

City of Santa Paula

City Council

MAYOR PEDRO A. CHAVEZ
VICE MAYOR CARLOS JUAREZ
COUNCILMEMBER JENNY CROSSWHITE
COUNCILMEMBER LESLIE CORNEJO
COUNCILMEMBER GABRIELA ORNELAS



CITY COUNCIL REGULAR MEETING OF THE SANTA PAULA CITY COUNCIL

WEDNESDAY, OCTOBER 15, 2025

6:30 PM - City Council Regular Meeting

SANTA PAULA CITY HALL
970 VENTURA STREET
SANTA PAULA, CA 93060

JULIE LATSHAW, CITY CLERK
DAN SINGER, CITY MANAGER
MONICA CASTILLO, CITY ATTORNEY

CITY COUNCIL REGULAR MEETING

You are invited to participate in all Regular City Council meetings. Agendas are posted in the front of Santa Paula City Hall, 970 Ventura Street, Santa Paula, 72 hours in advance of the scheduled meetings. The City Council's regular meetings start at 6:30 p.m. the first and third Wednesday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula. Special and Closed Sessions vary by date and time.

HOW TO PARTICIPATE IN PERSON DURING THE MEETING: If you wish to speak at a City Council meeting, please fill out a **Public Comment Form** noting your name and address and submit the form to the City Clerk. Include the Agenda item number, when appropriate. **Public comments are limited to 3 minutes.**

1. **Items Not on the Agenda:** If you wish to discuss an item which is not scheduled on the Agenda, you may address the City Council during *Public Comment*. Please realize that due to the limitations placed on the City Council by provisions of the *California Government Code*, the City Council ordinarily cannot take action on any item that is not on the agenda. Because of these restrictions, expect that matters that you identify during public comment may be referred to staff or considered on a future agenda.
2. **Agenda Items:** Items being considered by the City Council may appear on the Consent Calendar, as an Action Item, or as a Public Hearing. Public comments on each type of item are handled differently, as explained below:
 - a. For items appearing on the Consent Calendar, please submit a Public Comment Form before the Council takes action on the Consent Calendar. Items that receive a Public Comment Form may be pulled from the Consent Calendar by the Mayor and discussed separately by the City Council.
 - b. For items appearing as an Action Item, the Mayor will announce the Agenda item and request the staff report, the staff member responsible will give a brief summary of the report; the City Council will have an opportunity to ask questions of staff; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); and the City Council will discuss the item and then take appropriate action.
 - c. For items on which a Public Hearing is scheduled, the Mayor will open the public hearing and receive the staff report; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); the City Council will discuss the item; and the Mayor will close the public hearing after City Council action.

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit email correspondence on any agenda item by sending an email to cityclerk@spcity.org. All public correspondence received by 3:00 p.m. (PT) on the meeting date will be provided to the legislative body before the meeting. Public Comments received after 3:00 p.m. will be provided to the legislative body the next day.

Your Participation in this meeting is in the public domain; meetings are cablecast; minutes of this meeting will reflect your participation in this meeting and are posted on the city's website.

PLEASE NOTE: *Be advised that if you bring a legal challenge to an action, you may be limited to raising only those issues you or someone else raised at the meeting described in this Agenda, or in written correspondence delivered to the City Council at or before the meeting. Any action is subject to the ninety-day time period set forth in Code of Civil Procedure § 1094.6.*

*In compliance with the **Americans with Disabilities Act**, if you need special assistance to participate in this meeting, please contact the City Clerk at (805) 933-4208. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35, 102-35.104 ADA Title II). Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's office.*

HOW TO VIEW ON YOUR TELEVISION, COMPUTER, OR MOBILE DEVICE: Watch from home live on the local Channel 10, or view the live feed on the city website at the following link: <https://www.spcity.org/523/Public-Meeting-Agendas>

NOTE: Special and Closed Sessions are not recorded and not available on Channel 10 or live feed on the city website.

REGULAR MATTERS - COUNCIL CHAMBERS

1. CALL TO ORDER

REMINDER: in order to minimize distractions during public meetings, all personal communication devices should be turned off or put in a non-audible mode.

2. INVOCATION

3. FLAG SALUTE

4. ROLL CALL

5. CLOSED SESSION REPORT

6. PUBLIC COMMENT

At this time, members of the public may comment on any item not appearing on the agenda that is within the subject-matter jurisdiction of the City Council. A Public Comment Form must be submitted to the City Clerk prior to the beginning of the Public Comment period in order to be recognized to speak. Individuals submitting Public Comment Forms after the beginning of the Public Comment period will not be allowed to speak at this time, but may be recognized to speak by the Mayor at the conclusion of the meeting. Individual Councilmembers may briefly respond to Public Comments or ask questions for clarification. The City Council may direct the City Manager to report to the City Council on the item at a later meeting. For items appearing on the Agenda, the public will be invited to make comments at the time the item comes up for City Council consideration. If a member of the public wishes to address a Consent Calendar item, please submit a Public Comment Form for that item. It may then be discussed separately by the Council, and the public will be invited to make comments at that time. At all times, please use the microphone and write your name and address on the Public Comment Form provided.

7. PRESENTATIONS

7.A MAYOR'S RECOGNITION AWARDS - FUTURE FARMERS OF AMERICA FAIR WINNERS

7.B SHORT RANGE TRANSIT PLAN OUTREACH

7.C **COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
QUARTERLY REPORT
RECOMMENDATION:**

That the City Council receive and file the report.

8. **CITY COUNCIL REPORTS**

9. **CITY MANAGER REPORTS**

10. **CONSENT CALENDAR**

Background information has been provided to the City Council on all matters listed under the Consent Calendar and these items are considered to be routine by the City Council and are normally approved by one motion. If discussion is requested by a Councilmember on any item, or a member of the public wishes to comment on an item, that item may be removed from the Consent Calendar for separate action.

10.A **SEPTEMBER 2025 WARRANTS AND CERTIFICATIONS
RECOMMENDATION:**

Staff recommends that the City Council:

1. Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for September 2025, starting check number 341872 and ending check number 342104.
2. Review and accept the "Certification of Salaries" for the pay period ending dates September 5th, 2025, through September 19th, 2025.

10.B **APPROVAL OF MINUTES**

- City Council Special Meeting July 2, 2025
- City Council Regular Meeting July 2, 2025
- City Council Special Meeting July 9, 2025
- City Council Special Meeting August 6, 2025
- City Council Regular Meeting August 6, 2025
- City Council Special Meeting August 19, 2025

RECOMMENDATION:

Staff recommends Council approve minutes.

10.C **MEASURE T BUDGET ALLOCATION FOR FALL 2025 PAVING PROJECT
RECOMMENDATION:**

Staff recommends that the City Council:

1. Authorize a budget allocation in the amount of \$1,098,683 to GL 104-5-9359-660 to fund the Fall 2025 Paving Project.

10.D **RETROACTIVE COUNCIL APPROVAL FOR ENGINE REPLACEMENT OF
CHEVROLET COLORADO PICKUP (UNIT 283)
RECOMMENDATION:**

Staff recommends that the City Council:

Retroactively waive bidding requirements for and ratify the \$9,991.83 expenditure for the engine replacement and A/C repairs of Unit 283, a 2019 Chevrolet Colorado pickup, operated by the Public Works Department.

11. PUBLIC HEARING

- Verification of posting notice by City Clerk
- Declaration of conflicts (if any)
- Declaration of ex parte contacts (if any)
- Open public hearing
- Staff presentation
- Public comments
- Close public hearing
- Discussion and action

11.A PUBLIC HEARING TO CONSIDER AND APPROVE A RESOLUTION TO APPROVE THE FULL COST ANALYSIS OF USER FEES PREPARED BY WILLDAN FINANCIAL SERVICES AND AMEND AND AUGMENT THE CITY OF SANTA PAULA FEE SCHEDULE

RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 7595 approving the full cost analysis of user fees prepared by Willdan Financial Services and amend and augment the City of Santa Paula Fee Schedule, effective January 1, 2026.

Presented By: Christy Ramirez, Finance Director

11.B

INTRODUCTION OF ORDINANCE NO. 1350 AMENDING CHAPTERS 16.200 (ADMINISTRATION – GENERAL PROVISIONS), 16.202 (APPLICATIONS, PROCESSING, FILING AND FEES), 16.204 (PUBLIC HEARINGS), 16.206 (APPEALS AND REVOCATIONS), 16.208 (DEVELOPMENT CODE AMENDMENTS), 16.210 (ZONE CHANGE), 16.212 (GENERAL PLAN AMENDMENTS), 16.214 (AGRICULTURAL PRESERVE AND LAND CONSERVATION CONTRACTS), 16.216 (SPECIFIC PLANS), 16.218 (CONDITIONAL USE PERMITS), 16.220 (VARIANCES), 16.222 (MINOR MODIFICATIONS), 16.224 (ZONING CLEARANCE), 16.227 (ACCESSORY DWELLING UNITS), 16.228 (TEMPORARY USE PERMIT), 16.230 (HOME OCCUPATION PERMIT), 16.234 (DEVELOPMENT AGREEMENTS), 16.236 (ANNEXATIONS), 16.237 (81 ACRE INITIATIVE IMPLEMENTATION), AND 16.238 (SITE DEVELOPMENT PERMIT) OF TITLE XVI: DEVELOPMENT CODE OF THE SANTA PAULA MUNICIPAL CODE IN ORDER TO CORRECT INCONSISTENCIES, OUTDATED LANGUAGE AND FORMATTING AND FINDING THE ACTION TO BE STATUTORILY EXEMPT FROM CEQA UNDER SECTION 15061(B)(3) OF THE PUBLIC RESOURCES CODE

RECOMMENDATION:

Staff recommends that the City Council:

1. Open the public hearing, receive public testimony, close the public hearing; and
2. Waive the first reading by title only, and introduce Ordinance No. 1350, entitled “An Ordinance amending Chapters 16.200 (Administration – General Provisions), 16.202 (Applications, Processing, Filing and Fees), 16.204 (Public Hearings), 16.206 (Appeals and Revocations), 16.208 (Development Code Amendments), 16.210 (Zone Change), 16.212 (General Plan Amendments), 16.214 (Agricultural Preserve and Land Conservation Contracts), 16.216 (Specific Plans), 16.218 (Conditional Use Permits), 16.220 (Variances), 16.222 (Minor Modifications), 16.224 (Zoning Clearance), 16.227 (Accessory Dwelling Units), 16.228 (Temporary Use Permit), 16.230 (Home Occupation Permit), 16.234 (Development Agreements), 16.236 (Annexations), 16.237 (81 Acre Initiative Implementation), and 16.238 (Site Development Permit) of Title XVI Development Code of the Santa Paula Municipal Code in order to correct inconsistencies, outdated language and formatting and finding the Action to be Statutorily Exempt from CEQA under Section 15061(B) (3) of the Public Resources Code”

Presented by: Monica Castillo, City Attorney

12. ACTION ITEMS

12.A APPOINTMENT TO COMMISSIONS AND COMMITTEES RECOMMENDATION:

Staff Recommends that the City Council:

Appoint applicants to various Commissions and Committees.

Presented by: Julie Latshaw, City Clerk

12.B INTRODUCTION OF ORDINANCE NO. 1349 ADOPTING BY REFERENCE THE CALIFORNIA BUILDING STANDARDS CODE, 2025 EDITION (CALIFORNIA CODE OF REGULATIONS, TITLE 24), THE 2024 INTERNATIONAL PROPERTY MAINTENANCE CODE, AND THE 2024 INTERNATIONAL SWIMMING POOL AND SPA CODE RECOMMENDATION:

Staff recommends that the City Council:

1. Introduce and waive first reading of Ordinance No. 1349, entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA AMENDING SECTIONS 150.001, 150.015, 150.025, 150.045, 150.055, 150.075, 150.085, 150.150, 150.160, 150.170, 150.180, 150.190, AND ADDING 150.200 AND 150.210, OF CHAPTER 150 OF THE SANTA PAULA MUNICIPAL CODE TO ADOPT BY REFERENCE THE CALIFORNIA BUILDING STANDARDS CODE, 2025 EDITION, (CALIFORNIA CODE OF REGULATIONS, TITLE 24) INCLUDING THE 2025 CALIFORNIA

ADMINISTRATIVE CODE; VOLUMES 1 AND 2 OF THE 2025 CALIFORNIA BUILDING CODE; THE 2025 CALIFORNIA RESIDENTIAL CODE INCLUDING APPENDICES AH PATIO COVERS, AJ EXISTING STRUCTURES, AND AX SWIMMING POOL SAFETY ACT; THE 2025 CALIFORNIA ELECTRICAL CODE; THE 2025 CALIFORNIA MECHANICAL CODE; THE 2025 CALIFORNIA PLUMBING CODE INCLUDING APPENDIX M PEAK WATER DEMAND CALCULATOR; THE 2025 CALIFORNIA ENERGY CODE; THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE; THE 2025 CALIFORNIA HISTORICAL BUILDING CODE; THE CALIFORNIA EXISTING BUILDING CODE; THE 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE; THE 2025 CALIFORNIA REFERENCED STANDARDS CODE; THE 2024 INTERNATIONAL PROPERTY MAINTENANCE CODE; AND THE 2024 INTERNATIONAL SWIMMING POOL AND SPA CODE

2. Schedule a public hearing to consider adopting the proposed Ordinance at the City Council's regular meeting of November 5, 2025.
3. Direct the City Clerk to publish a summary of the proposed Ordinance and provide notice of the public hearing twice at least 14 days before the public hearing at which the proposed Ordinance is to be considered for adoption;
4. Take such additional, related action as may be desired.

Presented by: Dan Schultz

12.C **CONSIDERATION OF RESOLUTIONS ESTABLISHING COMPENSATION FOR MEMBERS OF THE PLANNING COMMISSION AND MOBILE HOME RENT COMMISSION**
RECOMMENDATION:

It is recommended that the City Council:

1. Adopt Resolution No. 7591 and Resolution No. 7594 approving the compensation structure for the Mobile Home Rent Review Commission and the Planning Commission.

Presented by: James Mason, Community & Economic Development Director

13. ITEMS FOR FUTURE AGENDAS

13.A **FUTURE AGENDA ITEMS**
RECOMMENDATION:

Staff recommends City Council review future agenda items.

14. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

I declare under penalty of perjury that I posted this City Council Agenda on the bulletin board near the front door of City Hall, 970 Ventura Street, Santa Paula, California.

On _____ at _____ Signed: _____

Julie Latshaw

City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: James Mason, Community & Economic Development Director

Subject: COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
QUARTERLY REPORT

Date: October 15, 2025

Agenda Item: 7.C

RECOMMENDATION:

That the City Council receive and file the report.

BACKGROUND:

PLANNING DIVISION

Planning Commission

Tuesday, Jun 24, 2025

Public Hearing: The planning commission approved Resolution NO. 3871. Recommending that the city council adopt Resolution No. 3871 documenting conformance of the 2025-2027 Capital Improvement Program with the City of Santa Paula General Plan.

Public Hearing: The planning commission approved Resolution No. 3870. Recommending that city council adopt Resolution No. 3870, entitled "A Resolution of the Planning Commission of the City of Santa Paula recommending the City Council adopt an Ordinance amending Chapters 16.42 Performance Standards, and 16.44 Fences, Walls, and Hedges, of the Santa Paula Municipal Code in order to correct inconsistencies, outdated language and formatting and finding the action to be statutorily exempt from CEQA under Section 15061(b) (3) of the Public Resources Code."

Tuesday, July 22, 2025 - Cancelled

Tuesday, August 26, 2025

Public Hearing: The planning commission approved Resolution NO. 3872 recommending to the City Council approval of a Resolution formally adopting the City's Federal Emergency Management Agency-approved Local Hazard Mitigation Plan, as part of the Ventura County Multi-Jurisdictional Hazard Mitigation Plan, and amending the Hazard and Public Safety Element ('Safety Element') of the City of Santa Paula 2040 General Plan to reflect this adoption and required language.

Public Hearing: The planning commission approved Resolution No. 3874, recommending that the City Council approve Project No. 2025-CDP-01, recommending approval of a Conditional Use Permit to allow for the development of 213 attached condominiums, Design Review, and approval of a Vesting Tentative Tract Map No. 6114, for 895 Faulkner Road, subject to the conditions of approval.

Public Hearing: The planning commission approved Resolution No. 3873, recommending that the City Council adopt an Ordinance amending Chapters 16.52 Swimming Pools, 16.56 Amusement Arcades, 16.58 Alcoholic Beverage Sales, 16.60 Child Day Care Facilities, 16.62 Assembly Halls, 16.64 Community Care Facilities, 16.66 Drive-Through Facilities, 16.68 Newsracks, 16.70 Recycling Facilities, 16.72 Service Stations, 16.74 Vending Machines, 16.75 Prohibition on Industrial Hemp Cultivation, 16.76 Yard and Garage Sales, 16.77 Electric Vehicle Charging Systems; Streamlined Permitting, 16.78 Emergency Shelters, 16.79 Regulation of Cannabis Activities, 16.80 Subdivision Regulations, 16.85 Condominiums and Conversions, 16.96 Grading Permits, 16.97 Grading Regulation, 16.98 Hillside Grading Practices, 16.99 Drainage, Erosion, and Dust Control, 16.100 General Provisions, 16.102 Permit and Reclamation Plan, 16.104 Regulations for Operation of Surface Mine, 16.106 Growth Management, 16.108 Transportation Demand Management, and 16.110 Nonconformities of the Santa Paula Municipal Code in order to correct inconsistencies, outdated language and formatting and finding the Action to be Statutorily Exempt from CEQA under Section 15061(B)(3) of the Public Resources Code.

Tuesday, September 23, 2025

Public Hearing: The Planning Commission approved the Resolution No. 3875, entitled “A Resolution of the Planning Commission of the City of Santa Paula recommending that the City Council adopt an Ordinance amending Chapters 16.200 (Administration – General Provisions), 16.202 (Applications, Processing, Filing and Fees), 16.204 (Public Hearings), 16.206 (Appeals and Revocations), 16.208 (Development Code Amendments), 16.210 (Zone Change), 16.212 (General Plan Amendments), 16.214 (Agricultural Preserve and Land Conservation Contracts), 16.216 (Specific Plans), 16.218 (Conditional Use Permits), 16.220 (Variances), 16.222 (Minor Modifications), 16.224 (Zoning Clearance), 16.227 (Accessory Dwelling Units), 16.228 (Temporary Use Permit), 16.230 (Home Occupation Permit), 16.234 (Development Agreements), 16.236 (Annexations), 16.237 (81 Acre Initiative Implementation), and 16.238 (Site Development Permit) of Title XVI Development Code of the Santa Paula Municipal Code in order to correct inconsistencies, outdated language and formatting and finding the Action to be Statutorily Exempt from CEQA under Section 15061(B)(3) of the Public Resources Code”

Business Licenses

Nine Commercial business licenses and nine Home Business Occupations were issued between November 2024 and January 2025.

Planning Applications

Thirty new planning applications were received between June 2025 and September 2025.

SPECIFIC PLAN UPDATE

Santa Paula West Business Park Specific Plan (SP-6)

Staff is actively working with commercial broker representing the properties to actively market the site for industrial-employment development.

East Area 2 Specific Plan (SP-4)

Staff has been in discussions with Limoneira, Parkstone, Ventura County Health Care agency and Ventura County Fire Department to identify circulation and public safety improvements that add to viability of project development for medical, retail and mixed use.

COMMERCIAL DEVELOPMENT UPDATES

Good Orchard Event Center and Café (133 Mill Street)

The initial project (Wesley Hall repurpose/renovation) which includes a catering and event center, café and alcohol license has completed plan review and renovation of the spaces are underway.

East Area Gateway (Hallock/126/Telegraph)

Plans are under development for a 113,000 square foot commercial center which will include grocery, in-line retail and multiple restaurant pads. Project design review is currently underway and the applicant plans to submit plans for review in the mid-2025.

East Area Triangle Property

INDUSTRIAL DEVELOPMENT UPDATE

Santa Maria Industrial Park (324 W. Santa Maria Street): Industrial Park

Project approved by Planning Commission in 2012. City staff continuing to coordinate with applicants to complete the project since all entitlements and approvals were completed in March.

Santa Paula Self Storage Too (324 E Santa Maria St): Self Storage Facility

Proposal for a 5-building, 262-unit self-storage facility. The project is currently under development and completion is expected 4th quarter 2025.

Bender Property (Todd Rd and SR 126)

The developer, Bender Farms, is currently building an additional 76,000 square foot industrial shell building. Plan review has been completed and the site civil engineering and the building pad have been completed. Vertical development is currently underway.

RESIDENTIAL DEVELOPMENT UPDATE

Former Kmart (859 Faulkner Rd.)

Harridge Development Group, LLC., the owner and developer has completed Design review and site demolition is currently being coordinated along with community outreach. . The project proposal includes 181 market-rate, for sale, town homes with 31 affordable for sale 2,3 and 4 bedroom units.

12th Street and Harvard apartments

16 affordable apartments at Harvard Boulevard and 11th Street. Design review has been completed and the project plan revisions are under review.

Citrus Flats - Red Tail Apartments (18004 East Telegraph Rd)

298-unit apartment complex at East Telegraph Rd. and Whipple Rd. - 162 affordable units (40 Very-Low and 122 Low) along with 136 market-rate units Vertical development is underway with completion of the first phase projected for next summer..

Mixed-Use/Senior Living (603 East Main Street)

Mixed use senior living and commercial project composed of 6,800 square feet of commercial and 27 senior apartments. The developer is working with the Housing Authority on connecting potential tenants through their section-eight waiting list. Project plans are under review.

Harvest at Limoneira-Lewis (East Area 1)

All lots for Phase I of the project have been sold to home builders and 617 homes are occupied. Of the 121 units available in Phase 1b, all units have been sold to Lennar and Richmond American. Lennar has also purchased the entirety of the 545 units which comprise Phase 2 of the development (Foothill neighborhood) which site grading and infrastructure are well underway. Plans for the first Phase of Foothill have been submitted for design review. In addition, Lewis has submitted preliminary plans for the development of a project along Santa Paula Street (directly south of the Sports Park) that will include rental duplex units, live work units and retail units directly south of the Sports Park.

Topa Vista Views Apartments

Homes to Hope, Cabrillo Economic Development and the Santa Paula Housing Authority are collaborating on an affordable housing development consisting of an 112-unit apartment complex on three vacant parcels adjacent to Teague Park. Preliminary financing has been secured and the developer has submitted concept plans. The developer has also conducted community outreach and hosted their first community open house meetings on September 30.

BUILDING AND SAFETY DIVISION

PERMIT & FEE ACTIVITY

JUNE 2025 - AUGUST 2025

2024

NUMBER OF PERMITS

TOTAL VALUATION:

\$18,545,819.23

Building Permits	72	\$52,308.74
Plumbing Permits	18	\$1,296.00
Electrical Permits	91	\$8,102.00
Mechanical Permits	13	\$1,828.0
Total	194	\$63,534.74

<u>2025</u>	<u>NUMBER OF PERMITS</u>	<u>TOTAL VALUATION:</u>
		\$36,680,965.98
Building Permits	66	\$17,537.82
Plumbing Permits	32	\$2,840.00
Electrical Permits	89	\$8,249.00
Mechanical Permits	13	\$2,040.00
Total	242	\$30,666.82

CODE COMPLIANCE DIVISION

There were **29** code cases opened from June 2025 to August 2025 compliance and **12** cases were closed.

ECONOMIC DEVELOPMENT

Staff continues to regularly dialogue with commercial and industrial real estate brokers and land owners to look for opportunities to connect businesses with available properties and expand options for employment growth.

In addition, the department participates in business round-table meetings, PBID coordination and face-to-face meetings with businesses.

Marketing

Staff is working on strategies to use the approved marketing budget allocation for community promotion in digital, poster and print media - including placement in Ventura, Ojai, Santa Clarita, Santa Barbara Airport and Burbank Airport. In October the department website will begin promoting commercial and industrial properties available for sale or lease. In coming weeks staff will be collaborating with the Economic Development Collaborative and the County Economic Vitality Department on opportunities to connect with unmanned aircraft business opportunities.

Business Attraction

Staff is currently working with brokers and business owners on several new employment generating industrial business prospects.

Economic Development Standing Committee

The Committee has had two meetings in the last three months. The group discussed the implementation of a business outreach program, strategies for addressing vacancies in downtown retail spaces and soliciting businesses at the business round-table event for input on vision and goals that can improve the business environment.

OTHER ACTIVITIES

Housing and the Unhoused

The Committee has recommended funding assistance for the Housing Trust Fund Ventura County and the city council committed funding of: \$200,000 over two years toward HTFVC's Revolving Loan Fund for affordable housing development assistance.

Santa Paula, Fillmore and Ventura County have cooperatively developed a inter-jurisdictional MOU to provide funding assistance for the Spirit of Santa Paula Harvard Shelter. The first payment to Spirit for the first quarter of the 2025-2026 fiscal year will be provided this month.

Downtown Improvements

Staff has begun outreach to facade applicants and is working to assist applicants in completing applications. Once contractors have been finalized and scope of work for each project has been defined, improvements will commence. Staff from multiple city departments are coordinating with the Chamber and the PBID on downtown enhancements including parking, lighting and signage.

Mobile Home Rent Review

The ownership of 400 mobile estates submitted a second application for a rent adjustment and the request went to a public hearing of the rent Review Commission. After testimony and deliberation, the commission voted to deny the application and request for rent increase.

Plan Check Software Implementation

Planning and Building staff are meeting weekly on the implementation of permitting, plan check and project management software. Plans are to be fully function Q1 2026.

Project Isabella

Staff continues to serve on the board and on the task force to strategize and implement early childhood development programs in Santa Paula

Housing Opportunities Made Easier - 2025 Conference

The Connecting Communities - Housing Conference will be held on Thursday October 16 from 8:00 -to 2:30 PM at the Serra Center 5205 Upland Road, Camarillo, CA 93012. The event will host 300 attendees and will focus on innovative housing solutions, collaboration, and policy advancements.

ANALYSIS:

STRATEGIC PLAN:

FISCAL IMPACTS:

OPTIONS:

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Beatriz Jimenez, Assistant Finance Director

Subject: SEPTEMBER 2025 WARRANTS AND CERTIFICATIONS

Date: October 15, 2025

Agenda Item: 10.A

RECOMMENDATION:

Staff recommends that the City Council:

1. Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for September 2025, starting check number 341872 and ending check number 342104.
2. Review and accept the "Certification of Salaries" for the pay period ending dates September 5th, 2025, through September 19th, 2025.

BACKGROUND:

This staff report certifies the separation of duties between the Preparer (Accounting and Payroll Specialist) and the Reviewer (Finance Director and Assistant Finance Director).

Presented in the attached documents:

- a) CERTIFICATION OF ACCOUNTS PAYABLE CHECKS by check number range and dates. It also discloses any voided checks.
- b) EXPENSE REPORTS showing the amount and funds accounts payable came from.

The "Check Report" depicts the following columns:

- c) AP-ACCOUNTS PAYABLE for the vendors (non-City staff) by the vendor number, vendor name, payment date, payment amount and check number (entitled 'number').
- d) PY-PAYROLL for benefit payments, insurance, retirement, etc. Benefits payable on behalf of City staff.
- e) Bank Code Summary by payment type.
- f) Fund Summary by fund the accounts payables utilized.

CERTIFICATION OF SALARIES

This is the certification (separation of duties between "preparer" and the "reviewer") of salaries and benefits (payroll checks) by fund. It lists salary (payroll) issued checks by beginning and ending check number, payroll ending dates September 5th, 2025, through September 19th, 2025.

ANALYSIS:

See the attachment to this staff report for expense breakdown by respective fund.

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

None.

OPTIONS:

As an alternative to staff's recommendation, the City Council may:

1. Decline to receive and file September 2025 Certifications of Accounts Payable Checks and Certifications of Salaries.

ATTACHMENTS:

[September 2025 Payroll and AP Certifications.pdf](#)

EXHIBIT A:
CERTIFICATION OF SALARIES

CERTIFICATION OF SALARIES

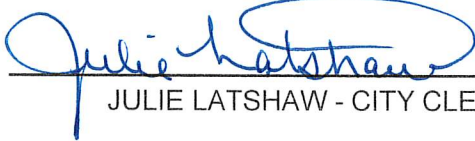
BEG. CHK #: 148942
ENDING CHK #: 148950

PAYROLL ENDING: 09/05/25
PAY DATE: 09/12/25

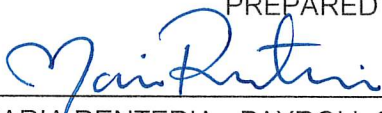
100	GENERAL FUND	341,577.83
104	GENERAL FUND-MEASURE T	95,608.89
108	GENERAL FUND-MEASURE R	17,873.19
206	STORMWATER PROGRAM	3,756.76
280	STATE GAS TAX FUND	24,377.02
405	AAA-AREA AGCY ON AG	1,581.62
610	SEWER ENTERPRISE FUND	12,657.83
620	WATER ENTERPRISE FUND	76,271.90
702	EQUIP. MAINT. FUND	9,442.99

\$ 583,148.03

CERTIFICATION
ALLOWED BY THE CITY COUNCIL


JULIE LATSHAW - CITY CLERK 10/7/25
DATED



PREPARED BY:

MARIA RENTERIA - PAYROLL SPECIALIST 10/6/25
DATED


BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR 10/7/25
DATED

Fund Summary

Fund	Units	Amount
100-GENERAL	5,862.59	341,577.83
104-GENERAL FUND-MEASURE T	1,749.40	95,608.89
108-GENERAL FUND - MEASURE R	377.50	17,873.19
206-STORMWATER PROGRAM	60.99	3,756.76
280-STATE GAS TAX	518.59	24,377.02
405-AAA (AREA AGCY ON AGING)	57.67	1,581.62
610-SEWER	229.41	12,657.83
620-WATER	1,460.60	76,271.90
702-EQUIPMENT MAINTENANCE	164.00	9,442.99
Grand Total:	10,480.75	583,148.03

CERTIFICATION OF SALARIES

BEG. CHK #: 148951
ENDING CHK #: 148961

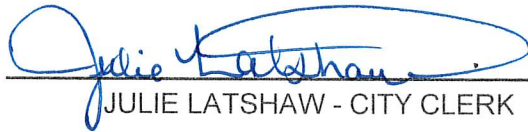
PAYROLL ENDING: 09/19/25
PAY DATE: 09/26/25

100	GENERAL FUND	364,895.60
104	GENERAL FUND-MEASURE T	104,237.74
108	GENERAL FUND-MEASURE R	21,437.22
206	STORMWATER PROGRAM	4,277.11
280	STATE GAS TAX FUND	23,422.75
405	AAA-AREA AGCY ON AG	1,275.13
610	SEWER ENTERPRISE FUND	13,774.48
620	WATER ENTERPRISE FUND	81,097.81
702	EQUIP. MAINT. FUND	11,004.91

\$

625,422.75

CERTIFICATION
ALLOWED BY THE CITY COUNCIL


JULIE LATSHAW - CITY CLERK

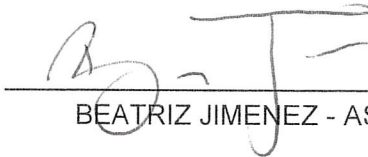
10/7/25
DATED



PREPARED BY:


MARIA RENTERIA - PAYROLL SPECIALIST

10/06/25
DATED


BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR

10/7/25
DATED

Fund Summary

Fund	Units	Amount
100-GENERAL	9,027.50	364,895.60
104-GENERAL FUND-MEASURE T	3,224.57	104,237.74
108-GENERAL FUND - MEASURE R	423.50	21,437.22
206-STORMWATER PROGRAM	264.82	4,277.11
280-STATE GAS TAX	777.12	23,422.75
405-AAA (AREA AGCY ON AGING)	44.75	1,275.13
610-SEWER	700.51	13,774.48
620-WATER	2,405.48	81,097.81
702-EQUIPMENT MAINTENANCE	483.38	11,004.91
Grand Total:	17,351.63	625,422.75

EXHIBIT B:
CERTIFICATION OF ACCOUNTS
PAYABLES

CERTIFICATION OF ACCOUNTS PAYABLE CHECKS

CHECK NO.:	341872	THRU:	341966	DATED:	September 4, 2025
CHECK NO.:	341967	THRU:	341970	DATED:	September 9, 2025
CHECK NO.:	341971	THRU:	341976	DATED:	September 10, 2025
CHECK NO.:	341977	THRU:	341977	DATED:	September 15, 2025
CHECK NO.:	341978	THRU:	341979	DATED:	September 16, 2025
CHECK NO.:	341980	THRU:	341986	DATED:	September 17, 2025
CHECK NO.:	341992	THRU:	342090	DATED:	September 18, 2025
CHECK NO.:	342091	THRU:	342094	DATED:	September 24, 2025
CHECK NO.:	342095	THRU:	342104	DATED:	September 26, 2025

DRAFT:	992502	THRU:	992505	DATED:	September 3, 2025
DRAFT:	992506	THRU:	992509	DATED:	September 17, 2025
DRAFT:	992510	THRU:	992510	DATED:	September 10, 2025
DRAFT:	992511	THRU:	992512	DATED:	September 24, 2025
DRAFT:	992518	THRU:	992518	DATED:	September 18, 2025

VOIDED CHECK NO.:	341740	THRU:	341740	DATED:	September 17, 2025
VOIDED CHECK NO.:	341915	THRU:	341915	DATED:	September 15, 2025
VOIDED CHECK NO.:	342016	THRU:	342016	DATED:	September 18, 2025
VOIDED CHECK NO.:	342052	THRU:	342052	DATED:	September 18, 2025

COUNCIL MEETING DATE: October 15, 2025

AMOUNT OF CERTIFICATION: \$ 1,842,674.92

DISTRIBUTION BY FUND

100	GENERAL FUND	\$571,155.21
104	GENERAL FUND MEASURE - MEASURE T	\$176,919.49
108	GENERAL FUND MEASURE - MEASURE R	\$24,308.12
115	RECREATION PROGRAM	\$6,531.71
206	STORMWATER PROGRAM	\$3,327.17
280	STATE GAS TAX	\$53,040.62
305	BEV CONTAINER RECYCLING	\$489.94
405	AAA (AREA AGENCY ON AGING	\$12,534.38
412	AMERICAN RESCUE PLAN	\$134,473.23
500	HILLSBOROUGH OPEN SPACE MAINT	\$480.00
504	HARVEST CFD EA1	\$8,178.00
505	PBID	\$2,902.50
610	SEWER ENTERPRISE	\$432,562.77
620	WATER ENTERPRISE	\$185,759.70
702	EQUIPMENT MAINTENANCE FUND	\$26,685.36
800	CASH DEPOSIT TRUST FUND	\$203,251.58
803	HARDING PARK TRUST	\$9,378.94
804	DLA FOR FORMER RDA	\$1,144.00
	TOTAL FUND DISTRIBUTION	\$1,853,122.72

PREPARED BY: Anairy Gonzalez
 ANAIRY GONZALEZ
 ACCOUNTING SPECIALIST

REVIEWED BY: B-J
 BEATRIZ JIMENEZ
 ASSISTANT FINANCE DIRECTOR

ALLOWED BY CITY COUNCIL

DATE: October 7, 2025

EXCEPT:

CITY CLERK: Julie Latshaw
 JULIE LATSHAW, CITY CLERK

Variance of \$10,447.80 due to
 voided check.



Fund Summary

Fund	Payment Amount
100 - GENERAL	571,155.21
104 - GENERAL FUND-MEASURE T	176,919.49
108 - GENERAL FUND - MEASURE R	24,308.12
115 - GENERAL RECREATION PRO	6,531.71
206 - STORMWATER PROGRAM	3,327.17
280 - STATE GAS TAX	53,040.62
305 - BEV CONTAINER RECYCLING	489.94
405 - AAA (AREA AGCY ON AGING)	12,534.38
412 - AMERICAN RESCUE PLAN	134,473.23
500 - HILLSBOROUGH OPEN SPACE	480.00
504 - HARVEST CFD EA1	8,178.00
505 - PROPERTY BUSINESS IMPROVEMENT DISTRICT	2,902.50
610 - SEWER	432,562.77
620 - WATER	185,759.70
702 - EQUIPMENT MAINTENANCE	26,685.36
800 - MISC DEPOSITS	203,251.58
803 - HARDING PARK TRUST	9,378.94
804 - DLA FOR FORMER RDA	1,144.00
Grand Total:	1,853,122.72



City of Santa Paula, CA

Check Report

By Check Number

Date Range: 09/01/2025 - 09/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-ACCOUNTS PAYABLE						
016808	AZUL FOUNDATION	09/17/2025	Regular	0.00	-10,447.80	341740
015244	ACCURATE FIRST AID SERVICES	09/04/2025	Regular	0.00	41.26	341872
010055	ACCUSOURCE INC	09/04/2025	Regular	0.00	150.00	341873
015778	ADVANCED TURF SOLUTIONS, INC.	09/04/2025	Regular	0.00	27.00	341874
015448	ALL CITY MANAGEMENT SERVICES, INC.	09/04/2025	Regular	0.00	12,319.80	341875
016833	ALVARADO, MARIO	09/04/2025	Regular	0.00	400.00	341876
016763	ALVAREZ, EDUARDO D	09/04/2025	Regular	0.00	3,310.00	341877
015498	AMAZON CAPITAL SERVICES	09/04/2025	Regular	0.00	2,768.75	341878
014053	AMERICA IN BLOOM SANTA PAULA	09/04/2025	Regular	0.00	20,000.00	341879
011738	AT&T CALNET 3	09/04/2025	Regular	0.00	503.20	341880
016240	ATKINSON, ANDELSON, LOYA, RUUD AND ROM	09/04/2025	Regular	0.00	207.38	341881
012677	AUTOZONE	09/04/2025	Regular	0.00	33.79	341882
016808	AZUL FOUNDATION	09/04/2025	Regular	0.00	2,780.40	341883
016546	BARK AND BRANCH LANDSCAPING	09/04/2025	Regular	0.00	9,450.00	341884
012620	BSN SPORTS, LLC	09/04/2025	Regular	0.00	480.65	341885
011464	BUSINESS CARD	09/04/2025	Regular	0.00	203.11	341886
011464	BUSINESS CARD	09/04/2025	Regular	0.00	414.80	341887
011464	BUSINESS CARD	09/04/2025	Regular	0.00	1,661.52	341888
011464	BUSINESS CARD	09/04/2025	Regular	0.00	215.00	341889
011151	C.O.R. PLUMBING SUPPLIES	09/04/2025	Regular	0.00	6,750.00	341890
016689	CALIFORNIA STATE UNIVERSITY CHANNEL ISLA	09/04/2025	Regular	0.00	11,488.87	341891
011603	CALIFORNIA WOOD RECYCLING	09/04/2025	Regular	0.00	489.94	341892
013527	CARROT-TOP INDUSTRIES INC.	09/04/2025	Regular	0.00	909.21	341893
015999	CHARTER COMMUNICATIONS HOLDING, LLC	09/04/2025	Regular	0.00	352.01	341894
011137	COPQUEST, INC.	09/04/2025	Regular	0.00	3,173.40	341895
016620	CORBIN & ASSOCIATES, INC.	09/04/2025	Regular	0.00	396.00	341896
011164	CRANE PRINTING	09/04/2025	Regular	0.00	85.22	341897
014331	CULLIGAN WATER	09/04/2025	Regular	0.00	268.77	341898
016782	D+S AUTOWORKS (ONE WAY AUTO EXPERTS LI	09/04/2025	Regular	0.00	248.30	341899
012948	DIAL SECURITY 2021	09/04/2025	Regular	0.00	44.40	341900
016156	EFUEL LLC	09/04/2025	Regular	0.00	7,655.87	341901
016126	ENVISION VTA FD AUTO LLC	09/04/2025	Regular	0.00	161.08	341902
016159	ESCALANTE, MARIO	09/04/2025	Regular	0.00	387.00	341903
010187	F M PEARCE Company	09/04/2025	Regular	0.00	4,041.54	341904
010395	FAMCON PIPE & SUPPLY, INC.	09/04/2025	Regular	0.00	5,993.73	341905
014348	FERRIS, SABRINA ZAN	09/04/2025	Regular	0.00	327.60	341906
010440	FGL ENVIRONMENTAL, INC	09/04/2025	Regular	0.00	7,931.00	341907
010417	FIREMASTER	09/04/2025	Regular	0.00	153.74	341908
015835	FLORES, ELIXEO	09/04/2025	Regular	0.00	94.25	341909
016789	FORESTELLE III, WILLIAM H	09/04/2025	Regular	0.00	11,730.00	341910
015972	FOUR STAR INVESTIGATIONS, LLC	09/04/2025	Regular	0.00	13,513.20	341911
010432	FRANK'S PAINT & HARDWARE	09/04/2025	Regular	0.00	897.10	341912
010441	FRUIT GROWERS SUPPLY CO	09/04/2025	Regular	0.00	695.10	341913
016835	GARCIA, FRANK	09/04/2025	Regular	0.00	946.00	341914
016267	GARCIA, JOHN	09/04/2025	Regular	0.00	18,480.00	341915
016267	GARCIA, JOHN	09/15/2025	Regular	0.00	-18,480.00	341915
012800	GRANITE CONSTRUCTION COMPANY	09/04/2025	Regular	0.00	596.95	341916
014686	HASA, INC.	09/04/2025	Regular	0.00	8,630.08	341917
010537	HOUSE SANITARY SUPPLY	09/04/2025	Regular	0.00	1,003.64	341918
011485	HOUSING TRUST FUND VENTURA COUNTY	09/04/2025	Regular	0.00	1,000.00	341919
010580	INTERFACE CHILDREN FAMILY SVCS	09/04/2025	Regular	0.00	6,007.00	341920
011796	LANDS' END BUSINESS OUTFITTERS	09/04/2025	Regular	0.00	63.28	341921
010017	LIEBERT CASSIDY WHITMORE	09/04/2025	Regular	0.00	5,417.00	341922
016832	LOPEZ, AZUCENA	09/04/2025	Regular	0.00	200.00	341923

Check Report

Date Range: 09/01/2025 - 09/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
010061	LOWE'S	09/04/2025	Regular	0.00	1,891.11	341924
016161	MANN, ROBBIE	09/04/2025	Regular	0.00	387.00	341925
016145	MARK43, INC.	09/04/2025	Regular	0.00	80,142.00	341926
016830	MARMOLJO, MODESTA	09/04/2025	Regular	0.00	200.00	341927
014436	MINER'S ACE HARDWARE	09/04/2025	Regular	0.00	1,529.91	341928
015907	MISSION SQUARE RETIREMENT	09/04/2025	Regular	0.00	375.00	341929
015198	NAKAMURA, MICHAEL	09/04/2025	Regular	0.00	300.00	341930
016052	NATURAL GREEN LANDSCAPE, INC.	09/04/2025	Regular	0.00	3,000.00	341931
010218	NEW IMAGE AUTO BODY	09/04/2025	Regular	0.00	2,727.75	341932
016831	OLVERA, MICHAEL	09/04/2025	Regular	0.00	205.09	341933
012691	O'REILLY AUTOMOTIVE STORES, INC.	09/04/2025	Regular	0.00	1,099.12	341934
016310	PACE SYSTEMS, INC.	09/04/2025	Regular	0.00	2,165.00	341935
014625	PEGASUS TRANSIT, INC.	09/04/2025	Regular	0.00	950.00	341936
015822	PREBBLE, RICHARD	09/04/2025	Regular	0.00	946.00	341937
010774	PROFESSIONAL POLICE SUPPLY	09/04/2025	Regular	0.00	1,129.06	341938
014934	RAMIREZ, JOSHUA	09/04/2025	Regular	0.00	1,053.00	341939
010326	RED WING SHOE STORE	09/04/2025	Regular	0.00	1,362.74	341940
016305	RUGERIO, JOSE LUIS PEREZ	09/04/2025	Regular	0.00	150.00	341941
014129	SAM HILL & SONS, INC	09/04/2025	Regular	0.00	9,759.65	341942
015917	SANTA PAULA MATERIALS, INC.	09/04/2025	Regular	0.00	680.26	341943
013909	SITEONE LANDSCAPE SUPPLY, LLC	09/04/2025	Regular	0.00	1,668.84	341944
010785	SMART & FINAL	09/04/2025	Regular	0.00	129.24	341945
016078	SP PLUMBING & HEATING L.L.C.	09/04/2025	Regular	0.00	780.00	341946
015809	STANDARD SITE RENTALS INC.	09/04/2025	Regular	0.00	1,136.37	341947
011144	STAPLES, INC.	09/04/2025	Regular	0.00	243.14	341948
016828	STONEWORKS COUNTERTOPS LLC	09/04/2025	Regular	0.00	7,882.75	341949
016829	SUN'S ENTERPRISES, INC.	09/04/2025	Regular	0.00	283.60	341950
014622	TARANTINO, TOM	09/04/2025	Regular	0.00	416.33	341951
016389	TINY MOBILE ROBOTS US LLC	09/04/2025	Regular	0.00	4,538.14	341952
012070	TRAFFIC TECHNOLOGIES	09/04/2025	Regular	0.00	2,147.80	341953
011389	TYLER TECHNOLOGIES, INC	09/04/2025	Regular	0.00	5,396.54	341954
010903	USA BLUE BOOK	09/04/2025	Regular	0.00	1,972.48	341955
015439	VALU GROUP ENTERPRISES, INC.	09/04/2025	Regular	0.00	240.00	341956
016638	VARIABLE SPEED SOLUTIONS	09/04/2025	Regular	0.00	1,355.00	341957
015186	VENTURA COUNTY AUTO SUPPLY, INC.	09/04/2025	Regular	0.00	636.11	341958
011922	VENTURA COUNTY TRANSPORTATION COMMIS	09/04/2025	Regular	0.00	243.00	341959
010952	VENTURA TROPHY COMPANY	09/04/2025	Regular	0.00	700.38	341960
011963	WHARF, THE	09/04/2025	Regular	0.00	1,039.98	341961
013550	WHITE CAP, L.P.	09/04/2025	Regular	0.00	413.92	341962
016836	WINTERS, WALTER J.	09/04/2025	Regular	0.00	4,982.00	341963
013843	YOUNG, DUNCAN JAMES	09/04/2025	Regular	0.00	2,522.00	341964
016834	ZAVALA, DANIELA	09/04/2025	Regular	0.00	270.00	341965
016465	ZUMA CONSTRUCTION GROUP, INC.	09/04/2025	Regular	0.00	74,655.75	341966
011464	BUSINESS CARD	09/09/2025	Regular	0.00	2,375.74	341967
011464	BUSINESS CARD	09/09/2025	Regular	0.00	1,333.40	341968
011464	BUSINESS CARD	09/09/2025	Regular	0.00	2,381.43	341969
015976	DR MARIA CHURCH INTERNATIONAL LLC	09/09/2025	Regular	0.00	7,000.00	341970
016267	GARCIA, JOHN	09/15/2025	Regular	0.00	18,480.00	341977
011464	BUSINESS CARD	09/16/2025	Regular	0.00	1,613.78	341978
011464	BUSINESS CARD	09/16/2025	Regular	0.00	1,571.64	341979
015244	ACCURATE FIRST AID SERVICES	09/18/2025	Regular	0.00	588.08	341992
015448	ALL CITY MANAGEMENT SERVICES, INC.	09/18/2025	Regular	0.00	14,986.80	341993
015896	ALONSO TOOLS, LLC	09/18/2025	Regular	0.00	76.42	341994
015498	AMAZON CAPITAL SERVICES	09/18/2025	Regular	0.00	3,049.11	341995
016841	ARROYO, MARTIN	09/18/2025	Regular	0.00	428.00	341996
011354	AT&T MOBILITY	09/18/2025	Regular	0.00	2,348.97	341997
016812	AT&T MOBILITY, LLC	09/18/2025	Regular	0.00	40.50	341998
016808	AZUL FOUNDATION	09/18/2025	Regular	0.00	2,121.00	341999
016546	BARK AND BRANCH LANDSCAPING	09/18/2025	Regular	0.00	3,000.00	342000
011102	BOOT BARN INC.	09/18/2025	Regular	0.00	499.56	342001
012620	BSN SPORTS, LLC	09/18/2025	Regular	0.00	3,234.98	342002

Check Report

Date Range: 09/01/2025 - 09/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
015398	BUNNIN CHEVROLET OF SANTA PAULA	09/18/2025	Regular	0.00	916.14	342003
011151	C.O.R. PLUMBING SUPPLIES	09/18/2025	Regular	0.00	10,448.45	342004
011295	CALIFORNIA CITY MANAGEMENT FOUNDATION	09/18/2025	Regular	0.00	400.00	342005
016682	CALPORTLAND COMPANY	09/18/2025	Regular	0.00	1,747.74	342006
012679	CAL-STATE AUTO PARTS	09/18/2025	Regular	0.00	658.77	342007
011089	CAROLLO ENGINEERS	09/18/2025	Regular	0.00	3,278.75	342008
016444	CENDEJAS, ERIC	09/18/2025	Regular	0.00	385.00	342009
015999	CHARTER COMMUNICATIONS HOLDING, LLC	09/18/2025	Regular	0.00	2,113.87	342010
016527	CONSOLIDATED ELECTRICAL DISTRIBUTORS, IN	09/18/2025	Regular	0.00	6.22	342011
010418	CORELOGIC SOLUTIONS, LLC	09/18/2025	Regular	0.00	140.00	342012
011149	COSTCO WHOLESALE	09/18/2025	Regular	0.00	784.20	342013
010932	COUNTY OF VENTURA IT SERVICES	09/18/2025	Regular	0.00	2,618.50	342014
011161	CRAGOE PEST SERVICES INC	09/18/2025	Regular	0.00	2,260.00	342015
	Void	09/18/2025	Regular	0.00	0.00	342016
014331	CULLIGAN WATER	09/18/2025	Regular	0.00	50.00	342017
016782	D+S AUTOWORKS (ONE WAY AUTO EXPERTS LI	09/18/2025	Regular	0.00	3,157.87	342018
016363	DAVID HAUPTMAN CO., INC.	09/18/2025	Regular	0.00	9,496.77	342019
012948	DIAL SECURITY 2021	09/18/2025	Regular	0.00	88.80	342020
013724	DIRECT TV	09/18/2025	Regular	0.00	115.24	342021
011582	ECS IMAGING INC	09/18/2025	Regular	0.00	7,567.00	342022
016156	EFUEL LLC	09/18/2025	Regular	0.00	7,868.89	342023
010440	FGL ENVIRONMENTAL, INC	09/18/2025	Regular	0.00	1,930.00	342024
010429	FOXCROFT EQUIPMENT & SERVICE	09/18/2025	Regular	0.00	2,720.06	342025
010432	FRANK'S PAINT & HARDWARE	09/18/2025	Regular	0.00	687.16	342026
014061	FRONTIER COMMUNICATIONS	09/18/2025	Regular	0.00	3,271.33	342027
010441	FRUIT GROWERS SUPPLY CO	09/18/2025	Regular	0.00	265.22	342028
016840	GARCIA, MARIA	09/18/2025	Regular	0.00	428.00	342029
016807	GARCIA, RICHARD J	09/18/2025	Regular	0.00	2,295.00	342030
010451	GARDEN MARKET	09/18/2025	Regular	0.00	449.55	342031
010797	GAS COMPANY, THE	09/18/2025	Regular	0.00	400.58	342032
016449	GAYTAN, CARLOS	09/18/2025	Regular	0.00	859.66	342033
015222	GOODSUITE	09/18/2025	Regular	0.00	1,927.08	342034
010481	GRAINGER	09/18/2025	Regular	0.00	413.95	342035
012800	GRANITE CONSTRUCTION COMPANY	09/18/2025	Regular	0.00	5,692.87	342036
014369	GSI WATER SOLUTIONS, INC.	09/18/2025	Regular	0.00	40,437.98	342037
014686	HASA, INC.	09/18/2025	Regular	0.00	5,450.91	342038
010537	HOUSE SANITARY SUPPLY	09/18/2025	Regular	0.00	2,510.26	342039
014988	INFRASCALE INC.	09/18/2025	Regular	0.00	1,619.58	342040
010582	INTERNATIONAL CODE COUNCIL, INC.	09/18/2025	Regular	0.00	3,704.71	342041
015457	JONES, MARLENE A.	09/18/2025	Regular	0.00	150.00	342042
012750	JORDANO'S INC. AND SUBSIDIARIES	09/18/2025	Regular	0.00	6,047.40	342043
010629	KIMBALL MIDWEST	09/18/2025	Regular	0.00	244.72	342044
016766	KT INDUSTRIES, INC.	09/18/2025	Regular	0.00	9,800.00	342045
011796	LANDS' END BUSINESS OUTFITTERS	09/18/2025	Regular	0.00	48.60	342046
014388	LANE, NICK	09/18/2025	Regular	0.00	105.00	342047
013454	LEIBOLD MCCLENDON & MANN	09/18/2025	Regular	0.00	1,144.00	342048
010061	LOWE'S	09/18/2025	Regular	0.00	1,434.10	342049
015442	MARIPOSA LANDSCAPES, INC.	09/18/2025	Regular	0.00	6,210.58	342050
014436	MINER'S ACE HARDWARE	09/18/2025	Regular	0.00	1,742.71	342051
	Void	09/18/2025	Regular	0.00	0.00	342052
011981	NBS	09/18/2025	Regular	0.00	937.50	342053
010218	NEW IMAGE AUTO BODY	09/18/2025	Regular	0.00	472.50	342054
015860	NEW YORK LIFE INSURANCE AND ANNUITY COI	09/18/2025	Regular	0.00	2,304.65	342055
015450	NORTHERN DIGITAL, INC.	09/18/2025	Regular	0.00	14,395.00	342056
015436	NUTRIEN AG SOLUTIONS, INC.	09/18/2025	Regular	0.00	3,670.10	342057
012691	O'REILLY AUTOMOTIVE STORES, INC.	09/18/2025	Regular	0.00	1,121.08	342058
015335	PAVEMENT COATING CO.	09/18/2025	Regular	0.00	111.84	342059
010774	PROFESSIONAL POLICE SUPPLY	09/18/2025	Regular	0.00	418.30	342060
013739	QUADIENT FINANCE USA, INC.	09/18/2025	Regular	0.00	1,039.00	342061
016838	RACHEL SHAW INC	09/18/2025	Regular	0.00	2,500.00	342062
016843	RAMOS, EILEEN	09/18/2025	Regular	0.00	266.60	342063

Check Report

Date Range: 09/01/2025 - 09/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
010326	RED WING SHOE STORE	09/18/2025	Regular	0.00	1,070.95	342064
010520	RP RENTALS	09/18/2025	Regular	0.00	637.00	342065
016305	RUGERIO, JOSE LUIS PEREZ	09/18/2025	Regular	0.00	241.00	342066
014129	SAM HILL & SONS, INC	09/18/2025	Regular	0.00	9,279.37	342067
011263	SANTA PAULA SELF STORAGE	09/18/2025	Regular	0.00	504.00	342068
013467	SATICOY UPHOLSTERY - ZUNIGA, RUTILIO	09/18/2025	Regular	0.00	2,678.16	342069
016000	SCHMIDT, KENNETH L.	09/18/2025	Regular	0.00	23.10	342070
014880	SE&J FABRICATIONS, INC.	09/18/2025	Regular	0.00	2,902.50	342071
013909	SITEONE LANDSCAPE SUPPLY, LLC	09/18/2025	Regular	0.00	3,101.47	342072
010795	SOUTHERN CALIFORNIA EDISON	09/18/2025	Regular	0.00	172,054.77	342073
015809	STANDARD SITE RENTALS INC.	09/18/2025	Regular	0.00	455.18	342074
011144	STAPLES, INC.	09/18/2025	Regular	0.00	202.21	342075
016560	STAR SPORTS THEATRE ARTS AND RECREATION	09/18/2025	Regular	0.00	76,358.00	342076
012070	TRAFFIC TECHNOLOGIES	09/18/2025	Regular	0.00	518.88	342077
016839	TRI-COUNTY LAUNDRY INC	09/18/2025	Regular	0.00	110.70	342078
014853	TRI-COUNTY RHINO	09/18/2025	Regular	0.00	3,998.60	342079
011891	ULINE SHIPPING SUPPLIES	09/18/2025	Regular	0.00	232.43	342080
010903	USA BLUE BOOK	09/18/2025	Regular	0.00	949.66	342081
015439	VALU GROUP ENTERPRISES, INC.	09/18/2025	Regular	0.00	1,313.50	342082
010929	VENTURA, COUNTY OF	09/18/2025	Regular	0.00	71,370.00	342083
010975	VENTURA REGIONAL SANITATION DISTRICT	09/18/2025	Regular	0.00	280,427.89	342084
014375	VENTURA SIGNS & SCREEN PRINTING	09/18/2025	Regular	0.00	237.07	342085
010952	VENTURA TROPHY COMPANY	09/18/2025	Regular	0.00	280.15	342086
011539	VERIZON WIRELESS	09/18/2025	Regular	0.00	3,191.24	342087
013539	WAGE WORKS, INC.	09/18/2025	Regular	0.00	113.10	342088
013550	WHITE CAP, L.P.	09/18/2025	Regular	0.00	1,769.51	342089
014968	WILLDAN FINANCIAL SERVICES	09/18/2025	Regular	0.00	3,760.00	342090
011464	BUSINESS CARD	09/24/2025	Regular	0.00	2,249.62	342091
011464	BUSINESS CARD	09/24/2025	Regular	0.00	181.25	342092
011464	BUSINESS CARD	09/24/2025	Regular	0.00	3,710.33	342093
015633	M6 CONSULTING, INC.	09/24/2025	Regular	0.00	99,920.63	342094
011464	BUSINESS CARD	09/26/2025	Regular	0.00	6,067.86	342101
011464	BUSINESS CARD	09/26/2025	Regular	0.00	929.15	342102
011464	BUSINESS CARD	09/26/2025	Regular	0.00	264.72	342103
011464	BUSINESS CARD	09/26/2025	Regular	0.00	934.29	342104
015506	PAYMENTUS GROUP, INC.	09/18/2025	Bank Draft	0.00	12,987.60	992518

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	589	207	0.00	1,399,301.49
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-28,927.80
Bank Drafts	1	1	0.00	12,987.60
EFT's	0	0	0.00	0.00
	590	212	0.00	1,383,361.29

Check Report

Date Range: 09/01/2025 - 09/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PY-PAYROLL						
011103	COLONIAL LIFE & ACCIDENT	09/10/2025	Regular	0.00	2,792.69	341971
016111	FIDELITY SECURITY LIFE INSURANCE COMPANY	09/10/2025	Regular	0.00	784.30	341972
010371	METLIFE SBC	09/10/2025	Regular	0.00	360.99	341973
010331	RELIANCE STANDARD LIFE INSURANCE	09/10/2025	Regular	0.00	612.33	341974
014422	RELIANCE STANDARD LIFE INSURANCE	09/10/2025	Regular	0.00	5,013.76	341975
010331	RELIANCE STANDARD LIFE INSURANCE	09/10/2025	Regular	0.00	5,692.90	341976
011688	CALIFORNIA STATE DISBURSEMENT UNIT	09/17/2025	Regular	0.00	982.60	341980
011228	CALIFORNIA, STATE OF	09/17/2025	Regular	0.00	113.63	341981
010553	ICMA RETIREMENT TRUST-457	09/17/2025	Regular	0.00	14,654.69	341982
010554	ICMA RETIREMENT TRUST-457 (PT)	09/17/2025	Regular	0.00	997.78	341983
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	09/17/2025	Regular	0.00	1,020.00	341984
010291	SEIU LOCAL 721	09/17/2025	Regular	0.00	736.85	341985
010898	UNITED WAY OF VENTURA COUNTY	09/17/2025	Regular	0.00	11.00	341986
011688	CALIFORNIA STATE DISBURSEMENT UNIT	09/26/2025	Regular	0.00	1,235.06	342095
010553	ICMA RETIREMENT TRUST-457	09/26/2025	Regular	0.00	14,707.51	342096
010554	ICMA RETIREMENT TRUST-457 (PT)	09/26/2025	Regular	0.00	1,174.76	342097
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	09/26/2025	Regular	0.00	1,020.00	342098
010291	SEIU LOCAL 721	09/26/2025	Regular	0.00	726.85	342099
010898	UNITED WAY OF VENTURA COUNTY	09/26/2025	Regular	0.00	11.00	342100
010420	INTERNAL REVENUE SERVICE	09/03/2025	Bank Draft	0.00	58,030.94	992502
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	09/03/2025	Bank Draft	0.00	18,788.22	992503
014872	STATE OF CALIFORNIA EDD - SDI	09/03/2025	Bank Draft	0.00	1,887.46	992504
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	09/03/2025	Bank Draft	0.00	83,308.34	992505
010420	INTERNAL REVENUE SERVICE	09/17/2025	Bank Draft	0.00	55,818.77	992506
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	09/17/2025	Bank Draft	0.00	17,819.87	992507
014872	STATE OF CALIFORNIA EDD - SDI	09/17/2025	Bank Draft	0.00	1,975.95	992508
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	09/17/2025	Bank Draft	0.00	78,325.56	992509
011024	CALIFORNIA PUBLIC EMPLOYEE RETIREMENT S'	09/10/2025	Bank Draft	0.00	89,856.20	992510
013539	WAGE WORKS, INC.	09/24/2025	Bank Draft	0.00	153.62	992511
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	09/24/2025	Bank Draft	0.00	700.00	992512

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	129	19	0.00	52,648.70
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	130	11	0.00	406,664.93
EFT's	0	0	0.00	0.00
	259	30	0.00	459,313.63

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	718	226	0.00	1,451,950.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-28,927.80
Bank Drafts	131	12	0.00	419,652.53
EFT's	0	0	0.00	0.00
	849	242	0.00	1,842,674.92

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	9/2025	1,842,674.92
			1,842,674.92

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: APPROVAL OF MINUTES

- City Council Special Meeting July 2, 2025
- City Council Regular Meeting July 2, 2025
- City Council Special Meeting July 9, 2025
- City Council Special Meeting August 6, 2025
- City Council Regular Meeting August 6, 2025
- City Council Special Meeting August 19, 2025

Date: October 15, 2025

Agenda Item: 10.B

RECOMMENDATION:

Staff recommends Council approve minutes.

BACKGROUND:

An account of all proceedings of the Legislative Body in open meetings shall be kept by the Clerk/Secretary. The Clerk/Secretary shall prepare an abbreviated record of the meeting proceedings for approval by the Legislative Body which when adopted by the Legislative Body shall be the official Minutes of the meeting. Amendment of the minutes may be made only as to factual accuracy and not as to a change of intent. The Minutes of the meeting need not be verbatim. Only the best and most complete available recording of the meeting shall constitute the official record of the Legislative Body, but the Minutes shall constitute the official record of the Legislative Body meeting where a verbatim record of the meeting is not available. Unless requested by a majority of the quorum, the minutes may be approved without reading.

ANALYSIS:

None.

STRATEGIC PLAN:

This item is not a goal or objective in the City Council's two-year Strategic Plan, however, the Minutes shall constitute the official record of the Legislative Body.

FISCAL IMPACTS:

There are no fiscal impacts for this item.

OPTIONS:

None.

ATTACHMENTS:

[2025.07.02 City Council Special Minutes.pdf](#)
[2025.07.02 City Council Regular Minutes.pdf](#)
[2025.07.09 City Council Special Minutes.pdf](#)
[2025.08.06 City Council Special Minutes.pdf](#)
[2025.08.06 City Council Regular Minutes.pdf](#)
[2025.08.19 City Council Special Minutes.pdf](#)



**CITY OF SANTA PAULA
City Council Special Meeting
July 2, 2025, 4:00 PM
MINUTES**

1) CALL TO ORDER

Mayor Chavez called the meeting to order at 4:02pm.

2) ROLL CALL

Members Present: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Gabriela Ornelas, and Leslie Cornejo

Councilmember Ornelas arrived at 4:04pm.

3) PUBLIC COMMENT

None.

4) CONSENT CALENDAR

4.A) FIRST AMENDMENT TO THE THREE-YEAR ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH PHOENIX CIVIL ENGINEERING, INC.

Motion: Approve Authorizing the City Manager to execute a Second Amendment to the Three-Year On-Call Professional Services Agreement with Phoenix Civil Engineering, Inc. to increase the not-to-exceed compensation to \$270,000 for FY 24/25, and \$400,000 for FY 25/26 and FY 26/27.

Moved by Jenny Crosswhite, seconded by Leslie Cornejo

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Gabriela Ornelas, Leslie Cornejo

5) ORDER OF BUSINESS

5.A) STUDY SESSION ON USER AND COST ALLOCATION FEES

Council provided staff with feedback.

6) CLOSED SESSION

6.A) CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE §54957.6 - City Representatives: Chief Labor Negotiator Irma Rodriguez Moisa, City Manager Dan Singer, Finance Director Christy Ramirez, and Human Resources Administrator Lorena Alvarez; Employee Organizations: Community Services Officer Association; Mid-Management Association; Professional & Supervisory Association; Service Employee International Union, Local 721 (SEIU); Santa Paula Police Officers Association (SPPOA); and Unrepresented Employees: Executive Management; Confidential employees; Part-time employees.

6.B) PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager

Council recessed to closed session.

7) CLOSED SESSION REPORT

City Attorney Monica Castillo reported there was no reportable action taken.

8) ADJOURNMENT

Mayor Chavez adjourned the meeting at 5:00 pm.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Regular Meeting
July 2, 2025, 6:30 PM
MINUTES**

1) CALL TO ORDER

Mayor Chavez called the meeting to order at 6:30pm.

2) INVOCATION

Deacon Al Guilin provided the Invocation.

3) FLAG SALUTE

Councilmember Cornejo led the flag salute.

4) ROLL CALL

Members Present: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, and Gabriela Ornelas

5) CLOSED SESSION REPORT FROM SPECIAL MEETING 6/30/2025 AND SPECIAL MEETING 7/2/2025

City Attorney Monica Castillo announced no reportable action was taken on the following:

CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE 54957.6 - City Representatives: Chief Labor Negotiator Irma Rodriguez Moisa, City Manager Dan Singer, Finance Director Christy Ramirez, and Human Resources Administrator Lorena Alvarez; Employee Organizations: Community Services Officer Association; Mid-Management Association; Professional & Supervisory Association; Service Employee International Union; Local 721 (SEIU); Santa Paula Police Officers Association (SPPOA); and Unrepresented Employees: Executive Management; Confidential employees; Part-time employees.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Coode 54957(b)(1), Title: City Manager.

6) PUBLIC COMMENT

None.

7) PRESENTATIONS

7.A) REY FRUTOS PROCLAMATION

Mayor Chavez alongside Council presented Rey Frutos with a proclamation for positive impact in the community.

7.B) VENTURA COUNTY FAIR POSTER PRESENTATION

Members of the Ventura County Junior Fair Board presented this year's Ventura County Fair poster.

7.C) FARM BUREAU OF VENTURA COUNTY PRESENTATION

Maurine from the Ventura County Farm Bureau gave a presentation on the overview and profile of the agriculture in Ventura County.

7.D) PARKS AND RECREATION MONTH PROCLAMATION

Mayor Chavez alongside Council presented the Parks and Recreation Commission Chair Vanessa Olmos and the Parks and Recreation department staff with a proclamation for Parks and Recreation month.

7.E) POLICE DEPARTMENT REPORT

Chief Don Aguilar presented his Police Department report.

8) CITY COUNCIL REPORTS

Vice Mayor Juarez:

Attended the Senior Advisory Committee meeting; State of the City Event; Rose Garden dedication for Gary Nasal; the Centennial Time Capsule; the Birthday and Anniversary Celebration for City Staff; the Santa Paula Pride event; and the Annual Santa Paula Historical Society.

Councilmember Crosswhite:

Announced the Ventura County Transportation Commission should be reaching out for the city to schedule a presentation on the short-range transit plan this summer; and that the SESPE Railroad bridge should be finalized. Attended the California Association of Local Governments meetings and retreat; the Santa Paula Beautiful event; and the ribbon cutting ceremony for Santa Paula Cellars.

Councilmember Ornelas:

Attended similar events to Vice Mayor Juarez.

Councilmember Cornejo:

Attended the Ventura Regional Sanitation District meeting.

9) CITY MANAGER REPORTS

City Manager Singer:

Reported: Closed on 4th of July, no council meetings until August 6th, attended similar events as Juarez, Ornelas and Cornejo.

10) CONSENT CALENDAR

10.A) CANYON BOOSTER PUMP UPGRADE PROJECT

10.B) CITY SUBLEASE AGREEMENT WITH THE SANTA PAULA CHAMBER OF COMMERCE AT 866 E. MAIN STREET

Motion: Approve the sublease agreement with the Santa Paula Chamber of Commerce for 209 square feet of office space at 866 East Main Street for customer service and general office use; and
Authorize the City Manager to execute the sublease agreement in a form approved by the City Attorney.

Moved by Jenny Crosswhite, seconded by Gabriela Ornelas

Vote: Motion carried 4-0

Yes: Pedro A Chavez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

Vice Mayor Juarez recused from this item.

10.C) AUTHORIZATION TO SUBMIT A LAND AND WATER CONSERVATION FUND GRANT APPLICATION TO THE CALIFORNIA DEPARTMENT OF PARKS AND RECREATION OFFICE OF GRANTS AND LOCAL SERVICES

10.D) ADOPTION OF ORDINANCE NO. 1346 AMENDING CHAPTERS 16.13, 16.15, 16.23, 16.25, 16.29, 16.31, 16.33, 16.34, 16.35 AND 16.40 OF THE SANTA PAULA MUNICIPAL CODE IN ORDER TO CORRECT INCONSISTENCIES, OUTDATED LANGUAGE AND FORMATTING AND FINDING THE ACTION TO BE STATUTORILY EXEMPT FROM CEQA UNDER SECTION 15061(b)(3) AND 15168(c) (2) OF THE PUBLIC RESOURCES CODE.

Motion: Approve CONSENT CALENDAR items 10 A, 10 C and 10 D.

Moved by Jenny Crosswhite, seconded by Carlos Juarez

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

Mayor Pedro A Chavez Pulled Item 10B for seperate discussion and vote

11) ACTION ITEMS

11.A) SANTA PAULA MASTER PLAN FOR AGING

Motion: Approve Resolution No. 7576 Santa Paula Master Plan for Aging.

Moved by Leslie Cornejo, seconded by Carlos Juarez

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

11.B) RESOLUTION NO. 7572 OF THE CITY OF SANTA PAULA AUTHORIZING A LOAN FROM THE CITY AFFORDABLE HOUSING TRUST FUND TO PEOPLE'S SELF HELP HOUSING

Motion: Approve Resolution No. 7572 authorizing a City Affordable Housing Fund loan to People Self Help Housing (PSSH) ("Nonprofit Organization") for the People's Place project at 714–716 West Harvard Boulevard in the amount of \$600,000 in the form of a loan at 4% interest for a 30-year term, contingent upon the following:

County amends its documents to reflect changes in Residual Receipts. HCD includes the City Loan in the list of approved loan in the documents it has drafted.

The Investor prepares an amendment to the Partnership Agreement to reflect the additional funding source

Chase Bank prepares a Subordination Agreement with the City

The City prepares a Promissory Note, Deed of Trust, and Regulatory Agreement

2. Adopt a budget allocation of \$600,000 in GL account 219-5-9093-502. Staff will do year end entries to book as Loans Payable.

Moved by Carlos Juarez, seconded by Jenny Crosswhite

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

11.C) RESOLUTION NO. 7573 AUTHORIZING CONDITIONAL, SEQUENTIAL ACCEPTANCE OF EAST AREA ONE THREE-MILLION GALLON TANK IMPROVEMENTS (HARVEST AT LIMONEIRA)

Motion: Approve Resolution No. 7573 Authorizing Conditional Sequential Acceptance of East Area One Three-Million Gallon Tank Improvements.

Authorize the City Manager to enter into a license agreement with LLCB and Lennar to access the tank site after it is owned by the City, in a form approved by the City Attorney.

Authorize the City Manager to sign and record storm drain easements on the tank site to the City from Lennar and LLCB after the site is owned by the City, in a form approved by the City Attorney.

Moved by Jenny Crosswhite, seconded by Leslie Cornejo

Vote: Motion carried 4-0

Yes: Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

11.D) CITY OF SANTA PAULA 2025-2027 POLICY & LEGISLATIVE AGENDA

Motion: Approve Resolution No. 7575, approving the 2025–2027 Policy & Legislative Agenda and updating the 2023 Legislative Platform.

Moved by Jenny Crosswhite, seconded by Pedro A Chavez

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

11.E) APPROVAL OF THE SANTA PAULA CITY COUNCIL 2-YEAR STRATEGIC PLAN FOR 2025-2027

Motion: Approve Resolution No. 7571, establishing the City of Santa Paula Council 2-Year Strategic Plan for 2025-2027.

Moved by Carlos Juarez, seconded by Jenny Crosswhite

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

11.F) CONSIDERATION OF A TENDER OFFER OF LIMCO STOCK

Council provide staff with direction on the offer. No action was taken.

12) **ITEMS FOR FUTURE AGENDAS**

12.A) FUTURE AGENDA ITEMS

13) **ADJOURNMENT**

Mayor Chavez adjourned the meeting at 9:50 p.m.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Special Meeting
July 9, 2025, 4:30 PM
MINUTES**

1) CALL TO ORDER

Mayor Chavez called the meeting to order at 4:30 p.m.

2) ROLL CALL

Members Present: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Gabriela Ornelas, and Leslie Cornejo

3) PUBLIC COMMENT

None.

4) CONSENT CALENDAR

4.A) HILLSBOROUGH OPEN SPACE MAINTENANCE DISTRICT ASSESSMENT

4.B) SANTA PAULA GEOLOGIC HAZARD ABATEMENT DISTRICT FISCAL YEAR 2025/26 ANNUAL BUDGET AND ASSESSMENT LEVY

Motion: Approve CONSENT CALENDAR
Moved by Pedro A Chavez

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Gabriela Ornelas, Leslie Cornejo

5) CLOSED SESSION

5.A) PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager

Council recessed to closed session.

6) CLOSED SESSION REPORT

City Attorney Monica Castillo reported there was no reportable action taken.

7) **ADJOURNMENT**

Mayor Chavez adjourned the meeting.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Special Meeting
August 6, 2025, 4:30 PM
MINUTES**

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Chavez called the meeting to order at 4:36 p.m.

2) FLAG SALUTE

Mayor Chavez led the flag salute.

3) ROLL CALL

Members Present: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Gabriela Ornelas, and Leslie Cornejo

4) PUBLIC COMMENT

None.

5) ORDER OF BUSINESS

5.A) STUDY SESSION: HARVEST COMMUNITY FACILITIES DISTRICT (CFD) TERM SHEET

City Attorney Monica Castillo explained Mayor Chavez is not required to recuse himself from this item.

Presentations were provided on Harvest Community Facilities District (CFD) Term Sheet.

6) CLOSED SESSION

6.A) CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE §54957.6 - City Representatives: City Manager Dan Singer, Finance Director Christy Ramirez, and Human Resources Administrator Lorena Alvarez; Employee Organizations: Community Services Officer Association and Unrepresented Employees: Executive Management

- 6.B) PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager
- 6.C) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) and (e)(1): 1 potential case

Council recessed to closed session.

7) CLOSED SESSION REPORT

City Attorney Monica Castillo reported there was no reportable action taken.

8) ADJOURNMENT

Mayor Chavez adjourned the meeting at 6:30 p.m.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Regular Meeting
August 6, 2025, 6:30 PM
MINUTES**

REGULAR MATTERS - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Chavez called the meeting to order at 6:41 P.M.

2) INVOCATION

Chaplain Kay Wilson Bolton provided the invocation

3) FLAG SALUTE

Vice Mayor Juarez led the flag salute

4) ROLL CALL

Members Present: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, and Gabriela Ornelas

5) CLOSED SESSION REPORT

City Attorney Monica Casstillo reported : The City Council recessed into closed session to discuss items 6A through 6C on the special meeting agenda. These included: (A) Conference with Labor Negotiators (Gov. Code §54957.6) City Representatives: City Manager Dan Singer, Finance Director Christie Ramirez, and Human Resources Administrator Lorena Alvarez, Labor groups discussed: Community Services Officer Association and unrepresented executive management employees, (B) Public Employee Evaluation (Gov. Code §54957(b)(1)) Position: City Manager, (C) Conference with Legal Counsel – Anticipated Litigation (Gov. Code §54956.9(d)(2)) One potential case The Council did not complete discussions on all items. They proceeded with the anticipated litigation item, and that discussion will continue later this evening. No reportable action taken

6) PUBLIC COMMENT

James Lantiegne was called to speak on 2nd annual film festival.

Fabiola Gomez was called to speak on the raids happening by ICE.

Audrey Vincent was called to speak in support of our field workers.

Trina Nagala was called to speak on the raids happening by ICE.

Gabino Aguirre read by Constance on the raids happening by ICE.

Joy Cummings was called to speak place something to protect from ICE.

Mary Ann Krause was called to speak on the raids happening by ICE.

Sharon Kufeld was called to speak on the raids happening by ICE.

Gabe Teran was called to speak on the raids happening by ICE. Also share nitrous oxide for airsoft, long term effects for recreational purposes. Oxnard banned the sale of these nitrous oxide canisters and would like the City of Santa Paula to do the same.

Ginger Gherardi was called to speak on the Ag Museum and disagrees with any closing of hours.

John Procter was called to speak on the raids happening by ICE.

Zuleth Lucao was called to speak on the raids happening by ICE.

Constance Leshisn was called to speak on the raids happening by ICE.

7) PRESENTATIONS

7.A) MAYOR'S RECOGNITION AWARDS

Mayor provided recognition awards to flight 126 and their staff.

Recognition to Brittany Najera for Mothers against Drunk Driving.

Recognition to Deacon Al Guilin for outstanding contributions within the Latino business community

Recognition Sandra Montoya for deep appreciation of unwavering dedication, compassion, and 14 years of service as a Promotora de Salud. and to Maria Hernandez for deep appreciation of unwavering dedication, compassion, and 3 years of service as a Promotora de Salud.

7.B) 805 DOCUFUND PRESENTATION

This item was pulled.

7.C) 2025 LABOR DAY PARADE POSTER

Chris Ines presented the 2025 Labor Day Parade Poster

7.D) SENIOR ADVISORY COMMITTEE ANNUAL PRESENTATION

Ray Wellman presented a Presentation on the Senior Advisory Committee.

7.E) SANTA PAULA ARTE & CULTURA COLLECTIVE PRESENTATION

Jennifer Carrillo provided a presentation on the Santa Paula Arte & Cultura Collective.

8) **CITY COUNCIL REPORTS**

This item was skipped.

9) **CITY MANAGER REPORTS**

This item was skipped.

10) **CONSENT CALENDAR**

Motion: Approve Consent Calendar Items 10.A, 10.C, 10.D, 10.E, 10.F, 10.G, 10.H, 10.I, 10.J, 10.M, 10.N, 10.O, 10.P, 10.Q with Vice Mayor Juarez recusing on Item 10.H; and approve as amended: Item 10.B redline version of Resolution 7569 changing title of Chief Technology Officer, Item 10.K adding additional language under staff recommendations to authorize funding for year 1 (\$40,000) and Year 2 (\$20,000) - funded through the approved two-year budget for Fiscal Years 2025-2026 and 2026-2027, under General Ledger No. 800-5-3001-207 (Professional/Contract Services - Computer/Software) and the remaining \$20,000 in year 2 will be funded through an additional budget appropriation from General Ledger No. 800-5-3001-215 (General Plan Maintenance Fund), and Item 10.L adding additional language under staff recommendations to add approve budget transfer from ARPA funds (General Ledger No. 412-5-3002-209) to ARPA Software (General Ledger No. 412-5-3002-207) in the amount of \$25,830 for the two-year contract
Moved by Jenny Crosswhite, seconded by Leslie Cornejo

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

10.A) **APPROVAL OF EMPLOYMENT BENEFITS FOR UNREPRESENTED: CONFIDENTIAL EMPLOYEES AND ADOPTION OF RESOLUTION NO. 7570 FOR THE TERM OF JULY 1, 2025 THROUGH JUNE 30, 2027**

10.B) **APPROVAL OF EMPLOYMENT BENEFITS FOR UNREPRESENTED: EXECUTIVE MANAGEMENT AND ADOPTION OF RESOLUTION NO.7569 FOR THE TERM OF JULY 1, 2025 THROUGH JUNE 30, 2027**

10.C) **2025-2027 MEMORANDUM OF UNDERSTANDING WITH THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 721**

- 10.D) 2025-2027 MEMORANDUM OF UNDERSTANDING WITH THE SANTA PAULA POLICE OFFICERS ASSOCIATION
- 10.E) 2025-2027 MEMORANDUM OF UNDERSTANDING WITH THE MID MANAGEMENT ASSOCIATION
- 10.F) AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH SOLID WASTE SOLUTIONS, INC.
- 10.G) PURCHASE OF FORD F150 LIGHTNING EV TO COMPLY WITH CARB ADVANCED CLEAN FLEETS REGULATIONS
- 10.H) LICENSE AGREEMENTS WITH POTENTIAL UNION OIL BUILDING USERS

Vice Mayor Juarez recused himself from this item.

Brian Schumacher was called to speak supporting the License Agreements.

- 10.I) NOTICE OF COMPLETION FOR THE POLICE STATION REMODEL PHASE I
- 10.J) CITY LEASE AGREEMENT WITH THE INDEPENDENT ORDER OF ODD FELLOWS AT 866 E. MAIN STREET FOR CITY OFFICES AND SUBLEASE TO ATHENS SERVICES
- 10.K) SERVICE AGREEMENT FOR PERMIT MANAGEMENT SOFTWARE

Council approved with additional wording to staff recommendations: adding additional language under staff recommendations to authorize funding for year 1 (\$40,000) and Year 2 (\$20,000) - funded through the approved two-year budget for Fiscal Years 2025-2026 and 2026-2027, under General Ledger No. 800-5-3001-207 (Professional/Contract Services - Computer/Software) and the remaining \$20,000 in year 2 will be funded through an additional budget appropriation from General Ledger No. 800-5-3001-215 (General Plan Maintenance Fund)

- 10.L) PLACER AI DATA ANALYTICS SOFTWARE ORDER FORM AMENDMENT 2025 - 2027

Council approved with additional wording to staff recommendations: Also approve a budget transfer from ARPA funds (General Ledger No. 412-5-3002-209) to ARPA Software (General Ledger No. 412-5-3002-207) in the amount of \$25,830 for the two-year contract.

- 10.M) APPROVAL OF MINUTES

City Council Special Meeting May 7, 2025
City Council Regular Meeting May 7, 2025
City Council Special Meeting May 14, 2025
City Council Special Meeting May 21, 2025
City Council Regular Meeting May 21, 2025
City Council Special Meeting June 4, 2025
City Council Regular Meeting June 4, 2025
City Council Special Meeting June 9, 2025
City Council Special Meeting June 12, 2025

10.N) JUNE 2025 WARRANTS AND CERTIFICATIONS

10.O) ACCEPTANCE OF GATE DETECTOR MAINTENANCE EASEMENT FROM LENNAR - HARVEST AT LIMONEIRA

10.P) INVESTMENT POLICY UPDATE

10.Q) DESIGNATED LOCAL AUTHORITY DISSOLUTION AND RELEASE OF FUNDS

11) ACTION ITEMS

11.A) SANTA PAULA UNIFIED SCHOOL DISTRICT JOINT USE AGREEMENT

Motion: Approve as amended 1. Authorize the City Manager to execute a Joint Use Agreement with the Santa Paula Unified School District.
Moved by Jenny Crosswhite, seconded by Carlos Juarez

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

11.B) CONSIDERATION OF FIRST AMENDMENT TO THE JOINT AGREEMENT FOR OPERATIONAL FUNDING OF THE SPIRIT OF SANTA PAULA HARVARD SHELTER

Motion: Approve the First Amendment to the Joint Agreement between the County of Ventura, the City of Santa Paula, and the City of Fillmore for operational funding of the Spirit of Santa Paula Harvard Shelter.
Approve a budget allocation of \$30,000.08 from an anticipated positive General Fund balance from fiscal year 2024/2025 (General Ledger No. 800-2284).
Moved by Carlos Juarez, seconded by Leslie Cornejo

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

11.C) FALL PAVEMENT PROGRAM

Motion: Approve Authorizing the City Manager to issue a work order for J & H Engineering, to provide street maintenance services in accordance with the three-year street maintenance agreement.
Moved by Carlos Juarez, seconded by Jenny Crosswhite

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

11.D) ATHENS SERVICES REQUEST FOR EXTRAORDINARY ADJUSTMENT TO MAXIMUM SERVICE RATES FOR RESIDENTIAL AND COMMERCIAL WASTE COLLECTION SERVICES

This item was presented by Bruce Belluschi, Management Analyst Public Works.

Rondi Guthrie with Athens provided a presentation on Athens request for rate review.

Council discussed creating an Ad Hoc Committee, who then could research options.

Motion: Approve Ad Hoc Committee with Mayor Chavez and Councilmember Crosswhite.

Moved by Leslie Cornejo, seconded by Carlos Juarez

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

11.E) RESPONSE TO GRAND JURY REPORT ENTITLED PRIORITIZING BEST PRACTICE STREET MAINTENANCE

Motion: Approve the form response letter to the Ventura County Grand Jury and authorize the Mayor to sign the letter.

Moved by Jenny Crosswhite, seconded by Leslie Cornejo

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

11.F) FOURTH AMENDMENT TO CITY MANAGEMENT EMPLOYMENT AGREEMENT

Motion: Approve The Fourth Amendment to the City Manager Employment Agreement.

Moved by Carlos Juarez, seconded by Jenny Crosswhite

Vote: Motion carried 5-0

Yes: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas

12) ITEMS FOR FUTURE AGENDAS

12.A) FUTURE AGENDA ITEMS

13) ADJOURNMENT

Council recessed back to closed session. Mayor Chavez adjourned the meeting at 12:30 a.m.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Special Meeting
August 19, 2025, 5:00 PM
MINUTES**

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

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

2) ROLL CALL

Members Present: Pedro A Chavez, Carlos Juarez, Jenny Crosswhite, Gabriela Ornelas, and Leslie Cornejo

3) PUBLIC COMMENT

4) CLOSED SESSION

4.A) CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE §54957.6 - City Representatives: City Manager Dan Singer, Finance Director Christy Ramirez, and Human Resources Administrator Lorena Alvarez; Employee Organizations: Community Services Officer Association; Professional & Supervisory Association; and Unrepresented Employees: Executive Management

4.B) PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager

4.C) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) and (e)(1): 1 potential case

Council recessed to closed session.

5) CLOSED SESSION REPORT

City Attorney Monica Castillo reported there was no reportable action taken.

6) ADJOURNMENT

Mayor Chavez adjourned the meeting at 6:50 p.m.

ATTEST:

Julie Latshaw, City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dale Goodman, Public Works Director

Subject: MEASURE T BUDGET ALLOCATION FOR FALL 2025 PAVING PROJECT

Date: October 15, 2025

Agenda Item: 10.C

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize a budget allocation in the amount of \$1,098,683 to GL 104-5-9359-660 to fund the Fall 2025 Paving Project.

BACKGROUND:

On August 6, 2025, staff presented to the City Council the Fall 2025 paving program for approval, and addressed the status of road pavement conditions throughout the City. The Street Maintenance Program proposes the completion of street paving for those portions of Terracina, Loma Vista, La Vuelta and Mill Street not paved due to conflicts with the Mill Street Water Main Replacement Project, as well as those portions of McKeveett Heights and Teague Drive previously programmed. Additionally programmed is paving for portions of Main Street, which has experienced accelerated pavement deterioration due to the detouring of traffic from Harvard Boulevard during the extensive period of utility construction and street improvements associated with the project. Additionally, the section of Main Street between 7th and Peck was partially paved, together with sections of paving associated with the crosswalk improvements at Lucada, Cameron, Dean and 4th Street, and the current program plans to complete the continuity of paving for consistency and safety.

ANALYSIS:

On August 6, 2025, staff requested a budget transfer from Fund 104-9386 to Fund 104-9359 in the amount of \$1,098,683 to support the Fall 2025 Paving Program. However, it has since been identified that the requested budget in Fund 104-9386 no longer exists.

This issue stems from a prior budget adjustment approved by City Council on February 5, 2025, for the Notice of Completion of the Harvard Project. At that time, the budget in Fund 104-9386 was reduced to zero with the understanding that ARPA Fund 412-9386 would be used to cover the associated project costs. As a result, no available budget remains in Fund 104-9386, meaning the August 6 budget allocation request is not possible—despite approval.

While sufficient funding is available, a new budget allocation must now be established in Fund 104-9359 in the amount of \$1,098,683 to proceed with the project. This amount has already been reviewed and approved by the Measure T Committee. This adjustment is necessary due to the February action that effectively zeroed out the source fund.

Given the current fund balances and prior Council action, a formal budget allocation is required at this time.

STRATEGIC PLAN:

The Project supports the currently adopted Strategic Plan in achieving the following goals:
Infrastructure, Transportation & Mobility

Goal: Maintain and develop the City's infrastructure to be safe, sustainable, innovative and cost-efficient.

FISCAL IMPACTS:

The budget allocation requested will be funded from available Fund Balance in Measure T, which was made available as noted in the analysis section above.

Fund Source	Budget Requested
104 - General Fund-Measure T - Fund Balance	\$1,098,683

OPTIONS:

The Council has the following available alternative options to Staff's recommendations:

1. Do not authorize the recommended Measure T budget allocation to fund the Fall 2025 Paving Project, and delay critical street maintenance work that is essential for Citywide street maintenance.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dale Goodman, Public Works Director

Subject: RETROACTIVE COUNCIL APPROVAL FOR ENGINE REPLACEMENT
OF CHEVROLET COLORADO PICKUP (UNIT 283)

Date: October 15, 2025

Agenda Item: 10.D

RECOMMENDATION:

Staff recommends that the City Council:

Retroactively waive bidding requirements for and ratify the \$9,991.83 expenditure for the engine replacement and A/C repairs of Unit 283, a 2019 Chevrolet Colorado pickup, operated by the Public Works Department.

BACKGROUND:

Unit 283, a 2017 Chevrolet Colorado, is owned and operated by the SP Water Division. It was brought into Fleet Services when the driver noticed a loud noise coming from the engine while it was running. At the time, two of the division's 3 personnel were out with health issues, and the division supervisor was trying to manage the work of servicing the entire city fleet by himself.

To keep up with vehicle maintenance and repairs, he utilized external service providers, approved by the city —D&S Autoworks, Raul's Smog Shop, and Bunnin Chevrolet.

On July 11th, the truck was sent to D&S Autoworks for a safety inspection and to diagnose the engine noise (see attached invoices). D&S Autoworks informed the Maintenance Supervisor, by phone, that the engine had seized and likely required replacement. When asked for a quote to perform the repair, D&S declined, stating that the work was too extensive for their facility. No written refusal was provided.

After contacting Raul's Smog Shop, explaining the situation, and asking if they were available to diagnose and potentially replace the engine, they too declined, stating that they were too busy to take on such a large job. Again, no written refusal was provided.

Finally, staff reached out to Bunnin Chevrolet, who agreed to evaluate the engine. They arranged for the vehicle to be towed to their dealership and stated that disassembly would be necessary to properly diagnose the issue. They were authorized to proceed. Their service writer later informed staff that the engine was beyond repair and needed replacement. He provided an estimate of \$15,906.64. Fortunately, through a customer loyalty program, General Motors covered approximately 60% of the cost, reducing the City's cost to an estimated \$6,872.84.

The Water Superintendent was contacted to discuss the repair. He confirmed that he wanted

to proceed. During the engine repair, Bunnin Chevrolet technicians discovered additional issues with the A/C compressor and related components. The cost to repair the A/C system was \$2,873.55, as was authorized as well.

Although three estimates were sought, only one service provider was willing to do the work and provided an estimate.

ANALYSIS:

At this time, the work is complete. The truck is back in service. However, because the City didn't follow protocols spelled out in the City's Purchasing Ordinance, staff is retroactively asking Council to authorize the purchase of the parts and the repairs to the vehicle. The Fleet Manager has been coached on the importance of following protocol. In his defense, he was working extensive hours, and was simply trying hard to balance his workload while meeting the needs of the various city departments.

STRATEGIC PLAN:

HEALTHY, CONNECTED & THRIVING COMMUNITY

This piece of equipment is integral to the effective operations of the Water Enterprise, which is tasked with providing safe, abundant, life-sustaining culinary water to all of the citizens of Santa Paula.

FISCAL IMPACTS:

Description	GL Account	Amount
283 - Engine Replacement	620-5-5072-307	\$6,872.84
283 - A/C Repairs	620-5-5072-307	\$2,873.55
283 - Towing	620-5-5072-307	\$ 80.00
283 - Taxes	620-5-5072-307	\$ 165.44
total		\$9,991.83

OPTIONS:

As an option, Council could refuse to authorize payment of the invoice.

ATTACHMENTS:

[Bunnin Invoice for unit 283 073125.pdf](#)

[CITY OF SP Unit 283 Quote 082125.pdf](#)

[D&S Autoworks Diagnosis Invoice 071125.pdf](#)



Bunnin Chevrolet of Santa Paula
101 W. Harvard Blvd.
Santa Paula, CA 93060
805-525-2127
www.bunninchevroletofsantapaula.com

CTCS49993

CTCS49993



0201ICTCS49993

CELL: 805-727-0159

CUSTOMER NO. 1222	ADVISOR RAFAEL ROMERO	TAG NO. 4 1719	INVOICE DATE 07/31/25	INVOICE NO. CTCS49993
CITY OF SANTA PAULA PO BOX 569 SANTA PAULA, CA 93060 dhoward@spcity.org	LABOR RATE	LICENSE NO. 1527218	MILEAGE 58,609	COLOR WHITE/
	YEAR / MAKE / MODEL 17/CHEVROLET TRUCK/COLORADO/EXT CAB	DELIVERY DATE 07/24/17		STOCK NO.
	VEHICLE I.D. NO. 1 G C H S B E A 9 H 1 3 0 3 5 8 4	SELLING DEALER NO.		DELIVERY MILES
	F.T.E. NO.	P.O. NO.	R.O. DATE 07/08/25	PRODUCTION DATE
RESIDENCE PHONE 805-727-0159	BUSINESS PHONE 805-525-4478 x1	COMMENTS		
				MO: 58612

LABOR & PARTS

J# 1 00CTZ

ENGINE-HVY LINE HOURS: 12.80 TECH(S):115

WARRANTY

CUSTOMER REPORTS WHEN TURNING THE KEY JUST A CLICKING NOISE CAN BE HEARD, CUSTOMER CHECK STARTER OK, CHECK AND ADVISE. MOTOR FAILED
VERIFY CONCERN. WONT START DEAD BATTERY BLOWN FUSE BLOCK ASSEMBLY ON BATTERY . BY PASS FUSE ASSEMBLY ENGINE STUCK . TURN ENGINE BACK WARDS TO UNSTICK BUT STILL WONT START TURNS OVER HARD AND HEAR NOISE INTERNALLY CHECKED OIL HAS METAL SHAVINGS TESTED BATTERY AND STARTER THEY ARE GOOD . TRACED TO INTERNAL ENGINE DAMAGE NECESSARY TO EVAC A/C SYSTEM AND DRAIN COOLANT AND OIL TO REPLACE ENGINE ASSEMBLY REVERSE PROCEDURE PRIME ENGINE OIL SYSTEM BEFOR STARTING . CHARGE A/C TO SPECS AND ADD NEW OIL AND COOLANT ADD NEW COOLANT ,SPARK PLUGS OIL AND FILTER RECHECK ALL GOOD TEST DRIVE 12 MILES ALL GOOD ENGINE R&R PROCEDURE 5754157 PRELUBE 2745809 LABOR OP 4067490 12.8 NEW ENGINE #19352277 OLD T2171397FTCX1043 12658315

PARTS-----QTY---FP-NUMBER-----DESCRIPTION-----LIST PRICE-UNIT PRICE-

JOB # 1	1	12630780	GASKET 1.252	WARRANTY
JOB # 1	1	25201460	GASKET 1.079	WARRANTY
JOB # 1	1	12627055	GASKET 1.097	WARRANTY
JOB # 1	1	12664202	GASKET 1.154	WARRANTY
JOB # 1	2	24504031	SEAL 1.516	WARRANTY
JOB # 1	1	25206966	FILTER 1.836	WARRANTY
JOB # 1	6	19432337	OIL 8.800	WARRANTY
JOB # 1	1	12654112	GASKET 3.280	WARRANTY
JOB # 1	1	12668429	SEAL 3.280	WARRANTY
JOB # 1	2	11549201	BOLT 3.901	WARRANTY
JOB # 1	1	12627128	PIPE 3.163	WARRANTY
JOB # 1	1	12633917	INSULATOR 3.901	WARRANTY
JOB # 1	1	12600313	SEAL 3.904	WARRANTY
JOB # 1	1	12634281	SEAL 1.097	WARRANTY
JOB # 1	1	12655276	GASKET 3.270	WARRANTY
JOB # 1	1	12639700	SEAL 3.336	WARRANTY
JOB # 1	1	12627072	GASKET 3.270	WARRANTY
JOB # 1	1	12653395	SEAL 3.304	WARRANTY
JOB # 1	2	22971963	GASKET 3.690	WARRANTY
JOB # 1	1	12624939	GASKET 3.342	WARRANTY
JOB # 1	1	12346290	COOLANT 8.800	WARRANTY
JOB # 1	1	19352277	REMAN ENG 0.000	WARRANTY
JOB # 1	-1	19352277	CORE RETURN	WARRANTY

JOB # 1 TOTAL PARTS 0.00

JOB # 1 TOTAL LABOR & PARTS 0.00

J# 2 94CTZ

MULTIPOINT INSPECT HOURS: 0.00 TECH(S):115

0.00

PERFORM MULTIPOINT VEHICLE SAFETY INSPECTION.
MULTIPOINT INSPECTION COMPLETED

PARTS-----QTY---FP-NUMBER-----DESCRIPTION-----LIST PRICE-UNIT PRICE-

JOB # 2 TOTAL PARTS 0.00



Bunnin Chevrolet of Santa Paula
101 W. Harvard Blvd.
Santa Paula, CA 93060
805-525-2127
www.bunninchevroletofsantapaula.com

CTCS49993

CTCS49993



0201ICTCS49993

CELL: 805-727-0159

CUSTOMER NO 1222	ADVISOR RAFAEL ROMERO	TAG NO. 4	1719	INVOICE DATE 07/31/25	INVOICE NO. CTCS49993
CITY OF SANTA PAULA PO BOX 569 SANTA PAULA, CA 93060 dhoward@spcity.org	LABOR RATE	LICENSE NO. 1527218	MILEAGE 58,609	COLOR WHITE/	STOCK NO.
	YEAR / MAKE / MODEL 17/CHEVROLET TRUCK/COLORADO/EXT CAB			DELIVERY DATE 07/24/17	DELIVERY MILES
	VEHICLE I.D. NO. 1 G C H S B E A 9 H 1 3 0 3 5 8 4			SELLING DEALER NO.	PRODUCTION DATE
	F.T.E. NO.			P.O. NO.	R.O. DATE 07/08/25
RESIDENCE PHONE 805-727-0159	BUSINESS PHONE 805-525-4478 x1	COMMENTS			
					M0: 58612

JOB # 2 TOTAL LABOR & PARTS 0.00

J# 3 02CT5 TIRE PRESSURE CHECK HOURS: TECH(S):115 0.00
TIRE PRESSURE CHECK AND INFLATE SERVICE
INFLATE ALL TIRES TO RECOMMENDED TIRE PRESSURE RATING.
TIRES INFLATED TO FACTORY RECOMMENDATIONS

PARTS-----QTY---FP-NUMBER-----DESCRIPTION-----LIST PRICE-UNIT PRICE-
JOB # 3 TOTAL PARTS 0.00

JOB # 3 TOTAL LABOR & PARTS 0.00

J# 4+15CTZ 15A MISC HOURS: TECH(S):115 1085.00
Added Operation (RAFAELR @ 07/14/2025 12:33)
CUSTOMER TO PARTICIPATE WITH REPAIRS.
REPLACE FUSE ASSEMBLY , A/C COMPRESSOR

PARTS-----QTY---FP-NUMBER-----DESCRIPTION-----LIST PRICE-UNIT PRICE-					
JOB # 4 1 85169042	BLOCK 2.483	113.49	113.49	113.49	
JOB # 4 1 12657797	STARTER 2.041	325.77	325.77	325.77	
JOB # 4 2 23107857	RETAINER 5.586	10.48	10.48	20.96	
JOB # 4 1 85628205	SEAL 4.128	11.29	11.29	11.29	
JOB # 4 1 11588740	BOLT 8.900	8.78	8.78	8.78	
JOB # 4 6 11588273	BOLT 0.004	10.71	10.71	64.26	
JOB # 4 1 13418808	SEAL 9.222	12.37	12.37	12.37	
JOB # 4 1 13418807	SEAL 9.222	12.37	12.37	12.37	
JOB # 4 2 13579649	SEAL 9.190	26.74	26.74	53.48	
JOB # 4 2 13418811	SEAL 9.222	11.78	11.78	23.56	
JOB # 4 1 84635623	COMPRESSO 9.170	651.67	651.67	651.67	
JOB # 4 1 88901445	LUBRICANT 8.800	38.76	38.76	38.76	
JOB # 4 1 13418809	SEAL 9.222	12.37	12.37	12.37	
JOB # 4 1 13579649	SEAL 9.190	26.74	26.74	26.74	
JOB # 4 200 19260234X	19260234 R-1234YF	0.30	0.30	60.00	
JOB # 4 4 12680074	SPARK PLU 2.270	22.68	22.68	90.72	
JOB # 4 2 12346290	COOLANT 8.800	30.30	30.30	60.60	
JOB # 4 5 11547135	BOLT 3.275	13.68	13.68	68.40	
JOB # 4 1 85169042	BLOCK 2.483	132.96	132.96	132.96	
JOB # 4 TOTAL PARTS				1788.55	

JOB # 4 TOTAL LABOR & PARTS 2873.55

SUBLET-----PO#-----VEND INV#-INV.DATE-DESCRIPTION-----
JOB # 1 17389 07/09/25 TOW INV-522560 80.00
TOTAL - SUBLET 80.00

MISC-----CODE-----DESCRIPTION-----CONTROL NO-----
JOB # 1 DED GMPP DEDUCTIBLE 49993 WARRANTY
JOB # 1 GMP GMPP DEDUCTIBLE 49993 6872.84
TOTAL - MISC 6872.84

ESTIMATE-----
CUSTOMER HEREBY ACKNOWLEDGES RECEIVING
ORIGINAL ESTIMATE OF \$10729.00 (+TAX)



Bunnin Chevrolet of Santa Paula
101 W. Harvard Blvd.
Santa Paula, CA 93060
805-525-2127
www.bunninchevroletofsantapaula.com

CTCS49993

CTCS49993

Handwritten:
Rafael
hook
M.V. 4.000



0201ICTCS49993

CELL: 805-727-0159

CUSTOMER NO. 1222		ADVISOR RAFAEL ROMERO		TAG NO. 4 1719	INVOICE DATE 07/31/25	INVOICE NO. CTCS49993	
CITY OF SANTA PAULA PO BOX 569 SANTA PAULA, CA 93060 dhoward@spcity.org RESIDENCE PHONE 805-727-0159 BUSINESS PHONE 805-525-4478 x1		LABOR RATE	LICENSE NO. 1527218	MILEAGE 58,609	COLOR WHITE/	STOCK NO.	
		YEAR / MAKE / MODEL 17/CHEVROLET TRUCK/COLORADO/EXT CAB				DELIVERY DATE 07/24/17	DELIVERY MILES
		VEHICLE I.D. NO. 1 G C H S B E A 9 H 1 3 0 3 5 8 4				SELLING DEALER NO.	PRODUCTION DATE
		F.T.E. NO.		P.O. NO.		R.O. DATE 07/08/25	
		COMMENTS					MO: 58612

TOTALS

IN THE NEXT FEW DAYS YOU MAY BE RECEIVING A CALL OR A SURVEY REGARDING THE QUALITY OF SERVICE YOU HAVE RECEIVED. IF YOU FEEL THAT YOU CAN "NOT" RATE US "COMPLETELY SATISFIED" PLEASE CALL OUR SERVICE MANAGER FOR ASSISTANCE (805) 525-2127 WE THANK YOU FOR YOUR BUSINESS!!
PARTS DENOTED WITH (*) CARRY A LIFETIME WARRANTY!

TOTAL LABOR.... 1085.00
TOTAL PARTS.... 1788.55
TOTAL SUBLET... 80.00
TOTAL G.O.G.... 0.00
TOTAL MISC CHG. 6872.84
TOTAL MISC DISC 0.00
TOTAL TAX..... 165.44

TOTAL INVOICE \$ 9991.83

* [] CASH [] CHECK CHECK#[] *
* [] VISA [] MASTERCARD [] DISCOVER *
* [] AMEX [] OTHER [] CHARGE *
* DATE TIME INITIALS *

Handwritten: 220 122.2

Handwritten: 9,991.83

CUSTOMER SIGNATURE

POSTED
Handwritten: mv
EOM

Bunnin Chevrolet Of Santa Paula
101 W Harvard Blvd.
Santa Paula Ca 93060

CITY OF SANTA PAULA

Home:

Mobile:

Work:

Email:

Aug 21, 2025 08:54 AM

YMMS: 2017 Chevrolet Colorado WT

Engine: 2.5L Eng

License:

VIN: 1GCHSBEA9H1303584

Odometer:

TYPE	DESCRIPTION	PART #	QTY	PRICE	LINE TOTAL
Parts	ENGINE, NECESSARY PARTS SEALS AND GASKETS		1.0	\$11,327.15	\$11,327.15
Labor	LABOR TO REPLACE	-	-	-	\$3,645.00

Labor: \$3,645.00

Parts: \$11,327.15

Shop Supplies: \$0.00

Hazardous Materials: \$0.00

Labor Taxes: \$0.00

Parts Taxes: \$934.49

TOTAL: \$15,906.64

Customer Signature: _____

D&S Autoworks
343 W. Harvard Blvd.
Santa Paula, Calif.. 93060
Phone: 805-525-0537

INVOICE
25979
Org. Est. # 051
256356

INVOICE

Printed Date: 07/11/2025 Work Completed: 07/11/2025

City of Santa Paula 2017 Chevrolet - Colorado WT - 2.5L, In-Line4 (150CI) VIN(A
Santa Paula, CA 93060 Lic #: 1527218 Odometer In : 586
Home 805- - Odometer Out : 586
VIN #: 1GCHSBEA9 H1303584

Part Description	Qty	Sale	Ext	Labor Description	E
				Safety Inspection	
				Noise, Front of Engine	
				Diagnose Noise From Front Of Engine	75.0
				Vehicle Would not Start. Checked Starter & Electrical, All OK. Found	
				Engine Does Not Turn, Has Internal Engine Problem.	

283

VENDOR # _____ CONTRACT # _____
DEPT: _____ APPROVALS _____ DATE _____
FINANCE: _____
CNI: _____
ACCT: _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
TOTAL \$ _____

Org. Estimate 75.00 Revisions 0.00 Current Estimate 75.00

Labor:	75.00
Parts:	0.00
SubTotal:	75.00
Tax:	0.00
Total:	75.00
Bal Due:	\$75.00

[Payments -]

Vehicle Received: 7/11/2025 Customer Number : 1774

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

sign.....

Email Address: dsautoworks06@gmail.com

Service Advisor: Whitehead, Danny Tech: Nuno, Gilbert

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Christy Ramirez, Finance Director

Subject: PUBLIC HEARING TO CONSIDER AND APPROVE A RESOLUTION TO APPROVE THE FULL COST ANALYSIS OF USER FEES PREPARED BY WILLDAN FINANCIAL SERVICES AND AMEND AND AUGMENT THE CITY OF SANTA PAULA FEE SCHEDULE

Date: October 15, 2025

Agenda Item: 11.A

RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 7595 approving the full cost analysis of user fees prepared by Willdan Financial Services and amend and augment the City of Santa Paula Fee Schedule, effective January 1, 2026.

Presented By: Christy Ramirez, Finance Director

BACKGROUND:

On August 29th, 2022, the City Council authorized staff to contract with Willdan Financial Services (“WFS”) for the purpose of examining and updating the City’s existing user fee schedule. The intent of the exercise was to determine the full cost of providing certain municipal services and has resulted in the creation of an updated Comprehensive Fee Schedule, which include, but is not limited to Administration, Parks and Recreation, Community Economic Development, Public Works, Police, and other fees.

Willdan Financial Services has completed a User Fee Study (“Study”) and an updated comprehensive fee schedule for City Council consideration. The new fee schedule was created only after determining the fully burdened cost for city personnel involved in providing certain services. By taking the fully burdened salary and benefit costs for employees in each department and then determining the amount of time it typically takes to provide certain service, WFS was able to determine the appropriate cost for certain user services.

ANALYSIS:

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, and the California Code of Regulations (“Code”). The Code requires that the City Council adopt fees by either Ordinance or Resolution.

The last time the City performed a user fee study was nearly 10 years ago. Since that time, the City had not conducted a user fee study to determine if the current fee structure was in

alignment with the full cost of providing such services. In order to determine the full cost of providing various city services and determine the appropriate fee level and recovery rates, WFS was awarded a contract. The study was a coordinated effort between City departments. Throughout the process, several meetings were held between Willdan, City staff, and City management to review status updates and provide direction. In addition, a user fee study workshop was held with City staff and the City Council, during a special meeting on July 2, 2025 to discuss the recommended fee changes.

At the user fee study workshop, items that were discussed included, but were not limited to, the following:

Administration

An increase to 4 fees
3 fees would decrease
6 new document/printing/copying fees will be added
4 fees would remain as currently set

Finance

An increase to 6 fees
7 fees would remain as currently set

Public Works

An increase to 10 fees
1 fee would decrease
32 new fees would be added
7 fees would change to deposit based or current market price from a flat fee
47 fees would remain as currently set

Planning

An increase to 55 fees
7 fees would decrease
2 new fees would be added
19 fees would remain as currently set

Building And Safety

An increase to 205 fees and the Building Permit fees
10 fees would decrease
Technology fee will change to a percentage based from a per building valuation fee
9 fees would remain as currently set

Police

An increase to 12 fees
2 fees would decrease
16 fees would remain as currently set

Parks & Recreation

An increase to 27 fees
3 fees would decrease
32 new fees will be added
9 fees would remain as currently set

During the study session Council requested staff provided clarification on the following items:

- Provide information on when a home occupation permit requires an inspection.
 - Response: If the business type has potential for traffic, noise, environmental or parking impacts. As most home businesses are office/service based, they rarely require an inspection.
- Include language regarding reserve officer costs in fee schedule.
 - Response: As Reserve Officers are not full time employees, they do not have a fully burdened cost. However, a footnote has been included in the fee schedule to reflect their availability for services.
- Quantify the value of Category 2 user subsidies and costs to the City.
 - Response: Parks & Recreation staff will return to Council to provide further analysis of Category 2 user subsidy impacts.
- Compare fees to other cities.
 - Response: Staff will have comparisons of other municipalities fees to share at the October 15th meeting, should Council be interested.

STRATEGIC PLAN:

1. Approval of this item moves the City closer to completing City Council's two-year Strategic Plan, Section Economic Development, Objective #B1, Revenue Opportunities, by properly reflecting and recouping the cost of City services.

FISCAL IMPACTS:

Willdan provided a revenue analysis in the report that was intended to provide additional context as a projection of what the fee changes will mean in revenues, assuming no participation changes in service requests. The projections are based on the average fee change for each department and evaluates the projected revenue change resulting from suggested fees. The chart below does not include the revenue effect of new (additional) fees:

Department/Fund	FY 24/25 User Fee Revenue	Projected Revenue Change
100: COMM & ECON DEV	1,150,245	\$171,211
100: FINANCE	9 ,362	\$1,474
100: PARKS & RECREATION	53,037	\$10,721
100: POLICE	56,320	\$26,037
620: WATER	30,361	-\$3,101

OPTIONS:

ATTACHMENTS:

[Reso_7595 - Fee Study Analysis.docx](#)

[City of Santa Paula UF Report 10.9.25.pdf](#)

RESOLUTION NO. 7595

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA TO APPROVE THE FULL COST ANALYSIS OF USER FEES PREPARED BY WILLDAN FINANCIAL SERVICES AND AMEND AND AUGMENT THE CITY OF SANTA PAULA FEE SCHEDULE

The City Council for the City of Santa Paula does resolve as follows:

SECTION 1: The City Council finds and declares as follows:

- A. The Government Code of the State of California establishes procedures and criteria for the imposition of fees by local agencies.
- B. The City of Santa Paula provides a variety of services to the General Public and Other Governmental Agencies.
- C. The City desires to recover direct and indirect management support costs associated with the costs of providing services.
- D. The City completed a comprehensive independent Cost Recovery Study ("Study") dated October 9, 2025.
- E. All legal prerequisites to the adoption of this Resolution have occurred.

SECTION 2: A noticed public hearing has been conducted in accordance with California law prior to adoption of this Resolution which amends fees for various services as detailed in Exhibit A of this Resolution.

SECTION 3: The City Council of the City of Santa Paula has resolved that the fees as shown in Exhibit A, are hereby adopted and will become effective as of January 1, 2026; and that beginning July 1, 2026 and on the first day of each July thereafter, the fees shall be increased by the prior calendar year's Annual Average Consumer Price Index for the Los Angeles Region so long as the adjustment does not exceed the cost for providing the services and is approved by the City Council.

SECTION 4: Certain types of applications, as noted in Exhibit A, will be processed via the City's deposit system. Further, in special circumstances, the Department Head of the applicable Department may exercise the right to use the deposit system in lieu of standard service fees at their sole discretion.

SECTION 5: City Council finds and determines that the fees for services and the billing and overhead rates established by this Resolution do not exceed the estimated reasonable costs of services and otherwise comply with the provisions of California law. This finding is based on all oral and written evidence prepared by and presented to the City, including but not limited to, the Study prepared for the City with input from all affected departments.

SECTION 6: CEQA. The City Council hereby finds that, in accordance with the California Environmental Quality Act ("CEQA") and the CEQA Guidelines, the adoption of this

Resolution is exempt from CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines, as there is no possibility it will have a significant effect on the environment.

SECTION 7: The City Clerk will certify to the passage and adoption of this Resolution, enter the same in the book of original Resolutions of said City, and make a minute of the passage and adoption thereof in the record of proceedings of the City Council in the minutes of the meeting at which the same is passed and adopted.

PASSED, AND ADOPTED, this 15th day of October, 2025.

Pedro Chavez, Mayor

ATTEST:

Julie Latshaw, City Clerk

Approved as to form:

Monica Castillo, City Attorney

Approved as to content:

Dan Singer, City Manager

EXHIBIT A

City of Santa Paula



User Fee Study

October 9, 2025



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Executive Summary

The City of Santa Paula engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identify 100% full cost recovery for City services. **Appendix C** details the full cost and suggested fees as determined through discussion with departmental staff. The recommended fees identified herein are either at or less than full cost recovery.

User Fee Background

Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole (“User Fees”). As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefits. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, Proposition 26, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee. There are no fees suggested to be set above the cost of service and as such a public vote is not required.

California User Fee History

Before Proposition 13, in times of fiscal shortages, California cities were able to raise property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Due to the thresholds needed to increase local taxes, cities have less control and very few successful options for new revenues. The State of California took a series of actions in the 1990’s and 2000’s to improve the State’s fiscal situation, at the expense of local governments. In 2004-05, the Educational Revenue Augmentation Funds (“ERAF”) take-away of property taxes and the reduction of Vehicle License Fees further reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the “Stop Hidden Taxes Initiative”, which is aimed at defining “regulatory fees” as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person’s activities. Proposition 26 contains seven categories of exceptions. The fees analyzed as part of a User Fee study typically fall under categories one through five consisting of charges for specific benefits, government service, regulatory need, for use of government property, or a fine/penalty.

Additional Policy Considerations

State regulations require that municipalities update their fee schedules to reflect the actual costs of certain public services primarily benefiting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby typically reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover reasonable support costs. Support costs are those costs relating to a local government's central service departments that are allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the Cost Allocation Plan. This plan was developed prior to the User Fee study to determine the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City to annually increase or decrease the fees by changes in a pre-approved inflationary index, as described below. However, such inflationary increases shall not exceed the reasonable estimated cost of providing the services each year.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can also be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs but cannot rely solely on the CPI increase as it is incumbent upon each agency to ensure the amount of the fees charged does not exceeds the reasonable estimated costs of providing the services. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every five years, which would include adding, amending, or removing fees for programs/services.

Study Objective

As the City of Santa Paula seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. A User Fee Study provides assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principal goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following Santa Paula departments and fee groups:

- Administrative Services
- Finance
- Public Works
- Planning
- Building and Safety
- Police
- Parks and Recreation

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

Aim of the Report

The User Fee Study focused on the cost of City services, as City staff currently provide them at existing, known, or reasonably anticipated service and staff level needs. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide an influential dissertation on the qualities of the utilized tools, techniques, or alternative approaches.

Project Approach and Methodology

Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for such fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits (see [Appendix B](#)), but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

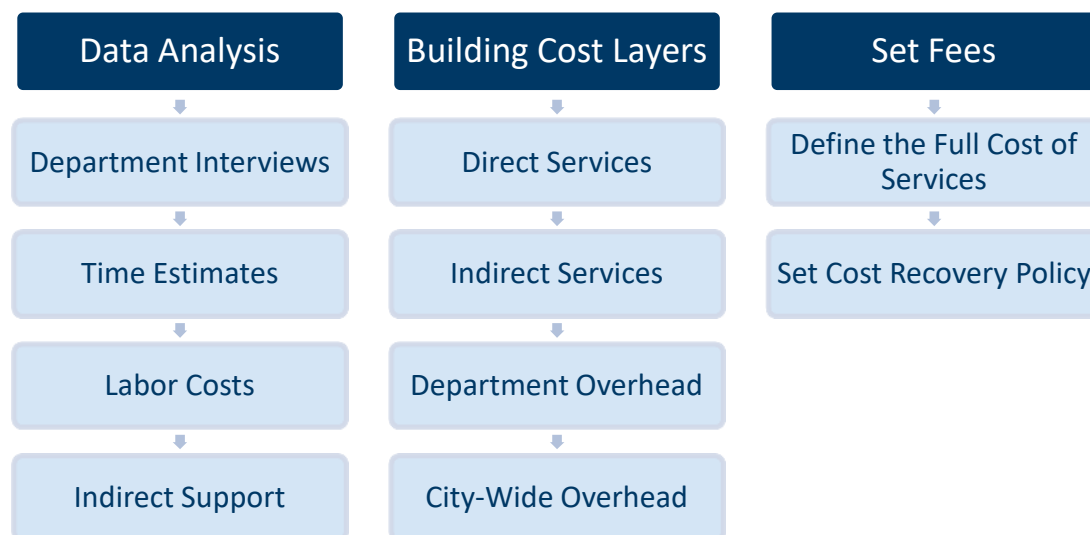
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Indirect City-wide overhead costs

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to 1,650 productive or billable hours to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, holidays, and other considerations as necessary. Dividing the full cost, including overhead, of a position by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate for how a service is provided, to calculate a fee’s cost based on the personnel and the amount of their time that is involved in providing each service.

Summary Steps of the Study

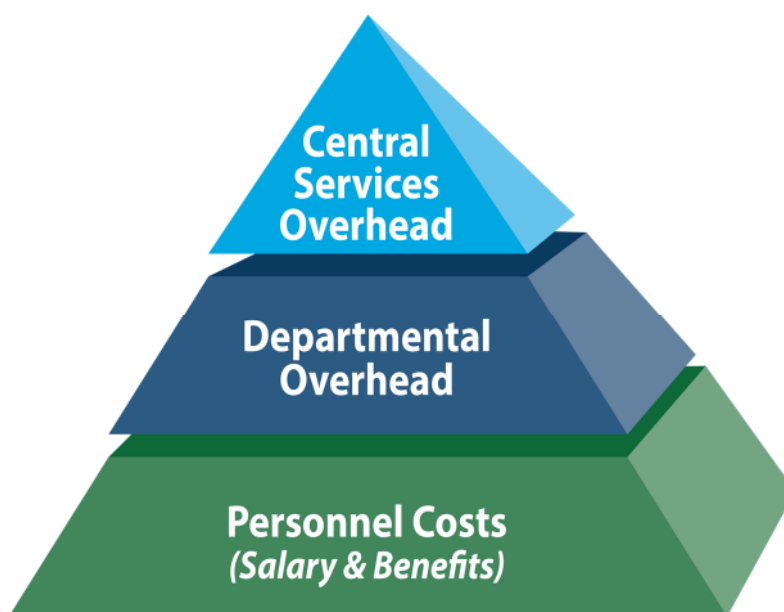
The process of the study is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City's central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs represent services provided by those Central Services Departments whose primary function is to support other City departments.



Methodology

The three methods of analysis for calculating fees used in this report are the:

Case Study Method (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Program Cost Approach: In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence rental based fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit a programs' needs and goals. Typical programmatic approach cases are valuation-based fees, Recreation programs, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

Valuation Based Fees: This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases. Using a valuation-based fees provides for a system that can adjust as project sizes scale. Land is not included in the valuation.

Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Internal and external reviews
- Cross-checking

Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences are identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

-
- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
 - Position staffing levels, seniority, and the positions that complete fee and service activity may vary from when the previous costs were calculated
 - Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
 - Changes in processes and procedures within a department, or the City as a whole
 - Changes in the demand for services in a City may have also changed the staffing or cost structure of departments over time

City Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct work hours (billable/non-billable)
- Time estimates to complete work tasks
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.

Santa Paula User Fees

Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in [Appendix C](#). Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were obtained through interviews conducted with City staff for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time data used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service and will differ from City to City depending on staffing, positions involved, experience of staff, the use of consultants, and the policies and procedures in place for each City. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The primary goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility of determining the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of Santa Paula, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) who receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, some services fall into the range between these two extremes.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City, but it is important to distinguish the difference between any purported possible benefits that may be conveyed through the result of activities of the service receiver and the direct benefit being conveyed through the City providing the service to the requestor.

It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.

Of course, subsidization can be an effective public policy tool since it can be used to reduce fees to encourage certain activities (such as to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without overburdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, typically the General Fund's other unrestricted funds.

Revenue Analysis

The revenue analysis of this User Fee Study Report is intended to provide additional context as a projection of what the fee changes will have in revenue, assuming no participation changes in service requests. The projections are based on the average fee change for each department and evaluates the projected revenue change resulting from suggested fees.

Estimated Revenue Change

Department/Fund	FY 24/25 User Fee Revenue	Projected Revenue Change
100: COMM & ECON DEV	1,150,245	\$171,211
100: FINANCE	9,362	\$1,474
100: PARKS & RECREATION	53,037	\$10,721
100: POLICE	56,320	\$26,037
620: WATER	30,361	-\$3,101

*Does not include revenue effect of new fees

Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The cost of service study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

Summary

City staff is recommending setting user fees at suggested fee amounts as detailed in [Appendix C](#). City and departmental goals, City Council priorities, policy initiatives, past performance, implementation issues, and other internal and external factors should influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and the update to a consistent and comprehensive fee schedule were the primary objectives of this study. City staff has reviewed the full costs and identified the recommended fee levels for consideration by City Council.

The following sections provide background for each department, division, and fee group and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to **Appendix C** of this report.

Administrative Services

Administrative Services fees include services provided by the City Manager Department and its subsequent offices such as the City Attorney and City Clerk. Responsibilities of the Department include: Personnel/Employee Relations, Risk Management, Information Technology Systems, public information and outreach, policy development and legislative advocacy, grant management, and retention of all city records and Municipal Elections.

Analysis

Willdan individually reviewed the services associated with the Administrative Services Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Administrative services relied primarily upon a standard unit cost build-up approach for fees, excluding fees set by the State, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are not in line with the full cost of providing services. Staff is recommending the fees be adjusted as detailed in **Appendix C**. As a result, there would be:

- An increase to 4 fees;
- 3 fees would decrease;
- 6 new document printing/copying fees will be added;
- 4 fees would remain as currently set, and;
- the average fee change would be a decrease of 11% for current fees.

Finance

The Finance Department is responsible for establishing and maintaining an effective financial accounting system that accurately reflects the City's financial operations and provides a framework for financial planning and analysis.

Analysis

Willdan individually reviewed the services associated with the Finance Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services listed under Finance services consist of a few flat cost-based fees, City Animal Regulating fees set by County of Ventura, and others set by the State. The analysis of the cost-based services relied upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are below the full cost of providing service. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase to 5 fees;
- 9 fees would remain as currently set, and;
- the average fee change would be an increase of 10% for current fees.

Public Works

The Public Works Department is a highly trained, dedicated, and responsive service-oriented organization. It consists of the following service divisions: Administration and Engineering, Fleet, Streets, Water, Wastewater (contract), and Solid Waste (contract).

The Public Works Department is responsible for the City's street system, including roads, parking lots, bicycle and pedestrian facilities, traffic control devices, streetlights, storm drains, flood control facilities, and bridges; Hillsborough Open Space District; Geological Hazard Abatement District; potable water system; wastewater collection system and associated treatment works (Water Recycling Facility); and fleet maintenance. The Department also administers the Capital Improvement Program (CIP), including the Pavement Management Plan (PMP) and water and sewer repair and replacement programs. Public Works provides support services to the Community and Economic Development Department, which reviews private land development projects on behalf of Public Works for grading, drainage, water, sewer, and street improvements.

Analysis

Willdan individually reviewed the services associated with the Public Works Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Public Works services relied primarily upon a standard unit cost build-up approach for fees, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are currently below the full cost of providing services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- an increase to 10 fees;
- 1 fee would decrease;
- 47 fees would remain as currently set;
- 7 fees would change to deposit based or current market price from a flat fee;
- 32 new fees will be added, and;
- the average estimated fee increase would be around 49% for current fees.

Planning

The Planning Division establishes and implements current and future land use policies and regulations for Santa Paula through land use regulation activities. This authority is derived from the City's power to protect the health, safety, and welfare of the community.

The Planning Division consists of four staff members, with day-to-day management overseen by the Planning & Economic Development Manager. This manager handles departmental functions, maintains planning files, assigns staff projects, and ensures compliance with state, regional, and local mandated planning programs and regulations. The division is supported by an Associate Planner, an Assistant Planner, and a Community Development Technician

Analysis

Willdan individually reviewed the services associated with the Planning Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Planning services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most of the current fees are underfunding the cost of most of the services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase to 55 fees;
- 7 fees would decrease;
- 2 new fees will be added;
- 19 fees would remain as currently set, and;
- the average fee change would be an increase of 8% for current fees.

Building and Safety

The Building and Safety Division oversees the planning, construction, maintenance, and alterations of all structures and buildings on private property to ensure the safety and well-being of citizens and visitors while increasing property values in the City. Responsibilities include reviewing plans for compliance with national, state, and local codes; issuing building, plumbing, electrical, and mechanical permits; conducting inspections during construction; performing emergency inspections; maintaining building records and plans; and administering general building and construction information.

The Code Compliance team, operating within the Building & Safety Division, maintains and improves the quality of Santa Paula's neighborhoods by ensuring public compliance with the City's Municipal Code. The team responds to complaints regarding potential violations of Municipal, Building, Zoning, and Health and Safety Codes, initiating fair and unbiased enforcement actions to correct violations and educating property owners to maintain code compliance

Analysis

Willdan individually reviewed the services associated with the Building and Safety Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Building and Safety services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that services are currently set below the full cost of providing them. It is recommended that the City increase cost recovery at or near 100% for Building and Safety services as detailed in [Appendix C](#). As a result, there would be:

- An increase to 205 fees, including Building Permit fees;
- 10 fees would decrease;
- Technology fee will change to a percentage based from a per building valuation fee;
- 9 fees would remain as currently set, and;
- the average fee change would be an increase of 18% for current fees.

In addition to the above referenced fees listed under Building, the Building Permit fees are also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the effort needed to provide services on a case-by-case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, the more time and effort that is required to provide the service. Project valuation also follows that trend. By using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed for the Building Permit program found that the program is currently operating at 84% cost

recovery based on past activity levels. Staff is recommending that the fees be increased to 100% cost recovery.

Police

The Police Department is responsible for ensuring public safety and protecting life and property in the City of Santa Paula. It provides a comprehensive range of law enforcement services within the city's jurisdiction. Led by Interim Chief of Police Don Aguilar and his executive staff, the department consists of 31 sworn officers, 1 reserve police officer, 7 professional supporting staff, 3 part-time supporting staff, and several volunteers. The department is actively recruiting additional full-time police officers, dispatchers, and community service officers.

Analysis

Willdan individually reviewed the services and programs associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Police services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most of the current fees are underfunding the cost of providing most services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase to 12 fees;
- 2 fees would decrease;
- 16 fees would remain as currently set, and;
- the average fee change would be an increase of 46%.

Parks And Recreation

The Parks and Recreation Department oversees the administration of the Santa Paula Community Center, Recreation & Community Services, Senior Services, Santa Paula Train Depot, Union Oil Building, Boys & Girls Club Building, Park Maintenance, Buildings and Grounds Maintenance, and the Graffiti Abatement Program.

The Parks and Recreation Department manages the maintenance of all City parks, the bike trail, and city buildings. It also oversees the scheduling and usage of 10 city athletic fields and two shared athletic fields, five of which are lighted.

The Parks & Recreation Department oversees recreation and community services programs, activities, and special events for all residents. The department provides centralized information and support for facility rentals, sports field reservations, jolly jump permits, class and activity registration, senior programs and referrals, department-sponsored special events, youth and adult sports leagues, preschool programs, the Santa Paula Proud volunteer program, and citywide special event and filming permits.

Analysis

Willdan individually reviewed the services associated with the Parks and Recreation Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of most Parks and Recreation programs encompassed facility rentals and other recreation services. The fee for use for government owned facilities and property can be set discretionally by the City, typically based on past usage characteristics, policy goals, and surrounding jurisdiction comparison. The cost of capital acquisition, maintenance, repair, and upgrade to the City and subsequently the public is offset through rental or use fees. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that some Parks and Recreation programs provide a measure of public benefit to the residents and City as a whole, and as such is it common for services to bear significant subsidies. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions. For a few of the fees in Community Services a standard cost of service approach was used, but some of the additional cost considerations above were not included as this is primarily an operational cost analysis study that does not include considerations for capital. The analysis found that the current fees for facility use and services are below the cost of providing them. The analysis also included a cost recovery analysis for Community Services as a whole and it was determined to be operating at around 2% cost recovery. The suggested fees detailed in [Appendix C](#) would result in:

- An increase for 27 fees;
- 3 fees would decrease;
- 32 new fees will be added, and;
- 9 fees would remain as currently set, and;
- the average fee change would be an increase of 20%.

Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through User Fees; however, only a portion of the total allowable cost is recovered as staff not only works on services related to User Fees, but also works on an array of other City functions during the operational hours of the City. The amounts listed below will not reconcile to City budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, contract costs, and any other costs that are charged directly to the service requestor.

City of Santa Paula- User Fee

Overhead Rate Calculations

Department	Total Personnel Services	Department Operations & Administration	Direct Overhead %	Indirect Allocation %
100: C.S.-BUILDING MAINT	340,503	132,341	39%	0%
100: CITY CLERK	102,924	52,965	51%	0%
100: CITY MANAGER	497,041	92,336	19%	0%
100: COMM & ECON DEV	1,326,911	71,653	5%	38%
100: FINANCE	580,355	133,500	23%	0%
100: INFORMATION TECHNOLOGY	308,178	156,300	51%	0%
100: PARKS & RECREATION	1,629,799	443,244	27%	35%
100: POLICE	8,078,085	1,022,864	13%	32%
206: STORMWATER PROGRAM	88,846	4,328	5%	25%
610: SEWER	405,866	204,883	50%	9%
620: WATER	2,631,377	1,328,567	50%	15%
702: EQUIPMENT MAINTENANCE	329,331	59,930	18%	0%

Appendix B –Fully Burdened Hourly Rates

Below are fully burdened hourly rates of staff positions that provide for the services detailed in **Appendix C**. The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in **Appendix A**) will be applied to that central service positions' salary and benefit rate for full cost recovery since indirect overhead cost only applies to non-central service functions of the City. For any user fee service request that is outside the scope of the fees detailed in **Appendix C**, or for services for which there is no fee currently set, the City can charge up to the full cost of the FBHR for personnel involved.

City of Santa Paula- User Fee

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
100: CITY CLERK	Clerk - CITY CLERK	\$129.02
100: CITY MANAGER	CM - CITY MANAGER	\$280.20
100: CITY MANAGER	CM - DCM	\$187.03
100: CITY MANAGER	CM - EXECUTIVE ASSISTANT	\$73.07
100: COMM & ECON DEV	Com/Econ Dev - ADMINISTRATIVE ANALYST I	\$95.85
100: COMM & ECON DEV	Com/Econ Dev - ADMINISTRATIVE ASSISTANT	\$80.76
100: COMM & ECON DEV	Com/Econ Dev - BUILDING INSPECTOR I	\$100.79
100: COMM & ECON DEV	Com/Econ Dev - CHIEF BUILDING OFFICIAL	\$172.99
100: COMM & ECON DEV	Com/Econ Dev - CODE ENFORCEMENT INSPECTOR	\$110.67
100: COMM & ECON DEV	Com/Econ Dev - COMMUNITY DEVELOPMENT TECHNICIAN	\$96.52
100: COMM & ECON DEV	Com/Econ Dev - MANAGEMENT ANALYST	\$148.76
100: COMM & ECON DEV	Com/Econ Dev - PERMIT TECHNICIAN	\$112.38
100: COMM & ECON DEV	Com/Econ Dev - PLANNER, ASSISTANT/GIS ANALYST	\$126.00
100: COMM & ECON DEV	Com/Econ Dev - PLANNER, ASSOCIATE	\$141.58
100: COMM & ECON DEV	Com/Econ Dev - PLANNING DIRECTOR	\$255.85
100: COMM & ECON DEV	Com/Econ Dev - PLANNING MANAGER	\$193.13
702: EQUIPMENT MAINTENANCE	Equip Maint - FLEET SUPERVISOR	\$100.66
702: EQUIPMENT MAINTENANCE	Equip Maint - MECHANIC II	\$86.64
100: FINANCE	Finance - ACCOUNTANT	\$111.78
100: FINANCE	Finance - ACCOUNTING SPECIALIST	\$73.89
100: FINANCE	Finance - ASSISTANT FINANCE DIRECTOR	\$159.13
100: FINANCE	Finance - CUST SERVICES REP	\$68.03
100: FINANCE	Finance - FINANCE DIRECTOR/CITY TREASURER	\$215.70
100: FINANCE	Finance - PAYROLL SPECIALIST	\$82.18
100: INFORMATION TECHNOLOGY	IT - IT MANAGER	\$248.68
100: INFORMATION TECHNOLOGY	IT - IT SUPPORT ANALYST	\$140.83
100: C.S.-BUILDING MAINT	Maint - ADMINISTRATIVE ANALYST I	\$89.79
100: C.S.-BUILDING MAINT	Maint - CUSTODIAN	\$75.77
100: C.S.-BUILDING MAINT	Maint - FAC MAINT WRK I	\$75.77
100: C.S.-BUILDING MAINT	Maint - FAC MAINT WRK II	\$77.16
100: C.S.-BUILDING MAINT	Maint - PARKS & FACILITIES SUPERVISOR	\$119.97
100: PARKS & RECREATION	Parks - ADMINISTRATIVE ANALYST I	\$111.12
100: PARKS & RECREATION	Parks - ADMINISTRATIVE ASSISTANT	\$93.26
100: PARKS & RECREATION	Parks - FAC MAINT WRK I	\$94.13
100: PARKS & RECREATION	Parks - FAC MAINT WRK II	\$91.97
100: PARKS & RECREATION	Parks - LEAD PARK AND ABATEMENT SPECIALIST	\$95.67
100: PARKS & RECREATION	Parks - PARKS & FACILITIES SUPERVISOR	\$148.46
100: PARKS & RECREATION	Parks - PARKS & RECREATION DIRECTOR	\$293.24
100: PARKS & RECREATION	Parks - RECREATION LEADER I / CITY CORP TRAINEE	\$148.69
100: PARKS & RECREATION	Parks - RECREATION PROGRAM COORDINATOR	\$71.32
100: PARKS & RECREATION	Parks - RECREATION SUPERVISOR	\$147.44



City of Santa Paula- User Fee

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
100: PERS & EMPL REL	Pers - HUMAN RESOURCE TECHNICIAN	\$76.80
100: PERS & EMPL REL	Pers - HUMAN RESOURCES ANALYST	\$108.41
100: PERS & EMPL REL	Pers - HUMAN RESOURCES MANAGER	\$188.14
100: POLICE	Police - ANIMAL SERVICES COORDINAT	\$85.64
100: POLICE	Police - COMM SERVICE OFFICER	\$37.68
100: POLICE	Police - COMMUNITY SERVICES OFFICE	\$89.30
100: POLICE	Police - EMERGENCY SERVICES COORDINATOR	\$135.42
100: POLICE	Police - EVIDENCE & PROPERTY TECHNICIAN	\$98.82
100: POLICE	Police - EXECUTIVE ASSISTANT	\$74.91
100: POLICE	Police - POLICE CADET	\$29.66
100: POLICE	Police - POLICE CHIEF	\$324.41
100: POLICE	Police - POLICE COMMANDER	\$253.21
100: POLICE	Police - POLICE OFFICER	\$157.15
100: POLICE	Police - POLICE SENIOR	\$178.31
100: POLICE	Police - POLICE SERGEANT	\$205.90
100: POLICE	Police - PUB SAFETY DISPATCH SUPER	\$133.66
100: POLICE	Police - PUBLIC SAFETY DISP CLERK	\$103.62
100: POLICE	Police - RECORDS TECHNICIAN	\$85.95
100: POLICE	Police - SR. RECORDS SUPERVISOR	\$127.58
100: RISK MANAGEMENT	Risk - HUMAN RESOURCE TECHNICIAN	\$69.22
100: RISK MANAGEMENT	Risk - HUMAN RESOURCES ANALYST	\$97.72
100: RISK MANAGEMENT	Risk - HUMAN RESOURCES MANAGER	\$169.58
610: SEWER	Sewer - ACCOUNTANT	\$149.00
610: SEWER	Sewer - ADMINISTRATIVE ANALYST I	\$106.49
610: SEWER	Sewer - ADMINISTRATIVE ANALYST II	\$135.14
610: SEWER	Sewer - ASSISTANT PUB WORKS DIRECTOR	\$256.21
610: SEWER	Sewer - ASSOCIATE ENGINEER	\$191.45
610: SEWER	Sewer - MAINTANENCE WRK II	\$100.96
610: SEWER	Sewer - MAINTENANCE WRK I	\$92.06
610: SEWER	Sewer - MANAGEMENT ANALYST	\$169.69
610: SEWER	Sewer - PERMIT TECHNICIAN	\$124.52
610: SEWER	Sewer - PUB WORKS DIR/CITY ENGINE	\$316.60
610: SEWER	Sewer - STREET MAINT LEADWORKER	\$106.20
206: STORMWATER PROGRAM	Storm - ADMINISTRATIVE ANALYST I	\$84.85
206: STORMWATER PROGRAM	Storm - ADMINISTRATIVE ANALYST II	\$107.69
206: STORMWATER PROGRAM	Storm - MANAGEMENT ANALYST	\$135.22
206: STORMWATER PROGRAM	Storm - PUB WORKS DIR/CITY ENGINE	\$252.28
620: WATER	Water - ACCOUNTANT	\$156.97
620: WATER	Water - ACCOUNTING SPECIALIST	\$115.17
620: WATER	Water - ADMINISTRATIVE ANALYST I	\$112.18
620: WATER	Water - ADMINISTRATIVE ANALYST II	\$142.37



City of Santa Paula- User Fee

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
620: WATER	Water - ASSISTANT PUB WORKS DIRECTOR	\$269.91
620: WATER	Water - ASSOCIATE ENGINEER	\$201.68
620: WATER	Water - CUST SERVICES REP	\$95.95
620: WATER	Water - DUAL OPERATOR II	\$138.94
620: WATER	Water - DUAL OPERATOR III	\$145.50
620: WATER	Water - DUAL OPERATOR IV	\$153.28
620: WATER	Water - FINANCE DIRECTOR/CITY TREASURER	\$304.24
620: WATER	Water - MAINTANENCE WRK II	\$106.35
620: WATER	Water - MAINTENANCE WRK I	\$96.98
620: WATER	Water - MANAGEMENT ANALYST	\$178.77
620: WATER	Water - PERMIT TECHNICIAN	\$131.18
620: WATER	Water - PUB WORKS DIR/CITY ENGINE	\$333.53
620: WATER	Water - STREET MAINT LEADWORKER	\$111.87
620: WATER	Water - WATER OPERATIONS SUPERINTENDENT	\$250.97

Reserve Officers are not full time employees and as such do not have a fully burdened rate listed, however if their services are utilized, they will be billed at the total cost to the City

Appendix C – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees, services, and penalties in which the full cost, existing fee, and suggested fee is listed as “NA”, the amount or percentage was not calculable. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one-to-one basis, a full cost was not calculated (for penalties, fines, market-based fees, or items not included in the study), or when there is not a current fee amount to compare against.

Administrative Services Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Mobile Home Review Services			
2	Annual Registration Fee	\$2.00		
3	New Resident Processing Fee	\$31.25		
4	Application to Increase Rent - City Processing Fee	\$8,048.00		
5	Application to Increase Rent - City Attorney and/or Contract Services Provider Review	Actual Cost.		\$45,000 Initial Deposit
6	Appeal Fee	\$5,000.00	deposit	
7	Document Certification	\$13.39		
8	Available On-Line: Copies of audio tapes, agendas and minutes for City Council and Planning Commission, Municipal Code Updates	Available on-line		
9	Document Printing/Copying - postage if mailed	Postage rate		
10	Document Printing/Copying - GIS 2' x 3'	\$21.42		
11	Document Printing/Copying - 8 1/2 x11 (one sided black ink)	New		
12	Document Printing/Copying - 8 1/2 x11 (two sided black ink)	New		
13	Document Printing/Copying - 8 1/2 x11 (one sided color ink)	New		
14	Document Printing/Copying - 8 1/2 x11 (two sided colorink)	New		
15	Document Printing/Copying - up to 2' x 3'	New		
16	Document Printing/Copying - greater than 2' x 3'	New		
17	Main Street Banner - Up to 5 pairs on street lights	\$612.22		
18	Main Street Banner - Additional pair for street lights	\$244.89		
19	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$890.58	99%	\$10.00	\$8
\$37.19	6%	\$35.00	\$4
\$8,836.00	0%	\$8,836.00	\$788
NA	NA	Actual Cost.	\$0
\$3,022.68	1%	\$3,000.00	-\$2,000
\$64.51	1%	\$64.00	\$51
NA	NA	Available on-line	\$0
NA	NA	Postage rate	\$0
NA	NA	\$21.42	\$0
\$0.15	0%	\$0.15	NA
\$0.20	0%	\$0.20	NA
\$0.50	0%	\$0.50	NA
\$0.75	0%	\$0.75	NA
\$5.20	0%	\$5.20	NA
\$6.40	0%	\$6.40	NA
\$203.33	0%	\$203.00	-\$409
\$203.33	0%	\$203.00	-\$42

Finance Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
1	City Animal Regulation (fees as set by County of Ventura)			
2	Altered dog license fee	County of Ventura		
3	Un-altered dog license fee	County of Ventura		
4	Vendor Permit	\$21.73		
5	Utility Account Set-up	\$30.65		
6	Water Disconnect Fee	\$40.00		Processing from Public Works apply. Regulated by SB998
7	Water Reconnect Fee	\$40.00		Processing from Public Works apply. Regulated by SB998
8	Lien Administrative Service (Per Parcel- placed with lien)	\$46.86		
9	Lien Administrative Service (Per Parcel-Early Release Requested)	\$20.86		
10	Returned Check Processing			Fees set by California Civil Code Ch. 522 Sec. 1719. Additional charges may apply if not paid within 30 days of the receipt of the letter. See CA Civil Code Ch. 552 Sec. 1719
11	First item	\$25.00		
12	Each additional item	\$35.00		
13	Business License	\$250.00	per day	
14	Business License - Duplicate for Lost License	\$6.25		
15	Business License - Transfer of License	\$6.25		For changes in the name of the business or address changes within City limits the Planning Department may require an additional Inspection fee.
16	Vendor Permit	\$22.00		
17	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	County of Ventura	\$0
NA	NA	County of Ventura	\$0
NA	NA	\$21.73	\$0
\$35.48	0%	\$35.48	\$5
\$201.73	80%	\$40.00	\$0
\$201.73	80%	\$40.00	\$0
\$55.42	0%	\$55.42	\$9
\$36.94	0%	\$36.94	\$16
NA	NA	\$25.00	\$0
NA	NA	\$35.00	\$0
NA	NA	\$250.00	\$0
\$17.74	0%	\$17.74	\$11
\$18.47	0%	\$18.47	\$12
NA	NA	\$22.00	\$0

Public Works Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Development Review Fees			
2	Planning Application Review			
3	Plan & Map Check Initial Submittal for Concept Review			
4	Single Dwelling Unit	\$214.28		Base Deposit is shown. Applicant is responsible for actual cost of consultant review
5	Commercial (per unit)	\$734.66		Base Deposit is shown. Applicant is responsible for actual cost of consultant review
6	Multi-Family / Multi-Use	\$1,163.21		Base Deposit is shown. Applicant is responsible for actual cost of consultant review
7	Tentative Map and Plan Checks			County does technical review and City administers the process
8	Engineering Construction Plan Check - Single Dwelling Unit (1-4 parcels) COA'S - 8 - R-2/C-3 R-1/B-3	\$1,469.32	Deposit	
9	Engineering Construction Plan Check - Commercial (per unit) (1-4 parcels) COA'S - 8 - R-2/C-3 R-1/B-3	\$1,469.32	Deposit	
10	Engineering Construction Plan Check - Multi-Family/Multi-Use COA's 10	\$2,448.87	Deposit	
11	Engineering Construction Plan Check - Subdivision (5-50 Lots)			
12	50 Parcels or less (Per Lot)	\$15,000.00	Deposit	
13	Greater than 50 Parcels (Per Lot)	\$20,000.00	Deposit	
14	EIR Review			
15	Initial Study	\$3,673.31	Deposit	
16	EIR	\$9,550.60	Deposit	
17	Engineering Submittal Review Fees			
18	Lot Line Adjustment/Lot Merger			
19	City Administrative Processing Fee	\$1,101.99	Deposit	
20	County Review Fee	Per County Fee Structure		Fees apply per county fee structure
21	Parcel Map			
22	City Administrative Processing Fee	\$1,591.77	Deposit	
23	County Review Fee	Per County Fee Structure		Fees apply per county fee structure
24	Tract Map			
25	City Administrative Processing Fee	\$3,061.09	Deposit	
26	County Review Fee	Per County Fee Structure		Fees apply per county fee structure
27	Subdivision Map Revision			
28	City Administrative Processing Fee	\$1,591.77	Deposit	
29	County Review Fee	Per County Fee Structure		Fees apply per county fee structure
30	Subdivision Construction Time Extension	\$306.11		
31	SWPCP Fee	% based on Engineer Cost Estimate		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$7,500.00	Deposit	NA
NA	NA	\$7,500.00	Deposit	NA
NA	NA	\$10,000.00	Deposit	NA
NA	NA	\$1,469.32	Deposit	\$0
NA	NA	\$1,469.32	Deposit	\$0
NA	NA	\$2,448.87	Deposit	\$0
NA	NA	\$15,000.00	Deposit	\$0
NA	NA	\$20,000.00	Deposit	\$0
NA	NA	\$3,673.31	Deposit	\$0
NA	NA	\$9,550.60	Deposit	\$0
NA	NA	\$1,101.99	Deposit	\$0
NA	NA	Per County Fee Structure		\$0
NA	NA	\$1,591.77	Deposit	\$0
NA	NA	Per County Fee Structure		\$0
NA	NA	\$3,061.09	Deposit	\$0
NA	NA	Per County Fee Structure		\$0
NA	NA	\$1,591.77	Deposit	\$0
NA	NA	Per County Fee Structure		\$0
NA	NA	\$306.11		\$0
\$464.04	NA	\$400.00* (Base Fee) Actual Cost is a % based on Engineer Cost Estimate		\$0

Public Works Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
32	SWPP Fee	% based on Engineer Cost Estimate		
33	Soils & Geology Fee	New	Deposit	Consultant Review
34	City Administrative Processing Fee	\$673.44		
35	Improvements Plan Check Fee	New	Deposit	
36	Grading Plan Check Fee	% based on Engineer Cost Estimate	Deposit	
37	General Plan Fee	New	Deposit	
38	Grading Permit Issuance Fee	New		
39	Inspection Fees	Engineer Cost Estimate	Deposit	
40	Building Plan Review Fee			
41	SFR Addition/Remodel [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
42	ADU Garage Conversion [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
43	New Detached ADU [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
44	New Attached ADU [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
45	New SFR [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
46	Commerical Tentant Improvement [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
47	New Commercial Project [Within Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
48	SFR Addition/Remodel [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
49	ADU Garage Conversion [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
50	New Detached ADU [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$534.54	NA	\$400.00* (Base Fee) Actual Cost is a % based on Engineer Cost Estimate		\$0
NA	NA	\$500.00	Deposit	NA
NA	NA	\$673.44		\$0
NA	NA	Engineer Cost Estimate	Deposit	NA
NA	NA	% based on Engineer Cost Estimate	Deposit	\$0
NA	NA	% based on Engineer Cost Estimate	Deposit	NA
NA	NA	% based on Engineer Cost Estimate	Deposit	NA
NA	NA	Engineer Cost Estimate	Deposit	\$0
NA	NA	\$1,500.00	Deposit	NA
NA	NA	\$2,000.00	Deposit	NA
NA	NA	\$2,000.00	Deposit	NA
NA	NA	\$3,000.00	Deposit	NA
NA	NA	\$7,500.00	Deposit	NA
NA	NA	\$7,500.00	Deposit	NA
NA	NA	\$15,000.00	Deposit	NA
NA	NA	\$600.00	Deposit	NA
NA	NA	\$600.00	Deposit	NA
NA	NA	\$1,000.00	Deposit	NA

Public Works Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
51	New Attached ADU [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
52	New SFR [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
53	Commerical Tentant Improvement [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
54	New Commercial Project [Not in Flood Zone]	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
55	Subdivisions & large projects	FAHR		Consultant Review
56	Design Plan Review Fee			
57	Single Dwelling Unit	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
58	Commercial (per unit)	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
59	Multi-Family / Multi-Use	New	Deposit	Base Deposit is shown. Applicant is responsible for actual cost of consultant review
60	Encroachment Permits / Miscellaneous Permits			
61	Public Works Encroachment Permit Issuance	\$244.89		
62	Additional Construction Observation Fee	\$61.22		
63	Public Works Annual Blanket Encroachment Permit Issuance	\$734.66		
64	Site Specific Encroachment (Non Annual/Blanket Permit Activity)	New	Deposit	
65	Per subsequent Permit - Within the Limits of City Excavation Limit	\$122.44		
66	Per subsequent Permit - Exceeding Limits of City Excavation Limit	\$81.63	per 50 l.f.	Code limits excavations to 16 feet in length, or 32 square feet. Any excavation which exceeds the prescribed limits, or street closures, construction projects, or any appurtenant work performed by contractors employed by Southern California Edison shall require a separate standard Encroachment Permit issued by the Santa Paula Public Works Department
67	Oversize/Overweight Vehicle Permit (Annual)	\$90.00		Fee is set by the State of California
68	Oversize/Overweight Vehicle Permit (Daily)	\$16.00		Department of Transportation. The fee is
69	Annual Discharge Permit/Monitoring-Significant Ind. Discharger +(Consultant Deposit \$2K)	\$306.11		
70	Annual Discharge Permit/Monitoring-Other Waste Discharger+(Consultant Deposit \$2K)	\$306.11		
71	Extraterritorial Agreement Application and Processing fee	\$244.89		Consultant Review
72	Work without a Penalty	New		
73	Other Engineering/General Field/Admin Services			
74	Deferred Improvement Agreement	Actual Cost		
75	Dedication, Abandonment, and Improvement Agreement Release	Actual Cost		
76	Special Traffic/Curb Marking	\$244.89		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$1,000.00	Deposit	NA
NA	NA	\$5,400.00	Deposit	NA
NA	NA	\$4,000.00	Deposit	NA
NA	NA	\$5,000.00	Deposit	NA
NA	NA	FAHR		\$0
NA	NA	\$7,500.00	Deposit	NA
NA	NA	\$5,000.00	Deposit	NA
NA	NA	\$15,000.00	Deposit	NA
\$262.35	0%	\$262.00		\$17
NA	NA	\$61.22		\$0
\$867.40	0%	\$867.00		\$132
NA	NA	\$1,202.50	Deposit	NA
\$262.35	30%	\$183.00		\$61
NA	NA	\$81.63	per 50 l.f.	\$0
NA	NA	\$90.00		\$0
NA	NA	\$16.00		\$0
\$2,739.70	83%	\$459.00		\$153
\$2,739.70	83%	\$459.00		\$153
NA	NA	\$10,000.00	Deposit	\$9,755
NA	NA	2 x Permit Cost		NA
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
\$305.00	0%	\$304.00		\$59

Public Works Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
77	Copies of Printed Material	Reference Administrative Services Fee Schedule		
78	Postage (less than 2' x 3')			
79	Postage (greater than 2' x 3')			
80	2' x 3' Map of streets, street names, city limits, and parcels			
81	Damage to City Property	Actual Cost		
82	Flood Hazard Zone Determination	\$78.36		
83	Sale of Plans & Spec	Actual Cost		
84	Construction and Demolition Permit	\$0.00		
85	Work without a Penalty	New		
86	Public Works: Maintenance Worker	\$130.00		
87	Water			
88	Water Meter Cost (Radio-read meter) - 3/4"	\$234.00		
89	Water Meter Cost (Radio-read meter) - 1"	\$275.00		
90	Water Meter Cost (Radio-read meter) - 1 1/2"	\$549.00		
91	Water Meter Cost (Radio-read meter) - 2"	\$693.00		
92	Water Meter Cost (AMI Smart Meter) - 3"	New		
93	Water Meter Cost (AMI Smart Meter) - 4"	New		
94	Water Meter Cost (AMI Smart Meter) - 6"	New		
95	Water Meter Cost (AMI Smart Meter) - 8"	New		
96	Water Meter Installation Cost - 3/4" to 1"	\$257.75		Plus Material Costs
97	Water Meter Installation Cost - 1.5" to 2"	\$257.75		Plus Material Costs
98	Water Meter Installation Cost - 3" to 4"	\$687.35		Plus Material Costs
99	Water Meter Installation Cost - 6" to 8"	New		Plus Material Costs
100	Water Meter Box Clean Up	New		It is the responsibility of the customer to have a clean and accessible meter box. We can leave a notice to clean that will trigger a clean up from the water crew if not cleaned within specified time.
101	Customer Side Leak	New		30 day grace period from day of notice to repair, then daily charge at approximately 1/30th of monthly meter service charge for the respective sized meter with a 30 day penalty limit.
102	Water Service Installation - any size	Actual Cost		
103	Hydrant Installation	Actual Cost		
104	Meter/Hydrant Relocation	Actual Cost		
105	Water Meter Test	\$85.92		Performed by a third party
106	General Service Calls. (turn on/off, checking meter/leak)	New		
107	Temporary Water Service - Installation/Removal	\$128.88		
108	Temporary Water Service - Water Usage Deposit	\$1,071.00		
109	Temporary Water Service - Water Usage Charge	\$38.00		
110	Temporary Water Service - Unauthorized Relocation	\$107.00		
111	Temporary Water Service - Water Use	\$107.00		
112	Emergency Call-out Service	Actual Cost		minimum 2 hour charge

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	Actual Cost		\$0
\$201.68	42%	\$117.00		\$39
NA	NA	Actual Cost		\$0
\$464.04	100%	\$0.00		\$0
NA	NA	2 x Permit Cost		NA
NA	NA	\$130.00		\$0
NA	NA	Current Market Price		NA
NA	NA	Current Market Price		NA
NA	NA	Current Market Price		NA
NA	NA	Current Market Price		NA
NA	NA	Current Market Price		NA
NA	NA	Current Market Price		NA
NA	NA	Current Market Price		NA
\$270.12	0%	\$270.00		\$12
\$270.12	0%	\$270.00		\$12
\$540.23	0%	\$540.00		-\$147
\$675.29	0%	\$675.00		NA
\$540.23	0%	\$540.00		NA
NA	NA	\$2/day for 3/4" meter. \$3/day for 1" meter, \$6/day for 1.5" meter, \$9/day for 2" meter, \$18/day for 3" Meters, \$28/day for 4" meter		NA
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
\$69.47	1%	\$69.00		NA
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0
NA	NA	Actual Cost		\$0

Item No.	Title	Current Fee/Charge	Unit	Notes
113	Water Connection Fee - Detached Dwelling Unit	Reference Development		
114	Water Connection Fee - Attached Dwelling Unit	Impact Mitigation		
115	Water Connection Fee - Mobile Home Unit	Fee Update 5/2/16		
116	Water Connection Fee - Commercial Lodging Unit			
117	Water Connection Fee - Commercial/Office Leases			
118	Water Connection Fee - Industrial, etc.			
119	Water In-Lieu Fee - Single Family Residence - < 1 Acre	\$4,278.00		
120	Water In-Lieu Fee - Single/Multi Family Residence - >= 1 Acre	\$5,355.00		
121	Water In-Lieu Fee - Commercial/Industrial	\$.31 sq.ft. of lot		
122	Water In-Lieu Fee - Parkland/Landscape	\$11,781.00		
123	Water Discontinuance Processing Fee-Delinquency	\$0.00		Processing fee from Finance applies. Ref Finance Department fee schedule
124	Sewer			
125	Residential Sewer Connection Fee	Reference DIF update 5/2/16		
126	Multifamily/Commercial Connection Fee			
127	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$4,278.00		\$0
NA	NA	\$5,355.00		\$0
NA	NA	\$.31 sq.ft. of lot		\$0
NA	NA	\$11,781.00		\$0
NA	NA	\$0.00		\$0

Planning Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
1	ADMINISTRATIVE APPROVALS			
2	Minor Modification (MM) (includes Time Extensions, may require attorney deposit) - 1st item	\$3,000.00	Deposit	
3	each additional item	\$645.00		
4	Minor Modification (MM) small project	New		
5	Airport Land Use Consistency Review	\$1,500.00	Deposit	
6	Concept Review or Pre-application			
7	By Staff	\$2,000.00	Deposit	At the discretion of the Planning Director, the fee for Concept Review for large projects with multiple permit requests will be based upon FAHR with a \$408 deposit
8	By Planning Commission	\$2,000.00	Deposit	
9	Condo Conversion Review (per unit)	\$484.00	per Application	
10	Design Review			
11	Major: Commercial/Industrial., Multi-Family,	\$3,000.00	Deposit	
12	Minor: SFR brought onto site, Carports, Fences	\$2,000.00	Deposit	
13	Home Occupation Permit	\$581.00	per Application	Separate Business License and Building and Safety Inspection Fees Apply
14	Landscape Plan Review/Inspection (City processing fee)	\$1,000.00	Deposit	Consultant fees apply separately
15	Plan check Review			
16	Discretionary Approvals-Parcel Map or Tract Maps w/o structures			
17	Base Fee	\$1,968.00	per Application	
18	Per unit/lot	\$1,968.00		
19	Administrative Approvals greater than 500 sq ft	\$645.00		
20	Other changes & new construction less than 500 sq ft	\$387.00	per Application	
21	Over the Counter Project Review	\$129.00		
22	Additional Fees for 3rd + review	\$516.00		
23	Second Unit Permit (Includes Design Review and NLUR)	\$2,000.00	Deposit	
24	Signs			
25	Sign	\$500.00	per Sign	
26	Master Sign Plan, Amendments to sign plan, monument signs	\$3,000.00	Deposit	
27	Temporary Occupancy Permit	\$806.00	per Application	
28	Tree Removal Permit			

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$3,000.00	Deposit	\$0
\$747.98	0%	\$747.00		\$102
\$1,458.37	0%	\$1,458.00		NA
NA	NA	\$1,600.00	Deposit	\$100
\$2,073.93	0%	\$2,073.00	Deposit	\$73
\$2,073.93	0%	\$2,073.00	Deposit	\$73
\$604.50	0%	\$604.00	per Application	\$120
\$3,464.45	0%	\$3,464.00	Deposit	\$464
NA	NA	\$2,100.00	Deposit	\$100
\$205.69	3%	\$200.00	per Application	-\$381
\$1,023.11	2%	\$1,000.00	Deposit	\$0
\$2,046.95	2%	\$2,000.00	per Application	\$32
\$2,046.95	2%	\$2,000.00		\$32
\$747.98	0%	\$750.00		\$105
\$400.03	0%	\$400.00	per Application	\$13
\$149.50	0%	\$149.00		\$20
\$640.03	0%	\$640.00		\$124
NA	NA	\$2,000.00	Deposit	\$0
\$261.88	0%	\$261.00	per Sign	-\$239
NA	NA	\$3,000.00	Deposit	\$0
\$1,046.97	4%	\$1,000.00	per Application	\$194

Planning Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
29	1-3 trees	\$581.00		
30	each additional tree	\$645.00		
31	Zoning Clearance			
32	Zoning Clearance	\$452.00		
33	Zoning Clearance (new business zoning & parking verification)	\$323.00		
34	Peddler/Vendor Solicitors Application	\$774.00		Separate Police and Finance Department Fees may Apply
35	DISCRETIONARY APPROVALS			
36	Annexations	\$10,000.00	Deposit	
37	Appeals			
38	To Planning Commission	\$4,000.00	Deposit	
39	To City Council	\$5,000.00	Deposit	
40	Conditional Use Permit (Includes Design Review)			
41	Major: New Construction, Site Improvements, Sale of Alcohol, Surface Mining	\$10,000.00	Deposit	
42	Minor: Change of Use, Freestanding signs requiring a CUP	\$4,161.00	Deposit	
43	Density Bonus Review	\$4,000.00	Deposit	
44	Development Agreement	\$10,000.00	Deposit	
45	Farm Animal Permit	\$226.00		
46	General Plan Amendment	\$12,000.00	Deposit	
47	Growth Management Allocation	\$1,500.00	Deposit	
48	Historic Landmark Certification	\$1,500.00	Deposit	
49	(Certificate of Appropriateness)	\$1,000.00	Deposit	
50	Modification to PD, CUP (MOD)	\$2,500.00	Deposit	
51	Planned Development Permit			
52	Residential	\$2,900.00	Deposit	
53	Specific Plan			
54	Review	\$15,000.00	Deposit	
55	Amendment	\$15,000.00	Deposit	
56	Temporary Use Permit	\$800.00	Deposit	
57	Variance			
58	Major: Multiple Items. Dev. Stds	\$6,000.00	Deposit	
59	Minor: Single Item/Dev. Std.	\$4,000.00	Deposit	
60	Zone Change/ Zoning Text Amendment	\$8,500.00	Deposit	
61	Adult Business			
62	New/Relocated/Expanded Trans/Suspend/Reinstate	\$1,500.00	Deposit	
63	Annual Renewal of permit	\$1,000.00	Deposit	
64	New Employee/Annual Renewal Employee	\$1,000.00	Deposit	
65	Massage Business/Clinics			
66	Massage Clinic (New / relocated)	\$1,500.00	Deposit	

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
\$287.49	0%	\$287.00		-\$294
\$287.49	0%	\$287.00		-\$358
\$574.99	0%	\$574.00		\$122
\$298.99	0%	\$298.00		-\$25
\$669.90	0%	\$669.00		-\$105
\$12,129.78	0%	\$12,129.00	Deposit	\$2,129
\$4,084.35	2%	\$4,000.00	Deposit	\$0
\$4,084.35	2%	\$4,000.00	Deposit	-\$1,000
\$11,499.77	0%	\$11,500.00	Deposit	\$1,500
\$4,214.76	0%	\$4,200.00	Deposit	\$39
\$4,214.76	0%	\$4,200.00	Deposit	\$200
\$12,484.68	0%	\$12,500.00	Deposit	\$2,500
\$238.38	0%	\$238.00		\$12
NA	NA	\$13,500.00	Deposit	\$1,500
\$1,641.75	0%	\$1,641.00	Deposit	\$141
\$1,605.88	0%	\$1,605.00	Deposit	\$105
\$1,208.45	0%	\$1,208.00	Deposit	\$208
\$2,645.43	0%	\$2,645.00	Deposit	\$145
NA	NA	\$3,031.00	Deposit	\$131
\$16,178.67	0%	\$16,178.00	Deposit	\$1,178
\$16,178.67	0%	\$16,178.00	Deposit	\$1,178
\$873.98	0%	\$873.00	Deposit	\$73
\$6,001.89	0%	\$6,000.00	Deposit	\$0
\$4,599.91	0%	\$4,599.00	Deposit	\$599
\$8,624.83	0%	\$8,624.00	Deposit	\$124
\$1,693.87	0%	\$1,693.00	Deposit	\$193
NA	NA	\$1,150.00	Deposit	\$150
NA	NA	\$1,150.00	Deposit	\$150
\$1,693.87	0%	\$1,693.00	Deposit	\$193

Planning Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
67	Massage Clinic (Renewal)	\$700.00	Deposit	
68	Massage Technician Permit (New)	\$700.00	Deposit	
69	Massage Technician Permit Renewal	\$600.00	Deposit	
70	Outdoor Dining/Café Entertainment (may require Atty dep.)	\$1,300.00		
71	SUBDIVISION MAP ACT			
72	Parcel Map	\$4,500.00	Deposit	
73	Tentative or Vesting Tract Map	\$6,000.00	Deposit	
74	Lot Line Adjustment, Reversion to Acreage, Lot Merger, Certificate of Compliance	\$2,000.00	Deposit	
75	ENVIRONMENTAL REVIEW			
76	County of Ventura Filing Fee	n/a		County establishes fee amount. Passed through to County
77	Categorical Exemption	\$700.00	Deposit	
78	Initial Study and Negative Declaration	\$7,000.00	Deposit	Costs of EIR contractor paid separately by applicant. Fee is for City staff review and facilitation
79	EIR	\$10,000.00	Deposit	
80	Mitigation Monitoring/Reporting	\$2,500.00	Deposit	
81	MISCELLANEOUS			
82	Attorney Fee	\$1,000.00	Deposit	Due to nature of project, Planning Director may require larger deposit.
83	Inclusionary Housing Ordinance	\$800.00	Deposit	Due to nature of project, Planning Director may require larger deposit.
84	Planning Department	\$129.00		
85	In-Lieu Fee Calculations			
86	City Architectural Design Review Services per Resolution 6533	\$0.00		Resolution 6533 implements City Architectural Review of specific types of projects due to their size and location (see applicable list for projects requiring this review)
87	Legal Advertising for Public Hearings	\$2,000.00	Deposit	
88	Legal Advertising Notice for Environmental (ND,MND,EIR)	\$1,500.00	Deposit	
89	Document Printing/Copying			
90	Black/white 8 ½ x 11 (10 or less pages)	Reference Administrative Services Fee Schedule		
91	Black/white 8 ½ x 11 (additional over 10 pages)			

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$815.00	Deposit	\$115
NA	NA	\$815.00	Deposit	\$115
NA	NA	\$815.00	Deposit	\$215
\$1,468.71	0%	\$1,468.00		\$168
\$5,429.14	0%	\$5,429.00	Deposit	\$929
\$7,919.07	16%	\$6,639.00	Deposit	\$639
\$2,103.66	0%	\$2,103.00	Deposit	\$103
NA	NA	n/a		\$0
\$894.12	0%	\$894.00	Deposit	\$194
\$7,009.91	0%	\$7,000.00	Deposit	\$0
\$11,224.66	0%	\$11,224.00	Deposit	\$1,224
\$2,749.47	0%	\$2,749.00	Deposit	\$249
NA	NA	\$1,000.00	Deposit	\$0
\$1,039.55	0%	\$1,039.00	Deposit	\$239
NA	NA	\$129.00		\$0
\$0.00	NA	\$0.00		\$0
\$2,202.82	0%	\$2,203.00	Deposit	\$203
\$1,564.55	0%	\$1,564.00	Deposit	\$64

Planning Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
92	Black/white 8 ½ X 14	Reference Administrative Services Fee Schedule		
93	Black/white 8 ½ x 17			
94	Maps			
95	GIS Map 2'x3'			
96	General Plan Map color 2.5' x 3'	Reference Administrative Services Fee Schedule		
97	General Plan Map color, 11"x 17"			
98	Zoning Map, color, 11"x 17"			
99	Documents			
100	1998 General Plan, bound	Available on-line		
101	1998 General Plan EIR, bound	Available on-line		
102	2012 Housing Element	Available on-line		
103	2004 Development/Zoning Code	Available on-line		
104	Postage-mailing copies	Available on-line		
105	Subscriptions			
106	Planning Commission Agendas	Available on-line		
107	Planning Commission Minutes	Available on-line		
108	Services provided by department personnel not covered (Per Hour) (2 hour minimum)			
109	First 2 Hours	\$258.00		
110	Each Additional Hour	\$258.00		
111	General Plan Maintenance Fee	New		General Plan, Housing Element, Muni -code Update (fee collected by Building & Safety)
112	Site Development Permit New (Ord 1242)	\$1,200.00	Deposit	
113	Construction/Post approval/Phasing (i.e. subdivisions, Spec Plans)	\$3,000.00	Deposit	
114	TUP/Stock piling materials	\$3,200.00	Deposit	
115	Legal Advertising for Public hearings (1000 ft radius)	\$580.00	Deposit	
116	Mills Act (tax incentives Historic Structures)	\$2,000.00	Deposit	

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	Available on-line		\$0
NA	NA	Available on-line		\$0
NA	NA	Available on-line		\$0
NA	NA	Available on-line		\$0
NA	NA	Available on-line		\$0
NA	NA	Available on-line		\$0
NA	NA	Available on-line		\$0
\$319.13	0%	\$319.00		\$61
\$319.13	0%	\$319.00		\$61
6%	1%	6%	% of Permit Fee	NA
\$1,213.26	0%	\$1,213.00	Deposit	\$13
NA	NA	\$3,000.00	Deposit	\$0
\$3,257.36	0%	\$3,257.00	Deposit	\$57
\$642.65	0%	\$642.00	Deposit	\$62
\$2,107.38	0%	\$2,107.00	Deposit	\$107

Planning Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
117	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
1	I - Building Permit Fees		
2	\$2,000.00	\$461.46	base fee @ \$2,000
3	each additional \$1,000 or fraction thereof	\$9.44	each add'l \$1,000
4	\$25,000.00	\$678.61	base fee @ \$25,000
5	each additional \$1,000 or fraction thereof	\$30.40	each add'l \$1,000
6	\$50,000.00	\$1,438.66	base fee @ \$50,000
7	each additional \$1,000 or fraction thereof	\$9.23	each add'l \$1,000
8	\$100,000.00	\$1,900.11	base fee @ \$100,000
9	each additional \$1,000 or fraction thereof	\$10.86	each add'l \$1,000
10	\$500,000.00	\$6,243.22	base fee @ \$500,000
11	each additional \$1,000 or fraction thereof	\$8.85	each add'l \$1,000
12	\$1,000,000.00	\$10,667.77	base fee @ \$1,000,000
13	each additional \$1,000 or fraction thereof	\$10.67	each add'l \$1,000
14	II - Plan Check Fees		
15	1 - Plan Review fee for buildings and structures/Licensed		
16	\$2,000.00	\$217.16	base fee @ \$2,000
17	each additional \$1,000 or fraction thereof	\$8.26	each add'l \$1,000
18	\$25,000.00	\$407.17	base fee @ \$25,000
19	each additional \$1,000 or fraction thereof	\$9.77	each add'l \$1,000
20	\$50,000.00	\$651.47	base fee @ \$50,000
21	each additional \$1,000 or fraction thereof	\$13.03	each add'l \$1,000
22	\$100,000.00	\$1,302.93	base fee @ \$100,000

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$550.09	0%	\$550.00	\$89
\$11.25	0%	\$11.25	\$2
\$808.95	0%	\$808.00	\$129
\$36.24	0%	\$36.24	\$6
\$1,714.98	0%	\$1,714.00	\$275
\$11.00	0%	\$11.00	\$2
\$2,265.06	0%	\$2,265.00	\$365
\$12.94	0%	\$12.94	\$2
\$7,442.35	0%	\$7,442.00	\$1,199
\$10.55	0%	\$10.55	\$2
\$12,716.70	0%	\$12,716.00	\$2,048
\$12.72	0%	\$12.72	\$2
\$258.86	0%	\$258.00	\$41
\$9.85	0%	\$9.85	\$2
\$485.37	0%	\$485.00	\$78
\$11.65	0%	\$11.65	\$2
\$776.59	0%	\$776.00	\$125
\$15.53	0%	\$15.53	\$3
\$1,553.19	0%	\$1,553.00	\$250

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
23	each additional \$1,000 or fraction thereof	\$4.07	each add'l \$1,000
24	\$500,000.00	\$2,931.60	base fee @ \$500,000
25	each additional \$1,000 or fraction thereof	\$2.82	each add'l \$1,000
26	\$1,000,000.00	\$4,343.11	base fee @ \$1,000,000
27	each additional \$1,000 or fraction thereof	\$4.34	each add'l \$1,000
28	2 - Un-Licensed		
29	\$2,000.00	\$461.46	base fee @ \$2,000
30	each additional \$1,000 or fraction thereof	\$9.44	each add'l \$1,000
31	\$25,000.00	\$678.61	base fee @ \$25,000
32	each additional \$1,000 or fraction thereof	\$30.40	each add'l \$1,000
33	\$50,000.00	\$1,438.66	base fee @ \$50,000
34	each additional \$1,000 or fraction thereof	\$9.23	each add'l \$1,000
35	\$100,000.00	\$1,900.11	base fee @ \$100,000
36	each additional \$1,000 or fraction thereof	\$10.86	each add'l \$1,000
37	\$500,000.00	\$6,243.22	base fee @ \$500,000
38	each additional \$1,000 or fraction thereof	\$8.85	each add'l \$1,000
39	\$1,000,000.00	\$10,667.77	base fee @ \$1,000,000
40	each additional \$1,000 or fraction thereof	\$10.67	each add'l \$1,000
41	Energy Surcharge		
42	< 10 sq ft	\$190.01	
43	10 - 50 sq ft	\$217.16	
44	50 sq ft and above	\$244.30	
45	Disabled Access Review		
46	Plan Check		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$4.85	0%	\$4.85	\$1
\$3,494.67	0%	\$3,494.00	\$562
\$3.37	0%	\$3.37	\$1
\$5,177.28	0%	\$5,177.00	\$834
\$5.18	0%	\$5.18	\$1
\$550.09	0%	\$550.00	\$89
\$11.25	0%	\$11.25	\$2
\$808.95	0%	\$808.00	\$129
\$36.24	0%	\$36.24	\$6
\$1,714.98	0%	\$1,714.00	\$275
\$11.00	0%	\$11.00	\$2
\$2,265.06	0%	\$2,265.00	\$365
\$12.94	0%	\$12.94	\$2
\$7,442.35	0%	\$7,442.00	\$1,199
\$10.55	0%	\$10.55	\$2
\$12,716.70	0%	\$12,716.00	\$2,048
\$12.72	0%	\$12.72	\$2
\$340.92	0%	\$340.00	\$150
\$340.92	0%	\$340.00	\$123
\$340.92	0%	\$340.00	\$96

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
47	\$2,000.00	\$76.00	base fee @ \$2,000
48	each additional \$1,000 or fraction thereof	\$2.60	each add'l \$1,000
49	\$25,000.00	\$135.72	base fee @ \$25,000
50	each additional \$1,000 or fraction thereof	\$10.86	each add'l \$1,000
51	\$50,000.00	\$407.17	base fee @ \$50,000
52	each additional \$1,000 or fraction thereof	\$5.54	each add'l \$1,000
53	\$100,000.00	\$684.04	base fee @ \$100,000
54	each additional \$1,000 or fraction thereof	\$3.18	each add'l \$1,000
55	\$500,000.00	\$1,954.40	base fee @ \$500,000
56	each additional \$1,000 or fraction thereof	\$4.56	each add'l \$1,000
57	1000000	\$4,234.53	base fee @ \$1,000,000
58	each additional \$1,000 or fraction thereof	\$4.23	each add'l \$1,000
59	Inspection		
60	\$2,000.00	\$108.58	base fee @ \$2,000
61	each additional \$1,000 or fraction thereof	\$3.54	each add'l \$1,000
62	\$25,000.00	\$190.01	base fee @ \$25,000
63	each additional \$1,000 or fraction thereof	\$11.94	each add'l \$1,000
64	\$50,000.00	\$488.60	base fee @ \$50,000
65	each additional \$1,000 or fraction thereof	\$4.78	each add'l \$1,000
66	\$100,000.00	\$727.47	base fee @ \$100,000
67	each additional \$1,000 or fraction thereof	\$1.44	each add'l \$1,000

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$90.60	1%	\$90.00	\$14
\$3.10	0%	\$3.10	\$0
\$161.79	0%	\$161.00	\$25
\$12.94	0%	\$12.94	\$2
\$485.37	0%	\$485.00	\$78
\$6.60	0%	\$6.60	\$1
\$815.42	0%	\$815.00	\$131
\$3.79	0%	\$3.79	\$1
\$2,329.78	0%	\$2,329.00	\$375
\$5.44	0%	\$5.44	\$1
\$5,047.85	0%	\$5,047.00	\$812
\$5.05	0%	\$5.05	\$1
\$129.43	0%	\$129.00	\$20
\$4.22	0%	\$4.22	\$1
\$226.51	0%	\$226.00	\$36
\$14.24	0%	\$14.24	\$2
\$582.44	0%	\$582.00	\$93
\$5.69	0%	\$5.69	\$1
\$867.20	0%	\$867.00	\$140
\$1.72	0%	\$1.72	\$0

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
68	\$500,000.00	\$1,302.93	base fee @ \$500,000
69	each additional \$1,000 or fraction thereof	\$1.30	each add'l \$1,000
70	\$1,000,000.00	\$1,954.40	base fee @ \$1,000,000
71	each additional \$1,000 or fraction thereof	\$1.95	each add'l \$1,000
72	High Fire Hazard Area Fee		
73	Plan Check		
74	\$2,000.00	\$54.29	base fee @ \$2,000
75	each additional \$1,000 or fraction thereof	\$1.18	each add'l \$1,000
76	\$25,000.00	\$81.43	base fee @ \$25,000
77	each additional \$1,000 or fraction thereof	\$2.17	each add'l \$1,000
78	\$50,000.00	\$135.72	base fee @ \$50,000
79	each additional \$1,000 or fraction thereof	\$1.09	each add'l \$1,000
80	\$100,000.00	\$190.01	base fee @ \$100,000
81	each additional \$1,000 or fraction thereof	\$0.07	each add'l \$1,000
82	\$500,000.00	\$217.16	base fee @ \$500,000
83	each additional \$1,000 or fraction thereof	\$0.16	each add'l \$1,000
84	\$1,000,000.00	\$298.59	base fee @ \$1,000,000
85	each additional \$1,000 or fraction thereof	\$0.30	each add'l \$1,000
86	Inspection		
87	\$2,000.00	\$162.87	base fee @ \$2,000
88	each additional \$1,000 or fraction thereof	\$3.54	each add'l \$1,000
89	\$25,000.00	\$244.30	base fee @ \$25,000

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,553.19	0%	\$1,553.00	\$250
\$1.55	0%	\$1.55	\$0
\$2,329.78	0%	\$2,329.00	\$375
\$2.33	0%	\$2.33	\$0
\$64.72	1%	\$64.00	\$10
\$1.41	0%	\$1.41	\$0
\$97.07	0%	\$97.00	\$16
\$2.59	0%	\$2.59	\$0
\$161.79	0%	\$161.00	\$25
\$1.29	0%	\$1.29	\$0
\$226.51	0%	\$226.00	\$36
\$0.08	0%	\$0.08	\$0
\$258.86	0%	\$258.00	\$41
\$0.19	0%	\$0.19	\$0
\$355.94	0%	\$355.00	\$56
\$0.36	0%	\$0.36	\$0
\$194.15	0%	\$194.00	\$31
\$4.22	0%	\$4.22	\$1
\$291.22	0%	\$291.00	\$47

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
90	each additional \$1,000 or fraction thereof	\$9.77	each add'l \$1,000
91	\$50,000.00	\$488.60	base fee @ \$50,000
92	each additional \$1,000 or fraction thereof	\$3.26	each add'l \$1,000
93	\$100,000.00	\$651.47	base fee @ \$100,000
94	each additional \$1,000 or fraction thereof	\$0.54	each add'l \$1,000
95	\$500,000.00	\$868.62	base fee @ \$500,000
96	each additional \$1,000 or fraction thereof	\$0.22	each add'l \$1,000
97	\$1,000,000.00	\$977.20	base fee @ \$1,000,000
98	each additional \$1,000 or fraction thereof	\$0.98	each add'l \$1,000
99	MPE Plan Review		
100	\$2,000.00	\$81.43	base fee @ \$2,000
101	each additional \$1,000 or fraction thereof	\$3.54	each add'l \$1,000
102	\$25,000.00	\$162.87	base fee @ \$25,000
103	each additional \$1,000 or fraction thereof	\$6.51	each add'l \$1,000
104	\$50,000.00	\$325.73	base fee @ \$50,000
105	each additional \$1,000 or fraction thereof	\$7.60	each add'l \$1,000
106	\$100,000.00	\$705.76	base fee @ \$100,000
107	each additional \$1,000 or fraction thereof	\$6.11	each add'l \$1,000
108	\$500,000.00	\$3,148.76	base fee @ \$500,000
109	each additional \$1,000 or fraction thereof	\$5.05	each add'l \$1,000
110	\$1,000,000.00	\$5,673.19	base fee @ \$1,000,000

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$11.65	0%	\$11.65	\$2
\$582.44	0%	\$582.00	\$93
\$3.88	0%	\$3.88	\$1
\$776.59	0%	\$776.00	\$125
\$0.65	0%	\$0.65	\$0
\$1,035.46	0%	\$1,035.00	\$166
\$0.26	0%	\$0.26	\$0
\$1,164.89	0%	\$1,164.00	\$187
\$1.16	0%	\$1.16	\$0
\$97.07	0%	\$97.00	\$16
\$4.22	0%	\$4.22	\$1
\$194.15	0%	\$194.00	\$31
\$7.77	0%	\$7.77	\$1
\$388.30	0%	\$388.00	\$62
\$9.06	0%	\$9.06	\$1
\$841.31	0%	\$841.00	\$135
\$7.28	0%	\$7.28	\$1
\$3,753.53	0%	\$3,753.00	\$604
\$6.02	0%	\$6.02	\$1
\$6,762.83	0%	\$6,762.00	\$1,089

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
111	each additional \$1,000 or fraction thereof	\$5.67	each add'l \$1,000
112	Additional Plan Review Fee	\$81.43	
113	Fast Track Plan Review Fee	\$217.16	
114	Mobile home/coach foundation system plan check	\$434.31	
115	Use of outside consultants for plan review	\$108.58	
116	Green Building For the review of C.C.T. Title 24, Part 11 requirements		
117	Plan Check		
118	\$2,000.00	\$86.86	base fee @ \$2,000
119	each additional \$1,000 or fraction thereof	\$0.94	each add'l \$1,000
120	\$25,000.00	\$108.58	base fee @ \$25,000
121	each additional \$1,000 or fraction thereof	\$0.65	each add'l \$1,000
122	\$50,000.00	\$124.86	base fee @ \$50,000
123	each additional \$1,000 or fraction thereof	\$0.65	each add'l \$1,000
124	\$100,000.00	\$157.44	base fee @ \$100,000
125	each additional \$1,000 or fraction thereof	\$0.37	each add'l \$1,000
126	\$500,000.00	\$304.02	base fee @ \$500,000
127	each additional \$1,000 or fraction thereof	\$0.42	each add'l \$1,000
128	\$1,000,000.00	\$515.74	base fee @ \$1,000,000
129	each additional \$1,000 or fraction thereof	\$0.52	each add'l \$1,000
130	Inspection		
131	\$2,000.00	\$54.29	base fee @ \$2,000
132	each additional \$1,000 or fraction thereof	\$1.18	each add'l \$1,000

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$6.76	0%	\$6.76	\$1
\$97.07	0%	\$97.00	\$16
\$258.86	0%	\$258.00	\$41
\$517.73	0%	\$517.00	\$83
\$129.43	0%	\$129.00	\$20
\$103.55	1%	\$103.00	\$16
\$1.13	0%	\$1.13	\$0
\$129.43	0%	\$129.00	\$20
\$0.78	0%	\$0.78	\$0
\$148.85	1%	\$148.00	\$23
\$0.78	0%	\$0.78	\$0
\$187.68	0%	\$187.00	\$30
\$0.44	0%	\$0.44	\$0
\$362.41	0%	\$362.00	\$58
\$0.50	0%	\$0.50	\$0
\$614.80	0%	\$614.00	\$98
\$0.61	0%	\$0.61	\$0
\$64.72	1%	\$64.00	\$10
\$1.41	0%	\$1.41	\$0

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
133	\$25,000.00	\$81.43	base fee @ \$25,000
134	each additional \$1,000 or fraction thereof	\$1.09	each add'l \$1,000
135	\$50,000.00	\$108.58	base fee @ \$50,000
136	each additional \$1,000 or fraction thereof	\$0.54	each add'l \$1,000
137	\$100,000.00	\$135.72	base fee @ \$100,000
138	each additional \$1,000 or fraction thereof	\$0.68	each add'l \$1,000
139	\$500,000.00	\$407.17	base fee @ \$500,000
140	each additional \$1,000 or fraction thereof	\$0.92	each add'l \$1,000
141	\$1,000,000.00	\$868.62	base fee @ \$1,000,000
142	each additional \$1,000 or fraction thereof	\$0.87	each add'l \$1,000
143	Flood Plain Construction Fee		
144	Plan Check		
145	\$2,000.00	\$48.86	base fee @ \$2,000
146	each additional \$1,000 or fraction thereof	\$3.07	each add'l \$1,000
147	\$25,000.00	\$119.44	base fee @ \$25,000
148	each additional \$1,000 or fraction thereof	\$5.86	each add'l \$1,000
149	\$50,000.00	\$266.02	base fee @ \$50,000
150	each additional \$1,000 or fraction thereof	\$1.52	each add'l \$1,000
151	\$100,000.00	\$342.02	base fee @ \$100,000
152	each additional \$1,000 or fraction thereof	\$0.26	each add'l \$1,000
153	\$500,000.00	\$445.17	base fee @ \$500,000
154	each additional \$1,000 or fraction thereof	\$0.48	each add'l \$1,000

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$97.07	0%	\$97.00	\$16
\$1.29	0%	\$1.29	\$0
\$129.43	0%	\$129.00	\$20
\$0.65	0%	\$0.65	\$0
\$161.79	0%	\$161.00	\$25
\$0.81	0%	\$0.81	\$0
\$485.37	0%	\$485.00	\$78
\$1.10	0%	\$1.10	\$0
\$1,035.46	0%	\$1,035.00	\$166
\$1.04	0%	\$1.04	\$0
\$58.24	0%	\$58.00	\$9
\$3.66	0%	\$3.66	\$1
\$142.38	0%	\$142.00	\$23
\$6.99	0%	\$6.99	\$1
\$317.11	0%	\$317.00	\$51
\$1.81	0%	\$1.81	\$0
\$407.71	0%	\$407.00	\$65
\$0.31	0%	\$0.31	\$0
\$530.67	0%	\$530.00	\$85
\$0.57	0%	\$0.57	\$0

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
155	\$1,000,000.00	\$684.04	base fee @ \$1,000,000
156	each additional \$1,000 or fraction thereof	\$0.68	each add'l \$1,000
157	Inspection		
158	\$2,000.00	\$32.57	base fee @ \$2,000
159	each additional \$1,000 or fraction thereof	\$3.30	each add'l \$1,000
160	\$25,000.00	\$108.58	base fee @ \$25,000
161	each additional \$1,000 or fraction thereof	\$2.17	each add'l \$1,000
162	\$50,000.00	\$162.87	base fee @ \$50,000
163	each additional \$1,000 or fraction thereof	\$3.26	each add'l \$1,000
164	\$100,000.00	\$325.73	base fee @ \$100,000
165	each additional \$1,000 or fraction thereof	\$0.31	each add'l \$1,000
166	\$500,000.00	\$450.60	base fee @ \$500,000
167	each additional \$1,000 or fraction thereof	\$0.68	each add'l \$1,000
168	\$1,000,000.00	\$792.62	base fee @ \$1,000,000
169	each additional \$1,000 or fraction thereof	\$0.79	each add'l \$1,000
170	III - Miscellaneous Fees		
171	Simple Scope Building Permit Items	\$228.01	
172	Re-Roof		
173	Window Replacement		
174	"City Standard" Block Walls and Retaining Walls		
175	Drywall Repair		
176	Mobile home/coach installation	\$461.46	
177	Mobile home/coach installation on a permanent foundation	\$1,004.34	
178	Commercial business license, review and inspection	\$114.01	
179	Sign inspection (when no permit issued)	\$81.43	
180	Inspections outside of normal business hours (per hr.) (minimum charge two hours)	\$217.16	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$815.42	0%	\$815.00	\$131
\$0.82	0%	\$0.82	\$0
\$38.83	2%	\$38.00	\$5
\$3.94	0%	\$3.94	\$1
\$129.43	0%	\$129.00	\$20
\$2.59	0%	\$2.59	\$0
\$194.15	0%	\$194.00	\$31
\$3.88	0%	\$3.88	\$1
\$388.30	0%	\$388.00	\$62
\$0.37	0%	\$0.37	\$0
\$537.14	0%	\$537.00	\$86
\$0.82	0%	\$0.82	\$0
\$944.85	0%	\$944.00	\$151
\$0.94	0%	\$0.94	\$0
\$166.86	1%	\$166.00	-\$62
\$223.05	0%	\$223.00	-\$238
\$444.39	0%	\$444.00	-\$560
\$223.05	0%	\$223.00	\$109
\$223.05	0%	\$223.00	\$142
\$333.72	0%	\$333.00	\$116

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
181	Re-inspection fee (per hr.)	\$108.58	
182	Code Compliance Investigation fee for request to investigate proposed changes, including changes in use or occupancy prior to submittal of plans		
183	up to and including 3,000 sq. ft	\$434.31	
184	for each additional 500 sq. ft. or fraction thereof	\$32.57	
185	Demolition or wrecking permit (partial)	\$32.57	
186	Demolition or wrecking permit (complete)	\$81.43	
187	Fire Damage Inspection Fee	\$217.16	
188	Home Occupation permit, review and inspection	\$86.86	
189	Address Change (Owner Request)	\$162.87	
190	Relocation Investigation Fee	\$488.60	
191	Technology surcharge	\$11.22	(per 1,000 of building valuation)
192	Where the inspection is conducted outside the City of Santa Paula, additional changes shall be paid for travel at the rate of \$0.38 per mile and the inspector's time at the rate of \$75.00 per hour during the period the inspector is outside the City of Santa Paula. (Per Mile)	\$0.00	
193	Per hour charge	\$108.58	
194	Inspection Fee (Per Hour)	\$249.73	
195	Code Enforcement Processing Fees:		
196	Whenever any work for which a permit is required by the technical codes has been commenced without first obtaining said permit (s), or whenever a Code Enforcement Case is started due to a violation of the Santa Paula Municipal Code, a Code Enforcement Processing Fee equal to the permit fee (s) but not less than \$200.00 shall be collected.	\$434.31	
197	Plan Filing Fee	\$27.14	
198	Application Processing Fee	\$135.72	
199	Records Research (1/2 hr. minimum)	\$54.29	
200	Temporary or partial certificate inspection request (per hour)	\$162.87	
201	Appeals Hearing Request		
202	Owner occupied single family dwelling	\$760.04	
203	All other appeals	\$1,737.25	
204	Release of Non Compliance Notice	\$542.89	
205	Other Inspections and Fees		
206	Inspections for which no fee is specifically indicated (per hr.)	\$54.29	
207	For use of outside consultants for inspections plus 20% administrative over-site	\$651.47	
208	Building & Safety Inspection	\$109.00	
209	IV - MPE (Mechanical, Plumbing, Electrical) Permits		
210	MPE Permit issuance		
211	Issuance of initial/primary permit	\$92.29	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$110.67	1%	\$110.00	\$1
\$285.37	0%	\$285.00	-\$149
NA	NA	\$32.57	\$0
\$223.05	0%	\$223.00	\$190
\$223.05	0%	\$223.00	\$142
\$223.05	0%	\$223.00	\$6
\$166.86	1%	\$166.00	\$79
\$56.19	0%	\$56.00	-\$107
\$546.89	0%	\$546.00	\$57
7%	0%	7% of Permit Fee	NA
NA	NA	\$0.00	\$0
\$110.67	1%	\$110.00	\$1
\$211.46	0%	\$211.00	-\$39
\$535.30	0%	\$535.00	\$101
\$28.10	0%	\$28.00	\$1
\$168.57	0%	\$168.00	\$32
\$56.19	0%	\$56.00	\$2
\$392.38	0%	\$392.00	\$229
\$804.34	0%	\$804.00	\$44
\$1,818.42	0%	\$1,818.00	\$81
\$619.09	0%	\$619.00	\$76
\$75.59	1%	\$75.00	\$21
NA	NA	\$651.47	\$0
NA	NA	\$109.00	\$0
\$112.38	0%	\$112.00	\$20

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
212	For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$81.43	
213	MPE New Construction (placeholder) (tiered by s.f. of project)		
214	Plumbing (per 1,000 s.f.)	\$108.58	
215	Mechanical (per 1,000 s.f.)	\$108.58	
216	Electrical (per 1,000 s.f.)	\$108.58	
217	MPE - Unit Fee Schedule - Simple		
218	(up to 3 items from simple schedule)	\$72.39	
219	MPE Unit Fee Schedule - Complex Scope Items - Plumbing		
220	Fixtures and Vents		
221	Industrial/Commercial waste interceptor (including trap and vent)	\$65.15	
222	Industrial waste sample well (each)	\$65.15	
223	Rainwater piping system per drain (inside building)	\$21.72	
224	Graywater systems Residential	\$233.44	
225	For each cesspool	\$108.58	
226	For each private sewage disposal system	\$271.44	
227	For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps	\$54.29	
228	Rainwater systems--per drain (inside building)	\$16.29	
229	Swimming Pools		
230	Public pool	\$380.02	
231	Public spa	\$271.44	
232	Private pool	\$190.01	
233	Private spa	\$108.58	
234	Solar water heating system, including collectors, piping, tank, and valves		
235	Domestic (portable) water heating	\$108.58	
236	Swimming pool/spa heating	\$108.58	
237	Miscellaneous		
238	For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code.	\$54.29	
239	Minimum Fee		
240	When a plumbing permit is not obtained in conjunction with other types of permits, the minimum fee shall be	\$16.29	
241	MPE Unit Fee Schedule - Complex Scope Items - Mechanical		
242	Boilers, Compressors and Absorption Systems		
243	For the installation or relocation of each boiler or compressor to and including 2 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$32.57	
244	For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)	\$65.15	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$112.38	0%	\$112.00	\$31
\$112.38	0%	\$112.00	\$3
\$112.38	0%	\$112.00	\$3
\$112.38	0%	\$112.00	\$3
\$112.38	0%	\$112.00	\$40
\$110.67	1%	\$110.00	\$45
\$110.67	1%	\$110.00	\$45
\$110.67	1%	\$110.00	\$88
\$110.67	1%	\$110.00	-\$123
\$110.67	1%	\$110.00	\$1
\$110.67	1%	\$110.00	-\$161
\$110.67	1%	\$110.00	\$56
\$110.67	1%	\$110.00	\$94
\$332.01	0%	\$332.00	-\$48
\$221.34	0%	\$221.00	-\$50
\$221.34	0%	\$221.00	\$31
\$110.67	1%	\$110.00	\$1
\$110.67	1%	\$110.00	\$1
\$110.67	1%	\$110.00	\$1
\$110.67	1%	\$110.00	\$56
\$110.67	1%	\$110.00	\$94
\$110.67	1%	\$110.00	\$77
\$110.67	1%	\$110.00	\$45

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
245	For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	\$81.43	
246	For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$92.29	
247	For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW) or each absorption system over 1,750,000 Btu/h (512.9 kW)	\$108.58	
248	Air Handlers		
249	For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto	\$32.57	
250	For each air-handling unit over 10,000 cfm (4719 L/s)	\$32.57	
251	Incinerators		
252	For the installation or relocation of each domestic-type incinerator	\$27.14	
253	For the installation of each commercial or industrial-type incinerator	\$27.14	
254	Miscellaneous		
255	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$54.29	
256	Minimum Fee		
257	When mechanical permits are not obtained in conjunction with other types of permits, the minimum fee shall be	\$54.29	
258	MPE Unit Fee Schedule - Complex Scope Items - Electrical		
259	Carnivals and Circuses		
260	Each electrically driven ride	\$54.29	
261	For mechanically driven rides and walk-through attraction or displays having electrical lighting	\$54.29	
262	Miscellaneous		
263	Miscellaneous Apparatus, Conduits and Conductors (permit is required but no fee is herein set forth)	\$54.29	
264	Generator/Electrical Permit	\$208.00	
265	Minimum Fee		
266	When electrical permits are not obtained in conjunction with other types of permits, the minimum fee shall be	\$54.29	
267	Electrical Service Restoration		
268	For inspection prior to reactivation of an electrical service	\$108.58	
269	V - PLANNING APPLICATION REVIEW		
270	Per application	\$434.31	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$110.67	1%	\$110.00	\$29
\$110.67	1%	\$110.00	\$18
\$110.67	1%	\$110.00	\$1
\$110.67	1%	\$110.00	\$77
\$110.67	1%	\$110.00	\$77
\$110.67	1%	\$110.00	\$83
\$110.67	1%	\$110.00	\$83
\$110.67	1%	\$110.00	\$56
\$110.67	1%	\$110.00	\$56
\$110.67	1%	\$110.00	\$56
\$110.67	1%	\$110.00	\$56
NA	NA	\$208.00	\$0
\$110.67	1%	\$110.00	\$56
\$110.67	1%	\$110.00	\$1
\$570.74	0%	\$570.00	\$136

Building and Safety Fees

Item No.	Title	Current Fee/Charge	Unit
271	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.		
272	Permit Fees for PV (Photovoltaic)		
273	Residential		
274	Residential 15kW or less	\$450.00	
275	More than 15kW	\$500.00	plus \$15/kW above 15kW
276	Commercial		
277	50kW or less	\$1,000.00	plus \$7/kW above 50kW
278	More than 250kW	\$2,400.00	plus \$5/kW above 250kW

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$450.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$1,000.00	\$0
NA	NA	\$2,400.00	\$0

Police Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
1	City Animal Nuisance (ie Barking Dog) Complaint	\$0.00		
2	Abandoned Vehicle Towing - Abatement	\$62.08		
3	Storage Impound Release	\$154.00		
4	Annual Alarm Registration Fee	\$19.17		
5	Police False Alarm Response - 1st & 2nd within 12 months	No Charge		
6	Police False Alarm Response - 3rd Response	\$93.00		
7	Police False Alarm Response - 4th Response	\$93.00		
8	Police False Alarm Response - 5th Response	\$93.00		
9	Police False Alarm Response - All Subsequent Responses	\$93.00		
10	DUI Accident/Arrest Response	State set limit		Penalty per city municipal code 93.35A4
11	Nuisance Service Call(Loud Party Response) - 1st response	No Charge		
12	2nd response	Penalty		Penalty per city municipal code 93.35A4
13	Reports - up to first 10 pages or less	\$19.17		
14	Crime Report - additional pages	\$0.10	page	
15	Vehicle for Hire Permit	\$248.31		
16	Vehicle for Hire License	\$217.27		
17	Concealed Weapons Permits	Set by State Law		Service provided by county sheriff's office
18	Clearance Letter	\$30.00		
19	Fingerprinting	\$25.00		DOJ fees and FBI fees may apply in addition to the City's fees
20	Live Scan	\$30.00		
21	Card	\$30.00		
22	Parking Enforcement - Citations	Range		Fees apply per contractor agreement
23	Parking Enforcement - processing fee if citation not paid	\$13.26		Fees apply per contractor agreement
24	Parking Enforcement - citation not paid/notice given to DMV	\$3.06		Fees apply per contractor agreement

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$100 for 2nd complaint/response, any other responded within 30 days doubles amount.	\$100
\$285.95	46%	\$154.00	\$92
NA	NA	\$154.00	\$0
\$37.45	47%	\$20.00	\$1
NA	NA	No Charge	\$0
\$157.15	12%	\$139.00	\$46
\$157.15	5%	\$149.00	\$56
NA	NA	\$159.00	\$66
NA	NA	\$169.00	\$76
NA	NA	State set limit	\$0
NA	NA	\$100 for 2nd complaint/response, any other responded within 30 days doubles amount.	\$100
NA	NA	\$200.00	\$0
\$39.29	49%	\$20.00	\$1
NA	NA	\$0.10	\$0
NA	NA	\$248.31	\$0
NA	NA	\$217.27	\$0
NA	NA	Set by State Law	\$0
NA	NA	\$30.00	\$0
NA	NA	\$25.00	\$0
NA	NA	\$30.00	\$0
NA	NA	\$30.00	\$0
NA	NA	Range	\$0
NA	NA	\$50.00	\$37
NA	NA	\$3.06	\$0

Police Fees

Item No.	Title	Current Fee/Charge	Unit	Notes
25	U-Visa Immigration Form (I-98)	\$28.76		
26	Correctable vehicle code infractions			
27	3rd party processing fee	\$12.00		Fees apply per contractor agreement
28	City Officer Sign-Off	\$31.00		
29	VIN (Vehicle Identification Number) Verification	\$19.17		
30	Peddler/Vendor Solicitors Application (support to Planning)	\$93.12		
31	Police Officer	\$124.00		
32	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.00	-\$29
NA	NA	\$12.00	\$0
NA	NA	\$0.00	-\$31
NA	NA	\$20.00	\$1
NA	NA	\$93.12	\$0
\$253.21	27%	\$186.00	\$62

Parks and Recreation

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Banners			
2	Banner Teague Park	\$25.00	week	
3	Main Street Banner	\$300.00	week	
4	Main Street Banner - Over street	\$612.22		
5	Jolly Jumps			
6	Jolly Jump Permit	\$38.00		
7	Jolly Jump Vendor Registration	\$19.00		
8	Parks			
9	Hershel Hopkins, Tom Moore, Richard Ruiz, Teague Park, Las Piedras Park, Tony Vasquez, McKeveett Park			
10	Category 2 User	\$8.00	hour	
11	Category 3 User	\$16.00	hour	
12	Category 4 User	\$16.00	hour	
13	Category 5 User	\$16.00	hour	
14	Category 6 User	\$16.00	hour	plus 25%
15	Category 7 User	\$16.00	hour	plus 40%
16	Batting Cages			
17	Harding Park Batting Cages	New	hour	2 hour minimum
18	Basketball Courts: Las Piedras Park, Teague Park & Sports Park			
19	Category 2 User	New	hour	
20	Category 3 User	New	hour	
21	Category 4 User	New	hour	
22	Category 5 User	New	hour	
23	Category 6 User	New	hour	plus 25%
24	Category 7 User	New	hour	plus 40%
25	Sports Park Athletic / Soccer Fields & Softball / Baseball Fields			
26	Category 2 User	New	hour	
27	Category 3-5 User	New	hour	
28	Category 6 User	New	hour	
29	Category 7 User	New	hour	
30	Sports Field Lights			
31	Softball/Baseball	\$8.00		
32	Soccer	\$13.00		
33	Basketball Courts	New	hour	
34	Amphitheater			
35	Nonprofit	New	per hour	2 hour minimum
36	Regular Rate	New	per hour	2 hour minimum; Non-resident pay rate +40%
37	BBQ Areas / Park Rental Space			

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$35.00	week	\$10
NA	NA	\$330.00	week	\$30
\$406.67	0%	\$406.00		-\$206
\$46.63	10%	\$42.00		\$4
\$31.09	20%	\$25.00		\$6
NA	NA	\$12.00	hour	\$4
NA	NA	\$24.00	hour	\$8
NA	NA	\$24.00	hour	\$8
NA	NA	\$24.00	hour	\$8
NA	NA	\$24.00	hour	\$8
NA	NA	\$24.00	hour	\$8
NA	NA	\$10.00	hour	NA
NA	NA	\$8.00	hour	NA
NA	NA	\$12.00	hour	NA
NA	NA	\$12.00	hour	NA
NA	NA	\$12.00	hour	NA
NA	NA	\$12.00	hour	NA
NA	NA	\$16.00	hour	NA
NA	NA	\$25.00	hour	NA
NA	NA	\$40.00	hour	NA
NA	NA	\$40 plus 25%	hour	NA
NA	NA	\$40 plus 40%	hour	NA
NA	NA	\$17.00		\$9
NA	NA	\$17.00		\$4
NA	NA	\$17.00	hour	NA
NA	NA	\$35.00	per hour	NA
NA	NA	\$75.00	per hour	NA

Parks and Recreation

Item No.	Title	Current Fee/Charge	Unit	Notes
38	Sports Park BBQ Pavillons	New	flat rate	\$200 deposit; Non-resident pay rate +40%
39	Recreation Park	\$70.00	flat rate	\$200 deposit; Non-resident pay rate +40%
40	FACILITY RENTALS			
41	Community Center Auditorium			
42	Non Profit	New	hour	4 hour minimum
43	Regular Rate	New	hour	4 hour minimum
44	Meeting / Assembly	New	hour	2 hour minimum
45	Kitchen	New	flate rate	kitchen closes at 9pm
46	Setup	\$180.00	flat rate	
47	Breakdown	\$180.00	flat rate	
48	Deposit	New		
49	Senior Dining Room			
50	Non Profit	\$49.00	hr	2 hour minimum
51	Regular	\$49.00	hr	2 hour minimum
52	Community Center Back Lobby			
53	Non Profit	\$132.00	3 hr	2 hour minimum
54	Regular Rate	\$175.00	3 hr	2 hour minimum
55	Cultural Arts Building			
56	Non Profit	\$59.00	hr	2 hr minimum
57	Regular	\$66.00	hr	2 hr minimum
58	Train Depot			
59	Non Profit	\$59.00	hour	
60	Regular	\$66.00	hour	
61	Council Chambers			
62	Non Profit	New		
63	Regular	New		
64	Special Event			
65	Application Fee Minor Event	\$130.00		
66	Application Fee Major Event	\$346.00		
67	Encroachment Permit	\$245.00		
68	Late Application Fee (less than 60-days)	\$87.00		
69	Late Application Fee (less than 30-days)	\$217.00		
70	Special Event Liason (Parks & Recreation Staff)	New	hourly	
71	Filming			
72	Nonrefundable Filming Permit Application Fee	\$68.00		

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$200.00	flat rate	NA
NA	NA	\$128.00	flat rate	\$58
NA	NA	\$135.00	hour	NA
NA	NA	\$235.00	hour	NA
NA	NA	\$135.00	hour	NA
NA	NA	\$185.00	flate rate	NA
NA	NA	\$180.00	flat rate	\$0
NA	NA	\$180.00	flat rate	\$0
NA	NA	\$500.00		NA
NA	NA	\$65.00	hr	\$16
NA	NA	\$95.00	hr	\$46
NA	NA	\$65.00	hour	-\$67
NA	NA	\$95.00	hour	-\$80
NA	NA	\$115.00	hr	\$56
NA	NA	\$135.00	hr	\$69
NA	NA	\$75.00	hour	\$16
NA	NA	\$95.00	hour	\$29
NA	NA	\$125.00		NA
NA	NA	\$225.00		NA
\$147.44	2%	\$145.00		\$15
\$515.64	27%	\$375.00		\$29
NA	NA	\$245.00		\$0
NA	NA	\$87.00		\$0
NA	NA	\$217.00		\$0
\$148.46	0%	\$148.00	hourly	NA
\$1,685.78	82%	\$300.00		\$232

Parks and Recreation

Item No.	Title	Current Fee/Charge	Unit	Notes
73	For First Day (or fraction thereof) Filming	\$280.00		
74	For each additional day (or fraction thereof) of Filming	\$115.00		
75	City Parking Lot	\$500.00		
76	City Building	\$500.00		
77	Film Coordinator	New	hourly	
78	Staff Costs			
79	Parks & Recreation Staff	\$130.00		
80	Parks & Recreation Part Time Staff	\$45.00		
81	Other Fees			
82	Podium	New	flat rate	
83	Projector	New	flat rate	
84	PA Setup (2 speakers/1 Mic)	New	flat rate	
85	Spider Box	New	per box	
86	Use of Electricity (at parks and events)	New	hour	
87	Generator	New	hour	\$100 deposit
88	Mobile Lights	New	hour	\$300 deposit / plus \$300 drop off and pick up fee
89	Field Use Processing Fee (more than 30 days)	20.00		
90	Field Use Processing Fee (less than 30 days)	40.00		
91	Liability Insurance for Rentals & Events	\$113.00		This rate depends on what the insurance company premiums are; this should be set at City's discretion.
92	Union Oil Building Courtyard	New	hour	\$200 deposit / 4 hour minimum

Full Cost	Subsidy %	Suggested Fee	Unit	Fee Δ
NA	NA	\$500.00		\$220
NA	NA	\$250.00		\$135
NA	NA	\$550.00		\$50
NA	NA	\$750.00		\$250
\$148.46	0%	\$148.00	hourly	NA
\$148.46	0%	\$148.00		\$18
NA	NA	\$45.00		\$0
NA	NA	\$75.00	flat rate	NA
NA	NA	\$75.00	flat rate	NA
NA	NA	\$150.00	flat rate	NA
NA	NA	\$25.00	per box	NA
NA	NA	\$13.00	hour	NA
NA	NA	\$45.00	hour	NA
NA	NA	\$115.00	hour	NA
NA	NA	\$20.00		\$0.00
NA	NA	\$40.00		\$0.00
NA	NA	Actual Cost		\$0
NA	NA	\$100.00	hour	NA



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**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Monica Castillo, City Attorney

Subject:

INTRODUCTION OF ORDINANCE NO. 1350 AMENDING CHAPTERS 16.200 (ADMINISTRATION – GENERAL PROVISIONS), 16.202 (APPLICATIONS, PROCESSING, FILING AND FEES), 16.204 (PUBLIC HEARINGS), 16.206 (APPEALS AND REVOCATIONS), 16.208 (DEVELOPMENT CODE AMENDMENTS), 16.210 (ZONE CHANGE), 16.212 (GENERAL PLAN AMENDMENTS), 16.214 (AGRICULTURAL PRESERVE AND LAND CONSERVATION CONTRACTS), 16.216 (SPECIFIC PLANS), 16.218 (CONDITIONAL USE PERMITS), 16.220 (VARIANCES), 16.222 (MINOR MODIFICATIONS), 16.224 (ZONING CLEARANCE), 16.227 (ACCESSORY DWELLING UNITS), 16.228 (TEMPORARY USE PERMIT), 16.230 (HOME OCCUPATION PERMIT), 16.234 (DEVELOPMENT AGREEMENTS), 16.236 (ANNEXATIONS), 16.237 (81 ACRE INITIATIVE IMPLEMENTATION), AND 16.238 (SITE DEVELOPMENT PERMIT) OF TITLE XVI: DEVELOPMENT CODE OF THE SANTA PAULA MUNICIPAL CODE IN ORDER TO CORRECT INCONSISTENCIES, OUTDATED LANGUAGE AND FORMATTING AND FINDING THE ACTION TO BE STATUTORILY EXEMPT FROM CEQA UNDER SECTION 15061(B)(3) OF THE PUBLIC RESOURCES CODE

Date: October 15, 2025

Agenda Item: 11.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Open the public hearing, receive public testimony, close the public hearing; and
2. Waive the first reading by title only, and introduce Ordinance No. 1350, entitled “An Ordinance amending Chapters 16.200 (Administration – General Provisions), 16.202 (Applications, Processing, Filing and Fees), 16.204 (Public Hearings), 16.206 (Appeals and Revocations), 16.208 (Development Code Amendments), 16.210 (Zone Change), 16.212 (General Plan Amendments), 16.214 (Agricultural Preserve and Land Conservation Contracts), 16.216 (Specific Plans), 16.218 (Conditional Use Permits), 16.220 (Variances), 16.222 (Minor Modifications), 16.224 (Zoning Clearance), 16.227 (Accessory Dwelling Units), 16.228 (Temporary Use Permit), 16.230 (Home Occupation Permit), 16.234 (Development Agreements), 16.236 (Annexations), 16.237 (81 Acre Initiative Implementation), and 16.238 (Site Development Permit) of Title XVI Development Code of the Santa Paula Municipal Code in order to correct

inconsistencies, outdated language and formatting and finding the Action to be Statutorily Exempt from CEQA under Section 15061(B)(3) of the Public Resources Code”

Presented by: Monica Castillo, City Attorney

BACKGROUND:

The Municipal Code has not undergone a comprehensive update since November 17, 1997. Since then, amendments have been adopted as needed to respond to changes in state law, sometimes resulting in internal inconsistencies within the Code and operational challenges.

Recognizing the need for a Code overhaul, one of the objectives City Council placed in the City's 2023-2025 Two-Year Strategic Plan (Goal G, Objective 2) is to review the City's Municipal Code to reduce irrelevant code sections and update the Development Code. This goal was also identified as a mid-level priority (2 out of 1-3) in the Citygate Associates report dated June 19, 2024 recommending that the City review development codes and state laws to update policies and procedures for discretionary planning approvals, licenses and permits.

On May 9, 2024, the City Council and Planning Commission held a joint study session for a presentation on the comprehensive Municipal Code update, where they were asked to select one of three ways to approach the Municipal Code update. Option 3 was selected, directing staff and the City Attorney's office to begin with the Development Code (Title XVI) and simultaneously go through the other titles. Since then, this Council has reviewed and approved several sizable batches of code updates.

On April 2, 2025, the City Council adopted Ordinance No. 1343, amending Chapters 160 (Development Impact Fees), 16.01 (Enactment and Applicability), 16.03 (Administration and Enforcement), and 16.05 (Definitions).

On June 4, 2025, the City Council adopted Ordinance No. 1345, amending Chapters 16.07 (Establishment of Zones), 16.09 (Open Space Zones), 16.11 (Agricultural Zones), 16.21 (Industrial Zones), and 16.27 (Airport Zones).

On July 2, 2025, the City Council adopted Ordinance No. 1346, amending Chapters 16.13 (Residential Zones), 16.15 (Commercial Zones), 16.23 (Institutional Zones), 16.25 (Airport Zones), 16.29 (Railroad Overlay Zone), 16.31 (Planned Development Overlay Zone), 16.33 (Historic Landmark Overlay Zone), 16.34 (Historical Property Agreements), 16.35 (Housing Opportunities Overlay Zone), 16.40 (General Property Development Standards). Excluded from the ordinance were primary dwelling unit standards (Section 16.13.030) and the City's inclusionary housing ordinance (Section 16.13.400 et seq.) for further consideration by the Planning Commission.

On October 1, 2025, the City Council adopted Ordinance No. 1348 amending Chapters 16.52 (Swimming Pools), 16.56 (Amusement Arcades), 16.58 (Alcoholic Beverage Sales), 16.60 (Child Day Care Facilities), 16.62 (Assembly Halls), 16.64 (Community Care Facilities), 16.66 (Drive-Through Facilities), 16.68 (Newsracks), 16.70 (Recycling Facilities), 16.72 (Service Stations), 16.74 (Vending Machines), 16.75 (Prohibition on Industrial Hemp Cultivation), 16.76 (Yard and Garage Sales), 16.77 (Electric Vehicle Charging Systems; Streamlined Permitting),

16.78 (Emergency Shelters), 16.79 (Regulation of Cannabis Activities), 16.80 (Subdivision Regulations), 16.85 (Condominiums and Conversions), 16.96 (Grading Permits), 16.97 (Grading Regulation), 16.98 (Hillside Grading Practices), 16.99 (Drainage, Erosion, and Dust Control), 16.100 (General Provisions), 16.102 (Permit and Reclamation Plan), 16.104 (Regulations for Operation of Surface Mine), 16.106 (Growth Management), 16.108 (Transportation Demand Management), and 16.110 (Nonconformities). Amendments included rewording of former Section 16.74.010, renumbered Section 16.36.010, to better describe vending machines that serve customers from a building's exterior (e.g. water stores), and deletion of "Director" from the definitions in former Section 16.80.020, renumbered Section 16.42.020 due its redundancy.

On September 23, 2025, the Planning Commission adopted Resolution No. 3875 recommending that the City Council adopt an ordinance amending Chapters 16.200 (Administration – General Provisions), 16.202 (Applications, Processing, Filing and Fees), 16.204 (Public Hearings), 16.206 (Appeals and Revocations), 16.208 (Development Code Amendments), 16.210 (Zone Change), 16.212 (General Plan Amendments), 16.214 (Agricultural Preserve and Land Conservation Contracts), 16.216 (Specific Plans), 16.218 (Conditional Use Permits), 16.220 (Variances), 16.222 (Minor Modifications), 16.224 (Zoning Clearance), 16.227 (Accessory Dwelling Units), 16.228 (Temporary Use Permit), 16.230 (Home Occupation Permit), 16.234 (Development Agreements), 16.236 (Annexations), 16.237 (81 Acre Initiative Implementation), and 16.238 (Site Development Permit) of Title XVI Development Code of the Santa Paula Municipal Code in order to correct inconsistencies, outdated language and formatting and finding the Action to be Statutorily Exempt from CEQA under Section 15061(B)(3) of the Public Resources Code.” This is the ordinance being introduced at tonight's meeting.

ANALYSIS:

Renumbering & References

The revisions to Chapters 16.200 (Administration – General Provisions), 16.202 (Applications, Processing, Filing and Fees), 16.204 (Public Hearings), 16.206 (Appeals and Revocations), 16.208 (Development Code Amendments), 16.210 (Zone Change), 16.212 (General Plan Amendments), 16.214 (Agricultural Preserve and Land Conservation Contracts), 16.216 (Specific Plans), 16.218 (Conditional Use Permits), 16.220 (Variances), 16.222 (Minor Modifications), 16.224 (Zoning Clearance), 16.227 (Accessory Dwelling Units), 16.228 (Temporary Use Permit), 16.230 (Home Occupation Permit), 16.234 (Development Agreements), 16.236 (Annexations), 16.237 (81 Acre Initiative Implementation), and 16.238 (Site Development Permit) are a result of the City-initiated Municipal Code amendment. These Chapters were identified to contain inconsistencies, outdated language and/or formatting errors. The sequencing of the Chapters is being amended for consistency with other changes made earlier. References to "Planning Director" were also replaced with "Community and Economic Development Director" or "Director", which definition includes the current title of Community and Economic Development Director.

Evidence of Noticing

Current Section 16.204.020(C) has been revised so that notice of a public hearing sign must be posted 10 days instead of 11 days before the hearing to align with the City's other noticing practices, e.g., postcards, newspapers, etc.

Time Limit for Implementing Conditional Use Permit

Current Section 16.218.090(B) has been changed from allowing a lapsed Conditional Use Permit to be renewed for a single one-year period to two continuous one-year periods.

Minor Conditional Use Permit

A new section was added to authorize the Director to grant permits for minor changes related to use permits, planned development permits, variances, and similar actions granted by the City Council, the Planning Commission or the Director. When current sections of Chapter 16.218 are renumbered, the new section will be Section 16.63.100.

Minor Modifications

Current Section 16.222.010(B)(1)(b) was amended to clarify permissible minor modifications for automobile parking space configurations (e.g., tandem parking, 3-car garages, etc.).

Section 16.226 (Design Review) was originally included in the notice for this set of code updates, however, staff determined there are significant revisions to this section requiring additional public input. This section will thus be heard a later public meeting.

With the exception of the foregoing proposed amendments, substantive amendments to these chapters recommended by the Planning Commission will return to Council at a future meeting.

STRATEGIC PLAN:

Reviewing the City's municipal code for updates and to reduce irrelevancy directly relates to 2025-2027 Strategic Goal F.1 *Operational Excellence/Municipal Code*.

FISCAL IMPACTS:

There are no direct fiscal impacts from this code update.

OPTIONS:

In addition to the recommended action, the City Council has available to it the following alternative options:

1. Do not introduce proposed Ordinance No. 1350; or
2. Introduce the proposed ordinance with minor modifications; and/or
3. Provide recommendations to the Planning Commission when substantive consideration of the affected Development Code sections is done.

ATTACHMENTS:

[A - CC Ordinance No. 1350 - SPMC Batch 7 Updates.docx](#)

[SANTA PAULA_MUNICIPAL CODE UPDATE - Chapter 16 Text - Dev Code 7 Update](#)

ORDINANCE NO. 1350

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA AMENDING CHAPTERS 16.200 ADMINISTRATION – GENERAL PROVISIONS, 16.202 APPLICATIONS, PROCESSING, FILING AND FEES, 16.204 PUBLIC HEARINGS, 16.206 APPEALS AND REVOCATIONS, 16.208 DEVELOPMENT CODE AMENDMENTS, 16.210 ZONE CHANGE, 16.212 GENERAL PLAN AMENDMENTS, 16.214 AGRICULTURAL PRESERVE AND LAND CONSERVATION CONTRACTS, 16.216 SPECIFIC PLANS, 16.218 CONDITIONAL USE PERMITS, 16.220 VARIANCES, 16.222 MINOR MODIFICATIONS, 16.224 ZONING CLEARANCE, 16.227 ACCESSORY DWELLING UNITS, 16.228 TEMPORARY USE PERMIT, 16.230 HOME OCCUPATION PERMIT, 16.234 DEVELOPMENT AGREEMENTS, 16.236 ANNEXATIONS, 16.237 81 ACRE INITIATIVE IMPLEMENTATION, AND 16.238 SITE DEVELOPMENT PERMIT OF TITLE XVI DEVELOPMENT CODE OF THE SANTA PAULA MUNICIPAL CODE IN ORDER TO CORRECT INCONSISTENCIES, OUTDATED LANGUAGE AND FORMATTING AND FINDING THE ACTION TO BE STATUTORILY EXEMPT FROM CEQA UNDER SECTION 15061(b)(3) OF THE PUBLIC RESOURCES CODE

The City Council of the City of Santa Paula does ordain as follows:

WHEREAS, the City of Santa Paula (“City”) is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City of Santa Paula wishes to protect and preserve the quality of life throughout the City, through effective land use and planning; and

WHEREAS, the City initiated a Municipal Code update in order to bring the entire code up to date, clarify appropriate uses within the City, and align with current State law; and

WHEREAS, in recent years, the California Legislature has approved, and the Governor has signed into law, a number of bills that, among other things, amend various sections of the Government Code to impose new limits on local authority to regulate standards that guide how land can be used and developed within cities; and

WHEREAS, Santa Paula Municipal Code (“SPMC”) Chapters 16.200 Administration – General Provisions, 16.202 Applications, Processing, Filing and Fees, 16.204 Public Hearings, 16.206 Appeals and Revocations, 16.208 Development Code Amendments, 16.210 Zone Change, 16.212 General Plan Amendments, 16.214

Agricultural Preserve and Land Conservation Contracts, 16.216 Specific Plans, 16.218 Conditional Use Permits, 16.220 Variances, 16.222 Minor Modifications, 16.224 Zoning Clearance, 16.227 Accessory Dwelling Units, 16.228 Temporary Use Permit, 16.230 Home Occupation Permit, 16.234 Development Agreements, 16.236 Annexations, 16.237 81 Acre Initiative Implementation, and 16.238 Site Development Permit, were reviewed by staff and identified to contain inconsistencies, outdated language, and/or conflicts with current state law; and

WHEREAS, on September 23, 2025 the Planning Commission held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning this proposed Ordinance. Following the public hearing, the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, on October 15, 2025 the City Council held a duly-noticed public hearing to consider the proposed Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the proposed Ordinance, (2) the policy considerations discussed therein, and (3) the consideration and recommendation by the City's Planning Commission; and

WHEREAS, all legal prerequisites to the adoption of this Ordinance have occurred.

SECTION 1. Incorporation. The recitals above are true and correct and are each incorporated by reference and adopted as findings by the City Council.

SECTION 2. CEQA. This Ordinance is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA"), because it has no potential of resulting in a physical change in the environment, directly or indirectly. The City Council further finds, under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this Ordinance is nonetheless exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 3: General Plan and Development Objectives. Pursuant to SPMC § 16.208.030(C), the City Council has reviewed the Planning Commission's recommendation, and finds that the proposed amendments are consistent with the objectives of Title 16 of the SPMC, the General Plan, and development policies of the City as follows:

- A. The proposed code amendment is consistent with the objectives, policies, general land uses, and programs of the Santa Paula General Plan (2040), as described in Section 4.A. below.

- B. The purpose of Chapter 16.208 *Development Code Amendments* is to allow for amendment to the Development Code in recognition of the fact that physical, economic, and other conditions in the City may change over time. The proposed amendments to Chapters 16.200 Administration – General Provisions, 16.202 Applications, Processing, Filing and Fees, 16.204 Public Hearings, 16.206 Appeals and Revocations, 16.208 Development Code Amendments, 16.210 Zone Change, 16.212 General Plan Amendments, 16.214 Agricultural Preserve and Land Conservation Contracts, 16.216 Specific Plans, 16.218 Conditional Use Permits, 16.220 Variances, 16.222 Minor Modifications, 16.224 Zoning Clearance, 16.227 Accessory Dwelling Units, 16.228 Temporary Use Permit, 16.230 Home Occupation Permit, 16.234 Development Agreements, 16.236 Annexations, 16.237 81 Acre Initiative Implementation, and 16.238 Site Development Permit, recognize these changing conditions by removing inconsistencies and outdated terms, updating definitions, and aligning with the adopted General Plan and applicable state law.

SECTION 4: Development Code Amendment Findings. Pursuant to SPMC §16.208.050, the City Council makes the following required findings of fact:

- A. *The proposed code amendment is consistent with the goals, policies, and objectives of the General Plan.* The proposed amendment is part of larger effort to update the Santa Paula Municipal Code. The proposed amendment is largely administrative in nature intended to remove inconsistencies, typographical errors, and outdated terms in the Development Code. Nothing in the proposed amendment would create an inconsistency with the goals, policies and objectives of the 2040 General Plan.
- B. *The proposed code amendment will not adversely affect surrounding properties.* The proposed amendment will not adversely affect surrounding properties because the amendments are largely administrative in nature intended to logically renumber and remove inconsistencies and outdated terms and cross-references in the Development Code. It does not permit a particular project and does not affect zoning or land uses.
- C. *The proposed code amendment promote public health, safety, and general welfare and serves the goals and purposes of Title 16.* The public health, safety, and general welfare will be promoted by more logical numbering for ease of use and removal of inconsistencies, typographical errors, and outdated terms in the Development Code.

SECTION 5. Code Amendment. Chapters 16.200, 16.202, 16.204, 16.206, 16.208, 16.210, 16.212, 16.214, 16.216, 16.218, 16.220, 16.222, 16.224, 16.227, 16.228, 16.230, 16.234, 16.236, 16.237, and 16.238 of the Santa Paula Municipal Code are hereby amended and restated to read in their entirety as provided in Exhibit “A,” attached hereto and incorporated herein by reference.

SECTION 6. Effective Date. This Ordinance takes effect 30 days after its adoption.

SECTION 7. Publication. The City Clerk is directed to certify to the adoption of this Ordinance and post or publish this Ordinance as required by law.

SECTION 8. Custodian of Records. The custodian of records for this Ordinance is the City Clerk and the records comprising the administrative record are located at 970 E. Ventura Street, Santa Paula, California 93060.

SECTION 9. Severability. If any provision of this Ordinance or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this Ordinance are severable. The City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any portion thereof.

(Continues on next page)

PASSED, APPROVED AND ADOPTED by the City Council of the City of Santa Paula, at a regular meeting of the City Council held on the ____ day of _____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF SANTA PAULA:

Pedro A. Chavez, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

BEST BEST & KRIEGER LLP

Monica Castillo, City Attorney

EXHIBIT A

(follows this page)

CHAPTER 16.54: ADMINISTRATION - GENERAL PROVISIONS

Section

16.54.010 Purpose and intent

Deleted: 16.200

16.54.020 Type of review procedures in effect

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16.54.030 Review bodies established

Deleted: 16.200

16.54.040 Purpose and responsibilities of the hearing bodies

Deleted: 16.200

§ 16.54.010 PURPOSE AND INTENT.

This Chapters 16.54 through 16.72 (Administration of the Development Code) establishes the regulations for the effective and efficient implementation of the Santa Paula Development Code (Title 16 of the Municipal Code). Chapters 16.54 through 16.72 contain the procedures for discretionary review of development applications, criteria for acceptance of applications for discretionary actions, and general standards for processing of applications. The provisions of Chapters 16.54 through 16.72 provide for a system of development review that is open to the public and responsive to the needs of the community.

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(Ord. 1104, passed 7-19-04)

§ 16.54.020 TYPE OF REVIEW PROCEDURES IN EFFECT.

Table 54-1 outlines the types of review procedures in effect in Santa Paula.

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(Ord. 1104, passed 7-19-04)

§ 16.54.030 REVIEW BODIES ESTABLISHED.

(A) The City Council and Planning Commission will serve as hearing bodies in the City of Santa Paula.

(B) The City Council will be established as set forth in Title III, Chapter 30 of the Santa Paula Municipal Code.

(C) The Planning Commission will be established as set forth in Title III, Chapter 32 of the Santa Paula Municipal Code.

(Ord. 1104, passed 7-19-04)

TABLE 5454-1

Deleted: 200-1

Hearing Bodies And Responsibilities

Type of Application	Director(a)		Planning Commission(b)		City Council
	Authority to Approve or Deny	Advisory to Planning Comm. or City Council	Authority to Approve or Deny (c)	Advisory to City Council (c)	Final Authority (c)
Agricultural Preserves & Land Conserv. (See Ch. <u>16.61</u>)		X			X
Annexation (See Ch. <u>16.72</u>)		X		X	X (d)
Conditional Use Permit (See Ch. <u>16.63</u>)		X	X		
Design Review (See Ch. <u>16.67</u>)	X				

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TABLE 5454-1

Hearing Bodies And Responsibilities

Type of Application	Director(a)		Planning Commission(b)		City Council
	Authority to Approve or Deny	Advisory to Planning Comm. or City Council	Authority to Approve or Deny (c)	Advisory to City Council (c)	Final Authority (c)
Development Agreement (See Ch. 16.71)		X		X	X
Development Code Text Amendment (See Ch. 16.58)		X		X	X
General Plan Amendment (See Ch. 16.60)		X		X	X
Home Occupation Permit (See Ch. 16.70)	X				
Lot Line Adjustment (See Ch. 16.80)	X				
Minor Modification (See Ch. 16.65)	X				
Parcel Map (See Ch. 16.80) No dedication of land Dedication or offer of dedication of land	X	X			X
Planned Development Permit (See Ch. 16.31)		X	X		
Reversion to Acreage (See Ch. 16.80)		X			X
Second Unit Permit (See Ch. 16.68)	X				
Specific Plan (See Ch. 16.62)		X		X	X
Temporary Use Permit (See Ch. 16.69)	X				
Tract Map (See Ch. 16.80) Tentative Map Final Map		X X		X	X X
Tree Removal Permit (See Ch. 16.232)	X				
Variance (See Ch. 16.64)		X	X		
Zone Change (See Ch. 16.59)		X		X	X
Zoning Clearance (See Ch. 16.66)	X				

Notes:

(a) All decisions of the Director are appealable to the Planning Commission.

Council.

(b) All decisions of the Planning Commission are appealable to the City

(c) Public Hearing Required

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(d) Subject to approval by LAFCO

(Ord. 1104, passed 7-19-04)

§ 16.54.040 PURPOSE AND RESPONSIBILITIES OF THE HEARING BODIES.

(A) *City Council*. The City Council will act as the final arbiter to interpret and to ensure enforcement of the provisions of this Title 16, subject to the rules of conduct and responsibilities established by city ordinances. The City Council will be responsible for conducting the public hearings set forth in Table 54-1.

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(B) *Planning Commission*.

(1) The Planning Commission's responsibilities and duties with respect to the implementation and interpretation of this Title 16 will be as follows:

(a) Those responsibilities and duties described in the state planning, zoning, and development laws contained in Cal. Gov't Code §65100 et seq.

(b) Such duties as may be designated by the City Council.

(2) The Planning Commission will be responsible for conducting the public hearings set forth in Table 54-1, pursuant to the provisions of Chapter 16.56 (Public Hearings) of this Title 16.

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(C) *Community and Economic Development Director*. The Director will have the authority to approve certain discretionary permits, as set forth in Table 54-1. The Director may designate a city staff member to act on his behalf. Thus, in this Chapter 16.54, the term *Community and Economic Development Director* will mean the Director or his designee, where such reference is made to a review, discretionary action, or approval.

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(Ord. 1104, passed 7-19-04)

CHAPTER 16.55: APPLICATIONS, PROCESSING, FILING, AND FEES

Section

16.55.010 Application materials

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16.55.020 Requirements for complete application

Deleted: 16.202

16.55.030 Application review and processing

Deleted: 16.202

16.55.040 Concurrent applications

Deleted: 16.202

16.55.050 Environmental review

Deleted: 16.202

16.55.060 Fees

Deleted: 16.202

16.55.070 Performance security

Deleted: 16.202

16.55.080 Application denial - Reapplication

Deleted: 16.202

16.55.090 Concurrent expiration of permits

Deleted: 16.202

§ 16.55.010 APPLICATION MATERIALS.

(A) Any person or authorized representative desiring a permit or approval required by this Title 16 shall file an application with the Director or the designee.

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(B) The Director shall prescribe the form in which applications shall be made permits and approvals pursuant to this Title 16. The Director may prepare and provide blank forms for such purpose and may prescribe the type of information to be submitted in the application by the applicant.

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(C) Information required as part of an application shall, at a minimum, include:

- applicant;
- (1) The names, addresses, and telephone numbers of the property owner and
 - (2) Proof of ownership;
 - (3) A letter of authorization from the property owner, if the applicant is other than the owner; and
 - (4) Address and legal description of the properties involved.

(D) An application for a variance, planned development permit, conditional use permit, or design review approval shall be accompanied by a description of the proposed use or project and the information required on the submittal requirements list available in the Planning Department.

(E) For applications requiring a public hearing as a scheduled matter, the applicant shall submit a list of all persons or agents owning properties within a 300-foot radius from the exterior boundaries of the subject property, or as required by law. Such list shall be accompanied by copies of all Ventura County Assessor's maps used in preparing the list, and an affidavit certifying that the list is true and correct and has been obtained from the most recent assessment role of the Ventura County Assessor no longer than 90 days prior to the filing of the application.

(F) For applications for projects involving the use of hazardous materials, the handling of solid waste, or alcohol sales and service, the applicant shall submit a list of all persons or agents owning properties within a 1,000-foot radius from the exterior boundaries of the subject property. Such list shall be accompanied by copies of all Ventura County Assessor's maps used in preparing the list and an affidavit certifying that the list is true and correct and has been obtained from the most recent assessment role of the Ventura County Assessor no longer than 90 days prior to the filing of the application.

(G) The Director may waive the filing of one or more of the items listed in subparagraph (D) above or may require other pertinent information to be submitted.

(H) The accuracy of all information submitted shall be the responsibility of the applicant.

(I) In the event that delays are encountered in the processing of an application, the list of surrounding property owners shall be updated to be no older than 90 days prior to the scheduled hearing date.

(Ord. 1104, passed 7-19-04)

§ 16.55.020 REQUIREMENTS FOR COMPLETE APPLICATION.

No application shall be processed until it has been deemed complete by the Director or the designee. No application shall be deemed complete until all required information is provided in the required quantity and format.

(Ord. 1104, passed 7-19-04)

§ 16.55.030 APPLICATION REVIEW AND PROCESSING.

(A) Within 30 days after receiving an application for a development project, the Director shall determine in writing whether an application is complete. Such a determination shall be transmitted immediately to the applicant at the address indicated on the application form.

(B) If an application is determined to be incomplete, the Director shall specify those parts of the application that are incomplete, and shall indicate the manner in which they can be made complete.

(C) After the Director has accepted an application as complete, the Director shall not subsequently request of an applicant any new or additional information that was not required as part of the application originally determined to be complete.

(D) The Director may in the course of processing an application, require the applicant to clarify, amplify, correct, or otherwise supplement the information required for the original application.

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(E) Termination of incomplete application. Upon written notification to the applicant, processing of an incomplete application may be terminated if no reasonable effort has been made by the applicant to complete the application for a period of six months from the date of notification of incompleteness. All unused fees shall be refunded to the applicant. An extension to this six-month period may be granted by the Director on written request by the applicant showing good cause.

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(Ord. 1104, passed 7-19-04)

§ 16.55.040 CONCURRENT APPLICATIONS.

Whenever more than one permit or approval is required for a proposed development project or use, all applications shall be filed and processed concurrently. All such related applications shall be reviewed in accordance with the procedures set forth for the application requiring the highest level of review.

(Ord. 1104, passed 7-19-04)

§ 16.55.050 ENVIRONMENTAL REVIEW.

All applications deemed complete in accordance with Title 16 of this Code and, if applicable, General Plan Sections III(F) or III(G), require environmental review in accordance with the requirements of the California Environmental Quality Act (Public Resources Code §21000 et seq.) and the regulations promulgated thereunder (14 Cal. Code of Regulations §15000 et seq.).

(Ord. 1104, passed 7-19-04; Am. Ord. 1188, passed 2-19-08)

§ 16.55.060 FEES.

(A) Each applicant for a land use action authorized by this Title 16 shall pay those fees and costs as established by resolution of the City Council.

(B) At any time prior to final action on any application filed pursuant to this Title 16, the applicant, by written request filed with the Planning Department or with the City Council, if action by the Planning Department has been completed thereon, may withdraw the application and terminate further consideration thereof.

(C) Where such written request has been filed and the application withdrawn, the applicant may file a proper claim for refund of any fee paid for the filing of such application. Upon approval of the claim by the Director, the City Council may order the refund of such fee less any costs the Council may determine to have been incurred by the city incidental to action or proposed action on the application.

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(D) Application for refund of fees shall be made in the manner and on the form prescribed for refund authorized by the California Government Code.

(Ord. 1104, passed 7-19-04)

§ 16.55.070 PERFORMANCE SECURITY.

(A) Whenever a Variance, Planned Development Permit, or Conditional Use Permit is granted by the Planning Commission or the City Council upon any condition or limitation, or for a limited period of time, the Commission or Council may require the applicant to furnish security in the form of money or a surety bond in an amount fixed by the Commission or Council to ensure compliance with the conditions and limitations, including the limitation of time, upon which the Variance, Planned Development Permit, or Conditional Use Permit is granted.

(B) Every such bond shall be a penalty bond in a form satisfactory to the City Attorney, payable to the City of Santa Paula, and conditioned upon compliance with the conditions and limitations, including the limitation of time, upon which such Variance, Planned Development Permit, or Conditional Use Permit is granted.

(C) Upon the breach of any condition or limitation, including the limitation of time, upon which the Variance, Planned Development Permit, or Conditional Use Permit is granted, the money or the bond

furnished as security shall be forfeited to the city, and such money or the money collected on any such bond shall be paid into the general fund of the City of Santa Paula.

(Ord. 1104, passed 7-19-04)

§ 16.55.080 APPLICATION DENIAL - REAPPLICATION.

(A) Whenever an application or portion of an application has been denied or revoked and the denial or revocation becomes final, no new application for the same or similar request may be accepted within one year of the date of the denial, unless the Director finds that the conditions surrounding the application have sufficiently changed to warrant a new application.

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(B) For the purpose of this section, "changed conditions" shall mean a substantial change in land use on properties in the vicinity, improved infrastructure in the vicinity, altered traffic patterns, or any such similar change resulting in a changed physical environment.

(Ord. 1104, passed 7-19-04)

§ 16.55.090 CONCURRENT EXPIRATION OF PERMITS.

(A) The grantee of a permit or variance shall be given a time limit as specified in this Title 16 to establish a right to use the permit or variance. Failure to exercise the right within the specified time limit shall render the permit or variance null and void.

(B) Should a property be granted with more than one permit or variance, or combination thereof, failure to exercise the right of any permit or variance within the specified time limit shall cause the concurrent expiration of all permits or variances associated with the property.

(Ord. 1104, passed 7-19-04)

CHAPTER 16.56: PUBLIC HEARINGS

Section

~~16.56.010~~ Noticing

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~~16.56.020~~ Evidence of notice

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~~16.56.030~~ Failure to send notice

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~~16.56.040~~ Hearing procedures

Deleted: 16.204

§ 16.56.010 NOTICING.

(A) For applications requiring a public hearing before the Planning Commission, such hearings shall be set by the Director. For applications requiring a public hearing before the City Council, such hearings shall be set by the City Clerk.

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(B) In all cases, the first hearing shall be held within 60 days of the date on which the application has been deemed as complete, unless a longer time is required to accommodate environmental review under the provisions of the California Environmental Quality Act.

(C) Notice of the time and place of public hearings shall be given at least ten calendar days before the public hearing, as provided in this Chapter ~~16.56~~. Such notice shall include a general description of the matter to be considered and a general description of the area affected.

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(1) Notice of any public hearing to consider any proposed amendment to this Title 16 or any general plan amendment shall be published at least once in a newspaper of general circulation, published and circulated in the City of Santa Paula.

(2) Notice of any public hearing to consider an annexation, Planned Development permit, Variance, Conditional Use Permit, tentative map, specific plan or Development Agreement shall be:

(a) Mailed or delivered to all persons including businesses, corporations, or other public or private entities owning real property within a radius of 300 feet of the exterior boundaries of the property which is the subject of the proposed land use application as such owners and their addresses are shown on the current assessment roll of the Ventura County Assessor;

(b) Published at least once in a newspaper of general circulation, published and circulated in the city; and

(c) Posted in conspicuous places on the property affected, in accordance with City Council Resolution 3404.

(3) Notice of any public hearing to consider any use involving the use of hazardous materials, the handling of solid waste, or off-site alcohol sales must be:

(a) Mailed or delivered to all persons including businesses, corporations, or other public or private entities owning real property within a radius of 1,000 feet of the exterior boundaries of the property which is the subject of the proposed land use application as such owners and their addresses are shown on the current assessment roll of the Ventura County Assessor;

(b) Published at least once in a newspaper of general circulation, published and circulated in the city; and

(c) Posted in conspicuous places on and in the near vicinity of the property affected, in accordance with City Council Resolution 3404.

(D) Where application is made for a change of zone, the Director or the Commission shall have the discretion to include in the notice of hearing on such application, notice that the Planning Commission will consider classification of other than that for which application is made.

(Ord. 1104, passed 7-19-04; Am. Ord. 1159, passed 6-19-06)

§ 16.56.020 EVIDENCE OF NOTICING.

When notice of a hearing is given pursuant to this Chapter 16.56, the following documentation shall be deemed sufficient to serve as proof that such notice was given:

(A) *Publication.* When notice is given by publication, an affidavit of publication by the newspaper in which the publication was made.

(B) *Mailing.* When notice is given by mail or other delivery, an affidavit or proof of mailing/delivery must be made, showing, at a minimum, the date or dates of mailing/delivery and the list of persons and groups to which the mailing/delivery was made. Failure to send notice to any property owner whose address is not on the most recent roll of the Ventura County Assessor shall not invalidate any of the proceedings.

(C) *Site sign posting.* When notice is posted on a property, an affidavit certifying that a notice of public hearing sign was posted on the project site must be completed at least 10 days prior to the date of the public hearing. The affidavit must also include a picture of the sign with each date change.

(Ord. 1104, passed 7-19-04)

§ 16.56.030 FAILURE TO SEND NOTICE.

Failure to send notice to any property owner whose address is not on the most recent roll of the Ventura County Assessor shall not invalidate any of the proceedings.

(Ord. 1104, passed 7-19-04)

§ 16.56.040 HEARING PROCEDURES.

(A) *Hearing body review.*

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(1) At the public hearing, the authorized hearing body shall review the application and any pertinent materials submitted with the application, and any report prepared by the Director, the City Engineer, or other city staff based on city staff's investigation of the application.

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(2) The hearing body shall cause such investigation of facts on an application set for hearing, including an analysis of precedent cases, to provide all necessary information to assure action on each case consistent with the purpose of this Title 16 and with previous similar applications. Investigations may be made by members of the City Council, the Planning Commission, or city staff.

(B) *Right of persons to comment.*

(1) During any public hearing, the applicant for the subject application shall have the following rights:

- (a) The right to be represented;
- (b) The right to provide testimony; and
- (c) The right to present evidence.

(2) All other persons shall have the right to comment on any relevant aspect of the application under consideration.

(C) *Action of hearing body and continuance of hearings.* Following the completion of testimony at a public hearing, action shall be taken to approve, conditionally approve, deny, continue, or take under advisement the subject of the public hearing.

If the action is taken to continue or take the matter under advisement, before adjournment or recess the person presiding at such public hearing shall publicly announce the time and place to which the hearing will be continued. No further notice shall be required.

(D) *Effect of action.* The decision of the hearing body shall be considered final unless a decision is appealed pursuant to Division 1, Chapter 16.57 (Appeals and Revocations) of this Title 16. In all cases, the City Council shall represent the final authority.

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(Ord. 1104, passed 7-19-04)

CHAPTER 16.57: APPEALS AND REVOCATIONS

Section

Division 1: Appeals

16.57.010 Jurisdiction and authorization

Deleted: 16.206

16.57.020 Time limit for filing an appeal

Deleted: 16.206

16.57.030 Stay of proceedings

Deleted: 16.206

16.57.040 Form for filing

Deleted: 16.206

16.57.050 Processing of appeals

Deleted: 16.206

16.57.060 Review by City Council

Deleted: 16.206

16.57.070 Findings

Deleted: 16.206

16.57.080 Noticing requirements

Deleted: 16.206

Division 2: Revocations

16.57.070 Right of revocation

Deleted: 16.206

16.57.080 Procedures

Deleted: 16.206

16.57.090 Findings

Deleted: 16.206

DIVISION 1: APPEALS

§ 16.57.010 JURISDICTION AND AUTHORIZATION.

(A) *Appeal of ~~Community and Economic Development~~ Director actions.* All actions and decisions of the Director authorized by this Title 16 may be appealed to the Planning Commission. All such appeals must be filed in writing with the Planning Commission Secretary.

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(B) *Appeal of City Engineer and Building Official actions.* All actions of the City Engineer and Building Official authorized by this Title 16 may be appealed to the Planning Commission. All such appeals must be filed in writing with the Planning Commission Secretary.

(C) *Appeal of Planning Commission actions.* All actions and decisions of the Planning Commission authorized by this Title 16 may be appealed to the City Council. All such appeals must be filed in writing with the City Clerk.

(D) *Persons eligible to file an appeal.* Any person may appeal a decision or action of the ~~Community and Economic Development~~ Director, City Engineer, Building Official, or Planning Commission in accordance with the terms of this Division 1 of Chapter ~~16.57~~.

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(Ord. 1104, passed 7-19-04; Am. Ord. 1189, passed 3-3-08)

§ 16.57.020 TIME LIMIT FOR FILING AN APPEAL.

All appeals must be filed within 10 calendar days of the date of the rendering of the decision. If the tenth day occurs on a holiday or weekend, the appeal period is extended to the next city workday. No appeal can be accepted after the appeal period expires.

(Ord. 1104, passed 7-19-04; Am. Ord. 1189, passed 3-3-08)

§ 16.57.030 STAY OF PROCEEDINGS.

The timely filing of an effective appeal or the timely adoption by the City Council of an order of review stays a decision to which the appeal or order of review relates, pending a review of the matter.

(Ord. 1189, passed 3-3-08)

§ 16.57.040 FORM FOR FILING.

(A) All appeals must be submitted in writing on a form to be provided by the city. The appeal must specifically state the grounds for the appeal and specifically state instances in which the reviewing official or body erred in reaching the determination.

(B) An appeal fee must be paid concurrent with filing of the appeal in accordance with the fee schedule established by City Council resolution.

(Ord. 1104, passed 7-19-04; Am. Ord. 1189, passed 3-3-08)

§ 16.57.050 PROCESSING OF APPEALS.

Within 14 calendar days upon receipt of an appeal, the Planning Commission Secretary (in the case of an appeal of a ~~Community and Economic Development~~ Director, City Engineer, or Building Official decision) or the City Clerk (in the case of an appeal of a decision by the Planning Commission) must set the matter for public hearing.

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(Ord. 1104, passed 7-19-04; Am. Ord. 1189, passed 3-3-08)

§ 16.57.060 REVIEW BY CITY COUNCIL.

Notwithstanding any other provision of this Division 1, the City Council may, by majority vote of its total membership and at any time before a Planning Commission decision becomes final, issue an order for a de novo review of a Planning Commission decision. Such an order must be entitled an "order of review." The City Council may, by resolution, adopt policies and procedures for implementing this section.

(Ord. 1189, passed 3-3-08)

§ 16.57.070 FINDINGS.

All actions to affirm, reverse, or modify in whole or part any decision of the Community and Economic Development Director, City Engineer, Building Official, or Planning Commission must be made by resolution stating the findings for the affirmation, reversal, or modification.

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(Ord. 1104, passed 7-19-04; Am. Ord. 1189, passed 3-3-08)

§ 16.57.080 NOTICING REQUIREMENTS

Notice of time and place of a public hearing for an appeal must be given pursuant to Chapter 16.56 of this Title 16. (Ord. 1159, passed 6-19-06; Am. Ord. 1189, passed 3-3-08)

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DIVISION 2: REVOCATIONS

§ 16.57.070 RIGHT OF REVOCATION.

Upon determination that there has been a violation of the terms or conditions of any permit or approval granted under this Title 16; or if a determination is made that a permit or approval was obtained by deception or fraud, or represents a public nuisance; or the use subject to the approval no longer exists; or the permit or approval has not been activated in accordance with the terms of this Title 16, the Director shall have the authority to initiate revocation proceedings.

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(Ord. 1104, passed 7-19-04)

§ 16.57.080 PROCEDURES.

(A) The Director shall schedule a hearing before the Planning Commission for the purpose of considering revocation of the permit or approval. In the case where the Planning Commission's original action consisted of a recommendation to the City Council, the Planning Commission's action on the revocation shall also consist of a recommendation to the City Council, and the City Council shall have the authority to revoke the permit or approval.

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(B) At least 30 days prior to the revocation hearing, the permittee subject to the revocation hearing shall be given written notice of the city's intent to conduct the hearing. The notice to the permittee shall be served either in person or by registered mail, return receipt requested.

(C) At least ten calendar days prior to the revocation hearing, public notice of the hearing shall be given in the same manner as was required for the original permit or approval.

(D) At the hearing, the Director shall present evidence supporting the motion for permit or approval revocation. The owner of the property, use, or business subject to the hearing shall be given the opportunity to present reasons why the permit or approval shall not be revoked.

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(E) The public shall be given the opportunity for comment.

(F) The Planning Commission or City Council shall make a decision regarding the revocation based upon the information presented at the hearing and shall within 20 days of the hearing make findings and report its decision in writing. A copy of the decision shall be mailed via certified mail, or similar method providing proof of delivery, to the party whose permit is being revoked.

(Ord. 1104, passed 7-19-04)

§ 16.57.090 FINDINGS.

Prior to revoking a permit or an approval adopted under this Development Code, the following findings must be made:

- (A) The permit or approval was obtained by deception or fraud;
- (B) The permit or approval represents a public nuisance;

- (C) The use subject to the approval no longer exists; or
- (D) The permit or approval has not been activated in accordance with the terms of this Title

16.

(Ord. 1104, passed 7-19-04)

CHAPTER 16.58: DEVELOPMENT CODE AMENDMENTS

Section

~~16.58.010~~ Purpose and intent

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~~16.58.020~~ Initiation

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~~16.58.030~~ Proceedings – Planning Commission

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~~16.58.040~~ Proceedings – City Council

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~~16.58.050~~ Findings required

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§ 16.58.010 PURPOSE AND INTENT.

In recognition of the fact that physical, economic, and other conditions in the city may change over time, provisions are hereby made to allow for amendments to the Development Code text in accord with the procedures outlined in this Chapter ~~16.58~~. All such Development Code text amendments shall be adopted in the manner in which other city ordinances are adopted.

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(Ord. 1104, passed 7-19-04)

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§ 16.58.020 INITIATION.

Amendments to this Development Code may be initiated by:

- (A) An application by an owner or agent of such owner seeking an amendment, supplement to, or change of the regulations prescribed for his property or the reclassification of his property;
- (B) The application of a person authorized to exercise the power of eminent domain;
- (C) The ~~Community and Economic Development~~ Director;
- (D) The Planning Commission; or
- (E) The City Council.

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(Ord. 1104, passed 7-19-04)

§ 16.58.030 PROCEEDINGS - PLANNING COMMISSION.

(A) A public hearing before the Planning Commission shall be noticed and conducted pursuant to the provisions of Chapter ~~16.56~~ (Public Hearings).

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(B) At the public hearing, the Planning Commission shall review the application and proposal and receive evidence as to how or why the proposed Development Code text amendment is consistent with the objectives of this Title 16, the General Plan, and development policies of the city.

(C) The Planning Commission shall act by resolution to recommend to the City Council approval, approval with modifications, or denial of the proposed application.

(D) The Commission's resolution shall include its recommendation and shall be transmitted to the City Clerk for scheduling the matter for consideration by the City Council.

(E) A proposed amendment to the Development Code that is not consistent with the General Plan may not be recommended or adopted until the General Plan is amended to eliminate such

inconsistency. Such a General Plan amendment and any development proposal relying on the amendment shall be considered concurrently.

(Ord. 1104, passed 7-19-04)

§ 16.58.040 PROCEEDINGS - CITY COUNCIL.

(A) Upon receipt of a Planning Commission resolution recommending approval or denial of a Development Code text amendment, the City Clerk shall set the matter for hearing before the City Council, notice of which shall be given as prescribed in Chapter 16.56 (Public Hearings) of this Title 16.

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(B) At the hearing, the City Council shall review the Commission's recommendation and receive evidence as to how or why the proposed Development Code text amendment is consistent with the objectives of this Title 16, the General Plan, and development policies of the city.

(C) If the Council proposes any substantial modification to the application not previously considered by the Planning Commission, the Council shall refer the matter back to the Commission for consideration. No public hearing shall be required. Failure of the Commission to act within 40 days of receiving the Council's request shall provide the Council with authority to act without the Commission's recommendation.

(D) The Council shall order the amendment of this Title 16 or deny the application or recommendation for the amendment by a majority vote of the City Council.

(E) Following the decision of the City Council ordering amendment of this Title or denying the application or recommendation for the amendment, the city shall give notice of said decision in writing to the applicant at the address shown on the application and to the Planning Commission.

(Ord. 1104, passed 7-19-04)

§ 16.58.050 FINDINGS REQUIRED.

The City Council shall be required to make the following findings of fact before approving a Development Code text amendment:

(A) That the proposed Development Code text amendment is consistent with the goals, policies, and objectives of the General Plan; and

(B) That the proposed Development Code text amendment will not adversely affect surrounding properties; and

(C) That the proposed Development Code text amendment promotes public health, safety, and general welfare and serves the goals and purposes of this Title 16.

(Ord. 1104, passed 7-19-04)

CHAPTER 16.59: ZONE CHANGE

Section

16.59.010 Purpose and intent

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16.59.020 Initiation

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16.59.030 Proceedings – Planning Commission

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16.59.040 Proceedings – City Council

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16.59.050 Findings required

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§ 16.59.010 PURPOSE AND INTENT.

In recognition of the fact that physical, economic, and other conditions in the city may change over time, provisions are hereby made to allow for amendments to the zoning map in accord with the

procedures outlined in this Chapter 16.59. All such zone changes shall be adopted in the manner in which other city ordinances are adopted.

(Ord. 1104, passed 7-19-04)

§ 16.59.020 INITIATION.

Amendments to the zoning map may be initiated by:

- (A) An application by an owner or agent of such owner seeking an amendment, supplement to, or change of, the regulations prescribed for his property or the reclassification of his property;
- (B) The application of a person authorized to exercise the power of eminent domain;
- (C) The Community and Economic Development Director;
- (D) The Planning Commission; or
- (E) The City Council.

(Ord. 1104, passed 7-19-04)

§ 16.59.030 PROCEEDINGS - PLANNING COMMISSION.

- (A) A public hearing before the Planning Commission shall be noticed and conducted pursuant to the provisions of Chapter 16.56 (Public Hearings).
- (B) At the public hearing, the Planning Commission shall review the application and proposal and receive evidence as to how or why the proposed zone change is consistent with the objectives of this Title 16, the General Plan, and development policies of the city.
- (C) The Planning Commission shall act by resolution to recommend to the City Council approval, approval with modifications, or denial of the proposed application.
- (D) The Commission's resolution shall include its recommendation and shall be transmitted to the City Clerk for scheduling the matter for consideration by the City Council.
- (E) A proposed zone change that is not consistent with the General Plan may not be recommended or adopted until the General Plan is amended to eliminate such inconsistency. Such a General Plan amendment and any development proposal relying on the amendment shall be considered concurrently.

(Ord. 1104, passed 7-19-04)

§ 16.59.040 PROCEEDINGS - CITY COUNCIL.

- (A) *Denial of a zone change.* Upon receipt of a Planning Commission resolution recommending denial of a zone change, the City Clerk shall place the Commission's resolution on the City Council agenda as a receive-and-file item. The Commission's decision shall be considered final and no further action by the Council will be required unless an appeal is filed within ten calendar days of the Commission's decision in accordance with the provisions of Chapter 16.57 (Appeals and Revocations) of this Title 16, or unless the Council chooses to set the matter for hearing.

- (B) *Approval of a zone change.*

(1) Upon receipt of a Planning Commission resolution recommending approval of a zone change, the City Clerk shall set the matter for hearing before the City Council, notice of which shall be given as prescribed in Chapter 16.56 (Public Hearings) of this Title 16.

(2) At the hearing, the City Council shall review the Commission's recommendation and receive evidence as to how or why the proposed zone change is consistent with the objectives of this Title 16, the General Plan, and development policies of the city.

(3) If the Council proposes any substantial modification to the application not previously considered by the Planning Commission, the Council shall refer the matter back to the

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Commission for consideration. No public hearing shall be required. Failure of the Commission to act within 40 days of receiving the Council's request shall provide the Council with authority to act without the Commission's recommendation.

(4) The Council shall order the zone change to be enacted or deny the application or recommendation for the zone change by a majority vote of the City Council.

(5) Following the decision of the City Council ordering enactment of the zone change requested by this application or recommendation by the Planning Commission for denial of the zone change, the city shall give notice of the decision to the applicant in writing at the address shown on the application and to the Planning Commission.

(Ord. 1104, passed 7-19-04)

§ 16.59.050 FINDINGS REQUIRED.

The City Council shall be required to make the following findings of fact before approving a zone change:

(A) That the proposed zone change is consistent with the goals, policies, and objectives of the General Plan; and

(B) That the proposed zone change will not adversely or significantly impact surrounding properties; and

(C) That the proposed zone change promotes public health, safety, and general welfare and serves the goals and purposes of this Title 16.

(Ord. 1104, passed 7-19-04)

CHAPTER 16.60: GENERAL PLAN AMENDMENTS

Section

16.60.010 Purpose and intent

16.60.020 Initiation

16.60.030 Proceedings – Planning Commission

16.60.040 Proceedings – City Council

16.60.050 Findings required

§ 16.60.010 PURPOSE AND INTENT.

This Chapter 16.60 is established pursuant to Cal. Gov't Code 65358 to allow for amendment from time to time of the city's General Plan.

(Ord. 1104, passed 7-19-04)

§ 16.60.020 INITIATION.

(A) Applications to amend the General Plan text or maps may be initiated by any person who is able to demonstrate a legal vested interest in the proposed application. The authorized agent of any person with a legal vested interest may also initiate an application. The Director may request proof of ownership or authorization to apply prior to the acceptance of any application.

(B) In the case of a proposed amendment to the General Plan land use policy map, if the property for which the amendment is proposed is in more than one ownership, the majority of owners or their authorized agents shall be required to sign the application.

(C) The City Council or the Planning Commission may initiate an application to amend the General Plan.

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(D) No more than four General Plan amendments may be initiated in any one calendar year. Applications by members of the public for such amendments will be considered by the City Council in March, June, September and December of each calendar year. All applications will be processed individually until being forwarded to the City Council. Applications may be combined as necessary to comply with the limited number of times amendments may be considered under state law. The Planning Commission or City Council may initiate an amendment at any time provided the number of amendments to any element of the general plan shall not exceed that allowed by state law.

(Ord. 1104, passed 7-19-04)

§ 16.60.030 PROCEEDINGS - PLANNING COMMISSION.

(A) A public hearing before the Planning Commission shall be noticed and conducted pursuant to the provisions of Chapter 16.56 (Public Hearings).

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(B) At the public hearing, the Planning Commission shall review the application and proposal and receive evidence as to how or why the proposed General Plan amendment is consistent with the objectives of this Title 16, the balance of the General Plan, and development policies of the city.

(C) The Planning Commission shall act by resolution to recommend to the City Council approval, approval with modifications, or denial of the proposed application. A majority vote of the entire Planning Commission is required to recommend approval or approval with modifications.

(D) The Commission's resolution shall include its recommendation and shall be transmitted to the City Clerk for scheduling the matter for public hearing before the City Council.

(Ord. 1104, passed 7-19-04)

§ 16.60.040 PROCEEDINGS - CITY COUNCIL.

(A) Upon receipt of a Planning Commission resolution, the City Clerk shall set the matter for hearing before the City Council as provided for in Chapter 16.56 (Public Hearings) of this Title 16.

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(B) At the hearing, the City Council shall review the Commission's recommendation and may receive evidence as to how or why the proposed General Plan amendment is consistent with the objectives of this Title 16, the balance of the General Plan, and development policies of the city.

(C) The City Council shall act to approve or deny the application. A majority vote of the entire Council is required to amend the General Plan. The Council's action to amend the General Plan shall be by formal resolution.

(D) If the City Council proposes any substantial modification to the application not previously considered by the Planning Commission, the Council shall refer the matter back to the Commission for consideration. No public hearing shall be required. Failure of the Commission to act within 45 days of receiving the Council's request shall provide the Council with authority to act without the Commission's recommendation.

(Ord. 1104, passed 7-19-04)

§ 16.60.050 FINDINGS REQUIRED.

Before approving, or conditionally approving, a General Plan amendment, the City Council must make the following findings:

(A) That the proposed amendment is in the public interest, and that there will be a community benefit resulting from the amendment;

(B) That the proposed amendment is consistent with the other goals, policies, and objectives of the General Plan;

(C) That the proposed amendment does not conflict with provisions of this Code;

(D) In the event that the proposed amendment is a change to the land use policy map, that the amendment will not adversely affect surrounding properties; and

(E) Whether the amendment requires voter approval in accordance with either General Plan Section III(F) (the SOAR Initiative) or General Plan Section III(G) (the 81 Acre Initiative). Amendments requiring voter approval cannot become effective without an affirmative vote from a majority of registered voters at a regular or special election.

(Ord. 1104, passed 7-19-04; Am. Ord. 1188, passed 2-19-08)

CHAPTER 16.61: AGRICULTURAL PRESERVE AND LAND CONSERVATION CONTRACTS

Section

preserve	<u>16.61.010</u>	Purpose	Deleted: 16.214
	<u>16.61.020</u>	Definitions	Deleted: 16.214
	<u>16.61.030</u>	Relationship to other laws	Deleted: 16.214
	<u>16.61.040</u>	Criteria for establishing, disestablishing or altering agricultural preserves	Deleted: 16.214
	<u>16.61.050</u>	Land owner proposals to establish, disestablish or alter an agricultural	Deleted: 16.214
	<u>16.61.060</u>	Notice and hearing requirements	Deleted: 16.214
	<u>16.61.070</u>	Recording revised agricultural preserve map	Deleted: 16.214
	<u>16.61.080</u>	Application process and fees - conservation contracts	Deleted: 16.214
	<u>16.61.090</u>	Report to City Council	Deleted: 16.214
	<u>16.61.100</u>	Criteria for evaluating land conservation contract applications	Deleted: 16.214
	<u>16.61.110</u>	Recording of contracts	Deleted: 16.214
	<u>16.61.120</u>	General	Deleted: 16.214
	<u>16.61.130</u>	Compatible uses - Agricultural use contracts	Deleted: 16.214
	<u>16.61.140</u>	Compatible uses - Open space use contracts	Deleted: 16.214
	<u>16.61.150</u>	Compatible uses - Compatible use determination	Deleted: 16.214
	<u>16.61.160</u>	General provisions	Deleted: 16.214
	<u>16.61.170</u>	Notice of nonrenewal	Deleted: 16.214
	<u>16.61.180</u>	Contract cancellation	Deleted: 16.214
	<u>16.61.190</u>	Contract compliance monitoring	Deleted: 16.214
	<u>16.61.200</u>	Contract violations	Deleted: 16.214
	<u>16.61.210</u>	Judicial relief	Deleted: 16.214

§ 16.61.010 PURPOSE.

This chapter is adopted pursuant to the city's police powers, as set forth in the California Constitution, and in accordance with the California Land Conservation Act of 1965 for the purpose of establishing the procedural and substantive requirements to implement the Act.

(Ord. 1108, passed 6-21-04)

§ 16.61.020 DEFINITIONS.

Unless the contrary is stated or clearly appears from the context, the following definitions will govern the construction of the words and phrases used in this chapter. Words and phrases not defined by this chapter have the meanings stated in the Act.

ACT means the California Land Conservation Act of 1965, also known as the Williamson Act, set forth at Cal. Gov't Code §51200 et seq.

AGRICULTURAL COMMODITY has the same meaning as Cal. Gov't Code 51201 (a): any and all plant and animal products produced in California for commercial purposes.

AGRICULTURAL USE has the same meaning as Cal. Gov't Code 51201(b): the use of the land for the purpose of producing an agricultural commodity for commercial purposes.

COMPATIBLE USE means any use determined by the city to be compatible with the agricultural, recreational, or open-space use of land within the preserve and subject to contract. **COMPATIBLE USE** includes agricultural use, recreational use or open- space use unless Council finds after notice and hearing that the use is not compatible with the agricultural, recreational or open-space use to which the land is restricted by contract pursuant to this chapter or the Act.

CONTRACTED LAND means real property restricted by a land conservation contract pursuant to the Act and this chapter. **INCIDENTAL** means related to or supporting the primary agricultural, open space or recreational use of the land.

NONPRIME AGRICULTURAL LAND means any land capable of sustaining a commercial agricultural use that is not prime agricultural land.

OPEN-SPACE USE has the same meaning as Cal. Gov't Code 51201(o).

PRIME AGRICULTURAL LAND has the same meaning as Cal. Gov't Code 51201 (c).

RECREATIONAL USE has the same meaning as Cal. Gov't Code 51201(n).

(Ord. 1108, passed 6-21-04)

§ 16.61.030 RELATIONSHIP TO OTHER LAWS.

If there is any irreconcilable conflict between any provisions of this chapter and any federal or state law, the federal or state law prevails. Any provision of this chapter that is more stringent than federal or state law is intended to supplement, not conflict with, federal or state law and to apply unless a court of law conclusively determines that the provision is preempted.

(Ord. 1108, passed 6-21-04)

§ 16.61.040 CRITERIA FOR ESTABLISHING, DISESTABLISHING OR ALTERING AGRICULTURAL PRESERVES.

All of the following criteria apply to the establishment, disestablishment or alteration of an agricultural preserve, whether initiated by the city or a land owner:

(A) Each agricultural preserve must contain at least 100 contiguous acres of land unless the City Council finds that a smaller preserve is necessary due to the unique characteristics of the agricultural enterprises in the area and that such preserve is consistent with the city's general plan and zoning regulations.

(B) The use of any land within an agricultural preserve that is subject to a land conservation contract must be restricted by zoning that is compatible with the agricultural, open space or recreational use. Such zoning restrictions include appropriate minimum parcel sizes consistent with the Act and this chapter.

(C) All agricultural preserves must comply with the city's general plan and zoning regulations.

(Ord. 1108, passed 6-21-04)

§ 16.61.050 LAND OWNER PROPOSALS TO ESTABLISH, DISESTABLISH OR ALTER AN AGRICULTURAL PRESERVE.

(A) A landowner whose property is devoted to agricultural, open space or recreational use, but is not within an established agricultural preserve, may apply to have the property included in a new or existing agricultural preserve. To initiate this process, the land owner must file an application with the City Clerk on a form prepared by the City Manager or designee.

(B) A landowner whose property is included in an agricultural preserve and who wishes to have that property excluded from an agricultural preserve may apply to disestablish or alter the boundaries of the agricultural preserve in which the property is located to exclude the property. To initiate this process, the land owner must file an application prepared by the City Manager, or designee, with the City Clerk.

(C) Any application submitted pursuant to this section must be accompanied by a payment of all applicable fees prescribed by City Council resolution.

(D) Within 30 days of receiving a complete application, the Director, or designee, will prepare a report for City Council consideration regarding whether the landowner's proposal meets the Act's requirements. The City Council will consider the report during a public hearing held in accordance with this chapter.

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(E) No application submitted pursuant to this section will be approved by the City Council unless it meets all of the criteria in this chapter and the Act.

(Ord. 1108, passed 6-21-04)

§ 16.61.060 NOTICE AND HEARING REQUIREMENTS.

(A) A noticed public hearing will be held before any final action is taken to establish, disestablish or alter the boundary of any agricultural preserve.

(B) Notice of the public hearing to establish or alter an agricultural preserve must be provided as follows:

(1) By publication pursuant to Cal. Gov't Code 6061;

(2) By written, mailed notice at least two weeks before the hearing to the Ventura County Local Agency Formation Commission;

(3) By written, mailed notice at least two weeks before the hearing to any city within one mile of the exterior boundaries of the agricultural preserve proposed to be established, disestablished or altered;

(4) By written, mailed notice to the applicant; and

(5) If land under contract is to be removed from an agricultural preserve or a preserve disestablished that contains land under contract, notice must be given in compliance with Cal. Gov't Code 51232.

(Ord. 1108, passed 6-21-04)

§ 16.61.070 RECORDING REVISED AGRICULTURAL PRESERVE MAP.

Whenever an agricultural preserve is established, disestablished or altered, the City Clerk will file the adopted resolution and a map showing all of the city agricultural preserves, as revised, with the County Recorder.

(Ord. 1108, passed 6-21-04)

§ 16.61.080 APPLICATION PROCESS AND FEES - CONSERVATION CONTRACTS.

(A) A land owner whose property is devoted to agricultural, open space or recreational use and is within an agricultural preserve may file an application with the city clerk on a form prepared by the Director, or designee, to restrict the owner's land by a land conservation contract. An application must be accompanied by all of the following:

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(1) All applicable fees as prescribed by City Council resolution; and

(2) A land conservation contract in a form prepared by the City Attorney and approved by the City Council for the particular use (agricultural, open space or recreational) with notarized signatures of all land owners.

(B) The city may request additional information from the land owner during the application review process to facilitate a thorough and timely review of the application.

(C) Applications to simultaneously rescind a land conservation contract and reenter into a new contract restricting the use of the land pursuant to the Act or any other state law will be considered where authorized by state law.

(Ord. 1108, passed 6-21-04)

§ 16.61.090 REPORT TO CITY COUNCIL.

(A) Upon receipt of an application for a land conservation contract, the City Clerk will transmit a copy of the completed application to the Director.

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(B) The Director, or designee, will prepare a report for City Council consideration regarding whether the land subject to the proposed land conservation contract meets the criteria in the Act and this chapter for such a contract.

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(Ord. 1108, passed 6-21-04)

§ 16.61.100 CRITERIA FOR EVALUATING LAND CONSERVATION CONTRACT APPLICATIONS.

(A) No application for a land conservation contract will be approved unless all of the following criteria are met:

(1) Each parcel affected by the proposed contract is at least 10 acres in size in the case of prime agricultural land and 40 acres in size in the case of nonprime agricultural land or land in open space or recreational use;

(2) All parcels affected by the proposed contract are currently being used primarily for agricultural, open space or recreational use; and

(3) There are no other existing or permitted uses or development on the land that would significantly displace or interfere with the agricultural, open space or recreational use of the land.

(B) Even if all of the above criteria are met, the City Council may, in its discretion, choose not to approve the application.

(Ord. 1108, passed 6-21-04)

§ 16.61.110 RECORDING OF CONTRACTS.

The City Clerk must record any executed land conservation contract with the County Recorder within 20 days after it is fully executed.

(Ord. 1108, passed 6-21-04)

§ 16.61.120 GENERAL.

The use and development of all land affected by a land conservation contract must at all times comply with the Act, this chapter, the terms of the land conservation contract, and any other applicable state or local law, regulation or ordinance.

(Ord. 1108, passed 6-21-04)

§ 16.61.130 COMPATIBLE USES - AGRICULTURAL USE CONTRACTS.

(A) All use or development of any contracted land for agricultural use must comply with the following criteria:

(1) The proposed use or development must be compatible with and not significantly compromise the long-term productive agricultural capability of any contracted land within the agricultural preserve, including the land upon which the use or development is proposed to occur;

(2) The proposed use or development will not significantly displace or impair current or reasonably foreseeable agricultural operations on the land upon which the use or development is proposed to occur. A use or development that significantly displaces agricultural operations on the land upon which the use or development is proposed to occur may, in the city's discretion, be deemed compatible if the uses or development relate directly to the production of commercial agricultural products on that parcel or nearby parcels (e.g., harvesting, processing or shipping of locally produced commercial agricultural products).

(3) The proposed use or development will not substantially interfere with the agricultural use of the land upon which the use or development is proposed to occur;

(4) The portion of the parcel to remain in agricultural use must be capable of sustaining a commercially viable agricultural use. For prime agricultural land, at least ten acres must remain devoted to agricultural use. For nonprime agricultural land, at least 40 acres must remain devoted to agricultural use;

(5) The proposed use or development will not hinder or impair agricultural operations in the area by significantly increasing the permanent or temporary human population in the area;

(6) The proposed use or development does not constitute a residential subdivision;
and

(7) The proposed use or development complies with all other federal, state and local laws, regulations and ordinances, including the city's general plan and this code.

(B) An agricultural preserve may contain land other than agricultural land, but within two years of the effective date of any contract on land within the preserve, the use of any land within the preserve and not under contract must be restricted by zoning (including minimum parcel sizes that are consistent with the Act) in such a way as not to be incompatible with the agricultural use of the lands limited by contract within the preserve.

(C) All permitted uses set forth in this code for the agricultural zone (A-1) are deemed compatible with agricultural use if all of the criteria in this section are also met.

(Ord. 1108, passed 6-21-04)

§ 16.61.140 COMPATIBLE USES - OPEN SPACE USE CONTRACTS.

(A) All use or development of any contracted land for open space use must comply with all of the following criteria:

(1) The proposed use or development must be compatible with and not significantly compromise the agricultural, open space or recreational value of any contracted land within the agricultural preserve, including the land upon which the use or development is proposed to occur;

(2) The portion of the parcel to remain in open space must be at least 40 acres;

(3) The proposed use or development does not constitute a residential subdivision;

(4) The proposed use or development complies with all other federal, state and local laws, regulations and ordinances, including the city general plan and municipal code.

(B) All permitted uses set forth in this code for the open space zone (O) are deemed compatible with open space use if all of the criteria in this section are also met.

(Ord. 1108, passed 6-21-04)

§ 16.61.150 COMPATIBLE USES - COMPATIBLE USE DETERMINATION.

(A) Before undertaking any development or use on contracted land that is not the primary use (agricultural or open space) for which the land conservation contract for the property was approved, the land owner must apply for and obtain a compatible use determination. The land owner must file an application with the Director on a form prepared for this purpose, accompanied by a fee in an amount prescribed by resolution of the City Council.

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(B) The Director will determine whether the proposed use or development is compatible with the land conservation contract for the property, using the criteria established in Cal. Gov't Code 51238.1 and any applicable provisions of this code.

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(C) The Director's decision may be appealed to the Planning Commission by any interested person. Any appeal must be filed within 15 days of the decision and must be accompanied by payment of an appeal fee in an amount prescribed by City Council resolution.

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(Ord. 1108, passed 6-21-04)

§ 16.61.160 GENERAL PROVISIONS.

A land conservation contract may only be terminated in a manner consistent with state law and this chapter.

(Ord. 1108, passed 6-21-04)

§ 16.61.170 NOTICE OF NONRENEWAL.

(A) If either the landowner or the city desires in any year not to renew a land conservation contract, the nonrenewing party must serve written notice of nonrenewal of the contract upon the other party before the annual nonrenewal date of the contract. A notice of nonrenewal served by the land owner must be addressed to the City Clerk and be filed or postmarked at least 90 days before the annual renewal date of the contract, and must be accompanied by a fee in an amount established by City Council resolution. A notice of nonrenewal served by the city will be mailed to the address shown on the latest assessment roll for the property, and must be postmarked at least 60 days before the annual renewal date of the contract.

(B) If no notice of nonrenewal is filed in compliance with these deadlines, the contract will be automatically renewed for another year.

(C) If a notice of nonrenewal is filed after the application deadline, the notice will be deemed to apply to the next annual renewal period.

(D) If a land owner objects to a contract nonrenewal initiated by the city applicable to the owner's land, the owner may file a written protest with the City Clerk. The City Council may, in its discretion, withdraw the notice of nonrenewal at any time before the contract's annual renewal date.

(E) During November of each calendar year, the City Clerk will provide a report to the City Council identifying all nonrenewal requests received pursuant to this section.

(F) The City Clerk will record all notices of nonrenewal with the County Recorder within 20 days after serving or receiving a notice of nonrenewal.

(Ord. 1108, passed 6-21-04)

§ 16.61.180 CONTRACT CANCELLATION.

Any petition to cancel a land conservation contract must be filed with the City Clerk. The petition will be processed in accordance with the Act.

(Ord. 1108, passed 6-21-04)

§ 16.61.190 CONTRACT COMPLIANCE MONITORING.

The City Manager, or designee, is authorized to investigate any potential land conservation contract violations. If an investigation concludes that a likely contract violation exists, the City Attorney may prosecute such violations in accordance with Cal. Gov't Code §15250 or 51251, and this code.

(Ord. 1108, passed 6-21-04)

§ 16.61.200 CONTRACT VIOLATIONS.

Land conservation contract violations include, without limitation, the following:

(A) Construction of a commercial, industrial or residential building that is not allowed by this chapter or the contract;

(B) Construction of a commercial, industrial or residential building that is not related to an agricultural or compatible use where the total area of all of the building or buildings exceeds 2,500 square feet for all property subject to any contract or all contiguous property subject to a contract or contracts owned by the same landowner or landowners.

(Ord. 1108, passed 6-21-04)

§ 16.61.210 JUDICIAL RELIEF.

(A) In addition to any other remedies provided by state law or this chapter, if the city determines that a land conservation contract has or is being violated, the City Attorney is authorized to bring an action on the city's behalf for an appropriate remedy.

(B) An owner of contracted land may bring an action to enforce a land conservation contract covering any land within one mile of the owner's contracted land.

(C) Nothing in this chapter is intended to limit a court's ability to grant any relief or issue any order that it deems appropriate in its discretion, including without limitation specific performance or injunctive or equitable relief. (Ord. 1108, passed 6-21-04)

CHAPTER 16.62: SPECIFIC PLANS

Section

16.62.010 Purpose and intent

Deleted: 16.216

16.62.020 Initiation

Deleted: 16.216

16.62.030 Pre-application conference required

Deleted: 16.216

16.62.040 Preparation and content

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16.62.050 Proceedings - Planning Commission

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16.62.060 Proceedings - City Council

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16.62.070 Findings required

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16.62.080 Amendments to an approved Specific Plan

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§ 16.62.010 PURPOSE AND INTENT.

The city recognizes that certain parcels in Santa Paula may benefit from focused planning efforts whereby infrastructure, land use relationships, land use intensities, and public service needs can be carefully examined and planned in a comprehensive manner. The Specific Plan provides a mechanism to carry out such planning efforts. The purpose of this Chapter 16.62 is to establish uniform procedures and guidelines for Specific Plans prepared pursuant to Cal. Gov't Code Title 7, Division 1, Chapter 3, Article 8.

(Ord. 1104, passed 7-19-04)

§ 16.62.020 INITIATION.

(A) A Specific Plan application may be initiated by a majority of the property owners in the area of a proposed Specific Plan.

(B) The City Council or Planning Commission may initiate an application for a Specific Plan.

(Ord. 1104, passed 7-19-04; Am. Ord. 1159, passed 6-19-06)

§ 16.62.030 PRE-APPLICATION CONFERENCE REQUIRED.

A pre-application conference with the Director is required prior to the formal submission of a Specific Plan application. The purpose of the meeting is to review with the applicant the city's requirements for specific plan content, applicable policies, infrastructure needs, and other information as determined by the Director.

(Ord. 1104, passed 7-19-04)

§ 16.62.040 PREPARATION AND CONTENT.

In addition to a formal application completed pursuant to Chapter 16.55 (Applications, Processing, Filing, and Fees), the applicant shall:

(A) Submit a draft Specific Plan containing text and diagrams that specify the following in detail:

(1) A boundary survey map of the property. A tentative subdivision map may be substituted if the applicant proposes to subdivide the property.

(2) Topography of the property and the preliminary proposed finished grade shown at contour intervals of five feet or less.

(3) The gross land area of the proposed development, the present zoning classification of the proposed development, and the zoning classification and land use of the area surrounding the proposed development, including the location of structures and other improvements.

(4) A general land use map setting forth the proposed uses of all sections or areas within the subject property and the approximate acreage of each.

(5) An accompanying report setting forth the land use regulations that constitute the standards of development designed to govern those sections or areas specified in the Specific Plan. These standards shall contain definitions and information concerning the requirements for building site coverage, building heights, building setbacks, off-street parking, vehicular access, signing, lighting, storage, screening, landscaping, conservation, utilization of natural resources, and other information which the Director shall require to insure compliance with the purposes of this Development Code.

(6) The proposed distribution, location, and extent and intensity of major components of public and private transportation, sewage, water, drainage, solid waste disposal, energy, and other essential facilities proposed to be located within the area covered by the plan and needed to support the land uses described in the plan.

(B) Include a statement in the Specific Plan indicating that the Plan is either:

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- (1) Consistent with the Santa Paula General Plan; or
- (2) Will be consistent with the Santa Paula General Plan if amended to provide for this particular plan. A statement as to how the proposed zone change and General Plan amendment will further the goals and objectives of the city's General Plan shall be included.

(C) Include any other information as may be required by the Director to permit complete analysis and appraisal of the proposed Specific Plan.

(Ord. 1104, passed 7-19-04; Am. Ord. 1159, passed 6-19-06)

§ 16.62.050 PROCEEDINGS - PLANNING COMMISSION.

(A) A public hearing before the Planning Commission shall be noticed and conducted pursuant to the provisions of Chapter 16.56 (Public Hearings).

(B) At the public hearing, the Planning Commission shall review the application and proposal and receive evidence as to how or why the proposed Specific Plan is consistent with the objectives of this Title 16, the General Plan, and development policies of the city.

(C) The Planning Commission shall act by resolution to recommend to the City Council approval, approval with modifications, or denial of the proposed application. A majority vote of the entire Planning Commission is required to recommend approval or approval with modifications.

(D) The Commission's resolution shall include its recommendation and shall be transmitted to the City Clerk for scheduling the matter for public hearing before the City Council.

(Ord. 1104, passed 7-19-04; Am. Ord. 1159, passed 6-19-06)

§ 16.62.060 PROCEEDINGS - CITY COUNCIL.

(A) Upon receipt of a Planning Commission resolution, the City Clerk shall set the matter for hearing before the City Council as provided for in Chapter 16.56 (Public Hearings) of this Title 16.

(B) At the hearing, the City Council shall review the Commission's recommendation and may receive evidence as to how or why the proposed Specific Plan is consistent with the objectives of this Title 16, the General Plan, and development policies of the city.

(C) The City Council shall act to approve or deny the application. A majority vote of the entire Council is required to approve a Specific Plan. The Council's action to approve a Specific Plan shall be by ordinance.

(D) If the City Council proposes any substantial modification to the application not previously considered by the Planning Commission, the Council shall refer the matter back to the Commission for consideration. No public hearing shall be required. Failure of the Commission to act within 45 days of receiving the Council's request shall provide the Council with authority to act without the Commission's recommendation.

(Ord. 1104, passed 7-19-04; Am. Ord. 1159, passed 6-19-06)

§ 16.62.070 FINDINGS REQUIRED.

Prior to approving a Specific Plan, the City Council shall make the findings:

(A) That the proposed Specific Plan or amendment promotes public health, safety, and general welfare, and serves the goals and purposes of this Title 16;

(B) That the proposed Specific Plan or amendment is consistent with the goals, policies, and objectives of the General Plan; and

(C) That the proposed Specific Plan or amendment will not adversely affect surrounding properties.

(Ord. 1104, passed 7-19-04; Am. Ord. 1159, passed 6-19-06)

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§ 16.62.080 AMENDMENTS TO AN APPROVED SPECIFIC PLAN.

- (A) An approved Specific Plan may be amended in the same manner required for initial applications for a Specific Plan, as set forth in this Chapter 16.62.
- (B) No application for a Specific Plan amendment will be accepted unless accompanied by a development proposal for all or a portion of the area included within the proposed amendment area.
- (C) The city may initiate amendments to any portion of a Specific Plan. In the case of such a city-initiated amendment, no associated project is required.
- (D) The following changes to a Specific Plan shall require a Specific Plan amendment:
- (1) Changes to the text or maps other than the addition of information that does not change the effect of any regulation.
 - (2) Changes in any Specific Plan boundary.
 - (3) Increase or decrease in the specified density for any area.
 - (4) Changes in standards or regulations, including landscaping and design standards.

Ord. 1104, passed 7-19-04; Am. Ord. 1159, passed 6-19-06)

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CHAPTER 16.63: CONDITIONAL USE PERMITS

Section

- 16.63.010 Purpose and intent
- 16.63.020 Initiation
- 16.63.030 Proceedings
- 16.63.040 Required Findings
- 16.63.050 Additional findings for specified uses
- 16.63.060 Conditions of approval
- 16.63.070 Conditional Use Permit attached to the property
- 16.63.080 Suspension and revocation
- 16.63.090 Time limit for implementing Conditional Use Permit

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§ 16.63.010 PURPOSE AND INTENT.

- (A) The city recognizes that certain uses, due to the nature of use, intensity, or size, require special review to determine if the use proposed, or the location of that use, is compatible with surrounding uses, or through the imposition of development and use conditions, can be made compatible with surrounding uses. The Conditional Use Permit is provided for this purpose.
- (B) To ensure consistency with land use regulations and compatibility with surrounding properties, conditional uses require special consideration. The Planning Commission is empowered to grant and deny applications for Conditional Use Permits and to impose reasonable conditions upon the granting of such permit.
- (C) Applications for Conditional Use Permits may be submitted only for those uses specified as allowable conditional uses in the applicable zone district, unless the Director makes a preliminary finding that the proposed uses are similar to a listed use. A Conditional Use Permit is not a substitute for a zone change or Development Code text amendment.

(Ord. 1104, passed 7-19-04)

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§ 16.63.020 INITIATION.

(A) An application for a Conditional Use Permit may be initiated by any person who is able to demonstrate a legal vested interest in the proposed application. The authorized agent of any person with a legal vested interest may also initiate an application. The Director may request proof of ownership or authorization to apply prior to the acceptance of any application.

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(B) An application shall be filed pursuant to the provisions of Chapter 16.55 (Applications, Processing, Filing, and Fees) of this Title 16.

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(Ord. 1104, passed 7-19-04)

§ 16.63.030 PROCEEDINGS.

(A) Community and Economic Development Director investigation. The Director or the designee shall investigate the application and proposal, and shall prepare a report outlining facts and a recommendation relating to the application. The report shall be provided to the Planning Commission prior to any scheduled public hearing on the application.

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(B) *Planning Commission proceedings.*

(1) A public hearing before the Planning Commission shall be noticed and conducted pursuant to the provisions of Chapter 16.56 (Public Hearings) of this Title 16.

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(2) At the public hearing, the Planning Commission shall review the application and proposal and receive evidence concerning the proposed use and the proposed conditions under which it would be operated or maintained, particularly with respect to the findings prescribed in 16.63.040 (Required Findings).

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(3) The Planning Commission shall act to approve, conditionally approve, or deny the application.

(4) The decision of the Planning Commission shall become effective immediately upon its rendering, unless an appeal is filed pursuant to the provisions of Chapter 16.57 (Appeals and Revocations) of this Title 16.

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(Ord. 1104, passed 7-19-04)

§ 16.63.040 REQUIRED FINDINGS.

(A) The Planning Commission may approve and/or modify a Conditional Use Permit in whole or in part, with or without conditions, provided that all of the following findings of fact are made:

(1) The proposed use at the particular location is necessary or desirable to provide a service or facility that will contribute to the general convenience or welfare of the neighborhood or the community;

(2) The characteristics of the proposed use are not unreasonably incompatible with the types of use permitted in the surrounding areas;

(3) The proposed use is consistent with the objectives, policies, general land uses, and programs of the Santa Paula General Plan; and

(4) The proposed use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity.

(B) Additional findings shall be made for specific uses as required by Chapters 16.25 through 16.38 (Standards for Specific Land Uses) of this Title 16.

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(C) In determining the presence of conditions specified in subsection 16.63.040(A) above, the Planning Commission or, on appeal, the City Council, shall consider the following factors:

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vibration; (1) Possible damage or nuisance from noise, glare, smoke, odor, fumes, dust, or
and (2) Possible hazard to persons or property from explosion, contamination, or fire;
traffic. (3) Possible hazard or inconvenience caused by unusual volume or character of

(Ord. 1104, passed 7-19-04)

§ 16.63.050 ADDITIONAL FINDINGS FOR SPECIFIED USES.

(A) This section shall apply only to the uses identified in this section. This section shall not invalidate any Conditional Use Permit for an operating facility, but shall be complied with prior to issuance of a building permit for all projects for which no building permit has been issued upon the effective date of this provision.

(B) In addition to findings required in subsection 16.63.040(A), the Planning Commission shall find that the proposed use does not have a disproportionately high and adverse human health or environmental effect on minority and low-income populations. Such findings must be made for the following uses:

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- (1) Solid waste facilities, as defined in Cal. Pub. Res. Code 40194.
- (2) Auto wrecking or salvage yards.
- (3) Yards for the disposal and/or salvage of demolition or construction waste.
- (4) Recycling facilities.
- (5) Incinerators of any type.

(Ord. 1104, passed 7-19-04)

§ 16.63.060 CONDITIONS OF APPROVAL.

(A) In granting a Conditional Use Permit, the Planning Commission may impose such conditions as it deems necessary to ensure that the public health, safety, and general welfare are protected and that the proposed operation is not a detriment to the community.

(B) All conditions shall be binding upon the applicant, heirs, successors, or assignees and shall restrict the construction, location, maintenance, and use of all land within the development.

(C) A deed restriction may be recorded with the County Recorder of Ventura County, as approved by the City Attorney, regarding the conditions of this section and other requirements of the Conditional Use Permit.

(Ord. 1104, passed 7-19-04)

§ 16.63.070 CONDITIONAL USE PERMIT ATTACHED TO THE PROPERTY.

A Conditional Use Permit that is valid and in effect and granted pursuant to the provisions of this Title 16 shall be valid only on the property for which it was granted and shall continue to be valid upon change of ownership of the property or any lawfully existing building or structure on the property.

(Ord. 1104, passed 7-19-04)

§ 16.63.080 SUSPENSION AND REVOCATION.

The Director shall have the authority to initiate proceedings to suspend or revoke a Conditional Use Permit pursuant to provisions set forth in Division 2 of Chapter 16.57 (Appeals and Revocations) of this Title 16.

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(Ord. 1104, passed 7-19-04)

§ 16.63.090 TIME LIMIT FOR IMPLEMENTING CONDITIONAL USE PERMIT.

(A) The grantee of a Conditional Use Permit shall have one year from the effective date of the permit to establish a right to use the permit; otherwise, the Conditional Use Permit shall lapse and become void. For the purposes of this section, such a right shall be established if either:

(1) A building permit has been issued and construction commenced and diligently pursued toward completion on the site for which the Conditional Use Permit was approved; or

(2) In the event no building permit is required, a certificate of occupancy has been issued for the structure for which the Conditional Use Permit was approved; or

(3) In the event no building permit or certificate of occupancy is required, the site for which the Conditional Use Permit was approved is occupied and used for the permitted purpose; or

(4) Prior to the date on which the Conditional Use Permit will elapse, the grantee files an application to renew the permit pursuant to subsection (B) below.

(B) A Conditional Use Permit subject to lapse may be renewed for two continuous one-year periods, provided that the application for renewal is filed with the Planning Department prior to the expiration date, pursuant to the provisions of Chapter 16.65 (Minor Modifications) of this Title 16. Additional renewals shall require a public hearing before the Planning Commission.

(C) The Planning Commission may grant or deny an application for renewal of a Conditional Use Permit. As part of its action, the Commission may also modify existing conditions of approval or add new conditions to reflect any change in circumstances related to the Conditional Use Permit and surrounding properties.

(D) If any Conditional Use Permit fails to be actively exercised for a continuous 180-day period, the permit shall lapse and become void.

(Ord. 1104, passed 7-19-04)

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§ 16.63.100 MINOR CONDITIONAL USE PERMIT.

(A) The Director is authorized to grant permits for minor changes related to use permits, planned development permits, variances, and similar actions granted by the City Council, the Planning Commission or the Director. The basic policies to be followed in granting minor changes shall be as follows:

(1) *Meaning or Intent.* The meaning or intent of an express condition or the purpose or intent of an action by the decision-making authority shall not be altered.

(2) *Site or Structural Alterations.* Site or structural alterations or additions may be permitted as may be deemed appropriate by the Director as long as no permit conditions or other requirements of this zoning ordinance or applicable actions by the decision-making authority on a project are violated, abridged, waived, or nullified in any meaningful manner. Such alterations may include, but are not limited to, structural additions in square footage, lot coverage or any dimension of a structure.

(B) Approval of a director's permit for a minor change may be granted only if the director determines that:

(1) The proposed minor change does not cause the project to be inconsistent with the findings for approval from the original approval.

(2) The proposed minor change does not make a significant alteration to the project.

(3) The proposed project conforms to the general plan, any applicable specific plan or development code, and the purposes and requirements of this zoning ordinance.

(4) The basic policies for minor changes described in subsection A of this section are met.

CHAPTER 16.64: VARIANCES

Section

~~16.64.010~~ Purpose and intent

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~~16.64.020~~ Initiation

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~~16.64.030~~ Proceedings

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~~16.64.040~~ Required findings

Deleted: 16.220

~~16.64.050~~ Variance attached to the property

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~~16.64.060~~ Revocation

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~~16.64.070~~ Time limit for implementing variance

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§ 16.64.010 PURPOSE AND INTENT.

(A) The Variance procedure is provided pursuant to Cal. Gov't Code 65906 to grant relief from Development Code provisions when, because of special circumstances applicable to a property, including size, shape, topography, location, or surroundings, the strict application of this Development Code deprives such property of privileges enjoyed by other property in the vicinity and under the identical zoning classification. In such case, a Variance may be granted to allow the following:

- (1) A reduction or variance in setback regulations; parking; and/or loading requirements; front, side, or rear yard regulations; height regulations; or commercial screening wall requirements;
- (2) A change in the required location of accessory buildings and uses;
- (3) A reduction or variation in area regulations including limitations in the area covered by accessory buildings; or
- (4) A modification or elimination of the utility service undergrounding requirements.

(B) Variances shall not be granted to authorize a use or activity on a property that is not otherwise expressly authorized by the provisions of this Development Code governing that property. A Variance is not a substitute for a zone change, Development Code text amendment, or Conditional Use Permit.

(C) Financial hardship in and of itself does not represent grounds on which to file a Variance application to gain relief from Development Code provisions.

(Ord. 1104, passed 7-19-04)

§ 16.64.020 INITIATION.

(A) An application for a Variance may be initiated by any person who is able to demonstrate a legal vested interest in the proposed application. The authorized agent of any person with a legal vested interest may also initiate an application. The ~~Director~~ may request proof of ownership or authorization to apply prior to the acceptance of any application.

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(B) An application shall be filed pursuant to the provisions of Chapter ~~16.55~~ (Applications, Processing, Filing, and Fees) of this Title 16.

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(C) In addition to the application filing requirements established in Chapter ~~16.55~~, the applicant shall file a statement of the precise nature of the Variance requested and the practical difficulty or unnecessary physical hardship that would result from the strict or literal interpretation of this ordinance, together with any other data pertinent to the application and the making of requisite findings.

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(Ord. 1104, passed 7-19-04)

§ 16.64.030 PROCEEDINGS.

(A) Community and Economic Development Director investigation. The Director shall investigate the application and proposal, including the analysis of precedent cases as appropriate, and shall prepare a report outlining facts and a recommendation relating to the application. The report shall be provided to the Planning Commission prior to any scheduled public hearing on the application.

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(B) *Planning Commission proceedings.*

(1) A public hearing before the Planning Commission shall be noticed and conducted pursuant to the provisions of Chapter 16.56 (Public Hearings) of this Title 16.

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(2) At the public hearing, the Planning Commission shall review the application and proposal and receive evidence concerning the proposed Variance and the conditions that make compliance with specific provisions of this Development Code difficult.

(3) The Planning Commission shall act to approve, conditionally approve, or deny the application.

(4) The decision of the Planning Commission shall become effective immediately upon its rendering, unless an appeal is filed pursuant to the provisions of Chapter 16.57 (Appeals and Revocations) of this Title 16.

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(Ord. 1104, passed 7-19-04)

§ 16.64.040 REQUIRED FINDINGS.

In granting a Variance, the Planning Commission must make all of the following findings:

(1) That the strict or literal interpretation and application of this Title 16 would result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of this Title 16, or would deprive applicants of privileges granted to others in similar circumstances; and

(2) That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or the intended development of the property that do not apply generally to other property in the same zone; and

(3) That the granting of such Variance will not constitute the granting of a special privilege inconsistent with the limitations on other properties in the vicinity classified in the same zone; and

(4) That the granting of such Variance will not be materially detrimental to the public health, safety, or general welfare nor injurious to property or improvements in the zone or neighborhood in which the property is located; and

(5) That the granting of such Variance will not create any inconsistency with any objective contained in the General Plan.

(Ord. 1104, passed 7-19-04)

§ 16.64.050 VARIANCE ATTACHED TO THE PROPERTY.

A Variance that is valid and in effect and granted pursuant to the provisions of this Title 16 shall be valid only on the property for which it was granted and only for the improvements for which it is granted and further, shall continue to be valid upon change of ownership of the property or any lawfully existing building or structure on the property.

(Ord. 1104, passed 7-19-04)

§ 16.64.060 REVOCATION.

The Director shall have the authority to initiate proceedings to suspend or revoke a Variance pursuant to provisions set forth in Division 1, Chapter 16.57 (Appeals and Revocations) of this Title 16.

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(Ord. 1104, passed 7-19-04)

§ 16.64.070 TIME LIMIT FOR IMPLEMENTING A VARIANCE.

(A) The grantee of a Variance shall have one year from the effective date of the approval to establish a right to use the approval; otherwise, the Variance shall lapse and become void. For the purposes of this section, such a right shall be established if either:

(1) A building permit has been issued and construction commenced and diligently pursued toward completion on the site for which the Variance was approved; or

(2) In the event no building permit is required, a certificate of occupancy has been issued for the structure for which the Variance was approved; or

(3) In the event no building permit or certificate of occupancy is required, the site for which the Variance was approved is occupied in accordance with the Variance; or

(4) Prior to the date on which the Variance will elapse, the grantee files an application to renew the permit pursuant to subsection (B) below.

(B) A Variance subject to lapse may be renewed for a single one-year period, pursuant to the provisions of Chapter 16.65 (Minor Modifications) of this Title 16, and provided that the application for renewal is filed with the Planning Department prior to the expiration date. Additional renewals shall require a public hearing before the Planning Commission.

(C) The Planning Commission may approve or deny an application for renewal of a Variance. As part of its action, the Commission may also modify existing conditions of approval or add new conditions to reflect any change in circumstances related to the Variance and surrounding properties.

(Ord. 1104, passed 7-19-04)

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CHAPTER 16.65: MINOR MODIFICATIONS

Section

16.65.010 Purpose and intent

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16.65.020 Initiation

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16.65.030 Proceedings

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16.65.040 Findings

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16.65.050 Approval attached to the property

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16.65.060 Revocation

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16.65.070 Time limit for using Minor Modification approval

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§ 16.65.010 PURPOSE AND INTENT.

(A) *Intent.* The Minor Modification procedure is established to grant minor relief from development standards, under limited circumstances, when the granting of such relief will provide for better design and function of the structure, or addition to a structure, proposed.

(B) *Applicability.*

(1) For the purposes of this Chapter 16.65, a Minor Modification application shall be filed whenever any one of the following deviations from the provisions of this Title 16 is proposed to allow:

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(a) A modification of distance or area regulations not exceeding:

i. Twenty percent of the required front, side, rear, or courtyard distances or other open space requirements;

- ii. Twenty percent of the height limitations for antennas; or
 - iii. Ten percent of the lot coverage requirement.
 - (b) A modification of automobile parking space configurations (e.g. tandem parking, 3-car garages), or requirements, whereby a reduction of not more than 10% of the required spaces is proposed.
 - (c) In compliance with §16.23.040, when it can be demonstrated that the parking demand will be reduced by one or more methods, including, but not limited to carpools/vanpools, varied work shifts, company owned buses, etc., parking may be reduced by not more than 50%.
 - (d) A modification of private usable open space requirements.
 - (e) Additions to structures that are nonconforming as to side yard, rear yard, or lot coverage, provided that the additions meet the requirements of this Title 16.
 - (f) Walls, hedges, or fences to exceed the height limits established in Chapter 16.22 (Fences, Walls, and Hedges) of this Title 16 and to permit them to be located within setback areas where consistent with safety and neighborhood appearance.
 - (g) To allow two continuous one-year extensions of a current permit or variance where the use is not in conflict with the adopted general plan, has not been prohibited by the Planning Commission, and is not of a controversial nature.
 - (2) Modifications in excess of those cited in subparagraph (1) above shall require a Variance pursuant to Chapter 16.64 (Variances) of this Title 16.
- (Ord. 1104, passed 7-19-04; Am. Ord. 1159, passed 6-19-06)

§ 16.65.020 INITIATION.

(A) An application for a Minor Modification may be initiated by any person who is able to demonstrate a legal vested interest in the proposed application. The authorized agent of any person with a legal vested interest may also initiate an application. The Director may request proof of ownership or authorization to apply prior to the acceptance of any application.

(B) In addition to the application filing requirements established in Chapter 16.55 (Applications, Processing, Filing, and Fees), the applicant shall file a statement of the precise nature of the Minor Modification requested and reasons for the request.

(Ord. 1104, passed 7-19-04)

§ 16.65.030 PROCEEDINGS.

(A) Community and Economic Development Director investigation. The Director or his designee shall investigate the application and proposal, including the analysis of precedent cases as appropriate.

(B) Notice of receipt of application and comment period. Upon five days of deeming the application complete pursuant to the provisions of 16.55.030 of this Title 16, the Director shall mail or deliver notice of the application to all persons, including businesses, corporation, or other people or private entities owning real property within a radius of 300 feet of the exterior boundaries of the property which is the subject of the application. Said notice shall describe the proposed application and invite persons to comment in writing on the application. The notice shall provide for a 10-day comment period, commencing upon the delivery or mailing of said notice.

(C) Community and Economic Development Director action.

(1) Following the 10-day public comment period, and upon considering all communications received, the Director may:

(a) Render a decision to approve, approve with conditions, or deny the Minor Modification application;

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or (b) Continue the matter for a specified time to allow for further investigation;

(c) Decline to make a decision on the basis that the matter requires consideration by the Planning Commission.

(2) The Director shall notify the applicant and appropriate public officials of the decision.

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(3) Any applicant, interested person, or public official may appeal any decision of the Director regarding a Minor Modification to the Planning Commission in accord with the procedures set forth in Chapter 16.57 (Appeals and Revocations) of this Title 16.

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(Ord. 1104, passed 7-19-04)

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§ 16.65.040 FINDINGS.

A Minor Modification application shall not be granted unless all of the following findings can be made:

(A) Modification is needed to allow property to be used in a more beneficial manner; and

(B) Modification would not be detrimental to public health, safety, or general welfare or to surrounding property owners or the community; and

(C) The granting of the application is compatible with the surrounding neighborhood and would not impair the character of the neighborhood in which it is located.

(D) The Minor Modification is consistent with the objectives, goals, and policies of the Santa Paula General Plan and intent of the zoning regulations.

(Ord. 1104, passed 7-19-04; Am. Ord. 1159, passed 6-19-06)

§ 16.65.050 APPROVAL ATTACHED TO THE PROPERTY.

A Minor Modification that is valid and in effect and granted pursuant to the provisions of this Title 16 shall be valid only on the property for which it was granted and only for the improvements for which it is granted and further, shall continue to be valid upon change of ownership of the property or any lawfully existing building or structure on the property.

(Ord. 1104, passed 7-19-04)

§ 16.65.060 REVOCATION.

The Director shall have the authority to initiate proceedings to suspend or revoke a Minor Modification pursuant to provisions set forth in Chapter 16.57 (Appeals and Revocations) of this Title 16.

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(Ord. 1104, passed 7-19-04)

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§ 16.65.070 TIME LIMIT FOR USING MINOR MODIFICATION APPROVAL.

(A) The grantee of a Minor Modification shall have one year from the effective date of the approval to establish a right to use the approval; otherwise, the approval shall lapse and shall become void. For the purposes of this section, such a right shall be established if either:

(1) A building permit has been issued and construction commenced and diligently pursued toward completion on the site for which the Minor Modification was approved; or

(2) In the event no building permit is required, a certificate of occupancy has been issued for the structure for which the Minor Modification was approved; or

(3) In the event no building permit or occupancy is required, the site for which the Minor Modification was approved is occupied; or

(4) Prior to the date on which the Minor Modification will elapse, the grantee files an application to renew the permit pursuant to subsection (B) below.

(B) A Minor Modification approval subject to lapse may be renewed for a single one-year period, provided that the application for renewal is filed with the Planning Department prior to the expiration date. Minor Modifications granted for time extensions ~~16.65.010~~ (B)(1)(f)) shall not be eligible for Minor Modification renewal.

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(C) The Director may approve or deny an application for renewal of a Minor Modification. As part of the action, the Director may also modify existing conditions of approval or add new conditions to reflect any change in circumstances related to the Minor Modification and surrounding properties.

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(Ord. 1104, passed 7-19-04)

CHAPTER 16.66: ZONING CLEARANCE

Section

~~16.66.010~~ Purpose and intent

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~~16.66.020~~ Applicability

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~~16.66.030~~ Proceedings

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~~16.66.040~~ Record of decision

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§ 16.66.010 PURPOSE AND INTENT.

The Zoning Clearance procedure is established as a mechanism to verify that a proposed land use complies with the use regulations applicable to the zoning district in which the subject property is located.

(Ord. 1104, passed 7-19-04)

§ 16.66.020 APPLICABILITY.

Prior to the issuance of a business license or a building, grading, or other construction permit for a proposed use for which no discretionary land use permit is required by this Title 16, the applicant must obtain a Zoning Clearance from the Planning Department and any other city department with jurisdiction over the subject use.

(Ord. 1104, passed 7-19-04)

§ 16.66.030 PROCEEDINGS.

(A) The Director or designee shall determine whether the proposed use complies with the land use regulations of this Title 16. Written findings and recommendations shall be provided to city staff responsible for permit issuance. Where the Director or designee determines that the proposed use fails to comply with the regulations of this Title 16, no permit shall be issued.

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(B) Other city departments with jurisdiction over the subject use shall review the subject application for compliance with applicable regulations. Written findings and recommendations shall be provided to city staff responsible for permit issuance.

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(Ord. 1104, passed 7-19-04)

§ 16.66.040 RECORD OF DECISION.

Where no other authorization is required, a request for Zoning Clearance shall be filed on the forms provided by the Planning Department.

(Ord. 1104, passed 7-19-04)

CHAPTER 16.67: DESIGN REVIEW

Section

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~~16.67.010~~ Purpose and intent

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~~16.67.020~~ Applicability

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~~16.67.030~~ Design Review Committee

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~~16.67.040~~ Plans and drawings to be submitted

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~~16.67.050~~ Proceedings

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~~16.67.060~~ Effective date of decision

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~~16.67.070~~ Time limit for implementing design review approval

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§ 16.67.010 PURPOSE AND INTENT.

The design review process is established to:

(A) Promote orderly, attractive, and harmonious development throughout Santa Paula;

(B) Recognize neighborhood character and environmental limitations in development;

(C) Ensure that the design and exterior architectural treatment of proposed structures complement the design or exterior architectural treatment of existing structures in the immediate neighborhood and do not conflict with existing development in any manner that would cause a substantial depreciation of property values in the neighborhood; and

(D) Promote the general welfare by preventing establishment of uses or erection of structures having qualities which would not meet the specific intent clauses or performance standards of this Title 16, or which are not properly related to their sites, surroundings, traffic circulation, or environmental setting.

(E) Assure conformance with the provisions of this Title 16 and in particular, for conformance with the design, land use regulations and development standards set forth in Chapters 16.04 through 16.38, and the Design Review Guidelines set forth in City Council Resolution 5298.

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(Ord. 1104, passed 7-19-04; Am. Ord. 1305, passed 10-7-20)

§ 16.67.020 APPLICABILITY.

(A) The provisions of this chapter shall apply to all development requiring a building permit, including:

(1) Any commercial or industrial development.

(2) Multi-family residential projects.

(3) Second units (a.k.a. granny flats)

(4) Single-family homes that are reviewed concurrently with a tentative subdivision map.

(5) Single-family homes including manufactured homes being moved onto an existing lot.

(6) Carports.

(7) Signs, pursuant to Chapter 16.24.

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(8) Fences or walls on commercially or industrially zoned property.

(9) Development of any structures intended for educational (as allowed by state law), institutional, or similar purposes.

(10) Habitable accessory structures.

(B) Exceptions to the application of this Chapter 16.67 include:

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- (1) Single-family homes on existing residentially zoned legal lots.
- (2) Additions to single-family homes on residentially zoned legal lots.
- (3) Non-habitable accessory structures other than carports on single-family residential lots.

(4) Interior modifications to a building or structure that do not result in a change to the exterior appearance of the building or structure.

(C) For any development proposal requiring a discretionary permit, design review shall be conducted in conjunction with the discretionary permit application.

(Ord. 1104, passed 7-19-04; Am. Ord. 1159, passed 6-19-06; Am. Ord. 1172, passed 7-2-07 ; Am. Ord. 1305, passed 10-720)

§ 16.67.030 DESIGN REVIEW COMMITTEE.

(A) A Design Review Committee, comprised of the Director or designee, City Engineer or designee, and representatives from the City Building and Safety, Fire and Police Departments, is hereby established for the purpose of conducting design review.

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(B) The Design Review Committee shall be responsible for reviewing relevant applications for conformance with the provisions of this Title 16 and in particular, for conformance with the design, land use regulations and development standards set forth in Chapters 16.04 through 16.38 and the Design Review Guidelines set forth in City Council Resolution 5298.

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(C) In performing design review, the Committee shall be guided by the statement of purpose set forth in 16.67.010 (Purpose and Intent) above. Further, the Committee shall work to bar the unsightly, the inharmonious, the monotonous, and the hazardous to ensure that proposed improvements will not impair the desirability of investment or occupancy nearby. However, originality in site planning, architecture, landscaping, and graphic design shall not be suppressed.

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(D) Review by the Committee shall include exterior design, materials, textures, colors, means of illumination, landscaping, grading, signs, ingress/egress, parking, and other improvements to ensure that adverse aesthetic and environmental impacts on and surrounding the site are minimized.

(Ord. 1104, passed 7-19-04; Am. Ord. 1305, passed 10-7-20)

§ 16.67.040 PLANS AND DRAWINGS TO BE SUBMITTED.

In addition to meeting of the other application requirements of this Development Code, projects subject to design review shall be required to have the following materials submitted to the Planning Department:

(A) A site plan, drawn to scale, showing the proposed location of structures and other improvements, including, where appropriate, driveways, pedestrian walkways, off-street parking areas, landscaped areas, fences, and walls. The site plan shall indicate the locations of off-street parking areas, including entrances and exits, and the direction of traffic flow into and out of off-street parking areas.

(B) A landscaped plan, drawn to scale, showing the locations of existing trees proposed to be removed and proposed to be retained on the site; the location and design of landscaped areas and the varieties and sizes of plant materials to be planted therein; and other landscape features, including irrigation system.

(C) Architectural drawings or sketches, drawn to scale, including floor plans in sufficient detail to permit computation of yard requirements and showing all elevations of the proposed structures as they will appear upon completion. All exterior surface materials and colors shall be specified.

(D) Accurate scale drawings of all signs indicating sign size, material, color, and illumination, if any.

(E) Grading and drainage plans may be required by the City Engineer.

(F) Such other data required on the Planning Department Instructions for Submitting Applications for the Design Review Committee to ensure that the purposes of this section are satisfied. (Ord. 1104, passed 7-19-04 ; Am. Ord. 1305, passed 10-7-20)

§ 16.67.050 PROCEEDINGS.

(A) *Application completeness.* Within 30 days of the date the application is submitted, the Director shall make a determination on application completeness.

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(B) *Twenty-one-day public comment period.* Upon determination of application completeness, notice of project proposal is:

(1) Mailed or delivered to all persons including businesses, corporations, or other public or private entities owning real property within a radius of 300 feet of the exterior boundaries of the property which is the subject of the proposed land use application as such owners and their addresses are shown on the current assessment roll of the Ventura County Assessor;

(2) Published at least once in a newspaper of general circulation, published and circulated in the city; and

(3) Posted in conspicuous places on the property affected, in accordance with City Council Resolution 3404.

(C) *Design Review Committee.* Within 30 days of application completeness, the Design Review Committee shall act to review public comments, and approve, conditionally approve, or disapprove the plans and drawings, or shall request the applicant to make revisions. Failure of the Committee to act within 30 days shall be deemed approval of the application, unless the applicant consents in writing to an extension of time.

(D) *Decision.* The Director or designee shall render the decision and notify the applicant of the decision in writing.

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(E) *Appeal period.* Within ten calendar days of the date of the rendering of the decision, the decision may be appealed to the Planning Commission.

(Ord. 1104, passed 7-19-04; Am. Ord. 1305, passed 10-7-20)

§ 16.67.060 EFFECTIVE DATE OF DECISION.

The effective date of the Committee's decision shall be the date indicated on the city document delivered to the applicant informing the applicant of the Committee's decision.

(Ord. 1104, passed 7-19-04 ; Am. Ord. 1305, passed 10-7-20)

§ 16.67.070 TIME LIMIT FOR IMPLEMENTING DESIGN REVIEW APPROVAL.

(A) A Design Review approval shall be implemented within one year from the effective date of the approval to establish a right to use the approval. The approval shall lapse and become void after that one year unless either:

(1) A building permit has been issued and construction commenced and diligently pursued toward completion on the site for which Design Review approval was granted; or

(2) Prior to the date on which Design Review approval will lapse, the permittee files a written request to renew the Design Review permit pursuant to subsection (B) below; or

(3) Associated Planning permits that have a longer expiration period are obtained at the same time as Design Review approval, in which case the later expiration date shall be observed.

(B) A Design Review approval subject to lapse may be renewed for a maximum one-year period, provided that a written request for renewal is filed with the Planning Department prior to the expiration date, pursuant to the provisions of Chapter 16.65 (Minor Modifications).

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(C) The Director may approve or deny an application for renewal of a Design Review approval. As part of the action, the Director may also modify existing conditions of approval or add new conditions to reflect any change in circumstances related to the project and surrounding properties.
(Ord. 1104, passed 7-19-04 ; Am. Ord. 1305, passed 10-7-20)

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CHAPTER 16.68: ACCESSORY DWELLING UNITS

Section

16.68.010 Accessory dwelling units

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§ 16.68.010 ACCESSORY DWELLING UNITS.

(A) *Purpose.* The purpose of this section is to allow and regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in compliance with Cal. Gov't Code §65852.2 and 65852.22.

(B) *Effect of conforming.* An ADU or JADU that conforms to the standards in this section will not be:

(1) Deemed to be inconsistent with the city's general plan and zoning designation for the lot on which the ADU or JADU is located.

(2) Deemed to exceed the allowable density for the lot on which the ADU or JADU is located.

(3) Considered in the application of any local ordinance, policy, or program to limit residential growth.

(4) Required to correct a nonconforming zoning condition, as defined in subsection (C)(7) below. This does not prevent the city from enforcing compliance with applicable building standards in accordance with Cal. Health and Safety Code 17980.12.

(C) *Definitions.* As used in this section, terms are defined as follows:

(1) **ACCESSORY DWELLING UNIT** or **ADU** means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. An accessory dwelling unit also includes the following:

and (a) An efficiency unit, as defined by Cal. Health and Safety Code 17958.1;

(b) A manufactured home, as defined by Cal. Health and Safety Code 18007.

(2) **ACCESSORY STRUCTURE** means a structure that is accessory and incidental to a dwelling located on the same lot.

(3) **COMPLETE INDEPENDENT LIVING FACILITIES** means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.

(4) **EFFICIENCY KITCHEN** means a kitchen that includes all of the following:

(a) A cooking facility with appliances.

(b) A food preparation counter and storage cabinets that are of a reasonable size in relation to the size of the JADU.

(5) **JUNIOR ACCESSORY DWELLING UNIT** or **JADU** means a residential unit that satisfies all of the following:

- (a) It is no more than 500 square feet in size.
- (b) It is contained entirely within an existing or proposed single-family structure. An enclosed use within the residence, such as an attached garage, is considered to be a part of and contained within the single-family structure.
- (c) It includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure.
- (d) If the unit does not include its own separate bathroom, then it contains an interior entrance to the main living area of the existing or proposed single-family structure in addition to an exterior entrance that is separate from the main entrance to the primary dwelling.
- (e) It includes an efficiency kitchen, as defined in subsection (C)(4) above.
- (6) **LIVING AREA** means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
- (7) **NONCONFORMING ZONING CONDITION** means a physical improvement on a property that does not conform with current zoning standards.
- (8) **PASSAGEWAY** means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.
- (9) **PROPOSED DWELLING** means a dwelling that is the subject of a permit application and that meets the requirements for permitting.
- (10) **PUBLIC TRANSIT** means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
- (11) **TANDEM PARKING** means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.
- (D) **Approvals.** The following approvals apply to ADUs and JADUs under this section:
 - (1) **Building permit only.** If an ADU or JADU complies with each of the general requirements in subsection (E) below, it is allowed with only a building permit in the following scenarios:
 - (a) **Converted on single-family lot:** One ADU as described in this subsection (D)(1)(a) and one JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU:
 - i. Is either: within the space of a proposed single-family dwelling; within the existing space of an existing single-family dwelling; or (in the case of an ADU only) within the existing space of an accessory structure, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress; and
 - ii. Has exterior access that is independent of that for the single-family dwelling; and
 - iii. Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes.
 - iv. The JADU complies with the requirements of Cal. Gov't Code 65852.22.
 - (b) **Limited detached on single-family lot:** One detached, new-construction ADU on a lot with a proposed or existing single-family dwelling (in addition to any JADU that might otherwise be established on the lot under subsection (D)(1)(a) above), if the detached ADU satisfies each of the following limitations:
 - i. The side- and rear-yard setbacks are at least four feet.
 - ii. The total floor area is 800 square feet or smaller.

iii. The peak height above grade does not exceed the applicable height limit in subsection (E)(2) below.

(c) **Converted on multifamily lot:** One or more ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, if each converted ADU complies with state building standards for dwellings. Under this subsection (D)(1)(c), at least one converted ADU is allowed within an existing multifamily dwelling, up to a quantity equal to 25% of the existing multifamily dwelling units.

(d) **Limited detached on multifamily lot:** No more than two detached ADUs on a lot that has an existing or proposed multifamily dwelling if each detached ADU satisfies both of the following limitations:

i. The side- and rear-yard setbacks are at least four feet. If the existing multifamily dwelling has a rear or side yard setback of less than four feet, the city will not require any modification to the multifamily dwelling as a condition of approving the ADU.

ii. The peak height above grade does not exceed the applicable height limit provided in subsection (E)(2) below.

(2) *ADU permit.*

(a) Except as allowed under subsection (D)(1) above, no ADU may be created without both a building permit and an ADU permit in compliance with the standards set forth in subsections (E) and (F) below.

(b) The city may charge a fee to reimburse it for costs incurred in processing ADU permits, including the costs of adopting or amending the city's ADU ordinance. The ADU permit processing fee is determined by the Director and approved by the City Council by resolution.

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(3) *Process and timing.*

(a) An ADU permit is considered and approved ministerially, without discretionary review or a hearing.

(b) The city must approve or deny an application to create an ADU or JADU within 60 days from the date that the city receives a completed application. If the city has not approved or denied the completed application within 60 days, the application is deemed approved unless either:

i. The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay, or

ii. When an application to create an ADU or JADU is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, the city may delay acting on the permit application for the ADU or JADU until the city acts on the permit application to create the new single-family or multifamily dwelling, but the application to create the ADU or JADU will still be considered ministerially without discretionary review or a hearing.

(c) If the city denies an application to create an ADU or JADU, the city must provide the applicant with comments that include, among other things, a list of all the defective or deficient items and a description of how the application may be remedied by the applicant. Notice of the denial and corresponding comments must be provided to the applicant within the 60-day time period established by subsection (D)(3)(b) above.

(d) A demolition permit for a detached garage that is to be replaced with an ADU shall be reviewed with the application for the ADU and issued at the same time.

(E) **General ADU and JADU requirements.** The following requirements apply to all ADUs and JADUs that are approved under subsections (D)(1) or (D)(2) above:

(1) *Zoning.*

(a) An ADU or JADU subject only to a building permit under subsection (D)(1) above may be created on a lot in a residential, commercial or mixed-use zone.

(b) An ADU or JADU subject to an ADU permit under subsection (D)(2) above may be created on a lot that is zoned to allow single-family dwelling residential use or multifamily dwelling residential use.

(2) *Height.*

(a) Except as otherwise provided by subsections (E)(2)(b) and (E)(2)(c) below, a detached ADU created on a lot with an existing or proposed single-family or multifamily dwelling unit may not exceed 16 feet in height. Alternatively, an ADU in compliance with the underlying zone setbacks is permitted to use the underlying zone height regulations.

(b) A detached ADU that does not meet the setbacks of the underlying zone may be up to 18 feet in height if it is created on a lot with an existing or proposed single-family or multifamily dwelling unit that is located within one-half mile walking distance of a major transit stop or a high quality transit corridor, as those terms are defined in 21155 of the Cal. Public Resources Code. The ADU may be up to two additional feet in height (for a maximum of 20 feet) if necessary to accommodate a roof pitch that is aligned with the roof pitch of the primary dwelling unit. Alternatively, an ADU that meets the requirements of this subsection (E)(2)(b) that complies with the underlying zone setbacks is permitted to use the underlying zone height regulations.

(c) A detached ADU created on a lot with an existing or proposed multifamily dwelling that has more than one story above grade may not exceed 18 feet in height unless it meets the setback requirements of the underlying zone, except as provided in subsection (E)(2)(b) above.

(d) An ADU that is attached to the primary dwelling and does not meet the setbacks of the underlying zone may not exceed 25 feet in height or the height limitation imposed by the underlying zone that applies to the primary dwelling, whichever is lower. Notwithstanding the foregoing, ADUs subject to this subsection (E)(2)(d) may not exceed two stories.

(e) For purposes of this subsection (E)(2), height is measured above existing legal grade to the peak of the structure.

(3) *Fire sprinklers.*

(a) Fire sprinklers are required in an ADU if sprinklers are required in the primary residence.

(b) The construction of an ADU does not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.

(4) *Rental term.* No ADU or JADU may be rented for a term that is shorter than 30 days. This prohibition applies regardless of when the ADU or JADU was created.

(5) *No separate conveyance.* An ADU or JADU may be rented, but, except as otherwise provided in Cal. Gov't Code 65852.26, no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).

(6) *Septic system.* If the ADU or JADU will connect to an onsite wastewater-treatment system, the owner must include with the application a percolation test completed within the last five years or, if the percolation test has been recertified, within the last 10 years.

(7) *Owner occupancy.*

(a) As required by state law, all JADUs are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence. However, the owner-occupancy requirement in this subsection does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.

(8) *Building & safety.*

(a) *Must comply with building code.* Subject to subsection (E)(8)(b) below, all ADUs and JADUs must comply with all local building code requirements.

(b) *No change of occupancy.* Construction of an ADU does not constitute a Group R occupancy change under the local building code, as described in Section 310 of the California Building Code, unless the building official or building and safety officer makes a written finding based on substantial evidence in the record that the construction of the ADU could have a specific, adverse impact on public health and safety. Nothing in this subsection (E)(8)(b) prevents the city from changing the occupancy code of a space that was uninhabitable space or that was only permitted for nonresidential use and was subsequently converted for residential use in accordance with this section.

(F) *Specific ADU requirements.* The following requirements apply only to ADUs that require an ADU permit under subsection (D)(2) above.

(1) *Maximum size.*

(a) The maximum size of a detached or attached ADU subject to this subsection (F) is 850 square feet for a studio or one-bedroom unit and 1,200 square feet for a unit with two or more bedrooms.

(b) An attached ADU that is created on a lot with an existing primary dwelling is further limited to 50% of the floor area of the existing primary dwelling.

(c) Application of other development standards in this subsection (F), such as FAR or lot coverage, might further limit the size of the ADU, but no application of the percent-based size limit in subsection (F)(1)(b) above or of an FAR, front setback, lot coverage limit, or open-space requirement may require the ADU to be less than 800 square feet.

(2) *Setbacks.*

(a) An ADU that is subject to this subsection (F) must conform to a 20-foot front-yard setback, subject to subsection (F)(1)(c) above.

(b) An ADU that is subject to this subsection (F) must conform to 4-foot side- and rear-yard setbacks.

(c) No setback is required for an ADU that is subject to this subsection (F) if the ADU is constructed in the same location and to the same dimensions as an existing structure.

(3) *Lot coverage.* No ADU subject to this subsection (F) may cause the total lot coverage of the lot to exceed the underlying zone, subject to subsection (F)(1)(c) above.

(4) *Minimum open space.* No ADU subject to this subsection (F) may cause the total percentage of open space of the lot to fall below the underlying zone, subject to subsection (F)(1)(c) above.

(5) *Passageway.* No passageway, as defined by subsection (C)(8) above, is required for an ADU.

(6) *Parking.*

(a) No off-street parking spaces are required for any new or converted ADU.

(b) *No replacement.* When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.

(7) *Architectural requirements.*

(a) The materials and colors of the exterior walls, roof, and windows and doors must match the appearance and architectural design of those of the primary dwelling.

(b) The roof slope must match that of the dominant roof slope of the primary dwelling. The dominant roof slope is the slope shared by the largest portion of the roof.

(c) The exterior lighting must be limited to down-lights or as otherwise required by the building or fire code.

(d) The ADU must have an independent exterior entrance, apart from that of the primary dwelling.

(e) Windows and doors of the ADU may not have a direct line of sight to an adjoining residential property. Fencing, landscaping, or privacy glass may be used to provide screening and prevent a direct line of sight.

(f) All windows and doors in an ADU that are less than 30 feet from a property line that is not a public right-of-way line must either be (for windows) clerestory with the bottom of the glass at least six feet above the finished floor, or (for windows and for doors) utilize frosted or obscure glass.

(8) *Landscape requirements.* Evergreen landscape screening must be planted and maintained between the ADU and adjacent parcels as follows:

(a) At least one 15-gallon size plant shall be provided for every five linear feet of exterior wall. Alternatively, at least one 24" box size plant shall be provided for every ten linear feet of exterior wall.

(b) Plant specimens must be at least six feet tall when installed. As an alternative, a solid fence of at least six feet in height may be installed.

(c) All landscaping must be drought-tolerant.

(9) *Historical protections.* An ADU that is on or within 600 feet of real property that is listed in the California Register of Historic Resources must be located so as to not be visible from any public right-of-way.

(G) *Fees.* The following requirements apply to all ADUs that are approved under subsections (D)(1) or (D)(2) above.

(1) *Impact fees.*

(a) No impact fee is required for an ADU that is less than 750 square feet in size. For purposes of this subsection (G) (1), "impact fee" means a "fee" under the Mitigation Fee Act (Cal. Gov't Code 66000(b)) and a fee under the Quimby Act (Cal. Gov't Code 66477). "Impact fee" here does not include any connection fee or capacity charge for water or sewer service.

(b) Any impact fee that is required for an ADU that is 750 square feet or larger in size must be charged proportionately in relation to the square footage of the primary dwelling unit. (e.g., the floor area of the ADU, divided by the floor area of the primary dwelling, times the typical fee amount charged for a new dwelling).

(2) *Utility fees.*

(a) If an ADU is constructed with a new single-family home, a separate utility connection directly between the ADU and the utility and payment of the normal connection fee and capacity charge for a new dwelling are required.

(b) Except as described in subsection (G)(2)(a), converted ADUs on a single-family lot that are created under subsection (D)(1)(a) above are not required to have a new or separate utility connection directly between the ADU and the utility, nor is a connection fee or capacity charge required.

(c) Except as described in subsection (G)(2)(A), all ADUs that are not covered by subsection (G)(2)(B) require a new, separate utility connection directly between the ADU and the utility.

i. The connection is subject to a connection fee or capacity charge that is proportionate to the burden created by the ADU based on either the floor area or the number of drainage-fixture units (DFU) values, as defined by the Uniform Plumbing Code, upon the water or sewer system.

ii. The portion of the fee or charge that is charged by the city may not exceed the reasonable cost of providing this service.

(H) *Nonconforming Zoning Code conditions, Building Code violations, and unpermitted structures.*

(1) *Generally.* The city will not deny an ADU or JADU application due to a nonconforming zoning condition, building code violation, or unpermitted structure on the lot that does not present a threat to the public health and safety and that is not affected by the construction of the ADU or JADU.

(2) *Unpermitted ADUs constructed before 2018.*

(a) *Permit to legalize.* As required by state law, the city may not deny a permit to legalize an existing but unpermitted ADU that was constructed before January 1, 2018, if denial is based on either of the following grounds:

i. The ADU violates applicable building standards, or

ii. The ADU does not comply with the state ADU law (Cal. Gov't Code 65852.2) or this ADU ordinance.

(b) *Exceptions:*

i. Notwithstanding subsection (H)(2)(a) above, the city may deny a permit to legalize an existing but unpermitted ADU that was constructed before January 1, 2018, if the city makes a finding that correcting a violation is necessary to protect the health and safety of the public or of occupants of the structure.

ii. Subsection (H)(2)(A) above does not apply to a building that is deemed to be substandard in accordance with Cal. Health and Safety Code 17920.3.

(I) *Nonconforming ADUs and discretionary approval.* Any proposed ADU or JADU that does not conform to the objective standards set forth in subsections (A) through (H) of this section may be allowed by the city with a conditional use permit, in accordance with all other applicable provisions of this title.

(Ord. 1323, passed 12-21-22)

CHAPTER 16.69: TEMPORARY USE PERMIT

Section

16.69.010 Purpose and intent

Deleted: 16.228

16.69.020 Initiation

Deleted: 16.228

16.69.030 Proceedings

Deleted: 16.228

16.69.040 Conditions of approval

Deleted: 16.228

16.69.050 Bonds may be required

Deleted: 16.228

16.69.060 Specific conditions for Specific Uses

Deleted: 16.228

16.69.070 Signage for temporary events

Deleted: 16.228

§ 16.69.010 PURPOSE AND INTENT.

(A) The Temporary Use Permit is established to allow certain uses to operate for limited, defined periods at locations on private property throughout the city, provided the uses are regulated so as to avoid adverse impacts on the neighborhoods in which they occur.

(B) Temporary Use Permit applications may only be considered for properties located within zoning districts where such temporary uses are permitted. The land use regulations contained in Chapters 16.04 through 16.16 (Zones, Land Use Regulations, and Development Standards) of this Title 16 indicate where such conditions apply.

(Ord. 1104, passed 7-19-04)

§ 16.69.020 INITIATION.

An application for a Temporary Use Permit may be initiated by any person who is able to demonstrate a legal vested interest in the proposed application. The authorized agent of any person with a legal vested interest may also initiate an application. The Director may request proof of ownership or authorization to apply prior to the acceptance of any application.

(Ord. 1104, passed 7-19-04)

§ 16.69.030 PROCEEDINGS.

(A) An application for a Temporary Use Permit shall be submitted no less than 14 days prior to the proposed first day of the event.

(B) Upon acceptance of a Temporary Use Permit application as complete, the Director or the designee shall review the application for conformance with the provisions of this Title 16. No public hearing shall be required, unless determined appropriate by the Director, in accordance with section (D) below. Based on this review, the Director shall act to approve, conditionally approve, or deny the application.

(C) Within ten days of receiving a completed application, the Director or designee shall issue a statement of decisions and findings. The statement shall recite, among other things, the facts and reasons for granting or denying the application.

(D) The Director shall have the option to refer the application to the Planning Commission for disposition of the request.

(Ord. 1104, passed 7-19-04)

§ 16.69.040 CONDITIONS OF APPROVAL.

(A) In granting a Temporary Use Permit, the Director may impose conditions on a use to include, but not be limited to:

- (1) Number of days the event can occur;
- (2) Hours of operation;
- (3) Location or placement of temporary walls or fences;
- (4) Type, size and number of signs;
- (5) Lighting;
- (6) Noise, including live entertainment, music or use of amplifying equipment;
- (7) Traffic circulation, ingress, and egress; or
- (8) Other conditions deemed necessary to protect the public health, safety, and

general welfare.

(B) Specific uses and activities listed in 16.69.060 below shall be subject to the conditions specified for that use or activity.

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(Ord. 1104, passed 7-19-04)

§ 16.69.050 BONDS MAY BE REQUIRED.

Prior to the issuance of a Temporary Use Permit, the city may require a cash bond to be deposited with the city for the purpose of defraying the costs of enforcement and property damage repair or cleanup by the city, in the event the permittee fails to do so. The amount of cash bond shall be established by the Director or Planning Commission in the permit conditions of approval.

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(Ord. 1104, passed 7-19-04)

§ 16.69.060 SPECIFIC CONDITIONS FOR SPECIFIC USES.

(A) *General.* Each site occupied by a temporary use shall be left free of debris, litter, or any other evidence of the temporary use and shall thereafter be used only in accordance with the requirements of the zone district in which the site is located.

(B) *Temporary structures and enclosures.* Temporary structures and enclosures, including camping tents and framed vehicle covers, are prohibited except as part of a festival, party or event for duration not to exceed ten consecutive days.

(C) *Art and craft shows and exhibits.* A Temporary Use Permit for outdoor art and craft shows and exhibits, or any similar use is subject to the following condition:

(1) Outdoor art and craft shows and exhibits shall be limited to 15 days of operation or exhibition at any one location within any 90-day period.

(2) The applicant shall agree to register the City of Santa Paula as the point-of-sale for every sales transaction at the event, and all sales taxes collected for such sales shall be registered as having been collected in the city.

(3) A written report of all sales proceeds and the taxes collected thereon shall be furnished to the Finance Department within one week after the sales event.

(D) *Construction office, real estate office or caretaker mobile home.* A Temporary Use Permit for a construction office, real estate office, temporary caretaker mobile home, or any similar use is subject to the following condition:

(1) Such office or residence shall only be permitted on the site of an active construction project.

(2) Only one construction office, one real estate office or one temporary caretaker residence shall be permitted on a site.

(3) A building permit is required to install such structures.

(4) Such office or residence shall be removed upon issuance of an occupancy permit for the primary permitted use.

(E) *Carnivals, circuses, fairs, and similar uses.* A Temporary Use Permit for a carnival, circus, fair, or any similar use is subject to the following conditions:

(1) Adequate vehicular and pedestrian access shall be provided.

(2) Adequate off-street parking shall be provided.

(3) All noise, dust, and other objectionable elements shall be abated.

(4) Animals that cause excessive noise, odor, or disturbing elements shall not be permitted on the premises.

(5) The site shall be cleaned and restored within one week of termination of the use.

(6) The applicant shall agree to register the City of Santa Paula as the point-of-sale for every sales transaction at the event, and all sales taxes collected for such sales shall be registered as having been collected in the city.

(7) A written report of all sales proceeds and the taxes collected thereon shall be furnished to the Finance Department within one week after the sales event.

(F) *Christmas tree, pumpkin, flower and similar seasonal outdoor sales.* A Temporary Use Permit for a seasonal outdoor sale is subject to the following conditions:

(1) A temporary seasonal sales facility shall not be open for business more than a total of 40 days during any one calendar year.

(2) A permitted temporary seasonal sales facility shall not engage in the sale of any merchandise not directly associated with the specific holiday for which the sale is being held.

(3) After the holiday, the facility shall be removed and the premises cleared of all debris and restored to at least as good a condition as existed prior to the establishment of the facility.

(4) A permitted temporary seasonal sales facility shall not be located within the public right of way, within the required handicapped access way, or on required parking for a property.

(5) The applicant shall agree to register the City of Santa Paula as the point-of-sale for every sales transaction at the event, and all sales taxes collected for such sales shall be registered as having been collected in the city.

(6) A written report of all sales proceeds and the taxes collected thereon shall be furnished to the Finance Department within one week after the sales event.

(7) The Director may impose any other conditions deemed necessary to protect general health, welfare, and peace of the surrounding area.

(G) *Parking lot and other outdoor sales.*

(1) Parking lot and sidewalk sales, not to include automotive sales events as outlined under (H) below, shall be limited to one sale per calendar quarter and not more than four sales events per year are permitted outright on commercially zoned property, subject to the following conditions.

(a) Sponsored by an established, fixed business on the same property.

(b) The merchandise is normally sold by the business.

(c) Such events shall be limited to three consecutive days of operation for a regular weekend, or four consecutive days for any weekend that includes a national holiday.

(d) A Temporary Use Permit shall be required for more than four such events in a calendar year on a single property.

(2) A Temporary Use Permit for outdoor rummage sales, outdoor auctions and other outdoor sales, not to include parking lot and sidewalk sales as discussed above, is subject to the following conditions:

(a) Sponsored and operated by a local nonprofit organization or a business on the same property.

(b) Such events shall be limited to one sales event every six months.

(c) Such events shall be limited to three consecutive days of operation for a regular weekend, or four consecutive days for any weekend that includes a national holiday.

(d) The applicant shall agree to register the City of Santa Paula as the point-of-sale for every sales transaction at the event, and all sales taxes collected for such sales shall be registered as having been collected in the city.

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(e) A written report of all sales proceeds and the taxes collected thereon shall be furnished to the Finance Department within one week after the sales event.

(f) The Director may impose any other conditions deemed necessary to protect general health, welfare, and peace of the surrounding area.

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(H) *Automotive sales events.* A Temporary Use Permit for an automotive sales event, to include a "tent" event for the sale of automobiles, trucks, motorcycles, trailers, recreational vehicles or boats, is subject to the following conditions:

(1) Automotive sales events shall be permitted only on sites that meet all of the following criteria:

(a) Commercially zoned property; and

(b) Site exceeds one acre in size; and

(c) Site has excess parking spaces available above the number of parking spaces required for the existing uses on the property, in accordance with Chapter 16.46 of this Title 16. The event shall not be located on any of the required parking spaces for the existing uses on the property, unless such use is not operating at the same time as the event.

(2) Automotive sales events shall be limited to no more than ten events in a calendar year on a single property, with a maximum of two such events on a single property within the same 30 day period.

(3) Such events shall be limited to three consecutive days of operation for a regular weekend, or four consecutive days for any weekend that includes a national holiday.

(4) A Conditional Use Permit shall be required for more than ten automotive sales events in a calendar year on a single property.

(5) The site layout for the event shall comply with current building and fire codes for the State of California and the City of Santa Paula, and shall be reviewed by the Building & Safety Department and Fire Department accordingly.

(6) The applicant shall agree to register the City of Santa Paula as the point-of-sale for every sales transaction at the event, and all sales taxes collected for such sales shall be registered as having been collected in the city.

(7) A written report of all sales proceeds and the taxes collected thereon shall be furnished to the Finance Department within one week after the sales event.

(Ord. 1104, passed 7-19-04)

§ 16.69.070 SIGNAGE FOR TEMPORARY EVENTS.

(A) Signage for temporary uses is permitted, provided such signage complies with regulations set forth in Chapter 16.24 (Signs) of this Title 16.

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(B) All signage for a temporary use shall be removed within two days of the termination of the use. (Ord. 1104, passed 7-19-04)

CHAPTER 16.70: HOME OCCUPATION PERMIT

Section

16.70.010 Purpose and intent

Deleted: 16.230

16.70.020 Initiation

Deleted: 16.230

16.70.030 Proceedings

Deleted: 16.230

16.70.040 Prohibited home occupations

Deleted: 16.230

16.70.050 Conditions of approval

Deleted: 16.230

16.70.060 Home occupation performance standards

Deleted: 16.230

16.70.070 Fines and penalties

Deleted: 16.230

§ 16.70.010 PURPOSE AND INTENT.

(A) The city recognizes that an occupant of a residential property has a limited right to conduct non-obtrusive business from a residence, and that the average neighbor generally will prefer to have that business conducted in such a fashion that neighbors are unaware of its existence. This chapter is established to allow such home occupations to exist, provided the residential character of residential neighborhoods is maintained and further provided safeguards are established to prevent the use of home occupations from transforming the use of a residence into a commercial use or a residential neighborhood into a commercial one.

(B) Home occupations encourage and promote efforts to reduce traffic congestion and the generation of pollutants by allowing and recognizing changing work environments, including telecommuting and work-at-home options. Such businesses are allowed in the city subject to the regulations of this chapter.

(Ord. 1162, passed 6-19-06)

§ 16.70.020 INITIATION.

(A) An application for a home occupation permit may be initiated by any occupant of the residence. For rental property, written authorization for the proposed use must be given by the property owner or the property owner's representative.

(B) An application must be filed pursuant to the provisions of Chapter 16.55 (Applications, Processing, Filing, and Fees) of this Title 16.

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(C) A business license tax must be paid pursuant to Chapter 110 of the Municipal Code.

(Ord. 1162, passed 6-19-06)

§ 16.70.030 PROCEEDINGS.

(A) The establishment of a home occupation within any residential dwelling unit will be regulated by a one-time application and fee.

(B) An application for a home occupation permit must be submitted to the Planning Department on forms supplied by the Department. The applicant must provide information required by the application and any additional information requested by the Planning Department to assist in the review of the permit request.

(C) The application must be referred to the Director or appointed designee for review and to determine compliance with the provisions of this chapter. The Director or designee will have the authority to consult with other city departments regarding the proposed application. As part of the application review an inspection by the Building and Safety Department will be conducted.

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(D) Within ten days of receiving a completed application, the Director will act to approve, approve with conditions, or deny the application. Any decision of the Director may be appealed to the Planning Commission pursuant to Chapter 16.57 (Appeals and Revocations) of this Title 16.

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(E) The dwelling in which the home occupation is being conducted shall be open for inspection to city personnel, at reasonable times during normal business hours, for the purpose of inspecting to determine whether or not the conditions of this section are being complied with.

(Ord. 1162, passed 6-19-06)

§ 16.70.040 PROHIBITED HOME OCCUPATIONS.

The following uses, either by operation or nature, are not incidental to or compatible with residential activities and shall not be permitted as home occupations:

- (A) Adult businesses including escort services, massage parlors and the making of adult movies.
- (B) Animal boarding, breeding or grooming facilities.
- (C) Automotive and other vehicle repair (body or mechanical) upholstery, painting or storage.
- (D) Barber or beauty shop.
- (E) Carpentry or cabinet making.
- (F) Firearms/weapons dealerships.
- (G) Retail sales.
- (H) Welding or machine operation.
- (I) Any other use, as determined by the Director not to be incidental to or compatible with residential activities.

(Ord. 1162, passed 6-19-06)

§ 16.70.050 CONDITIONS OF APPROVAL.

The Director or appointed designee will have the authority to impose conditions on a home occupation permit to ensure compliance with the intent of this Title 16, including compliance with the performance standards contained in 16.70.060 below.

(Ord. 1162, passed 6-19-06)

§ 16.70.060 HOME OCCUPATION PERFORMANCE STANDARDS.

(A) Home occupations are uses that do not interrupt or interfere with the general nature or residential character of the residential neighborhood in which they are located.

(B) All permitted home occupations must comply with the following performance standards:

(1) A home occupation business must be clearly incidental to the residential use of the property, and the dwelling unit must be the principal residence of the home occupation business owner.

(2) Home occupations cannot generate pedestrian or vehicular traffic beyond that considered normal within the surrounding residential district.

(3) A home occupation must be conducted within a dwelling unit, or within an approved accessory structure. Accessory buildings used for home occupations must comply with the provisions of this Code, cannot contain kitchen facilities, and may only be located within single-family residential zones.

(4) Not more than 25% of the existing square footage of a dwelling unit up to a maximum of 500 square feet may be used for the home occupation business.

(5) The operation of a home occupation cannot interfere with the maintenance of any required parking spaces, including spaces required to be provided within a garage.

(6) The appearance of the dwelling or accessory structure within which the home occupation is conducted cannot be altered (for example, but without limitation, by using color, materials, construction, lighting, signs, sounds, noises, vibrations, or equipment displays) to make it recognizable as serving a nonresidential use.

(7) The home occupation permit applicant and other persons who use the dwelling as their primary residence may be involved in the home occupation use. All residents involved in the home occupation use must be listed on the application. In addition, one nonresident employee or

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independent contractor, whether paid or not for their services, may be involved in the home occupation use on the property provided that there is only one such person on the premises between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday. Off-street parking must be available on the site for the nonresident employee. Home occupations conducted within an accessory structure on the site are limited to resident employees only.

(8) If the business employs other persons whose work activities are performed off the premises, such individuals are not allowed to gather or congregate on the premises in connection with a home occupation.

(9) The home occupation permit is valid only for the person to whom it is issued and is void when that person moves from the dwelling unit or discontinues or alters the business so that the information provided on the application is no longer valid. Property owner's are required to sign the home occupation permit application. Home occupation permits must be renewed every five years.

(10) A maximum of two home occupation permits may be issued for any residence. However, the limitations set forth in the performance standards are applied singularly not cumulatively.

(11) No direct retail or wholesale sales may be conducted on the premises of any home occupation.

(12) Up to four customers or visitors related to the home occupation are allowed daily, during the hours of 8:00 a.m. and 8:00 p.m., provided that the home occupation does not generate vehicle traffic beyond that considered characteristic of the surrounding residential district. Personal service uses involving the instruction or tutoring of an individual may be allowed subject to approval by the Director, if the use is in keeping with the stated intent of the section and not determined to be potentially detrimental to the residential character of the neighborhood.

(13) Deliveries or pick-ups made by a courier or delivery service as part of the home occupation are limited to two a day.

(14) Only one vehicle with a capacity not exceeding three-quarter ton may be used directly or indirectly in connection with a home occupation. No commercial vehicles may be used as part of the home occupation. Off-street parking must be provided for any vehicle used in connection with the home occupation.

(15) No signs identifying or advertising the home occupation business may be posted on the property, on other nearby residential properties, or on the public right-of-way.

(16) No merchandise or products can be visible from outside the residence or accessory structure.

(17) No newspaper or other advertising is allowed which identifies the address of the residence as a place of business.

(18) Outdoor storage, display of merchandise, products, materials, supplies or operations are prohibited on the premises.

(19) Activities conducted and equipment or material used cannot change the fire safety or occupancy classification of the premises. The use cannot employ the storage of pesticides, explosives, flammable, or hazardous materials, or waste of any kind brought onto the property as part of the occupation.

(20) No use of utilities or community facilities is permitted beyond that normal to the use of the property for residential purposes.

(21) No refuse or trash can be generated in quantities or types not normally associated with residential uses.

(22) No equipment or process can be used that creates noise, vibration, glare, fumes, odors, or electrical interference detectable off the premises. In the case of electrical interference, no equipment or process can be used that creates visual or audible interference upon any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.

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(Ord. 1162, passed 6-19-06; Am. Ord. 1192, passed 6-16-08)

§ 16.70.070 FINES AND PENALTIES.

A permittee who violates any of the performance standards listed in 16.70.050 above or any permit conditions may be subject to fines as established by resolution of the City Council and/or permit revocation pursuant to the provisions of Chapter 16.57 of this Title 16.

(Ord. 1162, passed 6-19-06)

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CHAPTER 16.71: DEVELOPMENT AGREEMENTS

Section

16.71.010 Purpose and intent

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16.71.020 Initiation

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16.71.030 Applicability

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16.71.040 Contents of Development Agreement

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16.71.050 Proceedings - Planning Commission

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16.71.060 Proceedings - City Council

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16.71.070 Findings and adoption

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16.71.080 Recordation

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16.71.090 Amendment or cancellation

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16.71.100 Periodic review

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16.71.110 Separate procedure

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16.71.120 Effect of Development Agreement

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16.71.130 Construction

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§ 16.71.010 PURPOSE AND INTENT.

(A) *Purpose.* The purpose of a Development Agreement is to ensure to the applicant for a development project that upon approval of the project, the applicant may proceed with the project in accordance with clearly stated policies, rules and regulations, and subject to specified conditions of approval. Development Agreements also ensure that all conditions of approval, including the construction of off-site improvements made necessary by such land developments, will proceed in an orderly and economical manner to the benefit of the city.

(B) *Intent.* This Chapter 16.71 is enacted to achieve the maximum utilization of public and private resources in the development process, and ensure, to the extent feasible, that appropriate measures to enhance and protect the environment of the city are reached.

(Ord. 1104, passed 7-19-04)

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§ 16.71.020 INITIATION.

Pursuant to Cal. Gov't Code 65865, any person having a legal or equitable interest in real property for the development of such property, or any person acting as the authorized agent for such property owner, may apply to the city for a Development Agreement. Applications must be filed pursuant to the provisions of Chapter 16.55 (Applications, Processing, Filing, and Fees) of this Title 16.

(Ord. 1104, passed 7-19-04)

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§ 16.71.030 APPLICABILITY.

The City Council finds that it may be in the city's best interest to enter into a Development Agreement when a project is to:

- (A) Be phased over a period of years;
- (B) Receive a density bonus;
- (C) Consist of 20 residential units or more;
- (D) Occupy more than two acres;
- (E) Be a project subject to development approval pursuant to this Title 16;
- (F) Involve the amendment of the General Plan of the city;
- (G) Involve the formation of any assessment, benefit, maintenance, or special benefit district, or for the installation of required or necessary on-site or off-site improvements or infrastructure;
- (H) Involve mitigation measures imposed upon a development project as a consequence of the approval of an environmental impact report in which such mitigation measures are a condition as a mechanism for eliminating or reducing environmental impacts; or
- (I) Proceed upon a determination by the City Council to be in the best interests of the city.

(Ord. 1104, passed 7-19-04)

§ 16.71.040 CONTENTS OF DEVELOPMENT AGREEMENT.

- (A) All draft and final Development Agreements must contain the following information:
 - (1) The duration of the Agreement;
 - (2) The permitted uses of the property;
 - (3) The density or intensity of permitted uses;
 - (4) The maximum height and size of proposed buildings; and
 - (5) Provisions for reservation or dedication of lands for public purposes.
- (B) The Development Agreement may also contain the following information:
 - (1) Conditions, terms, restrictions, and requirements for subsequent discretionary actions, provided such conditions, terms, provisions, and requirements do not prevent development of land for the purposes and level of use set forth in the Agreement.
 - (2) Requirements that construction be commenced within a specified time period, and that the project or any phase thereof be completed within a specified time frame.

(Ord. 1104, passed 7-19-04)

§ 16.71.050 PROCEEDINGS - PLANNING COMMISSION.

- (A) Upon receiving a Development Agreement application, the Director will make a determination as to whether the application is complete. If deemed incomplete, the application will be returned to the applicant for further information. In deemed complete, the Director will review the application and determine the additional requirements necessary to complete the Agreement.
- (B) The Director will prepare a report outlining facts and recommendations relative to the application. The report will be provided to the Planning Commission prior to any scheduled public hearing on the application.
- (C) A public hearing before the Planning Commission will be noticed and conducted pursuant to the provisions of Chapter 16.56 (Public Hearings).
- (D) The Planning Commission will make a recommendation to the City Council to approve, approve with modifications, or deny the Development Agreement application.

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(E) As part of its recommendation to the City Council, the Planning Commission may recommend use of a Development Agreement as a method of implementing or providing standards and criteria for any development approval so long as the development meets the applicability requirements set forth in this Chapter 16.71.

(Ord. 1104, passed 7-19-04)

§ 16.71.060 PROCEEDINGS - CITY COUNCIL.

(A) A public hearing before the City Council will be noticed and conducted pursuant to the provisions of Chapter 16.56 (Public Hearings) of this Title 16.

(B) At the hearing, the City Council will consider the Planning Commission's recommendation together with any additional public testimony, and may approve, disapprove, or modify any recommendation of the Planning Commission. If public testimony is presented on an issue that was not considered by the Planning Commission, the City Council may refer the issue back to the Planning Commission for further hearings and recommendations.

(Ord. 1104, passed 7-19-04)

§ 16.71.070 FINDINGS AND ADOPTION.

(A) *Findings required.* When acting to approve a Development Agreement application, or approve in modified form, the City Council will be required to make the following findings on the Agreement:

(1) The proposed Agreement is consistent with the objectives, policies, general land uses and programs specified in the General Plan and any applicable specific plans;

(2) The proposed Agreement is compatible with the uses authorized in, and the regulations prescribed for, the zone in which the real property is or will be located;

(3) The proposed Agreement will promote public convenience, general welfare, and good land use practice;

(4) The proposed Agreement will not adversely affect the orderly development of property or the preservation of property values; and

(5) The proposed Agreement will promote and encourage the development of the proposed project.

(B) *Adoption by ordinance.* If the City Council approves the Development Agreement, it will do so by adoption of an ordinance. The city may enter into the Agreement after the ordinance approving the Development Agreement takes effect.

(Ord. 1104, passed 7-19-04)

§ 16.71.080 RECORDATION.

Within ten calendar days after the city enters into the Development Agreement, the City Clerk will record the Agreement with the Ventura County Recorder. If the parties to the Agreement or their successors in interest amend or cancel the Agreement as provided in 16.71.090 of this Chapter 16.71, or if the city terminates or modifies the Agreement as provided in 16.71.090 of this Chapter 16.71 for failure of the applicant to comply in good faith with the terms or conditions of the Agreement, the City Clerk will record notice of such action with the County Recorder.

(Ord. 1104, passed 7-19-04)

§ 16.71.090 AMENDMENT OR CANCELLATION.

(A) *Initiation of amendment or cancellation.* Any Development Agreement may be canceled or amended by mutual consent of the parties.

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(B) *Procedures.*

(1) *Cancellation or modification by mutual consent.* Any proposal to cancel or modify a Development Agreement will be heard and determined in accordance with the procedures specified by this Chapter 16.71 for approval of a Development Agreement.

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(2) *Cancellation by city.* If, at any time during the term of a Development Agreement, it is found that the party to the Agreement has not complied with the terms and conditions of the Development Agreement, a public hearing will be held by the City Council at which time the party to the Agreement will be given the opportunity to demonstrate otherwise. The burden of proof will be upon the party to the Agreement to show compliance by substantial evidence. If such compliance is not shown, the City Council may either cancel the Development Agreement, or continue the Agreement on such terms and conditions as it may consider appropriate under the circumstances.

(C) *Rights of the parties after cancellation or termination.*

(1) In the event that a Development Agreement is canceled or otherwise terminated, unless otherwise agreed, all rights of the party to the Agreement or successors in interest under the Development Agreement will terminate.

(2) Any and all benefits, including money or land, received by the city will be retained by the city.

(3) Notwithstanding the above provisions, any termination of a Development Agreement will not revoke a valid building permit previously issued by the city for any improvement authorized by the Development Agreement. All such completed or completing uses will, to the extent possible, be deemed nonconforming uses, and will be subject to the nonconforming use provisions of this Title 16.

(Ord. 1104, passed 7-19-04)

§ 16.71.100 PERIODIC REVIEW.

(A) *Time for and initiation of review.* The city will review all Development Agreements once every 12 months after the city enters into such Agreements.

(B) *Applicant's submission.* Between 45 and 60 days prior to the yearly anniversary of the date a Development Agreement was entered into, the party to the Agreement or successors in interest will submit evidence to the Director of good-faith compliance with the Agreement and will notify the Director in writing that such evidence is being submitted to the city pursuant to the periodic review requirements of this section. Said notification will be accompanied by a processing fee as specified in the city's fee schedule.

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(C) *Findings of compliance.* If the party to the Agreement or successors in interest has complied with the terms of the Development Agreement, a finding of compliance will be issued, which may be recorded by the Party to the Agreement or successors in interest with the Ventura County Recorder.

(D) *Finding of noncompliance.* If, on the basis of substantial evidence, it is found that the party to the Agreement or successor in interest has not complied with the terms of the Development Agreement, the party to the Agreement or successor in interest will be notified in writing of the grounds of noncompliance. A reasonable time period will be specified in which the party to the Agreement or successor in interest must comply. If the party to the Agreement or successor in interest does not comply within the time limits prescribed, the Development Agreement will be subject to cancellation pursuant to 16.71.090 of this Chapter 16.71.

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(E) *Appeal of determination.* Upon the payment of the required fee, any interested person may file an appeal of the issuance of a finding of compliance, or notice of noncompliance, to the City Council within ten calendar days after the date of issuance or notice.

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(Ord. 1104, passed 7-19-04)

§ 16.71.110 SEPARATE PROCEDURE.

The Development Agreement process set forth in this Chapter 16.71 will be separate from other land use planning procedures. If so specified in the Development Agreement, it will constitute an approval pursuant to such planning procedures as if separately enacted under city planning ordinances or resolutions.

(Ord. 1104, passed 7-19-04)

§ 16.71.120 EFFECT OF DEVELOPMENT AGREEMENT.

When approved, the Development Agreement and any development control maps and all notations, references, and regulations that are a part of the Development Agreement will be part of the Development Agreement ordinance. Development control maps include, but are not limited to, regulations intended to carry out any plan respecting location or type of activities; height, bulk, siding, or design of structures; location or design of open areas; and landscaping and other comparable regulations.

(Ord. 1104, passed 7-19-04)

§ 16.71.130 CONSTRUCTION.

This Chapter 16.71 and any subsequent Development Agreement will be read together. With respect to any Development Agreement enacted under this Chapter 16.71, any provision of such a Development Agreement that is in conflict with this Chapter 16.71 will be void. Unless otherwise provided by the Development Agreement, the city's rules, regulations, and official policies governing permitted uses of land, governing density, and governing design, improvement construction standards and specifications applicable to development of the property subject to a Development Agreement will be those City rules, regulations, and official policies in force at the time of the approval, or modification, of the Development Agreement by the City Council; provided, however, that the party to the Agreement or successor in interest is subject to all increases in city- imposed fees, dedication requirements, and charges with respect to subsequent applications for development and construction within the property subject to a Development Agreement.

(Ord. 1104, passed 7-19-04)

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CHAPTER 16.72: ANNEXATIONS

Section

16.72.010 Purpose and intent

Deleted: 16.236

16.72.020 Relationship to other laws

Deleted: 16.236

16.72.030 Definitions

Deleted: 16.236

16.72.040 Initiation

Deleted: 16.236

16.72.050 Annexation procedures

Deleted: 16.236

16.72.060 Pre-application conference required

Deleted: 16.236

16.72.070 Preparation and content

Deleted: 16.236

16.72.080 School agreement

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16.72.090 Infrastructure improvement description

Deleted: 16.236

16.72.100 Planning Commission review and action

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16.72.110 City Council review and action

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16.72.120 City Council findings required

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16.72.130 Proceed to LAFCO

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§ 16.72.010 PURPOSE AND INTENT.

This chapter is established in accordance with the Cortese-Knox Local Government Reorganization Act of 2000 (Cal. Gov't Code §56000 et seq.) to address annexations, reorganizations, consolidations and similar procedures of the city.

(Ord. 1133, passed 4-4-05)

§ 16.72.020 RELATIONSHIP TO OTHER LAWS.

Any provision of this chapter that is more stringent than federal or state law is intended to supplement, not conflict with, federal or state law and to apply unless a court of law conclusively determines that the provision is preempted. Nothing in this section precludes the city from establishing the time limits for completion of the annexation proceedings and initiation of project requiring such approvals, provided such time limits are authorized by law.

(Ord. 1133, passed 4-4-05)

§ 16.72.030 DEFINITIONS.

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this chapter.

ACT means the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Cal. Gov't Code §56000 et seq.), and any subsequently adopted amendments or successor statutes. Unless specified otherwise, all citations in this chapter to an unspecified code are to the California Government Code;

CEQA means, collectively, the California Environmental Quality Act (Cal. Pub. Res. Code §§21000, et seq.) the regulations promulgated thereunder (14 Cal. Code of Regs. §15000, et seq., the "CEQA Guidelines"), and the city's Environmental Guidelines;

LAFCO means the Ventura Local Agency Formation Commission.

LCA CONTRACT means a contract entered into pursuant to the California Land Conservation Act (Cal. Gov't Code §51200 et seq.)

CURB BOUNDARY means a City Urban Restriction Boundary established in accordance with the Santa Paula General Plan.

(Ord. 1133, passed 4-4-05)

§ 16.72.040 INITIATION.

(A) Annexation applications with the city may be initiated by:

- (1) An application by an owner or agent of such owner seeking an annexation of property to the city's jurisdiction;
- (2) The application of a public agency authorized to exercise the power of eminent domain; or
- (3) The City Council.

(B) An application must be filed in accordance with this Code.

(Ord. 1133, passed 4-4-05)

§ 16.72.050 ANNEXATION PROCEDURES.

Annexations, reorganizations, consolidations and similar procedures must be processed in accordance with the provisions of the Act.

(Ord. 1133, passed 4-4-05)

§ 16.72.060 PRE-APPLICATION CONFERENCE REQUIRED.

A pre-application conference with the Director, or designee, is required before the formal submission of an annexation application. During the pre-application conference, the Director, or designee, will review with the applicant the city's requirements for application content; anticipated plans, reports, and studies required for the annexation application; applicable policies; infrastructure needs; and other information determined by the Director. In addition, the Director will inform the applicant whether a Specific Plan, Development Agreement, or other, similar, discretionary approval is required for a proposed annexation. (Ord. 1133, passed 4-4-05)

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§ 16.72.070 PREPARATION AND CONTENT.

As part of an annexation application, the applicant must provide the following:

- (A) An application for pre-zoning;
- (B) If applicable, an application for a zone change;
- (C) Proof of ownership, legal description, and proof of consent or dissent to the application of all persons with an ownership interest in the real property proposed for annexation;
- (D) An identification of LCA contracts; CURB boundary amendments; Sphere of Influence boundary adjustments; or other applicable property restrictions that may be required for annexation;
- (E) Boundary map, prepared by a civil engineer or licensed surveyor, in accordance with the requirements of the Ventura County Surveyor's Office. At a minimum, a boundary map submitted to the city must contain the following information:
 - (1) A sufficient legal description of the land to define the boundaries of the proposed annexation of land.
 - (2) The date, north arrow, and scale.
 - (3) The name and address of the property owner(s), and the civil engineer or licensed surveyor under whose direction the map was prepared, including the registration number of the engineer or surveyor and the names and addresses of all operators of the utility systems of the subdivision.
 - (4) The existing topography of land proposed to be annexed using contour intervals as follows: One foot when the slope of the ground is less than 5%; two feet when the slope of the ground is between 5% and 10%; five feet when the slope of the ground is between 10% and 25%; and ten feet when the slope of the ground is greater than 25%.
 - (5) The approximate location and outline to scale of each building or structure on each property proposed for annexation. Each building shown must be identified by street address or other identifying feature, and include a notation on whether each building, structure, fence, wall, or land use will be retained.
 - (6) The locations of any existing water wells and septic tanks, and descriptions of the proposed source of water supply and the proposed method of sewage disposal.
 - (7) The width, purpose, and approximate location of all easements or rights-of-way, whether public or private, within and adjacent to the annexation.
 - (8) The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of each watercourse and existing flood control district channels within one-half mile of the exterior boundaries of the proposed annexation.
 - (9) Through the application review process, the City Engineer or Director may require that additional information be included on the map to provide important or necessary disclosures or other information;
- (F) A fiscal impact analysis unless the annexation application is for public facilities, public open space and parkland, and island annexations under five acres;

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(G) Any memorandum of understanding with public school districts ("School Agreement") affected by the proposed annexation as required by this chapter unless the proposed annexation includes public facilities, public open space and parkland, and island annexations under five acres;

(H) Identification of any geologic hazards;

(I) A written commitment to transfer or otherwise dedicate to the city, at an appropriate time following the effective date of the annexation, all water rights associated with the property;

(J) If required, a Specific Plan in conformance with this Code; and

(K) All applicable LAFCO fees.

(Ord. 1133, passed 4-4-05)

§ 16.72.080 SCHOOL AGREEMENT.

Before applying for annexation, an applicant must enter into a School Agreement with each impacted public school district that addresses all issues associated with a proposed project including, without limitation, any capital costs associated with new or expanded school facilities.

(Ord. 1133, passed 4-4-05)

§ 16.72.090 INFRASTRUCTURE IMPROVEMENT DESCRIPTION.

The annexation application must include a complete description of the proposed source, distribution, location, extent and intensity of major components of public and private transportation, sewage, water, drainage, solid waste disposal, energy, and other essential facilities proposed to be located within the area covered by the annexation and needed to support the land uses. Such information may be provided on a tentative map if a subdivision is proposed.

(Ord. 1133, passed 4-4-05)

§ 16.72.100 PLANNING COMMISSION REVIEW AND ACTION.

(A) A complete annexation application will be considered by the Planning Commission at a public hearing.

(B) By resolution, the Planning Commission may recommend that the City Council approve, approve with modifications, or deny a proposed annexation application.

(C) A proposed annexation inconsistent with the General Plan may not be recommended or adopted until the General Plan is amended to eliminate such inconsistency. Such a General Plan amendment and any development proposal relying on the amendment must be considered concurrently with the annexation application.

(Ord. 1133, passed 4-4-05)

§ 16.72.110 CITY COUNCIL REVIEW AND ACTION.

(A) After receiving a Planning Commission resolution, the City Clerk will set the matter for a public hearing before the City Council.

(B) Following the public hearing, the City Council will, by resolution, approve, conditionally approve, or deny the proposed annexation application along with any other discretionary approvals required for a proposed annexation.

(C) If an application is approved, the City Council will direct the City Manager or designee to forward the annexation application to LAFCO for approval.

(Ord. 1133, passed 4-4-05)

§ 16.72.120 CITY COUNCIL FINDINGS REQUIRED.

The City Council must make the following findings before approving an annexation:

- (A) That the proposed annexation is consistent with the goals, policies, and objectives of the General Plan;
- (B) That the proposed annexation will not adversely or significantly impact surrounding properties;
- (C) That the proposed annexation promotes public health, safety, or general welfare and serves the goals and purposes of this Code;
- (D) That the city has sufficient capacity and ability for providing all city services upon annexation, or within a reasonable time of annexation; and
- (E) That the proposed annexation will pay for itself and will not bring any fiscal or economic burden onto the city. The City Council may deny annexation applications for projects which fail to demonstrate in the fiscal impact analysis that projected annual total revenues generated by the project will equal or exceed the projected annual aggregate costs for municipal services.

(Ord. 1133, passed 4-4-05)

§ 16.72.130 PROCEED TO LAFCO.

(A) Upon City Council approval of the proposed annexation, the City Manager or designee will file a certified copy of the City Council resolution and application for reorganization with LAFCO, in accordance with the provisions of the Act and LAFCO rules.

(B) The city will oppose any annexation application filed with LAFCO that did not obtain approval in conformance with this chapter.

(Ord. 1133, passed 4-4-05)

CHAPTER 16.73: 81 ACRE INITIATIVE IMPLEMENTATION

Section

16.73.010 Purpose

16.73.020 Administration of chapter

16.73.030 Definitions

16.73.040 Applicability

16.73.050 Exemptions

16.73.060 Environmental assessment

16.73.070 One vote required

16.73.080 Sunset Clause

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§ 16.73.010 PURPOSE.

This chapter implements Section III(G) of the Santa Paula General Plan by establishing specific procedures and parameters needed to approve proposed development projects comprising 81 or more acres in size. The voters of the city adopted Measure L6, the "Citizens Advocating Responsible Expansion Initiative," on November 7, 2006 which amended the Land Use Element of the General Plan. This chapter is intended to clarify the law to avoid needless confusion, duplication of effort, and uncertainty for persons seeking city approvals for large development projects and for city officials responsible for enforcing applicable law.

(Ord. 1188, passed 2-19-08)

§ 16.73.020 ADMINISTRATION OF CHAPTER.

The City Manager, or designee, is authorized to implement this chapter in a manner consistent with the California Constitution and other applicable law including, without limitation, Section III(G) of the Santa Paula General Plan.

(Ord. 1188, passed 2-19-08)

§ 16.73.030 DEFINITIONS.

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this chapter. Words and phrases not defined by this chapter have the meaning set forth in the Initiative (as defined below) or, if neither set forth in the Initiative or this chapter, other provisions of this Code.

(A) **CEQA** means the California Environmental Quality Act (Public Resources Code §21000, et seq.) and the regulations promulgated thereunder (14 Cal. Code of Regulations §15000, et seq.).

(B) **CURB** means the City Urban Restriction Boundary regulated by Section III(F), and graphically depicted in Figure LU-4a, of the Santa Paula General Plan.

(C) **DATE OF DETERMINATION** means the date upon which an application for development is deemed complete in accordance with this Code.

(D) **DENSITY** means the one of the following:

(1) For residential development, density is the total number of permanent residential dwelling units per acre of land, exclusive of all existing public streets and rights-of-way.

(2) For commercial development, density is the total gross area of all buildings on a lot divided by the lot area (known as floor area ratio) or the total square feet designated by the General Plan or this Code for a particular lot area.

(E) **DEVELOPMENT** means any activity which requires a discretionary or ministerial permit to construct commercial, industrial, institutional, or residential structures. **DEVELOPMENT** also includes the term "land use designation" as defined by this chapter.

(F) **GPA** means an amendment to the Santa Paula General Plan.

(G) **INTENSIFICATION OF USE** means a GPA seeking to increase density or land use intensity (or both) that is subject to the Initiative and this chapter.

(H) **INITIATIVE** means Measure L6 as enacted by voters on November 7, 2006, and certified by Resolution No. 6358 on December 4, 2006, as codified by Ordinance No. 1188, adopted on February 19, 2008.

(I) **LAND USE DESIGNATION** means a designation set forth in the Santa Paula General Plan Land Use Map (Figure LU-5) and defined by Santa Paula General Plan Table LU-7 or such other land use proposed by an application for a GPA and not previously identified in the General Plan.

(J) **LAND USE INTENSITY** means those urbanized land uses identified in General Plan Table LU-7 under the column captioned "Principal Use Development Intensity/Density." Land use intensity does not include non-urbanized uses such as agricultural, open space, recreational, golf, or mining.

(K) **PLANNING AREA** means real property located within the city's jurisdictional boundaries, its approved Sphere of Influence, and such additional areas that are identified by the Santa Paula General Plan and other applicable law.

(L) **SOAR** means Section III(F) of the Santa Paula General Plan, added by Measure I as enacted by voters on November 7, 2000, and certified by Resolution No. 5407, adopted on December 4, 2000.

(Ord. 1188, passed 2-19-08)

§ 16.73.040 APPLICABILITY.

The Initiative and this chapter apply to any application for a development which meets all of the following criteria:

- (A) The application seeks an Intensification of Use;
- (B) The proposed Intensification of Use would regulate either:
 - (1) A development entirely located upon real property that constitutes 81 or more contiguous acres; or
 - (2) A development located on real property which is contiguous to other land for which the City Council previously approved an Intensification of Use within the five calendar years preceding the date of determination when all of the real property regulated by the previously approved and proposed Intensification of Use equals 81 or more contiguous acres;
- (C) The real property affected by the proposed Intensification of Use is located within the Planning Area;
- (D) The 81 or more contiguous acres of real property are found by the City Council, based upon substantial evidence, to be:
 - (1) Part of, or substantially related to, a development previously approved by the City Council;
 - (2) Completely owned by the same person or persons; or
 - (3) Separately owned by persons who are part of a joint venture, or similar cooperative enterprise, who are jointly seeking development approvals for a single or multiple developments.

(Ord. 1188, passed 2-19-08)

§ 16.73.050 EXEMPTIONS.

Notwithstanding anything to the contrary, the Initiative and this chapter do not apply to an Intensification of Use required by California law mandates including, without limitation, Government Code 65588, if the Intensification of Use would affect only real property located completely within the city's jurisdictional boundaries as they exist on the date of determination.

(Ord. 1188, passed 2-19-08)

§ 16.73.060 ENVIRONMENTAL ASSESSMENT.

GPA's subject to the Initiative and this chapter require environmental review in accordance with ~~16.55.050~~. If required by CEQA, a final environmental impact report must be certified before the City Council can consider placing a GPA on the ballot in accordance with Elections Code 9222.

Deleted: 16.202

(Ord. 1188, passed 2-19-08)

§ 16.73.070 ONE VOTE REQUIRED.

To reconcile the Initiative with SOAR requirements; to implement both SOAR and the Initiative; and to facilitate voter understanding of ballot measures, the City Council can take the following actions regarding an application for Intensification of Use:

- (A) The City Council can deem an application which requires voter approval to both change the CURB and approve an Intensification of Use as a single GPA requiring one ballot measure for voter consideration;
- (B) When voters previously approved a CURB change in accordance with SOAR which also included an Intensification of Use in the ballot measure, and an application for development does not propose an additional Intensification of Use, then the City Council can approve a GPA upon its own authority.

(Ord. 1188, passed 2-19-08)

§ 16.73.080 SUNSET CLAUSE.

This chapter is repealed and will become ineffective on December 31, 2025, unless a later adopted initiative measure approved by the voters at the general election before or in November, 2025 deletes or extends the effective date of the Initiative.

(Ord. 1188, passed 2-19-08)

CHAPTER 16.74: SITE DEVELOPMENT PERMIT

Section

16.74.01 Purpose

Deleted: 16.238

16.74.02 Definitions

Deleted: 16.238

16.74.03 Fees

Deleted: 16.238

16.74.04 Administration by Director

Deleted: 16.238

16.74.05 Initiation

Deleted: 16.238

16.74.06 General application requirements

Deleted: 16.238

16.74.07 Proceedings

Deleted: 16.238

16.74.08 Action by the Director

Deleted: 16.238

16.74.09 Findings

Deleted: 16.238

16.74.10 Permit appeal and revocation

Deleted: 16.238

16.74.11 Compliance with SDP

Deleted: 16.238

16.74.12 Timeliness

Deleted: 16.238

16.74.13 Action in writing

Deleted: 16.238

16.74.14 Final determination

Deleted: 16.238

§ 16.74.01 PURPOSE.

Deleted: 16.238

(A) The purpose of a SDP is to provide for the administrative review of detailed development plans for a proposed use. Uses that require a SDP are characterized by having a relatively low potential for adverse impacts on the subject site or surrounding community.

(B) A SDP is a plan for development and must include the following:

(1) A description of the use(s) and operating characteristics.

(2) A plot plan showing the location of all uses.

(3) Supplementary exhibits, as necessary, to show other information which may be required such as building elevations, landscaping, and grading.

(4) Conditions of approval.

(Ord. 1242, passed 5-7-12)

§ 16.74.02 DEFINITIONS.

Deleted: 16.238

Unless the contrary is stated or clearly appears from the context, the following definitions will govern the construction of the words and phrases used in this chapter:

DIRECTOR - Means the Community and Economic Development Director, Director, or designee.

Deleted: Planning

SDP - Means a site development permit regulated by this chapter.

(Ord. 1242, passed 5-7-12)

§ 16.74.03 FEES.

Deleted: 16.238

Persons applying for a permit under this chapter must pay a permit fee established by City Council resolution.

(Ord. 1242, passed 5-7-12)

§ 16.74.04 ADMINISTRATION BY DIRECTOR.

Deleted: 16.238

The Director will administer this chapter, including, without limitation, acting on all applications for a permit required by this chapter.

(Ord. 1242, passed 5-7-12)

§ 16.74.05 INITIATION.

Deleted: 16.238

An application for a SDP may be initiated by any person who is able to demonstrate a legally vested real property interest in the real property affected by a proposed application. The authorized agent of any such person may also initiate an application. The Director may request proof of ownership or authorization to apply before accepting any application.

(Ord. 1242, passed 5-7-12)

§ 16.74.06 GENERAL APPLICATION REQUIREMENTS.

Deleted: 16.238

Applications for a permit required by this chapter must be filed with the Planning Department; be in a form and contain the information prescribed by the Director; and be accompanied by the permit fee required by this chapter.

(Ord. 1242, passed 5-7-12)

§ 16.74.07 PROCEEDINGS.

Deleted: 16.238

(A) Unless the Director determinates otherwise, issuing a SDP is an administrative determination by the Director without the need for a public hearing.

(B) Upon acceptance of a SDP application as complete, the Director must review the application for conformance with the provisions of this Title 16. Based on this review, the Director must act to approve, conditionally approve, or deny the application.

(C) Within 30 days of receiving a completed application, the Director must issue a statement of decisions and findings. The statement must recite, among other things, the facts and reasons for granting or denying the application.

(Ord. 1242, passed 5-7-12)

§ 16.74.08 ACTION BY THE DIRECTOR.

Deleted: 16.238

The Director or, if applicable, the Planning Commission, may take one of the following actions:

(A) *Approval.* There are no conditions or requirements other than those specified by the application. After the date of final determination, the proposed project may be developed in compliance with the SDP issued by the Director.

(B) *Disapproval.* When a SDP application is disapproved, an application for the same project on the same property cannot thereafter be accepted for a period of one year from the date of final determination, except that the Director may specify that, if the action is due to details or technical issues, this time limit does not apply. This limitation is not applicable to other discretionary permits.

(C) *Conditional approval.* Any application may be approved subject to conditions the Director deems necessary for compliance with city, state and federal regulations related to the protection of general health, welfare, and safety of the surrounding area. After the date of final determination, the proposed project may be developed in compliance with the SDP issued by the Director along with applicable conditions of approval.

(D) *Withdrawal.* With the concurrence of or at the request of the applicant, any a permit application may be withdrawn. When an application is withdrawn, such action is effective immediately and is not subject to appeal. Thereafter, such application is null and void and the property must have the same status as if no application had been filed.

(Ord. 1242, passed 5-7-12)

§ 16.74.09 FINDINGS.

Deleted: 16.238

The Director must make all the following findings to issue a SDP:

- (A) *CEQA.* The SDP complies with the California Environmental Quality Act.
- (B) *General Plan.* The proposed use or project conforms with the General Plan.
- (C) *Zoning.* The proposed use or project conforms with the zoning regulations in this code.
- (D) *Development standards.* The SDP complies with Chapter 16.40 of this code.

(Ord. 1242, passed 5-7-12)

§ 16.74.10 PERMIT APPEAL AND REVOCATION.

Deleted: 16.238

A SDP may be appealed or revoked pursuant to Chapter 16.57 of this code.

Deleted: 16.206

(Ord. 1242, passed 5-7-12)

§ 16.74.11 COMPLIANCE WITH SDP.

Deleted: 16.238

Establishment, maintenance and operation of the use or uses proposed by the application must comply with the information and specifications shown on the SDP.

(Ord. 1242, passed 5-7-12)

§ 16.74.12 TIMELINESS.

Deleted: 16.238

If the Director does not take action within one year from the date the application is deemed complete, such application is considered to be approved. However, the applicant may request an extension of time up to 120 days. This time limit period is not applicable with regard to the time in which the Planning Commission or, if applicable, the City Council may act on an appeal.

(Ord. 1242, passed 5-7-12)

§ 16.74.13 ACTION IN WRITING.

Deleted: 16.238

The determination on each application, including any required findings and any other reasons that serve to explain the determination, and all conditions of approval, must be in writing. A copy of the written determination must forwarded to the applicant following the date of final determination and is made available, at cost, to any person desiring a copy of such determination.

(Ord. 1242, passed 5-7-12)

§ 16.74.14 FINAL DETERMINATION.

Deleted: 16.238

The determination of the Director is effective 15 days after the date the decision is made and after all appeals, if any, are resolved.

(Ord. 1242, passed 5-7-12)

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**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: APPOINTMENT TO COMMISSIONS AND COMMITTEES

Date: October 15, 2025

Agenda Item: 12.A

RECOMMENDATION:

Staff Recommends that the City Council:
Appoint applicants to various Commissions and Committees.

Presented by: Julie Latshaw, City Clerk

BACKGROUND:

The City Clerk's office published the Vacancy Notices for all open positions on Commissions, Committees and Boards, in the Santa Paula Times and on the City website and social media during the months of August and September.

The City Council held applicant interviews on October 14, 2025 to fill the following:

- **Parks & Recreation Commission (Youth)** to fill **one vacancy for a one-year term**. Applicants: Lorena Long and Natalia Mancilla are new applicants. Staff recommends Council consider appointment. If one applicant for Parks & Recreation Commission (Youth) is appointed, the Youth opening will be filled.
- **Parks & Recreation Commission** to fill **two vacancies for a three-year term**. Applicants: Valeria Ramirez Casas, Brady Mang and Tessa Lenz are new applicants. Also, applicant Vanessa Olmos is a returning member. Staff recommends Council consider appointments. If two applicants for Parks & Recreation Commission are appointed, this commission will be filled.
- **Planning Commission** to fill **one partial term ending May 2, 2027**. Applicants: Timothy Eubanks, Joseph Cervantez, David ross, Christina Ines-Solis Cheryl Monzon, Brittany Martinez and Joseph Parisio are new applicants. Staff recommends Council consider appointment. If one applicant is appointed, this committee will be filled.
- **Senior Advisory Committee** to fill **two vacancies for two-year terms**. Applicants: Sylvia Delossantos-Rasey is a new applicant. Also, applicant Veronica Giron-Stone is a returning member. Staff recommends Council consider appointments. If both applicants are appointed, this committee will be filled.

ANALYSIS:

At this time the Council may choose to make appointments to fill Commission or Committee vacancies.

STRATEGIC PLAN:

This item is not a goal or objective in City Council's two-year Strategic Plan, however, it supports the Council's vision to provide the residents of Santa Paula with sustainable resources and programs to make this a great place to live and grow.

FISCAL IMPACTS:

There are no associated fiscal impacts from this item.

OPTIONS:

City Council may also decline to appoint one or more applicants and direct staff to publish openings again for additional applicants. Any additional applicants could be interviewed in November/December 2025.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: James Mason, Community & Economic Development Director

Subject: INTRODUCTION OF ORDINANCE NO. 1349 ADOPTING BY REFERENCE THE CALIFORNIA BUILDING STANDARDS CODE, 2025 EDITION (CALIFORNIA CODE OF REGULATIONS, TITLE 24), THE 2024 INTERNATIONAL PROPERTY MAINTENANCE CODE, AND THE 2024 INTERNATIONAL SWIMMING POOL AND SPA CODE

Date: October 15, 2025

Agenda Item: 12.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Introduce and waive first reading of Ordinance No. 1349, entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA AMENDING SECTIONS 150.001, 150.015, 150.025, 150.045, 150.055, 150.075, 150.085, 150.150, 150.160, 150.170, 150.180, 150.190, AND ADDING 150.200 AND 150.210, OF CHAPTER 150 OF THE SANTA PAULA MUNICIPAL CODE TO ADOPT BY REFERENCE THE CALIFORNIA BUILDING STANDARDS CODE, 2025 EDITION, (CALIFORNIA CODE OF REGULATIONS, TITLE 24) INCLUDING THE 2025 CALIFORNIA ADMINISTRATIVE CODE; VOLUMES 1 AND 2 OF THE 2025 CALIFORNIA BUILDING CODE; THE 2025 CALIFORNIA RESIDENTIAL CODE INCLUDING APPENDICIES AH PATIO COVERS, AJ EXISTING STRUCTURES, AND AX SWIMMING POOL SAFETY ACT; THE 2025 CALIFORNIA ELECTRICAL CODE; THE 2025 CALIFORNIA MECHANICAL CODE; THE 2025 CALIFORNIA PLUMBING CODE INCLUDING APPENDIX M PEAK WATER DEMAND CALCULATOR; THE 2025 CALIFORNIA ENERGY CODE; THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE; THE 2025 CALIFORNIA HISTORICAL BUILDING CODE; THE CALIFORNIA EXISTING BUILDING CODE; THE 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE; THE 2025 CALIFORNIA REFERENCED STANDARDS CODE; THE 2024 INTERNATIONAL PROPERTY MAINTENANCE CODE; AND THE 2024 INTERNATIONAL SWIMMING POOL AND SPA CODE

2. Schedule a public hearing to consider adopting the proposed Ordinance at the City Council's regular meeting of November 5, 2025.
3. Direct the City Clerk to publish a summary of the proposed Ordinance and provide notice of the public hearing twice at least 14 days before the public hearing at which the proposed Ordinance is to be considered for adoption;
4. Take such additional, related action as may be desired.

BACKGROUND:

New editions of California Building Standards Commission (CBSC) of the Title 24 California Code of Regulations (CCR), are published every three years in a triennial cycle with supplemental information published during mid-cycle years. Publication of triennial editions of the CCR began in 1989. The most recent version of the code last adopted by the city was the 2022 edition published July 1, 2022. The California Health and Safety Code requires local governments to adopt the most current editions of the model codes related to construction. The new 2025 California Building Standards Commission's California Code of Regulations, Title 24 will become effective January 1, 2026 and are the minimum regulated codes adopted by the State of California for construction. All jurisdictions are required to adopt the updated codes in order to maintain local consistency with state requirements.

As a part of the code updates and revisions the city may adopt the International Property Maintenance Code (IPMC) and the 2024 International Swimming Pool and Spa Code (ISPSC). The IPMC is a model code that regulates the minimum maintenance requirements for existing buildings. It is a document intended to establish minimum maintenance standards for basic equipment, light, ventilation, heating, sanitation and fire safety. The ISPSC is a model code that establishes minimum requirements for the design, construction, alteration, repair and maintenance of swimming pools, spas, hot tubs and aquatic facilities.

These 2022 California codes to be updated and added are as follows:

Part 1 California Administrative Code; Part 2 California Building Code Volumes 1 and 2; Part 2.5 California Residential Code; Part 3 California Electrical Code; Part 4 California Mechanical Code; Part 5 California Plumbing Code; Part 6 California Energy Code; Part 7 California Wildland-Urban Interface Code; Part 8 California Historical Building Code; Part 9 California Fire Code; Part 10 California Existing Building Code; Part 11 California Green Building Standards Code; Part 12 California Referenced Standards Code; The 2024 International Property Maintenance Code; and the 2024 International Swimming Pool and Spa Code.

ANALYSIS:

The 2025 edition of California Building Standards Commission's (CBSC), California Code of Regulations, Title 24 (CCR) are the standards for construction. These codes are adopted by the State from the 2024 International Code Council's model codes and will go in to effect January 1, 2026. The 2024 International Property Maintenance Code (IPMC) are standards for property maintenance code compliance, and the 2024 International Swimming Pool and Spa Code (ISPSC) are the standards for the construction and maintenance of pools, spas, hot tubs, and aquatic facilities. The IPMC and the ISPSC have provisions that the California Building Standards Code do not have.

Government Code Section 50022.3 establishes the following procedure for adopting another code by reference, which is different from the City's usual procedure. At the first meeting, Council is to consider, introduce and waive first reading of the ordinance after holding a public hearing; the public hearing is not noticed. At a second meeting, a noticed public hearing is held to adopt the ordinance. Notice of this public hearing must be published twice in a local newspaper at least 14 days before the public hearing. The City Council may adopt the

ordinance at the conclusion of the public hearing. Staff is recommending the public hearing be noticed and set for November 5, 2025

STRATEGIC PLAN:

N/A

FISCAL IMPACTS:

There is no fiscal impact.

OPTIONS:

As an alternative to Staff's recommendation, the City Council may:

Reject Staff's recommendation. Doing so, however, would result in the city code misaligning with the 2025 edition of California Building Standards Code (California Code of Regulations, Title 24), the 2024 International Property Maintenance Code, and 2024 International Swimming Pool and Spa Code for the City of Santa Paula Building and Safety Division, resulting in non-compliance with current building code development, and health and safety standards set by state law.

ATTACHMENTS:

[Attachment A - Building Codes Adoption Ordinance](#)

ORDINANCE NO. 1349

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA AMENDING SECTIONS 150.001, 150.015, 150.025, 150.045, 150.055, 150.075, 150.085, 150.150, 150.160, 150.170, 150.180, AND 150.190 AND ADDING SECTIONS 150.200 AND 150.210 OF CHAPTER 150 OF THE SANTA PAULA MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2025 EDITION OF THE CALIFORNIA BUILDING STANDARDS COMMISSION (CALIFORNIA CODE OF REGULATIONS, TITLE 24) INCLUDING THE 2025 CALIFORNIA ADMINISTRATIVE CODE; VOLUMES 1 AND 2 OF THE 2025 CALIFORNIA BUILDING CODE; THE 2025 CALIFORNIA RESIDENTIAL CODE, INCLUDING APPENDICES AH PATIO COVERS, AJ EXISTING BUILDINGS AND STRUCTURES, AX SWIMMING POOL SAFETY ACT; THE 2025 CALIFORNIA ELECTRICAL CODE; THE 2025 CALIFORNIA MECHANICAL CODE; THE 2025 CALIFORNIA PLUMBING CODE; THE 2025 CALIFORNIA ENERGY CODE; THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE; THE 2025 CALIFORNIA HISTORICAL BUILDING CODE; THE 2025 CALIFORNIA EXISTING BUILDING CODE; THE 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE; THE 2025 CALIFORNIA REFERENCED STANDARDS CODE; THE 2024 INTERNATIONAL PROPERTY MAINTENANCE CODE; AND THE 2024 INTERNATIONAL SWIMMING POOL AND SPA CODE

The City Council of the City of Santa Paula ordains as follows:

SECTION 1. RECITALS.

- A. California Government Code Sections 50022.1 et seq. authorizes the City of Santa Paula ("City") to adopt by reference the California Building Standards Code, 2025 edition (California Code of Regulations Title 24.), including certain uniform codes including the 2025 California Administrative Code, the 2025 California Building Code, the 2025 California Residential Code, including Appendices AH Patio Covers, AJ Existing Buildings and Structures, AX Swimming Pool Safety Act, the 2025 California Electrical Code, the 2025 California Mechanical Code, the 2025 California Plumbing Code, the 2025 California Energy Code, the 2025 California Wildlife-Urban Interface Code; the 2025 California Historical Building Code, the 2025 California Existing Building Code, the 2025 California Green Building Standards Code, the 2025 California Referenced Standards Code, as well as the 2024 International Property Maintenance Code, and the 2024 International Swimming Pool And Spa Code.
- B. The City Council previously adopted the 2022 edition of the California Building Standards Code as adopted by the State of California Building Standards

Commission in Title 24 of the California Code of Regulations.

- C. The City now desires to adopt the provisions of the 2025 California Building Standards Code.
- D. The City Council previously adopted the 2021 edition of the International Property Maintenance Code as published by the International Code Council.
- E. The City now desires to adopt the provisions of the 2024 International Property Maintenance Code as published by the International Code Council.
- F. The City now desires to adopt the provisions of the 2024 International Swimming Pool and Spa Code as published by the International Code Council.
- G. The City held a public hearing on November 5, 2025, at which time all interested persons had the opportunity to appear and be heard on the matter of adopting the California Building Standards Commission, California Code of Regulations as amended herein.
- H. The City published notice of the aforementioned public hearing pursuant to California Government Code Section 6066.
- I. Any and all other legal prerequisites relating to the adoption of this ordinance have occurred.

SECTION 2: Sections 150.001, 150.015, and 150.025 of Chapter 150 of the Santa Paula Municipal Code are hereby amended to read as follows (where stricken text indicates deletions and underlined text indicates additions):

“CALIFORNIA ADMINISTRATIVE CODE

§ 150.001 CALIFORNIA ADMINISTRATIVE CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov’t code §§ 50022.1 et seq., Title 24, Part 1 of the California Code of Regulations, namely the ~~2022~~ 2025 California Administrative Code, as published by the California Building Standards Commission, is hereby adopted by reference. This section will not be applicable to §§ 150.035 and 150.036, Chapter 151, and Chapter 16.106.”

CALIFORNIA BUILDING CODE

§ 150.015 CALIFORNIA BUILDING CODE ADOPTED BY REFERENCE. Pursuant to Cal. Gov’t Code §§ 50022.1 et seq., Title 24, Part 2 of the California Code of Regulations, namely the ~~2022~~ 2025 California Building Code, as published by the California Building Standards Commission, is hereby adopted by reference.

CALIFORNIA PLUMBING CODE

§ 150.025 CALIFORNIA PLUMBING CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov't Code §§ 50022.1 et seq., Title 24, Part 5 of the California Code of Regulations, namely the ~~2022~~ 2025 California Plumbing Code, as published by the California Building Standards Commission, is hereby adopted by reference."

SECTION 3: Sections 150.040, 150.045, 150.055, 150.075, and 150.085 of Chapter 150 of the Santa Paula Municipal Code are hereby amended to read as follows (where stricken text indicates deletions and underlined text indicates additions):

~~"INTERNATIONAL URBAN WILDLAND INTERFACE CODE~~

~~§ 150.040 ADOPTED BY REFERENCE.~~

~~That certain code known as the International Urban Wildland Interface Code 2012 Edition is adopted by reference.~~

CALIFORNIA ELECTRICAL CODE

§ 150.045 CALIFORNIA ELECTRICAL CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov't code §§ 50022.1 et seq., Title 24, Part 3 of the California Code of Regulations, namely the ~~2022~~ 2025 California Electrical Code, as published by the California Building Standards Commission, is hereby adopted by reference.

CALIFORNIA MECHANICAL CODE

§ 150.055 CALIFORNIA MECHANICAL CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov't Code §§ 50022.1 et seq., Title 24, Part 4 of the California Code of Regulations, namely the ~~2022~~ 2025 California Mechanical Code, as published by the California Building Standards Commission, is hereby adopted by reference.

CALIFORNIA RESIDENTIAL CODE

§ 150.075 CALIFORNIA RESIDENTIAL CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov't Code §§ 50022.1 et seq., Title 24, Part 2.5 of the California Code of Regulations, namely the ~~2022~~ 2025 California Residential Code including Appendices AH Patio Covers, AJ Existing Buildings and Structures, and AX Swimming Pool Safety Act, as published by the California Building Standards Commission, is hereby adopted by reference.

“§ 150.075 California Residential Code Table R301.2 Added & Revised by filling the table values as follows:

TABLE R301.2 CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

SEISMIC DESIGN CAT.	SUBJECT TO DAMAGE FROM			ICE BARRIER UNDERLAY MENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP.
	WEATHERING	FROST LINE DEPTH	TERMITE				
D ₂ OR E	NEGLIGIBLE	>12"	VERY HEAVY	NO	May 2025	NONE	61.8 °F 16.6 °C
MANUAL J DESIGN CRITERIA							
Indoor winter design dry- bulb temperature	Indoor winter design dry-bulb temperature			Outdoor winter design dry- bulb temperature		Heating temperature difference	
70 °F (21.11 °C)	70 °F (21.11 °C)			34 °F (1.11 °C)		36 °F (2.2 °C)	
Indoor Summer design relative humidity	Indoor Summer design dry-bulb temperature			Outdoor Summer design dry-bulb temperature		Cooling temperature difference	
50% RH	75 °F (23.9 °C)			1% dry-bulb ≈ 80.6 °F (27 °C)		6 °F (-14.4 °C)	

GROUND SNOW LOAD	WIND DESIGN			WINDBORNE DEBRIS ZONE
	SPEED (MPH)	TOPOGR APHIC EFFECTS	SPECIAL WIND REGION	
ZERO	110	NO	NO	NO
Elevation			Altitude correction factor	Coincident wet bulb
279 ft (85 m)			+0.08 in Hg	67 °F (19.44 °C)
Latitude			Daily Range	Indoor Summer design relative humidity
34° 21'12.6" N			Light variation	50% RH

CALIFORNIA GREEN STANDARDS CODE

§ 150.085 CALIFORNIA GREEN BUILDING STANDARDS CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov't Code §§ 50022.1 et seq., Title 24, Part 11 of the California Code of Regulations, namely the ~~2022~~ 2025 California Green Building Standards Code, as published by the California Building Standards Commission, is hereby adopted by reference."

SECTION 4: Sections 150.150, 150.160, 150.170, 150.180, and 150.190 of Chapter 150 of the Santa Paula Municipal Code are hereby amended to read as follows (where stricken text indicates deletions and underlined text indicates additions):

INTERNATIONAL PROPERTY MAINTENANCE CODE

§150.150 INTERNATIONAL PROPERTY MAINTENANCE CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov't Code §§ 50022.1 et seq., that certain code known as the International Property Maintenance Code, ~~2021~~ 2024 Edition, published by the International Code Council, is hereby adopted by reference.

CALIFORNIA ENERGY CODE

§ 150.160 CALIFORNIA ENERGY CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov't Code §§ 50022.1 et seq., Title 24, Part 6 of the California Code of Regulations, namely the ~~2022~~ 2025 California Energy Code, as published by the California Building Standards Commission, is hereby adopted by reference.

CALIFORNIA REFERENCED STANDARDS CODE

§ 150.170 CALIFORNIA REFERENCED STANDARDS CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov't Code §§ 50022.1 et seq., Title 24, Part 12 of the California Code of Regulations, namely the ~~2022~~ 2025 California Referenced Standards Code, as published by the California Building Standards Commission, is hereby adopted by reference.

CALIFORNIA EXISTING BUILDING CODE

§ 150.180 CALIFORNIA EXISTING BUILDING CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov't Code §§ 50022.1 et seq., Title 24, Part 10 of the California Code of Regulations, namely the ~~2022~~ 2025 California Existing Building Code, as published by the California Building Standards Commission, is hereby adopted by reference.

CALIFORNIA HISTORICAL BUILDING CODE

§ 150.190 CALIFORNIA HISTORICAL BUILDING CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov't Code §§ 50022.1 et seq., Title 24, Part 8 of the California Code of Regulations, namely the ~~2022~~ 2025 California Historical Building Code, as published by the California Building Standards Commission, is hereby adopted by reference."

SECTION 5: Sections 150.200 and 150.210 of Chapter 150 of the Santa Paula Municipal Code are hereby added to read as follows:

"CALIFORNIA WILDLIFE-URBAN INTERFACE CODE

§ 150.200 CALIFORNIA WILDLAND-URBAN INTERFACE CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov't Code §§ 50022.1 et seq., Title 24, Part 7 of the California Code of Regulations, namely the 2025 California Wildland-Urban Interface Code, as published by the California Building Standards Commission, is hereby adopted by reference.

INTERNATIONAL SWIMMING POOL AND SPA CODE

§ 150.210 INTERNATIONAL SWIMMING POOL AND SPA CODE ADOPTED BY REFERENCE.

Pursuant to Cal. Gov't Code §§ 50022.1 et seq., that certain code known as the International Swimming Pool and Spa Code, 2024 edition, published by the International Code Council, is hereby adopted by reference."

SECTION 6: All references to the Administrative, Building, Residential, Electrical, Mechanical, Plumbing, Energy, Historical Building, Existing Building, Green Building Standards, Wildland-Urban Interface, and Referenced Standards Codes, as well as the International Property Maintenance Code and the International Swimming Pool and Spa Code, and/or the Santa Paula Code by that name in the Santa Paula Municipal Code, City forms, City documents, or City regulations shall be construed to refer to the codes adopted herein and as amended hereinafter.

SECTION 7: One (1) complete copy of each of these Santa Paula codes, including all of the codes adopted by reference, shall be maintained in the office of the Building Official and available for public review.

SECTION 8: In the event there are conflicts between the provisions of these codes and other codes or provisions adopted by the City, the most restrictive provision shall apply.

SECTION 9: Repeal of Conflicting Ordinances. All prior ordinances or parts conflicting or inconsistent with the provisions of this ordinance are hereby repealed

SECTION 10: Severability. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase added by this ordinance, or any part thereof, is for any reason held to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses, or phrases are declared unconstitutional, invalid, or ineffective.

SECTION 11: Publication. The City Clerk shall certify to the adoption of this ordinance and shall cause a summary thereof to be published at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the City Clerk, and with fifteen (15) days of its adoption, shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the Office Of the City Clerk, in accordance with California Government Code Section 36933.

SECTION 12: Effective Date. This ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect on January 1, 2026, which is to be no less than thirty (30) days from and after the date of its final passage and adoption.

SECTION 13: CEQA. The City Council finds that this ordinance is not a project within the meaning of section 15378 of the California Environmental Quality Act (CEQA) guidelines because it has no potential to cause direct or indirect physical changes to the environment. Alternatively, the ordinance is also exempt from California Environmental Quality Act pursuant to Section 15061(b)(3) of the CEQA guidelines because it can be seen with certainty that adoption of this ordinance will not have a significant adverse effect on the environment. The codes adopted herein are dictated by the California Buildings Standards Code and are their adoption by reference is purely administrative. Staff is directed to file a notice of exemption within five (5) days of the adoption of this ordinance.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Santa Paula, California on the 5th day of November, 2025.

Pedro Chavez, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

Monica Castillo, City Attorney

CITY OF SANTA PAULA)
COUNTY OF VENTURA) §
STATE OF CALIFORNIA)

I, Julie Latshaw, City Clerk of the City of Santa Paula, California, do hereby certify that the foregoing ordinance No. 1349 was introduced and given first reading on the 15th day of October 2025 upon the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

and was PASSED AND ADOPTED UPON SECOND READING on the 5th day of November 2025 upon the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Julie Latshaw, City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: James Mason, Community & Economic Development Director

Subject: CONSIDERATION OF RESOLUTIONS ESTABLISHING COMPENSATION
FOR MEMBERS OF THE PLANNING COMMISSION AND MOBILE HOME
RENT COMMISSION

Date: October 15, 2025

Agenda Item: 12.C

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt Resolution No. 7591 and Resolution No. 7594 approving the compensation structure for the Mobile Home Rent Review Commission and the Planning Commission.

Presented by: James Mason, Community & Economic Development Director

BACKGROUND:

The City of Santa Paula established the Mobile Home Rent Review Commission (MHRRC) to implement and oversee the City's Mobile Home Rent Stabilization Ordinance.

The Commission is charged with conducting hearings, reviewing applications for rent adjustments, and making determinations to ensure a fair balance between park owners and residents.

Currently, members of the MHRRC contribute specialized backgrounds and expertise valuable to the complexities of their role on the committee. Their role often requires several hours preparing for and participating in hearings, which can be complex and require careful consideration of legal, financial, and housing issues.

Santa Paula Municipal Code section 152.06(A)(4) states: "Commission members and their alternates shall be compensated for their services in an amount established by resolution of the City Council and may receive reimbursement as provided by the City Council for traveling and other expenses incurred while on official duty."

The City currently provides a \$50 stipend to the Planning Commissioners for each meeting, however staff was unable to locate any Resolution establishing a stipend for MHRRC members. It is possible a Resolution was not adopted by the City Council and as such, a compensation amount and structure has not been defined for the Mobile Home Rent Review

Commission.

ANALYSIS:

On September 17, 2025, City Staff presented an item to the City Council seeking direction regarding the establishment of compensation for members of the City's commissions, specifically Planning Commission and the Mobile Home Rent Review Commission. Following discussion, the City Council directed Staff to prepare and return with two separate Resolutions—one pertaining to the Planning Commission and another for the Mobile Home Rent Review Commission. The Council further directed that each Resolution establish a commissioner stipend of up to \$100 per meeting.

Accordingly, Staff and the City Attorney's Office have prepared two resolutions that would compensate commissioners of both bodies \$100 per meeting attended. Upon conclusion of discussion, if the Council feels that it is in order to compensate commissioners in the manner previously discussed, it would be appropriate for the Council to adopt the resolutions attached to the Staff Report.

Annual costs for compensation of the Mobile Home Rent Review Commission will be dependent on the number of applications submitted, community demands related to mobile home rent stabilization and changes to state legislation. The Commission has met approximately 8 times since 2015. Given the infrequency of meetings, if approved by City Council, compensation would be most efficient if provided on a per-meeting basis as already provided for Planning Commissioners. As an example, a stipend of \$100 per meeting, with three members attending four meetings per year, would have an annual cost of approximately \$1200.

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

The estimated annual cost for the Planning Commission will be:

- $(\$100 \times 5 \text{ Commissioners}) \times 10 \text{ meetings} = \$5,000$

The estimated annual cost for the Mobile Home Rent Review Commission will be:

- $(\$100 \times 3 \text{ Commissioners}) \times 3 \text{ meetings} = \$900$

Funding for the the two year budget will come from salary savings in the Community & Economic Development Department Budget.

Staff will present a budget adjustment, within the City Manager's authority.

OPTIONS:

As an alternative to Staff's recommendation, the City Council may:

1. Adopt Resolution No. 7591 and Resolution No. 7594 with amendments to the compensation structure for the Mobile Home Rent Review Commission and the Planning Commission.
2. Do not approve proposed resolutions regarding commissioner compensation and provide staff with direction.

ATTACHMENTS:

[ATTACHMENT_A.__Resolution_No._7591_MHRRRC_Compensation-c1.docx](#)

[Attachment_B_Resolution_PC_Compensation_2_\(2\)-c1.docx](#)

**ATTACHMENT A
RESOLUTION NO. 7591**

**Mobile Home Rent Review Committee
Compensation**

RESOLUTION NO. 7591

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA ESTABLISHING COMPENSATION FOR MEMBERS OF THE MOBILE HOME RENT REVIEW COMMISSION

The City Council of the City of Santa Paula resolves as follows

SECTION 1: The City Council finds and declares as follows:

- A. The City of Santa Paula established a Mobile Home Rent Review Commission ("Commission") in June 1984 to implement and oversee the City's Mobile Home Rent Stabilization Ordinance.
- B. Commission members bring specialized backgrounds and expertise valuable to the complexities of their roles on the Commission, which often require several hours preparing for and participating in hearings that can be complex and require careful consideration of legal, financial, and housing issues.
- C. The City Council desires to recognize this commitment and encourage continued participation by establishing a stipend for Commission members.
- D. Santa Paula Municipal Code section 152.06(A)(4) states: "Commission members and their alternates shall be compensated for their services in an amount established by resolution of the City Council and may receive reimbursement as provided by the City Council for traveling and other expenses incurred while on official duty."
- E. The City Council finds that establishing a reasonable stipend is in the public interest and consistent with practices in other California jurisdictions.

SECTION 2: Compensation Established. Members of the Mobile Home Rent Review Commission and their alternates shall receive compensation in the amount of one Hundred Dollars (\$100.00) for each regular or special meeting attended.

SECTION 3: Eligibility. Compensation shall only be provided to duly appointed members in attendance at a meeting. Alternate members shall be compensated only when serving in place of a regular member.

SECTION 4: Expense Reimbursement. Members shall also be entitled to reimbursement of actual and necessary expenses incurred in the performance of their duties, consistent with City policy.

SECTION 5: Budget Appropriation. The Community Development Department is directed to incorporate this expenditure into its annual operating budget.

SECTION 6: Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Santa Paula this 15th day of October, 2025.

Pedro Chavez, Mayor

ATTEST:

Julie Latshaw, CMC, City Clerk

APPROVED AS TO FORM:

Monica Castillo, City Attorney

**ATTACHMENT B
RESOLUTION NO. 7594**

**Planning Commission
Compensation**

RESOLUTION NO. 7594

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA ESTABLISHING COMPENSATION FOR MEMBERS OF THE PLANNING COMMISSION

The City Council of the City of Santa Paula resolves as follows

SECTION 1: The City Council finds and declares as follows:

- A. The City of Santa Paula established a Planning Commission ("Commission") that receives applications for discretionary projects, such as Planned Development (PD) permits, Conditional Use Permits (CUP), and variances, and conducts public hearings on land use-related matters.
- B. Commission members contribute specialized backgrounds and expertise valuable to the complexities of their roles on the Commission, and their roles often require several hours preparing for and participating in hearings, which can be complex and require careful consideration of legal, financial, and housing issues.
- C. The City Council desires to recognize this commitment and encourage continued participation by establishing a stipend for Commission members.
- D. The current compensation for the Planning Commission is \$50 per meeting.
- E. Santa Paula Municipal Code Section 12.02 states: "The City Council may, by resolution, determine whether, and in what amount, compensation will be provided for members of the [commissions] established by this division. Without a City Council resolution establishing compensation, it shall be conclusively presumed that no compensation is to be provided."
- F. The City Council finds that increasing Commission members' compensation is in the public interest because it incentivizes continued participation from current and future members.

SECTION 2: Compensation Established. Members of the Planning Commission shall receive compensation in the amount of One Hundred Dollars (\$100.00) for each regular or special meeting attended.

SECTION 3: Eligibility. Compensation shall only be provided to duly appointed members in attendance at a meeting. Alternate members shall be compensated only when serving in place of a regular member.

SECTION 4: Expense Reimbursement. Members shall also be entitled to reimbursement of actual and necessary expenses incurred in the performance of their duties, consistent with City policy.

SECTION 5: Budget Appropriation. The Community Development Department is directed to incorporate this expenditure into its annual operating budget.

SECTION 6: Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Santa Paula, this 15th day of October, 2025.

Pedro Chavez, Mayor

ATTEST:

Julie Latshaw, CMC, City Clerk

APPROVED AS TO FORM:

Monica Castillo, City Attorney

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dan Singer, City Manager

Subject: FUTURE AGENDA ITEMS

Date: October 15, 2025

Agenda Item: 13.A

RECOMMENDATION:

Staff recommends City Council review future agenda items.

BACKGROUND:

The attached Future Agenda Items forecast identifies anticipated agenda items for upcoming Council meetings as well as Study Session topics and long-range discussion items. Placing this forecast on the agenda affords the Council and the public the opportunity to discuss such topics and to make any recommendations. It should be noted this is only a forecast and may change over the course of time or based on feedback by the Mayor and City Manager during review of future agendas.

ANALYSIS:

Should a member of the City Council wish to introduce a future agenda topic, it should be done in compliance with the Council's adopted Manual of Procedural Guidelines, Section 5.1. Items introduced by a member of the Council during a Council meeting requires a second and should be reserved for time-sensitive matters needing attention within the proceeding 45 day period.

STRATEGIC PLAN:

FISCAL IMPACTS:

OPTIONS:

ATTACHMENTS:

[10.15.2025 Future Agenda Items Im.docx](#)



Santa Paula City Council Tentative Agenda Schedule

	Regular Meeting November 5 - 6:30pm	
P&R	Holiday Parade Request	
PW	Plans & Specifications for 8 th Street Streetlight Repair Project	
PW	EV Fast Charger Installation & Maintenance Agreement	
Finance	Year End & First Qtr. Financial Report	
Finance	Measure T Audit	
PD	Police Department Report	
	Regular Meeting November 19 - 6:30pm	
Admin	City Managers Department Report	
Admin	Harvest CFD	
CDD	Spirit MOU	
PD	COPS Law Enforcement	
	STUDY SESSION TOPICS	
Admin	No Smoking Ordinance	3 rd Qtr.
Finance	Development Impact Fees (DIF)*	3 rd Qtr.
Admin	Municipal Code Update – Joint with Planning Commission*	Ongoing
CDD	Use of Triangle Property on Housing	TBD
	FUTURE AGENDA ITEMS	
P&R	Fireworks Funding	Oct/Nov
PW	5-Year Pavement Management Plan – Cycle 2	Nov
CDD	Central Business District Live Entertainment Ord 1339	TBD
Legal	Fire MOU Amendment for Station 26	TBD
CDD	Downtown Vacancies Options*	TBD
CDD	Downtown Parking Inventory and Options*	TBD
PW	Water & Sewer Rate Study	TBD
CDD	Animal Shelter Agreement	TBD
CDD	Athens Rate Adjustment Request	TBD

Activities associated with the Council's Strategic Plan*