

City of Santa Paula

Joint City Council/Planning Commission

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JOINT CITY COUNCIL/PLANNING COMMISSION SPECIAL MEETING OF THE SANTA PAULA JOINT CITY COUNCIL/PLANNING COMMISSION

MONDAY, SEPTEMBER 30, 2024

6:00 PM - Joint City Council/Planning Commission Special Meeting

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

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

BRINGING ITEMS BEFORE THE CITY COUNCIL

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 you wish to speak on. Members of the public may address the Council on items on this agenda only. **Public Comments are limited to 3 minutes.**

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 three hours before the meeting date will be provided to the legislative body before the meeting. Public Comments received after, 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.*

SPECIAL MEETING - COUNCIL CHAMBER

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. ROLL CALL

3. PUBLIC COMMENT

At this time, members of the public may comment on any item appearing on the agenda only. Individual Councilmembers or Commissioners may briefly respond to Public Comments or ask questions for clarification. **Public Comments are limited to three minutes.**

4. ORDER OF BUSINESS

4.A SANTA PAULA DEVELOPMENT CODE UPDATE STUDY SESSION

RECOMMENDATION:

City Council members and Planning Commissioners to give feedback to City Attorney and staff on Development Code amendments.

5. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

I declare under penalty of perjury that I posted this Joint City Council/Planning Commission Special Meeting 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 Joint City Council/Planning Commission

From: Monica Castillo, City Attorney

Subject: SANTA PAULA DEVELOPMENT CODE UPDATE STUDY SESSION

Date: September 30, 2024

Agenda Item: 4.A

RECOMMENDATION:

City Council members and Planning Commissioners to give feedback to City Attorney and staff on Development Code amendments.

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 and simultaneously go through the other titles.

ANALYSIS:

In accordance with direction from the May 9, 2024 joint study session, this study session focuses on the Development Code. City Council members and Planning Commissioners will be provided a high-level summary of Development Code sections in need of updating to comport with state law. Attendees will also be asked to consider which sections may be of concern to the community and may benefit from a public workshop.

STRATEGIC PLAN:

This item promotes the following Goal and Objective of the Two-Year Strategic Plan:

G. Operational Excellence

Goal: Provide excellent service to the community in a cost-effective manner with an engaged workforce with a focus on continuous improvement and outstanding customer service.

Objective 2. Municipal Code - Review the City's municipal code to reduce irrelevant codes and update development codes.

FISCAL IMPACTS:

According to the Two-Year Strategic Plan, the estimated budget impact is \$250,000 plus staff time.

OPTIONS:

N/A

ATTACHMENTS: