, unless such approval is extended by the Commission for good cause either before or after the expiration of such time limit.

14. Within 180 days of a conditional use permit approval, the permit shall be exercised in compliance with Title 10, Chapter 2, Article 32 (Title Limits and Extensions) or the permit shall be deemed void. Discontinuance of the use permitted by the conditional use permit for a period of six months shall cause the Permit to be deemed void.

15. If noise levels associated with project construction exceed State standards as cited in the City's Noise Element of the General Plan and the Uniform Building Code, applicant/property owner will provide for mitigation of noise generation to State standards and maintain consistency with Title 5, Chapter 11 (Noise Standards and Regulations).

16. Prior to commencing construction, a building permit shall be obtained from the building division. All conditions of the building division shall be met in conformance with Title 9 (Building Regulations) of the Ojai Municipal Code.

17. All conditions of the City Engineer shall be met in conformance with Title 7 (Public Works) of the Ojai Municipal Code including the property dedication as identified on the approved plans.

18. Any proposed outdoor lighting shall comply with Title 10, Chapter 2, Article 16.5 (Exterior Lighting Standards) of the Ojai Municipal Code.

19. Compliance with the public arts ordinance within Title 4, Chapter 16 (Public Arts) of the Ojai Municipal Code.

20. Compliance with the Landscaping Standards with Title 10, Chapter 2, Article 12 (Landscaping Standards) of the Ojai Municipal Code.

21. During construction, short-term dust impacts shall be mitigated by sufficiently watering all excavated or graded materials to prevent excessive amounts of dust. Watering shall occur twice daily with complete coverage, preferably in the late morning and after work is completed for the duration of construction.

22. To reduce potential short-term, construction-related noise impacts associated with this project, construction work shall be limited to occur between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday and prohibited on weekends and holidays; consistent with Title 5, Chapter 11 (Noise Standards and Regulations) of the Ojai Municipal Code.

23. All rubbish, trash and garbage shall be regularly removed from the property and shall not be allowed to accumulate thereon. Applicant/property owner shall take advantage of all recycling programs offered by the City's contract rubbish hauler and shall provide space for storage of containers for this purpose.

24. No structure of a temporary or permanent character, trailer, camper, boat or equipment, or materials, supplies, inventory or work in progress or any similar property shall be permitted to remain upon the exterior portion of the lot after completion of construction/final inspection.

25. The applicant/property owner are prohibited from using any portion of the subject property for short-term, transient, or vacation rentals for any period of time less than 30 days in exchange for any form of compensation as this land use is not permitted by Ojai Municipal Code Section 10-2.402, Table 2-2, which lists all allowable land uses in residential zones. This prohibition shall remain in place unless and until the Ojai Municipal Code is amended to permit this land use. Violation of this condition of approval may result in revocation of this permit, in compliance with all applicable laws.

26. Legal requirements:

a. The owner/applicant, on behalf of itself and its successors and assigns, shall defend and hold harmless the City of Ojai, its officers, boards, commissions, agents and employees, and each of them from and against any claims, demands, actions, suits, liabilities and judgments of every kind and nature regardless of the merit of the same arising out of or related to the exercise and enjoyment of the approval of the City of the development permits necessary to the project including costs of investigations, attorney fees and court costs in the defense of any actions.

b. If the City believes that it is entitled to indemnification pursuant to this Condition, the City shall give the applicant prompt and written notice thereof. Any such notice shall set forth in reasonable detail and to the extent then known the basis for such claim for indemnification. Each such claim for indemnification shall expressly state that the applicant shall have only the thirty (30)-day period referred to in the next sentence to dispute or deny such a claim. The applicant shall have thirty (30) days following its receipt of such notice either to (i) acquiesce in such claim and its responsibilities to indemnify the City in respect thereof in accordance with the terms of this Condition by giving the City written notice of such acquiescence or (ii) object to the claim by giving the City written notice of the objection. If the applicant does not object to such claim for indemnification within such thirty (30)-day period, the applicant shall be deemed to have acquiesced in such claim and its responsibilities to indemnify the City in respect thereof in accordance with the terms of this Condition. If the applicant objects to such claim for indemnification within such thirty (30)-day period but it is subsequently determined that the City is entitled to indemnification from the applicant, interest shall be deemed to have accrued on the unpaid amount of such indemnification, including cost to defend, from the date on which the judgment or other final order is entered against the City until full payment of the amount of such indemnification at a rate of ten percent (10 percent) per annum and the City shall be entitled to payment of such interest from the applicant.

c. In connection with any claim which may give rise to indemnity under this Condition resulting from or arising out of any claim or proceeding against the City, the applicant shall (unless the City elects not to seek indemnity hereunder for such claim) assume the defense of such claim or proceeding if the applicant acknowledges to the City the City's right to indemnity pursuant hereto in respect to the entirety of such claim or proceeding and provide assurances reasonably satisfactory to the City, that the applicant will be financially able to satisfy the amount of such claim in full if such claim or proceeding is decided adversely.

   If the applicant assumes the defense of any such claim or proceeding, the applicant shall select counsel reasonably acceptable to the City to conduct the defense of such claim or proceeding, or shall pay for the defense of such claim or proceeding by the City's attorneys, shall take all steps reasonably necessary in the defense or settlement thereof, shall at all times diligently and promptly pursue the resolution thereof and shall bear all costs and expenses in connection with defending against such claim or

proceeding.

If the applicant shall have assumed the defense of any claim or proceeding in accordance with this Condition, the applicant may consent to a settlement of, or the entry of any judgment arising from, any such claim or proceeding only with the prior written consent of the City; provided, that the applicant shall pay or cause to be paid all amounts arising out of such settlement or judgment either concurrently with the effectiveness thereof or shall obtain and deliver to the City prior to the execution of such settlement a general release executed by the person not a party hereto, which general release shall release the City from any liability in such matter; provided, further, that the applicant shall not be authorized to encumber any of the assets of the city or to agree any restriction that would apply to the City or to its conduct of business; provided, further, that a condition to any such settlement shall be a complete release of the City, its council, board, commissions, officers, employees, consultants and agents with respect to such claim. The City shall be entitled to participate in (but not control) the defense of any such action, with its own counsel and at its own expense. The City shall, and shall cause each of its officers, employees, consultants and agents to cooperate fully with the applicant in the defense of any claim or proceeding being defended by the applicant pursuant to this Condition.

PASSED, APPROVED and **ADOPTED** this _____ day of _____ 2026.

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____
Bethany Burgess, City Attorney

Exhibit 1: Project Description

ORDINANCE NO. ___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI AMENDING THE OJAI MUNICIPAL CODE SECTION 10-2.202 CHANGING THE ZONE FROM PUBLIC, QUASI-PUBLIC (PL) TO VILLAGE MIXED-USE (VMU) FOR PROPERTY'S LOCATED AT 107 NORTH VENTURA STREET – ASSESSOR'S PARCEL NUMBER 021-0-106-040 AND 107 WEST MATILIJA STREET – ACCESSOR's PARCEL NUMBER 021-0-106-030 AS REFLECTED ON THE REVISED ZONING MAPS AND THE PROJECT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, Ojai is a community which recognizes the need to preserve its character, aesthetic value, and the unique quality of life; and

WHEREAS, as part of providing for community appropriate uses and allowing appropriate transitions in land uses as the needs of the community change, the property owner has applied for a change in zoning and General Plan land use classifications for the property located at 107 North Ventura Street and 107 North Matilija Street to account for a proposed change in use from Public/Quasi-Public (P-L) to Village Mixed-Use (VMU); and

WHEREAS, on August 5, 2026, the Planning Commission held a noticed public hearing regarding this proposed change in zoning and General Plan land use classification and, notice of said hearing was sent to all property owners within a 300' radius of the subject properties and published in the *Ojai Valley News* at least 20 days prior to the public hearing; and

WHEREAS, on August 5, 2026 the Planning Commission received and considered all public testimony, documentary evidence and staff recommendations submitted at such public hearing, and recommended adoption of this ordinance and the related environmental review determination by the City Council, and

WHEREAS, on September 8, 2026, the City Council held a noticed public hearing regarding the proposed change in zoning classification and, notice of said hearing was sent to all property owners within a 300' radius of the subject properties and published in the *Ojai Valley News* at least 10 days prior to the public hearing.

THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The Ojai City Council determines that the above set forth recitals and findings are true and correct in regards to the proposed Ojai Municipal Code Amendment.

SECTION 2. Findings. As required by Ojai Municipal Code section 10-2.2707, the Ojai City Council finds that the following findings can be made as needed to approve the proposed Zoning Map Amendments:

(a)(1) The proposed amendment ensures and maintains internal consistency with the

actions, goals, objectives, and policies of the General Plan, and would not create any inconsistencies with these Zoning Regulations, in the case of an amendment of these Zoning Regulations.

Justification: The proposed General Plan amendment and Zone Change ensure and maintain internal consistency with the actions, goals, objectives, and policies of the General Plan and Zoning Ordinance, and would not create any inconsistencies. In the case of this amendment to the General Plan Land Use Designation from Public Quasi-Public (P) to Village Mixed-Use (VMU), the designation is being amended to be consistent with the requested Zoning Map Change from Public, Quasi-Public (P-L) to Village Mixed-Use (VMU) to accommodate a Health Spa & Wellness Center.

(a)(2) The proposed amendment would not be detrimental to the public convenience, health, interest, safety, or welfare of the City.

Justification: The proposed amendment would not be detrimental to the public convenience, health, interest, safety, or welfare of the City. The project site is developed and the request is a General Plan Land Use Designation change from Public Quasi-Public (P) to Village Mixed-Use (VMU), the designation is being amended to be consistent with the requested Zoning Map Change from Public, Quasi-Public (P-L) to Village Mixed-Use (VMU). The site allows for continued accommodate and conditionally allows a change in use from Office to Health Spa & Wellness Center use which promotes amenities for guest staying at Hotel El Roblar as well as Ojai residents use and allows for reasonable transitions in land uses as the community's needs change, thereby avoiding stagnant land uses and long-term vacant buildings within the city.

(a)(3) The proposed project has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA) and/or the City's environmental review procedures.

Justification: The City Council finds the proposed project has been reviewed in compliance with the provisions of CEQA and the City's environmental review procedures and has been found to be Categorically Exempt per CEQA Section 15301 – Class 1 – (Existing Facilities), Section 15303 – Class 3 – (New Construction or Conversion of Small Structures) and 15300.2 (Exceptions).

Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The key consideration is whether the project involves negligible or no expansion of an existing use.

Class 3 consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small

structures, and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure(s). As described above, the project does not involve an expansion, but does include minor alternations to the site including the removal of onsite parking spaces and trash enclosure. However, a parking demand analysis performed by Associate Traffic Engineers (a traffic engineering firm) identified sufficient parking between the Hotel El Roblar and the subject site; both under the same ownership and control. Furthermore, the site does include a change in use from office to health/fitness facility. The change in use does not include the expansion of any of the existing structures and the existing residential use onsite would remain unchanged.

Pursuant to CEQA Guidelines Section 15300.2 (Exceptions), a categorical exemption is not allowed if the project would have one of the following impacts: 1) cumulative impact; 2) significant effect; 3) impact to scenic highways; 4) hazardous impact due to project being located on any hazardous materials list compiled pursuant to Section 65962.5 of the Government Code; and 5) impact on historical resources. The proposed project has been reviewed under Section 15300.2 for any characteristics or circumstances that might invalidate findings that the project is exempt under Section 15301 (Class 1) and Section 15303 (Class 3). As substantiated and discussed in detail in the attached supplemental information associated with historic resources Architectural Resources Group (ARG) prepared a historic resources report which identified the site as being eligible for local and state landmark status and further identified the project would not cause physical impairment to 107 North Ventura Street in such a way that it would no longer be eligible for state or local designation. The building would retain all of its character-defining features and would continue to retain sufficient integrity to convey its significance following the completion of the project. Furthermore, the proposed project would not have a significant impact, and exceptions under Section15300.2 would not prohibit the use of an exemption for this project. Therefore, no further environmental review is necessary.

(b) Additional finding for Zoning Map amendments. The site(s) is/are physically suitable (including access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested zoning designation(s) and anticipated land use development(s)

Justification: The site is physically suitable (including access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested zoning designation and anticipated land use development because the site has been previously developed with a structure and all utilities as well as appropriate vehicular and pedestrian access as the structure was previously used as a school and office and is proposed to maintain the residential use together with the commercial use.

SECTION 3. Zoning Map Amendment. The Revised Zoning Map for the City of Ojai referred to in Section 10-2.202 is hereby amended as follows:

The boundaries for the Public, Quasi-Public (PL) zoned lot or parcel shall be adjusted so that the zoning designation for the property located at 107 North Ventura Street (APN 021-0-106-040) and 107 North Matilija Street (APN 021-0-106-030) which is currently zoned Public, Quasi-Public (PL) shall hereafter be zoned Village Mixed Use (VMU); Exhibit 1 is attached.

SECTION 4. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

SECTION 5. Certification. The City Clerk shall cause this Ordinance to be published once, within fifteen (15) calendar days after its passage, in the *Ojai Valley News*, a newspaper of general circulation, printed, published and circulated in the City, and shall cause a copy of this Ordinance and the City Clerk's certification, together with proof of publication, to be entered in the Book of Ordinances of the City.

SECTION 6. Effective Date. This Ordinance shall take effect 30 days after its passage and adoption pursuant to California Government Code Section 36937.

PASSED AND ADOPTED THIS____day of_____, 2026.

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____

Bethany Burgess, City Attorney

Exhibit 1: Zoning Map Change PL to VMU

ASSOCIATED TRANSPORTATION ENGINEERS

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July 26, 2024 24012L01

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TRAFFIC, PARKING AND VMT ANALYSIS
FOR THE 107 N VENTURA STREET PROJECT - CITY OF OJAI

Associated Transportation Engineers (ATE) is submitting the following traffic, parking and VMT analysis for the 107 N Ventura Street Project (the "Project"), located in the City of Ojai. The analysis quantifies the number of average daily and peak hour trips associated with the Project and evaluates the Project's consistency with the General Plan transportation policies adopted by the City of Ojai and the County of Ventura. The analysis would also evaluate parking requirements for the Project. An analysis of Vehicle Miles Traveled (VMT) is also provided to evaluate potential CEQA transportation impacts.

PROJECT DESCRIPTION

The Project site is located at 107 N Ventura Street in the City of Ojai. Figure 1 (attached) illustrates the Project site location in Ojai. The Project is proposing to redevelop the existing 8,449 SF commercial office building located on-site to provide a spa operated in conjunction with the Hotel El Roblar. The spa will provide services to registered overnight guests of the Hotel El Roblar, which is located across the street. During off-peak times, reservations for up to 4 of the 8 treatment rooms will be available for booking by local residents. No changes are proposed for the existing residence with two parking spaces in the northwest corner of the property. Figure 2 presents the Project site plan. Access to the site is proposed via one existing driveway on the west side of N Ventura Street and one existing driveway on the south side of W Matilija Street.

It is noted that the spa was accounted for within the Institute of Transportation Engineers (ITE) Parking Generation Manual[1] Hotel rates that were used in the Hotel El Roblar's parking study conducted by Stantec[2]. Therefore, the Project proposes to use the Hotel's parking supply but will also provide 8 parking spaces on-site.

[1] Parking Generation Manual, Institute of Transportation Engineers, 5th Edition, 2019.
[2] Revised Parking Study, Stantec, March 24, 2022.

PROJECT TRIP GENERATION

Trip generation estimates were developed for the Project using trip rates contained in the ITE Trip Generation Manual.[3] The rates for Health/Fitness Club (Land Use Code #492) were used for the Project.

Given that the spa would be operated in conjunction with the Hotel El Roblar, there will be a large component of internal efficiency between the two land uses. "Internal Capture" trips include trip interactions between the guests at the hotel and the proposed spa. The analysis assumes 70% of the trips to the proposed spa would be from guests staying at the Hotel El Roblar. Table 1 presents a summary of the trip generation estimates with the internal factors for the Proposed Project (detailed trip generation worksheet attached).

Table 1
Project Trip Generation

Land Use	Size	Internal Factor	Trip Generation					
			ADT		AM Peak Hour		PM Peak Hour	
			Rate	Trips	Rate	Trips (In/Out)	Rate	Trips (In/Out)
Spa (a)	8,449 SF	0.30	34.50	87	1.31	3 (2/1)	3.45	9 (5/4)

(a) Trip generation based on ITE rates for Health/Fitness Club (ITE #492). ADT assumes 10% PHF of PM peak hour. Analysis assumes 70% of the customers would be guests staying at the Hotel El Roblar.

The data presented in Table 1 show that the Project is forecast to generate 87 average daily trips (ADT), 3 AM peak hour trips (PHT) and 9 PM PHT.

Previous Land Use

As noted previously, the Project would occur on the site of, and within, an existing office building. Over time the building has been used by the Ojai Chamber of Commerce, City of Ojai Courts and Police Station, and private educational/institutional uses by World University. The office building has been vacant, thus no credits were applied for the Project trip generation. It is noted that if the office building was not vacant, it would generate more trips than the proposed Project as shown in Table 2 below. Table 2 presents a comparison of the trip generation estimates between the Project and the previous office building.

[3] Trip Generation, Institute of Transportation Engineers, 11th Edition, 2021.

Table 2
Project Trip Generation Comparison

Land Use	Size	Internal Factor	Trip Generation					
			ADT		AM Peak Hour		PM Peak Hour	
			Rate	Trips	Rate	Trips (In/Out)	Rate	Trips (In/Out)
Proposed								
Spa (a)	8,449 SF	0.30	34.50	87	1.31	3 (2/1)	3.45	9 (5/4)
Previous								
Office (b)	8,449 SF	1.00	14.39	122	1.67	14 (11/3)	2.16	18 (6/12)
Net Total				**-35**		**-11 (-9/-2)**		**-9 (-1/-8)**

(a) Trip generation based on ITE rates for Health/Fitness Club (ITE #492). ADT assumes 10% PHF of PM peak hour. Analysis assumes 70% of the customers would be guests staying at the Hotel El Roblar.
(b) Trip generation based on ITE rates for Small Office Building (ITE #712).

The data presented in Table 2 show that the Project is forecast to generate 35 less ADT, 11 less AM PHT and 9 less PM PHT compared to the previous office building, which previously consisted of the Ojai Chamber of Commerce, City of Ojai Courts and Police Station, and private educational/institutional uses by World University.

TRANSPORTATION POLICIES

The City of Ojai and the County of Ventura have developed separate transportation consistency policies to evaluate traffic affects to roadways and intersections within the Ojai Valley area. The Project's consistency within the policies adopted by each of these jurisdictions are therefore analyzed separately.

City of Ojai Circulation Element Policies

The City of Ojai Circulation Element Policies CIR-1 and CIR-2 establish the City's roadway and intersection consistency standards as follows:

CIR-1 The minimum acceptable LOS along State Highways 33 and 150 would be LOS D, except for any segments or intersection operating below LOS D as of the date of adoption of this Circulation Element, in which case, LOS E is considered to be acceptable.

At any intersection, the minimum acceptable LOS shall be C where the minimum acceptable LOS for each intersecting street is also C. In all other cases, the minimum acceptable LOS for an intersection shall be the lower of the acceptable LOS standards for the intersection roadway links.

CIR -2 Limit the intensity of future development to that which can be accommodated on area roadways through creation of a mix of land uses that realistically balances (1) community growth potential, (2) community character, environmental, and neighborhood protection needs, and (3) the desire for improving the performance of the City's roadway system.

Where (1) existing or (2) projected traffic volumes at general plan build out prevent a project from complying with this policy, limit development to the maximum peak hour volume-to-capacity (V/C) ratio increases delineated in Table A, unless a greater increase is required to accommodate the following:

- Construction of a single family dwelling on an existing lot of record.
- An affordable housing project needed to achieve the City's Housing Element objectives for the production of flow and moderate income housing.

Table A
Allowable Project-Related Traffic Increases Where
Roadway and/or Intersection Performance Standards Are or Will Be Exceeded

Existing or Future Link/Intersection LOS	Volume to Capacity (V/C) Ratio	Maximum Peak Hour V/C Increase
C	0.71 - 0.80	0.010
D	0.81 - 0.90	0.0060
E	0.91 - 1.00	0.0030
F	> 1.01	0.0030

City of Ojai Air Quality Element Policies

The Transportation section of the Ojai General Plan Air Quality Element also includes the following Transportation Policy:

Trip Reduction

5. The City shall deny discretionary projects that do not mitigate their peak hour trips on Highway 33 at the Edison Curve through Casitas Springs, except for affordable housing projects.

Ventura County - Ojai Valley Area Plan Policies

The County's updated Ojai Area Plan includes the following policy regarding potential traffic inconsistencies for Project's located within the Ojai area.

OV-22.1 Level of Service (LOS) Standards

For the area covered by this plan, the minimum acceptable Level of Service (LOS) for road segments and intersections within the Regional Road Network and Local Road Network shall be as follows:

a. LOS - 'D' for all County thoroughfares and State highways within the unincorporated area of the County, except as otherwise provided in Subparagraph (b);

b. LOS - 'E' for Highway 33 between the end of the freeway and the City of Ojai;

c. LOS - 'C' for all County maintained local roads; and

d. The LOS prescribed by the City of Ojai's General Plan for all city thoroughfares and city maintained local roads located within that city, if the city has formally adopted policies (similar to this policy, and Policies OJ-22.2 Evaluation of Level of Service (LOS) Impacts based on Land Use Changes and OJ-2.4 to Land Use Regulations and Standards respecting discretionary development in the city that would affect the LOS of County thoroughfares, County-maintained local roads, and State highways within the unincorporated area of the County.

At any intersection between two roads, each of which has prescribed minimum acceptable LOS, the lower LOS of the two shall be the minimum acceptable LOS for that intersection. [Source: Existing Ojai Valley Policy 4.1.2.2]

OV-22.2 Evaluation of Level of Service (LOS) Impacts based on Land Use Changes

The County shall evaluate Area Plan land use designation changes, zone changes, and discretionary development shall be evaluated for individual and cumulative impacts on existing and future roads, with special emphasis on the following:

a. Whether they would cause existing roads within the Regional Road Network or Local Road Network that are currently functioning at an acceptable Level of Service (LOS) to function below an acceptable LOS;

b. Whether they would worsen traffic conditions on existing roads within the Regional Road Network that are currently functioning below an acceptable LOS; and

c. Whether they could cause future roads planned for addition to the Regional Road Network or the Local Road Network to function below an acceptable LOS.

Exceptions to the prohibitions of this policy include the following:

a. Farmworker Housing Complexes, Affordable Housing development per Article 16 of the Non-Coastal Zoning ordinance, and other housing exclusively for lower-income households, where such developments are served by roads that are currently operating at LOS “E” or better.

GENERAL PLAN CONSISTENCY ANALYSIS

City of Ojai

Roadways. The Project's consistency analysis for roadways within the City of Ojai were evaluated based on the Circulation Element policies outlined in CIR-1 and CIR-2. As shown in Table 1, the Project would generate 87 ADT on weekdays. Considering that the majority of Project traffic would be locally oriented, this level of traffic generated would not increase the volume-to-capacity (V/C) ratios on the key roadways by greater than 0.0030. The Project would therefore be consistent with the City's roadway standards.

Intersections. As shown in Table 1, the Project would generate 3 AM PHT and 9 PM PHT on weekdays. Considering that the majority of Project traffic would be locally oriented, this level of traffic generated would not increase the V/C ratios on the key intersections by greater than 0.0030. The Project would therefore be consistent with the City's intersection standards.

SR 33 Air Quality Policy. As shown in Table 1, the Project would generate 3 AM PHT and 9 PM PHT on weekdays. Considering that the majority of Project traffic would be locally oriented, the Project would not add regional peak hour traffic to State Route 33 at the Edison Curve through Casitas Springs. The Project would therefore be consistent with the City's Air Quality Element transportation policies.

County of Ventura

As shown in Table 1, the Project would generate 3 AM PHT and 9 PM PHT on weekdays. Considering that the majority of Project traffic would be locally oriented, the Project would not add regional peak hour traffic to State Route 33 in the Ventura County and Casitas Springs. The Project would therefore be consistent with the County's Ojai Area Plan policies.

PARKING

As stated previously, the proposed spa was accounted for within the ITE Hotel rates that were used in the Hotel El Roblar's Parking Study (Stantec Study) conducted by Stantec. The parking demand analysis within the Stantec study showed that the Hotel El Roblar's parking supply would accommodate the parking demand forecasts. The Project proposes to use the Hotel El Roblar's parking supply but will also provide 8 parking spaces on-site, therefore the Project's parking supply is adequate.

VEHICLE MILES TRAVELED ANALYSIS

The State of California, in compliance with Senate Bill 743, has developed a new set of CEQA guidelines and thresholds for transportation impacts that are based on a Vehicle Miles Traveled (VMT) metric rather than a Level of Service (LOS) metric. The State's Natural Resource Agency Updated Guidelines for the Implementation of the CEQA adopted in 2018, have designated VMT as the most appropriate measure of transportation impacts. "Vehicle miles traveled" refers to the amount and distance of automobile travel attributable to a project. Other relevant considerations may include the effects of the project on transit and non-motorized travel. For land use projects, vehicle miles traveled exceeding an applicable threshold of significance may indicate a significant impact.

The City of Ojai has not yet developed VMT criteria and thresholds for evaluating potential VMT impacts. Therefore, the VMT thresholds adopted by the State were used for the evaluation, as discussed below.

CEQA Guidelines. The California Governor's Office of Planning and Research (OPR) published a technical advisory that includes recommendations regarding assessment of VMT, thresholds of significance, and mitigation measures.[4]

The OPR Technical Advisory also provides VMT screening criteria for small projects:

> *Screening Threshold for Small Projects*
>
> Many local agencies have developed screening thresholds to indicate when detailed analysis is needed. Absent substantial evidence indicating that a project would generate a potentially significant level of VMT, or inconsistency with a Sustainable Communities Strategy (SCS) or general plan, projects that generate or attract fewer than 110 trips per day generally may be assumed to cause a less-than significant transportation impact."

As shown in Table 1, the Project is forecast to generate 87 ADT. The Project would therefore have a less-than-significant VMT impact based on the CEQA guidelines (Project would generate less traffic than the 110 ADT screening impact threshold for small projects).

4 Technical Advisory on Evaluation Transportation Impacts in CEQA, Governor's Office of Planning and Research, December 2018.

This concludes ATE's traffic, parking, and VMT analysis for the 107 N Ventura Street Project.

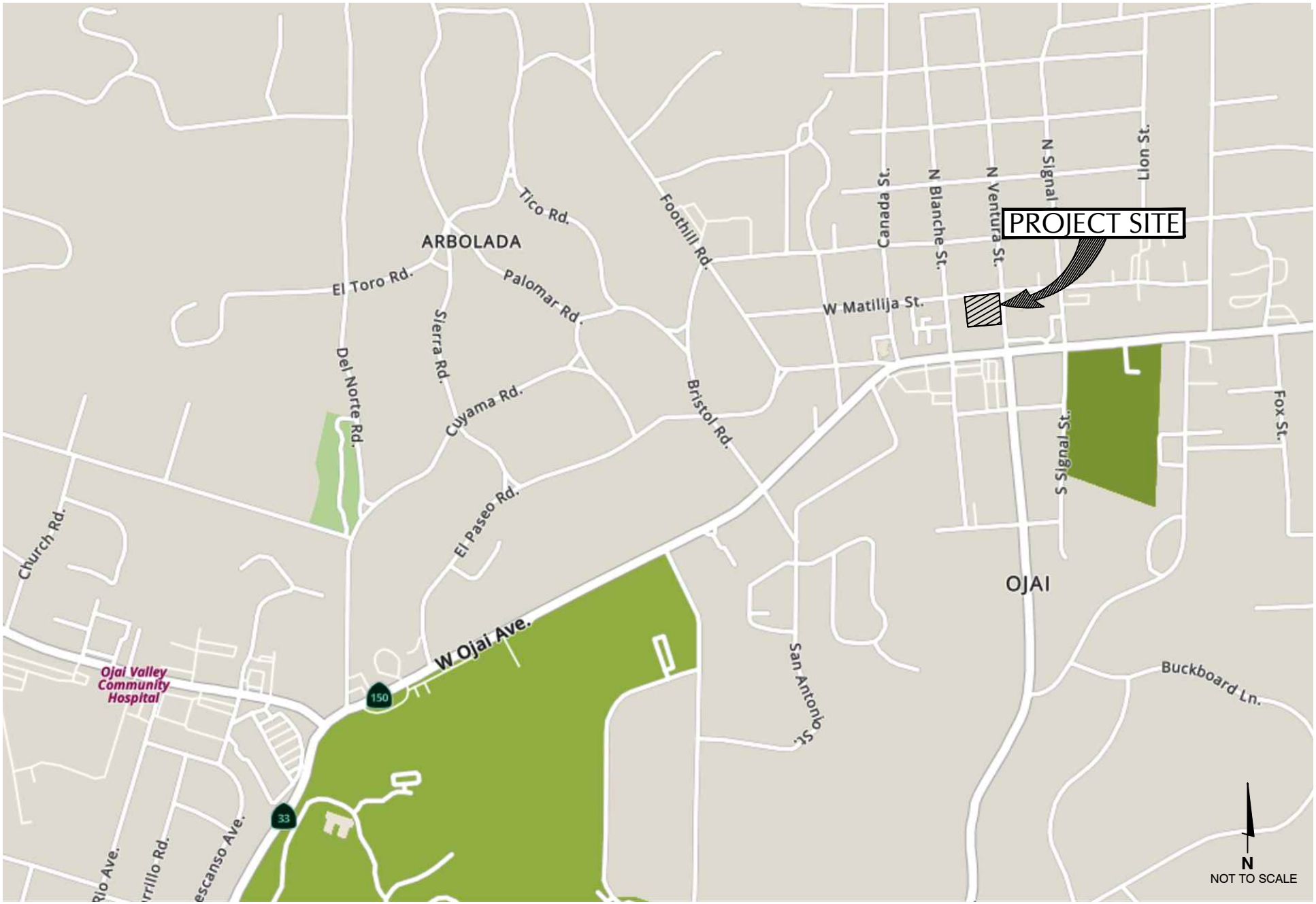
Associated Transportation Engineers



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SAS/GOM

Attachments



Associated Transportation Engineers

PROJECT SITE LOCATION

FIGURE 1

AB - ATE#24012



ASSOCIATED
TRANSPORTATION
ENGINEERS

PROJECT SITE PLAN

FIGURE 2

AB - ATE#24012

Associated Transportation Engineers #24012
Trip Generation Worksheet

107 N VENTURA STREET PROJECT - 70% INTERNAL TRIP FACTOR

Use	Size	Internal-Trip Factor	ADT		AM PEAK HOUR						PM PEAK HOUR					
			Rate	Trips	Rate	Trips	In %	Trips	Out %	Trips	Rate	Trips	In %	Trips	Out %	Trips
PROPOSED																
Spa (a)	8,449 SF	0.30	34.50	87	1.31	3	51%	2	49%	1	3.45	9	57%	5	43%	4
Totals				**87**		**3**		**2**		**1**		**9**		**5**		**4**

(a) Trip generation based on ITE rates for Health/Fitness Club (ITE #492). ADT assumes 10% PHF of PM peak hour. Analysis assumes 70% of the customers would be guests staying at the Hotel El Roblar.



107 N. Ventura Street
Ojai, California 93023

Historic Resources Report

Prepared for:

City of Ojai, Community Development Department

Prepared by:

Architectural Resources Group

April 2, 2025

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1. Executive Summary

1.1. Introduction

Architectural Resources Group (ARG) has prepared this Historic Resources Report (HRR) related to the proposed development project ("the Project") at 107 N. Ventura Street, in the City of Ojai. The Project Site comprises two adjacent rectangular parcels (APNs 021010604 and 021010603) at the southwest corner of N. Ventura and W. Matilija streets. The Site is developed with two buildings:

- A one-story institutional building located at 107 N. Ventura Street, which comprises the eastern parcel and a portion of the western parcel (completed 1951; formerly World University of America or World University, 1976-2017)
- A one-story single-family residence, which is located at the northwest corner of the western parcel (107 W. Matilija Street; built 1939)

The Project includes the rehabilitation of the former World University building for use as a hotel spa associated with the Hotel El Roblar property, which is located across Ventura Street from the Site, at 122 E. Ojai Avenue. It proposes the replacement of a paved area behind (to the west of) 107 N. Ventura Street with a landscaped courtyard, new interior finishes and fixtures, and minimal exterior changes to the subject building. See *Section 6.3*, for a more detailed description of the Project.

Because the Project is limited to the former World University building and its surrounding hardscape, and no work is being proposed on the residence (107 W. Matilija Street) on the Site, further evaluation of the residence is not included in this report.

The purpose of this report is to fulfill the requirements of the California Environmental Quality Act (CEQA) as they relate to historical resources. CEQA states that "a project that may cause a substantial adverse change in the significance of an historical resource is a project that may have a significant effect on the environment."[1] An evaluation of potential impacts under CEQA includes both a determination of whether, and the extent to which, historical resources as defined by CEQA are present on and adjacent to the Site and, if so, the identification of potential impacts to historical resources caused by the Project.

In summary, the subject building at 107 N. Ventura Street appears eligible for listing in the California Register of Historical Resources and as a City of Ojai Landmark. Because its historic period of significance (1976-1992) occurs within the last 50 years, the building does not meet the age threshold for consideration on the National Register of Historic Places at this time. Since the building appears eligible under local and state registration programs, it meets the definition of a historical resource for the purposes of CEQA.[2]

ARG conducted an analysis of the Project and evaluated its potential to impact historical resources. ARG finds that the Project would not cause physical impairment to 107 N. Ventura Street in such a way

[1] California Public Resources Code, Section 21084.1.

[2] California Code of Regulations Section 15064.5(a)(1-3).

that it would no longer be eligible for state or local designation. The building would retain all of its character-defining features and would continue to retain sufficient integrity to convey its significance following the completion of the Project. Furthermore, the building's proposed rehabilitation complies with the *Secretary of the Interior's Standards for Rehabilitation*. Thus, the proposed work would not result in any impacts to historical resources on the Project Site.

Because the Project does not involve the addition of square footage to the subject building, and exterior site improvements are limited to the replacement of a paved parking lot with landscaping at the rear (to the west) of the subject building, which has minimal to no visibility from the public right-of-way, the scale and nature of the proposed improvements would not materially impair the Site's existing setting. Thus, Project's potential area of impact is limited to the Project Site, and the Project would not result in any indirect impacts to historical resources in the vicinity of the Site. For this reason, further evaluation of indirect impacts is not included herein.

1.2. Methodology

Preparation of this report included the following tasks related to research, documentation, and analysis:

- Visited the Site on January 31, 2025, to observe and document the property.
- Reviewed federal and state technical bulletins, local ordinances, and other materials related to the evaluation of historical resources.
- Conducted research related to the history and development of the property.
- Identified applicable historic contexts and themes.
- Evaluated the property against eligibility criteria for listing in the National and California Registers and as an Ojai Landmark.
- Reviewed the Project and evaluated its potential to impact historical resources under CEQA.

Research materials were culled from the following sources: the archives of the Ojai Valley Museum and Museum of Ventura County; the archives of the *Ventura County Star* and other periodicals; building permits obtained from the Ojai Community Development Department; historic aerials accessed through historicaerials.com and UCSB Frame Finder; and other online repositories. A complete list of sources is included at the end of this report.

1.3. Preparer Qualifications

This report was prepared by Evanne St. Charles, Senior Associate, and Brannon Smithwick, with oversight provided by Katie Horak, Principal. Ms. Horak, Ms. St. Charles, and Ms. Smithwick meet the *Secretary of the Interior's Professional Qualifications Standards*, 36 CFR Part 61, in the discipline of Architectural History.[3] Research and project support were provided by Kiara Hosseinion, Architectural Historian.

[3] National Park Service, "Professional Qualifications Standards," accessed March 2025, https://www.nps.gov/articles/sec-standards-prof-quals.htm.

2. Property Description and Development

2.2. Site and Setting

The subject property that comprises the Project Site is situated near the west end of Downtown Ojai, just north of the National Register-listed Downtown Ojai Historic District. The property comprises two rectangular-shaped parcels at the southwest corner of N. Ventura and W. Matilija streets. It is surrounded by low-scale commercial and institutional buildings along Ojai Avenue and Matilija Street, including the El Roblar Hotel property, at the northeast corner of N. Ventura Street and E. Ojai Avenue, and a commercial building and the Ojai Valley Museum, on adjacent parcels to the south. Residential neighborhoods extend to the north of the property. The majority of the property is developed with a one-story building, 107 N. Ventura Street, which was completed in 1951 as offices for Ojai First Baptist Church and was most recently occupied by World University (1976-2017). A single-family residence, built in 1939 and located at 107 W. Matilija Street, occupies the northwest corner of the parcel, and a paved parking lot runs along the northern edge of the property, fronting W. Matilija Street.

The property's landscaping, which was added between 2018-2019,[4] features young palo verde and olive trees and decorative low plantings. Its hardscaping was also replaced in the last five years and includes concrete walkways and pavers along the Ventura Street setback and concrete paving and raised planters in the building's central courtyard. Low stone piers, which appear to be older, are spaced uniformly along the perimeter of the property's parking lot.

[4] Noted alterations to the landscaping are based on review of Google Street View images.



Aerial view of the Project Site, outlined in dashed red line (Google Maps; adapted by ARG, 2025). Note the current landscaping and hardscaping is not reflected in the aerial view.

Existing Conditions Photographs



View southeast of 107 N. Ventura Street. Note new plantings (ARG, 2025).



View east of the landscape courtyard. Note new concrete paving and planters (ARG, 2025).



View east of the parking lot to the north of the subject building (original site of First Baptist Church sanctuary) (ARG, 2025).



View south of the residence (107 W. Matilija Street) at the west end of the property (no work proposed on this building under the Project) (ARG, 2025).

2.3. 107 N. Ventura Street

Completed in 1951, the subject building features a U-shaped footprint with two one-story wings running east-west, connected at the west end by a double-height central volume. The wings and the central connector volume face a landscaped courtyard, which opens onto N. Ventura Street (described above). A one-story rear addition extends from the south end of the building's west elevation.

The building has a concrete foundation and its roof is flat, likely covered in rolled asphalt. The one-story wings have wide eaves with wood fascia boards; faux wood-slatted enclosures conceal air conditioning units and equipment on the wing rooftops. The rear/west addition includes both a flat roof and a shed roof, with the latter finished in clay tile. The building's walls, including the addition, are constructed of painted concrete masonry units (CMU). Fenestration includes original multi-light double-hung wood windows and a few original multi-light wood doors, vinyl replacement windows, and replacement wood and metal doors.

Constructed in 1991, the rear addition can be accessed either from the interior or through the parking lot. The addition is topped with both a flat roof and a shed roof, which extends to form a covered porch supported by wood posts along its north elevation. The exterior is clad in painted CMU. Fenestration includes vinyl sliding windows and metal doors.

The interior of the building is largely utilitarian in appearance, with painted CMU and plain plaster walls, unfinished concrete floors, and exposed ceilings. The interior has been remodeled over the years and does not retain any significant features or finishes.

North Wing

The north wing is a narrow, rectangular volume. Its north elevation aligns flush with a concrete walkway, which is bordered by the property's paved parking lot and in-ground planters featuring a

variety of drought-resistant plantings. The elevation is finished with painted CMU laid in a running bond pattern. It features three multi-light wood doors with metal hardware. Modern metal light fixtures are positioned beside both the westernmost and easternmost doors. No windows are present on this elevation. A paved breezeway separates the two westernmost doors from the easternmost door, providing access to the central courtyard. On the east wall of the breezeway is another five-light door with metal hardware. A modern metal light fixture is centrally located on the ceiling of the breezeway.

The north wing's south elevation faces the central landscaped courtyard and is fronted by triangular planters and concrete paving. The elevation is clad in the same painted CMU as seen on the north elevation. Fenestration includes grouped two-over-two light, double-hung wood windows, which flank the breezeway. An AC unit replaced a light in one of the windows. At the west end of the elevation is a tripartite wood window, featuring a fixed two-light window flanked by single-light double-hung windows. A modern metal light fixture is mounted to the wall to the west of the breezeway.

The north wing's east elevation fronts N. Ventura Street. It is aligned with a landscaped planter and concrete pathway. The exterior wall is finished in the same painted CMU cladding. Fenestration on this elevation includes the two-over-two light double-hung wood windows. A painted metal pipe is attached to the elevation, to the south of the window.

South Wing

The south wing is broader than the north wing and is roughly rectangular in plan. Its north elevation aligns with the interior courtyard. The elevation is clad in painted CMU, same as the north wing. The windows are paired, two-over-two light double-hung wood windows, which are partially obscured by bushes. This elevation also features two doors. The east entrance (closest to N. Ventura Street) is a six-light double door with metal hardware. The west entrance comprises an aluminum door flanked by an aluminum sidelight.

The south elevation faces an unassociated paved parking lot and landscaped plant bed. The exterior wall is clad in the same painted CMU as seen on the north elevation. The center of the elevation is inset to form a small rectangular courtyard enclosed by a wood-slatted fence and gate. Windows looking onto the courtyard are grouped fixed and sliding vinyl windows.

The east elevation faces N. Ventura Street and aligns with a concrete pathway and a landscaped planter bed. The exterior wall is finished with the same painted CMU. Fenestration includes a six-light wood door with metal hardware, flanked by two, two-over-two light double-hung wood windows, all of which feature frosted lower panes for privacy. AC units have been installed in the lower sashes of two of the windows, and a modern metal light fixture hangs above the door.

Central Wing

The central wing is oriented in the north-south direction, and the north and south wings are connected to its east elevation. Its east elevation opens onto the central courtyard and is accessible via N. Ventura Street. The elevation is clad in painted CMU, same as the north and south wings. Three

one-over-one light windows line the top half of the elevation. The primary entrance is bound by two painted CMU pilasters and consists of two sets of aluminum doors, each flanked by an aluminum sidelight. A modern metal light fixture is mounted above the two doors, centered on the elevation.

The north elevation is flush with a concrete walkway, which is bordered by the property's paved parking lot and modern, in-ground planters featuring various drought-resistant plantings. The elevation is finished with the same painted CMU as seen on the east elevation. The entrance comprises an aluminum door flanked by an aluminum sidelight. A modern metal light fixture and a metal canopy are mounted above the door.

The west elevation faces a portion of the parking lot and residence on the property. The exterior wall is clad in the same painted CMU as seen on the north elevation. Three painted CMU pilasters are spaced between the windows. Fenestration consists of single and grouped single-hung vinyl windows. Located on the south end is an aluminum door flanked by an aluminum sidelight with a modern metal light fixture mounted above the door.

Existing Conditions Photographs



View east of 107 N. Ventura Street (ARG, 2025).



View southeast of the north wing, north elevation (ARG, 2025).



View south of the north wing, north elevation (ARG, 2025).



View south of the south wing, north elevation, from the courtyard (ARG, 2025).



View northwest of the south wing, south elevation (ARG, 2025).



View northeast of the smaller courtyard along the south wing, south elevation (ARG, 2025).



View west of the central wing, east elevation (ARG, 2025).



View southeast of the central wing, north and west elevations (ARG, 2025).

2.4. Chronology of Development and Use

Following is a chronology of development and use of the subject property. Source materials include building records obtained through the City of Ojai Community Development Department, original drawings, historic newspaper articles, city directories, historic photographs, and aerial photographs.

1890s The land at the southwest corner of Ventura and Matilija Streets (subject property) was donated by Philip K. Miller to the Christian Church congregation, who subsequently built a church on the property (not extant).[5]

[5] Patricia L. Fry, *The Ojai Valley: An Illustrated History*, ed. Elise DePuydt and Craig Walker (Ojai Valley Museum, 2017), 88-89.

1909-18 First Baptist Church purchased the subject property from the Christian Church congregation. After the original church building burned down in the Matilija Canyon Fire, First Baptist Church built a new sanctuary building at the northeast corner of Ventura and Matilija streets (current location of the property's paved surface parking lot).[6]

1939 The residence located at 107 W. Matilija Street (originally 151 W. Matilija Street), on the parcel to the east of the church, was constructed (now part of the Project Site). Research did not indicate who the original owner/occupant of the house was.[7]

1942 Two lots south of First Baptist Church were purchased by the congregation in anticipation of the need for a larger Sunday School wing.[8]

Because the new office/classroom building spanned the adjacent parcel to the south and east of the church sanctuary, the existing residence (107 W. Matilija Street) may have been acquired by First Baptist and incorporated into the property around this time.

Based on city directory research, 107 W. Matilija Street appears to have been used as a residence for church pastors and their families as early as the 1940s.[9]

1949-51 The subject building at 107 N. Ventura Street was constructed to the south of the church sanctuary (not extant) by First Baptist Church for use as offices, classrooms, and a social hall.[10] Construction on the building began in 1949 and reached completion in 1951.[11]

1960-65 Ojai First Baptist Church listed the subject property for sale and made plans to move to its new site on Grand Avenue.[12] Its new church building at 930 Grand Avenue was dedicated in January 1965.[13]

1964-65 Ojai builder, Carl Dodge, purchased the subject property from First Baptist Church for $80,000.[14] Dodge subsequently demolished the sanctuary to make way for a parking lot.[15]

[6] Fry, *The Ojai Valley*, 91, 188; City of Ojai, Sanborn Map, November 1929.
[7] Ventura County Assessor Portal, accessed March 2025, https://assessor.venturacounty.gov/.
[8] "Quaint Little Church Gone," *Ojai Valley News*, December 9, 1993.
[9] The 1946 Ojai City Directory indicates that Rev. Ernest E. Nichols and his family occupied the house.
[10] "Ojai First Baptist Church," *Ventura County Star*, August 17, 1946; Ventura County Assessor Portal.
[11] Fry, *The Ojai Valley*, 91.
[12] "Ojai First Baptist Church," *Ventura County Star*, August 27, 1960.
[13] "New Ojai Church Sets Open House Dedication Event," *Ventura County Star*, January 23, 1965.
[14] "Ojai To Get Change to Rent Building," *Ventura County Star*, October 11, 1965.
[15] Fry, *The Ojai Valley*, 92.

1966-76 In March of 1966, the City of Ojai began leasing 107 N. Ventura Street, which served as an interim location for Ojai City Hall and later the Ojai Police Department and Chamber of Commerce. [16]

For at least a portion of this period, the residence on the Project Site (107 W. Matilija Street) was occupied by a foreman for the Ojai Public Works Department.[17]

1976 A conditional use permit was filed to allow the existing facilities on the subject property to be temporarily used as a college, including a lecture hall, library, classrooms, and administrative offices. [18] The applicant, as stated in the proof of publication notice, was Douglas J. Mahr, Vice President of The World University of America (also known as World University).[19]

1977 World University opened at the subject property.[20]

1983 World University had placed a sign for vegetarian cuisine in front of the residence (107 W. Matilija Street) without obtaining proper authorization.[21]

1991 Permit pulled to construct a one-story library addition which extends from the west elevation of 107 N. Ventura Street. Owner listed as World University of America. Contractor listed as Manchester Builders. Architect listed as Steve Bovee.[22]

2000-05 Permits pulled to repair roof. Owner listed as World University of America. Contractor listed as Kahler Construction.[23]

2005 World University outlined plans to expand the ancillary residence by incorporating vegetarian products, in addition to its use as a bookstore.[24]

2006 Permit pulled to re-roof and install new HVAC system. Owner listed as World University of America. Contractor listed as Mark L. Adams.[25]

2017-18 World University ceased operations and subsequently vacated the property.

Greenhawk LLC acquired the subject property, which was under management of The Becker Group, Inc.[26]

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[16] "Ojai Councilmen Cancel Plans for New City Hall," *Ventura County Star*, August 9, 1966; Fry, *The Ojai Valley*, 92.
[17] Ojai City Directories, 1971-1977.
[18] City of Ojai, Memorandum, 1976, on file at the City of Ojai Community Development Department.
[19] Notice, *Ojai Valley News*, August 8, 1976.
[20] "Our Story of Avasthology," World Institute of Avasthology, accessed January 2025, https://www.avastha.org/our-story.
[21] City of Ojai, Memorandum, July 7, 1983, City of Ojai Community Development Department.
[22] City of Ojai, Building Permit No. 1980, 3/8/1991.
[23] City of Ojai, Building Permit No. 3968, 8/16/2000.
[24] Thor Reyes, M.D., World University of America (Ojai), November 17, 2005.
[25] City of Ojai, Building Permit No. 6889, 6/27/2006.
[26] "Deed-restricted affordable housing passes on 4-1 vote," *Ojai Valley News,* October 20, 2022.

The building underwent renovations, including: exterior repainting; the addition of faux wood-slatted mechanical enclosures at the rooftop wings; landscape and hardscape alterations; some window and door replacements; and removal of an iron fence at the courtyard entrance.[27]

2023-24 Owners of Hotel El Roblar acquired the subject property and outlined plans to rehabilitate the building for use as a spa and wellness center.[28]

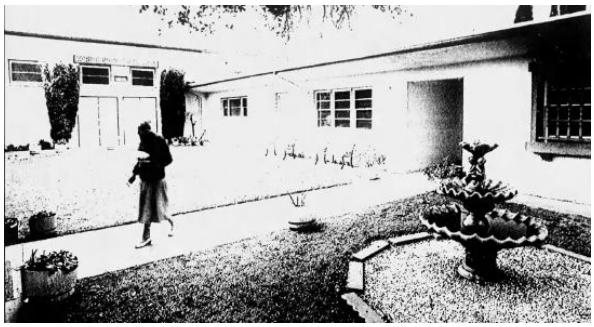
Historic Photographs



View of the World University campus from Ventura Street, 1979 (Los Angeles Times).



Benito and Dominga Reyes in the World University courtyard, 1981 (Los Angeles Times).



View of the World University courtyard, 1989 (Los Angeles Times).

[27] Noted exterior/site alterations are based on review of Google Street View images.

[28] "Hotel El Roblar owner seeks change of use for proposed site of spa and wellness center," *Ojai Valley News*, October 1, 2024.

3. Historical Background and Context

3.1. Pre-History and Early History of Ojai Valley

The area that would become the City of Ojai was originally occupied by the Chumash. Prior to the Euro-American occupation of the region, the Chumash inhabited a vast area including the Channel Islands as well as a coastal strip and inland valleys (including Ojai Valley) stretching from present-day Malibu to present-day Morro Bay. While the Chumash's first contact with European settlers occurred in the mid-1500s, it was not until the 1770s that the region was explored by Spanish missionaries, which led to the enslavement of the region's native inhabitants and destruction of their way of life.[29]

In 1837, approximately 17,700 acres of the Ojai Valley were granted to Fernando Tico for his services performed at Mission San Buenaventura. The land grant changed hands multiple times in the 1850s and '60s until speculator Royce Gaylord Surdam obtained several acres of the rancho in 1874 and platted a townsite he named Nordhoff. The original approximate townsite boundaries were Aliso Street to the north, Santa Ana Street to the south, N. Montgomery Street to the east, and Rincon Street to the west. Given the town's isolation from other parts of Ventura County, development did not begin in earnest until the late 1890s when the construction of the Ventura River and Ojai Valley Railroad branch line was completed through the area, connecting the town to the Southern Pacific Railroad's main line and increasing accessibility to the Ojai Valley.[30]

3.2. Ojai's Civic Development

The Ojai Valley's pastoral setting and benign climate made it a popular winter resort destination for wealthy Easterners beginning in the early 20th century. Around 1907, millionaire glass manufacturer Edward Drummond Libbey began wintering in the town and shortly thereafter commissioned architects Myron Hunt and Elmer Grey to design him a Craftsman residence at the intersection of Foothill and Palomar roads. In April 1914, Libbey and a group of other town leaders met to discuss various improvements to the valley and to form a new body known as the Ojai Valley Men's League (later the Chamber of Commerce), which would be responsible for implementing the planned improvements. The focus of redevelopment was along Ojai Avenue, the town's main thoroughfare.[31] In 1917, Libbey acquired the land on the south side of Ojai Avenue and developed Ojai Civic Center Park (now Libbey Park).[32] With the support of town leaders, Libbey commissioned architects Frank Mead and Richard Requa to create a Spanish/Mission Revival style redevelopment plan for downtown,

[29] "A Brief History of Ojai Valley," *Ojai Valley Museum*, accessed December 2021, https://www.ojaivalleymuseum.org/uploads/6/0/7/9/60799355/history_of_the_ojai_valley-museum_with_images-rvsd_july__2016.pdf.
[30] GPA Consulting, "Historical Resources Evaluation Report for the City of Ojai Ojai Ave/Maricopa Highway Pedestrian and Bicycle Safety Improvements Project," Ojai, California, April 2018, 15.
[31] Fry, *The Ojai Valley*, 220.
[32] San Buenaventura Research Associates, "Historic Context Statement for the City of Ojai," prepared for the City of Ojai, May 2009, revised and adopted June 2011, 19.

proposed for construction in phases between 1917 and 1919.[33] Plans included the construction of a "Spanish style"[34] arcade that would front the existing commercial storefronts on Ojai Avenue in order to create a sense of architectural cohesion (completed 1917, extended 1927; Ojai Landmark #5); construction of a pergola on the northern edge of the park, facing the Arcade (1917, demolished 1968, reconstructed 1999); and development of the Ojai Post Office and Tower (201 E. Ojai Avenue, built 1917, enlarged 1938 and 1949; Ojai Landmark #6). Other civic improvements included the paving of Ojai Avenue and the construction of sidewalks.[35] This initial phase of Mead and Requa's plan culminated in the renaming of the town to Ojai.[36]

Shortly after its renaming, Ojai residents began discussing the idea of incorporating. Prompted by the desire for an adequate sewer system, fire protection, and other services, residents officially voted to incorporate on August 5, 1921.[37] Additional municipal properties were built following incorporation, including the Ojai Fire Station (321 E. Ojai Avenue, Ventura County Landmark #62, built 1923) and the Ojai Library (111 E. Ojai Avenue, built in 1928).[38] Redevelopment of Ojai's town center was based on the cohesive urban planning ideals of the City Beautiful Movement and, "inspired other small towns in California to redevelop their civic centers using City Beautiful principles and Spanish architecture."[39]

Following incorporation, Ojai City Hall opened at 252 E. Ojai Avenue, in a former commercial storefront (Burke's realty office) in the Arcade. Glen H. Hickey served as Ojai's first mayor.[40] By 1939, City Hall had relocated to a former restaurant building just east of the Arcade, at 338 E. Ojai Avenue (later housed the Ojai Valley Museum and currently a restaurant).[41] The Ojai Police Department also moved into the building soon thereafter. Ojai City Hall and the Ojai Police Department operated out of this building until moving to 107 N. Ventura Street in 1966 and 1969, respectively.[42]

As with many cities in Southern California, Ojai experienced a population influx after World War II. The number of residents grew from 500 to 2,519 between its 1921 incorporation and 1950.[43] In 1960, a study reported that the population of Ventura County would more than double within 20 years and identified Ojai as ripe for new development due to its "recreational areas [that] would lure many vacationers."[44] By 1960, the population of Ojai Valley had risen to just under 22,000, and Ojai residents were increasingly concerned about what growth may mean for their quaint, pastoral

[33] GPA Consulting, "Historical Resources Evaluation Report for the City of Ojai Ojai Ave/Maricopa Highway Pedestrian and Bicycle Safety Improvements Project," 6.
[34] Fry, *The Ojai Valley*, 220
[35] GPA Consulting, "Historical Resources Evaluation Report for the City of Ojai Ojai Ave/Maricopa Highway Pedestrian and Bicycle Safety Improvements Project," 6.
[36] San Buenaventura Research Associates, "Historic Context Statement for the City of Ojai," 19.
[37] Ibid.
[38] GPA Consulting, "Historical Resources Evaluation Report for the City of Ojai Ojai Ave/Maricopa Highway Pedestrian and Bicycle Safety Improvements Project," 6.
[39] Fry, *The Ojai Valley*, 223.
[40] GPA Consulting, "Downtown Ojai Historic District," DPR District Record, 6; Fry, *The Ojai Valley*, 233.
[41] Ibid.
[42] Fry, *The Ojai Valley*.
[43] San Buenaventura Research Associates, "Historic Context Statement for the City of Ojai," 27.
[44] Gary Hachadourian, "Review of the Sixties — Part 3," *Ojai Valley News*, December 28, 1969.

community.[45] Ojai commissioned its first master plan in 1961 in an effort to control future development.[46] In October of 1963, City Council adopted the Ojai General Plan. Among the principal features of the plan included a town center closed to traffic; a scenic highway to take the through-traffic on Highway 150 and route it south of the city; a zoning plan designed to avoid crowded development; and a new civic center, including a new city hall, south of Ojai Avenue, between Signal and Montgomery streets.[47]

By the early 1960s, the City began exploring options for the relocation of Ojai City Hall, either to a new building or an existing facility.[48] In 1962, City Manager Michael Zambory described the existing municipal building at 338 E. Ojai Avenue as "seriously overcrowded and inadequate," having served as both Ojai City Hall and the Ojai Police Department since the 1930s.[49] While the 1963 Ojai General Plan proposed the construction of a new city hall building and civic center adjacent to Civic Center Park, the proposal was not without opposition. Opponents argued that it would be too costly to construct a new facility and that the City should rather explore options for leasing or buying an existing building. This sentiment was described by journalist Jack Smalley in a 1965 *Ventura County Star* article: "A controversy is currently raging on location of [the new city hall] site. Ojai has never, it seems, felt the need for much government. Something modest would suffice quite well."[50]

A referendum on the issue of whether to lease an existing property or construct a new facility continued for several months. In October of 1965, City Council officially voted to move forward with the development of an approximately seven-acre, city-owned site on S. Montgomery Street as the new city hall. In the following month, City Council selected Ojai architect Chalfant Head to design the new building.[51] Meanwhile, the City continued to look for temporary office space to offset crowded conditions in its existing facility. Among the temporary sites considered was the former First Baptist Church property at 107 N. Ventura Street. While City Council had voted to buy the former church property, in an October 6, 1965 referendum, Ojai residents voted against City Council's proposal in a narrow 642-to-662 vote.[52] Nonetheless, in March of 1966, Ojai City officials entered into an agreement with the property's then-owner, Carl Dodge, to rent approximately 1,000 square feet of office space and a meeting hall for council sessions on a temporary basis; they relocated to the site shortly thereafter.[53] On April 12, 1966, voters narrowly upheld the selection of the seven-acre property on S. Montgomery as the future site of a new city hall.[54] However, by August of the same year, City Council ordered the architect to stop work on plans for the new city hall building and instead

[45] Hachadourian, "Review of the Sixties."
[46] "Master Plan Approval Headlines '61 in Ojai," *Ventura County Star*, December 30, 1961.
[47] John A. Jones, "Ojai Adopts Master Plan to Keep Groves, Spanish Color, Limit Tracts," *Ventura County Star*, October 18, 1963.
[48] "Ojai Drops Push for New City Hall," *Ventura County Star*, October 9, 1962.
[49] "Ojai Weighs Plan to Lease New City Hall," *Ventura County Star*, October 6, 1962.
[50] Jack Smalley, "Inside Our Cities: The Ojai Story," *Ventura County Star*, December 18, 1965.
[51] "Chalfant Head Named to Design New Ojai City Hall," *Ventura County Star*, November 9, 1965.
[52] "Ojai to Get Chance to Rent Building," *Ventura County Star*, October 11, 1965; "Voters Reject Ojai City Hall Measure," *Ventura County Star*, October 6, 1965.
[53] "Ojai Officials Moving Into 'Rejected' City Hall," *Ventura County Star*, March 10, 1966.
[54] "Incumbents Win, City Hall Site Upheld in Ojai," *Ventura County Star*, April 13, 1966.

entered into negotiations with Dodge on a five-to-eight-year lease of 107 N. Ventura Street.[55] In late 1969, the Ojai Police Department joined City Hall at the 107 N. Ventura Street property, which the City continued to lease until the 1970s.[56] City Hall relocated to the former Smith-Hobson Estate, donated by Ojai resident Fred Smith, in 1976. A 1975 *Ventura County Star* article noted that there was little discussion about City Hall remaining at 107 N. Ventura given the "great dissatisfaction with the facility."[57] The Ojai Police Department continued to share space at 107 N. Ventura until the department was disbanded in 1979 when the City entered into an agreement with the County Sheriff's department.[58]

3.3. Religion and Spirituality in Ojai

Early 20th Century Religious Institutions

As with many nascent communities, churches were some of the first institutions established in Ojai Valley during its early development. The town's first congregation was the Presbyterian Church, which organized in 1877 and built its first sanctuary in 1884.[59] In 1900, the Presbyterian Church moved to Ojai Avenue and Montgomery Street, where it joined with the Congregational Church (established 1888).[60] In 1930, the Ojai Presbyterian Church constructed a new sanctuary at the corner of Foothill Road and Aliso Street, designed by architect Carleton Monroe Winslow. The congregation continues to hold services at this location. The old Presbyterian Church building was occupied by the Nazarene Church for 50 years; it now houses a meditation center.[61] Ojai's Catholic congregation built St. Thomas Aquinas Church in 1905 at the corner of Ojai Avenue and Blanche Street. After the original building was destroyed by the June 1917 fire originating in Matilija Canyon, a new Catholic Church building was constructed on the same site. Designed by noted architects Frank Mead and Richard Requa, the Mission Revival style building was occupied by the congregation until it moved to its new location at 185 St. Thomas Drive in 1963. The old church building at 130 W. Ojai Avenue (Ojai Historic Landmark #7, listed in the National Register) has been occupied by the Ojai Valley Museum since 1996.[62] Other early religious congregations that established sanctuaries in Ojai included Holiness Church, Liberal Catholic Church, and Church of Christ.

First Baptist Church

In the 1890s, a plot of land at the southwest corner of Ventura and Matilija streets (subject property) was donated by early Ojai resident Philip K. Miller to the Christian Church, which subsequently constructed a sanctuary (not extant).[63] In 1909, the First Baptist Church purchased the Christian

[55] "Ojai Councilmen Cancel Plans for New City Hall," *Ventura County Star*, August 9, 1966.
[56] "Memo to the City Desk: Ojai," *Ventura County Star*, September 28, 1969.
[57] Don Whitehead, "Issue of New City Hall Again Before Ojai Council," *Ventura County Star*, March 24, 1975.
[58] Dennis Wagner, "Ojai Council Says Farewell to City Police Department," *Ventura County Star*, November 14, 1979.
[59] Fry, *The Ojai Valley*, 84.
[60] Ibid, 85.
[61] Ibid, 87-88.
[62] Ibid, 90.
[63] Ibid, 88-89.

Church building. After the sanctuary building was destroyed by the June 1917 fire, First Baptist constructed a new sanctuary at the northeast corner of Ventura and Matilija in 1918. Between 1949-1951, the congregation developed a one-story concrete block building to the south of its sanctuary for use as offices, classrooms, and a social hall (107 N. Ventura Street, subject building).[64] First Baptist continued to own and occupy the sanctuary and office/classroom building until around 1965 when it moved to its current church building at 930 Grand Avenue.[65]

Theosophy and the New Age Movement

Because of its relative isolation and proximity to nature, Ojai has attracted a variety of non-traditional religious and spiritual organizations since the late 19th and early 20th centuries. Beginning in the 1920s, members of the spiritual organization known as the Theosophical Society established themselves in the Ojai Valley. The Theosophical Society is the organizational body of Theosophy, an esoteric religious movement founded in 1875 in New York by Colonel Henry Olcott and Russian Émigré Helena Petrovna Blavatsky. The objectives of the Theosophical Society are "to form a nucleus of the universal brotherhood of humanity, without distinction of race, creed, sex, caste, or colour; to encourage the study of comparative religion, philosophy, and science; and to investigate unexplained laws of Nature and the powers latent in human beings."[66] The organization placed an emphasis on Eastern teachings and played a prominent role in the introduction of Buddhism and Hinduism to America.[67] Helena Blavatsky was integral to the dissemination of Theosophical ideas across the country and abroad through her writings, including *Isis Unveiled: A Master-Key to the Mysteries of Ancient and Modern Science and Theology* (1877) and *The Secrete Doctrine: The Synthesis of Science, Religion and Philosophy* (1888).[68] After Blavatsky's death in 1891, the Theosophical Society split into various sects, two of which were located in Southern California: one in Point Loma, initially led by Katherine Tingley, and the other in in the Beachwood Canyon area of Hollywood, which was led by the Theosophical Society's president, Annie Besant.[69]

The Krotona Institute of Theosophy (also known as the Krotona Institute or the Krotona Colony) was first conceived of by lawyer and Theosophist Albert Powell Warrington in 1906. With the encouragement of Annie Besant, Warrington acquired 11 acres in the Beachwood Canyon area of Hollywood in 1912 to establish the colony, which served as the Theosophical Society's national headquarters until 1920.[70] Named after "Crotona," the ancient Greek colony and home of ancient mathematician Pythagoras, Krotona was developed between 1912 and 1919 and included an administration building, science building, residential buildings, including the extant Krotona Court

[64] "Ojai First Baptist Church," *Ventura County Star*, August 17, 1946; Ventura County Assessor Portal.
[65] Ibid, 92.
[66] J. Gordon Melton, "Theosophy," Encyclopedia Britannica, January 8, 2025, accessed February 2025, https://www.britannica.com/topic/theosophy.
[67] Daniel D. Paul, "New City of Mentalphysics Historic District," National Register of Historic Places Registration Form, 2022, 8-53.
[68] Lindsay Mulcahy, Los Angeles Conservancy, "Krotona Court and the Grand Temple of the Rosy Cross Historic-Cultural Monument Application," adopted 2024, 16.
[69] Paul, 8-53; Melton, "Theosophy."
[70] Mulcahy, "Krotona Court and the Grand Temple of the Rosy Cross Historic-Cultural Monument Application," 14, 18.

multi-family residence, and an auditorium and ritual space (the extant Grand Temple of the Rosy Cross). By 1918, Krotona had "300 or so residents who grew their own food, [and] practiced vegetarianism, meditation, and intellectual inquiry."[71] Theosophists continued to reside at Krotona until 1924 when they relocated to Ojai.[72]

By the early 1920s, practitioners at Hollywood Krotona began to perceive the urban locale as too congested and increasingly under the influence of the movie industry. In response, in 1924, the Krotona Institute of Theosophy relocated to a 118-acre site in the Ojai Valley purchased with funds from Besant.[73] The new Ojai Krotona was developed in the mid-1920s with a Spanish Colonial Revival style administration building and library designed by architect Robert Stacey Judd, in addition to several cottages. Besant referred to Ojai Krotona as "the cradle of the New Civilization in America."[74] The Ojai colony was "intended to be the world center of the teachings of Jiddu Krishnamurti," a young Indian man who Besant met on a trip to India in 1909 and who she and other Theosophists proclaimed to be the "new vehicle for the World Teacher."[75] Though Krishnamurti broke from the Theosophical Society in 1930, he continued to reside in a cottage on the land that Besant had acquired until his death in 1986.[76] The Krotona Institute in Ojai continues to operate to this day.

In 1927, Besant acquired additional property adjacent to the newly established Krotona Institute. The nearly 500-acre site, which Besant named Happy Valley, initially served as the home of the Order of the Star, an organization founded by Besant to promote the teachings of Krishnamurti. The organization's encampment comprised a kitchen, bathhouses, showers, and toilets. The organization held its "international congress" here in 1928 and 1929, during which over 1,000 people came from all over the world to hear Krishnamurti speak.[77] After Krishnamurti dissolved the Order of the Star and broke from Theosophy, the Happy Valley land remained undeveloped for years. In the mid-1940s, the remaining Star camp buildings were incorporated into the Happy Valley School, which was founded in 1946 and continues to operate as the Besant Hill School of Happy Valley.[78]

Though it has had a relatively small membership since its founding, the Theosophical Society had an immense impact on the promotion of Eastern spirituality in the West and inspired the creation of dozens of other esoteric religious movements, including the New Age movement.[79] The New Age movement emerged in the 1970s as a "blend of cross-cultural spiritualism and a new awareness of Eastern philosophy and ascetic practices that sought to provide a mantle that emphasized progressive

[71] Paul, 8-57.
[72] On February 5, 2025, Los Angeles City Council designated the Hollywood Krotona property as a Historic-Cultural Monument. "Krotona Court & Grand Temple of the Rosy Cross," Los Angeles Conservancy, accessed February 2025, https://www.laconservancy.org/learn/historic-places/krotona-court-grand-temple-of-the-rosy-cross/.
[73] Josef Woodard, "Serene Precursor to Mayan Audacity of Robert Stacy-Judd," *Los Angeles Times*, January 13, 1994.
[74] Paul, "New City of Mentalphysics Historic District," 8-57.
[75] Paul, "New City of Mentalphysics Historic District," 8-57; Fry, *The Ojai Valley*, 324.
[76] Paul, "New City of Mentalphysics Historic District," 8-57.
[77] "Order of the Star Meets in Ojai," *Ventura County Star*, April 6, 1928.
[78] Fry, *The Ojai Valley*, 327-329; "About," Besant Hill School of Happy Valley, accessed February 2025, https://www.besanthill.org/about/history-heritage/timeline/.
[79] Melton, "Theosophy."

change and the possibility of deep personal transformation."[80] Traditional occult practices such as yoga, meditation, astrology, and tarot reading were integrated into the movement as a means of assisting with personal transformation. Followers of the movement looked forward to a "New Age of heightened spiritual consciousness and international peace [which] would arrive and bring an end to racism, poverty, sickness, hunger, and war."[81] While the movement had lost its momentum by the end of the 1980s, it is considered to be "one of the West's most significant religious phenomena of the 20th century," attracting "hundreds of thousands of new adherents to one branch or other of the Western esoteric-metaphysical tradition."[82]

Origins of the New Age movement can be traced back to earlier Western esoteric movements, including Theosophy.[83] Ojai's early 20th century reputation as a hub for the Theosophical Society and other spiritual organizations attracted various New Age groups in the postwar period. A 2003 Ojai Valley Museum exhibit showcased a number of spiritual organizations, "whose leaders helped shape Ojai's reputation as a New Age mecca and haven for free thinkers."[84] Among the organizations included in the exhibit were Meher Mount, a 170-acre hilltop center created by Agnes Baron in 1946 and focused on the teachings of noted Indian spiritual leader Avatar Meher Baba; Meditation Mount, a meditation center developed in 1968 by Florence Garrigue, whose mission was to impart the teachings given to prominent Theosophist Alice Evens; the Krishnamurti Foundation, an organization founded in 1969 by Jiddu Krishnamurti to pass on his teachings; and the Ojai Foundation, an educational retreat founded in 1979 by anthropologist Joan Halifax to promote land stewardship and environmental awareness.[85]

World University of America

In 1973, noted academic and Theosophist Benito Reyes assumed the position as director of studies at the Krotona Institute in Ojai. At this time, Reyes, Annie Besant, and other local spiritual leaders began to discuss the possibility of building a college campus centered around esoteric religious studies.[86] In 1974, Reyes and his wife, Dominga, opened the World Institute of Avasthology[87] in the east wing of the Happy Valley School. Class offerings included seminars in consciousness, yoga, tai chi, meditation, philosophy, ethics, and other areas of spirituality.[88] Three years later, Benito and Dominga Reyes and a group of local Theosophy benefactors and students garnered enough financial backing to purchase the subject property at 107 N. Ventura Street for $180,000 for use as the headquarters of the World

[80] Michael A. Peters, "New Age Spiritualism, Mysticism, and Far-right Conspiracy," *Educational Philosophy and Theory* 55, no. 14 (2023): 1608-1616.
[81] J. Gordon Melton, "New Age Movement," Encyclopedia Britannica, January 30, 2025, accessed February 2025, https://www.britannica.com/topic/New-Age-movement.
[82] Ibid.
[83] Melton, "Theosophy;" Melton, "New Age Movement."
[84] Amy Bentley, "New-age Leaders Shaped Ojai," *Ventura County Star*, December 3, 2003.
[85] Ibid.
[86] "Krotona director to talk to grads at Happy Valley," *Ventura County Star*, June 7, 1973.
[87] According to the organization's website, "Avasthology" is the "study of states of consciousness." World Institute of Avasthology, accessed March 2025, https://www.avastha.org/.
[88] "Avasthology Institute to Reopen," *Ventura County Star*, September 1, 1974; "Ojai Consciousness Seminar," *Ventura County Star*, February 13, 1974.

Institute of Avasthology and its full-scale college campus, World University of America (also known as World University). The building complex was formerly the Ojai City Hall and Ojai Police Department headquarters from the mid and late 1960s until the 1970s.[89] Approximately $100,000 of the funding was donated by local Theosophist Ethel Stell to acquire the campus complex.[90] When asked why he chose Ojai to establish the university, Dr. Reyes explained that he believed Ojai "was destined to become 'the new Athens of the New Age,' referring to the Greek city where philosophy and wisdom flourished more than 2,500 years ago."[91] While other educational institutions with spiritual leanings, including Happy Valley School and Krishnamurti's Oak Grove School (established 1975), existed in Ojai at the time, World University appears to have been the first school of higher education.

As described in a 1989 *Los Angeles Times* article about the school, World University was a "degree-granting institute where students learn academic subjects alongside the [fundamentals of] New Age spirituality."[92] In alignment with New Age spiritual thought, the university applied an "East-West approach" to its curriculum, offering courses in science, philosophy, and religion in Eastern and Western cultures.[93] The objectives of the university were to "promote world peace and the well-being and understanding of all peoples," as well as to "promote spiritual growth and harmonious relations among individuals."[94] While rooted in New Age spiritual practices, "unlike some of Ojai's more experimental institutes, World University [was] not all crystals and channeling."[95] Classes in meditation and yoga were offered alongside more traditional university courses such as English composition and psychology.[96]

By 1981, the university had an enrollment of over 100 and a core staff of ten professors; it offered bachelor's, master's, and postdoctoral degrees[97] in various fields of the liberal arts, philosophy, psychology, and business, as well as vocational certificates in spiritual ministry, thanatology/astrology, and meditation/yoga. The school's Department of World Peace Studies, founded in 1980, quickly became the most popular curriculum track, drawing students from across California.[98] The addition of the Ecumenical Ministry of the Unity of All Religions Department, which examined the similarities between world religions, was also popular amongst the school's students.[99] By the early 1980s, plans

[89] City Hall relocated in 1976, and the Ojai Police Department continue to occupy a portion of 107 N. Ventura until 1979 when the department was disbanded.
[90] San Buenaventura Research Associates, "Taormina Historic District City Landmark Application," prepared for the Ojai Historic Preservation Commission, 2015, 32; Ojai Councilmen Cancel Plans for New City Hall," *Ventura County Star*, August 9, 1966; "Students Find Knowledge in City Hall," *Los Angeles Times*, December 15, 1981; Pat Flynn, "Tiny University in Ojai Dedicated to World at Peace," *Ventura County Star*, August 29, 1982.
[91] Denise Hamilton, "Studying for Peace: World University Marks 15th Anniversary Amid Ojai's Spiritual Diversity," *Los Angeles Times*, February 23, 1989.
[92] Ibid.
[93] Flynn, "Tiny University in Ojai Dedicated to World at Peace," *Ventura County Star*, August 29, 1982.
[94] Flynn, "Tiny University in Ojai Dedicated to World at Peace;" Hamilton, "Studying for Peace."
[95] Hamilton, "Studying for Peace."
[96] Ibid.
[97] While World University was an authorized, degree-granting institution under the State Department of Education, it never received accreditation from the Western Association of Schools and Colleges.
[98] Ad, "World University in America," *Los Angeles Times*, December 13, 1980; "Spiritual Healing Topic," *Thousand Oaks Star*, March 11, 1980; "World U. President Plans Lecture Tour," *Los Angeles Times,* May 24, 1980.
[99] "University Adds New Department," *Los Angeles Times,* August 1, 1981.

were under way for several new World University campus expansions in Florida, the Bahamas, South Korea, Canada, and Israel. However, none of these campus expansions appear to have actualized. Instead, Dr. Reyes continued to grow the curriculum, promote the school, and recruit new students for its main campus in Ojai on his extensive travels to conferences and speaking arrangements around the world.[100]

In 1988, World University supporter and Ojai resident Mima Porter died, willing the university her 10-acre estate near Downtown Ojai. While Reyes and school administrators prepared plans to use the land for classrooms, a dormitory, and possibly a museum, the expansion does not appear to have occurred. Around this time, the school had begun offering classes in Ventura and created the Center for Compassion to help feed local people in need. It had also established an exchange program with other non-traditional institutes around the world, including Zoroastrian College in Bombay, India, the Association of Religious Psychology in Tokyo, and Koh-e-nor University in Santa Monica (now University of Santa Monica).[101]

On September 8, 1992, Benito Reyes died at the age of 78.[102] Following her husband's death, Dominga Reyes assumed the position of university president.[103] While the university continued to operate at its 107 N. Ventura Street campus, the number of course offerings appears to have begun declining by the mid-1990s, and in later years, the school mainly offered distance learning programs.[104] After Dominga Reyes's death in 1999, the couple's son Rev. Dr. Thor L. Reyes was president of the university until its closure in 2017 when the institution was issued a letter from the Bureau of Private Postsecondary Education to cease operations of all its degree programs due to lack of accreditation.[105]

3.4. Benito F. Reyes

Born in Manila, Philippines in 1914, Benito Fernando Reyes became involved with the Philippine Theosophical Society as a teenager. At the age of 16 (ca. 1930), the young Theosophist was spiritually adopted by Theosophical followers John and Nell Regan, a childless couple from Ojai, California. The couple was called to the Philippines by a Theosophical Master who assured them that they would find a Filipino child to educate in the ways of Theosophy. There they met Reyes, who soon became recognized as an important member of the Theosophy Society for his involvement with the World Federation of Young Theosophers.[106] As such, the Regans financed Reyes's education at Far Eastern University in Manila, where he eventually obtained a Master of Arts and a Doctorate in Psychology by

[100] "World University Emphasizes Understanding Between People," *Los Angeles Times*, November 19, 1979.
[101] Hamilton, "Studying for Peace."
[102] "World University founder Reyes Dies at Ojai Home," *Oxnard Star Free Press*, September 11, 1992.
[103] "World University founder Reyes Dies at Ojai Home;" "Death To Be Topic of Seminar."
[104] Based on the reduced number of newspaper articles covering the university beginning in the mid-1990s, it is assumed that the university entered into a period of decline. Fry, *The Ojai Valley*, 81.
[105] "Dominga L. Reyes," *Ventura County Star*, February 19, 1999; "Order Suspending Approval to Operate Degree Granting Programs," Bureau for Private Postsecondary Education, State of California, July 29, 2017, accessed February 2025, https://www.bppe.ca.gov/enforcement/actions/worldu_suspended.pdf.
[106] The Theosophical Society, *The International Theosophical Year Book 1937* (India: Theosophical Publishing House, 1937), 172-73.

1948 with the publication of his 237-page thesis work titled "Scientific Proofs of the Existence of the Soul."[107]

After completing his education, Dr. Reyes immediately entered the field of academia where he became chairmen of the Department of Philosophy and Psychology at his alma mater Far Eastern University. He served in this role for approximately 21 years, during which time the Theosophist engaged in various guest lecturer opportunities and speaking engagements around the world, particularly on the American East Coast.[108] In 1951, Dr. Reyes was awarded a Fulbright-Smith-Mundt teaching position at Boston University's Philosophy Department for his 1948 thesis work. While on sabbatical in Boston, he also spoke at other notable institutions, including Harvard University, the Boston Theosophical Society, the Society for the Advancement of Science in Boston, and the Theosophical Society of Springfield.[109] In December of 1951, Dr. Reyes was awarded honorary degrees for his work as an author and lecturer in the field of Theosophy at the Besant Lodge of the Theosophical Society in Boston, which was named after his friend and contemporary Theosophist Annie Besant.[110] He completed his Fulbright position in Boston at the end of the 1952 academic year, after which he returned to his position in Manila.[111]

In June of 1952, Dr. Reyes made his first known visit to Ojai where he spoke on topics in his thesis at the Ojai Community Art Center. The event was sponsored by the Ojai Theosophical Society where John and Nell Regan were members. Around this time, he also received two honorary degrees from the University of Toronto for his academic achievements while serving as a visiting Fulbright lecturer at Boston University during the previous school year.[112] In 1965, Dr. Reyes was awarded his second Fulbright scholarship, this time as a Fulbright-Hays teaching scholar. The academic began a one-semester lecturing assignment in the fall at the State University of New York in Oswego where he became the first visiting Fulbright professor of philosophy. During his tenure at Oswego, Dr. Reyes also conducted public lectures on the cultures and religions of Asia across the state.[113] In 1967, Dr. Reyes submitted his 1948 thesis to Phoenix, Arizona Superior Judge Robert L. Myers who was conducting pre-trial hearings into the will of American miner James Kidd. Kidd was an eccentric Phoenix local who promised to bequeath his $200,000 estate to anyone who could prove the physical existence of the soul. He was one of 39 claimants who submitted their work for review, and was a finalist in the competition.[114] After gaining national notoriety in the academic branch of Theosophy as a result of the literary competition, Dr. Reyes published his first book in 1970, which expanded upon the

[107] Some sources refer to Reyes's thesis work as "Scientific Evidence of the Existence of the Soul." San Buenaventura Research Associates, "Taormina Historic District City Landmark Application," 32; "Ojai Valley Timeline," hosted on Squarespace, accessed February 2025, https://static1.squarespace.com/static/648e380bea69355090623aa9/t/6497edad1d655b245c136378/1687678381653/Ojai+Valley+Timeline.pdf; "Filipino Joins Soul Search," *Philadelphia Inquirer*, March 10, 1967.
[108] San Buenaventura Research Associates, "Taormina Historic District City Landmark Application," 32.
[109] "Soul is Topic Friday Night," *Morning Union*, November 22, 1951; "Dr. Benito Reyes to Lecture Here," *Morning Union*, March 12, 1952; "All Religions Join in Search for God, Speaker Declares," *Morning Union*, March 31, 1952.
[110] "Benito F. Reyes," *Boston Globe*, December 3, 1951.
[111] San Buenaventura Research Associates, "Taormina Historic District City Landmark Application," 32.
[112] "Philippine Educator Speaks Sunday in Ojai," *Ventura County Star*, June 14, 1952, 4.
[113] "Prof 'Visits' SUC Oswego," *Post-Standard*, October 1, 1965.
[114] "Filipino Joins Soul Search."

foundational work of his thesis. The book was also titled *Scientific Evidence of the Existence of the Soul*.[115]

By 1968, Dr. Reyes had left his position at Far Eastern University to become the first president of the University of the City of Manila (known locally as Pamantasan ng Lungsod ng Maynila or "PLM"), where he was a founding member of the board of regents. While president, Dr. Reyes helped expand the school's religion, philosophy, and psychology departments.[116] In the following years, he continued his involvement with the Philippine Theosophical Society and traveled extensively to lecture at institutions all over the world. His travels took the scholar back to California, where he consulted Pepperdine University's School of Business administrators about the role of sociology in the school's police management program in February 1970.[117] In 1972, Dr. Reyes left his position at PLM and permanently relocated to Santa Paula, California to work in nearby Ojai Valley, the longtime capital of the Theosophical Society in the United States.[118] One year later in 1973, Reyes took a position as the director of studies at the renowned Krotona Institute of Theosophy in Ojai. There he met with local leaders to discuss the possibility of building a local college campus centered on spiritual studies.[119]

After operating the World Institute of Avasthology out of Happy Valley School for three years, Dr. Reyes, his wife Dominga, and a group of local Theosophy benefactors and students purchased 107 N. Ventura Street for use as the headquarters of the World Institute of Avasthology and its college campus, World University of America, in 1976. In the years after its founding, World University flourished under Dr. Reyes's leadership, with a student population of over 100 and advanced courses in science, philosophy, and religion in Eastern and Western cultures.[120]

Simultaneously, Dr. Reyes continued his involvement with the global Theosophy community throughout the 1980s and early 1990s. In 1984, he and Dominga attended the Triennial Conference of the International Association of University Presidents (IAUP) in Bangkok where they meet with the King and Queen of Thailand.[121] The scholar remained heavily involved in the international academic community in the later decades of his career as well, including memberships with the Institute de la vie of France, the International Institute of Environment in England, and the Institute of Religious Psychology in Japan.[122] By 1990, Dr. Reyes had become a prolific writer, having published over a dozen books on spirituality, philosophy, and psychology, including *On World Peace* (1977), *Meditation: Cybernetics of Consciousness* (1978), *The Essence of All Religions: In Search of Meaning* (1983), and

[115] San Buenaventura Research Associates, "Taormina Historic District City Landmark Application," 32; Benito F. Reyes, *Scientific Evidence of the Existence of the Soul* (United States: Theosophical Publishing House, 1970).
[116] "Finding the Roots of the Origin of Our Alma Mater," Pamantasan ng Lungsod ng Maynila, accessed February 2025, https://web.archive.org/web/20091230022516/http:/www.plm.edu.ph/brief-history.html.
[117] "Tours Pepperdine," *Southwest Topics-Wave*, February 19, 1970.
[118] "Our Story of Avasthology;" Ventura County Directories, Ancestry.com, accessed February 2025, https://www.ancestry.com/search/?name=benito_reyes&event=_ojai-ventura-california-usa_69769&name_x=_1.
[119] "Krotona Director to Talk to Grads at Happy Valley," *Ventura County Star*, June 7, 1973; "A Series of Five Sunday Lectures," *Ventura County Star*, March 28, 1973.
[120] "World University Emphasizes Understanding Between People," *Los Angeles Times*, November 19, 1979.
[121] "Ojai Educator Attends Conference in Bangkok," *Thousand Oaks Star*, June 29, 1984.
[122] San Buenaventura Research Associates, "Taormina Historic District City Landmark Application," 32.

The Practice of Conscious Dying: Off-Ramp to Liberation and Freeway to Conscious Immortality (1990), among others.

In September of 1992, Dr. Benito Reyes died at the age of 78 at his home in Santa Paula. His obituary in the *Oxnard Free Press* described him as a "noted clinical physiologist from the Philippines and founder of the World University in Ojai."[123] Despite his myriad academic positions, publications, and speaking engagements throughout his decades-long career, the founding of World University at 107 N. Ventura Street in Ojai is arguably his most significant career achievement in terms of his contributions to the study of Theosophy and New Age spirituality. The campus provided Dr. Reyes the physical space where he was able to successfully centralize and expand his interdisciplinary Theosophical teachings to a new generation of spiritual leaders over the course of three decades in the later postwar years.

3.5. Mid-Century Modernism

The building at 107 N. Ventura Street is a very modest example of the Mid-Century Modern style. "Mid-Century Modern" is a broad term that is used to describe the various derivatives of Modern architecture that flourished in the post-World War II period. These include postwar adaptations of the chaste and machine-like International Style, the rational aesthetic associated with post-and-beam construction, and more organic and expressive interpretations of the Modern architectural movement. Mid-Century Modernism was popular between the mid-1940s and early 1970s.[124] It proved to be a remarkably versatile idiom that was expressed through a wide variety of property types ranging from single-family residences and commercial buildings to institutional properties and college campuses. Its aesthetic was deftly incorporated into both high-style buildings and the local vernacular, and was employed by architects, developer-builders, and lay contractors alike.

Different variants of the Mid-Century Modern style emerged as the movement gained traction and became more mainstream in the post-World War II period. The style was favored by large-scale institutional centers, as Mid-Century Modernism's emphasis on rational, economic buildings that could be produced en masse was well suited to institutions, which needed to expand quickly and within the confines of capital construction budgets. Industrial materials like cast concrete, steel structural frames, and laminated beams were used in lieu of extravagant materials from more ornate Period Revival styles, significantly reducing construction costs.[125]

Generally, the Mid-Century Modern style, expressed in the context of public institutional architecture, exhibits the following character-defining features:

- Simple, geometric building forms

[123] "World University Founder Reyes Dies at Ojai Home."
[124] City of Los Angeles, "SurveyLA Los Angeles Citywide Historic Context Statement, Context: Architecture and Engineering, Sub-Context, L.A. Modernism, 1919-1980," prepared by Architectural Resources Group for the City of Los Angeles, Department of City Planning, Office of Historic Resources (2019).
[125] Ibid.

- Concrete, steel, and glass construction (larger buildings); wood construction (smaller buildings)
- Direct expression of the structural system
- Flat roofs, with or without eaves
- Flush-mounted metal frame windows (often expressed as curtain walls in larger buildings)
- Metal window screens (*brise soleil*), often comprising geometric patterns or motifs
- Minimal surface ornament and decorative details
- Integrated landscapes, often expressed as courtyards or plazas

4. Regulatory Framework

4.1 Definition of Historical Resources

Pursuant to Section 15064.5 of the California Code of Regulations (CCR), Title 14, Chapter 3, the following are considered historical resources for the purposes of CEQA:

1. A resource listed in, or determined to be eligible by the State Historical Resources Commission, for listing in the California Register of Historical Resources (California Register).

2. A resource included in a local register of historical resources, as defined in Section 5020.1(k) of the California Public Resources Code (PRC), or identified as significant in an historical resource survey meeting the requirements in Section 5024.1(g) of the PRC, shall be presumed to be historically or culturally significant.

3. Any object, building, structure, site, area, place, record, or manuscript which a lead agency determines to be historically significant or significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California may be considered to be an historical resource, provided the lead agency's determination is supported by substantial evidence in light of the whole record. Generally, a resource shall be considered by the lead agency to be "historically significant" if the resource meets the criteria for listing in the California Register (PRC SS5024.1; Title 14 CCR, Section 4852).

4.2. Federal, State, and Local Evaluation Criteria

National Register of Historic Places

The National Register of Historic Places (National Register) is the nation's master inventory of known historic resources. Created under the auspices of the National Historic Preservation Act of 1966, the National Register is administered by the National Park Service (NPS) and includes listings of buildings, structures, sites, objects, and districts that possess historic, architectural, engineering, archaeological, or cultural significance at the national, state, or local level. As described in National Register Bulletin 15: *How to Apply the National Register Criteria for Evaluation*, in order to be eligible for the National Register, a resource must both: (1) be *significant,* and (2) retain sufficient *integrity* to convey its significance.

Significance is assessed by evaluating a resource against established criteria for eligibility. A resource is considered significant if it satisfies any one of the following four National Register criteria: [126]

A. Associated with events that have made a significant contribution to the broad patterns of our history;

[126] Some resources may meet multiple criteria, though only one needs to be satisfied for National Register eligibility.

B. Associated with the lives of significant persons in our past;

C. Embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction;

D. Has yielded, or may be likely to yield, information important in prehistory or history.

Once significance has been established, it must then be demonstrated that a resource retains enough of its physical and associative qualities – or *integrity* – to convey the reason(s) for its significance. Integrity is best described as a resource's "authenticity" as expressed through its physical features and extant characteristics. Whether a resource retains sufficient integrity for listing is determined by evaluating the seven aspects of integrity defined by the NPS:

1. Location (the place where the historic property was constructed or the place where the historic event occurred);
2. Setting (the physical environment of a historic property);
3. Design (the combination of elements that create the form, plan, space, structure, and style of a property);
4. Materials (the physical elements that were combined or deposited during a particular period of time and in a particular manner or configuration to form a historic property);
5. Workmanship (the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory);
6. Feeling (a property's expression of the aesthetic or historic sense of a particular period of time);
7. Association (the direct link between an important historic event/person and a historic property).

Integrity is evaluated by weighing all seven of these aspects together and is ultimately a "yes or no" determination – that is, a resource either retains sufficient integrity or it does not.[127] Some aspects of integrity may be weighed more heavily than others depending on the type of resource being evaluated and the reason(s) for its significance. Since integrity depends on a resource's placement within a historic context, integrity can be assessed only after it has been established that the resource is significant, and under which criteria.

Generally, a resource must be at least 50 years of age to be eligible for listing in the National Register. Exceptions are made if it can be demonstrated that a resource less than 50 years old is (1) of exceptional importance, or (2) is an integral component of a historic district that is eligible for the National Register.

[127] Derived from NRB 15, Section VIII: "How to Evaluate the Integrity of a Property."

Criteria Consideration G

National Register Bulletin 15 explains that "fifty years is a general estimate of the time needed to develop historical perspective and to evaluate significance. This consideration guards against the listing of properties of passing contemporary interest and ensures that the National Register is a list of truly historic places."[128]

However, the National Park Service acknowledges that on occasion, a resource less than 50 years of age (or a resource that has gained significance within the past 50 years) may merit consideration for listing in the National Register. Criteria Consideration G offers guidance related to the evaluation of properties that may have achieved significance within the past 50 years, setting forth the conditions under which these resources may be eligible for listing. It provides that exceptions to the age threshold may be granted if it can be demonstrated that the individual resource is: (1) of exceptional importance, or (2) an integral component of a National Register-eligible historic district whose other component parts are predominantly 50 years or older.[129]

In justifying exceptional importance for individual resources (*i.e.,* outside of the National Register-eligible historic district context), NRB 15 cites the necessity of comparative analysis. Specifically, it states that "it is necessary to identify other properties within the geographical area that reflect the same significance or historical associations and to determine which properties *best* represent the historic context in question." It continues, "Several properties in the area could become eligible with the passage of time, but few will qualify now as exceptionally important."[130]

California Register of Historical Resources

The California Register of Historical Resources (California Register) is the authoritative guide to the state's significant historical and archeological resources. In 1992, the California legislature established the California Register "to be used by state and local agencies, private groups, and citizens to identify the state's historical resources and to indicate what properties are to be protected, to the extent prudent and feasible, from substantial adverse change."[131] The California Register program encourages public recognition and protection of resources of architectural, historical, archaeological, and cultural significance; identifies historical resources for state and local planning purposes; determines eligibility for historic preservation grant funding; and affords certain protections under CEQA. All resources listed in or formally determined eligible for the National Register are automatically listed in the California Register. In addition, properties designated under municipal or county ordinances, or through local historic resources surveys, are eligible for listing in the California Register.

The structure of the California Register program is similar to that of the National Register, but places its emphasis on resources that have contributed specifically to the development of California. To be

[128] Derived from NRB 15, Section VII: "How to Apply the Criteria Considerations."
[129] The subject building is not an integral component of a National Register-eligible historic district whose other component parts are predominantly 50 years of age or older, therefore this report will not further evaluate the building under this consideration standard.
[130] NRB 15, Section VII: "How to Apply the Criteria Considerations."
[131] California Public Resource (CPR) Code, Section 5024.1 (a).

eligible for the California Register, a resource must first be deemed significant at the local, state, or national level under one of the following four criteria, which are modeled after the National Register criteria listed above:

1. It is associated with events or patterns of events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States; or
2. It is associated with the lives of persons important to local, California, or national history; or
3. It embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of a master, or possesses high artistic values; or
4. It has yielded, or has the potential to yield, information important to the prehistory or history of the local area state or the nation.[132]

Like the National Register, the California Register also requires that resources retain sufficient integrity to be eligible for listing. A resource's integrity is assessed using the same seven aspects of integrity used for the National Register. However, since integrity thresholds associated with the California Register are generally less rigid than those associated with the National Register, it is possible that a resource may lack the integrity required for the National Register but still be eligible for listing in the California Register.

There is no prescribed age limit for listing in the California Register, although California Register guidelines state that "sufficient time must have passed to obtain a scholarly perspective on the events or individuals associated with the resource."[133]

Resources may be nominated directly to the California Register. They are also automatically listed in the California Register if they are listed in or have been officially determined eligible for the National Register. State Historic Landmarks #770 and forward are also automatically listed in the California Register.[134]

There is no prescribed age limit for listing in the California Register, although OHP technical assistance guidelines state that resources less than 50 years old may be considered for listing as long as sufficient

[132] California Public Resources Code SS5024.1, Title 14 CCR, Section 4852.
[133] California Office of Historic Preservation, *Technical Assistance Series #6: California Register and National Register: A Comparison* (Sacramento, CA: California Department of Parks and Recreation, 2001), 3. According to the *Instructions for Recording Historical Resources* (Office of Historic Preservation, March 1995), "Any physical evidence of human activities over 45 years old may be recorded for purposes of inclusion in the OHP's filing system. Documentation of resources less than 45 years old may also be filed if those resources have been formally evaluated, regardless of the outcome of the evaluation." This 45-year threshold is intended to guide the recordation of potential historical resources for local planning purposes, and is not directly related to an age threshold for eligibility against California Register criteria.
[134] California Department of Parks and Recreation, Office of Historic Preservation, *Technical Assistance Series #5: California Register of Historical Resources, The Listing Process* (Sacramento, CA: California Department of Parks and Recreation, n.d.), 1.

time has passed "to obtain a scholarly perspective on the events or individuals associated with the resource."[135]

City of Ojai Historic Preservation Law

The City of Ojai's Historic Preservation Law (Chapter 8, Section 4 *et seq.* of the Ojai Municipal Code) was established in 2019. The Law defines any Landmark as a property, structure, or site that meets one or more of the following criteria:

a) Its character, interest, or value as part of the historic development, heritage, or cultural characterization of the community;

b) Its identification with a person or persons who significantly contributed to the development of the community;

c) Its embodiment of distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous materials;

d) Its identification as the work of a master builder, designer, architect, or landscape architect whose individual work has influenced the development of the community;

e) Its embodiment of elements of design, detailing, materials, or craftsmanship that render it architecturally significant;

f) Its embodiment of design elements that make it structurally or architecturally innovative;

g) Its unique location or singular physical characteristics that make it an established or familiar visual feature; and

h) Its suitability for preservation or restoration.

In addition to the above criteria, any structure, property, or site that meets one or more of the above criteria shall also have sufficient integrity of location, design, materials, and/or workmanship to make it worthy of preservation or restoration.[136]

There is no prescribed age limit for listing as a City of Ojai Landmark. Typically, in the absence of age threshold language in local ordinances, California Register guidelines for age are utilized as best professional practices.

[135] California Office of Historic Preservation, *Technical Assistance Series #6: California Register and National Register: A Comparison* (Sacramento, CA: California Department of Parks and Recreation, 2001), 3.
[136] City of Ojai Municipal Code, Chapter 8, Sec. 4-8.07.

5. Evaluation of Historical Significance

5.1. Previous Evaluations and Studies

The subject building at 107 N. Ventura Street is not currently listed in the National or California Registers, or as an Ojai Landmark. It was not identified in the County of Ventura Cultural Heritage Survey, Phase III – Ojai (San Buenaventura Research Associates, 1985) or the Ojai Historic Resources Reconnaissance Survey (San Buenaventura Research Associates, 2009). However, it was identified as potentially eligible as a contributor to the potential local Ojai Civic Center Historic District by the Ojai Historic Preservation Commission in 2019.[137]

5.2. Evaluation of Significance

The building at 107 N. Ventura Street appears individually eligible for listing in the California Register and as an Ojai Landmark for its association with World University and the development of Ojai as a hub for New Age spiritualism in the later postwar period. It also appears significant for its association with noted academic, philosopher, and Theosophist Dr. Benito Reyes. Its period of significance for these associations is 1976 to 1992, reflecting the period during which Dr. Reyes oversaw the foundation and development of the institution, prior to his death and the gradual decline of the university's influence beginning in the mid-1990s. Because the property achieved its significance less than 50 years ago, it does not appear to be eligible for individual listing in the National Register.

Because the residential building (107 W. Matilija Street) on the subject property is ancillary in nature, and its use/function appears to be related to supporting 107 N. Ventura Street since at least the 1940s, it is not evaluated herein for individual eligibility. Thus, further evaluation of the residential building is not included in this report.

Following is an evaluation of the former World University building (107 N. Ventura Street) against federal, state, and local eligibility criteria as well as an assessment of its historic integrity.

National Register of Historic Places and California Register of Historical Resources

National and California Register Criteria A/1: associated with events that have made a significant contribution to the broad patterns of history.

The subject property was evaluated under National/California Register Criterion A/1 for its association with World University and Ojai's New Age spiritual movement of the 1970s and '80s.

Ojai's early 20th century reputation as a spiritual hub attracted various New Age groups to the area in the later postwar period. Founded in 1976, World University represented Dr. Reyes's and other Ojai Theosophical leaders' vision to build a local college campus centered around spiritual studies. While

[137] City of Ojai Administrative Report, Proposed Ojai Civic Center Historic District (OCCHD) Ad Hoc Committee's Progress Report, September 12, 2024, on file at the City of Ojai Community Development Department.

other educational institutions with esoteric religious leanings existed in the area during the time, World University appears to have been the first to focus on higher education. By 1981, the university had an enrollment of over 100 and a core staff of ten professors; it offered bachelor's, master's, and postdoctoral degrees in various fields of the liberal arts, philosophy, psychology, and business, as well as vocational certificates in spiritual ministry, thanatology/astrology, and meditation/yoga. By the late 1980s, the school had begun offering extension classes in Ventura and created the Center for Compassion to help feed local people in need. It had also established an exchange program with other non-traditional institutes around the world. Following Benito Reyes's death in 1992, Dominga Reyes assumed the position of president of World University. While the institution continued to operate at its 107 N. Ventura Street campus, the number of course offerings appears to have begun to decline, and in later years, the school mainly offered distance learning programs. World University closed in 2017 when the institution was issued a letter from the Bureau of Private Postsecondary Education to cease operations of all its degree programs due to lack of accreditation.

Though the property is significant for its association with the abovementioned contexts, it does not appear to be eligible under National Register Criterion A at this time. The property's period of significance begins in 1976, the date World University was founded, and ends in 1992, the year of Dr. Reyes's death, after which the university entered into a period of decline. National Register Bulletin 15 states that properties with a period of significance that extends into a period less than 50 years ago must meet Criteria Consideration G. The period of significance for the subject building falls outside the 50-year age threshold. While the university made important contributions to the proliferation of New Age spiritual thought and practice in an educational setting, it does not rise to the level of exceptional importance as defined by Criteria Consideration G. It was part of a trend of New Age spiritual establishments in Ojai in the late 1960s and '70s, but there is insufficient evidence supporting the conclusion that it was exceptionally significant within that context. It thus does not meet Criteria Consideration G.

However, the California Register does not have a strict 50-year age requirement as does the National Register. The subject property appears to be eligible for listing in the California Register under Criterion 1 for its association with World University and the development of New Age institutions in Ojai in the later postwar era.

National California Register Criteria B/2: associated with the lives of persons significant in our past.

The subject property was evaluated under National/California Register Criterion B/2 for its association with noted academic and Theosophist Benito Reyes, who founded World University at the property with his wife Dominga Reyes in 1976.

Born in Manila, Philippines in 1914, Benito Reyes became involved with the Philippine Theosophical Society through his work with the World Federation of Young Theosophers. In 1948, he graduated from Far Eastern University in Manila with a Master of Arts and a Doctorate in Psychology and was subsequently made chairmen of the school's Department of Philosophy and Psychology. He served in this role for approximately 21 years, during which time he engaged in various guest lecturer opportunities and speaking engagements around the world. During the 1950s and '60s, Dr. Reyes was awarded two Fulbright teaching positions—one from Boston University's Philosophy Department

(1951) and the other from State University of New York in Oswego (1965)—while he continued to guest lecture at other notable institutions. By 1968, Dr. Reyes had left his position at Far Eastern University to become the first president of the University of the City of Manila and helped to expand the school's religion, philosophy, and psychology departments. In the early 1970s, he relocated to Santa Paula to work as the director of studies at the Krotona Institute of Theosophy in Ojai, where he later founded World University in 1976. World University flourished under Dr. Reyes's leadership, with a student population of over 100 and advanced courses in science, philosophy, and religion in Eastern and Western cultures. Throughout the 1980s and until his death in 1992, Dr. Reyes continued to grow the curriculum, promote the school, and recruit new students on his extensive travels to conferences and speaking arrangements around the world.

Despite Dr. Benito Reyes's myriad academic positions, speaking engagements, publications, and leadership roles throughout his decades-long career, the founding of World University at 107 N. Ventura Street in Ojai is arguably his most significant career achievement in terms of his contributions to the study of Theosophy and New Age spirituality. The campus provided him the physical space where he was able to successfully centralize and expand his interdisciplinary Theosophical teachings to a new generation of spiritual leaders over the course of three decades.

Though the property is significant for its association with Dr. Reyes, as described in its evaluation under Criterion A/1, it does not appear to be eligible under National Register Criterion B because its period of significance (1976-1992) falls outside the National Register's 50-year age threshold. While Dr. Reyes appears to have been a significant academic and Theosophist who made important contributions to the advancement of New Age thought and learning, best conveyed through his founding and promotion of World University, the property's association with Reyes does not rise to the level of exceptional importance as defined by Criteria Consideration G.

However, as described under its Criterion A/1 evaluation, the California Register does not have a strict 50-year age requirement as does the National Register. The subject property appears to be eligible for listing in the California Register under Criterion 2 for its association with Dr. Benito Reyes as related to his founding and promotion of World University.

National and California Register Criteria C/3: embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction.

Completed in 1951, the subject building was constructed for Ojai's First Baptist Church for use as classrooms, offices, and a social hall. Though it retains some characteristics of the Mid-Century Modern style (horizontal rectangular massing, flat roof with wide eaves, lack of applied ornamentation), it is a very modest interpretation of the architectural idiom and does not possess high artistic values. It was built using typical construction methods and materials from the period, including concrete block and wood windows and doors. It does not embody the distinctive characteristics of Mid-Century Modernism seen in more highly articulated institutional examples of the style, such as an expression of its structural system and flush-mounted windows, extensive use of glazing (i.e. curtain walls), and geometric patterned screens (*brise soleil*). Furthermore, its central landscaped courtyard,

which is a characteristic of Mid-Century Modern institutional properties, was heavily altered with new landscaping, planter beds, and concrete paths in 2017-2018. Though the original architect is unknown, given its modest design and construction, it is unlikely that the building represents the work of a master. For these reasons, the building does not appear to be eligible under National/California Register Criterion C/3.

National and California Register Criteria D/4: has yielded or may likely yield information important in prehistory or history.

ARG did not observe any features on the property that appear likely to yield information important in prehistory or history. In addition, the property has been graded and developed, and its shallow subsurface is unlikely to yield such information. Therefore, based on what can be observed on the site, the property does not appear to be eligible under Criterion D or 4 of the National or California Registers.

City of Ojai Landmark

Local Criterion A: Its character, interest, or value as part of the historic development, heritage, or cultural characterization of the community.

As described in its evaluation against National/California Register Criterion A/1, the subject property appears eligible for its association with World University and the New Age spiritual movement of the 1970s and '80s. Ojai's early 20th century reputation as a spiritual hub attracted various New Age groups to the area in the later postwar period. Founded in 1976, World University represented Dr. Reyes's and other Ojai Theosophical leaders' vision to build a local college campus centered around spiritual studies. While other educational institutions with spiritual leanings existed in the area during the time, World University appears to have been the first to focus on higher education. By 1981, the university had an enrollment of over 100 and offered advanced degrees in a variety of liberal arts and esoteric studies. By the late 1980s, the school had expanded its class offerings to Ventura and established an exchange program with other non-traditional institutes around the world. Following Benito Reyes's death in 1992, the university appears to have entered a state of decline, eventually closing its doors in 2017.

For the above reasons, the subject building appears eligible under Local Criterion A.

Local Criterion B: Its identification with a person or persons who significantly contributed to the development of the community.

As described in its evaluation against National/California Register Criterion B/2, the subject building appears eligible for its association with noted academic and Theosophist Dr. Benito Reyes. Born in Manila in 1914, Dr. Reyes became involved with the Theosophical Society at a young age. He was a recognized as an academic in the fields of religion, philosophy, and psychology; he served as chairman of Far Eastern University's Department of Philosophy and Psychology and president of University of the City of Manila. He held Fulbright teaching positions in philosophy at Boston University and State University of New York in Oswego. After taking a position as director of studies at the Krotona Institute

of Theosophy in Ojai in the early 1970s, Dr. Reyes and his wife Dominga founded World University. Despite his various achievements throughout his decades-long career, the founding of World University at 107 N. Ventura Street in Ojai is arguably his most significant career achievement in terms of his contributions to the study of Theosophy and New Age spirituality in Ojai Valley.

For the abovementioned reasons, the subject property appears eligible under Local Criterion B.

Local Criterion C: Its embodiment of distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous materials.

As described in its evaluation against National/California Register Criterion C/3, the building represents a very modest interpretation of the Mid-Century Modern style. While it possesses some features of the style (horizontal rectangular massing, flat roof with wide eaves, lack of applied ornamentation), it does not embody the distinguishing characteristics of the architectural idiom (structural expression, flush-mounted windows, extensive use of glazing, *brise soleil*). Additionally, its central landscaped courtyard, which is a characteristic of Mid-Century Modern institutional properties, was heavily altered with new landscaping and hardscaping in 2017-2018. Lastly, it was built with undistinguished, typical construction methods and materials of the period (concrete block, wood windows and doors). For these reasons, 107 N. Ventura Street does not appear eligible under Local Criterion C.

Local Criterion D: Its identification as the work of a master builder, designer, architect, or landscape architect whose individual work has influenced the development of the community.

As described in its evaluation against National/California Register Criterion C/3, the building's original architect and builder are unknown. However, given its modest design and construction, it is unlikely that it represents the work of a master builder, designer, or architect. Thus, it does not appear eligible under Local Criterion D.

Local Criterion E: Its embodiment of elements of design, detailing, materials, or craftsmanship that render it architecturally significant.

As stated in its above evaluation against National/California Register Criterion C/3 and Local Criterion C, the building is a very modest example of the Mid-Century Modern style constructed with typical materials of the postwar period (concrete block, wood windows/doors). It does not embody the more distinctive elements of Mid-Century Modern design, detailing, materials, or craftsmanship that would render it architecturally significant. It thus does not appear eligible under Local Criterion E.

Local Criterion F: Its embodiment of design elements that make it structurally or architecturally innovative.

As described in its above evaluation against National/California Register Criterion C/3 and Local Criteria C and E, the building was constructed with typical postwar materials (concrete block, wood windows/doors) and Mid-Century Modern design elements (horizontal rectangular massing, flat roof with wide eaves, lack of applied ornamentation). It does not embody elements of Mid-Century Modern design that are structurally or architecturally innovative. Therefore, it does not appear eligible under Local Criterion F.

Local Criterion G: Its unique location or singular physical characteristics that make it an established or familiar visual feature.

The subject property is located at the corner of two smaller streets (Ventura and Matilija), off Ojai Avenue, the city's main commercial thoroughfare, and just outside of Ojai's downtown civic and commercial center. Furthermore, as described above, the building is very modest in terms of its design and visual appearance and lacks street presence. For these reasons, the property does not have a unique location or singular physical characteristics that make it an established or familiar visual feature. It does not appear eligible under Local Criterion G.

Local Criterion H: Its suitability for preservation or restoration.

The subject building has undergone relatively few alterations since its original construction (1949-1951) and its historic period (1976-1992). Though the property received all new landscaping and new concrete paths and planters/planter beds between 2017-2018, alterations to the building itself have been relatively minor and cosmetic, including replacement of some doors and windows, installation of a new mechanical screen at the rooftop, and removal of interior finishes. Thus, it is suitable for preservation and meets Local Criterion H.

5.3. Evaluation of Integrity

In order for a property to be eligible for listing as a City of Ojai Landmark, it must retain sufficient integrity to convey its historic significance. Set forth below is an evaluation of 107 N. Ventura Street under the seven aspects of integrity established as part of the National Register process.

Location

The building has not been moved from its original location, and therefore retains this aspect of integrity.

Design

Completed in 1951, the building largely reflects is original modest design from when it was constructed. Changes to the building are relatively minor and cosmetic, including the construction of a rear (west) addition, replacement of a few doors and secondary windows, the addition of a mechanical screen at the rooftop, removal of interior finishes, and new landscaping and hardscaping. The building retains the majority of its original design features, including its horizontal, rectangular massing, one-story height, U-shaped plan, flat roof with wide eaves, exposed concrete block exterior walls, and multi-paned wood windows and doors. Thus, it retains this aspect of integrity.

Setting

The building is located in Downtown Ojai, just north of Ojai Avenue, the city's main thoroughfare. The property's immediate setting was historically and is currently composed of low-scale commercial and

institutional properties dating from the 1910s to the post-World War II period. Postwar residential neighborhoods comprise the area further north of the property. The property retains this aspect of integrity.

Materials

While some of the building's materials have been replaced (some windows and doors) and new materials added (faux wood mechanical screen at the rooftop, new concrete paving and plants), the vast majority of the building's historic materials, including its painted CMU walls and most wood windows and doors, remain. Thus, it retains this aspect of integrity.

Workmanship

The building retains its physical features from its historic period, including its original design and most of its historic materials. Thus, the property retains integrity of workmanship.

Feeling

The property retains its character-defining features from its historic period and is recognizable as a postwar institutional/non-residential building. It therefore retains integrity of feeling.

Association

Because the building retains its historic character through its original location, design, most materials, workmanship, and feeling, it maintains its association with Dr. Benito Reyes, World University, and the continued development of Ojai as spiritual hub in the postwar period.

5.4. Character-Defining Features

Following is a list of character-defining features of 107 N. Ventura Street relating to its significance for its association with Dr. Reyes and World University:

- Central open courtyard (landscaping/hardscaping within the courtyard replaced)
- One-story height (double-height volume at the central wing)
- Horizontal, rectangular massing
- U-shaped plan
- Flat roof (including wide eaves at the north and south wings)
- Painted concrete block walls
- Paired and grouped multi-light double-hung wood windows
- Multi-light wood doors

6. Impacts Analysis

6.1. Summary of Historical Resource Findings

Pursuant to Section 15064.5(a)(2) of the State CEQA Guidelines (CEQA Guidelines), the term "historical resource" includes a resource listed in, or determined to be eligible by the State Historical Resources Commission, for listing in the California Register of Historical Resources (California Register). 107 N. Ventura Street is eligible for listing in the California Register and as an Ojai Landmark, which satisfies the definition of a historical resource as enumerated by the CEQA Guidelines. There are no other historical resources on the Project Site.

6.2. Significance Thresholds

According to California CEQA Guidelines, a project has the potential to impact a historical resource when the project involves a "substantial adverse change" in the resource's significance. Substantial adverse change is defined as "physical demolition, destruction, relocation, or alteration of the resource or its immediate surroundings such that the significance of an historical resource would be materially impaired."[138]

The significance of an historical resource is materially impaired when a project:

a) Demolishes or materially alters in an adverse manner those physical characteristics of an historical resource that convey its historical significance and that justify its inclusion in, or eligibility for, the California Register of Historical Resources; or

b) Demolishes or materially alters in an adverse manner those physical characteristics that account for its inclusion in a local register of historical resources pursuant to Section 5020.1(k) of the Public Resources Code or its identification in an historical resources survey meeting the requirements of Section 5024.1(g) of the Public Resources Code, unless the public agency reviewing the effects of the project by a preponderance of evidence that the resource is not historically or culturally significant; or

c) Demolishes or materially alters in an adverse manner those physical characteristics of a historical resource that convey its historical significance and that justify its eligibility for inclusion in the California Register of Historical Resources as determined by a lead agency for the purposes of CEQA.[139]

A project that has been determined to conform with the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (the Standards) shall generally be considered to be a project that will not cause a significant impact on a historical resource (Title 14 CCR, Section 15064.5(b)(3).

[138] *CEQA Guidelines,* Section 15064.5.
[139] Ibid.

The Standards are a useful analytic tool for understanding and describing the potential impacts of substantial changes to historical resources. However, under California environmental law, compliance with the Standards does not necessarily determine whether a project would cause a substantial adverse change in the significance of a historical resource. Rather, projects that comply with the Standards benefit from a regulatory presumption that they would have a less than significant adverse impact on a historical resource.[140] As stated above, CEQA thresholds for material impairment to the significance of a historical resource is the alteration of the resource "in an adverse manner those physical characteristics of an historical resource that convey its historical significance and that justify its inclusion in, or eligibility for, the California Register of Historical Resources" or in a local register.[141]

6.3. Project Description

The Project proposes the rehabilitation of the former World University building (107 N. Ventura Street) for use as a hotel spa. Proposed site work includes replacement of an asphalt paved parking area at the west end of the property (behind the subject building) with a landscaped courtyard. The Project would include interior remodeling of the building to accommodate dressing rooms, treatment rooms, a gym, steam/sauna rooms, and back of house/service areas. Rooms would receive compatible, contemporary fixtures and finishes, and the subject building's existing floor plan would generally remain the same. Exterior changes to the building would be limited to re-roofing and the removal of the non-original, faux wood mechanical screens on the lower roof wings; replacement of non-original metal light fixtures with new metal fixtures; the addition of a new fence enclosing the central courtyard; and repainting. During the roof replacement, rooftop mechanical equipment will either be relocated off the roof or consolidated and enclosed with a new mechanical screen. The Project does not propose any changes to the residence (107 W. Matilija Street) on the Site.

6.4. Analysis of Project Impacts

As noted above, a project has the potential to impact a historical resource if the project would result in a "substantial adverse change" to its significance. Generally speaking, substantial adverse change is defined as demolition or material alteration in an adverse manner those physical characteristics of a historical resource that convey its historical significance and that justify its inclusion in a federal, state, and/or local register of historical resources.

As discussed above, the building at 107 N. Ventura Street appears eligible for listing in the California Register and designation as an Ojai Landmark. It therefore meets the definition of a historical resource under CEQA.

The Project would not result in the demolition of the subject building. The Project proposes certain changes to the exterior of the building, including re-roofing, removal of non-historic mechanical screens, replacement of non-historic light fixtures, and repainting. The building would continue to retain all of its character-defining features, as follows:

[140] *CEQA Guidelines*, section 15064.5(b)(3).
[141] *CEQA Guidelines*, Section 15064.5.

- Central open courtyard (landscaping/hardscaping within the courtyard replaced)
- One-story height (double-height volume at the central wing)
- Horizontal, rectangular massing
- U-shaped plan
- Flat roof (including wide eaves at the north and south wings)
- Painted concrete block walls
- Paired and grouped multi-light double-hung wood windows
- Multi-light wood doors

The Project would also retain the building's street frontage on Ventura and Matilija streets. Site improvements, including a new landscaped courtyard behind (to the west of) the building and new fencing/gates, would block any significant views of the property.

Because the Project would preserve the building's extant historic features, the building would retain the physical characteristics that account for its eligibility for listing under state and local registration programs.

Compliance with the Secretary of the Interior's Standards

Following is an analysis of all Project components against the Standards for Rehabilitation.

1. *A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.*

The Project complies with Standard No. 1. The former World University building at 107 N. Ventura Street would be given a new use as a spa, which would require no change to any of its distinctive materials, features, spaces, or spatial relationships.

2. *The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*

The Project complies with Standard No. 2. All of the building's distinctive materials and features, enumerated in the above list of character-defining features (*Section 5.4*), would be retained under the Project. The building would also retain its existing spatial relationships with the residence (107 W. Matilija Street) on the Site as well as its relationship with Ventura and Matilija streets. Thus, the historic character of the property would be retained and preserved.

3. *Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.*

The Project complies with Standard No. 3. No changes that create a false sense of historical development would be undertaken as part of the Project.

4. *Changes to a property that have acquired historic significance in their own right will be retained and preserved.*

Standard No. 4 does not apply to the Project's impact on the subject building. The Project would remove non-historic mechanical screens and light fixtures, which were added in the last five to ten years and have not acquired significance in their own right.

5. *Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*

The Project meets Standard No. 5. As described in its evaluation under Standard No. 2, the Project would preserve all of the building's distinctive materials, features, finishes, and construction techniques/examples of craftsmanship listed in *Section 5.4*.

6. *Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*

The Project complies with Standard No. 6. Any deteriorated historic features or materials (roof eaves, wood windows/doors, concrete block exterior walls) identified during the building's rehabilitation would be repaired rather than replaced to the extent feasible. If deteriorated beyond repair, features/materials would be replaced in kind under the guidance of a historic architect meeting the Secretary of the Interior's Professional Qualification Standards.

7. *Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*

The Project meets Standard No. 7. Chemical and physical treatments will not likely be needed under the Project. However, should any such treatments be required during the building's rehabilitation, they would be undertaken using the gentlest means possible so as to minimize damage to historic fabric.

8. *Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*

Standard No. 8 does not apply with regard to the Project's treatment of the subject building.

9. *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*

The Project meets Standard No. 9. Proposed site improvements include the addition of a new fence in front of the subject building's central courtyard off Ventura Street and replacement of a non-historic paved parking area to the west of the building with a new landscaped courtyard. The new fence and west landscaped courtyard would be compatible with the historic character of the property. The new landscaped courtyard would be minimally visible from the street so as to protect the integrity of the

property and its environment. Exterior alterations to the subject building are minimal, including re-roofing, removal of a non-historic mechanical screen, replacement of non-historic light fixtures, and repainting. All of the property's historic materials, features, and spatial relationships would be retained under the Project.

10. *New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

The Project meets Standard No. 10. If the new landscaped courtyard to the west/rear of 107 N. Ventura Street were removed in the future, the essential form and integrity of the property and its environment would be unimpaired.

6.5. Summary of Continued Eligibility

The Project would not impair the significance of the former World University building at 107 N. Ventura Street. The subject building would retain all of its character-defining features under the Project that account for its eligibility for listing under state and local registration programs. Furthermore, the Project complies with the *Secretary of the Interior's Standards for Rehabilitation* with regard to its treatment of the subject building. For these reasons, the building would continue to be eligible for listing in the California Register and as an Ojai Landmark after the Project is completed.

7. Conclusion

In conclusion, the Project would not have a significant impact on the former World University building at 107 N. Ventura Street, a historical resource for the purposes of CEQA. The Project includes the rehabilitation of the subject building, which is eligible for listing in the California Register and as an Ojai Landmark. No other historical resources are located on the Project Site.

The Project would not materially impair the significance of the subject building; proposed work would retain all character-defining features of the building. Because the Project would not result in the addition of square footage to the building, and site improvements are largely limited to areas with minimal to no visibility from the public right-of-way, the Project would not result in any indirect impacts to historical resources in the vicinity of the Site. Therefore, the Project would not result in any impacts to historical resources under CEQA.

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SCOPE OF WORK

THE SCOPE OF WORK INCLUDES:

REMODEL OF EXISTING 7,633 SF COMMERCIAL BUILDING INTO A HEALTH SPA & WELLNESS CENTER TO BE OPERATED IN COORDINATION WITH THE HOTEL EL ROBLAR. EXISTING RESIDENCE AND PARKING FOR RESIDENCE SHALL REMAIN.

REZONE AND GPA FROM PL TO VMU

CONDITIONAL USE PERMIT FOR THE USE OF A HEALTH SPA ASSOCIATED WITH THE HOTEL EL ROBLAR

INTERIOR REMODEL AND EXTERIOR CHANGES TO EXISTING BUILDING TO A HEALTH SPA AND WELLNESS CENTER

REVISION TO EXISTING PARKING TO ELIMINATE THREE PARKING SPACES FOR CONVERSION TO A RETREAT GARDEN

LOT MERGER OF EXISTING LOTS, DEDICATION OF EASEMENT FOR RIGHT OF WAY FOR SIDEWALK PURPOSES ALONG THE PROPERTY'S EASTERN EDGE

CODE ANALYSIS

APPLICABLE CODES:	Intent to comply with 2022 CBC, 2022 CPC, 2022 CMC 2022 CEC, TITLE 24 CAC, 2022 CFC, ADA TITLE III,and current engineering and architectural practices
MIXED OCCUPANCY?	NO
SPRINKLERED REQUIRED?	TBD
OCCUPANCY GROUP:	A-3
TYPE CONSTRUCTION:	V-B
PROPOSED USE:	HEALTH SPA
EXISTING USE:	OFFICE
NEW SF:	0 SF
ALTERATION SF:	7,633 SF
EXISTING SF:	7,633 SF
NUMBER OF STORIES:	1

TABULATIONS

OWNER:			107 VENTURA LLC 107 N VENTURA STREET OJAI, CA 93023
PROJECT ADDRESS:			107 N VENTURA STREET & 103 W MATILIJA STREET OJAI, CA 93023
A.P.N.:			021-0-106-040 / 021-0-106-030
HIGH FIRE ZONE?			YES
FLOOD ZONE?			NO
COASTAL ZONE?			NO
LAND USE ZONE:			P-L
SETBACKS:			
FRONT:		0 FT	
REAR:		0 FT	
INTERIOR:		0 FT	
LOT AREA:	GROSS:	26,250 SF 0.60 ACRES	
	NET:	26,250 SF 0.60 ACRES	

FLOOR AREA	**NET SF**	**GROSS SF**
COMMERCIAL BUILDING	7,633	8,093
RESIDENTIAL BUILDING	934	1,007
TOTAL EXISTING FLOOR AREA	**8,567**	**9,100**

PARKING

EXISTING	14
PROPOSED	10
REQUIRED	**14**

DRAWING INDEX

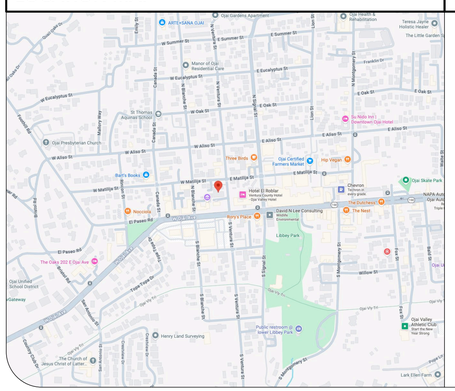
GENERAL

G-000	TITLE SHEET
G-001	SITE PHOTOS
G-002	SITE PHOTOS

ARCHITECTURAL

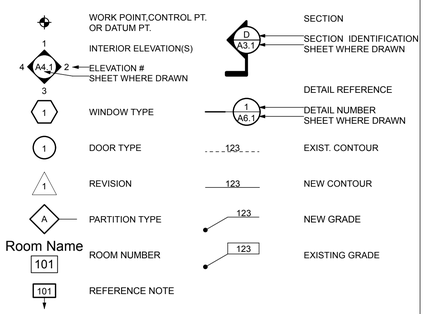
A-100A	SITE PLAN
A-100D	DEMO SITE PLAN
A-100	SITE / LANDSCAPE PLAN
D-101	DEMO PLAN
A-101	FLOOR PLAN
A-103	ROOF PLAN
A-201	EXISTING EXTERIOR ELEVATIONS
A-202	PROPOSED EXTERIOR ELEVATIONS

LOCATION MAP



FIRE DEPT NOTES

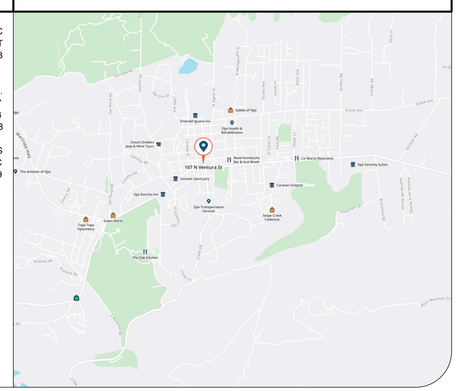
SYMBOLS



PROFESSIONALS

OWNER	107 VENTURA LLC 107 N VENTURA STREET OJAI, CA 93023
ARCHITECT	ANDRULAITIS+MIXON ARCHITECTS, INC. 2040 ALAMEDA PADRE SERRA, SUITE 107 SANTA BARBARA, CA 93103 805.899.2528
INTERIOR DESIGNER	MAHTE ARCHITECTURE & INTERIORS 737 N WESTERN AVE., SUITE C LOS ANGELES, CA 90029

VICINITY MAP



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2040 ALAMEDA PADRE SERRA
SANTA BARBARA SUITE 107
CALIFORNIA 805 899 2528

mahte
ARCHITECTURE AND INTERIORS

Proposed project/remodel for:

El Roblar Hotel

Health Spa & Wellness Center

107 N Ventura Street
Ojai, CA 93023

LICENSE

JOB NUMBER

25.021

CONTENTS

TITLE SHEET

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SITE
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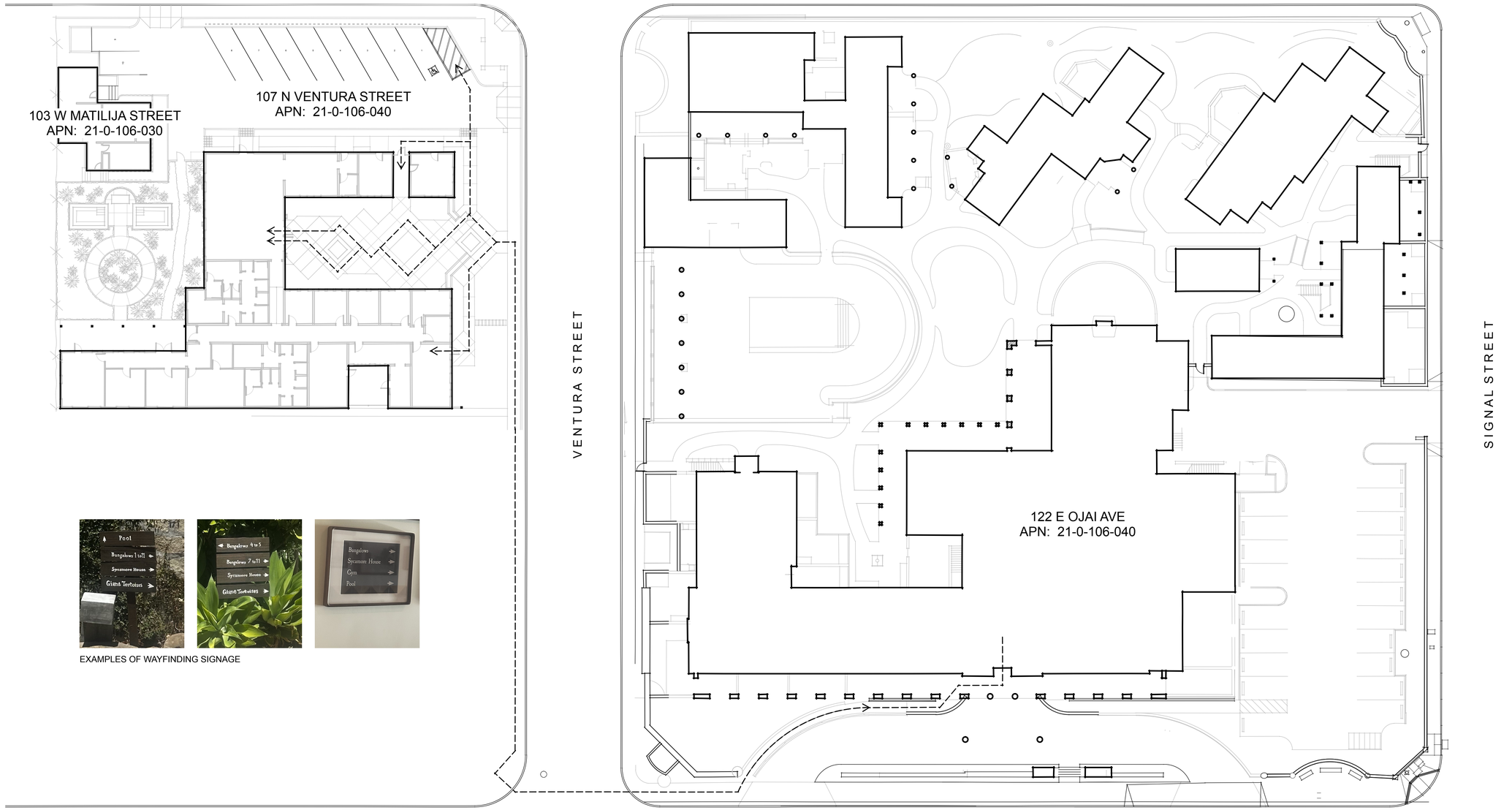
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12.08.25	DRP#1
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G-002



EXAMPLES OF WAYFINDING SIGNAGE

1 Site Plan
Scale: 1" = 20'-0"

PATH OF TRAVEL

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SITE PLAN

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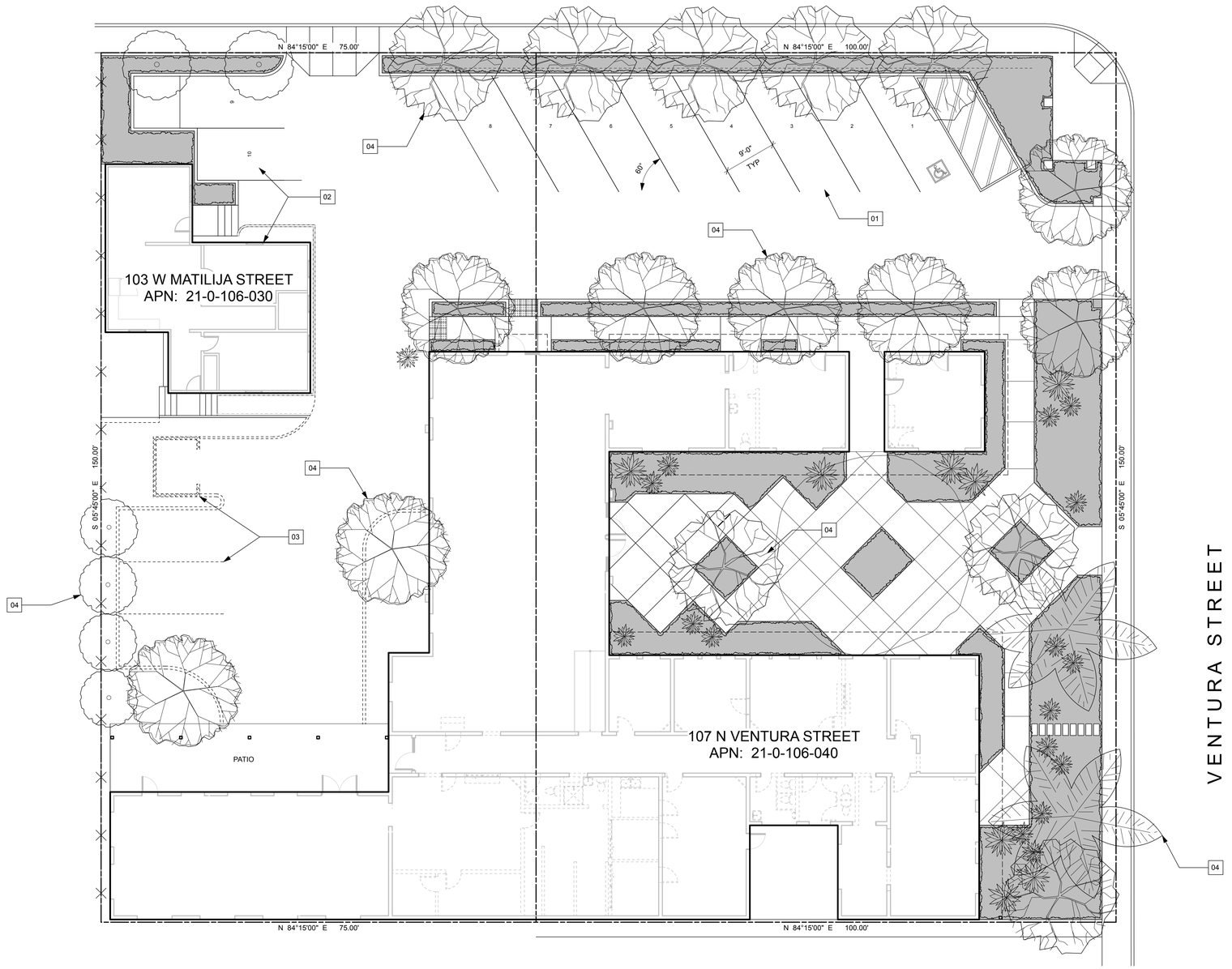
DATE	TYPE
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A-100A



1 Demo Site Plan
Scale: 1" = 10'-0"

PLAN NOTES

01 EXISTING PARKING TO REMAIN
02 EXISTING RESIDENCE & PARKING TO REMAIN
03 ELIMINATE PAVING, FOUR PARKING SPACES & TRASH ENCLOSURE
04 (E) LANDSCAPING TO REMAIN

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CONTENTS
DEMO SITE PLAN

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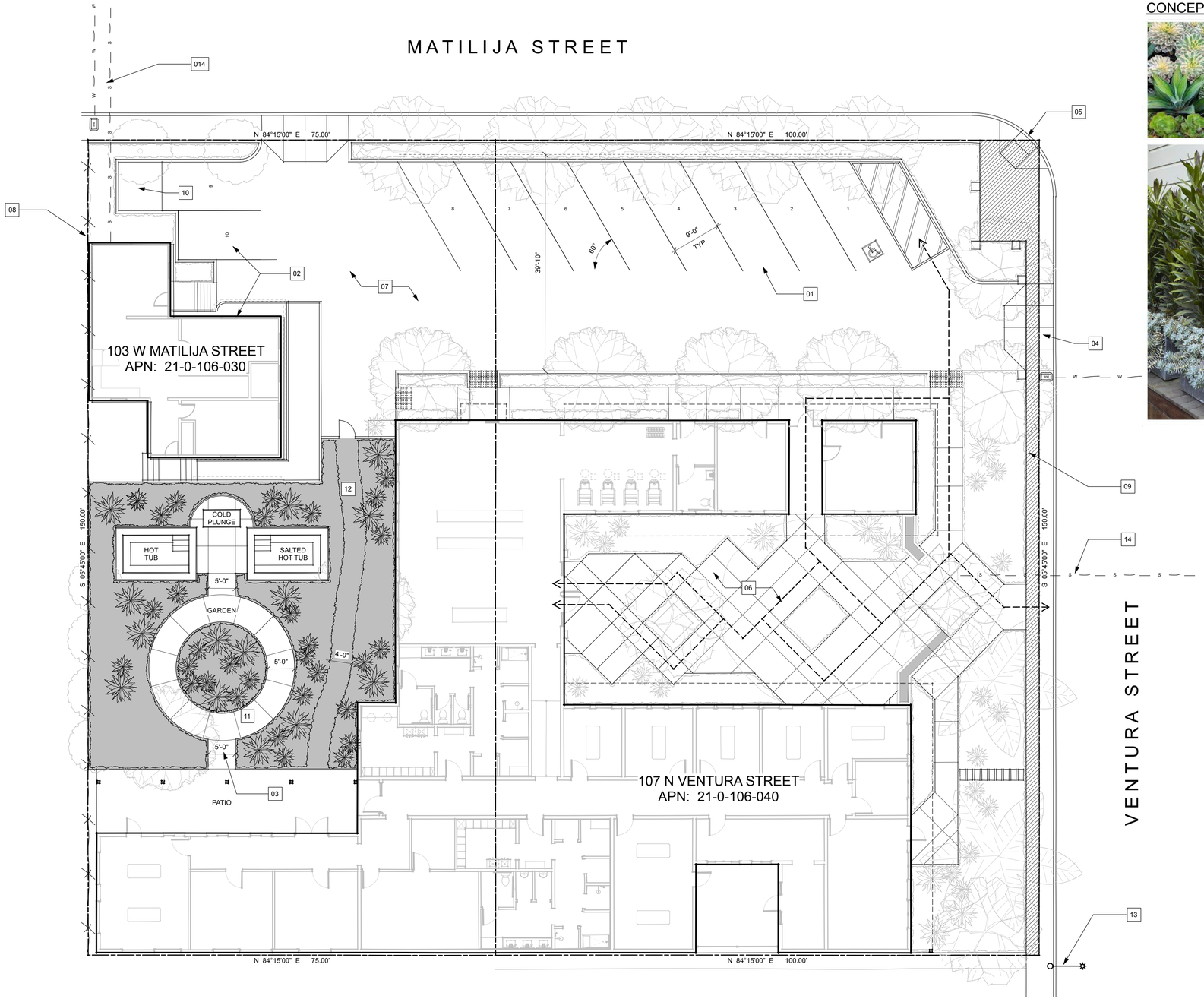
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A-100D



1 Site Plan
Scale: 1" = 10'-0"

ADA PATH OF TRAVEL

SITE STATISTICS

LOT COVER	AREA	%
BUILDING	9,100 SF	34.7%
HARDSCAPE	11,215 SF	42.7%
LANDSCAPE	5,935 SF	22.6%
TOTAL	26,250 SF	100.0%

CONCEPTUAL PLANT IMAGERY



CONCEPTUAL PLANT PALETTE

TREES:
CERCIS CANADENSID CAR. MEXICANA - MEXICAN REDBUD
CERCIDIUM X "DESERT MUSEUM" - PALO VERDE
OLEA EUOPEA "MONHER" - FRUITLESS OLIVE
QUERCUS CHRYSOLEPIS - CANYON OAK
OJAI PIXIE TREE

SHRUBS:
ACACIA COGNATA (ACCOGO1) - COUSIN ITT ROVER WATTLE
ELAEOCARPUS DECIPIENS (MONPROUD) - LITTLE EMEROR JAPANESE BLUEBERRRY
FOUQUIERIA SPLEDENS - OCOTILLO
GREVILLEA "SCARLET SPRITE" - GREVILLEA
LEUCADENDRON SPP. - CONEBUSH
PITTOSPORUM TENUIFOLIUM - HOHUHU
DRYOPTEMS ARGUTA - COASTAL WOOD FERN
PELLAEA MUCRONATA - BIRD'S FOOT CLIFFBRAKE

GRASSES:
CAREX DIVULSA - EUROPEAN GRAY SEDGE
CORDYLINE SPP. - CORDYLINE
LOMANDRA LONGIFOLIA "LM300" P.P. #15420 - BREEZE DRARF MAT RUSH
MISCANTHUS SINENSIS "ADAGIO" - ADAGIO MAIDEN GRASS

PERENNIALS:
ASPARAGUS DENSIFLORA "SPREGERI COMPACTA" -
DALEA GREGGII - TRAILING INDIGO BUSH
PHORMIUM SPP. - NEW ZEALAND FLAX
SALVIA SPP. - SAGE

SUCCULENTS:
AEONIUM SPP. - TREE HOUSELEEK
AGAVE SPP. - AGAVE
ALOE SPP. - ALOE
ECHEVERIA SPP. - ECHEVERIA
HESPERALOE SPP. - YUCCA
SEDUM SPP. - STONECROP
SENECIO REPENS - BLUE CHALKSTICKS

VINES:
BAUHINIA GALPINI - RED ORCHID BUSH
DISTICTIS BUCCINATORIA - RED TRUMPET VINE
LONICERA HILDEBRANDIANA - GIANT BURMESE HONEYSUCKLE
BOUGANVILLEA

ALL LANDSCAPING TO MEET LOW WATER WELO REQUIREMENTS

PLAN NOTES

01	EXISTING PARKING TO REMAIN
02	EXISTING RESIDENCE & PARKING TO REMAIN
03	NEW OUTDOOR GARDEN & SPA W/ NEW LANDSCAPING
04	(N) ADA COMPATIBLE DRIVEWAY APRON
05	(E) ADA CURB RAMP @ CORNER
06	(E) CONCRETE PAVING TO REMAIN
07	(E) AC PAVING TO REMAIN
08	(E) 6 FT TALL WOOD CEDAR FENCE ALONG WEST PROPERTY LINE
09	DEDICATION OF EASEMENT FOR RIGHT OF WAY PER CIVIL PLANS
10	RESIDENTIAL TRASH AREA
11	(N) CONCRETE WALK
12	(N) DECOMPOSED GRANITE PATH
13	(E) POWER POLE W/ STREET LIGHT
14	(E) SEWER LATERAL

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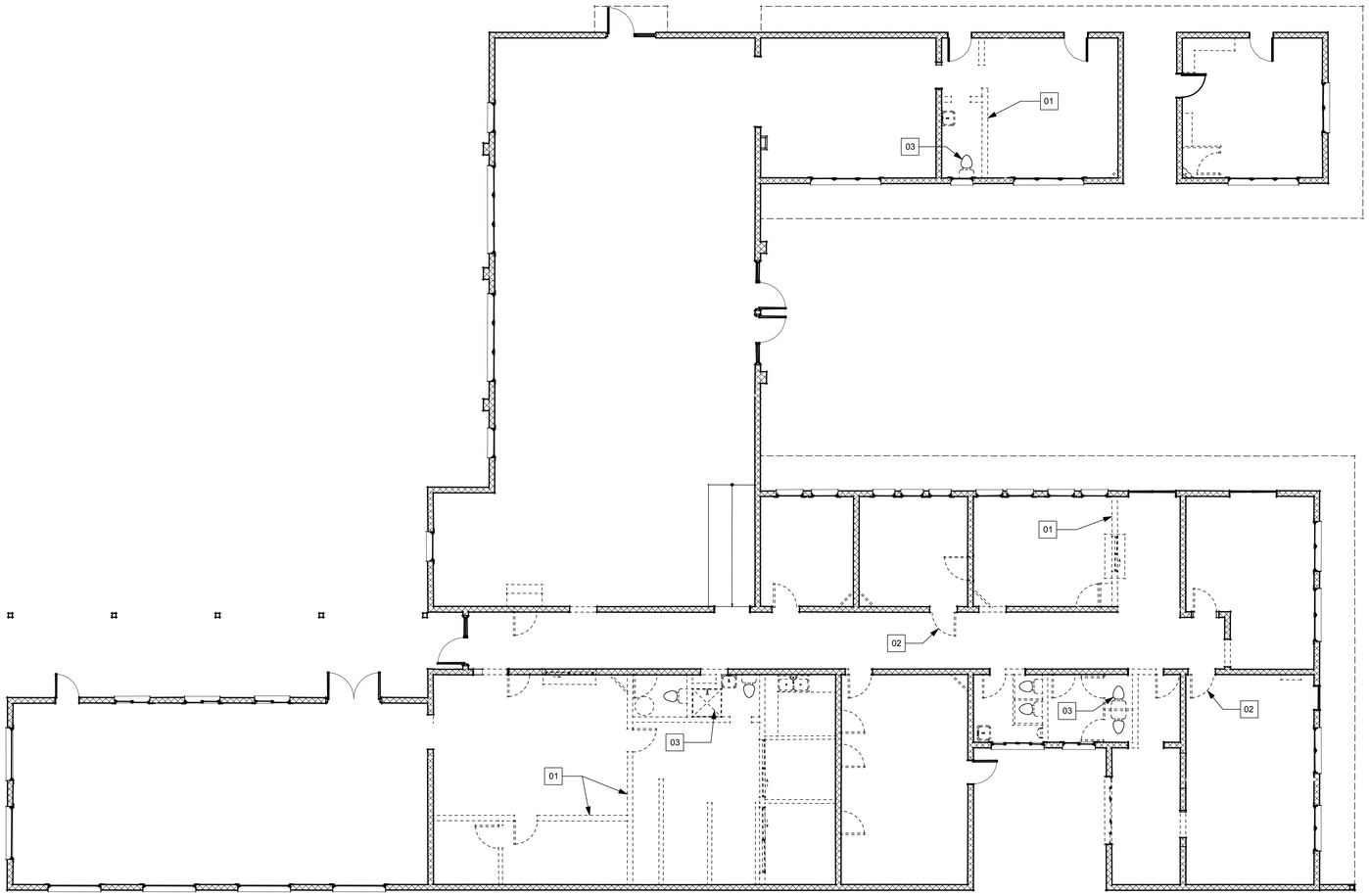
DATE	TYPE
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NO.	DATE	TYPE

A-100



1 Demo Plan
Scale: 1/8" = 1'-0"

DEMO NOTES

01 REMOVE (E) NON-BEARING WALLS
02 REMOVE (E) INTERIOR DOORS
03 REMOVE (E) PLUMBING FIXTURES

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D-101



1 **Floor Plan**
Scale: 1/8" = 1'-0"

BOH — ROOM NAME
345 SF — ROOM AREA
OL=3 — OCCUPANT LOAD
EXIT PATH OF TRAVEL

ENTRY/RETAIL

DRESSING ROOMS

TREATMENT ROOMS

WET AREAS

GYM

BACK OF HOUSE

SERVICE AREAS

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CONTENTS
FLOOR PLAN

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A-101

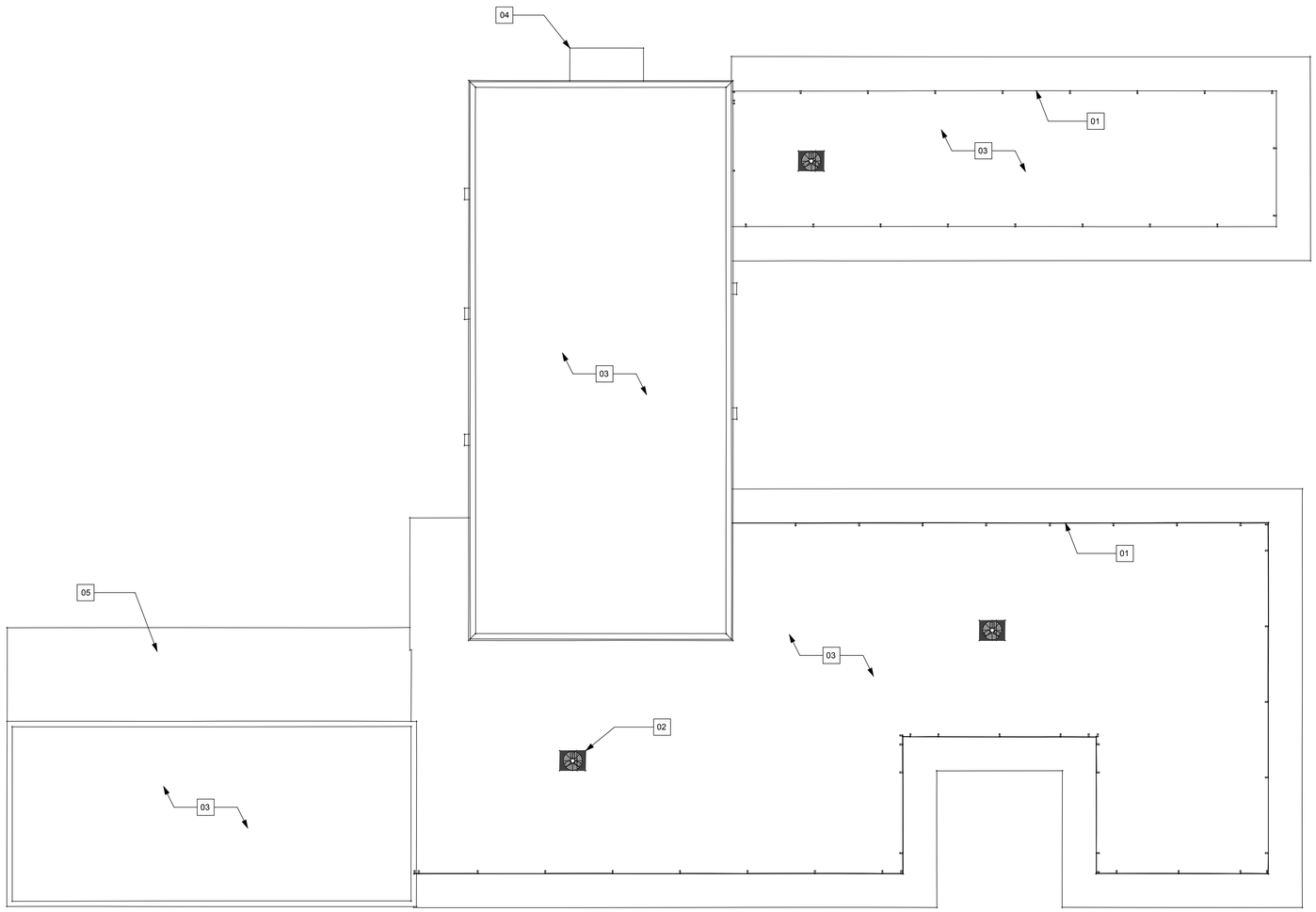
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Proposed project/remodel for:

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Health Spa & Wellness Center

107 N Ventura Street
Ojai, CA 93023



1 Roof Plan
Scale: 1/8" = 1'-0"

ROOF NOTES

01	(E) 3 FT TALL WOOD SLAT EQUIPMENT SCREEN
02	(E) HVAC EQUIPMENT
03	(E) ROOF TO REMAIN
04	(N) CLAY TILE WOOD AWNING
05	(E) CONCRETE ROOF TILE TO REMAIN

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CONTENTS

ROOF
PLAN

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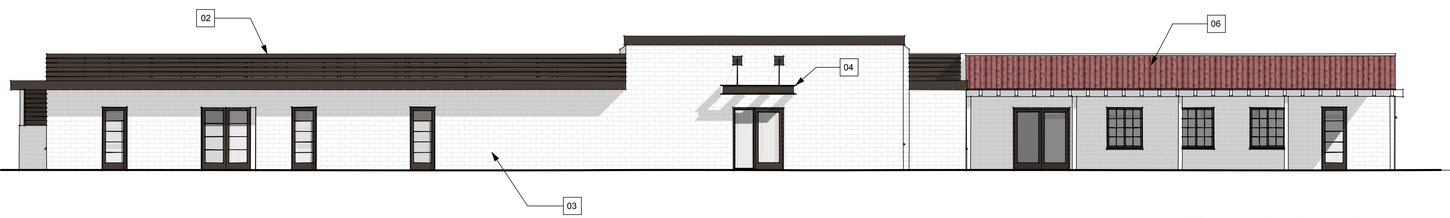
A-103

ELEVATION NOTES

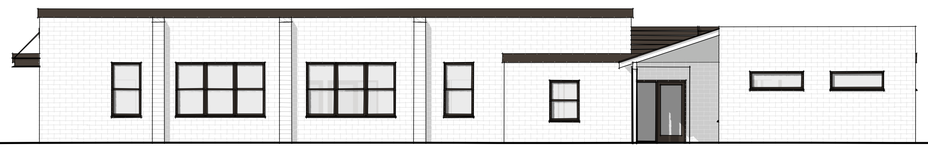
01	7 FT TALL WOOD PRIVACY FENCE
02	(E) 3 FT TALL WOOD SLAT EQUIPMENT SCREEN
03	(E) PAINTED BLOCK WALL
04	(E) STEEL AWNING TO BE REMOVED
05	(E) WINDOWS & DOOR TO REMAIN
06	(E) CONCRETE ROOF TILE TO REMAIN



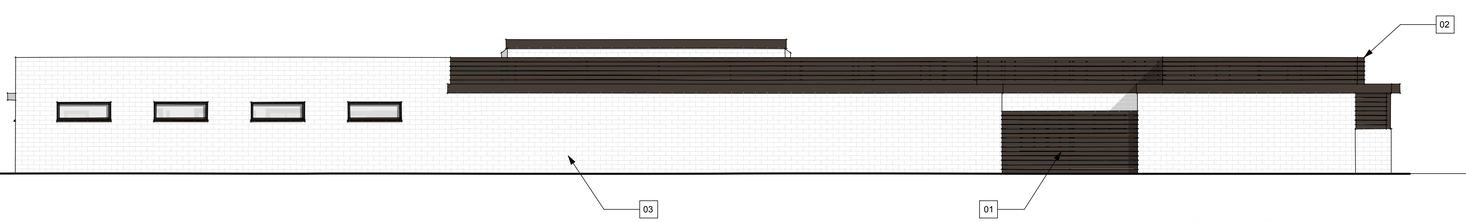
1 East Elevation
Scale: 1/8" = 1'-0"



2 North Elevation
Scale: 1/8" = 1'-0"



3 West Elevation
Scale: 1/8" = 1'-0"



4 South Elevation
Scale: 1/8" = 1'-0"

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CONTENTS
EXISTING EXTERIOR ELEVATIONS

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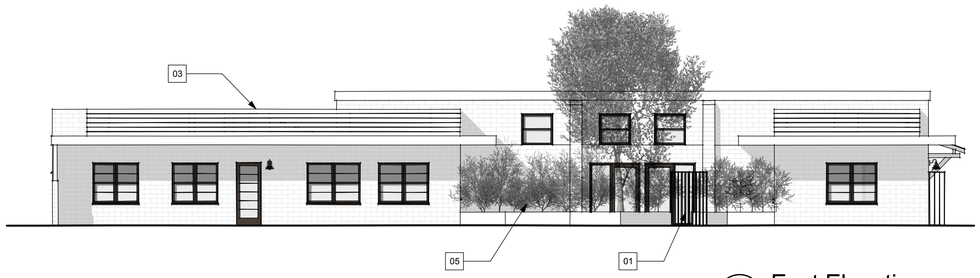
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NO.	DATE	TYPE

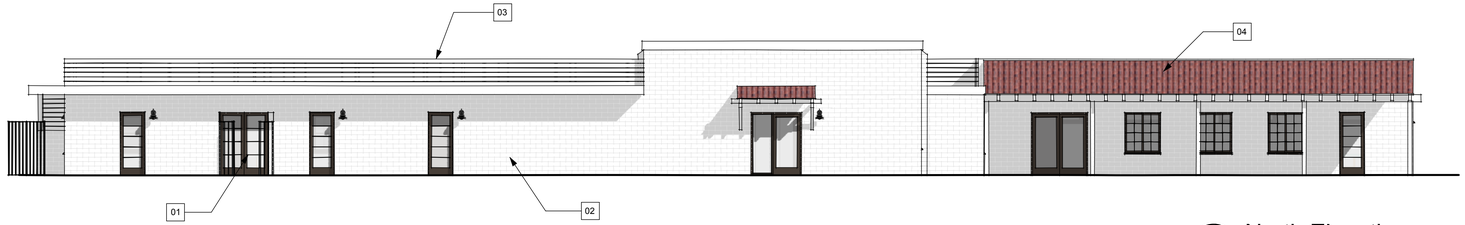
A-201

ELEVATION NOTES

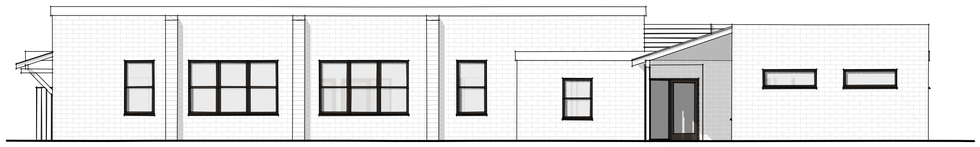
01 6 FT TALL METAL FENCE AND/OR GATE
02 36" HIGH PAINTED WAINSCOT
03 (E) 3 FT TALL WOOD SLAT EQUIPMENT SCREEN TO BE PAINTED WHITE
04 (E) CONCRETE ROOF TILE TO REMAIN
05 PRIVACY LANDSCAPE BUFFER IN RAISED CONCRETE PLANTER
06 7 FT TALL WOOD PRIVACY FENCE



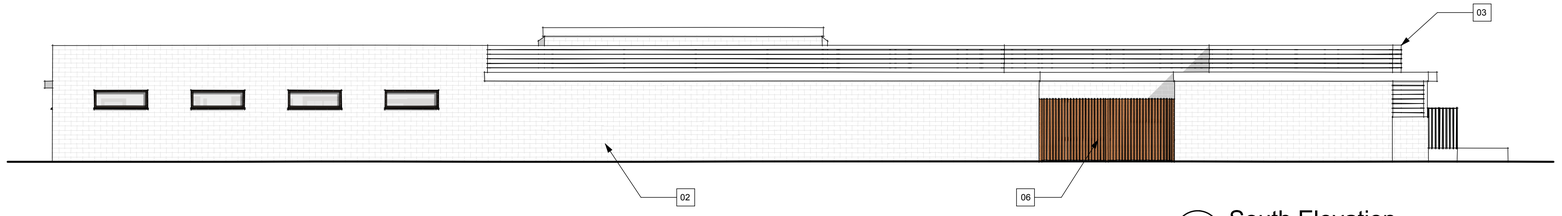
1 East Elevation
Scale: 1/8" = 1'-0"



2 North Elevation
Scale: 1/8" = 1'-0"



3 West Elevation
Scale: 1/8" = 1'-0"



4 South Elevation
Scale: 1/8" = 1'-0"

EXTERIOR FINISHES



WALL SCONCE
HUBBARDTON FORGE
HENRY SMALL DARK SKY
FRIENDLY OUTDOOR SCONCE

BUILDING & TRIM
SHERWIN WILLIAMS
"SHELL WHITE"

WINDOWS & DOORS
SHERWIN WILLIAMS
"ROCKWOOD DARK BROWN"



FENCING
THERMORY
BENCHMARK CLEAR PINE



ROOFING
MCA 2-PIECE ROOF TILE
"CORONA TAPERED MISSION"

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CONTENTS
PROPOSED EXTERIOR ELEVATIONS

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SUBMITTALS

DATE	TYPE
12.08.25	DRP#1
04.08.26	DRP#2

ISSUE DATE
04.08.26

REVISIONS

NO.	DATE	TYPE

A-202

Administrative Report

TO: **Honorable City Council**

FROM: **Weston Montgomery, Chief Deputy City Clerk**

MEETING DATE: **September 8, 2026**

SUBJECT: **Resolution Appointing a Voting Delegate and Alternate Voting Delegate to the 2026 League of California Cities Annual Conference.** ***(Operational Need)***

RECOMMENDATION

Adopt Resolution No. 2026-32 appointing a voting delegate and an alternate voting delegate to the 2026 League of California Cities Conference.

DISCUSSION

The League of California Cities 2026 Annual Conference is scheduled for September 23 – 25, 2026 at the Anaheim Convention Center. At the Annual Conference, the League of California Cities convenes a General Assembly. This is an opportunity for members to consider resolutions that establish Cal Cities policy. In order to vote at the General Assembly, the City Council must designate by resolution a voting delegate and up to two alternate voting delegates.

The League of California Cities requires such designation be approved by the City Council and confirmation of the designation to be provided to the League in advance. Staff recommends the City Council appoint a voting delegate and alternate voting delegate to participate in the General Assembly and adopt the attached resolution confirming the appointments. The General Assembly is the last session on the last day of the event, and delegate and/or alternate shall commit to attendance.

Members of the City Council who are currently registered to attend the 2026 Annual Conference include:

- Mayor Pro Tem Mang
- Council Member Lang
- Council Member Rule
- Council Member Whitman

CITY COUNCIL GOALS ALIGNMENT

Goal No. 9 - Communication and Relationships

OPTIONS

1. Take no action;
2. Provide alternative direction to staff.

FISCAL IMPACT

The adopted 2026-27 Annual Budget provides sufficient funding to support the conference registration and lodging expenses for the League of California Cities Annual Conference.

Prepared by: Weston Montgomery, Chief Deputy City Clerk

ATTACHMENT(S)

A. Cal Cities Resolution Packet
B. Ojai Resolution No. 2026-32

LEAGUE OF CALIFORNIA CITIES

2025-2026 CAL CITIES OFFICERS

President
Gabe Quinto
Mayor
El Cerrito

First Vice President
Teresa Acosta
Council Member
Carlsbad

Second Vice President
David Cohen
Council Member
San Jose

Immediate Past President
Lynne B. Kennedy
Mayor Pro Tem,
Rancho Cucamonga

Executive Director and CEO
Carolyn M. Coleman

August 10, 2026

TO: Cal Cities Members

RE: Cal Cities 2026 Resolution Packet

Sixty days before the Cal Cities Annual Conference and Expo, Cal Cities members may submit resolutions on issues of importance to cities. This year, Cal Cities received one resolution by the July 25 deadline.

The attached packet contains the proposed resolution, background information, supporting letters from cities and city officials, and an analysis of the resolution by Cal Cities. The packet includes detailed information on the resolution process and the next steps for the resolution.

We encourage each city council to consider the resolution and determine a position so your voting delegate can represent your city's position on the resolution.

Voting Delegates: City councils must appoint a voting delegate to vote during the General Assembly. Each city may also appoint up to two alternate delegates. If your city has not already done so, please appoint your voting delegate by Tuesday, Sept. 1, 2026. The voting delegate packet contains more information.

The 2026 General Assembly will be held Friday, Sept. 25, at 8:30 a.m. in the Anaheim Convention Center during the Annual Conference and Expo.

For questions about resolutions, voting delegates, or the General Assembly, please contact Zach Seals.

LEAGUE OF CALIFORNIA CITIES

2026 Resolution Packet

Information on 2026 Resolutions Process

Consideration by Policy Committee (pre-conference)
Per the Cal Cities bylaws, Cal Cities President Gabe Quinto has referred the submitted resolution to the Housing, Community, and Economic Development Committee. The committee will meet on Thursday, Sept. 17, at 10 a.m. via Zoom to review the resolution and make a recommendation that will be sent to the Resolutions Committee. A public comment period will be held during the meeting. Register for the meeting here.

A list of recommendations the policy committee may make during its meeting is on page two of this packet.

Consideration by Resolutions Committee (during conference)
On Thursday, Sept. 24, at 1:00 p.m. the Resolutions Committee will meet to review the resolution and the recommendation of the policy committee.

The Resolutions Committee consist of one representative from each of Cal Cities caucuses, departments, divisions, and policy committees, as well as up to ten additional appointments made by the Cal Cities President. A public comment period will be held during the meeting. Refer to the onsite conference program for the location.

A list of recommendations the Resolutions Committee may make during its meeting is on page two of this packet.

Consideration by the General Assembly (during conference)
The General Assembly will convene on Friday, Sept. 25, at 8:30 a.m. to consider any resolutions the Resolutions Committee has forwarded. To vote during the General Assembly, voting delegates must have checked in at the voting delegate booth.

Conference attendees will receive materials for the General Assembly on the evening of Thursday, Sept. 24. For more information on voting and discussion procedures during the General Assembly, see page three of this packet.

Petitioned Resolutions (during conference)
The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. To initiate a petitioned resolution, voting delegates from 10% of member cities must sign the petition. The resolution and signatures are due at least 24 hours before the beginning of the General Assembly. Voting delegates who have checked in at the voting delegate booth can receive more information on petitioned resolutions at the booth onsite.

Policy Committee and Resolutions Committee Actions

The submitted resolution will be heard by the policy committee to which it was assigned, and the Resolutions Committee. The table below shows what recommendations these bodies may make on the resolution.

Policy Committee Actions	Resolutions Committee Actions
Approve	Approve
Disapprove*	Disapprove*
No Action	No Action
Amend and approve	Amend and approve
Refer to appropriate policy committee for further study*	Approve as amended
Refer as amended to appropriate policy committee for further study*	Refer to appropriate policy committee for further study*
	Refer as amended to appropriate policy committee for further study*
	Approve with additional amendment(s)
	Additional amendments and refer to appropriate policy committee for further study*

**If a resolution is disapproved or referred for further study by all policy committees to which it is assigned and the Resolutions Committee, it will not proceed to the General Assembly.*

General Assembly Voting and Discussion Procedures

Discussion Procedures:
Discussion procedures during the General Assembly are guided by two calendars: the Consent Calendar and the Regular Calendar. As seen below, resolutions are calendared by the recommendations they receive from policy committees and the Resolutions Committee.

For General Resolutions:

Policy Committee Recommendation	Resolutions Committee Recommendation	Calendar
Approve	Approve	Consent Calendar
Approve	Disapprove or refer	Regular Calendar
Disapprove or refer	Approve	Regular Calendar
Disapprove or refer	Disapprove or refer	Does not proceed to General Assembly

For Petitioned Resolutions:

Policy Committee Recommendation	Resolutions Committee Action	Calendar
N/A	Approve	Regular Calendar
	Disapprove or Refer	Regular Calendar
	Disqualified	Does not proceed to General Assembly

Items on the Consent Calendar will be presented as one motion during the General Assembly from the Resolutions Committee chair. Unless an item on the Consent Calendar is set aside by the majority of the General Assembly, a vote will be taken on the whole calendar. If an item is set aside, it will be opened for discussion, followed by a vote.

Items on the Regular Calendar will be presented individually by the Resolutions Committee chair. After a recommendation is presented by the Resolutions Committee chair, the resolution will be opened for discussion by the General Assembly. A vote will take place following discussion.

Voting Procedures:
Per Cal Cities Bylaws Article XII, Sec. 2, all votes will be conducted by voice vote first. If the presiding official cannot determine the outcome, a vote will be taken by an alternative method, typically a raise of voting cards by voting delegates. A roll call vote may be called for by delegates of ten percent or more of the General Assembly.

2026 Resolution

1. Resolution No. 1 submitted by City of Murrieta
    - Letters of concurrence submitted by:
        i. City of Banning;
        ii. City of Calimesa;
        iii. City of Canyon Lake;
        iv. City of Moreno Valley;
        v. City of Norco;
        vi. City of Torrance;
        vii. Crystal Ruiz, Mayor, City of San Jacinto;
        viii. Jessica Alexander, Mayor, City of Temecula
    - Referred to Housing, Community, and Economic Development Committee
    - Policy Committee Recommendation:
    - Resolutions Committee Recommendation:

Resolution No. 1
Submitted by City of Murietta

1. A RESOLUTION OF THE GENERAL ASSEMBLY OF THE LEAGUE OF CALIFORNIA CITIES CALLING FOR A WORKING GROUP TO CONSIDER A STATE CONSTITUTIONAL AMENDMENT OR OTHER FORM OF INITIATIVE TO ENSURE FINAL LOCAL AUTHORITY OVER HOUSING AND LAND USE DECISIONS

Source: City of Murrieta
Concurrence of five or more cities/city officials
Cities/city officials: City of Banning; City of Calimesa; City of Canyon Lake; City of Moreno Valley; City of Norco; City of Torrance; Crystal Ruiz, Mayor, City of San Jacinto; Jessica Alexander, Mayor, City of Temecula
Referred to: Housing, Community, and Economic Development Policy Committee

WHEREAS, California cities have historically been responsible for adopting general plans and zoning regulations, reviewing housing development proposals, and providing or coordinating the streets, water, wastewater, public safety, parks, transportation, and other infrastructure and services necessary to support responsible, environmentally sound, and well-planned residential growth; and

WHEREAS, the League of California Cities is dedicated to protecting and expanding local control for municipalities across the state to ensure their orderly growth and development; and

WHEREAS, the League of California Cities recognizes that local zoning is a primary function of cities and an essential component of home rule, and that a city's general plan should guide its land use planning and strategic decision-making free from pre-emption by the state; and

WHEREAS, increasingly prescriptive statewide housing mandates and development approval requirements can override locally adopted plans, zoning standards, and public review procedures without adequately accounting for differences that exist in each unique jurisdiction in infrastructure capacity, water availability, wildfire and evacuation risks, environmental constraints, fiscal impacts, public service needs, and community priorities; and

WHEREAS, California's housing goals can be more effectively advanced through state funding, streamlined environmental requirements, and voluntary partnerships that support housing production while preserving the authority of locally elected officials to determine how and where housing is best planned and approved;

NOW, THEREFORE, BE IT RESOLVED, by the General Assembly of the League of California Cities, assembled during the Annual Conference in Anaheim, California, on September 25, 2026, that the League of California Cities support the development and advancement of a state constitutional amendment or other legislative, policy, or ballot-based strategies that restore and strengthen local authority over housing and land use matters within municipal boundaries, including general plans, housing elements, zoning, density, design and development standards, project siting, and the approval or denial of housing development applications; and

BE IT FURTHER RESOLVED, that any constitutional amendment or alternative strategy should preserve the State's authority to establish broad statewide housing goals and enforce constitutional and civil rights, fair housing requirements, building and life-safety standards, and generally applicable environmental protections, while protecting cities from state actions that compel, through funding conditions or state law, the approval of housing developments that are inconsistent with locally adopted requirements; override local zoning or density standards; or invalidate locally adopted housing or land use decisions when a city has planned in good faith to accommodate its regional housing needs allocation and maintains adequate capacity for housing at all income levels; and

BE IT FURTHER RESOLVED, that the League of California Cities consider establishing a statewide working group or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters including but limited to: conducting appropriate legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for; the November 2030 General Election, or within another reasonable time frame as determined by the working group.

Resolution No. 1: Background Information

Background Information for Resolution

Source: City of Murrieta

Background:
California cities are responsible for planning residential growth, adopting general plans and zoning regulations, reviewing development proposals, and providing or coordinating the infrastructure and public services necessary to support new housing. Since 2010, the State has enacted more than 500 housing-related laws that have increasingly shifted housing and land use authority away from local governments. These laws have expanded by-right development, limited locally adopted standards and review processes, and established enforcement mechanisms, including the builder's remedy, that may override local plans and zoning. Although these measures are frequently presented as solutions to housing affordability, many increase development capacity or restrict local review without delivering the meaningful production of housing needed to address the housing crisis.

At the same time, the State has continued to prioritize increased development capacity without adequately accounting for the infrastructure, public services, economic realities, and safety measures necessary to support housing growth. State mandates often fail to reflect local conditions, including roadway and utility capacity, water availability, wildfire exposure, environmental limitations, fiscal impacts, and the availability of essential services. Cities are consequently required to accommodate additional housing while receiving no funding or assistance to address the resulting infrastructure and service demands.

Local elected officials are directly accountable to the residents who experience the effects of development decisions and are responsible for balancing housing production with infrastructure capacity, public safety, environmental protection, fiscal sustainability, and community needs. Cities of all types in California have been grappling with this dynamic, ranging from urban to rural, coastal to inland, small to large, northern to southern, voicing concerns to legislative representatives with minimal responsiveness. This is an issue of statewide concern that needs the strength and diversity of the League of California Cities to pursue a long-term solution.

The proposed resolution directs the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions. The working group would be tasked with developing a more balanced framework that preserves the State's role in establishing broad housing goals and enforcing constitutional, civil rights, fair housing, building, life-safety, and environmental requirements, while restoring meaningful local authority to allow cities to determine how statewide housing

objectives should be implemented in a manner that reflects local conditions and community priorities while continuing to support responsible housing production.

As the primary statewide organization representing California cities, the League is uniquely positioned to lead this effort. Its established policy, legal, legislative, communications, and advocacy networks enable it to convene municipalities, evaluate potential strategies, conduct legal and fiscal analyses, build consensus, engage stakeholders, and coordinate with statewide decision-makers. League leadership would help ensure that any recommendation reflects the collective interests of California municipalities and would provide the credibility, organizational capacity, and statewide reach necessary to advance a viable strategy.

Resolution No. 1: Letters of Concurrence

City of Banning
Office of the Mayor

July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to the Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25, 2026. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards and project approval authority.

On behalf of the City of Banning, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Respectfully,

Richard Royce, Mayor
District 4, City of Banning

Colleen Wallace, City Council Member
District 5, City of Banning
President, Riverside County Division
League of California Cities

City of Calimesa
908 Park Avenue, Calimesa, California 92320
Telephone 909.795.9801 Facsimile 909.795.4399
www.calimesa.gov
"Preserving and enhancing the open space atmosphere and quality of life in Calimesa"

July 21, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Calimesa, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Jeff Cervantez
Mayor
City of Calimesa

www.canyonlakeca.gov
Ⓟ 951.244.2955
Ⓕ 951.246.2022

July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Canyon Lake, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Arron Brown
City Manager
City of Canyon Lake

Brian Mohan
City Manager

July 23, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches to address increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Moreno Valley, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Brian Mohan
City Manager
City of Moreno Valley

CITY OF
NORCO
HORSETOWN USA

July 22, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of the Norco, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Sincerely,

Kevin Bash
City Council Member
(951) 768-8981

CITY OF
TORRANCE

SHARON KALANI
MAYOR

CITY COUNCIL MEMBERS
DAVID KARTSONIS – District 1
BRIDGETT LEWIS – District 2
ASAM SHEIKH – District 3
VACANT – District 4
BETTY LIEU – District 5
Dr. JEREMY GERSON – District 6

July 29, 2026

President Gabe Quinto
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Support for a Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority

Dear President Quinto,

The City of Murrieta is sponsoring a resolution for consideration by the General Assembly of the League of California Cities to establish a statewide working group to evaluate a constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use decisions.

The proposed resolution, together with the required background materials, will be submitted to Cal Cities for consideration at the 2026 Annual Conference in Orange County on September 24 and 25. The resolution would direct the League to convene a working group to evaluate potential approaches for addressing the increasingly broad and prescriptive state mandates affecting local housing, zoning, development standards, and project approval authority.

On behalf of the City of Torrance, this letter confirms our support for the City of Murrieta's submission of the proposed resolution and its consideration by the League of California Cities General Assembly at the 2026 Annual Conference.

Local authority is essential because cities are best positioned to craft housing strategies tailored to their unique community conditions, infrastructure capacity, and geographic needs.

3031 Torrance Boulevard • Torrance, California 90503 • 310/618-2801 • FAX 310/618-5841

When given the flexibility to plan locally, cities can achieve meaningful housing results while maintaining the character and balance of their communities.

The City of Torrance has consistently demonstrated that local control and proactive housing production go hand in hand:

- **Housing Corridor Overlay Zone:** Through our approved 6th Cycle Housing Element, Torrance created the Housing Corridor Overlay (HCO). This targeted local framework allows for by-right housing and mixed-use development across seven key commercial and transit-adjacent corridors, streamlining approvals and incentivizing production across a full range of income levels.

- **Housing Element Progress & Accountability:** As documented in our Housing Element Annual Progress Reports (APR), Torrance actively tracks, updates, and implements programs—such as aligning our Land Use and Safety Elements—to clear barriers for residential development while ensuring robust infrastructure and public safety standards.

These initiatives illustrate that local governance can effectively drive housing opportunities without one-size-fits-all mandates from the state. Restoring and protecting local land use authority will allow cities across California to continue developing solutions that work best for their residents.

If you have any questions or require further discussion, please feel free to contact Carlos Huizar, Management Associate at (310) 618-5880 or via email at CHuizar@TorranceCA.gov.

Sincerely,

Sharon Kalani
Mayor, City of Torrance

cc:
Ron Holiday, Mayor Pro Tem, City of Murrieta
Lori Stone, City Councilmember, City of Murrieta
Jeff Kiernan, Los Angeles County Division, jkiernan@cacities.org
League of California Cities, cityletters@cacities.org
Joe A. Gonsalves & Sons, gonsalvi@gonsalvi.com

595 S San Jacinto Ave, San Jacinto, CA 92583
Cell: 951-282-1895 • Office: 951-487-7330 • email: cruiz@sanjacintoca.gov

July 23, 2026

Mr. Gabe Quinto, President

League of California Cities

1400 K Street, Suite 400

Sacramento, CA 95814

Subject: Support for Murrieta's Proposed Resolution on Housing and Local Governance

Dear League of California Cities Leadership,

I am writing in my individual capacity as Mayor of the City of San Jacinto to express my strong support for the City of Murrieta's proposed resolution, which is scheduled for consideration by the General Assembly at the 2026 Annual Conference.

This resolution represents a timely and important opportunity to thoughtfully examine the balance between California's statewide housing goals and the fundamental constitutional principle of local governance. The proposal to establish a statewide working group to explore a potential constitutional amendment, legislative reforms, or other policy initiatives would create a valuable forum for assessing how local authority over housing and land use decisions can be strengthened while still addressing the State's housing challenges.

Cities are uniquely positioned to understand the distinct needs, opportunities, and constraints of their communities. Local elected officials are directly accountable to the residents they serve and are best equipped to make land use decisions that reflect a community's character, infrastructure capacity, economic development priorities, environmental stewardship, and long-term vision. Moreover, local governments carry the primary responsibility for protecting public safety. Issues such as housing density, transportation, emergency access, wildfire preparedness, evacuation routes, law enforcement and fire service capacity, water availability, and critical infrastructure are inherently local matters that demand the knowledge, judgment, and responsiveness of those who serve their communities daily.

While the State has a critical role to play in addressing California's housing needs, a collaborative approach that respects local expertise and preserves meaningful local discretion will result in stronger, safer, and more sustainable communities. The proposed working group offers a constructive path forward to evaluate policies that achieve our shared housing objectives while restoring an appropriate balance between state direction and local authority.

Although this letter reflects my personal position as Mayor and does not constitute an official action or policy of the City of San Jacinto or the San Jacinto City Council, I respectfully endorse the City of Murrieta's submission of this resolution and encourage its favorable consideration by the League of California Cities General Assembly.

Thank you for your leadership and your thoughtful consideration of this important matter.

Respectfully,



Crystal Ruiz

Mayor

City of San Jacinto

595 S San Jacinto Ave, San Jacinto, CA 92583
Cell: 951-282-1895 • Office: 951-487-7330 • email: cruiz@sanjacintoca.gov

City of Temecula
41000 Main Street ▪ Temecula, CA 92590
(951) 694-6416 ▪ Fax (951) 694-6499 ▪ TemeculaCA.gov

July 23, 2026

Mr. Gabe Quinto, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Subject: **Support for the City of Murrieta's Resolution Establishing a Working Group to Evaluate a State Constitutional Amendment or Other Initiative to Restore Local Housing and Land Use Authority**

Dear President Quinto:

I am writing in my individual capacity as Mayor of the City of Temecula to express my strong support for the City of Murrieta's proposed resolution for consideration by the General Assembly of the League of California Cities at the 2026 Annual Conference.

The proposed resolution presents an important opportunity to thoughtfully evaluate the appropriate balance between California's statewide housing objectives and the constitutional principle of local governance. Establishing a statewide working group to examine a potential constitutional amendment, legislative reforms, or other policy initiatives will provide a meaningful forum to assess how local authority over housing and land use decisions can be strengthened while continuing to address the State's housing challenges.

Cities are uniquely positioned to understand the needs, opportunities, and constraints of their communities. Local elected officials are accountable to the residents they serve and are best equipped to make land use decisions that reflect a community's character, infrastructure capacity, economic development goals, environmental stewardship, and long-term vision. Equally important, local governments bear the primary responsibility for protecting public safety. Decisions regarding housing density, transportation, emergency access, wildfire preparedness, evacuation routes, police and fire service capacity, water availability, and critical infrastructure are inherently local matters that require the knowledge and judgment of those who serve their communities every day.

While the State has an important role in addressing California's housing needs, a collaborative approach that respects local expertise and preserves meaningful local discretion will produce stronger, safer, and more sustainable communities. The proposed working group offers an opportunity to evaluate policies that achieve these shared objectives while restoring an appropriate balance between state direction and local authority.

Printed on Recycled Paper

Although this letter reflects my personal position and is not an official action or policy of the City of Temecula or the Temecula City Council, I respectfully endorse the City of Murrieta's submission of this resolution and encourage its favorable consideration by the League of California Cities General Assembly.

Thank you for your leadership and your thoughtful consideration of this important issue.

Respectfully,



Jessica Alexander
Mayor, City of Temecula
Signing in her individual capacity
and not on behalf of the City of Temecula
or the Temecula City Council.

Resolution No. 1: Staff Analysis

League of California Cities Staff Analysis on Resolution No. 1

Staff: Brady Guertin, Legislative Advocate
Committee: Housing, Community, and Economic Development

Summary:
Resolution No.1 states that the League of California Cities (Cal Cities) will:

1. Support the development and advancement of a state constitutional amendment or legislative, policy, or ballot-based strategy that restores and strengthens local authority over housing and land use matters, including general plans, housing elements, zoning, density, design and development standards, project siting, and the approval or denial of housing development applications.

   Pursuant to the resolution, the strategy should preserve the state's authority to set broad, statewide housing goals and enforce civil rights, fair housing, building safety, and environmental standards while protecting local control by preventing the state from compelling the approval of developments that conflict with local requirements, override local zoning or density standards, or overturn local land use decisions where a city has planned for and maintained sufficient capacity to meet its housing obligations.

2. Consider establishing a statewide working group or other appropriate committee(s) to evaluate and develop a proposed constitutional amendment or other legislative, policy, or ballot-based strategies to restore and strengthen local authority over housing and land use matters. The resolution states: "conducting legal, fiscal, and policy analyses; engaging cities and other stakeholders; and building a statewide coalition of proponent supporters in preparation for the November 2030 General Election, or within another reasonable time period."

Background:
As provided in the background information, the city of Murrieta is sponsoring this resolution in response to concerns over state laws that have increasingly reduced city discretion over housing and land use decisions, including legislation that requires ministerial or by-right approvals for housing projects, limits the application of local development standards, and strengthens state enforcement mechanisms against local governments.

Additionally, the city of Murrieta, in its background information, maintains that these legislative efforts have not resulted in sufficient housing production to address California's housing shortage and have not adequately accounted for

local infrastructure, public service needs, public safety, market, and fiscal considerations.

The resolution states that California's housing goals are better advanced through state funding, streamlined environmental requirements, and voluntary partnerships, while preserving local authority over how and where housing is best planned and approved.

Consideration of the resolution may be informed by a brief examination of how the California Constitution allocates authority between the state and cities with respect to land use decisions.

The constitution grants cities the power to adopt local laws to protect the public's health, safety, and welfare. This grant is called the "police power," which is the basis for local land use regulation. The constitution grants charter cities the additional power to adopt local laws affecting "municipal affairs." This power, commonly referred to as "home rule," is based on the principle that a city, rather than the state, is in the best position to identify and satisfy the needs of the local community.

The constitution's broad grant of police power contains a significant limitation. Local law adopted under the police power is not valid if it "conflicts" with state law. A local law "conflicts" with state law when it regulates the same "field" in which the Legislature has stated its intent to occupy. In that case, state law is said to "preempt" the local law and it cannot be enforced.

An ordinance adopted by a charter city under the municipal affairs power cannot be enforced if it affects a "matter of statewide concern." The subjects that have been identified as "matters of statewide concern" have changed over the years due to economic, social, and political circumstances.

Since the 1960s, the state has enacted numerous laws that limit or preempt aspects of local land use and zoning authority. These laws include the Fair Employment and Housing Act, Housing Element Law, Housing Accountability Act, Density Bonus Law, Permit Streamlining Act, accessory dwelling unit laws, California Environmental Quality Act, and others. In recent years, the state has enacted several laws that Cal Cities was the leading opposition force against, as many of the proposals pre-empted local land use authority, limited public review, and constrained local flexibility. In support of its housing and land use legislation, the Legislature has cited a statewide housing crisis and the need for increased housing production at all income levels while asserting that a uniform approach to local land use decision-making is required.

Discussion:
The resolution does not prescribe a specific policy mechanism. The eight letters in support recommend creating a working group or committee to evaluate potential approaches, including legislative proposals, constitutional amendments, or ballot initiatives to strengthen local authority over housing and land use matters.

A discussion of a strategy to restore and strengthen local authority over housing and land use matters will need to consider the California Constitution's framework for both preemption of police power enactments and municipal affairs, discussed above. It will also need to determine whether changes to the California Constitution will be proposed, and whether they constitute an amendment or a revision, which require different processes.

A constitutional revision is a multistep process blending legislative consensus, voter support, and on occasion, a constitutional convention. It requires significant public engagement.

A constitutional amendment would require a ballot initiative, which includes gathering enough valid signatures to qualify for the ballot, building large coalitions to support election efforts, and campaigning to voters to support the initiative. This process can involve significant costs. In the last major election for ballot initiatives in 2024, proponents spent $8-$18 million to qualify for the ballot and spent nearly $700 million for the full election cycle, averaging out to about $100 million per ballot initiative.

Cal Cities has been engaged in ballot advocacy for over 20 years. In the early 2000s, Cal Cities developed a ballot advocacy infrastructure that included forming an issue political action committee, fundraising, establishing a network of regional managers, and building a coalition with other organizations to ultimately advocate on a ballot measure. Ballot advocacy requires the approval of the Board of Directors with a supermajority vote.

In the Legislature, Cal Cities plays an active and influential role to ensure that local flexibility and autonomy in the land use and housing space is maintained by engaging on dozens of bills every legislative session to ensure that cities' voices are heard at the state Capitol. Below, you will find Cal Cities "Existing Policy" on local control, housing, and land use policies.

Fiscal Impact
The resolution itself would not have a significant direct fiscal impact. However, depending on what actions follow, the fiscal costs could be significant.

Existing Cal Cities Policy

Vision

To be recognized and respected as the leading advocate for the common interests of California's cities.

Mission Statement

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

We Believe

- Local self-governance is the cornerstone of democracy.
- Our strength lies in the unity of our diverse communities of interest.
- In the involvement of all stakeholders in establishing goals and in solving problems.
- In conducting the business of government with transparency, openness, respect, and civility.
- The spirit of honest public service is what builds communities.
- Open decision-making that is of the highest ethical standards honors the public trust.
- Cities are vital to the strength of the California economy.
- The vitality of cities is dependent upon their fiscal stability and local autonomy.
- The active participation of all city officials increases the League's effectiveness.
- Partnerships and collaborations are essential elements of focused advocacy and lobbying.
- Ethical and well-informed city officials are essential for responsive, visionary leadership and effective and efficient city operations.

Zoning

Cal Cities believes local zoning is a primary function of cities and is an essential component of home rule. The process of adoption, implementation and enforcement of zoning ordinances should be open and fair to the public and enhance the responsiveness of local decision-makers. State policy should leave local siting and use decisions to the city and not interfere with local prerogative beyond providing a constitutionally valid procedure for adopting local regulations. State agency siting of facilities, including campuses and office buildings, should be subject to local notice and hearing requirements in order to meet concerns of the local community. Cal Cities opposes legislation that seeks to limit local authority over parking requirements.

Housing Element

Housing issues should be addressed in the general plan as other planning issues are. The housing element should be prepared for the benefit of local

governments and should have equal status with the other elements of the general plan.

Encourage Full Community Participation
Foster an open and inclusive community dialogue and promote alliances and partnerships to meet community needs.

Well-Planned New Growth
Recognize and preserve open space, watersheds, environmental habitats, and agricultural lands, while accommodating new growth in compact forms, in a manner that:

- De-emphasizes automobile dependency;
- Integrates the new growth into existing communities;
- Creates a diversity of affordable housing near employment centers;
- Provides job opportunities for people of all ages and income levels.

Support:
The following letters of concurrence were received:
City of Banning
City of Calimesa
City of Canyon Lake
City of Moreno Valley
City of Norco
City of Torrance
Crystal Ruiz, Mayor, City of San Jacinto
Jessica Alexander, Mayor, City of Temecula

CITY OF OJAI

RESOLUTION NO. 2026-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI, DESIGNATING A DELEGATE AND ALTERNATE(S) FOR THE 2026 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE

WHEREAS, the City of Ojai is a member of good standing of the League of California Cities; and

WHEREAS, representatives from the City will be attending the 2026 League Annual Conference in Anaheim, California, September 23-25, 2026; and

WHEREAS, each member city has a right to cast one vote on matters pertaining to League policy at the conference; and

WHEREAS, consistent with League bylaws, a city's voting delegate and alternate must be designated by City Council action; and these individuals are identified in the online Voting Delegate Form provided to the League.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Recitals. The Recitals are true and correct and are hereby incorporated and adopted as findings and determinations by the City Council as if fully set forth herein.

SECTION 2. Designee. The City of Ojai does designate _____ as voting delegate and _____ and _____ as alternates to the 2026 League of California Cities Annual Conference General Assembly.

SECTION 3. California Environmental Quality Act. The City Council's adoption of this Resolution and approval of a voting delegate and alternates is exempt from review under the California Environmental Quality Act "(CEQA") as ministerial and categorical exemptions for general policy making and organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment under CEQA Guidelines Section 15378, subdivisions (b)(2) & (b)(5).

Section 4. Effective Date. This resolution shall be effective immediately**.**

SECTION 5. Certification. The City Clerk shall certify to the adoption of this Resolution as required by law.

PASSED, APPROVED AND ADOPTED on September 8, 2026.

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

ATTEST:
Date: _____

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____
Bethany A. Burgess, City Attorney

I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai, certify that Resolution No. 2026-32 was adopted at a regular meeting held , 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Weston Montgomery, Chief Deputy City Clerk

Exhibits to this Resolution:
None

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**

MEETING DATE: **September 8, 2026**

SUBJECT: **Authorization to Release a Request for Proposals for Owner's Representative/Construction Management Services for the Permanent Supportive Housing Project (PSHP)** ***(Operational Need)***

RECOMMENDATION

1. Approve the Request for Proposals (RFP) for Owner's Representative/Construction Management Services for the Permanent Support Housing Project (PSHP); and
2. Authorize the City Manager to release the RFP, conduct the competitive solicitation process, evaluate proposals, and return to the City Council with a recommended contract award for consideration.

DISCUSSION

This item is being carried over from the August 11th City Council meeting. The City is advancing the development of the Permanent Supportive Housing Project (PSHP), located at 611 S. Montgomery Street. As the project transitions into the construction phase, it is in the City's best interest to retain an independent Owner's Representative/Construction Management consultant to provide professional oversight and represent the City's interests throughout construction. The RFP seeks a consultant that will act solely in an advisory and oversight role and will not perform construction work or hold construction contracts.

The selected consultant will serve as the City's representative during construction and will provide independent oversight of the project while protecting the City's interests related to budget, schedule, quality, regulatory compliance, and grant requirements. The consultant will coordinate with the developer and project team, monitor construction activities, review payment requests and change orders, identify project risks, provide recommendations to City staff, and present regular progress updates to the City Council. The consultant will not perform construction work or hold construction contracts, ensuring and independent oversight role on behalf of the City.

The RFP requests proposals from firms with demonstrated experience providing Owner's Representative and/or Construction Management services on comparable public sector projects, with affordable housing and Permanent Supportive Housing experience strong preferred. The RFP also outlines the required proposal contents, consultant qualifications, evaluation criteria, and anticipated procurement schedule. If approved by City Council, the RFP would released soon after the September 8, 2026, City Council meeting and proposals

would be due 30 days later and a return to City Council as soon as possible thereafter.

Releasing the RFP will allow the City to identify and retain a qualified Owner's Representative/Construction Management consultant before construction services intensify.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 8 - Financial Stability

OPTIONS
1. Take no action;
2. Provide alternative direction to staff.

FISCAL IMPACT
Approval of the recommendation authorizes only the release of the RFP and does not obligate the City to award a contract or expend funds. Any future agreement resulting from the RFP process will be presented to the City Council for approval and will include the proposed scope of services, contract amount, funding sources, and any associated budget implications.

Prepared by: Norma Cervantes, Assistant to the City Manager

ATTACHMENT(S)
A. RFP – Owner's Representative/Construction Management Services

401 S. Ventura Street, Ojai CA 932023

REQUEST FOR PROPOSALS NO. RFP 26-XXX

OWNER'S REPRESENTATIVE/CONSTRUCTION MANAGEMENT SERVICES

ISSUED: MM/DD/YY

Mandatory Pre-Proposal Meeting:	MM/DD/YY OR **Not Applicable**
Prospective Consultant Questions Due:	**MM/DD/YY| 12:00 AM**
Proposals Due (Electronic Only):	**MM/DD/YY| 12:00 AM**

NO LATE PROPOSALS WILL BE ACCEPTED. Proposals received after the due date and time will not be considered for this project. It is the policy of the City of Ojai to reject any proposal that is received late.

1. REGISTER AS A VENDOR AND SUBMIT ELECTRONIC PROPOSALS AT:

[public bidding website]

2. PLEASE NOTE THAT IN THE EVENT OF A CONFLICT BETWEEN ANY DETAILS CONTAINED WITHIN THIS RFP ____-____ DOCUMENT AND ANYTHING ELSE CONTAINED WITHIN THE [PUBLIC BIDDING] PORTAL, THIS RFP ____-____ DOCUMENT SHALL CONTROL AND GOVERN

REQUEST FOR PROPOSALS RFP NO.26-0XX

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1. Appendix “A” X
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Contract Services Agreement X

1. Affidavit of Non-Federal Lobbyist Requirements
2. Certificate of Compliance with Labor Code Section 3700
3. Debarment and Suspension Certification
4. Affidavit of Non-Collusion and Non-discrimination
5. Client Reference List

A. SUMMARY

The City of Ojai ("City") is seeking proposals from qualified firms to provide Owner's Representative/Construction Management (CM) Services ("Consultant") for the development of the Permanent Supportive Housing (PSH) Project ("Project") located at 611 S. Montgomery Street, Ojai, CA 93023.

The selected firm will act solely in an advisory and oversight capacity on behalf of the City and will not perform construction work. The firm will work under a professional services agreement with the City, reporting to the City Manager and/or designee, but also providing regular project updates directly to the City Council at City Council meetings.

The selected firm will:

- Act as the City's independent advisor
- Interface directly with the Development Manager, the General Contractor, and other contractors working on the Project on behalf of the City
- Represent the City's interests in ensuring budget, schedule, quality, and compliance
- Provide oversight regarding construction project change requests and the change management process more generally
- Not hold or perform any construction contract
- Not self-perform work or subcontract construction services
- Maintain neutrality in contractor oversight and recommendations
- Provide regular updates on the status of the construction project to the City, including City staff and City Council

The Project is funded by a roughly $12.6M Encampment Resolution Funding Grant awarded to the City by the California Department of Housing and Community Development.

The City of Ojai reserves the right to make changes in the Request for Proposals (RFP) as it may deem appropriate. Any and all changes in the RFP shall be made by written addendum, which shall be issued to all prospective proposers who have been issued or obtained a copy of the RFP. No oral changes will be permitted. Addenda issued during the proposal process will become a part of the original RFP. All proposals must be submitted by the date and time established herein. Proposals submitted after such required date and time will be returned unopened to the sender. The City of Ojai reserves the right to take any action considered to be in the best interest of the City of Ojai.

No proposal may be withdrawn for a period of one hundred twenty (120) days once proposals have been opened.

No contract exists on the part of the City until the City Council has made the award and a contract has been fully executed. The award, if made, will take place approximately within one hundred twenty (120) calendar days after the scheduled proposal opening date.

The City reserves the right to reject any and all proposals received or any parts therein, and to be the sole judge of the merits of each proposal received.

This RFP does not commit the City of Ojai to award a contract or to pay any cost incurred in the preparation of any response to the RFP. All responses to this RFP become the property of the City. When negotiations with the consultant to be awarded the contract are complete, all responses submitted become a matter of public record and shall be regarded as such, with the exception of those elements in responses which are trade secrets or proprietary, marked as such, and otherwise exempt from disclosure under the California Public Records Act.

Unless expressly stated otherwise, documents must be uploaded in PDF format. It is the Proposer's responsibility to ensure their proposal documents are properly and timely uploaded onto the City's online bid management system. Proposals that are missing pages, cannot be opened, etc. may be considered nonresponsive. It is the Proposer's sole responsibility to contact the City's online bid management provider (XXXX at XXXX) to resolve any technical issues related to electronic bidding, including (but not limited to) registering as a vendor, updating passwords, updating profiles, uploading/downloading documents, submitting an electronic bid/proposal, etc. All questions or requests for interpretation regarding this RFP solicitation must be submitted online through XXXX within the date and time specified. Proposers are not to contact City personnel or Elected Officials with any questions or clarifications concerning this RFP other than through XXXX. Any response for this RFP that is not posted through XXXX is unauthorized and will be considered invalid. Proposer is solely responsible for "on time" submission of its electronic proposal. The bid management system will not accept late bids and no exceptions shall be made. Proposers will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those bids that were transmitted successfully.

NOTE: E-proposals are sealed and cannot be viewed by the City until the closing date and time. If you need to withdraw your proposal, you may do so any time before the proposal submission deadline, by going back into the system and selecting "withdraw".

B. PROJECT OVERVIEW

The City of Ojai is developing a 30-unit Permanent Supportive Housing Project comprising of 28 single resident occupancy units and 2 couple units, all of which are ADA compliant — to address this critical need with a deeply affordable, service-enriched housing model.

The Ojai Permanent Supportive Housing Project is being constructed at the City's Lower Public Works Yard, located at 611 S. Montgomery Street. Construction is anticipated to be completed by July of 2027. Additional details regarding the project may be found at the City's project landing page.

Detail	Description
Total Units	28 Single Room Occupancy (SRO) units + 2 units designated for couples (larger SRO or studio configuration)
Target Population	Adults experiencing or having experienced homelessness; priority for chronically homeless
Location	Ojai, Ventura County, California
Affordability	Tenants expected to pay no more than thirty percent of adjusted gross income (based upon project-based voucher calculations)
Subsidy Type	Any (all subsidies accepted – federal, state or local)
Ownership	City of Ojai
On-Site Office	Yes — dedicated service provider office suite, private meeting rooms for resident case management sessions, group/community meeting room, and space for partnering agencies (VCBH, ECM leads, health, legal, etc.) to meet with residents on-site
ADA Compliance	All 30 units are fully ADA compliant; common areas, offices, and meeting rooms meet ADA and Fair Housing accessibility standards

The purpose of the contract intended as a result of this RFP is to secure independent construction oversight and management services to provide oversight over the City's Development Manager and the contractors and consultants engaged by the Development Manager to complete the Project.

C. MANDATORY PRE-PROPOSAL MEETING

Pre-proposal meeting or job walk mandatory: YES
Pre-proposal meeting or job walk time: MONTH YYYY
Pre-proposal meeting or job walk location: Zoom

Pre-proposal meetings are held for the purpose of answering proposer questions. If a pre-proposal meeting is mandatory, then the City will not accept proposals from those who arrive late or do not attend. Arrive early, plan accordingly, and provide a business card to the City employee. A sign-in sheet will be available. Proposers are to meet at the location as listed, if applicable.

D. PROPOSAL SUBMITTAL

The proposals must be submitted electronically only.

Proposals must be submitted electronically on XXXX no later than MM/DD/YYYY at HH:00 PM. Please allow sufficient time to prepare and upload your documents into the electronic bid system prior to the deadline, as the system will lock and not allow entry of proposals after the designated deadline. Any technical questions regarding use of XXXX must be directed to XXXX.

The Proposal must include the following sections, numbered in accordance with the table below. **Every Proposal must include the Proposer's name and the City's Request for Proposal No. 26-XXX.**

Required Proposal Sections and Documents

1	**Cover Letter** The cover letter must be signed by an officer of the firm authorized to execute a contract with the City. The primary contact should be identified and phone number, email, and mailing addresses provided.	Required
2	**Company Certification and Personnel Verification** Certification, on company letterhead that the person submitting the proposal is authorized to contract on behalf of the prospective consultant. Examples of authorized persons include owner, partner, or corporate officer. Include name, title, address, and contact information. If proposer is a corporation, certification should include statement that corporation is in good standing with the California Secretary of State. Include general company information and resumes of personnel to be assigned to the engagement	Required
3	**Organizational Overview and Capacity** The Consultant shall provide an overview of the organization submitting the proposal and capacity to take on new projects like this project.	Required
4	**Team Qualifications and References** The Consultant shall provide a summary of the Consultant's qualifications for this proposal. General information about the firm(s), location of office(s), years in business and areas of expertise is also requested. The Consultant shall provide a minimum of three	Required

	examples of similar efforts prepared by the firm and proposed team members.	
5	**Key Staff and Team** The Consultant shall identify key staff and include a description of their abilities, qualifications, and experience. Attach detailed resumes of key staff that will be assigned to this project with ½ page summaries of those proposed. Include a proposed project structure and organizational chart. Identify any portion of the scope of work that would be subcontracted.	Required
6	**Project Understanding** Consultant shall describe its understanding of the project and the key goals and objectives. Consultant may expand on the scope of work to incorporate optional tasks.	Required
7	**Project Approach** Consultant shall describe its detailed work approach and methodology for delivering the services required as part of the Scope of Work. Include all deliverables, assumptions about the number of regular meetings needed with City staff and regular meetings with tenants to complete the Scope of Work.	Required
8	**Subcontractor List (if applicable)** Include the subcontractor's qualifications and the nature and extent of work to be performed by each subcontractor. Include firm qualifications (be brief) and key personnel, telephone number, email address and contact person for all subcontractors in an appendix.	Required if Applicable
9	**Schedule** Consultant shall include a schedule of work and include primary deliverables and meetings.	Required
10	**Cost Proposal** The cost proposal shall include all labor costs, overhead costs, subconsultant costs, and an itemized list for direct expenses. Costs must be shown in a matrix format by task, showing hours per staff member and labor rates. Include all pricing information relative to the engagement on Contract Services Agreement, Exhibit "C".	Required
11	**Small and Disadvantaged Business Enterprises (SBE/DBEs)** Consultant shall include certified SBE and/or DBE firms as sub-consultants, if sub-consultants are used. The percentage required is XX%.	Required
12	**Client Reference List** Governmental entities preferred. Include client contact information and a brief description of the service provided to each client. Minimum of 3 references for work performed within the last 5 years.	Required
13	**Modification, Changes or Exceptions to the City Contract of Service Agreement Template (if applicable)** Exceptions to the specifications of any proposed items, contract terms and conditions shall be fully described and stated in writing in	Required if Applicable

	Contract Service Agreement, Exhibit "B". A failure to submit exceptions shall be deemed acceptance of the City's Contract terms.	
14	**Affidavit of Non-Collusion and Non-Discrimination** (download from XXXX)	Required
15	**Federal Lobbyist Requirements** (download from XXXX)	Required
16	**Debarment and Suspension Certificate** (download from XXXX)	Required
17	**Certificate of Compliance with Labor Code Section 3700** (download from XXXX)	Required if Applicable

E. QUESTIONS AND ADDENDUM

All project scope questions must be posted to XXXX by the due date listed on the cover page of this RFP. The City will coordinate responses and post them to XXXX 5 days prior to the bid deadline for all interested proposers to review.

The City's XXXX portal: [Web address]

If discrepancies or omissions are found in this document, the City reserves the right to make such changes as deemed appropriate. Any such changes will be by written addendum, which will be posted to PlanetBids no later than 3 days prior to the proposal deadline. The City reserves the right to extend the proposal deadline.

	Type of Question	Contact	Contact Info
1	Those related to the Project	XXXX	XXXX
2	Use of XXXX	XXXX	XXXX
3	City's Purchasing Process	Norma Cervantes Assistant to the City Manager	norma.cervantes@ojai.ca.gov (805) 646-5581 ext. 100

ONLY the point of contact identified above may be contacted regarding this solicitation. No other City officers, agents, employees, or representatives have authority to respond on behalf of the City. Contact with unauthorized City personnel or elected officials during the selection process or may result in disqualification.

F. PROPOSER QUALIFICATIONS

Proposers who do not meet the minimum qualifications will be disqualified.

The awarded contractor and subcontractors (if applicable) must pay the City's business license tax and submit required insurance documents prior to execution of the contract.

Proposing firms should demonstrate:

- At least 3 years of experience providing owner's engineering and/or construction management services for comparable projects (or more complex projects).
- Knowledge of:
  - Public sector project delivery
  - Affordable housing funding compliance and grant compliance
- Proven ability to manage:
  - Budget controls
  - Scheduling
  - Contractor oversight

G. PROCUREMENT SCHEDULE

Anticipated Procurement Schedule		
1	RFP Release Date	**MM/DD/YYYY**
2	Deadline for Questions	**MM/DD/YYYY**
3	Proposal Due Date	**MM/DD/YYYY**
4	Evaluation/Vendor Shortlist/Interview/Selection	**MM/DD/YYYY**
5	City Council Award of Contract	**MM/DD/YYYY**
6	Contract Execution & Notice to Proceed	**MM/DD/YYYY**
7	Begin Engagement	**MM/DD/YYYY**
8	Complete Engagement	**MM/DD/YYYY**

The Anticipated Procurement Schedule dates are provided for general information. The actual dates are subject to change depending on the City's best interest.

H. OTHER REQUIREMENTS

The City's form contract is required (see Contract Service Agreement). Specific requirements are outlined in the form contract.

Prevailing Wage Required: **No**
Performance Bond Required: **Not Applicable**
Payment Bond Required: **Not Applicable**

The majority of the work as required herein must be performed by the awarded consultant. The work may not be subcontracted to another consultant unless the consultant has been included in the Proposal, or a substitution has been approved in writing by the City's Contracting Officer in advance of work performed.

Additional Insurance Requirements (in addition to those in City's Contract Service Agreement)

I. COST PROPOSAL

Consultants must provide everything necessary at their own expense including, but not limited to labor, materials, and equipment required to perform and complete the required work.

The proposal price must include all necessary labor, materials, and fees to complete the work required by Project Scope and Specifications. Permits, licenses and fees must be obtained at the awarded Consultant's sole expense. Federal taxes must not be included, as the City is exempt from paying federal taxes. However, the City does pay Sales Tax on the purchase of items, which must be included as a separate line within the total proposal price. Costs shall exclude travel, meals, printing, and lodging.

The following costs will not be allowed: additional charges such as fuel surcharges and mileage rates, fines, entertainment, advertising, and any costs considered inappropriate for reimbursement from taxpayer money.

Consultant's cost proposal shall include hourly rates for additional work which may be authorized by the City's Contract Officer.

J. PROPOSAL OPENING, DOCUMENT REVIEW, AND AWARD OF CONTRACT

All proposals will be opened publicly in the Office of the City Clerk on the date and time noted on the Notice of Request for Proposals. Proposals will be considered confidential until negotiations with the consultant to be awarded the contract are complete.

Proposal documents that are submitted on time and meet the minimum requirements outlined above will be reviewed by City staff, which will make a recommendation to the City Council to either reject all proposals or award a contract. Evaluation criteria will include qualifications, experience, price, familiarity with the City, and past performance; and will be based on guidelines in the City's Municipal Code. (Ojai Municipal Code § 8-4.21).

The City may hold interviews with respondents prior to a final selection of the project contractor. Such interviews may be conducted in person or by electronic means. The City reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

No contract exists until the City Council has made the award, and the contract has been fully executed.

The City of Ojai reserves the right to reject the proposals, request additional information or take any other action considered to be in the best interests of the City of Ojai.

Specific Evaluation Criteria For Award of Contract Will Be As Follows:

Proposals will be evaluated, scored, and weighted based on demonstrated competence, the professional qualifications necessary for satisfactory performance of the required services, and a fair and reasonable price, in accordance with Ojai Municipal Code § 8-4.21. The factors and weight attributed to each factor are as follows:

No.	DESCRIPTION	WEIGHT
1	General Qualifications and References	15%
2	Key Staff	10%
3	Project Understanding	30%
4	Project Approach and Work Plan	30%
5	Cost Proposal	15%
	Total	100%

K. INSURANCE

The selected consultant must comply with the insurance requirements detailed in the Contract Services Agreement and below. The Acknowledgement of Insurance Endorsements must also be signed and submitted as part of the bid. Failure to submit may result in City rejecting the bid as being materially non-responsive to this RFP.

If a consultant believes any of City's proposed insurance is not appropriate for any reason and/or the requirements warrant an adjustment, City invites submission of a written request with explanation of the same to be submitted prior to 10 days before the bid deadline. City will review the request and if appropriate, will issue an amendment to the insurance requirements as a written addendum.

Certificate of Insurance:
Shows GL, Auto, Work Comp and Professional Liability coverages with valid effective dates

General Liability: Add'l Insured and Waiver of Subrogation must be checked.
Auto Liability: Add'l Insured and Waiver of Subrogation must be checked.
Workers Compensation: Waiver of Subrogation must be checked. * - if applicable

Description of Operations:
1. City of Ojai, its elected and appointed officers, employees, volunteers and agents are additional insured on GL and Auto policies.
2. GL is Primary and Non-Contributory.
3. Waiver of Subrogation endorsement in favor of City of Ojai OR in favor of additional insured.

Certificate Holder: City of Ojai, 401 South Ventura Street, Ojai, CA 93023

Insurance Carriers: AM Best rating A- VII or Better

General Liability Provisions:
Coverage form ISO CGL CG 00 01. Minimum limits $1MM per occurrence/$2MM aggregate

GL Endorsements:
1. City of Ojai, its elected and appointed officers, employees, volunteers and agents are additional insured OR blanket additional insured endorsement.
2. Primary and Non-contributory endorsement.
3. Waiver of Subrogation endorsement in favor of City of Ojai.

Automobile Liability Provisions:
Coverage form ISO CGL CG 00 01. Minimum limits $1MM per occurrence/$2MM aggregate

Auto Insurance Endorsements:
1. City of Ojai, its elected and appointed officers, employees, volunteers and agents are additional insured OR blanket additional insured endorsement.
2. Waiver of Subrogation endorsement in favor of City of Ojai.

Worker's Compensation Provisions:
Coverage for statutory limits for workers compensation. Minimum limit of $1MM for Employer Liability.

WC Endorsements:

Waiver of Subrogation endorsement in favor of City of Ojai

PROJECT SCOPE AND SPECIFICATIONS

SCOPE OF SERVICES

Proposers must demonstrate capacity to deliver both property management and supportive services as an integrated model under a single contract. The full scope of both functions is described below. Proposers may utilize subcontractors or formal agency partnerships to strengthen service capacity, but the lead applicant is solely responsible for all contractual performance.

The successful firm shall provide, at minimum, the following services:

A. Project Administration

- Represent the City during construction
- Attend regular Project meetings on behalf of City
- Coordinate communications between all project stakeholders
- Maintain project documentation
- Maintain action item logs
- Prepare status reports and project update presentations
- Monitor consultant and contractor performance
- Provide recommendations to City staff
- Provide updates to the City Council

B. Construction Oversight

Monitor construction activities including:

- Schedule
- Budget
- Quality
- Safety coordination
- Compliance with plans and specifications
- Contractor performance
- Public impacts
- Utility coordination
- Conduct routine site visits sufficient to monitor project progress.
- Change management oversight

C. Schedule Management

Review and monitor:

- CPM schedule
- Milestones
- Recovery schedules
- Delays
- Critical path impacts
- Provide recommendations to maintain project schedule.

D. Budget Management

Review:

- Construction costs, including draw down requests via progress payment packages from the developer
- Change orders
- Allowances
- Contingencies
- Applications for payment
- Cash flow projections
- Provide independent recommendations before City approval
- Compliance with City's Development Management Agreement and State Encampment Resolution Fund (ERF) Grant

E. Contract Administration

Assist the City with:

- RFIs
- Submittals
- Change orders
- Field directives
- Claims avoidance
- Contract interpretation
- Payment applications

F. Quality Assurance

Review contractor for compliance with:

- Approved plans
- Specifications
- Building codes
- Grant funding requirements
- Grant requirements
- Coordinate with special inspectors and testing laboratories.

G. Meetings

Schedule, attend, prepare meetings agendas and minutes and facilitate as necessary:

- Weekly construction meetings
- Owner-Architect-Contractor (OAC) meetings
- Funding agency meetings
- Utility coordination meetings
- Progress meetings
- Quarterly City Council progress presentations

.

H. Risk Management

Identify potential risks including:

- Schedule delays
- Budget impacts
- Claims
- Utility conflicts
- Design issues
- Constructability concerns
- Provide recommendations for mitigation.

I. Project Reporting

Provide monthly and quarterly reports including:

- Budget status
- Schedule status
- Construction progress
- Change orders
- Risks
- Pending decisions
- Safety observations

J. Project Closeout

Assist with:

- Punch lists
- Substantial completion
- Final completion
- Operations manuals
- Record drawings
- Final inspections
- Occupancy coordination

RESERVATION OF RIGHTS

The City of Ojai reserves the right to:

- Reject any or all proposals
- Waive minor irregularities
- Negotiate terms with the selected vendor
- Cancel this RFP at any time

CONTACT INFORMATION

Norma Cervantes
norma.cervantes@ojai.ca.gov

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Bethany Burgess, City Attorney

MEETING DATE: **September 8, 2026**

SUBJECT: **City of Ojai Policy for Commemorative Naming and Donations (*City Council Direction*)**

RECOMMENDATION
Approve proposed Policy for Commemorative Naming and Donations.

DISCUSSION
The City has a number of projects pending that may be appropriate for solicitation or receipt of financial contributions from local businesses, community organizations, and residents. The City desires to maximize the opportunity to seek such contributions. In doing so, the City Manager recommends establishment of a policy to recognize contributions through a variety of means to include facility naming rights for the most significant contributions to commemorative plaques and monuments for other types of contributions. The proposed policy also contemplates the potential to name facilities after and recognize the non-monetary contributions from community members who provide significant contributions to the City and community at large.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 8 - Financial Stability

OPTIONS
1. Take no action;
2. Provide alternative direction to staff.

FISCAL IMPACT
Having a documented policy for naming of facilities and programs and accepting donations will help facilitate the City's efforts to obtain additional financial support for City projects and programs. The exact fiscal impact is unknown, but it is anticipated that any amounts received will offset the cost to the City of accepting such contributions.

Prepared by: Bethany Burgess, City Attorney

ATTACHMENT(S)
A. Proposed City of Ojai Policy for Commemorative Naming and Donations

CITY OF OJAI
POLICY FOR COMMEMORATIVE NAMING
AND DONATIONS

I. Purpose

The purpose of this policy is to establish the procedures and criteria for consideration of requests to name city facilities and programs. This policy also establishes a process for evaluating when it is appropriate for the City to accept donations of money, tangible personal property, and other donations from community members and other donors.

II. Naming of Facilities; Other Recognition of Contributions

A. Policy Statement

1. The City of Ojai is a unique place with strong community engagement and civic participation by the City's municipal government, other public agencies within the City and the Ojai Valley, community organizations and businesses, and community residents. The City desires to establish a formal policy to allow the City to better recognize the contributions from the community, including the naming of City facilities, and other ways of recognizing and commemorating such contributions. Contributions subject to recognition under this policy may include donations of money, donations of tangible personal property, in-kind contributions, volunteer service, or other significant contributions to the City or the Ojai community.

2. The City Council will have the exclusive authority to determine which City facilities, spaces, or features are eligible for naming or other commemorative recognition under this policy. The City will retain ownership of all named property and the approval of naming rights under this policy is not intended to imply any endorsement of the persons or organizations recognized under this policy.

3. Naming rights for special purpose facilities and programs may be reserved for individuals or organizations who have had a significant impact or contribution to that facility or program. For example, naming rights for a facility or program dedicated to the arts may be based on an individual or organization's contribution to the arts or artistic programming at that facility.

B. Facilities

1. For purposes of this Policy, "facility" or "facilities" shall mean and include all City-owned capital improvements, including, but not limited to City buildings, parks, trails, playgrounds, sports fields, streets, or portions of any of such buildings, parks, and streets.

2. Facility naming rights will generally be reserved for individuals who provide a significant financial contribution to the cost of constructing a new facility or the cost of renovating an existing facility. The level of contribution required to obtain a facility naming right shall be determined by the City Council on a project-by-project basis.

3. At the discretion of the City Council, facilities may also be named after individuals who have consistently provided other significant contributions to the community over time such as community and civic leaders and volunteers.

4. In determining whether to approve the naming of a facility, the City Council shall consider the following:

a. The magnitude and significance of the proposed contribution;

b. The extent to which the contribution directly supports construction, renovation, operation, or programming associated with the facility;

c. The individual's or organization's service to the City or community;

d. Historical significance;

e. Community support; and

f. Any other factors deemed relevant by the City Council.

5. Except in very unusual circumstances, no facility will be named after any current City employee or official or for a period of at least five (5) years after the retirement or other departure of an employee or at least five (5) years after an official leaves office.

6. The City shall comply with the requirements of Government Code § 34092 with respect to the naming of any street, boulevard, park, or place and will forward the Resolution providing any renaming of such facilities to the Board of Supervisors of the County of Ventura.

7. Facilities naming rights will typically be granted for the useful life of the facility unless otherwise provided in a Naming Rights Agreement. In the event the City determines it is necessary to perform a major capital project on a facility that is subject to a Naming Rights Agreement, the City will provide the named individual, or their successors in interest, the first opportunity to contribute to the cost of such capital project and, depending on the amount of the contribution, retain the naming rights for that facility. In the event the named individual is not able or willing to contribute to the cost of such capital project, the City Council shall reserve the right to terminate the Naming Rights Agreement and grant future naming rights to financial supporters for the project.

C. <u>Commemorative Plaques, Monuments, and Signs; Design</u>

1. In addition to establishing naming rights for all or a portion of a facility as described in this policy, the City Council may provide opportunities for public recognition of contributions to City facilities through installation of commemorative plaques, monuments, and signage, along with other means of recognizing such contributions. Such commemorative plaques, monuments, and signage will be authorized in the sole discretion of the City

2. Where the City Council establishes a formal campaign for donations or community contributions to a City project or facility, the City Council will identify the manner and type of recognition based on different funding or contribution levels before it begins solicitation of donations or contributions.

3. The City reserves the right to approve the type, design, size, font, wording, location, and other similar elements of any commemorative signs, plaques, or monuments authorized under this Policy.

E. Naming Rights Agreement

All approved naming rights for facilities and ongoing programs approved by the City shall be documented in a formal agreement, which includes:

1. The name to be displayed.

2. The duration of recognition.

3. Financial terms and contribution details.

4. The location, size, and design of signage, if applicable.

5. Conditions for renewal or revocation.

6. Information regarding the proposed public communication plan.

7. The ability of the City to cover or remove signage for a limited period of time where the City has a legal obligation or operational need to do so.

A Naming Rights Agreement will not be required for commemorative plaques, monuments, and signs that are approved for tangible personal property or for temporary or seasonal naming rights for City programs.

F. Approval and Duration of Naming Rights and other Commemorative Recognition

1. Naming of facilities and the Naming Rights Agreement will be approved by City Council by Resolution.

2. Naming rights for parks and other City recreational facilities and programs will first be considered by the City's Parks and Recreation Commission.

3. The duration of naming rights under this policy will generally be based on the life of the asset or program, the value of the contribution, and the duration of the contribution.

4. Where a program or facility is named based on something other than a financial contribution, the City reserves the right to change the naming of the facility based on any reasonable factor.

G. Right to Deny or Withdraw Naming Rights

1. The City will not grant naming rights to and may withdraw naming rights or other recognition from individuals or entities where the City Council determines that the naming rights are inconsistent with City or community values, or if the continued recognition would expose the City to reputational, legal, or operational harm.

2. The City will not grant naming rights to political organizations of any political party, due to the appearance of impropriety that such naming rights may have and the chilling effect it may have on members of the community.

3. Naming rights and other recognition may be withdrawn if the named party's reputation is significantly compromised, if the named party engaged in conduct that the City Council determines substantially undermines the purposes of the recognition, the promised contribution or any other term of a Naming Rights Agreement is breached by the named party, or the facility or program is decommissioned, repurposed, or otherwise terminated.

4 The City may avoid names that are cumbersome, profane, discriminatory, or derogatory; names that would result in the overt commercialization of City facilities unless in conjunction with a substantial financial contribution for construction or project costs; names that cause confusion due to duplication or that sound too similar to existing named locations within the City or surrounding areas; or names of businesses whose business is substantially derived from the sale of tobacco, firearms, pornography, products or services illegal in the state of California, or other products and services considered unsuitable or inappropriate.

III. Donations

A. Definitions

For purposes of this policy, the following terms shall have the following meanings:

1. A "donation" is a voluntary gift of money, property, goods, or services made to the City without the expectation of receiving compensation or any consideration in return, including an in-kind donation.

2 An "in-kind donation" is a non-cash contribution of goods, services, or volunteer labor.

B. Evaluation Criteria

Each proposed donation shall be evaluated based on: alignment with City priorities and the benefit to the City and community from the donation; financial and operational impacts to the City; aesthetic and safety considerations; legal title or authority to provide the donation; maintenance and long-term obligations associated with the donation; ethical implications, including evaluation of conflicts of interest, of accepting a donation; compliance with applicable regulations and community standards; the associated costs or obligations associated with the donation, if any; potential liability to the City of accepting the donation.

C. Procedures

1. Except where a donation is made as part of a formal fundraising campaign approved by City Council, prior to making a donation valued in excess of $1,000, the donor shall complete a donation application and submit the application to the City Manager. The City Manager and relevant City department(s) will review the application to determine if it is consistent with this policy. Incomplete applications will be returned to the applicant.

2. The City Manager may accept donations of unrestricted cash or tangible personal property if the donation is in compliance with this policy and also complies with applicable state and local laws pertaining to gifts and donations. Gifts in excess of the City Manager's signature authority shall be submitted to the City Council for approval, unless otherwise approved as part of a formal fundraising campaign approved by the City Council.

3. Donations or gifts of real property and donations of restricted funds or other items shall be submitted to the City Council for approval except where approved as part of a formal fundraising campaign approved by the City Council.

4. The City will not provide a valuation of a donation for tax purposes, but may acknowledge receipt of a donation and all valuation will be by the donor. The City Manager will work with the donor to complete any necessary tax paperwork.

D. Right to Reject

1. The City reserves the right to reject or refuse any donation. Additionally, the City shall reject donations that conflict with City values or policies; imply endorsement of a product, service, or viewpoint; place an undue burden on City resources; create an actual or perceived conflict of interest; or create an unacceptable risk of liability to the City.

E. Recognition of Donations

1. The City may recognize donors through issuance of thank you letters, certificates of appreciation, public acknowledgement at City events or meetings, printed recognition at City events, website or social media mentions, or other appropriate methods of recognition.

2. All recognition must be tasteful and consistent with City branding, avoid language implying endorsement, and be approved by the City Manager or his or her designee.

3. Recognition involving naming rights or similar other commemorative recognition shall be in accordance with Section II of this Policy.

4. Tiered recognition levels (e.g., Bronze, Silver, Gold) may be offered for donations in the form of a sponsorship of City events or programs in accordance with the parameters established by the City Council as part of a formal fundraising campaign established under Section II of this Policy.

5. Recognition under this Policy does not create a property right, vested right, or contractual entitlement except as expressly provided in a written agreement approved by the City.

IV. Review and Policy Maintenance

This policy shall be reviewed biennially by the City Manager's Office and may be amended by the City Council as necessary to remain current and appropriate.

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Lucas Seibert, Community Development Director

MEETING DATE: **September 8, 2026**

SUBJECT: **Furnished by Owner and Installed by Owner (FOIO) Items | Ojai Permanent Supportive Housing Project (OPSHP) 611 South Montgomery Street (*Operational Need*)**

RECOMMENDATION

1. Review the Permanent Supportive Housing Project Furnished by Owner and Installed by Owner (FOIO) items list.
2. Authorize staff to proceed with solicitation of donations for items included on the FOIO List.

DISCUSSION

At the September 30, 2025 Special City Council Meeting, DignityMoves provided an informational presentation regarding the Ojai Permanent Supportive Housing project (the project) documents, with the City Council asking clarifying questions and offering feedback on the project documents prior to DignityMoves' finalizing the design for bidding. During this informational presentation, discussion took place regarding items for the project that are to be furnished and installed by the owner (the City of Ojai). The City Council requested that a so-called "FOIO List" (Furnished by Owner and Installed by Owner List) be returned to the City Council at a future meeting. This FOIO List was brought back to City Council for discussion at the December 9, 2025, City Council meeting.

As discussed previously with the City Council, the acronym FOIO includes items and materials, equipment, furnishings, or systems a project owner purchases both directly and installs independently of the contractor's scope. These items are excluded from the construction contract price and builder warranties and are delivered and installed by the owner or the owner's vendors after the contractor completes required infrastructure. FOIO items are commonly used in public, nonprofit, or supportive housing projects for furniture, appliances, security systems, technology, and program-specific equipment, allowing owners to control procurement standards, reduce markup costs, or use specialized vendors who currently provide similar services to the agency.

The FOIO classification primarily impacts project coordination. Contractors must plan for rough-ins, schedule access, and avoid delays, while owners must deliver items on time and ensure their installers comply with site safety. FOIO decisions can affect project

sequencing, warranty coverage, risk allocation, and closeout timing. When properly defined in early documents FOIO classifications support clearer roles, reduce change orders, and help ensure both contractor and owner obligations are fully understood.

To support the procurement of FOIO items and to foster community involvement, the City recommends development of a City Permanent Supportive Housing Donations platform to celebrate efforts of individuals, groups, and organizations interested in contributing to the project. City staff proposes that any donations received related to this effort would be managed in accordance with the City's Policy for Commemorative Naming and Donations, once approved. This means that the City Manager may accept donations up to the amount authorized in the policy with gifts in excess of that amount requiring City Council approval unless the Council provides otherwise. City staff recommends that this be treated as a formal fundraising campaign and that donations of items included on the FOIO List be allowed without submission of an application, regardless of dollar amount, as contemplated by Section III.C.1., of the policy.

The policy ensures that donor celebration and recognition are consistent with community values, avoid commercial advertising, and protect the visual integrity of public spaces. All donations must be reviewed and approved by the City Manager or designee prior to installation. In the event City staff determines it is appropriate to recognize donations through plaques or other more formal recognition, staff will return to City Council for approval of such recognition in advance.

Overall, the policy promotes transparency and ensures donor recognition is tasteful, equitable, and compatible with the long-term stewardship of the project.

The FOIO List is included as Attachment A.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 1 - Affordable Housing

OPTIONS
1. Take no action;
2. Provide alternative direction to staff.

FISCAL IMPACT

There is no fiscal impact associated with this action at this time. While FOIO items are necessary for the completion of the project, the intent is to secure funding through donations from individuals, foundations, and community organizations. Any items not received through donations will be funded through the City's General Fund. Those items and impacts to the General Fund will be reviewed and identified after donations have been received.

Prepared by: Ben Harvey, City Manager

ATTACHMENT(S)
A. FOIO List

Attachment A

Ojai Permanent Supportive Housing Project
Furnished By Owner, Installed By Owner List
Updated December 4, 2025

1. Solar Panels (one variation to consider, it was suggested to maximize area of panels)
2. EV Chargers
3. Desk/closet, chair, bed, nightstand in the units
4. Gathering space tables and chairs
5. Office desks, chairs, shelving, casework, soft seating
6. In-unit appliances (mini-fridge, microwave)
7. Washing Machines (rough-in by GC)
8. Dryers (rough-in by GC, provision for dryer vent)
9. Shelving throughout the project
10. Countertop appliances in Gathering Space, coffee maker, microwave other
11. Dishes, cutlery, dish rack and other supplies for Gathering Space
12. Window Coverings (curtains and rods)
13. Site furnishings- chairs, benches and tables
14. Floor coverings (rugs, bath mats, etc)
15. Welcome mats at each unit entry
16. Linens and pillows- soft furnishings
17. Room decor, art, etc.
18. Desk and nightstand lamps
19. Security system
20. Barbeque
21. Umbrellas with base
22. Mailboxes
23. Signage
24. All networking, low voltage cabling, panels and associated equipment.
25. Pantry Freezer
26. Pantry Refrigerator
27. Gathering Space dishwashers
28. Some landscape scope
29. Decorative light fixtures
30. Bike racks
31. Bathroom mirrors, accessories
32. Other possible donor support for: a) Ojai Valley Sanitary Sewer Capacity and Connection fees b) Casitas Water Connection fees c) SCE Connection fees d) Other permit fees ie City of Ojai or Ventura County Fire

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**

MEETING DATE: **September 8, 2026**

SUBJECT: **Amendment No. 3 to Secural Security Corporation Agreement – Contract Extension and Not-to-Exceed Increase**

RECOMMENDATION

Approve Amendment No. 3 to the Agreement for Contract Services with Secural Security Corporation, revising the contract's not-to-exceed (NTE) amount to $767,000 and extending the termination date to June 30, 2027.

DISCUSSION

The City of Ojai entered into an agreement for contract services with Secural Security Corporation on July 1, 2024, under the City Manager's not-to-exceed (NTE) spending authority, to provide security services at the Kent Hall Parking Lot/Unhoused Encampment (Ojai Tent Town/OTT) located at 111 West Santa Ana Street, Ojai, CA. The agreement has been amended twice, with Amendment No. 2 approved on November 18, 2025. Amendment No. 3 proposes a revised not-to-exceed (NTE) amount of $767,000 and extends the contract term through June 30, 2027, ensuring continued security services and accommodating projected operational needs for the upcoming year. All other terms and conditions of the original agreement remain unchanged.

Amendment No. 3 reflects the City's ongoing need for security services at the designated site. The revised (NTE) amount is based on anticipated expenditures for FY 2026–27 and aligns with prior amendments and contract practices. The extension of the contract term will allow uninterrupted service and provide flexibility for future adjustments if needed. All other terms and conditions of the original agreement remain unchanged. Extending the current agreement with Secural Security Corporation will allow for a continued partnership with a trusted partner of which has a track record of cooperation with the City staff and the Ventura County Sherrif's Department.

Further the contract end date aligns with the anticipated completion date of the Ojai Permanent Supportive Housing Project.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 5 - Public Safety

OPTIONS

1. Take no action.
2. Provide alternate direction to staff.

FISCAL IMPACT

The updated not-to-exceed (NTE) amount of $194,600 for the current fiscal year is higher than the $180,000 budgeted for FY 2026-27 under Misc. Community Support (010-1110-0132-005). Staff will return at mid-year if additional an appropriation is necessary. Additionally, staff identified that the NTE listed in Amendment No. 2 was reported incorrectly at $542,400, whereas the correct amount should have been $572,400. The revised total NTE of $767,000 shown in this amendment reflects correction of that prior error and represents the accurate cumulative contract limit going forward

Prepared by: Bridget Mara, Admin Analyst I

ATTACHMENT(S)

Exhibit A – Secural Amendment No. 3
Exhibit B – Secural Amendment No. 2
Exhibit C – Secural Amendment No. 1
Exhibit D – Secural Agreement
See link to previous agenda reports under “Discussion”.

AMENDMENT NO. 3

TO AGREEMENT FOR CONTRACT SERVICES

THIS AMENDMENT TO THE AGREEMENT FOR CONTRACT SERVICES ("Amendment No. 3") by and between the CITY OF OJAI, a California municipal corporation ("City") and Secural Security Corporation, a Californuia municipal corporation ("Consultant") is effective as of the 11th day of August, 2026 ("Effective Date").

RECITALS

A. City and Consultant entered into that certain Agreement for Contractual Services dated November 18, 2025 ("Agreement") whereby Consultant agreed to provide security services at the City premises of the Kent Hall Parking Lot/Unhoused Encampment located at: 111 West Santa Ana Street, Ojai, CA 93023 ("Services") for 1 year(s) for a total contract sum of $572,400.

B. City and Consultant now desire to amend the Agreement to:

1. Revise the **Not-to-Exceed** amount to **$767,000**; and

2. Extend the **termination date** to **June 30, 2027**.

TERMS

1. **Contract Changes**. The Agreement is amended as provided herein (new text is identified in ***bold italics***, deleted text in ~~strike through~~).

A. Section 6.1, Contract Sum, is hereby amended as follows:

"Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in the 'Approved Fee Schedule' attached hereto as Exhibit 'B — Pricing Matrix' and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed ***Seven Hundres Sixty-Seven Thousand Dollars ($767,00.00) (the 'Contract Sum').***

B. Section 3.4, Term, is hereby amended as follows:

"Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not extending beyond ***June 30, 2027***."

C. Section 5, Contractors Servces, is herby amended as follows:

5.8 At the City's written request, the Contractor shall extend work hours in the event a need arises where the Contractor's expertise is required and needed. Such extension shall

be subject to mutual agreement regarding scope and compensation, and shall be documented in writing by the City.

2. **Continuing Effect of Agreement.** Except as amended by this Amendment No. 3, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment No. 3, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement, as amended by this Amendment No. 3 to the Agreement.

3. **Affirmation of Agreement; Warranty Re Absence of Defaults.** City and Consultant each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than as provided herein. Each party represents and warrants to the other that the Agreement is currently an effective, valid, and binding obligation.

Consultant represents and warrants to City that, as of the date of this Amendment No. 3, City is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

City represents and warrants to Consultant that, as of the date of this Amendment No. 3, Consultant is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

4. **Adequate Consideration.** The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 3.

5. **Authority.** The persons executing this Amendment No. 3 on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Amendment No. 3 on behalf of said party, (iii) by so executing this Amendment No. 3, such party is formally bound to the provisions of this Amendment No. 3, and (iv) the entering into this Amendment No. 3 does not violate any provision of any other agreement to which said party is bound.

6. **Counterparts.** This Amendment No. 3 may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be original, whether the signatures are originals, electronic, facsimiles or digital. All such counterparts shall together constitute but one and the same Amendment No. 3.

7. **Incorporation of Recitals.** The recitals stated above are hereby incorporated by reference and made a part of this Agreement as if fully restated herein.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 3 on the date and year first-above written.

CITY:

CITY OF OJAI, a municipal corporation

_____
Ben Harvey, City Manager

CONSULTANT:

Secural Security Corporation

By: _____

Name: Albert J Scola, III
Title: Chief Executive Officer

By: _____

Name: SHARI HOLMBORGON
Title: FINANCE SECRETARY

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
Bethany A. Burgess, City Attorney

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.

AMENDMENT No. 2 TO PROFESSIONAL SERVICES AGREEMENT
(City of Ojai and Secural Security Corporation)

This Amendment No. #2 ("Amendment") to Professional Services Agreement ("Agreement") is made on this 18th day of November 2025 at Ojai, California, by and between the City of Ojai, a California municipal corporation ("City") and Secural Security Corporation, ("Consultant").

This Amendment modifies the original Agreement between the City and the Consultant dated July 1, 2024, in the following fashion:

- A. City and Consultant desire to amend the Agreement by modifying section 3.4 – Expiration Date of the "Agreement" to read as follows:

  3.4 Termination Date: June 30, 2026.

- B. City and Consultant desire to amend the Agreement by modifying the total compensation and costs payable to Consultant under this Agreement to a not-to-exceed sum of $542,400.

- C. The City and Consultant desire to correct the name of Consultant from "Secural Corporation" to the correct legal name of Consultant to "Secural Security Corporation"

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"
City of Ojai

By: _____
Ben Harvey, City Manager
Date: 11-18-25

"Consultant"
Secural Security Corporation

By: _____
Albert J Scola, III, Chief Executive Officer
Date: 11/19/2025

By: _____
Maria Scola, Secretary
Date: 11/20/2025

Attest:
By: _____
Weston Montgomery, Chief Deputy City Clerk
Date: 11-18-25

Approved as to form:
By: _____
Matthew T. Summers, City Attorney
Date: 11/18/25 Taylor Anderson, Assistant City Attorney For

CITY OF OJAI
PROFESSIONAL SERVICES AGREEMENT
WITH SECURAL FOR SECURITY GUARD SERVICES
AMENDMENT NO. 1

This AMENDMENT TO THE AGREEMENT for SECURITY GUARD SERVICES ("**Amendment**") is entered into this 27th day of August 2024, by and between the **CITY OF OJAI**, a California municipal corporation ("CITY") and **SECURAL CORPORATION**, a California corporation ("CONTRACTOR").

RECITALS

A. The City does not have the personnel able and/or available to perform the services required under this agreement.

B. CONTRACTOR warrants to the CITY they have the qualifications, personnel, experience, and availability to perform properly and fulfill the services requested under this Agreement.

C. Therefore, CITY desires to extend the existing contract for Security Guard Services.

D. Now, the Parties seek to increase the not to exceed Contract Sum to $247,500 and the contract duration through February 28, 2025 to more accurately reflect the actual scope of work anticipated to be incurred during the term of the agreement.

NOW, THEREFORE, based on the foregoing recitals, CITY and CONTRACTOR agree as follows:

Contract Changes. The Agreement is amended as provided herein (deletions shown in ~~strikethrough~~ and additions shown in ***bold italics***).

DEFINITIONS (Termination Date)

As additional consideration, CITY agrees to extend the "Termination Date" to ***February 28, 2025***.

CONTRACTOR'S SERVICES

CONTRACTOR shall perform the services identified in the Scope of Services. CITY shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to the CONTRACTOR under this Agreement exceed the sum of $30,000 at an hourly rate of $55.61, plus any incurred Overtime and/or Holiday Pay for the initial contract period of July 1, 2024 to August 31, 2024.

As additional consideration, CITY agrees to pay CONTRACTOR **an amount not to exceed $247,500 during the remainder of the amendment agreement term (inclusive of the initial agreement for the period of July 1, 2024 – August 31, 2024) at the hourly rate of $55.61, plus incurred Overtime and/or Holiday Pay.**

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his designee.

WITNESS WHEREOF the parties hereto have executed this Amendment the day and year first hereinabove written.

CITY OF OJAI

Ben Harvey, City Manager

CONTRACTOR

Albert J. Scola, III, Secural Corporation

ATTEST:

Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

Matthew T. Summers, City Attorney

CITY OF OJAI
PROFESSIONAL SERVICES AGREEMENT

(Engagement: Security Guard Services)
(Parties: Secural Corporation and the City of Ojai)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into July 1, 2024 by and between the City of Ojai, a California municipal corporation ("City"), and SECURAL CORPORATION (hereinafter "Contractor"). For the purposes of this Agreement, City and Contractor may be referred to collectively by the capitalized term "Parties". The Capitalized term "Party" may refer to the City or Contractor interchangeably, as appropriate.

2. RECITALS

2.1 The City has determined that it requires the following professional services from a contractor for Security Services at the City premises of the Kent Hall Parking Lot / Unhoused Encampment located at: 111 West Santa Ana Street, Ojai, CA 93023.

2.2 Contractor represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

3. DEFINITIONS

3.1 "Scope of Services" means such professional services as are set forth in Contractor's July 3, 2024 proposal to City contracting for **Class II+ Security Officer,** attached hereto as "Exhibit A" and fully incorporated herein.

3.2 "Approved Fee Schedule" means such compensation rates as are set forth in Contractor's "Exhibit B — Pricing Matrix" attached hereto and fully incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.

3.3 "Commencement Date" means July 1, 2024.

3.4 "Termination Date" means August 31, 2024 (anticipated to be extended by contract amendment by the City of Ojai City Council at their August 27, 2024 meeting).

3.5 "City Agreement Administrator" means Ben Harvey, City Manager or Carl Alameda, Assistant City Manager.

3.6 "Contractor Project Administrator" means A.J. Scola, Executive Vice President.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall terminate at 11:59 p.m. on the Termination Date unless extended in writing by mutual agreement of the parties or terminated earlier in accordance with Section 17 ("Termination") below.

5. CONTRACTOR'S SERVICES

5.1 Time is of the essence in Contractor's performance of services under this Agreement.

5.2 Contractor shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Contractor under this Agreement exceed the sum of $30,000 at the hourly rate of $55.61, plus any incurred Overtime and/or Holiday Pay.

5.3 Contractor shall perform all in accordance with professional standards. Contractor shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).

5.4 Contractor represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **A.J. Scola** shall be the Contractor Project Administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No other person shall serve as Contractor Project Administrator without City's prior written consent, which shall not unreasonably be withheld.

5.5 This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.

5.6 Contractor shall notify the City Agreement Administrator, in writing, of any change in name, ownership or control of Contractor's firm or of any subconsultant. Change of ownership or control of Contractor's firm may require an amendment to the Agreement.

5.7 This Agreement is subject to prevailing wage law, for all work performed under the Agreement for which the payment of prevailing wages is required under the California Labor Code.

6. COMPENSATION

6.1 City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept payment in accordance with the Approved Fee Schedule in full satisfaction for such services.

6.2 Contractor shall submit to City an invoice, on a monthly basis or less frequently, for services performed pursuant to this Agreement. Each invoice shall identify the maximum amount payable above, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges. City shall not withhold applicable taxes or other payroll deductions from payments made to Contractor except as otherwise required by law. Contractor shall include a copy of each subconsultant invoice for which reimbursement is sought in the invoice.

6.3 The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Contractor.

7. RELATIONSHIP OF PARTIES

Contractor is, and shall at all times remain as to City, a wholly independent contractor. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

Under no circumstances shall Contractor look to the City as its employer. Contractor shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such a determination. Contractor shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation, and other applicable federal and state taxes.

8. AGREEMENT ADMINISTRATOR

In performing services under this Agreement, Contractor shall coordinate all contact with City through its City Agreement Administrator. City reserves the right to change this designation upon written notice to Contractor. All services under this Agreement shall be performed at the request of the City Agreement Administrator, who will establish the timetable for completion of services.

9. INDEMNIFICATION

9.1 The parties agree that City, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be indemnified from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, taxes, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the parties intend the provisions of this indemnity provision to be interpreted and construed to provide the City with the fullest protection possible under the law. Contractor acknowledges that City would not enter into this Agreement in the absence of Contractor's commitment to indemnify City as set forth herein.

9.2 City shall have the right to offset against any compensation due Contractor under this Agreement any amount due City from Contractor as a result of Contractor's failure to pay City promptly any indemnification arising under this Section 10 of this Agreement and any amount due City from Contractor arising from Contractor's failure either to (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

9.3 The obligations of Contractor under this Section 10 of this Agreement are not limited by the provisions of any workers' compensation or similar statute.

9.4 Notwithstanding any federal, state, or local policy, rule, regulation, law or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in CalPERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for CalPERS benefits.

10. INSURANCE

10.1 During the term of this Agreement, Contractor shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Contractor's performance of this Agreement.

10.2 Any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements or limits shall be available to City as an Additional Insured as provided below. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured.

10.3 Insurance required under this Agreement shall be of the types set forth below, with minimum coverage as described:

10.3.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars ($1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.

10.3.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars ($1,000,000).

10.3.3 Worker's Compensation insurance if and as required by the laws of the State of California

10.4 The policy or policies required by this Agreement shall be issued by an insurer legally allowed in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

10.5 Contractor agrees that if it does not keep the insurance coverages required by this Agreement in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium(s) thereon at Contractor's expense.

10.6 Contractor shall provide proof that policies of insurance required by this Agreement expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished prior to the expiration of the coverages.

11. MUTUAL COOPERATION

11.1 City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Contractor's services under this Agreement.

11.2 If any claim, action, or proceeding is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require in the defense of that claim, action, or proceeding.

12. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Contractor without prior written consent by City. City shall grant such consent if disclosure is legally required.

13. RECORDS AND INSPECTIONS

Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. City shall further have the right to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

14. PERMITS AND APPROVALS

Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to professional licenses.

15. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Ben Harvey, City Manager
City of Ojai
401 South Ventura Street
Ojai, CA 93023
Telephone: (805) 646-5581

If to Contractor:

Albert J. Scola III
Secural Corporation
24007 Ventura Blvd., Suite 124-A
Calabasas, CA 91302
Telephone: (818) 225-0813

With courtesy copy to:

Matthew T. Summers, Ojai City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd, Suite 850
Pasadena, CA 91101

16. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 10, Section 12, and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

17. TERMINATION

17.1. City may terminate this Agreement for any reason on five calendar days' written notice to Contractor. Contractor may terminate this Agreement for any reason on thirty calendar days' written notice to City. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be promptly returned to City upon the termination or expiration of this Agreement.

17.2 If City terminates this Agreement due to no fault or failure of performance by Contractor, then Contractor shall be paid based on the work performed in accordance with this Agreement and applicable professional standards at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement as provided in Section 5.2 above and as otherwise provided in this Agreement.

18. GENERAL PROVISIONS

18.1 Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Contractor.

18.2 In the performance of this Agreement, Contractor shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.

18.3 The waiver by City or Contractor of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of any other term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing signed by one authorized to bind the party to be charged with the waiver.

18.4 Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Contractor.

18.5 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement

of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies. The venue for any litigation shall be Ventura County, California and Contractor hereby consents to jurisdiction in Ventura County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

18.6 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

18.7 This Agreement shall be governed and construed in accordance with the laws of the State of California.

18.8 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the provisions of this Agreement and those of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

18.9 **Recitals** – The Recitals are incorporated by this reference.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement as of the last date indicated below:

"City of Ojai"

By: _____
Ben Harvey, City Manager

Date: 7/11/24

"Contractor"

By: _____
Albert J. Scola, III, Secural Corporation

Date: 07/11/2024

Exhibits to Agreement:

Exhibit A – Secural Corporation Proposal and Statement of Qualifications

Exhibit B – Pricing Matrix

Exhibit C – References

Exhibit D – Service Schedule Hours and Equipment

Exhibit E – Service Rates/Contractor Observed Holidays

PROPOSAL FOR OVERNIGHT PROTECTIVE SERVICE OFFICERS-UNHOUSED ENCAMPMENT

Proposal Submitted To:
City of Ojai California
Mr. Richard Raine
Homeless Services Coordinator
111 W. Santa Ana Street
Ojai, CA 93023

Proposal Submitted By:
SECURAL SECURITY CORPORATION
24007 Ventura Blvd #124-A.
Calabasas, CA 91302
(818) 225-0813
www.SecuralCorp.com

Contract Coordinator:
Albert J, "A.J." Scola III
Executive Vice President
(818) 272-8985 Direct
AScola@SecuralCorp.com

Why Secural?

Command Presence

Secural Security Corporation (Secural) a California Corporation, established in 1976, is family owned and operated. Being family operated allows us to provide a higher degree of customer service. We do not rely on employees to be the direct contact between client and owners. Clients who choose Secural do so because of the supervision, quality, and personal service that is Secural.

Far too many security providers today make exaggerated claims to their service history only to find that their history is based on an owner or owners who were in other service fields not operating their current company. *Our 48 years of service and experience as Secural is truly what defines us as a company willing to serve.* Our CA state license is PPO 7563, the state of California issues licenses numerically starting back at 100 in 1943. What is your current provider's license number?

Secural has been providing quality safety services to the City of Calabasas for the past 23 years in the capacity of Public Safety and Security. In addition, Secural has a close and professional working relationship with the Los Angeles County Sheriff Department at the Lost Hills Station as well as the Ventura County Sheriff Department Olsen Road. Our other municipal clients include the cities of Westlake Village, Agoura Hills, and Malibu. We are committed to our communities and their schools. We currently service multiple schools within the LVUSD, CVUSD, and MUSD. Our training and caliber of employees is second to none. This too is what sets Secural apart from other providers.

While Secural is not a large company, we do provide a large scope of services consisting of.

- Both armed and unarmed standing officers
- SRO services (School Resource Officers)
- Vehicle patrol services
- Armed guard alarm response
- Executive protection
- Municipal and private parking enforcement
- CADOT (California Department of Transportation) traffic control services.
- We operate our own video central dispatch center VASTGuard (Virtual Automated Security Tour Guard). This video center allows our dispatch personnel to view and supervise both customer CCTV sites as well as our officers in the field via their vehicle "dash" and body cameras.
- FAA certified Unmanned Arial Vehicles and Tether Drones (Drone services)

Our ability to provide the above-mentioned services is only part of what makes Secural a community-oriented company. We look forward to having the opportunity of making your city part of our Secural family.

SCREENING of Personnel

All applicants must complete a multi-step application process before being considered for employment with Secural Corporation. The process includes a pre-hire written application, which challenges the applicant in reading comprehension, grammar skills, and reasoning. Applicants who pass the written portion must submit to a pre-hire drug screen. Upon successful completion of the drug screen applicants must submit to an extensive background investigation which investigates their DMV history, Social Security history, criminal history both State and Federal, as well as credit history and sexual offender status. Secural does not rely only on the state of California to conduct its background verification as we have found cases where the state was not thorough or complete.

Secural's ongoing background verification program for all employees meets and exceeds the requirements of Education Code 45125.1

Secural currently conducts random drug screening and background checks on all employees. All current armed officers and school officers submit to regular on-going background checks every 45 days. Focusing on DMV, Criminal and sex offender status.

All applicants must be a minimum of 18 years of age, hold a high school diploma or equivalent and possess a valid California state guard card. They must be a U.S. resident or provide resident alien documentation. Applicants must have at least one year's prior security experience to be employed by Secural. Applicants who carry weapons must be certified in the following:

1 State approved chemical agent course.
2 State approved baton course
3 State approved Taser course
4 State approved firearms course
5 State approved psychological background certification for firearms.

TRAINING for ALL PERSONNEL

It is the belief of Secural that the true measure of a security provider is the training of its personnel. Secural maintains two Los Angeles County Sheriff's department trained training officers to conduct much of our officer training. Secural also contracts with private agencies to fulfill our training requirements and certifications. All staff must complete Secural's basic officer training consisting of:

- Ethics
- Verbal and non-verbal communication
- Liability awareness and assessment
- Threat assessment
- Report writing
- Field interviewing
- Foot Patrol techniques
- Crowd management and training
- Basic and advanced handcuffing procedures
- CPR/First Aid/AED BLS Certification (Adult, Pediatric and Infant)
- Active Shooter Training
- Hand to hand Self Defense Training ie. Krav Maga
- Weapons of Mass Destruction Training (WMD)
- Two-way radio communication protocol
- Substance Abuse overview, recognition of use and paraphernalia identification
- Homelessness Education (LETA, SAMSHA, NCH)
- Mental Health Awareness Education and Recognition
- Working principles of the California Penal Code
- Working principles of the Educational Code (depending on assignment)
- Alcohol beverage control code (depending on assignment TIPS/RBS).
- Breathalyzer usage
- Baton (straight stick and PR-24)
- Chemical agent (Tear Gas/OC)

Training for all staff is ongoing and depending on the topic occurs on a regular basis, (ie. monthly, quarterly, bi-annually and annually.

SPECIALIZED PATROL TRAINING and ARMED OFFICERS

Secural's vehicle patrol officers are trained and licensed in the use of firearms - both sidearm and patrol rifle as well as TASER, baton, and pepper spray. In 2024 Patrol Trained officers may now opt to carry the Byrna Less-Lethal Self Defense kinetic device instead. Officers also must take a extended training in Krav Maga open hand self-defense. All Secural personnel have the opportunity to take up to 2 classes weekly for new and continued training in Krav Maga. Vehicle Patrol officers are certified by the Los Angeles County Fire Department as Community Emergency Response Team Certified (CERT). Our patrol officers are trained and certified in parking enforcement as well as CADOT (California Department of Transportation) traffic control. All patrol officers are certified in Basic Life Support (BLS) first responder certification. Secural currently maintains open lines of communication with the traffic division and operations divisions of the Los Angeles County Sheriff Department – Lost Hills. Due to our municipal contracts Secural vehicle patrol officers are able to communicate directly via two-way radio with Sheriff and Fire units responding to incidents on site.

EQUIPMENT and UNIFORMS



Officers are assigned all necessary equipment by Secural required for their assignment.

Secural supplies its officers two primary uniform styles.

The first is the class "A" style or "dress" uniform which consists of a long sleeve slate gray uniform shirt worn with tie and black trousers. The variation to this is the class "C" style which is a short sleeve version of class "A".

Class "C" is worn open collar without a tie; officers must wear a white crew neck undershirt with no visible markings or writing.

Footwear for Class "A" and "C" shall be black leather either uniform boots or shoes, which will have a high luster.

All uniform shirts have the company emblems on both sleeves per California security licensing requirements. All officers wear a black leather basketweave style duty belt and officers in "soft" uniforms may wear a black cordura duty belt.

All officers assigned to any site will be in matching uniform. Secural also provides all necessary overclothing such as winter jackets and rain gear.

Other uniform options are available based on client requirements including Polo shirts and Suit/Executive wear.

COMMUNICATION and REPORTING

Communication is the pinnacle of success of a security program. Secural utilizes a Computer Aided Dispatch system "CAD" for all officer activity and reporting. Clients will receive daily or weekly emails which may include photographs and or video regarding activity on or around their sites.

- Secural's scheduling and timekeeping systems are electronic, they ensure staffing occurs smoothly and uninterrupted.
- Secural Officers are equipped with handheld smart devices which allow communication, reporting and time management.
- Secural Armed officers and vehicles are equipped with CCTV (dash cams and body cams) to provide a clear chain of events for officers and public safety as well as evidentiary proof of events for the client and law enforcement.

PROPOSED OPERATION and SERVICES

This proposal is based on the premise that the City of Ojai wishes to have a highly visible proactive security presence at their Unhoused Encampment which will deter possible crime, outsiders and incidents from occurring. The proposed program will consist of regularly scheduled uniformed standing officers on site.

- One Uniformed officer seven days per week during the hours of 4:00 PM until 7:00AM including weekends and holidays.

At Secural we specialize in providing a custom safety and security program utilizing software, video, and hands on service specifically designed upon the client's needs and wants with the ability to change as needed.

Secural will provide field supervision to monitor staff activity and ensure the highest level of service is provided to the City of Ojai.

Secural's contract coordinator and their alternate will be available to the city 24 hours per day, seven days per week.

Exhibit B – Pricing Matrix

Hourly Rate per Security Officer (Class II+) *Month to Month Agreement*	$70.44
Hourly Rate per Security Officer (Class II+) *Minimum Six Month Agreement*	$55.61
Overtime & Secural Recognized Holidays	Above rate plus one half
Smart Telephone	Included
Body Worn Camera	Included
Marked Patrol Vehicle	Included
Two-Way Radios.	Included

Authorized Signature: AJS III **Date:** 07/03/2024

Name: A.J. Scola III **Title:** Executive Vice President

Thank you for your time and consideration. Please contact me if you have any questions.

Exhibit C - References

1. City of Calabasas
Mr. Kindon Meik, City Manager
100 Civic Centre Way, Calabasas, CA 91302
(818) 224-1600 KMeik@cityofcalabasas.com
2000 to Current
"Dedicated Car" Armed Patrol and Response, all city sites. Citywide municipal parking enforcement and traffic control. Standing uniformed and plain-clothes Armed/Unarmed officers for activities and events.

2. Conejo Valley Unified School District
Dr. Mark Mclaughlin, Superintendent
750 Mitchell Road, Newbury Park CA 91320
(805) 498-4557 Sfehlman@conejousd.org
2020 to Current
Standing uniformed and plain-clothes Armed/Unarmed officers for district office and school sites.

3. City of Westlake Village
Mr. Tim Iverson, Public Works Director
31200 Oak Crest Dr.
Westlake Village, CA 91361
(818) 706-1613 Tim@wlv.org
"Dedicated Car" Armed Patrol and Response, all city sites. Citywide municipal parking enforcement and traffic control. Standing uniformed and plain-clothes Armed/Unarmed officers for activities and events.

4. Los Angeles County Sheriff – Lost Hills Station
Deputy Mason DeMateo
27050 Agoura Road, Agoura, CA 91301
(818) 878-1808 Mjdematt@lasd.org

5. Moorpark High School
Mr. Zaid Bakoo, Principal
4500 Tierra Rejada Road, Moorpark CA 93021
(805) 378-6305 zbakoo@mrpk.org
2021 to Current
Standing uniformed and plain-clothes armed/unarmed officers for activities and events.

EXHIBIT D

SERVICE SCHEDULE HOURS and EQUIPMENT

- One officer Monday through Thursday 4:00 PM until 7:00 AM
- One officer Friday through Monday 4:00 PM until 7:00 am (weekends 24 hours-continuous coverage)
- The city of Ojai recognized holidays, One officer, 24 hours.
- Secural Marked Patrol Vehicle, Included
- Officer Worn Body Camera, Included
- Officer Smart Device, Included
- Secural laptop type computer, Included.

EXHIBIT E

SERVICE RATES AND COMPANY OBSERVED HOLIDAY INFORMATION

- Regular hourly service rate per officer $55.61

- Overtime/Holiday hourly service rates. Rate above plus one half.

- Requests for additional service dates, hours or staffing must be presented by Subscriber to Security Services in writing no less than seven (7) business days before the service date(s). Failure to communicate this will result in Overtime charges.

- Interim month-to-month regular hourly rate at end of initial agreement term (July 2024 - January 15, 2025) $66.73

- If a new agreement is signed before January 15, 2025, Secural will offer Subscriber 3-month, 6-month or 12-month terms at a 5% increase from the current quoted regular rate.

Secural Observed Holidays:

- January 01, 2025 - New Year's Day
- May 26, 2025 - Memorial Day
- July 4, 2025 - Independence Day

- September 01, 2024 - Labor Day
- October 31, 2024 - Halloween Eve
- November 11, 2024 - Veterans' Day
- November 28, 2024 - Thanksgiving Day
- December 24, 2024 - Christmas Eve
- December 25, 2024 - Christmas Day
- December 31, 2024 - New Year's Eve

Administrative Report

TO: **Honorable City Council**

FROM: **Ben Harvey, City Manager**
Bethany Burgess, City Attorney

MEETING DATE: **September 8, 2026**

SUBJECT: **Reintroduce Ordinance No. 974 Amending Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code to Add Section 4-3.511 Prohibiting the Use of Libbey Park Tennis Courts For Any Activity Other Than Tennis with Limited Exceptions (*City Council Direction)***

RECOMMENDATION

1. Reintroduce, for first reading by title only with further reading waived, Ordinance No. 974, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA AMENDING ARTICLE 5 OF CHAPTER 3 OF TITLE 4 OF THE OJAI MUNICIPAL CODE TO ADD SECTION 4-3.511 PROHIBITING THE USE OF LIBBEY PARK TENNIS COURTS FOR ANY ACTIVITY OTHER THAN TENNIS WITH LIMITED EXCEPTIONS, and;
2. Direct staff to return to the City Council for second reading and adoption of the Ordinance at the September 22, 2026, City Council Meeting.

DISCUSSION

The City of Ojai owns and operates the public tennis courts located at Libbey Park, including the Upper Libbey and Lower Libbey tennis courts. The tennis courts are public park facilities intended to provide recreational opportunities for the community.

The City's regulations governing activities and conduct in public parks are contained in Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code. The Municipal Code does not currently contain a provision expressly limiting the use of the Libbey Park tennis courts exclusively to tennis.

Earlier in 2026, City Council directed City staff to return to City Council with an ordinance establishing a clear and uniform regulation governing the use of the tennis courts. At the August 25, 2026, City Council meeting, the City Council directed that staff return with revisions to the draft ordinance allowing the limited use of Upper Libbey tennis courts for purposes other than tennis during Ojai Day, along with a requirement that City staff

consult with the Ojai Valley Tennis Club regarding potential impacts to the Upper Libbey tennis courts during such temporary uses, with the City retaining the authority, in its sole discretion, to approve such uses. The revised ordinance would clarify that the courts are reserved for tennis and may not be used for other recreational activities or purposes except during Ojai Day.

The proposed ordinance also recognizes the need for tennis court reservations and closures associated with events at the Libbey Bowl or otherwise taking place in Libbey Park. In these circumstances, the City Manager, or designee, would retain authority to reserve and temporarily close one or more Upper Libbey tennis courts when reasonably necessary in connection with a permitted event at Libbey Bowl or otherwise taking place in Libbey Park.

The proposed ordinance would add Section 4-3.511 to Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 4 - Infrastructure Maintenance and Improvement

OPTIONS
1. Take no action;
2. Provide alternative direction to staff.

FISCAL IMPACT
Adoption of the ordinance is not anticipated to have a significant fiscal impact on the City. It is possible that the City will see some minimal decline in facility use permit revenue over prior years, however, as permit fee revenues are intended to offset the cost of reviewing and administering the permits, there would be a corresponding reduction in costs associated with such activities. The ordinance primarily clarifies the permissible recreational use of existing City facilities and does not require construction, acquisition of property, or the creation of a new City program. Any administrative or enforcement activities associated with implementation of the ordinance are expected to be performed using existing City resources.

Prepared by: Bethany Burgess, City Attorney

ATTACHMENT(S)
A. Ordinance No. 974
B. Ordinance No. 974 – with redlines

CITY OF OJAI

ORDINANCE NO. 974

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, AMENDING ARTICLE 5 OF CHAPTER 3 OF TITLE 4 OF THE OJAI MUNICIPAL CODE ("PUBLIC PARKS") TO ADD SECTION 4-3.511 PROHIBITING THE USE OF THE LIBBEY PARK TENNIS COURTS FOR ANY ACTIVITY OTHER THAN TENNIS WITH LIMITED EXCEPTIONS

WHEREAS, the City owns and operates the public tennis courts located at Libbey Park, consisting of the Upper Libbey and Lower Libbey tennis courts; and

WHEREAS, the City currently regulates the activities and conduct permitted in the City's Public Parks pursuant to Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code; and

WHEREAS, the City Council desires to clarify the permitted uses of the Libbey Park tennis courts and to preserve the courts for tennis use; and

WHEREAS, the City Council further desires to preserve the City's ability to reserve or temporarily close the Upper Libbey tennis courts in connection with permitted events at the Libbey Bowl when necessary for activities related to such; and

WHEREAS, the City Council finds that the amendments to the Ojai Municipal Code set forth below are necessary and appropriate to regulate the use of City park facilities and to promote public health, safety, welfare, and enjoyment of Libbey Park.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals. The recitals set forth above are true and correct and are hereby incorporated by reference to the same extent as if restated herein.

SECTION 2. Code Amendment. Article 5 of Chapter 3 of Title 4 of the Ojai Municipal Code is hereby amended to add section 4-3.511 entitled "Libbey Park Tennis Courts" which shall be read in its entirety as follows:

§ 4-3.511 Libbey Park Tennis Courts

(a) The tennis courts located at Upper Libbey Park and Lower Libbey Park shall be used exclusively for the playing of tennis; no person shall use, or permit the use of, any such tennis court for any other recreational activity or purpose, except as expressly provided in this Section 4-3.511.

(b) The City Manager, or designee, may approve reservations for temporary closures of one or more of the tennis courts at Upper Libbey Park in connection with a permitted event at the Libbey Bowl or in Libbey Park when reasonably necessary for event-related purposes. A reservation for a temporary closure pursuant to this subsection shall not constitute a use of the Libbey Park tennis courts for a recreational activity other than tennis.

(c) The City Manager, or designee, may approve a temporary use of up to two (2) Upper Libbey Park tennis courts during the City's Ojai Day event. In advance of approving any such temporary use, the City Manager, or designee, will solicit and consider the input of the Ojai Valley Tennis Club, Inc., regarding whether the proposed temporary use will result in damage to the tennis courts and any specific mitigation measures that may prevent such damage. The Ojai Valley Tennis Club, Inc., will respond to any request for input within two (2) business days of the date the request is made by the City to ensure the City is able to timely respond to the request for the temporary use. Notwithstanding anything in this paragraph, the City will retain the sole authority to approve or deny any temporary use contemplated by this paragraph during Ojai Day.

(d) Nothing in this section shall prohibit the City or its authorized agents, contractors, or service providers from using the tennis courts for maintenance, repair, construction, inspection, or other City-authorized operational purposes.

SECTION 3. Environmental Determination. The City Council determines that based on the entire administrative record, the foregoing amendment to the Ojai Municipal Code is exempt from the California Environmental Quality Act (CEQA) for the following reasons. Pursuant to California Code of Regulations, Title 14, Section 15061(b)(3) of the CEQA Guidelines, CEQA review is not required if an activity is not a project as defined in Section 15378 of the CEQA Guidelines. In accordance with Section 15378(b)(5), a "project" for purposes of CEQA does not include organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment. This ordinance is administrative in nature, and will not result in any direct or indirect physical changes in the environment. The adoption of this ordinance is therefore exempt from CEQA review pursuant to California Code of Regulations, Title 14, Sections 15060 and 15378, subdivision (b)(5) of the CEQA Guidelines.

SECTION 4. Severability. If any part of this Ordinance or its application is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance, and each portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

SECTION 5. Certification. The City Clerk shall cause this Ordinance to be published as required by law, and shall cause a copy of this Ordinance and its certification, together with proof of publication, to be entered in the Book of Ordinances of the City.

SECTION 6. Effective Date. This Ordinance shall take effect 30 days after its passage and adoption pursuant to California Government Code Section 36937.

PASSED, APPROVED and ADOPTED on ____, 2026.

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

Date: _____

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____
Bethany A. Burgess, City Attorney

I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai, certify that Ordinance No. 974 was introduced at a regular meeting of the Ojai City Council held _____, 2026, and adopted at a regular meeting held _____, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Weston Montgomery, Chief Deputy City Clerk

Exhibits to this Ordinance:
None

CITY OF OJAI

ORDINANCE NO. 974

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WHEREAS, the City Council further desires to preserve the City's ability to reserve or temporarily close the Upper Libbey tennis courts in connection with permitted events at the Libbey Bowl when necessary for activities related to such; and

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(~~c~~d) Nothing in this section shall prohibit the City or its authorized agents, contractors, or service providers from using the tennis courts for maintenance, repair, construction, inspection, or other City-authorized operational purposes.

SECTION 3. Environmental Determination. The City Council determines that based on the entire administrative record, the foregoing amendment to the Ojai Municipal Code is exempt from the California Environmental Quality Act (CEQA) for the following reasons. Pursuant to California Code of Regulations, Title 14, Section 15061(b)(3) of the CEQA Guidelines, CEQA review is not required if an activity is not a project as defined in Section 15378 of the CEQA Guidelines. In accordance with Section 15378(b)(5), a "project" for purposes of CEQA does not include organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment. This ordinance is administrative in nature, and will not result in any direct or indirect physical changes in the environment. The adoption of this ordinance is therefore exempt from CEQA review pursuant to California Code of Regulations, Title 14, Sections 15060 and 15378, subdivision (b)(5) of the CEQA Guidelines.

SECTION 4. Severability. If any part of this Ordinance or its application is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance, and each portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

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SECTION 6. Effective Date. This Ordinance shall take effect 30 days after its passage and adoption pursuant to California Government Code Section 36937.

PASSED, APPROVED and ADOPTED on ____, 2026.

CITY OF OJAI, CALIFORNIA

_____
Andy Gilman, Mayor

Date: _____

ATTEST:

_____
Weston Montgomery, Chief Deputy City Clerk

APPROVED AS TO FORM:

_____
Bethany A. Burgess, City Attorney

I, Weston Montgomery, Chief Deputy City Clerk of the City of Ojai, certify that Ordinance No. 974 was introduced at a regular meeting of the Ojai City Council held _____, 2026, and adopted at a regular meeting held _____, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Weston Montgomery, Chief Deputy City Clerk

Exhibits to this Ordinance:
None

Administrative Report

TO: **Honorable City Council**

FROM: **Lucas Seibert, Community Development Director**

MEETING DATE: **September 8, 2026**

SUBJECT: **GENERAL PLAN UPDATE | Proposed Survey Questions Regarding the Climate Action Plan (City Council Direction)**

RECOMMENDATION

Consider ratifying the proposed survey questions for dissemination to the Ojai Community.

DISCUSSION

The next step for the Climate Action Plan effort is a community-wide survey, and is geared to gather information directly related to reduction(s) in greenhouse gas (GHG) emissions. The survey is expected to run for 45-days with outreach provided through the established constant contact network developed through the General Plan Update effort: social media, *The Ojai Valley News*, General Plan landing page, and other resources all planned to encourage community participation. The survey platform being considered for this survey is SurveyMonkey.com. SurveyMonkey provides a simple user interface and reliable platform as it relates to basic to moderately complex survey projects.

When the economic diversification element survey was released for public input earlier this year Survey Monkey and Qualtrics were considered, and staff opted for Qualtrics as it provided a wide range of questions formatted with deep customization options for creating tailored surveys and responses. Both provide a great platform, and staff is leaning towards Survey Monkey for this survey based on their reliable and straight-forward platform.

The Climate Action Plan will set greenhouse gas (GHG) emissions reduction targets and establish an implementation plan for reducing GHG emissions related to transportation, building energy use, and waste, water, and ecosystems. The CAP is designed to provide measurable policies and actions to reduce GHG emissions and increase community resilience to climate change impacts.

For the purposes of this survey and as part of the Climate Action Plan, climate change refers to long-term shifts in weather and temperature patterns. Greenhouse gas emissions contribute to climate change. Climate action refers to actions that individuals and organizations can take to reduce GHG emissions. These measures and targets have direct ties to our current General Plan, specifically associated with Air Quality.

COMMUNITY SURVEY STRUCTURE |
To support this effort, a community feedback format is being generated through a community survey to understand what policies and actions to reduce greenhouse gas emissions are important to the community. The survey includes ten questions earmarked to help the consultant understand which policies and actions are the most important or impactful for the Ojai community. The remaining questions at the end of the survey are the standard demographic questions used throughout this General Plan update process. As with the other surveys, the demographic questions will not be mandatory and the survey responder will have the option to opt-out if desired.

The community-wide input approach ensures that the survey captures both quantitative data and qualitative insights from diverse perspectives, through specific questions as well as open-ended questions to maximize community-input opportunities.

GENERAL PLAN | Existing Element Connection
In reviewing the existing general plan elements, staff has identified several goals and policies through the existing Air Quality Element which generally align with the Climate Action Plan. Some of these goals and actions identified within the Air Quality Element are geared to protect public health, work towards eliminating excessive vehicle trips (vehicle miles traveled), encourage the use of clean fuel, electric, and zero emission vehicles; several of the existing Air Quality Element Goals have direct connections to the GHG and Climate Act Plan efforts. The goals and policies outlined in the Air Quality Element are included as Attachment B.

WORK DONE SO FAR |
The consultant team recently completed the 2022 Ojai Community and Municipal Greenhouse Gas Emissions Inventory and Forecasts Report. The primary purpose of this report is to inventory the City of Ojai's communitywide and municipal greenhouse gas (GHG) emissions for the 2022 baseline year. The reason that 2022 was selected as the baseline is because this year was the most recent year for which complete data were available at the time the inventory was conducted.

Furthermore, the report measures local greenhouse gas emissions by following established state and national guidelines for climate accounting. Specifically, the report uses a standard community framework alongside California's official roadmap to ensure accurate and compliant environmental tracking. More detailed information is available by reviewing the ICLEI U.S. Community Protocol and California Air Resources Board Climate Change Scoping Plan documentation. Together these technical pieces of information are important drivers associated with the methodology framework.

The report also provides information regarding where emissions are coming from, a forecast of future emissions, and the City’s municipal GHG inventory (first of its kind in Ojai) to help inform the development of mitigation measures and identify data gaps (if any). The report is provided as Attachment C.

The workplan for the Climate Act Plan is included as Attachment D. In this workplan it notes the development of a Community Advisory Group. When creating this group and looking

to formalize this working group, the community and City Council identified concerns in early 2025 related to a small group of individuals influencing the entire community. So, in working with the consultant, the City Staff pivoted to internal review of baseline technical reports and support and community input. Also, the consultant team pivoted to a community wide survey to gather additional information consistent with the path taken by the Economic Diversification Element survey earlier in 2026.

NEXT STEPS |
The plan is for this community survey to go live soon and for the General Plan Update materials to be virtually distributed. A Quick Response Code (QR code) will allow for easy access to the survey through a hand-held device.

SAVE THE DATE: the CAP team is preparing for an October 14 Climate Action Plan Workshop with the survey remaining open during this time and closing shortly after Ojai day.

Additionally, look for the General Plan information area during Ojai Day on October 17. Staff will be available to answer questions and for those community members interested in staying connected they will have the opportunity to fill out their information and provide an email and be added to the ever growing constant contact list.

More information can be found on the General Plan landing page located here.

CITY COUNCIL GOALS ALIGNMENT
Goal No. 7 - Climate Resiliency

OPTIONS
1. Take no action;
2. Provide alternative direction to staff.

FISCAL IMPACT
The research, next steps, and results in this report are covered under the Community Development Department's budget and the General Plan Update effort. The 2026/2027 approved budget includes a budget of $250,000 for the ongoing General Plan Update, which is inclusive of the budget adopted for the Climate Action Plan effort.

In order to maintain the approved budget for the expanded work included within the Climate Action Plan, staff will be assisting to offset costs with the adjustment from the community advisory groups to a community-wide input strategy.

Prepared by: Lucas Seibert, Community Development Director

ATTACHMENT(S)
A – Climate Action Plan Survey Questions
B – General Plan | Air Quality Element Goals & Policies
C – CAP GHG Inventory
D – GPU CAP Workplan

Ojai CAP

Online Survey

Draft | August 31, 2026

Description

The City of Ojai is preparing a climate action plan (CAP) that will set greenhouse gas (GHG) emissions reduction targets and establish an implementation plan for reducing GHG emissions related to transportation, building energy use, and waste, water, and ecosystems.

Climate change refers to long-term shifts in weather and temperature patterns. Greenhouse gas emissions contribute to climate change. *Climate action* refers to actions that individuals and organizations can take to reduce GHG emissions.

To prepare the CAP, we need your input! **There are no right or wrong answers,** your answers are anonymous, and you can skip any question. The survey should take less than 10 minutes to complete.

City Leadership on Climate Action

The government of the City of Ojai can reduce greenhouse gas (GHG) emissions by setting policy and by making improvements to infrastructure, like sidewalks and City buildings, that reduce GHG emissions.

1. How actively should the City work to reduce GHG emissions? (Check one)
    a. Take bold action: try to exceed State reduction targets
    b. Take moderate action: do just enough to meet State reduction targets
    c. Do as little as possible
    d. Don't know

2. What steps should the City to take to reduce GHG emissions? (Please check all that apply)
    a. Develop community scale solar and renewable energy projects
    b. Upgrade municipal facilities to be more water and energy efficient
    c. Provide public electric vehicle (EV) chargers
    d. Transition City fleet and Ojai Trolley vehicles to zero emission vehicles (e.g. electric vehicles)
    e. Improve streets to make walking and biking easier and safer
    f. Use climate-friendly refrigerants in cooling systems
    g. Plant and maintain trees along streets, in parks, and on other City-owned land

3. What additional actions should the City take to reduce GHG emissions? (Open ended)

Your Contributions to Climate Action

You and your household can also take climate action. The questions below ask what you are willing to do to reduce GHG emissions from transportation, buildings, and waste, water, and ecosystems. In Question 6, you can share additional actions you're willing to take.

4. **Transportation:** What steps would you and/or your household be willing to take to reduce GHG emissions from transportation? (Please check all that apply).
    a. Take public transit instead of driving
    b. Walk, bike, or use another type of active transportation instead of driving
    c. Use electric micromobility (such as e-bikes) instead of driving
    d. Drive an electric vehicle instead of a gas or diesel vehicle
    e. Other:_____
    f. None of the above

5. **Buildings:** What steps would you and/or your household be willing to take in your home to reduce GHG emissions from energy use? (Please check all that apply).

    a. Make energy efficiency upgrades (e.g., replace lightbulbs, upgrade insulation)
    b. Replace gas appliances with electric options (e.g., replace gas furnace, water heater, dryer, or stove/range with an electric counterpart)
    c. Install solar panels and/or battery backup
    d. Buy your home's electricity from the Clean Power Alliance 100% Green Power Tier
    e. Other:_____
    f. None of the above

6. **Waste, Water and Ecosystems:** What steps would you and/or your household be willing to take to reduce GHG emissions from waste, water, and ecosystems? (Please check all that apply).
    a. Recycle and compost
    b. Buy goods and services produced locally
    c. Install water-efficient appliances, fixtures, and sprinklers
    d. Install California-friendly landscaping
    e. Plant and maintain trees on my property
    f. Other:_____
    g. None of the above

7. What additional actions are you willing to take to reduce GHG emissions? (Open ended)

8. What concerns you about taking climate action? (Please check all that apply).
    a. I don't have enough information to make decisions about what to do
    b. I'm worried about the upfront and/or ongoing costs
    c. It may be hard to find trained workers to do the upgrades
    d. It will be a hassle to coordinate with utilities to do upgrades
    e. I don't own my home
    f. I don't want to do anything; things are fine as they are.

g. Other: _____

9. There are many benefits to reducing GHG emissions. Which of the following are most important to you and your household? (Check all that apply)
    a. Saving money on gas and/or utility bills
    b. Healthy trees, ecosystems, and open spaces
    c. Better indoor air quality
    d. Better outdoor air quality
    e. Better public health
    f. Less traffic and congestion
    g. Safer streets for walking, biking, and rolling
    h. A more equitable community
    i. Other: _____

Demographics

This section of the survey asks questions about your personal background. All questions are optional, and your responses will be kept anonymous. This information helps us understand who responded to the survey and who we still need to hear from to ensure representative participation.

10. What is your age range? (select one)
    a. Under 18
    b. 18 - 24
    c. 25-34
    d. 35-44
    e. 45-64
    f. 65-84
    g. 85 or older

11. Where do you live? (select one)
    a. Ojai
    b. Oak View
    c. Mira Monte
    d. Meiners Oaks
    e. East End
    f. Casitas Springs
    g. Other: _____

12. Where do you work?
    a. Ojai
    b. Oak View
    c. Mira Monte
    d. Meiners Oaks

e. East End
f. Casitas Springs
g. Ventura
h. Camarillo/Oxnard
i. Santa Barbara
j. Los Angeles
k. Other: _____

13. What best describes your background? (select all that apply)
    a. White (Not Hispanic)
    b. Hispanic or Latino
    c. Black or African American
    d. Asian or Asian American
    e. Native American or Alaska Native
    f. Native Hawaiian or Pacific Islander
    g. Multiracial

14. What is your Gender identity?
    a. Male
    b. Female
    c. Transgender/Non-binary
    d. Other: _____

15. Please provide your email if you'd like to stay updated about the project and informed of other opportunities to provide input. (Open ended)

Air Quality Element

GOALS, OBJECTIVES, POLICIES, AND IMPLEMENTING PROGRAMS

INTRODUCTION

The air quality element defines objectives for future air quality. Goals, objectives, policies, and implementing programs contained in this Element are intended to improve local and regional air quality by reducing harmful emissions from both stationary and mobile sources. New goals and policies are intended to reduce pollutant emissions, along with those measures previously contained in the General Plan. This section is divided into differing sources of air pollution, i.e., attainment, transportation, etc. The sources are further broken down into goals, objectives, policies, and implementing programs.

SUMMARY OF GOALS

1. A level of air quality which protects the public health, safety, and welfare and meets or surpasses State and Federal primary and secondary standards

2. Eliminate excessive vehicle trips and reduce vehicle miles traveled

3. Traffic flow throughout the City limits is without periods of congestion

4. Encourage the use of clean fuel, electric, and zero emission vehicles (ZEVs)

5. Reduce the length of work trips, expand the supply of affordable housing, and create an urban form that efficiently uses urban infrastructure and services, such as mixed use development

6. Utilize the discretionary review process as an opportunity to minimize adverse air quality impacts associated with proposed developments

7. Reduce energy consumption and promote energy efficiency programs

8. Citizen awareness and participation in efforts to reduce air pollution

9. Encourage transportation modes that minimize the use of single passenger motor vehicles and the associated air emissions

Attainment Provisions

1. A level of air quality which protects the public health, safety, and welfare and

meets or surpasses State and Federal primary and secondary standards.

2. Reduce ozone and PM-10 emissions by at least five percent per year, averaged every third year period.

3. The City shall implement the policies and implementing strategies contained in this Element intent upon reducing emissions from source categories.

Implementing Strategies

1. Comply with the goals and objectives contained in this plan

Transportation

Trip Reduction

1. Eliminate excessive vehicle trips and reduce vehicle miles traveled

2. Achieve an average commuter ridership of 1.5 persons per vehicle by 1999, and no net increase in motor vehicle emissions after 1997

3. The City shall encourage vehicle trip reduction and other transportation demand management programs (TDM)

4. The City shall strive to balance jobs and housing so that commuter trip lengths are minimized, and to actively encourage participation in multinodal transportation by providing safe, convenient transit stops, promoting park-and-ride facilities and telecommuting centers

5. The City shall deny discretionary projects that do not mitigate their peak hour trips on Highway 33 at the Edison Curve through Casitas Springs, except for affordable housing projects

6. The City shall promote transit improvements that will foster increased ridership

Implementing Strategies

1. Encourage discretionary development to provide bicycle parking facilities and secured lockers as a percentage of auto parking spaces in new nonresidential development

2. Encourage shower facilities in new nonresidential development for persons bicycling or walking to work.

3. Encourage pedestrian walkways and bicycle lanes to connect each building in new nonresidential development with the local system of pedestrian/bicycle paths

4. Provide a bicycle route system connecting to other local or regional bicycle routes

5. Encourage special event organizers to provide electric or clean fuel shuttle services to the event location

6. Encourage designation of on-site parking areas that can be used as park-and-ride lots for area commuters

7. Encourage transit improvements such as bus pullouts, bus pads, and bus shelters for applicable new residential and nonresidential development

8. Encourage existing and new commercial and industrial development to support the use of the Ojai Trolley or other shuttle services to transit facilities (i.e., park-and-ride lot)

9. Encourage employers or new developers to contribute to a lunchtime or all day electric or clean fuel shuttle service that provides access to activity centers

10. Encourage a video conferencing facility in new office developments

11. Encourage new commercial retail and service centers to provide delivery services to residents and office complexes in the vicinity

12. Encourage new office developments to provide on-site child care facilities and ground-level outdoor play areas, or contribute to development of an off-site child care facility within walking distance

13. Reduce parking space requirements when studies demonstrate increase in ride sharing and an increase in the use of alternative modes of transportation

14. Encourage employers to provide incentives (financial, time off, etc.) for employee use of alternative methods of transportation from single occupancy vehicle use

15. The City should implement flexible work schedules, e.g., four-day work week, to reduce employee generated trips especially at peak hour, and encourage other employers to do so

Traffic Flow Improvement

1. Traffic flow throughout the City limits is without periods of congestion

2. Traffic flow throughout the City shall be maintained at an LOS of at least C

3. The City shall pursue traffic flow improvements to enhance traffic flow on City streets via signal improvements, and operational/intersection improvements, as this is the most cost effective means of reducing congestion, conserving energy, and improving air quality

Implementing Strategies

1. Investigate implementation of ATSAC (Automated Traffic Surveillance and Control) or similar interconnected traffic signal control systems or appropriate noninterconnected synchronization methods on all local streets where traffic volume and delay time is significant

Clean Fuels in Fleet Vehicles

1. Encourage the use of clean fuel, electric, and zero emission vehicles (ZEVs)

2. The City shall require a 30 percent use of light-duty and 50 percent use of heavy duty (trucks) alternative fueled vehicles in public and private business by model year 1998 to comply with the provisions contained in the federal Clean Air Act Amendments of 1990

3. The City shall encourage the use of alternative fueled vehicles via provision of cash incentives to individuals, agencies, and/or corporations who volunteer to participate in the program

4. The City shall support legislation providing tax incentives for the use and ownership of alternative fueled vehicles.

5. The City shall participate in demonstration projects whereby alternative fueled vehicles are used for the City's fleet vehicles

Implementing Strategies

1. The City should encourage the use of low emission vehicles (LEV) for transport to schools and shopping centers.

2. The City should encourage LEV shuttle service for lunchtime errands for nonresidential business centers.

3. The City should consider an ordinance that would encourage the provision of local delivery service with use of LEV by commercial/retail facilities within the City to housing areas. Delivery service would be from dry cleaners, carryout food centers, grocery stores, pharmacies, video rental, etc.

4. The City shall study ways to increase bike usage throughout the City in conjunction with the update of the Circulation Element.

Growth Management

1. Reduction in the length of work trips, expansion in the supply of affordable housing, and creation of an urban form that efficiently uses urban infrastructure and services, such as mixed use development

2. Limit residential development to 12 single-family and 4 multifamily residential dwelling units through 1995 in the City, and from 1995 into the future, development is more restrictive to 11 single-family and 3 multifamily dwelling units. Development of commercial uses (BP-Business Professional Commercial Use Zone, the C-1 Neighborhood Commercial Use Zone, and the C-R Commercial Recreation Zone) is required to be correlated with residential development pursuant to the Commercial Growth Management Ordinance

3. Achieve better job/housing balance in the different areas of the Valley by encouraging growth in local employment opportunities

4. To the extent possible, achieve a balance, of the type of jobs with the price of housing.

5. Encourage employment development through support of labor force retraining programs and other economic development measures.

Implementing Strategies

1. The City's existing growth management plans (residential and commercial) have been prepared to be consistent with one another so as to encourage a jobs/housing balance

Particulate and Building Emissions

1. Utilize the discretionary review process as an opportunity to minimize adverse air quality impacts associated with proposed construction projects

2. Construction related emission thresholds should be limited to 2.5 tons of PM-10 per three-month period.

3. To the extent possible, the City shall enforce the following at construction sites to reduce fugitive dust emissions:

    - require trucks hauling soil, dirt, sand, or other emissive materials to cover their loads

    - require grading to occur only when wind conditions do not exceed 30 miles per hour

    - enclose, cover, water when necessary, or apply approved soil binders, according to manufacturers specifications, to exposed stock piles, i.e., gravel, sand, dirt

    - require the installation of truck wheel washers and other types of barriers at construction sites to prevent the transport of soil onto public rights-of-way

    - encourage developers to maintain the natural topography to the extent possible to eliminate the need for extensive land clearing, blasting, ground excavation, grading, and cut and fill operations

4. Fugitive dust from agricultural areas shall be minimized through vegetative cover, windbreaks, and improved tillage practices

5. The use of building materials and methods that minimize the emission of reactive organic gases and particulates shall be encouraged

6. The City shall encourage reduction in particulate emissions from paved and unpaved roads, parking lots, and road and building construction.

Implementing Schedule

1. All development proposals should be regulated via mitigation monitoring programs whereby fugitive dust measures are implemented. The City should request that the City and County of Ventura adopt the five pound/day threshold of significance for air quality impacts for that part of their jurisdiction in the Ojai Valley Airshed.

Energy Conservation

1. Reduce energy consumption and promote energy efficiency programs

2. Reduce energy consumption by 20 percent to meet California Title 24 requirements

3. Local government facilities and equipment that use energy shall incorporate the most energy-efficient design consistent with a reasonable rate of return and the recognition of the environmental benefits from energy conservation

4. Encourage the incorporation of energy conservation features in the design of all new construction and the installation of conservation devices in existing developments

5. Encourage energy audits of existing structures, identifying levels of existing energy use and potential conservation measures

6. Promote the use of passive design concepts which make use of the natural climate to increase energy efficiency

7. Encourage that new construction not preclude the use of solar energy systems by uses and buildings on adjacent properties and consider enactment of a comprehensive solar access ordinance

Implementing Strategies

1. Whenever practical, implement planning and building regulations to take advantage of solar heating and natural cooling

2. The City should look into implementing building ordinances which would require residential and commercial buildings to be weatherized according to a California Public Utilities Commission 1987 survey. In addition, new residential and commercial buildings should meet the conservation standards set by the California Energy Commission.

Education

1. Citizen awareness and participation in efforts to reduce air pollution

2. The City shall post APCD newsletters on a monthly basis in City Hall to illustrate to the public the regions progress

3. The City shall provide information as made available from the APCD at City Hall regarding the air pollution problem in the region

Implementing Strategies

1. The City should make available current information on air quality nonattainment status, pollutant accedences, County programs, etc.

2. The City should request the Ventura County APCD to set up workshops, at least annually, at a convenient public place (e.g., City Hall) to review the County Air Pollution Management Plan goals, policies, objective programs, rulemaking and status of attainment

3. Encourage transportation modes that minimize the use of single passenger motor vehicles and the associated air emissions



2022 Ojai Community and Municipal Greenhouse Gas Emissions Inventory and Forecasts

February 2026

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Introduction

Inventorying communitywide greenhouse gas (GHG) emissions is an important foundational step in the preparation of a Climate Action Plan (CAP). It provides information about where the community's emissions are coming from and helps to identify opportunities for emissions reduction actions. Furthermore, the GHG emissions forecast estimates how emissions are projected to change in the future. The emissions inventory determines the baseline from which the City can mitigate their contribution to climate change. It informs the development of migitation measures and supports the accompanying GHG reduction analysis.

In 2025, the City of Ojai completed a community and municipal GHG emissions inventory to inform future emissions reduction and carbon sequestration policies. The inventory quantifies communitywide emissions for the 2022 baseline year across key sectors, including building energy use, on-road and off-road transportation, solid waste, and water and wastewater, and includes a communitywide GHG emissions forecast for 2025-2045. The 2022 data set was used as the baseline because it was the most recent year for which complete data were available. Furthermore, as the City's first municipal GHG inventory it establishes a baseline for tracking progress into the future.

Key findings from the inventory and forecast are summarized below, followed by a desciption of the protocols and data sources used, detailed communitywide and municipal inventories, and the long-term emissions forecast.

Key Findings | 2022

Key findings from the 2022 GHG emissions inventory include:

- Total emission are estimated to be 52,168 metric tons of carbon dioxide equivalent ($MTCO_2e$) - an increase of 16 percent compared to 2012.
- Per capita emissions are estimated to be 6.9 $MTCO_2e$ - an increase from 6.0 in 2012.
- Emissions per service population remained steady at 4.3 $MTCO_2e$ between 2012 to 2022.[1]
- Transportation related emissions were the largest sector (72 percent of the total), followed by building energy use (22 percent), while solid waste and water and wastewater accounted for 4 percent and 1 percent, respectively.
- Projected communitywide GHG emissions, adjusted for the effects of adopted State policies, are expected to decline by approximately 34 percent between 2022 to 2045. The reduction is mainly driven by the increased adoption of more fuel-efficient and zero-emission vehicles, which lowers emissions from the transportation sector.
- Municipal GHG emissions are estimated at 197 $MTCO_2e$ in 2022, representing less than one percent of total communitywide emissions. The largest source of municipal emissions was the City's transit fleet, primarily the Ojai Trolley, which accounted for approximately 46 percent. Employee commuting contributed about 42 percent, followed by water use at 7 percent, and building and facilities energy use at 5 percent. However, it is important to note that the municipal inventory is incomplete and likely underestimates actual emissions because data for several municipal sectiors was unavailable.

[1] Service population is defined as the population and number of jobs within the city.

Protocol and Emissions Sources

The communitywide GHG inventory for the City of Ojai was developed based on the International Council for Local Environmental Initiative (ICLEI) U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (Community Protocol) principles[2] and the 2022 Climate Change Scoping Plan released by the California Air Resources Board (CARB).[3] The protocol is "activity-based," meaning it uses measurable operational data , such as actual fuel use, energy consumption, or vehicle miles traveled and an activity-specific emissions factorto calculate emissions. Using the activity-based protocol means the City can quantify the GHG emissions generated directly from community members' actions. The results help the City understand what kinds of interventions may have the highest impact on GHG emission reductions.

Based on the ICLEI Community Protocol, a minimum set of five "Basic Emissions Generating Activities," or sectors, are included in the GHG emissions inventory (see Table 1): community electricity use, use of fuels in residential and commercial buildings; stationary combustion equipment (Energy), generation of solid waste by the community (Solid Waste), on-road passenger and freight motor vehicle travel and off-road fuel use (Transportation), and the use of energy in potable water and wastewater treatment and distribution (Water and Wastewater).

Table 1: GHG Emissions Sources and Scopes

Sector in 2022 GHG Inventory	GHG Emissions Source	Emissions Scope (municipal only)
Energy	Natural Gas (buildings and other facilities)	Scope 1
	Electricity (buildings and other facilities, vehicles, and water delivery/treatment)	Scopes 1 and 2
Transportation	All trips	Scopes 1, 2, and 3
Solid Waste	Community waste generation and direct landfill emissions	Scopes 1 and 3
Water and Wastewater	Water use	Scope 3
	Wastewater treatment	Scope 3

The municipal inventory was developed based on the ICLEI Local Government Operations Protocol (LGOP).[4] The inventory utilizes the City's operational control boundaries, which determine the emission

[2] ICLEI. (2014). Global Protocol for Community-Scale Greenhouse Gas Emission Inventories. Accessed from: https://ghgprotocol.org/ghg-protocol-cities.
[3] CARB. (2022) 2022 Scoping Plan for Achieving Carbon Neutrality. Accessed from: https://ww2.arb.ca.gov/sites/default/files/2023-04/2022-sp.pdf.
[4] ICLEI. (2010). Local Government Operations Protocol. Accessed from: https://icleiusa.org/resources/local-government-operations-lgo-protocol/.

sources over which Ojai has direct administrative control. Municipal emissions are discussed further in the 2022 Municipal Operations Emissions Summary section of this report.

The communitywide and municipal emissions reported in this GHG inventory are estimates and rounded to the nearest whole number. Rounding was applied after all calculations were completed, so it may appear that the emissions totals in the tables do not sum accurately. Activity data and emissions factors are presented as the nearest whole number, tenth decimal point, or hundredth decimal point (as appropriate) since they are reported data or other known values.

Past Inventory Work in Ojai

In 2016, Ventura County Regional Energy Alliance (VCREA) conducted a GHG inventory for 2012 as part of the 2016 Move on Climate Report. Although limited information is available about the inventory, it is assumed it was completed according to the ICLEI Community Protocol and is similar to the 2022 inventory. Based on the available information, total communitywide GHG emissions in 2012 were estimated to be 41,158 $MTCO_2e$.

A second inventory was conducted in 2020 by the Ventura County Air Pollution Control District (VCAPCD) derived from the District's 2018 criteria air pollutant emission inventory for the City of Ojai.[5] This inventory considered:

- Private and commercial vehicles;
- Commercial, institutional, and residential buildings;
- Adjustments for policies and programs adopted by the City;
- Vehicle registrations in the city; and
- Data on the volume of natural gas consumed in the city.

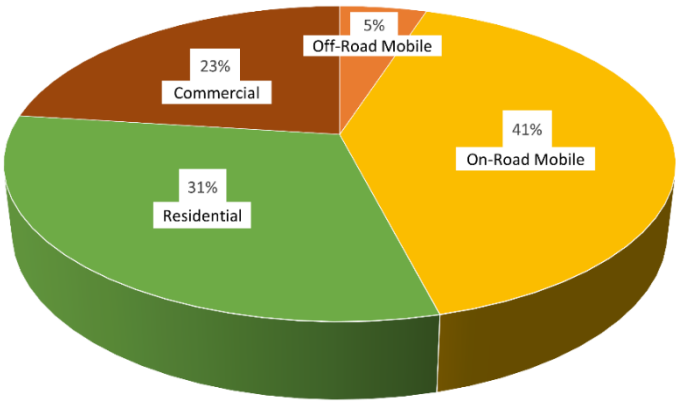
The 2018 VCAPCD inventory differs from the updated 2022 emissions inventory because it only estimates emissions from the building energy and transportation sectors. As a result, comparisons between the two inventories are limited and should be interpreted cautiously.

The 2018 inventory found building energy use was the largest source of GHG emissions in Ojai, accounting for approximately 54 percent of emissions, while transportation related emissions accounted for the remaining 46 percent (see Figure 1). By contrast, the 2022 communitywide GHG emissions profile changed from 2018 to 2022, with transportation related emissions overtaking building energy use as the largest contributor to community emissions. This change is likely due to the city enrolling in Clean Power Alliance (CPA) at the 100 percent Green Power tier in 2018. CPA started delivering 100 percent renewable electricity to customers in 2019, which dramatically reduced electricity emissions.[6] More information about electricity emissions can be found in the 2022 Communitywide GHG Emissions Inventory Detail

[5] Information about the VCAPCD's inventory was provided by Steve Colome via email on August 19, 2025. Additional information about the emissions inventory can be found on the District's website: https://www.vcapcd.org/emissions-inventory/#top.
[6] More information about Ojai's enrollment in CPA can be found on the City's website: https://www.ojai.ca.gov/309/Clean-Power-Alliance.

section below. Importantly, the conclusions of both the 2018 VCAPCD inventory and the 2022 communitywide inventory are the same—the transportation and energy sectors are the largest sources and are therefore where the City should focus strategies to reduce emissions.

Figure 1. VCAPCD 2018 Baseline Emissions Inventory Results



Source: Steve Colome

2022 Communitywide GHG Emissions Inventory

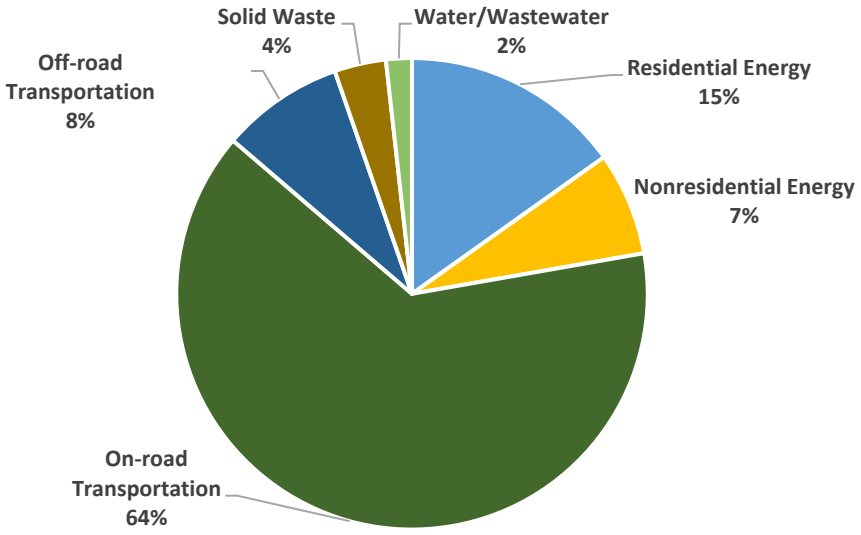
Summary of Communitywide Emissions

The total 2022 communitywide GHG emissions are estimated to be 52,168 $MTCO_2e$ (see Table 2 and Figure 2). Of the five sectors, on-road transportation accounted for the largest proportion of GHG emissions with estimated emissions of 33,403 $MTCO_2e$, or 64 percent of total emissions. The second largest sector was building energy use with estimated emissions of 11,604 $MTCO_2e$, or 22 percent of total emissions. The remaining 14 percent of emissions are made up by off-road transportation, solid waste, and water and wastewater.

Table 2: 2022 Community GHG Emissions by Sector

Sector	Subsector	Units	Activity Data	Emissions ($MTCO_2e$)
Building Energy	Residential Electricity	kWh	20,618,146	623
	Residential Natural Gas	Therms	1,372,398	7,283
	Nonresidential Electricity	kWh	20,371,621	616
	Nonresidential Natural Gas	Therms	580,597	3,081
Transportation	On-road Transportation	VMT	142,526,540	33,403
	Off-road Transportation	Gallons	492,439	4,390
Solid Waste	Landfilled Waste	Tons	5,841	1,847
Water/Wastewater	Water Use	Million Gallons	530	147
	Wastewater	Million Gallons	595	777
Total				**52,168**

Figure 2: 2022 Community GHG Emissions by Sector

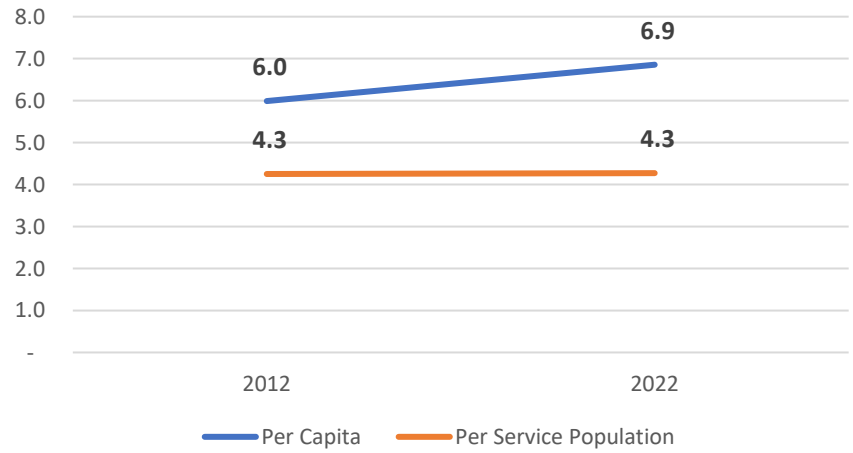


Changes Over Time

The 2012 VCREA inventory estimated the community emitted 41,158 $MTCO_2e$ in 2012. Therefore, total GHG emissions increased 16 percent from 2012 to 2022.

Between 2012 and 2022, the population and service population of Ojai both grew by 1 percent and 15 percent respectively. Service population is the combination of total population and jobs within the city. Figure 3 shows GHG emissions per capita and per service population, which normalizes emissions accounting for growth and allows for comparison across jurisdictions. The change in per capita and per service population emissions is summarized in Figure 3. The results indicate that despite job growth, the economy is growing efficiently and not creating GHG emissions at the same rate.

Figure 3: Per Capita and Per Service Population Emissions (2012-2022)



2022 Communitywide GHG Emissions Inventory Detail

Data Sources

Table 3 lists the data sources used to calculate Ojai's 2022 GHG emissions.

Table 3: 2022 Communitywide Emissions Inventory Data Sources by Sector

Sector	Subsector	Data Source
Residential Energy	Electricity	Southern California Edison Clean Power Alliance
	Natural Gas	SoCalGas
Nonresidential Energy	Electricity	Southern California Edison Clean Power Alliance
	Natural Gas	SoCalGas
Transportation	On-Road	Ojai 2040 General Plan Update CARB EMFAC2021 CARB EMFAC2025
	Off-Road	CARB OFFROAD2021
Solid Waste	Landfilled Waste	EJ Harrison and Sons CalRecycle
Water and Wastewater	Water use	Casitas Municipal Water District 2020 UWMP
	Wastewater	Casitas Municipal Water District 2020 UWMP

Energy

This section summarizes the GHG emissions for the energy sector, specifically emissions generated from residential and nonresidential energy use that occurred within City limits, including electricity and natural gas activity data and emission estimates.

Electricity Methodology

Ojai's electricity is provided by Clean Power Alliance (CPA), a community choice aggregator serving communities in Los Angeles and Ventura Counties. Ojai opted into CPA at the 100 percent renewable tier. In 2022, 89 percent of accounts in Ojai were participating in CPA with 92.4 percent of those in the 100 percent renewable tier. Table 4 shows the breakdown of Ojai accounts in CPA. The remaining 11 percent of accounts are served by Southern California Edison (SCE).

Table 4. Ojai CPA Participation Rates

Active Accounts	Participation %	Lean %	Clean %	100% Green (Renewable) %
3,484	89.1%	6.4%	1.2%	92.4%

Source: CPA

GHG emissions are calculated by applying emissions factors to measured activity data, such as electricity consumption. Carbon dioxide (CO_2) is the most commonly rereported greehouse gas, and electricity providers typically supplyCO_2 emissions factors as pounds per megawat-hour (lbs/MWh). However, numerous gases have greenhouse characteristics. Methane (CH_4) and nitrous oxide (N_2O) are commonly accounted for in GHG inventories. These gases have a greater global warming potential than CO_2; CH_4 traps approximately 28 times as much heat as CO_2 over a 100-year period and N_2O traps approximately 265 times as much heat. To account for these differences, a factor is applied to the gases' emissions to calculate a CO_2 equivalence (CO_2e).

The electricity generation process releases small amounts of methane$_4$ and nitrous oxide. The emissions factors for CH_4 and N_2O differ by electricity provider due to their energy portfolio. For Ojai, the emissions factor for electricity was calculated based on the SCE and CPA participation rates in Table 4.[7] Their emissions factors are provided by the EPA's Emissions & Generation Resource Integrated Database (eGRID) and Comprehensive Air Quality Model CAMX.

[7] CPA emissions factors derived from the 2022 Power Content Label. Accessed from: https://cleanpoweralliance.org/powersources/.

Table 5: Total Annual Community Electricity Usage and GHG Emissions

Subsector	Usage (kWh)	Emissions Factor ($MTCO_2e$/kWh)	Emissions ($MTCO_2e$)
Residential	20,618,146	0.0000302	623
Nonresidential	20,371,621	0.0000302	616
Total	**40,989,767**		**1,239**

Source: SCE. 2022 activity data for electricity provided via data request.

Natural Gas Methodology

Natural gas is supplied to Ojai by SoCalGas (SCG). Table 6 summarizes 2022 natural gas use in therms and the associated greenhouse gas emissions. The nonresidential category includes government, commercial, and industrial uses. GHG emissions are calculated by applying a standard emissions factor to the activity data. Unlike electricity, the carbon intensity of natural gas combustion is constant and does not vary by year, customer type, or supplier. Emissions estimates are based on the most using the most current emissions coefficient for natural gas from the US Envirnoment Protection Agency.[8]

Table 6: Total Annual Community Natural Gas Usage and GHG Emissions

Subsector	Usage (Therms)	Emissions Factor ($MTCO_2e$/kWh)	Emissions ($MTCO_2e$)
Residential	1,372,398	0.005323	7,283
Nonresidential	580,597	0.005323	3,081
Total	1,952,995		10,365

Source: SCG, US EPA.

Transportation

This section summarizes the GHG emissions for the transportation sector, specifically emissions generated from on-road and off-road transportation activity.

On-Road Transportation Methodology

The on-road transportation subsector looks at all on-road trips (taken by cars, trucks, buses, etc.) using the origin-destination method or induced activity method as defined by the Community Protocol.[9] This

[8] A list of US EPA emissions factors can be accessed from the GHG Emission Factor Hub here: https://www.epa.gov/climateleadership/ghg-emission-factors-hub.
[9] Induced activity method as defined in the ICLEI Global Protocol for Community-Scale Greenhouse Gas Emission Inventories. Available from https://ghgprotocol.org/sites/default/files/ghgp/standards/GHGP_GPC_0.pdf.

method quantifies the transportation emissions induced by the city, including trips that begin, end, or are fully contained within the city (excluding pass-through trips).

Emissions are calculated by determining the VMT of in-boundary and transboundary trips and then applying an emissions factor for fuel to those trips. 2022 VMT estimates for the City of Ojai were estimated using data from the Ojai 2040 General Plan Update while emissions factors are determined using CARB's 2021 and 2025 EMFAC models.[10] EMFAC represents the state's current understanding of regional motor vehicle travel activities and associated emission levels from on-road vehicles including cars, trucks, and buses in California.

On-road emissions are summarized in Table 7.

Table 7: Total Annual Community GHG Emissions from On-Road Transportation

Sector	Total VMT	Emissions Factor ($MTCO_2e$/VMT)	Emissions ($MTCO_2e$)
On-Road Transportation	142,526,540	0.0004368	33,493

Source: City of Ojai, CARB

Off-Road Transportation Methodology

The off-road transportation GHG emissions come from mobile sources including construction, lawn and garden, recreational, and industrial equipment use within Ojai. Off-road transportation emissions data were gathered from CARB's 2021 OFFROAD model.[11] This model applies an emissions factor for equipment within Ventura County to the amount and types of fuel used. The off-road activity data and emissions are apportioned to the City of Ojai by population.

The emissions factor used for the 2022 inventory is 0.008915 $MTCO_2e$/gallon of fuel. Furthermore, the State is focusing on reducing off-road emissions and pollution by requiring that all small off-road engines (SORE) sold within California be zero emission starting January 1, 2024.[12] Since the best available data is from a state database and tracked at the county level, it does not necessarily capture the local policies Ojai adopted in 2020 regulating SORE and eliminating gas powered lawn equipment and chainsaws. As such off-road emissions may be slightly overestimated. Off-road emissions are summarized in Table 8.

Table 8: Total Annual GHG Emissions from Off-Road Transportation

Sector	Gallons	Emissions Factor ($MTCO_2e$/gallon)	Emissions ($MTCO_2e$)
Off-Road Transportation	492,439	0.008915	4,390

Source: CARB

[10] CARB. (2025). EMFAC Model. Available from https://arb.ca.gov/emfac/emissions-inventory.
[11] CARB. (2021). OFFROAD Model. Available from: https://arb.ca.gov/emfac/offroad/emissions-inventory/bb97cd7046d459dd9e4fdc4b5f5bf14ac3512c00.
[12] More information about SORE regulations can be found here: https://ww2.arb.ca.gov/our-work/programs/small-off-road-engines-sore.

Solid Waste

Solid waste emissions include emissions associated with the decomposition of waste in landfills and compost facilities.

Methodology

The data presented in this sector came from the City of Ojai's waste hauler, EJ Harrison and Sons. Solid waste emissions are mostly methane from the decomposition of materials, including organic matter, in the landfill. Emissions are estimated from activity data (tons of waste sent to landfill) by applying an emissions factor. The waste composition comes from the CalRecycle 2015 Waste Characterization Study[13] and the emissions factors are from the US EPA WARM model[14].

The recommended GHG emissions calculation methodologies are Community Protocol Methods SW.4, SW.5, and SW.7 for emissions associated with methane emissions from waste sent to landfills, landfilling process emissions and waste sent to combustion facilities, respectively. The landfill gas (LFG) capture rate of a destination landfill contributes significantly to the methane emissions generated by waste disposal. While many of the destination landfills report having LFG capture, the availability of accurate data representing current LFG capture rates is limited; therefore, the International Council for Local Environmental Initiatives Community Protocol recommends a default LFG capture rate of 75 percent, which was used for the inventory emission calculations.

Solid waste emissions are summarized in Table 9.

Table 9: Total Annual Community GHG Emissions from Solid Waste

Sector	Tons	Emissions Factor ($MTCO_2e$/Ton)[15]	Emissions ($MTCO_2e$)
Solid Waste	5,841	0.31626	1,847

Source: EJ Harrison and Sons

Water Use and Wastewater

GHG emissions in this sector come from the energy used to collect, convey, treat, and deliver water to users, and the additional energy used to collect, treat, and dispose of wastewater. The City of Ojai is supplied municipal water by the Casitas Municipal Water District (CMWD) Ojai Water System, which also is responsible for wastewater treatment.

Methodology

For water consumption, GHG emissions are calculated by determining the energy intensity of water supplied and applying the appropriate GHG emission factors for electricity to the energy used in each aspect of the water supply cycle. Energy intensity (kWh/AF) was provided in the CMWD 2020 Urban

[13] CalRecycle (2015). 2014 Disposal-Facility-Based Characterization of Solid Waste in California. Available from https://www2.calrecycle.ca.gov/Docs/Publications/Details/1546.
[14] More information on the EPA WARM model can be found at https://www.epa.gov/waste-reduction-model.
[15] 2022 solid waste emission factor is presented as the average based on city's waste composition and is for solid waste sent to landfill.

Water Management Plan (UWMP).[16] CMWD water is distributed and treated within Southern California Edison (SCE) territory so the 2022 SCE emissions factor for electricity was used.[17]

For wastewater, GHG emissions for process and fugitive emissions are calculated using Community Protocols Methods WW.1.(alt) WW.2.(alt), WW.8.(alt), and WW.12.(alt); with the primary data input being population served. Community Protocol Method WW.15 is used to determine the amount of energy used for wastewater conveyance and treatment, using the energy intensity factor from California Air Pollution Control Officers Association (CAPCOA) Table W-1.1 for the Colorado hydrologic region[18] and the 2022 SCE emissions factor for electricity.

Water and wastewater emissions are summarized in Table 10.

Table 10: Total Annual Community GHG Emissions from Water and Wastewater

Sector	Activity Data (MG)	Emissions ($MTCO_2e$)
Water	530	147
Wastewater Treatment	595	777
Total		**924**

Source: CMWD

[16] The energy intensity of Casitas supplied water is 436.6 kWh/AF as stated in the Casitas MWD 2020 Urban Water Management Plan. Accessed from: https://www.casitaswater.org/urban-water-management-plans.
[17] Table E-4.3 from CAPCOA. Available from: http://www.aqmd.gov/docs/default-source/ceqa/handbook/capcoa-quantifying-greenhouse-gas-mitigation-measures.pdf.
[18] Table W-1.1 from CAPCOA. Available from: http://www.aqmd.gov/docs/default-source/ceqa/handbook/capcoa-quantifying-greenhouse-gas-mitigation-measures.pdf.

Future Emissions Forecasts

Forecasts of the communitywide emissions were developed using demographic and socio-economic forecasts to understand how emissions would change over time. This includes two forecasts:

1. A "Business as Usual" (BAU) GHG emissions forecast considers how Ojai's emissions would change over time if conditions were held constant from 2022 and no action were taken to reduce emissions by the State or at the local level.
2. An "Adjusted Business as Usual" (ABAU) forecast shows how Ojai's emissions are anticipated to change accounting for the impacts of adopted State and Federal policies but without local action.

Both forecasts use a consistent set of demographic, economic, and Vehicle Miles Traveled (VMT) projections interpolated from the City's 2040 General Plan Update. These projections assume that population, housing, employment, and transportation activity will continue to grow through 2040. Demographic and VMT projections have been extrapolated to 2045 to align with the State's GHG reduction targets. Table 11 summarizes the assumed demographic changes.

Table 11: Ojai Demographic Projections (2018-2045)

	2022	2025	2030	2035	2040	2045
Population	7,610	7,810	8,007	8,200	8,400	8,600
Jobs	4,602	4,040	4,050	4,060	4,070	4,080
Housing Units	3,048	3,110	3,150	3,191	3,230	3,272
Service population	12,212	11,850	12,057	12,260	12,470	12,680

Source: City of Ojai, SCAG

Business as Usual GHG Forecast

BAU forecast emissions are expected to increase from 52,168 $MTCO_2e$ in 2022 to 53,002 $MTCO_2e$ in 2045, an approximate 2 percent increase. Table 12 shows the forecasted BAU emission levels for each sector in future years. The realtively small increase is likely due to the limited growth that is anticipated in Ojai over the next 20 years.

Table 12: Forecasted Business as Usual Total Annual Community GHG Emissions 2025-2045 (in $MTCO_2e$)

Sector	Subsector	2025	2030	2035	2040	2045
Building Energy	Residential electricity	640	656	672	688	705
	Residential natural gas	7,475	7,663	7,848	8,040	8,231
	Nonresidential electricity	541	542	543	545	546
	Nonresidential natural gas	2,705	2,712	2,719	2,725	2,732
Transportation	On-Road Transportation	33,453	33,537	33,620	33,704	33,789
	Off-Road	4,260	4,334	4,407	4,483	4,558
Solid Waste	Solid Waste	1,855	1,824	1,854	1,886	1,918
Water/Wastewater	Water Use	143	145	148	150	153
	Wastewater Treatment	357	360	364	367	371
Total		**51,427**	**51,772**	**52,175**	**52,588**	**53,002**

Adjusted Business as Usual GHG Forecast

The Adjusted Business as Usual (ABAU) forecast shows how Ojai's emissions are anticipated to change accounting for the impacts on emissions of adopted State policies if no action is taken at the local level. There are four major policies that the State has adopted to help reduce GHG emissions at the local level:

- Transportation: Major regulations incorporated into the CARB's transportation modeling (EMFAC) used for forecast development include the Advanced Clean Truck Rule, SAFE Vehicle Rules and Actions, and Innovative Clean Transit Rule.[19] This forecast uses the 2021 EMFAC model rather than the updated 2025 model due to the uncertainty of the State's ability to continue to implement these regulations as a result of legal challenges by the Federal government as of October 2025.
- Title 24: The California Code of Regulations Title 24, Part 6: California's Energy Efficiency Standards for Residential and Nonresidential Buildings is updated triennially to allow

[19] California Air Resources Board. (2021). EMFAC2021 Volume III Technical Document Version 1.0.1. Accessed from: https://ww2.arb.ca.gov/sites/default/files/2021-08/emfac2021_technical_documentation_april2021.pdf.

consideration and possible incorporation of new energy-efficient technologies and methods. The AB 32 Scoping Plan calls for the continuation of ongoing triennial updates to Title 24 that will yield regular increases in the mandatory energy and water savings for new construction.

  - Calculations include: adjusted residential and nonresidential electricity activity data to reflect additional electricity demand due to all-electric building code beginning in 2030 and efficiency assumptions.[20]

- Renewable Portfolio Standard (SB 100): Requires electric utilities to provide 100% renewable energy to customers by 2045.
- SB 1383 Regulations: This law requires organic waste disposal to be reduced by 50 percent by 2020 and 75 percent by 2025. To achieve these targets, starting in 2022 jurisdictions must provide organic waste collection services to all residents and businesses and recycle the materials.

Under the ABAU forecast, emissions are expected to decrease from 52,168 $MTCO_2e$ in 2022 to 34,356 $MTCO_2e$ in 2045, an approximate decrease of 34 percent. Table 13 shows the forecasted ABAU emissions for each sector in future years.

[20] California Energy Commission. (2021). California Building Decarbonization Assessment. Accessed from: https://www.energy.ca.gov/publications/2021/california-building-decarbonization-assessment (average of moderate electrification scenario grid impacts p.62).

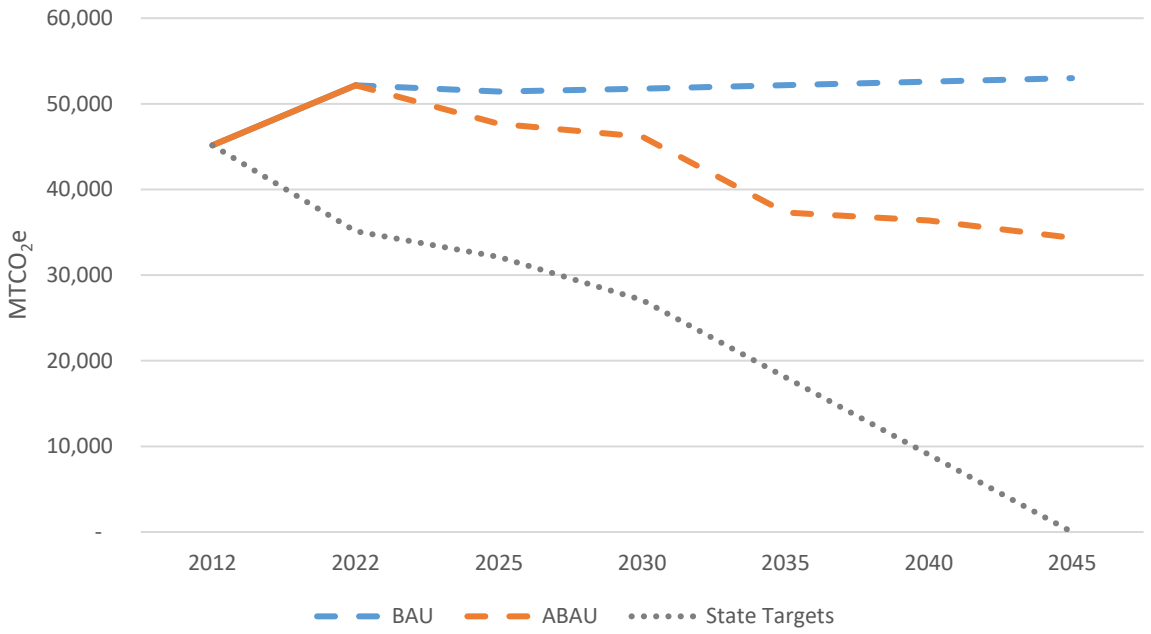
Table 13: Forecasted Adjusted Businesses as Usual Total Annual Community GHG Emissions in 2025-2045 (in $MTCO_2e$)

Sector	Subsector	2025	2030	2035	2040	2045
Building Energy	Residential electricity	632	726	744	762	-
	Residential natural gas	7,297	7,488	7,488	7,488	7,488
	Nonresidential electricity	593	541	542	544	-
	Nonresidential natural gas	2,705	2,712	2,712	2,712	2,712
Transportation	On-Road Transportation	31,623	29,934	21,080	20,122	19,638
	Off-Road	2,579	2,506	2,454	2,426	2,305
Solid Waste	Solid Waste	1,723	1,753	1,783	1,813	1,844
Water/Wastewater	Water Use	143	145	148	150	-
	Wastewater Treatment	357	360	364	367	371
Total		47,652	46,165	37,313	36,384	34,356

Figure 4 shows each of the forecast scenarios including the BAU and ABAU as compared to the State's SB 32 (2016) and AB 1279 (2022) emissions reduction targets of a 40 percent reduction below 1990 levels by 2030 and carbon neutrality by 2045.[21]

[21] More information about SB 32 can be found here https://legiscan.com/CA/text/SB32/id/1428776 and AB 1279 can be found here: https://legiscan.com/CA/text/AB1279/id/2606946.

Figure 4. Ojai Forecast Scenarios 2022-2045



2022 Municipal Emissions Inventory

The municipal operations GHG inventory summarizes emissions produced by City of Ojai operations in 2022. As the first municipal GHG inventory conducted for City operations, this summary provides a baseline of emissions that the city can use to track progress towards its climate goals. The preparation of this inventory also helped to identify where the City can improve its data collection to estimate municipal GHG emissions more accurately in the future.

The municipal inventory was developed based on the ICLEI Local Government Operations Protocol (LGOP).[22] The inventory utilizes the City's operational control boundaries, which determine the emission sources over which the City of Ojai has direct control. The municipal emissions reported in this GHG inventory are estimates, which are rounded to the nearest whole number. Rounding was applied after all calculations were completed, so it may appear that the emissions totals in the tables do not sum accurately. Activity data and emissions factors are presented as the nearest whole number, tenth decimal point, or hundredth decimal point (as appropriate) since they are reported data or other known values.

Summary of Municipal Emissions

The City emitted an estimated 197 $MTCO_2e$ from its operations in 2022, representing approximately 0.4% of communitywide emissions. These emissions were produced by buildings and facilities, employee commutes, transit fleet vehicles, and water use. The 2022 inventory of municipal emissions is incomplete because there is insufficient data to quantify emissions from City fleet vehicles. Thus, reported emissions are likely less than actual emissions.

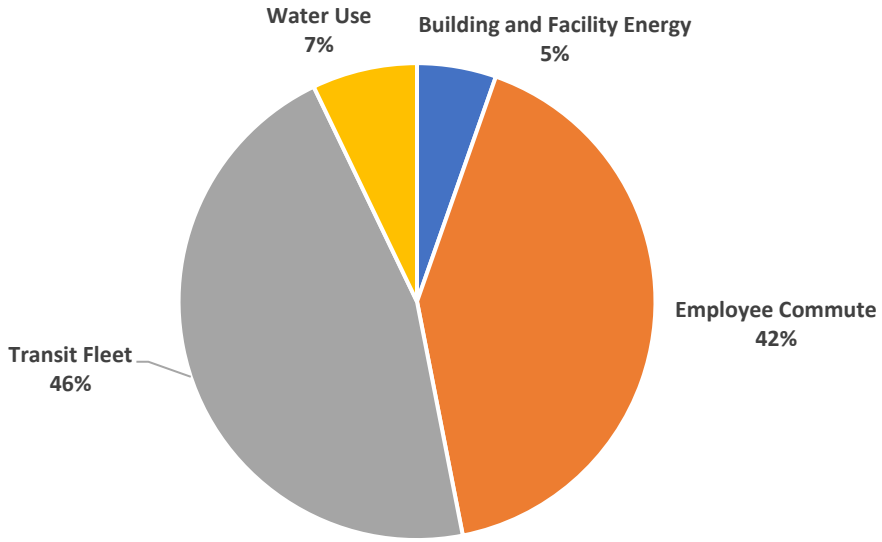
Of the sectors inventoried, the Ojai Trolley fleet comprised the largest portion (46 percent) of total municipal operations emissions in 2022. Employee commute was the second largest source, accounting for 42% of emissions, followed by water (7 percent), and buildings and facilities energy (5 percent). Table 14 provides the 2022 municipal emissions inventory detail, and Figure 5 shows the breakdown of municipal emissions by sector.

[22] ICLEI. (2010). Local Government Operations Protocol. Accessed from: https://icleiusa.org/resources/local-government-operations-lgo-protocol/.

Table 14. 2022 Municipal GHG Emissions

Sector	Subsector	Units	Activity Data	Emissions ($MTCO_2e$)
Building and Facilities Energy	Electricity	kWh	1,593,358	0
	Natural Gas	Therms	1,991	11
Transportation	Transit Fleet	Gallons LPG	14,838	90
	Employee Commute	VMT	217,240	82
Water	Water Use	MG	44	14
Total	-	-	-	197

Figure 5. 2022 Municipal GHG Emissions by Sector



Municipal Emissions Inventory Detail

Data Sources

The inventory utilizes the City's operational control boundaries to determine the emission sources over which the City has direct administrative control. Table 15 lists the sources of emissions included in the municipal inventory. The grayed out rows indicate sectors or subsectors that can be quantified in a municipal inventory but are not included due to lack of data or sources of those emissions within the City of Ojai's operational control.

Table 15. Municipal Inventory Data Sources

Sector	Description	Inclusion in Inventory	Data Source
Buildings and Other Facilities	City buildings and facilities use electricity and natural gas.	Included	CPA and SCE SoCalGas
Vehicle Fleet	The City owns vehicles for street maintenance and other services.	Not included. Fuel purchases by fuel type and quantity not available.	N/A
Transit Fleet	The City operates the Ojai Trolley.	Included	City of Ojai
Employee Travel	The City had approximately 30 employees in 2022, This sector accounts for emissions from the fuel employees consumed travelling to and from work.	Included	City of Ojai Employee Commute Survey CARB EMFAC2022
Water Delivery Facilities	City facilities use potable water which is conveyed using electricity.	Included	Casitas Municipal Water District
Solid Waste	The City does not have its own landfill, but City facilities and operations generate waste that is hauled by EJ Harrison & Sons.	Not included. Solid waste generation data not available.	N/A
Other Process and Fugitive Emissions	Fugitive emissions are generated from the use of refrigerants in building HVAC equipment and refrigeration in the fleet air conditioning.	Not included. Refrigerant data not available.	N/A
Wastewater Facilities	No sources. The City does not have its own wastewater treatment plant.	Not included	N/A
Port Facilities	No sources in City of Ojai	Not included	N/A
Airport Facilities	No sources in City of Ojai	Not included	N/A
Power Generation Facilities	No sources in City of Ojai	Not included	N/A

Buildings and Facilities

The buildings and facilities sector accounts for the emissions from energy consumption in City owned and operated buildings and facilities, such as City Hall, Parks and Recreation facilities, and streetlights. This sector includes emissions from electricity and natural gas. Total 2022 emissions from buildings and

facilities are estimated at 11 $MTCO_2e$, or five percent of the City's operations emissions. Table 16 shows the total annual building and facilities sector emissions broken down by source.

The 2022 municipal electricity consumption data was obtained from Southern California Edison (SCE) in the form of total kilowatt hours (kWh) consumed by service account annually. The 2022 natural gas data was obtained from SoCalGas in the form of total therms consumed by street address annually. 2022 emissions factors for electricity and natural gas were obtained from CPA (the city's electricity provider) and SoCalGas, respectively.

Table 16. Building and Facilities Emissions by Source

Source	Activity Data	Emissions Factor	Emissions ($MTCO_2e$)
Electricity	1,593,358 kWh	0	0
Gas	1,991 therms	0.005037	11
Total	-	-	11

Source: SCE, CPA, SoCalGas

The City of Ojai uses the CPA 100% Green tier, so the emissions from municipal electricity use are zero. Even so, it is necessary to understand which buildings and facilities consume the most electricity to track energy conservation trends in the future. In 2022, streetlights and traffic signals used 591,806 kWh of electricity, comprising 37 percent of the total municipal electricity use. City buildings and facilities used just 1,001,552 kWh, making up the remaining 63 percent. The facilities that consumed the most electricity were the City of Ojai Executive Offices and the facilities at Boyd Center Park.

In 2022, the Ojai Recreation Department in Sarzotti Park was responsible for 60 percent of municipal natural gas consumption. Ojai City Hall was the second largest consumer of natural gas, counting for 31 percent.

Transportation

The transportation sector accounts for the emissions from the Ojai Trolley fleet and employee commute. Typically, municipal inventories also include the emissions from City fleet vehicles, but the data could not be used to estimate those emissions (see the Data Collection Recommendation section for more details). The inventoried transportation emissions are summarized in Table 17.

Table 17. Transportation Emissions by Subsector

Subsector	Emissions ($MTCO_2e$)
Transit Fleet	90
Employee Commute	82
Total	174

Transit Fleet

Transit fleet emissions are the emissions from fuel consumed operating the Ojai Trolley, which runs on a single fixed route in the downtown area every day of the week. Emissions from transit vehicles were calculated following the LGOP protocol in which the known fuel use is multiplied by the emissions factor of the respective fuel type. The fuel use activity data is the sum of all the fuel purchase transactions between the City of Ojai and Delta Liquid Energy. In 2022, all five trolleys in the fleet run on liquefied propane gas (LPG),[23] which has the emissions factor of 0.006094737 $MTCO_2e$/gal.[24]

The estimated emissions from Ojai Trolley are 90 $MTCO_2e$, or 46 percent of the City's operational emissions in 2022. Table 18 shows how the emissions are calculated from the gallons of LGP consumed.

Table 18. Transit Fleet Emissions

Fuel Type	Gallons	Emissions Factor (MTCO2e/gal)	Emissions ($MTCO_2e$)
Liquid Propane Gas	14,838	0.006094737	97

Source: Delta Liquid Energy

Employee Commute

Employee commute accounts for emissions from fuel consumed by City employees traveling to and from work. Emissions are calculated by determining employee commute VMT and applying the CARB EMFAC 2021 emissions factor for Ventura County to the activity data. Total annual VMT for all employees was extrapolated from responses to the 2024 Ojai Employee Commute Survey, which was conducted in the first quarter of 2025. The survey asked employees to document their travel patterns in 2024 (rather than 2022) because a majority of the current City of Ojai staff were not employed by the City in that year. The survey results provided a proxy for 2022 activity data and the average of the CARB EMFAC 2021 emissions factors for light duty vehicle types (0.000376472 $MTCO_2e$/VMT) was used to estimate 2022 employee commute emissions.

The survey received 17 complete responses, representing approximately 30 employees. This analysis assumes 219.2 commute days annually, which is an estimate that removes weekends, holidays, vacation days from the total year.

The estimated total employee commute emissions are 82 $MTCO_2e$, or 42 percent of the City's operations emissions in 2022.

Table 19 shows the proportion of 2022 employee commute VMT by fuel type. The majority of employee VMT comes from gasoline-powered vehicles. Only four employees reported using electric or hybrid vehicles. No employees reported using transit, walking, and/or biking. No employees reported commuting in vehicles that use biodiesel, compressed natural gas, or hydrogen fuel cell.

[23] City of Ojai City Manager & Public Works. (2024, February 27). Administrative Report: Authorize the Issuance of a Purchase Order to the City of Thousand Oaks for the Purchase of One Used Trolley Bus. Report. https://ojai.granicus.com/MetaViewer.php?view_id=1&clip_id=1169&meta_id=40038

[24] ICLEI. (2010). Local Government Operations Protocol. Accessed from: https://icleiusa.org/resources/local-government-operations-lgo-protocol/.

Table 19. Employee Commute Emissions by Fuel/Vehicle Type

Fuel/Vehicle Type	Annual VMT	% VMT by Fuel Type	Emissions ($MTCO_2e$)
Gasoline Light Duty Truck	88,892	41%	34
Gasoline Passenger Vehicle	79,067	36%	30
Hybrid (gasoline/electric)	16,788	8%	6
Electric	32,493	8%	12*
Total	217,240	100%	82

Source: City of Ojai
**Note: This estimation applies the CARB EMFAC2022 emissions factor for light duty vehicles in Ventura County, which is an average that accounts for all fuel types. Actual emissions from EVs used by City staff to travel to work may be lower, for example if the EV charges at a location that uses the CPA 100% Green Power tier.*

Water Use

The water used in City buildings and operations creates emissions from the energy used in each aspect of the water supply cycle. The activity data used to calculate emissions is the acre feet of water consumed for Institutional uses as stated in the CMWD UWMP. However, the activity data for the City of Ojai facilities could not be disaggregated from the rest of the CMWD service area, which includes Upper Ojai, the Ventura River Valley area, the City of Ventura to Mills Road, and the Rincon and beach area to the ocean and Santa Barbara County line. With this, the water usage data and emissions are likely overestimated.

The total emissions from water use were 14 $MTCO_2e$, or 7 percent of 2022 municipal emissions. GHG emissions are calculated by determining the energy intensity of the CMWD system (436.6 kWh/AF, converted to 1,339.88 kWh/MG)[25] and multiplying it by the activity data. The electricity (kWh) was then converted to MTCO2e using the 2022 SCE emissions factor.

Table 20. Water Use Emissions

Industrial Water Usage (MG)	Water Distribution Energy Intensity (kWh/MG)	Electricity used (kWh)	Emissions ($MTCO_2e$)
44	1,339.88	58,504	14

Source: CMWD

[25] Casitas Municipal Water District. (2020). 2020 Urban Water Management Plan. https://www.casitaswater.org/files/20aa40008/2020+UWMP+FINAL.pdf

Data Collection Recommendations

The municipal inventory gathered is an important first step for the City to understand where its emissions come from and track the effectiveness of reduction measures in the future. The City collects and maintains many of the necessary data sources to calculate emissions, but incomplete or missing data for several sectors means that the City does not have a complete picture of municipal emissions in 2022. In order to establish a more accurate and complete estimation of municipal emissions than developed in the 2022 inventory, the City needs to track and collect the missing data. Data collection and inventory tracking and maintenance is a topic that a measure in the City's forthcoming Climate Action Plan can address. Table 21 identifies additional data sets needed to understand the full breadth of emissions from City operations.

Table 21. Data Collection Recommendations

Sector	Description	Department
Vehicle Fleet	**Collect fuel consumption by type**, including: • Direct measurements of fuel use from vehicle fuel gauges or storage tanks • Fuel receipts • Purchase records for bulk storage fuel purchases • kWh or electricity used to charge electric vehicles The City currently records the cost of fleet fuel purchases but not the quantity and type of fuel. These fields should be added to the records system. Keep non-transit and transit fleet data separate.	Finance or Public Works
Reimbursed Employee Miles	**Collect vehicle miles traveled and/or total of annual reimbursements**. This data would help quantify the emissions from conducting City business in employee's personal vehicles, improving the accuracy of the transportation emissions in future inventories.	Finance
Water Use	**Collect gallons of water used for municipal operations as shown on water bills for City accounts.** This 2022 inventory uses data of Institutional water use from the Casitas UWMP, but it may include water used by the other jurisdictions served by the water district. Tracking the water usage through City water bills would be more accurate.	Public Works or Finance
Solid Waste	**Collect tons of waste produced by City operations**. Work with EJ Harrison and Sons to isolate collections from City facilities.	Public Works

Task 9: Climate Action Plan

Task 9.1: Project Initiation and Management

Task 9.1.1: Kickoff Meeting

The R+A team and City staff will initiate the project with a one-and-a-half-hour virtual kickoff meeting. This meeting will focus on a discussion of project goals, ongoing climate planning efforts in the City, opportunities and constraints, and an initial data request. City staff will coordinate with the necessary department staff.

Task 9.1.1 Deliverables:

- Meeting Agenda
- Presentation (PowerPoint)
- Kickoff Meeting Notes

Task 9.1.2: Project Workplan

R+A will integrate CAP tasks into the detailed Ojai GPU Project Schedule/Work Plan that includes a list of required tasks (including public engagement), durations, and work products to complete the CAP and CEQA documentation. The 12–18-month work plan will specify lead and supporting team members and required City actions, including review of and comment on work products. R+A will refine the work plan and schedule in collaboration with City staff. The work plan will then be a living document, updated throughout the CAP development process.

Task 9.1.2 Deliverable:

- Project Workplan (Excel)

Task 9.1.3: Assemble Community Advisory Group

R+A will work with City staff to establish a Community Advisory Group (CAG) whose primary duties are to review project deliverables and provide feedback on their applicability to Ojai's local context. CAG members may be from organizations including but not limited to the Ojai Valley Green Coalition and the Ojai Climate Action Network. They should be representative of each CAP sector and both residents and businesses.

Task 9.1.3 Deliverable: N/A

Task 9.1.4: Project Administration

This task covers R+A project management tasks, including ongoing coordination meetings with staff, "informal" communication via email and phone, management and supervision of the subconsultants on the team, and periodic updates to the work plan as needed, as well as other project management tasks such as invoicing.

Task 9.1.4 Deliverables:

- Provide progress updates to City staff at biweekly project meetings

- Prepare meeting agendas
- Take meeting minutes and provide meeting summaries
- Project budgeting and invoicing by R+A staff and administrative support

Task 9.2: Technical Analysis

Task 9.2.1: Existing Plan Review

R+A will prepare a technical memorandum (5-7 pages) that provides a summary of documents reviewed relevant to the Ojai CAP. It will include recommendations to ensure consistency with, or modification to, existing plans. We will work with the City to identify relevant plans to review, which may include but are not limited to, the City of Ojai GPU (in progress) and the Thousand Oaks-Oxnard-Ventura MSA Priority Climate Action Plan.

Task 9.2.1 Deliverable:

- Existing Plan Analysis memorandum (3-5 pages)

Task 9.2.2: GHG Inventory and Forecast

R+A will prepare municipal and community-wide greenhouse gas inventories for sectors, including on-road and off-road transportation, building energy use, solid waste, and water and wastewater. R+A will develop the emissions inventory for the most recent year for which emissions activity data is available and consistent with the General Plan, likely 2022. R+A will use methods consistent with current best practices, including the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories, the Local Government Operations Protocol. If the City has any previous inventories, they may be reconciled for consistency based on best available data and/or changes in methodology.

As part of the inventory, R+A will develop business-as-usual and adjusted business-as-usual greenhouse gas emissions forecasts for the key regulatory years of 2025-2045. Greenhouse gas reduction targets will align with State goals as expressed in AB 32, SB 32, and AB 1279. AB 1279 would accelerate the City's carbon neutral goal from no later than 2050 to no later than 2045.

R+A will compile results and methodologies into a draft GHG emissions inventory report. Following review by the City, R+A will complete a final GHG Inventory Report.

Task 9.2.2 Deliverables:

- Draft and Final GHG Inventory Report

Task 9.2.3: GHG Reduction Analysis and Measure Development

R+A will develop a matrix of reduction measures to incorporate into the CAP and identify an initial level of implementation for each program (voluntary versus mandatory, timeline for implementation, etc.) in the reduction analysis. We will consider programs and policies that are both wholly within the City and those that are subregional in nature and that would require collaboration with other jurisdictions and regional organizations. Once completed, we will

facilitate a discussion with the appropriate City departments and staff to review/refine the matrix.

Using our Emissions Reduction Intensity Calculator, R+A will assess a range of measures, including carbon-free energy, decarbonized buildings and transportation, zero waste, and carbon sequestration.

R+A will estimate the greenhouse gas reductions associated with the implementation of each measure and assess the ability of the CAP to achieve the City's reduction targets. R+A will also identify potential co-benefits such as the impact on air quality, water quality, public health, resilience, economic development, and employment opportunities.

Task 9.2.3 Deliverables:

- Draft and final GHG Reduction Analysis

Task 9.2.4: Technical Analysis Community Engagement

R+A will engage with the community to gather input on the CAP. R+A will produce the materials for the engagement activities such as presentations, flyers, and posters as needed (with input from City staff). City staff will provide staffing and coordination support and publicize the engagement activities through City communication channels.

Community Engagement Activities associated with Task 9.2 will include:

- Stakeholder interviews and focus groups: Over the course of the planning effort, R+A will facilitate up to six (6) virtual meetings with groups such as youth, community based organizations (CBOs), businesses, residents, and property owners. This can be conducted as opportune during different points in the planning process.
- CAG working sessions (virtual):
    - One (1) to discuss findings of GHG inventory and reduction analysis.
    - Two (2) to discuss proposed GHG mitigation measures.
- Community survey: One (1) online community survey (produced in SurveyMonkey or similar platform) to solicit feedback on GHG reduction measures.
- Community Open Houses (in-person or virtual):
    - One (1) to introduce the CAP project and present the GHG inventory/forecast.
    - One (1) to discuss climate action priorities and ideas for GHG reduction measures.
- Pop-ups: Two (2) pop-ups total (one pop-up associated with each Open House). Pop-ups will be held at a community location (i.e. farmer's market, community event, etc.).

Task 9.3: Climate Action Plan Development

Task 9.3.1: Draft Climate Action Plan

R+A will develop the Admin Draft CAP using the deliverables from the previous tasks. The specific strategies and priority actions selected to meet the recommended reduction targets will

be summarized into a strategic framework with specific near-, mid- and long-term implementation timeframes. Measures will identify agencies and departments responsible, indicators for success, potential partnerships, recommended funding sources, equity considerations, and appropriate methods to assess progress. The CAP will include sections focused on actions for the City (including municipal operations) along with community-wide actions, actions for individuals, and actions for any other stakeholders identified as keys players to reduce GHG emissions. The CAP will be written and formatted in a way that is accessible and easy to understand by members of the general public, featuring robust graphics (pictures, tables, graphs, flow charts, icons, symbols, etc.) to summarize concepts.

Task 9.3.1 Deliverables:

- Admin Draft CAP (Word)
- Public Draft CAP (PDF)

Task 9.3.2: Climate Action Plan Development Engagement

R+A will conduct multiple modes of community engagement activities to garner feedback during the CAP drafting process. R+A will produce the materials for the engagement activities such as presentations, flyers, and posters as needed (with input from City staff). City staff will provide staffing and coordination support, and publicize the engagement activities through City communication channels.

Community Engagement Activities associated with Task 3 will include:

- CAG working sessions: Two (2) virtual working sessions. One CAG working session to provide input on the Admin Draft CAP, and one CAG working session on the Public Draft for R+A to present changes made to the Admin Draft in response to CAG and staff comments.
- Community Open House: One (1) community open house (virtual or in-person) to present on the Public Draft CAP.
- Pop-up: One (1) community pop-up to encourage participation in the Open House and submit public comments to the online platform.

Task 9.3.3: City Council and Commission Meetings

R+A will prepare for and present at up to three (3) City Council and/or Planning Commission meetings. R+A will prepare a brief slide deck. City staff will provide the staff report.

Task 9.3.3 Deliverables:

- Brief 20 slide presentation, and two public study session presentations

Task 9.3.4: Final Climate Action Plan Preparation

R+A will set up an online platform (Microsoft Form or other platform) for community members to submit public comments. R+A will create a matrix to track public comments and recommended changes to the CAP. R+A will work collaboratively with City staff to finalize changes to the CAP

and produce a final version of the CAP post-adoption. The Final CAP will be in PDF format, but R+A will also provide the City with the Microsoft Word files.

Task 9.3.4 Deliverable:

- Final CAP (PDF)

Task 9.4: CEQA Documentation

Task 9.4.1: Complete CEQA Review

In accordance with Section 15164 of the *CEQA Guidelines*, a lead agency may prepare an addendum to a previously certified Environmental Impact Report (EIR) if some changes or additions are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred. Based on the extent of the proposed CAP there does not appear to be a substantial change to the General Plan or to the forthcoming General Plan EIR, such as changes to land use designations, that would require major revisions to the General Plan EIR (once it is complete and adopted). Therefore, this scope of work assumes that the CAP would not result in new or substantially increased significant impacts and that, pursuant to *CEQA Guidelines* Section 15164, an EIR Addendum to the General Plan EIR would be the appropriate level of supplemental CEQA review.

Rincon will prepare an Addendum pursuant to the requirements set forth in Section 15164 of the *CEQA Guidelines*. The Addendum will include the following content:

- **Introduction**. The EIR Addendum will include introductory information, including a brief description of the project background and an explanation of the relationship of the EIR Addendum to previous analysis, as well as a description of the required contents and applicability of preparing an Addendum; and
- **Environmental Impact Evaluation**. The EIR Addendum will evaluate whether the CAP would have different environmental impacts or a different degree of impact than those presented in the certified General Plan EIR. The impact evaluation will address all issue areas discussed in the EIR. The discussion will address all issue areas discussed in the certified EIR to satisfy the requirements of CEQA; and
- **Conclusion.** This section will provide a brief summary of the impact determinations in the Addendum and reiterate applicability of an Addendum for the project.

The EIR Addendum will be in the format of a stand-alone report. Rincon will submit an electronic copy of the EIR Addendum in Microsoft Word and PDF formats for City review and comment. Rincon will address one round of consolidated comments on the EIR Addendum and then prepare the Final EIR Addendum. We assume that the City will handle noticing regarding the project and that, consistent with the *CEQA Guidelines*, the document will not be specifically and separately circulated for public comment. Rincon will submit an electronic copy of the Final EIR Addendum in Microsoft Word and PDF formats.

Task 9.4 Deliverable:

- Draft EIR Addendum and Final EIR Addendum (MS Word and PDF)

Exhibit B: Contract Modification Fee Schedule
for the Ojai General Plan Update

	Raimi + Associates				Rincon		LWC				
Hours per Task	Principal	Senior Planner II	Intermediate Planner II	Planner II	Principal/ Project Manager	Project Manager	Principal	Director	Senior Associate	Associate	Labor Cost Per Task
Task 7: Project Management											
Task 7.1: Ongoing Project Management and Meetings								16	16		6,160
Task 7.2: Project Administration and Invoicing								2	4		1,130
Subtotal Task 7							-	18	20	-	7,290
Task 8: Economic Development Element											
Task 8.1: Market Study							8	34	50	44	24,550
Task 8.2: Tourism Impacts Analysis							16	48	80	80	40,240
Task 8.3: Economic Diversification and Tourism Management Strategy							16	32	40	40	23,960
Task 8.4: Policy and Implementation Framework							8	48	56	36	27,340
Task 8.5: Admin Draft Economic Diversification Element								4	24	16	7,460
Task 8.6: Second Administrative Economic Diversification Element								4	8	8	3,420
Task 8.7: Planning Commission and City Council Study Sessions								4	4	8	2,700
Task 8.8: Screencheck Draft Economic Diversification Element								8	16	16	6,840
Task 8.9: Public Workshop on Draft General Plan								4	8	8	3,420
Task 8.10: Planning Commission Hearing								4	8		2,260
Task 8.11: City Council Meetings and Hearings								4	8		2,260
Subtotal Task 8							48	194	302	256	144,450
Task 9: Climate Action Plan											
Task 9.1 Project Initiation and Management											-
Task 9.1.1: Kickoff Meeting	4	6	8	2							3,920
Task 9.1.2: Project Workplan	4	8	2								3,000
Task 9.1.3: Assemble Community Advisory Group	4	10		10							4,440
Task 9.1.4: Project Administration	20	30	40	10							19,600
Task 9.2: Technical Analysis											-
Task 9.2.1: Existing Plan Review	2		16								3,290
Task 9.2.2: GHG Inventory and Forecast	8	48	24								15,480
Task 9.2.3: GHG Reduction Analysis and Measure Development	12	36	24								14,340
Task 9.2.4: Technical Analysis Community Engagement	12	36	60	60							28,860
Task 9.3: Climate Action Plan Development											-
Task 9.3.1: Draft Climate Action Plan	8	30	60	10							19,580
Task 9.3.2: Climate Action Plan Development Engagement	16	32	48	32							23,280
Task 9.3.3: City Council and Commission Meetings	12	12	16								8,420
Task 9.3.4: Final Climate Action Plan Preparation	8	12	24	24							12,000
Task 9.4: CEQA Documentation											-
Task 9.4.1: Complete CEQA Review					8	40					11,184
Subtotal Task 9	110	260	322	148	8	40	-	-	-	-	167,394
Total Hours	110	260	322	148	8	40	48	212	322	256	
Billing Rate	$285	$190	$170	$140	$313	$217	$275	$205	$180	$145	
Labor Cost	$31,350	$49,400	$54,740	$20,720	$2,504	$8,680	$13,200	$43,460	$57,960	$37,120	
Total Firm Labor Cost				***$156,210***		***$11,184***				***$151,740***	**$319,134**
EXPENSES											
Mileage and Travel Expenses				2000						500	2500
Project/Sub Management (7%)				11405							11405
Data Purchases										3800	3800
Outreach Material Printing and Supplies				500							500
Office Expenses (Phone, Fax, Copies, etc.) (3%)				4686							4686
Total Expenses				*$18,591*		*$0*				*$4,300*	***$22,891***
TOTAL PER FIRM				***$174,801***		***$11,184***				***$156,040***	
TOTAL	**$342,025**										

TO: **Honorable City Council**

FROM: **Weston Montgomery, Chief Deputy City Clerk**

MEETING DATE: **September 8, 2026**

SUBJECT: **Written Public Comments**

The attached public comments were submitted to the City Clerk prior to 3:00 p.m. the date before the meeting (referenced above) and are being posted to the City's website for public access.

Posted: September 8, 2026

PUBLIC COMMENT FOR CITY COUNCIL MEETINGS

Written/emailed public comments must be submitted no later than 3:00 p.m. on the day before the meeting.

The City encourages public participation. Members of the public who wish to make public comments may do so in person at the meeting, comment live via telewebinar software, or submit written public comments in advance of the meeting. Written public comment emails should be sent to cityclerk@ojai.ca.gov.

Communications to the City Council are public records and will become part of the City's electronic records, which are accessible through the City's website. Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to the City Council, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications to the City Clerk's Office at 401 S Ventura St, Ojai Ca, 93023, or you may email the comment as an attached PDF to the email and request in the email to only include the attachment. If you do not want your contact information included in the public record, please do not include that information in your communication.

As a government agency, the City of Ojai is subject to the California Public Records Act (Government Code § 6250 et seq.). Please be advised that all communications submitted to City officials and staff are subject to public disclosure under the California Public Records Act. There are limited exceptions that allow the City to redact personal information under the California Public Records Act. If you have concerns regarding privacy, please do not include your personal identifying information, such as your name, e-mail, phone number, and home address in your correspondence to the City, including, but not limited to, public comment.

Weston Montgomery

From: Ali Golden <info@aligolden.com>
Sent: Wednesday, September 2, 2026 10:51 AM
To: City Clerk
Cc: Jeremy McBride
Subject: Support for Hotel El Roblar Spa & Fitness Amenity

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Ojai City Council Members,

I'm writing in support of the proposed spa and fitness amenity at Hotel El Roblar, both as an Ojai resident and as the owner of a neighboring business in downtown Ojai.

From both perspectives, I believe El Roblar has been a really positive addition to our community. As a nearby business owner, I see firsthand how important it is to have thoughtful businesses and destinations downtown that bring people to the area and encourage them to stay, walk around, shop, and eat locally. The hotel has already helped create that kind of activity, and I believe the spa and fitness amenity would only strengthen it.

As a resident, I also appreciate that the project feels appropriate for Ojai. A spa and fitness offering is a natural extension of a hotel like El Roblar and makes much more sense to me than development that would fundamentally change the character of downtown.

I also think the additional tax revenue this could generate for the city is meaningful and deserves consideration. I would strongly support exploring ways for some of that new revenue to go toward workforce housing. As both a resident and an employer, I know how important it is for the people who work in our shops, restaurants, schools, hotels, and other local businesses to actually be able to live in or near the community they serve.

For all of these reasons, I hope the City Council will support the proposed spa and fitness amenity at Hotel El Roblar.

Thank you for your consideration,
Ali Golden

Ali Golden
Ojai > 307 E. Ojai Ave #100 Ojai, CA 93023
Berkeley > 1844 Fourth St. Berkeley CA 94710
www.aligolden.com

Weston Montgomery

From: Jack Dyer <jack@topatopa.beer>
Sent: Wednesday, September 2, 2026 11:28 AM
To: City Clerk
Cc: jeremy@goodefilms.com
Subject: City Council Meeting 9/8 --- Hotel El Roblar Spa

Follow Up Flag: Follow up
Flag Status: Flagged

Council, I hope that this email finds you doing well today. I'm writing to you to put my support behind the Hotel Roblar Spa project. This project will have a positive effect for our community on a number of levels.

- It raises revenue and contributes significantly to the TOT, with estimates ranging between $1.4 million to over $4mm if temporary TOT rates increases were adopted
- More visitors to town helps all local businesses, including mine located at 345 E. Ojai Avenue
- The property where this development is proposed to occur currently generates $0 for the town

Ojai is as popular as it has ever been and housing costs are through the roof. I'd love to see the council adopt a provision to have a mandated percentage of the TOT be pathed towards a housing fund for affordable housing IN OJAI. As a small business owner I know firsthand how difficult it is for my employees to afford housing where they work. 98% of my employees at Topa Topa Brewing Company live outside of Ojai, largely for affordability reasons.

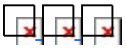
Please approve this project. Further, please also adopt a real plan to get more affordable workforce housing in Ojai.

Cheers,
Jack Dyer

Jack Dyer / Co-Founder / CEO
jack@topatopa.beer / (805) 705- 4757

Topa Topa Brewing Co.
4880 Colt St. Ventura, Ca 93003

www.topatopa.beer



Weston Montgomery

From: Gregory Herring <gregherring@mac.com>
Sent: Thursday, September 3, 2026 3:50 AM
To: City Clerk
Subject: Please include this in the City Council packet for the September 7 meeting. I am traveling and cannot attend. - GWH.

Follow Up Flag: Follow up
Flag Status: Flagged

Dear City Council:

As a citizen of Ojai since the early ’90’s (with a stint in Ventura from ~ ’95 - 05), I send this in support of the Hotel El Roblar’s concept of a spa and fitness amenity for its hotel. The hotel has been a great addition to our town — a favorite restaurant for our family, a great place for our out of town friends and family to stay and enjoy, and an annual retreat center for my law firm. The renovation has helped reinvigorate our downtown post-pandemic, too. It has been a fresh infusion for our town, and the owners have been refreshingly sensitive to Ojai’s preservation priorities, too. (I am sensitive to this, as an initial supporter of the OVDF, etc.).

A spa and fitness amenity is a good fit for Ojai and the downtown. I love the idea of using long dormant space for this enhancement. Visitors staying longer and supporting local shops and restaurants is a no brainer — they spend and leave. Busy weekend traffic is a fair “price” to pay. Maybe it will encourage more locals to ride a bike on Saturdays!

The new tax revenue should go to workforce housing. This site never contributed tax revenue before, and that deserves careful consideration. Penny and I have seen the changes from the ’90’s, and we need our town to support our first responders, teachers, and … yes, hotel workforce staff this way. My own children well know the financial challenges of trying to buy a home and live in town — we need to proactively assist.

Thanks for your consideration. — Greg Herring.

Gregory Herring
gregherring@me.com

Weston Montgomery

From: Cathy Cluff <cathycluff@gmail.com>
Sent: Thursday, September 3, 2026 6:27 PM
To: City Clerk
Subject: El Roblar spa

Dear Ojai City Council Members,

I am writing in support of the proposed El Roblar Spa and Wellness Center, which will serve guests of the Hotel El Roblar as well as the community.

Having been in the health, wellness, and hospitality business for over 40 years, I have seen firsthand the positive impact a business like this can have on a community. The Oaks Spa provided hundreds of jobs to local residents over its years of operation and generated significant tax revenue for the City of Ojai. I am confident that the El Roblar Spa will do the same at a location that previously did not generate any tax revenue when operated by World University.

I am also very supportive of exploring ways to direct some of this new tax revenue toward workforce housing. Creating more housing opportunities for the people who work in our hotels, restaurants, shops, and other local businesses would help strengthen our workforce and allow more people who contribute to Ojai every day to also call Ojai home.

I believe the El Roblar Spa will be a wonderful addition to our community and will provide jobs, generate tax revenue, and contribute positively to Ojai.

Healthy Regards,
Cathy S. Cluff

Weston Montgomery

From: Michelle Bosch <michelle.bosch@outlook.com>
Sent: Friday, September 4, 2026 11:23 AM
To: City Clerk
Cc: jeremy@goodefilms.com
Subject: El Roblar

Dear Mayor and Members of the Ojai City Council,

I am writing on behalf of our store in the arcade,Cercana, in support of the proposed spa and fitness amenity at Hotel El Roblar.

El Roblar has been a wonderful business neighbor to us. From our experience, its team has made a sincere effort to become part of Ojai—not simply to operate a hotel here, but to build relationships, support neighboring businesses, and thoughtfully integrate into the broader community. This is also reflected in the warmth and hospitality of its staff, who have clearly been trained to make local residents feel genuinely welcome and valued.

We believe the spa and fitness amenity is a natural fit for both the hotel and downtown Ojai. It will enhance the visitor experience, encourage guests to stay longer, and hopefully bring added vibrancy to our downtown. Longer visitor activity may also encourage our local shops and restaurants to remain open additional days—something that would benefit not only visitors, but the residents of Ojai as well.

The new visitor-generated tax revenue—and the possibility of directing some of that revenue toward workforce housing—also deserves serious consideration.

El Roblar has demonstrated that it wants to be a responsible and contributing member of our community. We respectfully encourage the City Council to approve this proposal.

Sincerely,

Michelle Bosch
Cercana
Ojai, California

Weston Montgomery

From: Sheri Ann <sheriann@ojaivalleyinsurance.com>
Sent: Saturday, September 5, 2026 2:25 PM
To: City Clerk
Subject: City Council meeting Sept. 8. 2026, comments on discussion Item # 7, El Roblar Wellness Spa

City Clerk,
Please distribute these comments to members of the City Council and to the City of Ojai Staff,

To members of the Ojai City Council,
Re: City Council meeting Tuesday Sept. 8, 2026
Agenda Item # 7, Health and Wellness Center - El Roblar Hotel on the former World University property.

Question: What happens to the City of Ojai's operating budget when it relies on the Transient Occupancy Tax from one hotel complex? What happens if this complex goes out of business for one reason or another? This happened a number of years ago when the Ojai Valley Inn shut down for renovation. The City of Ojai nearly went bankrupt.
The city already relies heavily on the TOT from the Inn. Adding another dependency on a second big business is risky. The El Roblar Hotel seems to be playing monopoly in Ojai's downtown area by buying up parking lots and vacant properties.

Many of Ojai's current independent health and wellness workers and their small businesses will either lose clients and/or lose employees to this proposed extension of the El Roblar. The City of Ojai should be supporting these existing small businesses, not helping to close them down.

The downtown core is already struggling with the increased congestion and environmental degradation caused by tourism. This proposed extension of the El Roblar will exacerbate the crowding and put an additional stress on the ecosystem. The traffic and the multitudes that descend upon Ojai are already overwhelming our quaint small-town vibe.

Enough is enough. Deny this monopolistic environment- degrading trend in downtown Ojai before it's too late!

Thank you for your consideration,
Sheri Ann Cate
City of Ojai resident

Weston Montgomery

From: Richard Camp <richardcamp16@gmail.com>
Sent: Saturday, September 5, 2026 3:11 PM
To: City Clerk
Cc: Jeremy McBride
Subject: In support of the proposed spa at El Roblar

Hello,
I am writing in support of the request for approval of a spa at the El Roblar Hotel. This would be a positive improvement on the downtown area for many reasons... for one, visitors who stay in town and use the spa would naturally not stay in the spa the entire time but explore the shops and restaurants, adding always welcome revenue.

Also, I understand that the Hotel contributes a great deal to the city via the TOT... and, though I am not a hotelier, I would guess that adding a spa would naturally lead to a room rate increase, which would greatly increase the TOT.
That revenue could be directed toward workforce housing... something much needed in a town that's growing exponentially with new places and faces... the OUSD has been dealing with this workforce problem as well, so we all know that it is a growing concern.
Never forget that the site itself previously housed a spa that was a magnet not only for those who live in town but for visitors who came to enjoy its amenities. I don't remember anything negative about its place in the zeitgeist of our town. In short, it seems as if it would be a win-win for the hotel and for the town.
Best regards,
Richard Camp
Artistic Director
OJAI Performing Arts Theater

--
Richard Camp

Weston Montgomery

From: Alan Barker <alan@duckinatree.com>
Sent: Saturday, September 5, 2026 3:50 PM
To: City Clerk
Subject: Spa and Fitness Center at El Roblar Hotel

Joan Churchill and Alan Barker
4295 Thacher Road
Ojai, CA 93023

Sept. 5, 2026

Ojai City Hall
Attn: City Clerk
401 S. Ventura Street
Ojai, CA 93023

Dear Mr. Quilici
We are writing in support of the proposed Spa and Fitness center at El Roblar hotel. Ojai has been known as a place of healing since the 1870's. Many of the original non-native inhabitants of the valley moved here for the restorative climate and hot springs. Doctor and artist Ernest Pierpont, the original owner of the area where our house is situated, suffered from tuberculosis. He and wife Josephine moved to Ojai and established the Pierpont Cottages in 1892. Since 1955 four generations of our family have lived here. The history of Ojai is immersed in the pursuit of wellness from the beginning. Aside from the financial and cultural benefits a spa and wellness center at the El Roblar will bring to Ojai, it is simply a perfect fit.

Sincerely,
Joan Churchill and Alan Barker

Weston Montgomery

From: Ulrich Brugger <ulrichb7@gmail.com>
Sent: Saturday, September 5, 2026 4:10 PM
To: City Clerk

Dear Mayor and City Council members,

I fully support adding a spa and a fitness center to the El Roblar Hotel.

First because the owners revived and updated an old and revered Ojai hotel to the benefit of the community;
Second, the El Roblar Hotel will become closer to what the revered Sheila Cluff Spa was before;
Third, by adding wellness services, it will benefit the community, and bring additional TOT to the City.

In addition, it should be appreciated that the owners consider helping The Ojai “Workforce Housing Fund”.

Ulrich Brugger
Founder and Executive Director of the Ojai Retreat and Inn

Weston Montgomery

From: BILL MILEY <wdmiley@aol.com>
Sent: Saturday, September 5, 2026 10:54 PM
To: Weston Montgomery
Subject: Council meeting 8/8/26

9/5/26
To. Ojai City Council
From: Bill Miley
Subject: el Roblar wellness center…spa and fitness center

Hello.

I have known this property since 1968 when my family moved here for my new job as a public health educator with our county public health department.
First a church, city hall and police dept. World university. And then planned affordable housing and now a wellness center which will bring spa and fitness services to El Roblar Hotel guests and community folks.

I was very active in supporting the restoration development of the Roblar Oaks Spa into the El Roblar Hotel of the 1920's. And had a part in making the Valet parking service possible.

I was pleased with the renovations to restore in today's moderninity the essence of the 1920's Hotel. It looks like the 20's and functions like the 2030's. Their proposal for separate off street parking for their employees was innovated and caring. Which they contracted for to many years in the future.

The parcel they bought from the Becker group you know its history. The Becker Group bought it for offices. And with city discussion and affordable housing needs that changed into an affordable housing proposal. A city led development involving other properties produced more affordable housing and market rates. A certain community group was distressed and sued. Over time with much conflict it was disbanded. The El Roblar Group recognized the opportunity for their guests to add a wellness function to their hotel. Remember the Oaks Hotel was a spa and fitness under Don and Shiela Cluff run with daughter Cathy. Until the 2017 Thomas Fire.

El Roblar bought the property with plans for spa and other wellness services for their hotel guests with opportunity for up to 40% of available offerings for folks from this community.

Some HPC folks spoke and wrote about historical significance. I only see interesting functions from this property with most of the years of World University.

From a community economic perspective it brings much benefit. Down town employment with moderately good jobs, increased sales taxes, likely increased attraction for hotel guest bookings, a new addition to wellness care of hourly services of a unique type. Opportunity for wellness services available by a brief walk for guests and short drive or walk by community.

In summary I see nothing but benefits for own economy and our whole town and valley.

Sincerely, Bill Miley. Ojai since 1968

Sent from my iPad

Weston Montgomery

From: Alder <aldermarx@gmail.com>
Sent: Sunday, September 6, 2026 12:48 PM
To: City Council
Subject: ORDINANCE NO. 974

To all city council members of Ojai,
Please vote in favor of ordinance 974 to keep Libby tennis courts just for tennis.
Thank you
Sincerely,
Alder Marx (local resident)

Sent from my iPhone

Weston Montgomery

From: Jay Simons <jay@ojaivalleyinsurance.com>
Sent: Sunday, September 6, 2026 2:21 PM
To: City Clerk
Subject: Council Agenda Item 7

Dear Mayor and Council members. Thank you for your serious review of the request by the El Roblar Hotel to add a significant spa addition to an already crowded historic city core. The request makes much of the added revenue that the addition will generate for the city coffers. However they fail to address the basic fact that our once peaceful home is now basically unrecognizable; especially on the weekends. Excessive traffic, sandwich boards, irritable tourists, expensive shops and a profound loss of sense of community are a primary result of the existing hotel approval and its maximalist footprint. Why would you approve an expansion that will only increase their profits on the back of exacerbating an already unpleasant downtown environment? No amount of compensatory income is worth the further degradation/development of our village core. Once gone it will be neigh impossible to recover. Please deny the hotel's request.

Thank You,

Jay Simons
46 year Ojai resident

Weston Montgomery

From: Jeff Hooper <jhooper@thacher.org>
Sent: Monday, September 7, 2026 7:55 AM
To: City Clerk
Cc: jeremy@goodefilms.com; Jeff Berndt; Carly Rodriguez
Subject: Agenda Item #7 -- El Roblar Spa Facility

Dear Members of the Ojai City Council,

I am writing on behalf of The Thacher School, to express our support for El Roblar Hotel's proposal to add a spa and fitness amenity to its services. As Head of School, a parent of former Ojai students, and a member of the Ojai community for more than two decades, I have seen firsthand the importance of businesses that contribute thoughtfully to the character, life, and economic vitality of our town. Hotel El Roblar has established itself as a good neighbor and a welcome addition to our community, and I believe this next step represents an opportunity not only for the hotel, but for Ojai as a whole.

A spa and fitness amenity is a natural fit for Ojai and would give visitors another reason to choose Ojai, extend their stays, and experience more of what our community has to offer, including dining at local restaurants, shopping at local business, exploring our trails and cultural offerings, and contributing to the broader economic ecosystem that makes Ojai so special. The revitalization of that historic property has been a wonderful development for our town.

Growth should not be pursued for its own sake. But when growth allows a community to do more of what it values most—to support local businesses, strengthen schools, retain working families, and invest in its future—it deserves thoughtful consideration.

I respectfully urge the City Council to support Hotel El Roblar's proposal and to consider how the revenue it generates can be used to advance Ojai's workforce-housing goals.

Thank you for your consideration and for your service to our community.

Jeff Hooper
Head of School
The Thacher School

--
Jeff Hooper
Head of School
The Thacher School
5025 Thacher Road
Ojai, CA 93023

jhooper@thacher.org
(805)640-3201 x 212

Weston Montgomery

From: ANITA CRAMM <accramm@msn.com>
Sent: Monday, September 7, 2026 1:12 PM
To: City Clerk
Subject: Agenda item #7

Dear Council members,

Please deny the request from Hotel El Roblar to Change our city's General Plan along with the zoning change that they are proposing. They seek to alter the fundamentals of our town.

This is too much - they knew what they were buying when they purchased this property. They want our community to amend our overriding plans and safeguards to accommodate their bottom line. If this is approved, it will open the door and set precedent for others dedicated to the money focused tourism industry to further take over our vulnerable small town. The effects of this hotel on our downtown and our community members' ability to use our downtown is significantly negative.

The hotel has already created tremendous challenges on the streets and sidewalks in this area. Hotel cars line the streets, leaving no room for residents to park, while their valet parking lot sits empty. And a mid-block crosswalk is part of the package? These alterations to our city are unacceptable. Please set limits - no tourism-based businesses should be allowed to alter our city's General Plan or be given zoning changes. This is our city, We The People, not theirs.

The use of the proposed new spa in off-peak hours is not even a nugget. Plenty of spas to use in this town, and at a discounted rate! Spas are us! And a parking study from 2024 ---- really? Hotel Roblar tourists took over the downtown parking in 2025 when the hotel opened. A year after the parking study!

This hotel already consumes our downtown rendering it unusable for all of us who live here. Please say no!

Thank you!

Anita Cramm
Ojai Resident

OJAI City Council Meeting: September 8, 2026

Comment on Discussion Item #14: Proposed Survey Questions Regarding the Climate Action Plan

First, a general opinion survey is inappropriate at this stage of CAP development. If it had been properly designed, a survey might have made sense at the beginning of the CAP process. Hopefully, our professional CAP consultants are well past the stage of needing very general public opinions regarding climate change and individual behaviors.

Unfortunately, violations of basic survey design in this draft questionnaire will make it impossible to meaningfully interpret and use results from the draft survey as conceived and composed.

More importantly, and frankly, the draft survey was clearly not created by anyone with formal training in survey research. There was no discussion of a sampling frame nor recognition that with voluntary survey participation there is literally no way to ensure that responses are in any way representative. There was no stated target for number of responses needed to provide reliable information on community opinion; and a loose design like this could easily be "gamed" by one group or another hoping to "stack" results.

If it had been earlier in the process of our CAP development, here are a couple of references that would be helpful:

Sage Research Methods - The SAGE Handbook of Survey Methodology

Survey Methodology, 2nd Edition | Wiley

A Practical Guide to Survey Questionnaire Design and Evaluation

Steven Colomé, Sc.D.

Weston Montgomery

From:	Michael Borders <mwborders47@gmail.com>
Sent:	Monday, September 7, 2026 4:00 PM
To:	City Council; Bethany Burgess
Cc:	Mark Happach; Duane Williamson; Carolyn Burke; Leslie and Philippe Gache; Katrina Rice Schmidt; Ian Mondul
Subject:	September 8, 2026 City Council Meeting - Ordinance No. 974 - Relevance of 1917 and 1971 Deed Restrictions

Dear Mayor and Members of the City Council – My name is Mike Borders, a resident of the City of Ojai for over 21 years, and active member of the Ojai Valley Tennis Club (having served as President and Director Emeritus among other positions for many years). I have been involved in the so-called Ojai "pickleball wars" since the issue was first considered by the City Council in April 2019. Since then, this matter has generated more public interest and controversy than virtually any other matter considered by the Council. And it is well past time for the Council to act to FINALLY reach a resolution that puts all the past arguments and animosity behind us. For all the reasons underlying the March and April 2023 Final Report and unanimous recommendations of the Parks & Rec Commission, and in light of subsequent events including most significantly the City's expenditure of over $600,000 to develop the new pickleball complex at Soule Park, the City should adopt Ordinance No. 974 to confirm that the Libbey Park tennis courts are to be reserved for tennis activities only, and for no other recreational activities, subject to a carve-out for annual Ojai Day activities.

Relevance of Mr. Libbey's 1917 Deed

One of the arguments advanced by Tim Kraut in a recent meeting in opposition to Ordinance No. 974 was that Upper Libbey Park, including the Upper Libbey tennis courts, was deeded by Mr. Libbey to the City in 1917. It is true that Mr. Libbey had purchased the area now known as Upper Libbey Park, including the dirt tennis courts, in roughly 1910. But it is important to realize that the tennis courts had previously been installed by the tennis club. It is also important to understand that Mr. Libbey's deed, actually presented publicly at the very first Ojai Day celebration in April 1917, was **not to the City, but rather to the Ojai Civic Association**. Indeed the Civic Association continued to own and maintain the entirety of Upper Libbey Park from 1917 until 1971, a period of 54 years, during which period the tennis courts were paved and repaved, the bleachers constructed, and the tennis complex jointly maintained for the public's enjoyment by the tennis club and

the Civic Association. **In 1971, the Civic Association deeded the Park to the City.**

1971 Ojai Civic Association Deed Restrictions.

The Deed from the Civic Association contained a general condition subsequent that the Park was to be used as a "**public park and place of recreation and pleasure of the people of the Ojai Valley**." This condition subsequent (the violation of which theoretically could cause the property to revert to the Civic Association) was a restatement of the same condition subsequent contained in the 1917 deed from Mr. Libbey. Given the passage of time and the current legal doctrine of changed circumstances, it is extremely unlikely that the property would ever revert to Mr. Libbey's heirs. Further, it is **beyond question** that the property has continuously been used as a public park and place of recreation and pleasure of the people of the Ojai Valley – thus, it is **virtually impossible that a court would conceivably find a breach of this condition subsequent sufficient to justify the reversion of the Park to the Civic Association (and certainly not to Mr. Libbey's estate)**. Any assertion to the contrary is plain and simple poppycock.

The Deed from the Civic Association to the City contains some additional covenants (i.e., simple promises) by the City not contained in the 1917 deed from Mr. Libbey. As pointed out by Mr. Kraut, the City covenanted to make appropriate portions of the Park "available for a tennis tournament, music festival, and similar nonprofit civic, cultural, and recreational *events such as have been conducted in the past and may reasonably be expected to* ***continue*** *or* ***expand*** *in the future*." Nothing contained in this language can reasonably be read as referring to pickleball (which did not exist in 1971); rather, this language clearly, by its plain meaning, refers to any continuation or expansion of The Ojai Tennis Tournament or the Ojai Music Festival. In the last 55 years, it seems crystal clear that the City has complied with this covenant.

The adoption of Ordinance No. 974 is wholly consistent with the City's long-standing policy of not introducing or allowing pickleball or any other non-tennis recreational activity, such as paddle tennis, roller skating, roller blading, court soccer, skateboarding, and bike racing on the Libbey Park tennis courts. I strongly urge the Council to adopt Ordinance No. 974.

Mike Borders

Weston Montgomery

From: Zach Buchman <zachbuchs@gmail.com>
Sent: Monday, September 7, 2026 9:36 PM
To: City Council
Subject: Support for Ordinance No.974

To members of the Ojai City Council,

My name is Zach Buchman - I live here in Ojai with my wife and daughter. While the demands of caring for a 2-year-old mean that I won't be able to attend tomorrow's meeting in person, I wanted to voice my support for Ordinance 974.

I have been a lifelong tennis player, and I am so grateful to have a dedicated public space for the game at Libbey Park. Their amazing condition and the tennis community they foster were among the reasons I moved here.

I feel that the proposed ordinance is the right move. This is clearly an issue that people get fired up about (perks of living in Ojai, I guess), and I understand the passion for pickleball - I also play! But making sure Libbey Park is available for tennis is important to me and the many others I've met through playing tennis in town. They are the only courts I currently have access to, and their good condition and availability for tennis is something I care about preserving.

I briefly attended another hearing on this issue a few months ago, and it seems to me the contentiousness could be brought down considerably with a final ordinance making it clear that the Libbey Park tennis courts are for tennis, and the Soule Park pickleball courts are for pickleball.

Thank you for reading and all best,
Zach Buchman