City of Santa Paula

City Council Regular

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

CITY COUNCIL REGULAR MEETING OF THE
SANTA PAULA CITY COUNCIL REGULAR

WEDNESDAY, JUNE 3, 2026

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.

MEETING ENVIRONMENT
To maintain a public meeting environment conductive and welcoming to receive public comments from all members of the public, the audience is discouraged from engaging in displays of support or opposition to staff reports or public comments, including clapping, yelling, booing, hissing, or cheering, that may create a disruptive environment for the public who wish to express their views during the meeting are encouraged to do so in silent, non-disruptive ways -- such as raising a hand, shaking hands, or another quiet gesture of support or opposition that does not obstruct views or interrupt proceedings.
Members of the public holding signs are asked to hold the signs on their person in front of them or move to the back of the room so as not to obstruct the view of other members of the public wishing to participate in the meeting.

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 ARBOR DAY POEM CONTEST WINNERS

7.B **FINANCE DEPARTMENT REPORT**

RECOMMENDATION:

Staff recommends that the City Council receive and file the January 2026 - April 2026 Activity Report for the Finance Department.

Presented by: Fabian Castellon, Accountant

7.C **PUBLIC WORKS DEPARTMENT, ACTIVITY REPORT - JANUARY 1 - APRIL 31,2026**

RECOMMENDATION:

Receive and file.

Presented By: Dale Goodman, Public Works Director

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 **APPROVAL OF MINUTES**

- **City Council Special Meeting May 14, 2026**
- **City Council Special Meeting May 20, 2026**
- **City Council Regular Meeting May 20, 2026**

RECOMMENDATION:

Staff recommends Council approve minutes.

10.B **CONFLICT OF INTEREST CODE - BIENNIAL REVIEW**

RECOMMENDATION:

Staff recommends that the City Council:

1. Direct the review of the City's Conflict of Interest Code and the filing of a Biennial Notice with the City Clerk regarding such review, as required by the Political Reform Act.

10.C **DISSOLVING OF THE CANNABIS STANDING COMMITTEE**

RECOMMENDATION:

Staff recommends the City Council:

1. Adopt Resolution No. 7619 dissolving the Cannabis Standing Committee.

10.D **CALLING THE NOVEMBER MUNICIPAL ELECTION AND REQUESTING CONSOLIDATION WITH THE STATEWIDE ELECTION**

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution 7610 calling a General Municipal Election on November 3, 2026, and requesting consolidation with the Statewide General Election held on the same date; and
2. Adopt Resolution No. 7611 to establish requirements for Candidate Statements that will be included with voter information.

Presented By: Julie Latshaw, City Clerk

11. ACTION ITEMS

11.A **REVIEW AND DIRECTION REGARDING VCOG REAP 2.0 CONCEPTUAL INFILL REDEVELOPMENT ACTION PLAN (IRAP) FOR THE EAST HARVARD INFILL SITE LOCATED AT 1397 E. HARVARD BLVD.**

RECOMMENDATION:

Staff recommends the City Council review and discuss the IRAP and select one option, or a combination of options, from the list provided by Sanbell to provide further direction on next steps for the action plan.

Presented by: Nichole Garner, AICP - Senior Planner (Sanbell)

11.B **ARTIFICIAL INTELLIGENCE (AI) POLICY**

RECOMMENDATION:

It is recommended that the City Council:

1. Review and discuss the proposed Artificial Intelligence (AI) Use & Governance Policy.
2. Adopt Resolution No.7620 adopting the proposed Artificial Intelligence (AI) Use & Governance Policy for the City of Santa Paula.

Presented By: Nicholle Azpera, Americorp Fellow

12. ITEMS FOR FUTURE AGENDAS

12.A **FUTURE AGENDA ITEMS**

RECOMMENDATION:

Staff recommends City Council review future agenda items.

13. 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 Regular

From: Fabian Castellon, Accountant

Subject: FINANCE DEPARTMENT REPORT

Date: June 3, 2026

Agenda Item: 7.B

RECOMMENDATION:

Staff recommends that the City Council receive and file the January 2026 - April 2026 Activity Report for the Finance Department.

Presented by: Fabian Castellon, Accountant

BACKGROUND:

Accounts Receivable

Finance prepares invoices and receives funds for various types of payments due to the City, including monthly Transient Occupancy Tax and rents for City-owned property. During the reporting period, billing for COBRA (continuation of health coverage), special events and permits, and other miscellaneous items occurred. Since this was the year end, 1099 Interest statements were also sent out to CDBG loan recipients.

Accounts Payable

Finance processes disbursements to cover financial commitments of the City, maintains files for all City payments to vendors and contractors, and issues business license and utility deposit refunds. For the January through April 2026 period, accounts payable staff processed 3,906 invoices totaling over $16.5 million dollars. This total consists of $2.2 million in payroll related expenses such as retirement and taxes, $6.6m in bond and loan payments, $234,000 in legal costs, $488,000 in groundwater pumping charges, $963,000 in citywide utilities and sewer operational costs, $742,000 in professional services such as engineering and consultants (including for CIPs) and $1.7m in construction. Lastly, 1099 Miscellaneous tax forms were issued to vendors and reported to the IRS.

Purchasing

Staff continues to work with various departments to issue requests for proposals, assist in purchasing of materials, and processing purchase orders and requisitions. Over 71 new purchase orders were created between January and April 2026.

Payroll

Staff processed all payroll periods in the four months mentioned in a timely and efficient manner. Quarterly reports were submitted to the Employement Development Department, CalPERS, and the IRS. W2s were issued with no correction.

Business and Dog Licenses

On January 1, 2026, the Business License tax payment period began for the calendar year and are deemed as delinquent as of February 10, 2026. These licenses will be in effect until December 31, 2026. Finance staff worked through their second busiest time of year for business licenses (Jan-Mar), issuing thousands of renewals in the first quarter of the calendar year.

Utility Billing

Staff continues to work with residents on utility payments and providing available assistance to avoid shutoffs when possible, communicating shutoff language in line with the Senate Bill 998 requirements. Shutoff notices have started to increase significantly more than what was experienced prior to the pandemic, though actual shutoffs continue on trend.

Other department achievements includes assisting with the Spirit of Santa Paula payments, closing the RDA fund, assisting with the waste management Franchise agreement, working diligently on reconciling liability accounts, researching fleet fueling alternatives to maximize City funding, and working on the DIF fee study with the Executive Team. We were also sad to see our longest tenured employee (in the Finance Department) retire, but are so happy for Wendy Morris to start this new path and are incredibly grateful for her commitment to the City for 20 years.

ANALYSIS:

None.

STRATEGIC PLAN:

This item is not a goal or objective in the City Council's two-year Strategic Plan; however, it is beneficial to the public to be transparent about activities occurring in the City's Finance Department.

FISCAL IMPACTS:

None

OPTIONS:

Council may:

1. Receive and file the quarterly department report.
2. Request further information from City staff.

ATTACHMENTS:

Purchase Order Activity Report 9.1.25 through 12.31.25.pdf

Purchase Order Activity Report

Purchase Order Summary

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 010975		**Vendor Name:** VENTURA REGIONAL SANITATION DISTRICT		
Purchase Order: 26-02926				
9/4/2025	Issued		786,537.00	786537.00
9/18/2025	Invoiced	234200-08/31/25	(45,271.94)	741265.06
9/18/2025	Invoiced	234200-07/31/25	(30,631.14)	710633.92
10/8/2025	Changed		131,792.00	842425.92
10/30/2025	Invoiced	234700-09/30/25	(137,135.33)	705290.59
10/30/2025	Invoiced	234200-09/30/25	(86,085.06)	619205.53
11/25/2025	Invoiced	234201-10/31/25	(47,591.48)	571614.05
12/23/2025	Invoiced	234200-11/30/25	(53,841.85)	517772.20
Vendor Number: 010975		**Vendor Name:** VENTURA REGIONAL SANITATION DISTRICT		
Purchase Order: 26-02928				
9/4/2025	Issued		1,381,155.00	1381155.00
9/18/2025	Invoiced	234302-08/31/25	(96,421.63)	1284733.37
9/18/2025	Invoiced	234302-07/31/25	(108,103.18)	1176630.19
10/2/2025	Invoiced	234302-6/30/25 2ND	(1,344.00)	1175286.19
10/30/2025	Invoiced	234302-9/30/25	(106,913.79)	1068372.40
11/25/2025	Invoiced	234302-10/31/25	(120,711.82)	947660.58
12/23/2025	Invoiced	234302-11/30/25	(113,171.21)	834489.37
Vendor Number: 015633		**Vendor Name:** M6 CONSULTING, INC.		
Purchase Order: 26-03003				
11/13/2025	Issued		417,400.00	417400.00
11/18/2025	Invoiced	4660	(26,446.00)	390954.00
11/18/2025	Invoiced	4693	(29,620.80)	361333.20
11/18/2025	Invoiced	4661	(27,556.40)	333776.80
12/11/2025	Invoiced	4752	(27,556.40)	306220.40
Vendor Number: 010595		**Vendor Name:** J & H ENGINEERING GENERAL CONTRACTOR, INC		
Purchase Order: 26-03120				
10/7/2025	Issued		1,363,712.00	1363712.00
Vendor Number: 015153		**Vendor Name:** HINDERLITER DE LLAMAS & ASSOCIATES		
Purchase Order: 26-03185				
9/9/2025	Issued		4,500.00	4500.00
10/16/2025	Invoiced	SIN054853	(311.58)	4188.42
11/13/2025	Invoiced	SIN054794	(1,310.01)	2878.41
1/8/2026	Invoiced	SIN057121	(1,164.59)	1713.82
Vendor Number: 010017		**Vendor Name:** LIEBERT CASSIDY WHITMORE		
Purchase Order: 26-03441				
9/2/2025	Issued		5,280.00	5280.00
9/2/2025	Changed		100.00	5380.00
9/4/2025	Invoiced	298266	(5,380.00)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 012750		**Vendor Name:** JORDANO'S INC. AND SUBSIDIARIES		
Purchase Order: 26-03446				
9/3/2025	Issued		35,000.00	35000.00
9/3/2025	Changed		0.00	35000.00
9/3/2025	Changed		0.00	35000.00
9/18/2025	Invoiced	7246905	(208.55)	34791.45
9/18/2025	Invoiced	7232845	(423.74)	34367.71
9/18/2025	Invoiced	7243349	(570.37)	33797.34
9/18/2025	Invoiced	7236267	(663.29)	33134.05
9/18/2025	Invoiced	7240016	(1,224.22)	31909.83
9/18/2025	Invoiced	7246904	(1,226.42)	30683.41
9/18/2025	Invoiced	7257789	(639.82)	30043.59
9/18/2025	Invoiced	7254022	(1,090.99)	28952.60
10/2/2025	Invoiced	7261549	(786.21)	28166.39
10/2/2025	Invoiced	7261550	(203.55)	27962.84
10/16/2025	Invoiced	7265310	(517.62)	27445.22
10/16/2025	Invoiced	7269600	(976.89)	26468.33
10/30/2025	Invoiced	7273255	(427.94)	26040.39
10/30/2025	Invoiced	7276811	(752.62)	25287.77
11/13/2025	Invoiced	7280337	(208.55)	25079.22
11/13/2025	Invoiced	7280336	(376.97)	24702.25
11/25/2025	Changed		4,000.00	28702.25
11/25/2025	Invoiced	7294213	(203.55)	28498.70
11/25/2025	Invoiced	7287435	(750.56)	27748.14
11/25/2025	Invoiced	7294212	(802.34)	26945.80
11/25/2025	Invoiced	7283815	(1,234.35)	25711.45
11/25/2025	Invoiced	7290857	(812.98)	24898.47
12/15/2025	Voided - Change		(24,898.47)	0.00
Vendor Number: 016267		**Vendor Name:** GARCIA, JOHN		
Purchase Order: 26-03447				
9/3/2025	Issued		18,480.00	18480.00
9/4/2025	Invoiced	#261	(9,240.00)	9240.00
9/4/2025	Invoiced	#260	(9,240.00)	0.00
Vendor Number: 015972		**Vendor Name:** FOUR STAR INVESTIGATIONS, LLC		
Purchase Order: 26-03448				
9/3/2025	Issued		13,513.20	13513.20
9/4/2025	Invoiced	7/28/25	(13,513.20)	0.00
Vendor Number: 014053		**Vendor Name:** AMERICA IN BLOOM SANTA PAULA		
Purchase Order: 26-03449				
9/3/2025	Issued		20,000.00	20000.00
9/4/2025	Invoiced	366	(20,000.00)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 013539		**Vendor Name:** WAGE WORKS, INC.		
Purchase Order: 26-03450				
9/4/2025	Issued		1,404.00	1404.00
9/18/2025	Invoiced	INV8164800	(113.10)	1290.90
10/2/2025	Invoiced	INV8058022	(113.10)	1177.80
10/2/2025	Invoiced	INV8256733	(113.10)	1064.70
12/23/2025	Invoiced	INV8360913	(113.10)	951.60
12/23/2025	Invoiced	INV8451793	(120.90)	830.70
Vendor Number: 015884		**Vendor Name:** NATIONAL AUTO FLEET GROUP		
Purchase Order: 26-03451				
9/9/2025	Issued		86,176.93	86176.93
Vendor Number: 016827		**Vendor Name:** R.D. OFFUTT COMPANY		
Purchase Order: 26-03452				
9/9/2025	Issued		75,932.33	75932.33
10/30/2025	Invoiced	E00860A7	(75,932.33)	0.00
Vendor Number: 016683		**Vendor Name:** DON JAVI'S TREE SERVICE IN		
Purchase Order: 26-03453				
9/12/2025	Issued		6,020.00	6020.00
12/11/2025	Invoiced	INV313	(6,020.00)	0.00
Vendor Number: 014686		**Vendor Name:** HASA, INC.		
Purchase Order: 26-03454				
9/12/2025	Issued		5,450.91	5450.91
9/18/2025	Invoiced	1066380	(1,816.97)	3633.94
9/18/2025	Invoiced	1066383	(3,633.94)	0.00
Vendor Number: 016560		**Vendor Name:** STAR SPORTS THEATRE ARTS AND RECREATION INC		
Purchase Order: 26-03455				
9/16/2025	Issued		76,358.00	76358.00
9/18/2025	Invoiced	0011750-IN	(76,358.00)	0.00
Vendor Number: 015439		**Vendor Name:** VALU GROUP ENTERPRISES, INC.		
Purchase Order: 26-03456				
9/16/2025	Issued		960.00	960.00
Vendor Number: 011582		**Vendor Name:** ECS IMAGING INC		
Purchase Order: 26-03457				
9/17/2025	Issued		7,567.00	7567.00
9/18/2025	Invoiced	19801	(7,567.00)	0.00
Vendor Number: 015829		**Vendor Name:** MANUFACTURERS EDGE INC.		
Purchase Order: 26-03459				
9/17/2025	Issued		3,440.85	3440.85
10/16/2025	Invoiced	SIN215242	(3,440.85)	0.00
Vendor Number: 010689		**Vendor Name:** SANTA PAULA CHAMBER OF COMMERCE		
Purchase Order: 26-03460				
9/17/2025	Issued		50,000.00	50000.00
10/2/2025	Invoiced	9/8/25	(50,000.00)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 015439		**Vendor Name:** VALU GROUP ENTERPRISES, INC.		
Purchase Order: 26-03463				
9/22/2025	Issued		3,200.00	3200.00
11/25/2025	Invoiced	2170	(3,200.00)	0.00
Vendor Number: 011151		**Vendor Name:** C.O.R. PLUMBING SUPPLIES		
Purchase Order: 26-03464				
9/24/2025	Issued		10,240.00	10240.00
10/2/2025	Invoiced	2025-1567	(10,240.00)	0.00
Vendor Number: 015967		**Vendor Name:** J. ARTHUR GUTIERREZ		
Purchase Order: 26-03466				
9/25/2025	Issued		5,102.50	5102.50
10/2/2025	Invoiced	1036	(780.00)	4322.50
10/2/2025	Invoiced	1037	(4,322.50)	0.00
Vendor Number: 016357		**Vendor Name:** AUTONOMY TECHNOLOGY, INC.		
Purchase Order: 26-03467				
9/30/2025	Issued		1,133.68	1133.68
11/13/2025	Invoiced	INV708758	(1,044.04)	89.64
Vendor Number: 010395		**Vendor Name:** FAMCON PIPE & SUPPLY, INC.		
Purchase Order: 26-03468				
9/30/2025	Issued		7,354.71	7354.71
10/30/2025	Invoiced	S100164317.001	(7,354.71)	0.00
Vendor Number: 015505		**Vendor Name:** TRIPEPI, SMITH AND ASSOCIATES, INC.		
Purchase Order: 26-03470				
10/1/2025	Issued		46,000.00	46000.00
10/16/2025	Invoiced	15602	(6,475.00)	39525.00
10/16/2025	Invoiced	15601	(6,825.00)	32700.00
Vendor Number: 010791		**Vendor Name:** SOFT CHOICE CORPORATION		
Purchase Order: 26-03471				
10/1/2025	Issued		34,315.49	34315.49
10/16/2025	Invoiced	91711273	(34,315.49)	0.00
Vendor Number: 016846		**Vendor Name:** YOUNG STERLING CONSULTING LLC		
Purchase Order: 26-03472				
10/2/2025	Issued		21,500.00	21500.00
10/16/2025	Invoiced	000810	(5,000.00)	16500.00
Vendor Number: 015439		**Vendor Name:** VALU GROUP ENTERPRISES, INC.		
Purchase Order: 26-03473				
10/6/2025	Issued		2,880.00	2880.00
10/30/2025	Invoiced	2156	(1,920.00)	960.00
11/25/2025	Invoiced	2159	(960.00)	0.00
Vendor Number: 016848		**Vendor Name:** CXT INC.		
Purchase Order: 26-03475				
10/8/2025	Issued		282,121.40	282121.40

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 016683		**Vendor Name:** DON JAVI'S TREE SERVICE IN		
Purchase Order: 26-03476				
10/9/2025	Issued		32,250.00	32250.00
12/23/2025	Invoiced	INV340	(32,250.00)	0.00
Vendor Number: 015876		**Vendor Name:** MOHAWK LIFTS LLC		
Purchase Order: 26-03479				
10/14/2025	Issued		23,061.27	23061.27
11/13/2025	Invoiced	71128	(23,061.26)	0.01
Vendor Number: 016389		**Vendor Name:** TINY MOBILE ROBOTS US LLC		
Purchase Order: 26-03481				
10/15/2025	Issued		23,750.00	23750.00
11/5/2025	Changed		2,012.81	25762.81
11/13/2025	Invoiced	6309	(25,762.81)	0.00
Vendor Number: 012191		**Vendor Name:** DATAPROSE, LLC		
Purchase Order: 26-03482				
10/15/2025	Issued		11,855.11	11855.11
10/30/2025	Invoiced	DP2504333	(11,855.11)	0.00
Vendor Number: 013911		**Vendor Name:** MICHAEL K. NUNLEY & ASSOCIATES, INC.		
Purchase Order: 26-03485				
10/23/2025	Issued		3,237.25	3237.25
10/23/2025	Invoiced	1788 26-03485	(3,237.25)	0.00
Vendor Number: 011094		**Vendor Name:** BRAGG INVESTMENT COMPANY, INC.		
Purchase Order: 26-03487				
10/29/2025	Issued		36,962.55	36962.55
11/25/2025	Invoiced	1295450	(36,962.55)	0.00
Vendor Number: 013039		**Vendor Name:** GRANICUS, INC.		
Purchase Order: 26-03488				
11/3/2025	Issued		28,872.00	28872.00
11/13/2025	Invoiced	216433	(28,872.00)	0.00
Vendor Number: 016034		**Vendor Name:** SPIRIT OF SANTA PAULA		
Purchase Order: 26-03489				
11/6/2025	Issued		113,171.16	113171.16
11/6/2025	Invoiced	JUL-SEP 2025	(113,171.16)	0.00
Vendor Number: 015318		**Vendor Name:** BADGER METER		
Purchase Order: 26-03491				
11/6/2025	Issued		5,409.68	5409.68
11/13/2025	Invoiced	80201368	(5,409.68)	0.00
Vendor Number: 015514		**Vendor Name:** CRAFCO, INC.		
Purchase Order: 26-03492				
11/12/2025	Issued		83,158.38	83158.38
Vendor Number: 015514		**Vendor Name:** CRAFCO, INC.		
Purchase Order: 26-03493				
11/12/2025	Issued		79,497.13	79497.13

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 016145		**Vendor Name:** MARK43, INC.		
Purchase Order: 26-03494				
11/7/2025	Issued		80,142.00	80142.00
11/13/2025	Invoiced	INV1401	(80,142.00)	0.00
Vendor Number: 015972		**Vendor Name:** FOUR STAR INVESTIGATIONS, LLC		
Purchase Order: 26-03495				
11/13/2025	Issued		5,821.30	5821.30
11/13/2025	Invoiced	#25-002	(5,821.30)	0.00
Vendor Number: 014968		**Vendor Name:** WILLDAN FINANCIAL SERVICES		
Purchase Order: 26-03496				
11/17/2025	Issued		8,206.87	8206.87
11/25/2025	Invoiced	010-63874	(8,206.87)	0.00
Vendor Number: 010406		**Vendor Name:** FERGUSON WATERWORKS #1084		
Purchase Order: 26-03497				
11/18/2025	Issued		19,883.87	19883.87
Vendor Number: 010828		**Vendor Name:** SWRCB ACCOUNTING OFFICE		
Purchase Order: 26-03498				
11/24/2025	Issued		18,196.00	18196.00
11/25/2025	Invoiced	SW-0322759	(18,196.00)	0.00
Vendor Number: 015884		**Vendor Name:** NATIONAL AUTO FLEET GROUP		
Purchase Order: 26-03499				
11/24/2025	Issued		136,922.30	136922.30
Vendor Number: 016867		**Vendor Name:** TERMINIX INTERNATIONAL COMPANY LIMITED PARTI		
Purchase Order: 26-03500				
11/24/2025	Issued		6,211.56	6211.56
Vendor Number: 016692		**Vendor Name:** WRIGHT, NICOLE		
Purchase Order: 26-03501				
11/25/2025	Issued		13,125.00	13125.00
11/25/2025	Invoiced	1073	(13,125.00)	0.00
Vendor Number: 016456		**Vendor Name:** JS&S (WATER HOLDINGS) INC.		
Purchase Order: 26-03503				
12/2/2025	Issued		27,540.00	27540.00
Vendor Number: 016906		**Vendor Name:** GOVWELL TECHNOLOGIES INC.		
Purchase Order: 26-03504				
12/4/2025	Issued		40,000.00	40000.00
12/11/2025	Invoiced	1055	(40,000.00)	0.00
Vendor Number: 010828		**Vendor Name:** SWRCB ACCOUNTING OFFICE		
Purchase Order: 26-03505				
12/5/2025	Issued		56,915.00	56915.00
12/11/2025	Invoiced	WD-0305048	(56,915.00)	0.00
Vendor Number: 012191		**Vendor Name:** DATAPROSE, LLC		
Purchase Order: 26-03506				
12/8/2025	Issued		17,801.61	17801.61
12/11/2025	Invoiced	DP2505463	(11,873.21)	5928.40
12/11/2025	Invoiced	DP2506051	(5,928.40)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 011341		**Vendor Name:** CALIFORNIA JPIA		
Purchase Order: 26-03507				
12/8/2025	Issued		5,464.00	5464.00
12/11/2025	Invoiced	POLLU-00079	(5,464.00)	0.00
Vendor Number: 014639		**Vendor Name:** GOLD COAST ENVIRONMENTAL		
Purchase Order: 26-03508				
12/9/2025	Issued		2,607.01	2607.01
Vendor Number: 016692		**Vendor Name:** WRIGHT, NICOLE		
Purchase Order: 26-03509				
12/9/2025	Issued		29,820.00	29820.00
12/11/2025	Invoiced	1072	(29,820.00)	0.00
Vendor Number: 016921		**Vendor Name:** FIRST AMERICAN TITLE		
Purchase Order: 26-03510				
12/10/2025	Issued		600,000.00	600000.00
12/10/2025	Invoiced	12/10/25	(600,000.00)	0.00
Vendor Number: 016922		**Vendor Name:** SANTA PAULA ARTE & CULTURA COLLECTIVE		
Purchase Order: 26-03511				
12/11/2025	Issued		10,000.00	10000.00
12/11/2025	Invoiced	12/11/25	(10,000.00)	0.00
Vendor Number: 016923		**Vendor Name:** 4AP HOLDINGS INC.		
Purchase Order: 26-03512				
12/11/2025	Issued		171.34	171.34
Vendor Number: 010799		**Vendor Name:** SPARLING INSTRUMENTS, INC.		
Purchase Order: 26-03513				
12/15/2025	Issued		1,300.00	1300.00
Vendor Number: 010685		**Vendor Name:** SANTA PAULA BASIN PUMPER ASSOC		
Purchase Order: 26-03514				
12/17/2025	Issued		5,716.00	5716.00
12/23/2025	Invoiced	2025-114	(5,716.00)	0.00
Vendor Number: 012750		**Vendor Name:** JORDANO'S INC. AND SUBSIDIARIES		
Purchase Order: 26-03515				
12/18/2025	Issued		21,000.00	21000.00
Vendor Number: 010689		**Vendor Name:** SANTA PAULA CHAMBER OF COMMERCE		
Purchase Order: 26-03516				
12/19/2025	Issued		50,000.00	50000.00
12/23/2025	Invoiced	12/16/25	(50,000.00)	0.00
Vendor Number: 013156		**Vendor Name:** COAST CART, INC.		
Purchase Order: 26-03517				
12/19/2025	Issued		17,500.00	17500.00
Vendor Number: 010395		**Vendor Name:** FAMCON PIPE & SUPPLY, INC.		
Purchase Order: 26-03518				
12/19/2025	Issued		8,233.08	8233.08
Vendor Number: 013975		**Vendor Name:** DODOS DESIGN - GARCIA, DAVID		
Purchase Order: 26-03520				
12/22/2025	Issued		8,591.27	8591.27

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 015001		**Vendor Name:** SYNAGRO-WWT, INC.		
Purchase Order: 26-1003-2025				
10/28/2025	Issued		251,493.87	251493.87
10/30/2025	Invoiced	61996	(24,221.42)	227272.45
10/30/2025	Invoiced	61099	(23,204.56)	204067.89
11/25/2025	Invoiced	62539	(25,329.20)	178738.69
12/23/2025	Invoiced	63550	(21,652.56)	157086.13
Vendor Number: 015442		**Vendor Name:** MARIPOSA LANDSCAPES, INC.		
Purchase Order: 26-1007-2023				
9/17/2025	Issued		64,422.64	64422.64
9/18/2025	Invoiced	114846	(5,160.58)	59262.06
10/2/2025	Invoiced	115520	(5,160.58)	54101.48
10/2/2025	Invoiced	26-1007-2023 115585	(309.64)	53791.84
10/16/2025	Invoiced	116188	(5,315.40)	48476.44
11/25/2025	Invoiced	116456	(5,315.40)	43161.04
12/11/2025	Invoiced	117030	(5,315.40)	37845.64
Vendor Number: 016689		**Vendor Name:** CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS		
Purchase Order: 26-1008-2025				
9/3/2025	Issued		11,488.87	11488.87
9/4/2025	Invoiced	511809	(11,488.87)	0.00
Vendor Number: 015593		**Vendor Name:** CANNON CORPORATION		
Purchase Order: 26-1011-2023				
10/13/2025	Issued		35,000.00	35000.00
10/15/2025	Changed		5,000.00	40000.00
Vendor Number: 016027		**Vendor Name:** YUNEX LLC		
Purchase Order: 26-1012-2023				
9/23/2025	Issued		62,454.05	62454.05
10/2/2025	Invoiced	90001843	(1,479.96)	60974.09
10/2/2025	Invoiced	5610005981	(672.90)	60301.19
10/2/2025	Invoiced	5610002246	(3,006.97)	57294.22
10/2/2025	Invoiced	5610002741	(3,836.24)	53457.98
10/2/2025	Invoiced	5610002742	(673.98)	52784.00
10/2/2025	Invoiced	5610002433	(524.35)	52259.65
10/2/2025	Invoiced	5610002432	(324.00)	51935.65
10/2/2025	Invoiced	5610006231	(324.00)	51611.65
10/2/2025	Invoiced	90005283	(1,740.70)	49870.95
10/2/2025	Invoiced	90005026	(1,690.00)	48180.95
10/30/2025	Invoiced	90005452	(1,740.70)	46440.25
11/13/2025	Invoiced	5610006537	(297.88)	46142.37
12/11/2025	Invoiced	5610006793	(1,236.91)	44905.46
12/23/2025	Invoiced	90005834	(1,740.70)	43164.76
Vendor Number: 013911		**Vendor Name:** MICHAEL K. NUNLEY & ASSOCIATES, INC.		
Purchase Order: 26-1028-2025				
12/22/2025	Issued		2,237,817.00	2237817.00
12/23/2025	Invoiced	2086 26-1028-2025	(8,874.75)	2228942.25

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 011524		**Vendor Name:** SOLID WASTE SOLUTIONS		
Purchase Order: 26-1037-2025				
9/12/2025	Issued		22,699.50	22699.50
10/2/2025	Invoiced	215	(3,606.75)	19092.75
10/16/2025	Invoiced	216	(2,475.00)	16617.75
11/25/2025	Invoiced	217	(2,437.75)	14180.00
12/11/2025	Invoiced	219	(572.00)	13608.00
Vendor Number: 016842		**Vendor Name:** POUW, JOHANNES M.		
Purchase Order: 26-1043-2025				
9/17/2025	Issued		46,080.00	46080.00
11/25/2025	Invoiced	240017	(7,520.00)	38560.00
12/23/2025	Invoiced	240019	(1,360.00)	37200.00
Vendor Number: 012696		**Vendor Name:** TORO ENTERPRISES, INC.		
Purchase Order: 26-1049-2025				
10/13/2025	Issued		873,679.00	873679.00
Vendor Number: 016863		**Vendor Name:** OAKRIDGE LANDSCAPE, INC.		
Purchase Order: 26-1052-2025				
10/16/2025	Issued		108,599.20	108599.20
12/23/2025	Invoiced	116651	(13,074.90)	95524.30
Vendor Number: 010689		**Vendor Name:** SANTA PAULA CHAMBER OF COMMERCE		
Purchase Order: 26-1059-2025				
12/8/2025	Issued		30,000.00	30000.00
12/23/2025	Invoiced	12/9/25	(20,000.00)	10000.00
Vendor Number: 016875		**Vendor Name:** TETRA TECH, INC.		
Purchase Order: 26-1060-2025				
11/25/2025	Issued		20,000.00	20000.00
Vendor Number: 014686		**Vendor Name:** HASA, INC.		
Purchase Order: 26-1061-2025				
12/10/2025	Issued		5,047.41	5047.41

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dale Goodman, Public Works Director

Subject: PUBLIC WORKS DEPARTMENT, ACTIVITY REPORT - JANUARY 1 - APRIL 31,2026

Date: June 3, 2026

Agenda Item: 7.C

RECOMMENDATION:

Receive and file.

Presented By: Dale Goodman, Public Works Director

BACKGROUND:

The Public Works Director reports to the Council every 4 months via Powerpoint presentation. This report will cover the period of 1/1/2026 thru 4/31/2026.

OVERVIEW

- Consultant Contracts
- Solid Waste and Recycling
- Wastewater
- Water
- Streets
- Fleet
- So. CA Edison Microgrid Incentive Program
- Capital Improvement Program
    - Active Projects
    - Pavement Management Plan (PMP) Update

CONSULTANT CONTRACTS

Twelve (12) professional service agreements for multiple City programs, including:

- Civil Engineering
- Water and Waste Water
- Hydrology and Storm Water
- Traffic Engineering and Maintenance
- Street Maintenance
- Solid Waste
- Total FY25/26 approved budget of $ 3.96M
- Approx. $ 2.76M encumbrance balance

SOLID WASTE and RECYCLING

Athens Services provides solid waste collection and hauling services for the City in

compliance with our Solid Waste Franchise Agreement and CalRecycle regulations. January 1, 2026 thru April 30, 2026:

Activity: Collected 7,718 tons of solid waste and 3,201* tons of recycling and organic waste during the
5-month period (*excludes material sent to 3rd party processors)

Outreach:

- Waste assessments for 310 accounts, 444 site visits and 131 trainings
- Hosted Household Hazardous Waste / E-Waste / Compost Giveaway Event (April 18)
- Significant outreach to restaurants, multi-family dwellings (MFDs) and schools
- Residential and commercial newsletters sent out in March (street sweeping map and schedule, cart placement and practices, avoiding overfill and overweight containers)

Athens Participation in and Support of Community Activities and Organizations:

- Boys and Girls Club Dinner
- Agriculture Museum History and Horizons Luncheon
- WEV Emprendimiento Program
- House of Magic Foundation
- Thelma Bedell Compost Delivery
- Santa Paula Art Museum
- Santa Paula Chamber
- Santa Paula Police and K9 Foundation
- Leap Lab

WASTEWATER

Phase 1 installation of MBR Blowers

- No. 1 at the WRF was completed in April 2026 as part of the WRF Blower Replacement Project. MBR Blower No. 2 to be installed in early May 2026.
- The City, MKN, and Larry Walker & Associates (LWA) met with the Regional Water Quality Control Board in February 2026 to discuss the City chloride compliance efforts, including AWTF project updates, chloride study findings, and proposed source control strategies.
- LWA completed additional evaluation of the City WW Chloride Study findings, including targeted site visits and sampling at local dialysis clinics. Based on the findings, LWA recommended regulating the clinics under the City pretreatment program; draft permits and technical memorandum describing site visit results to be provided to City in May 2026.
- WRF biofilter source testing activities were completed in February 2026 as part of ongoing compliance with Ventura County Air Pollution Control District (VCAPCD) requirements.

WATER

The Water Division maintains and operates the City culinary water system serving the incorporated and adjacent unincorporated areas of Santa Paula. Production, treatment, distribution, and storage is accomplished through 5 wells, 6 pump stations, 3 treatment facilities, 13 storage reservoirs and over 100 miles of pipeline.

Milestones:

- Peck Rd water line project completed
- Canyon Booster rehab project under construction
- Park and Orchard mainline replacement project awarded
- Cross-Connection Control Plan draft completed
- DDW permit amendment issued for 330 zone booster station and Tanks

Period Activity:

- 397 Million Gallons of water produced
- 1,250 + total work orders processed
- 420 Customer Service Requests/Orders processed
- 280 New Meter Installations/Replacements
- 375 + Water Quality Samples collected and analyzed
- 43 service, valve, and mainline leaks repaired

STREETS

- Assisted Fleets Division with dropping off and picking up Police Dept. vehicles requiring service
  Set up & took down traffic control infrastructure for multiple events (Cruise Night, closures for road work, etc.)
- Ground down trip hazards throughout City
- Used 35 tons of asphalt to repair potholes and patch streets
- Re-painted red curbs in downtown area
- Maintained bike trail
- Re-painted multiple crosswalks and speed bumps throughout city
- Removed and hung banners on Main Street
- Repaired or replaced sidewalks
- Replaced street signs
- Assisted Water Division with asphalt and concrete patch work

FLEET MAINTENANCE

Highlights:

- The Fleet Division's compressor was enclosed, completing a long-time goal
- The shop's worn out tire machine was replaced

Vehicle services from January 1, thru April 30, 2026

Department	Vehicles Serviced	Service Orders
Police	34	63
Public Works	37	58
Parks & Recreation	19	43
Community Development	3	6
Information Technology	1	3
TOTAL	**94**	**173**

SOUTHERN CALIFORNIA EDISON MICROGRID INCENTIVE PROGRAM

- City submitted application to SCE in December 2025, including a request for $16.56M ($12.56M to City + mandatory $4M for SCE) to create a microgrid (i.e., solar panels + battery storage) to provide clean, sustainable energy to power the Senior Center, Water Treatment Plant and Fire Station #26 complex during power outages
- Santa Paula was one of five (5) applications submitted in this 2nd, and likely last, round of funding (only 1 awardee in round 1 funding cycle)
- $84M in total available funding was exceeded by multiple awarded projects
- The City was subsequently awarded $10.96M, or $5.6M less than requested
- Staff and project engineering partner now assessing whether a downsized project can be developed to align with the significantly reduced funding, and if SCE would consider such a project at this late date (unlikely).

CAPITAL IMPROVEMENT PROGRAM

- 10th Street/Ojai Road Crosswalk Improvements (3 Locations): Updates from Caltrans being reviewed by Granite Construction for implementation as part of the SR150 Rehab Project.
- Park/Orchard Water, Sewer Main Repair and Paving Project: Construction contract awarded to Toro Enterprises, construction planned for summer 2026.
- Oaks Drain along Fern Oaks to be repaired as part of Summer paving project.
- Storm drain repair completed for Mill Street Storm Drain (localized failure) in eastbound lanes of Harvard Blvd.

PAVEMENT MANAGEMENT / STREETS

- PMP Cycle II approved by Council at the March, 2026 Council Meeting.
- 2026 Citywide Paving contract approved by Council at the May 5 Meeting, construction to start early July, 2026. Scope of paving is the most extensive undertaken by the City, supported by Measure R and Measure T funds.
- Park & Orchard Streets will be paved in conjunction with the water/sewer repair project planned for Summer, 2026.

ANALYSIS:

None

STRATEGIC PLAN:

Everything presented in this report has touched the Stategic Plan in some way.

FISCAL IMPACTS:

The PW Department's expenditure for this 4-month period was $

OPTIONS:

ATTACHMENTS:

2026-June - Public Works January - April 2026 Activity Report Presentation.NEW.pptx

CITY OF SANTA PAULA
PUBLIC WORKS DEPARTMENT
Quarterly Activity Report

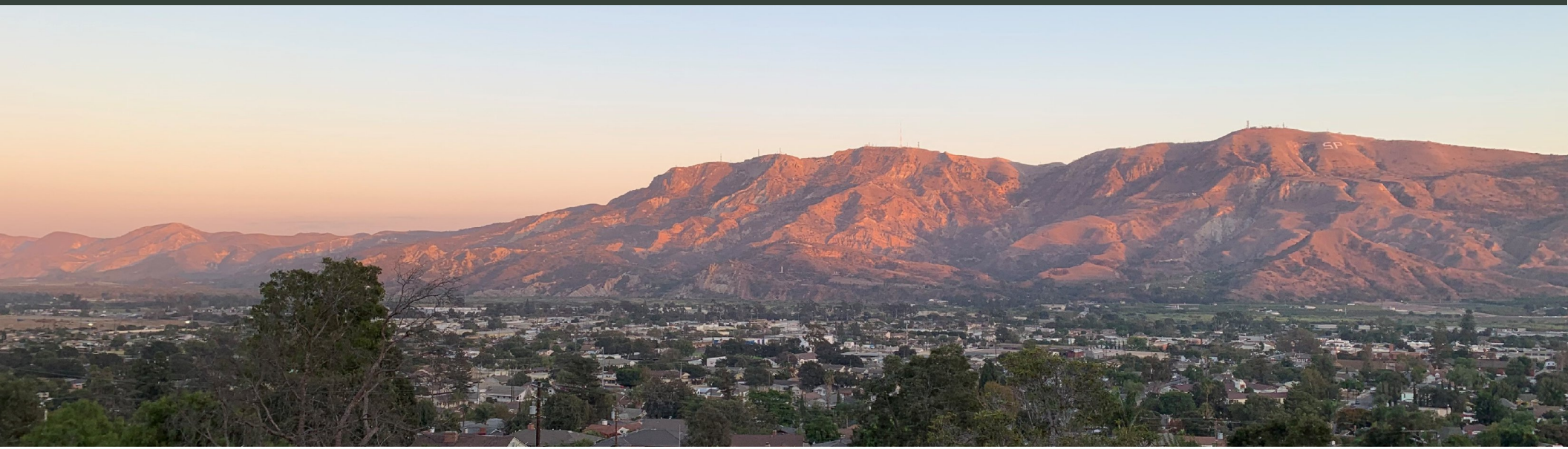
January 1 – April 31, 2026

Presented by Dale Goodman



Quarterly Activity Report

January 1 – April 30, 2026





Overview

- Consultant Contracts
- Solid Waste & Recycling
- Wastewater
- Water
- Streets
- Fleet
- So. CA Edison Microgrid Incentive Program
- Capital Improvement Program
  - Active Projects
  - Pavement Management Plan (PMP) Update

CONSULTANTS CONTRACTS

- Twelve (12) professional service agreements for multiple City programs, including:
  - Civil Engineering
  - Water & Waste Water
  - Hydrology & Storm Water
  - Traffic Engineering & Maintenance
  - Street Maintenance
  - Solid Waste
- Total FY25/26 approved budget of $ 3.96M
- Approx. $ 2.76M encumbrance balance

SOLID WASTE & RECYCLING

Athens Services provides solid waste collection and hauling services for the City in compliance with the City's Solid Waste Franchise Agreement and CalRecycle regulations. January 1, 2026 – April 30, 2026:

Activity: Collected 7,718 tons of solid waste and 3,201* tons of recycling and organic waste during the 5-month period (*excludes material sent to 3rd party processors)

Outreach:

Waste assessments for 310 accounts, 444 site visits & 131 trainings
Hosted Household Hazardous Waste / E-Waste / Compost Giveaway Event (April 18)
Significant outreach to restaurants, multi-family dwellings (MFDs) and schools
Residential & commercial newsletters sent out in March (street sweeping map & schedule, cart placement and practices, avoiding overfill and overweight containers)

Community Participation:

- Boys and Girls Club Dinner
- WEV Emprendimiento Program
- Thelma Bedell Compost Delivery
- Santa Paula Chamber
- Leap Lab
- Agriculture Museum History and Horizons Luncheon
- House of Magic Foundation
- Santa Paula Art Museum
- Santa Paula Police & K9 Foundation



WASTEWATER

- Phase 1 installation of MBR Blowers No. 1 at the WRF was completed in April 2026 as part of the WRF Blower Replacement Project. MBR Blower No. 2 to be installed in early May 2026.
- The City, MKN, and Larry Walker & Associates (LWA) met with the Regional Water Quality Control Board in February 2026 to discuss the City's chloride compliance efforts, including AWTF project updates, chloride study findings, and proposed source control strategies.
- LWA completed additional evaluation of the City's WW Chloride Study findings, including targeted site visits and sampling at local dialysis clinics. Based on the findings, LWA recommended regulating the clinics under the City's pretreatment program; draft permits and technical memorandum describing site visit results to be provided to City in May 2026.
- WRF biofilter source testing activities were completed in February 2026 as part of ongoing compliance with Ventura County Air Pollution Control District (VCAPCD) requirements.



WATER

The Water Division maintains and operates the City's water system serving the incorporated and adjacent unincorporated areas of Santa Paula. Production, treatment, distribution, and storage is accomplished through 5 wells, 6 pump stations, 3 treatment facilities, 13 storage reservoirs and over 100 miles of pipeline.

Milestones:

- Peck Rd water line project completed
- Canyon Booster rehab project under construction
- Park and Orchard mainline replacement project awarded
- Cross-Connection Control Plan draft completed
- DDW permit amendment issued for 330 zone booster station and Tanks

Period Activity:

- 397 Million Gallons of water produced
- 1,250 + total work orders processed
- 420 Customer Service Requests / Orders processed
- 280 New Meter Installations / Replacements
- 375 + Water Quality Samples collected and analyzed
- 43 service, valve, and mainline leaks repaired



STREETS

- Assisted Fleets Division with dropping off & picking up Police Dept. vehicles requiring service
- Set up & took down traffic control infrastructure for multiple events (Cruise Night, closures for road work, etc.)
- Ground down trip hazards throughout City
- Used 35 tons of asphalt to repair potholes and patch streets
- Re-painted red curbs in downtown area
- Maintained bike trail
- Re-painted multiple crosswalks and speed bumps throughout city
- Removed and hung banners on Main Street
- Repaired or replaced sidewalks
- Replaced street signs
- Assisted Water Division with asphalt and concrete patchwork

Fleet maintenance

Quarterly Highlights:

- The Fleet Division's compressor was enclosed, completing a long-time goal
- The shop's worn out tire machine was replaced

Vehicles serviced January 1, 2026 – April 30, 2026

Department	Vehicles Serviced	Service Orders
Police	34	63
Public Works	37	58
Parks & Recreation	19	43
Community Development	3	6
Information Technology	1	3
TOTAL	94	173

SO. CAL. EDISON MICROGRID INCENTIVE PROGRAM

- City submitted application to SCE in December 2025, including a request for $ 16.56M ($ 12.56M to City + mandatory $ 4M for SCE) to create a microgrid (i.e., solar panels + battery storage) to provide clean, sustainable energy to power the Senior Center, Water Treatment Plant and Fire Station #26 complex during power outages
- Santa Paula was one of five (5) applications submitted in this 2nd, and likely last, round of funding (only 1 awardee in round 1 funding cycle)
- $ 84M in total available funding was exceeded by multiple awarded projects
- City was subsequently awarded $ 10.96M, $ 5.6M less than request
- Staff and project engineering partner now assessing whether a downsized project can be developed to align with the significantly reduced funding, and if SCE would consider such a project at this late date (unlikely).

CAPITAL IMPROVEMENT PROGRAM
Street, water and sewer projects

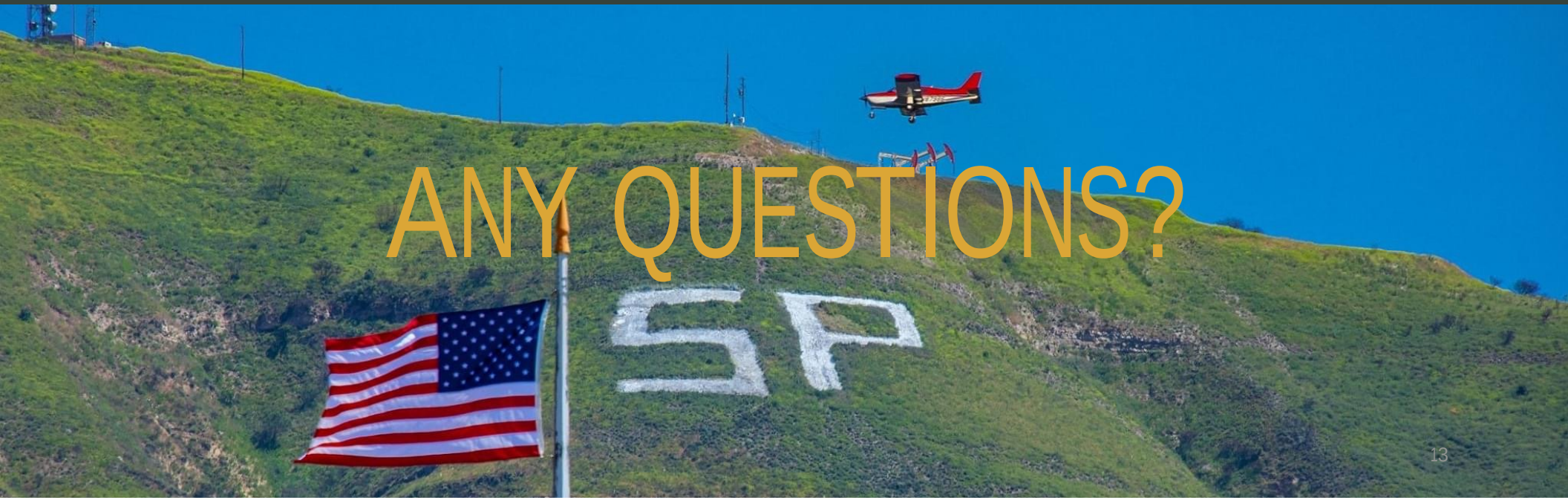
- 10th Street / Ojai Road Crosswalk Improvements (3 Locations): Updates from Caltrans being reviewed by Granite Construction for implementation as part of the SR150 Rehab Project.
- Park / Orchard Water, Sewer Main Repair and Paving Project: Construction contract awarded to Toro Enterprises, construction planned for summer 2026.
- Oaks Drain along Fern Oaks to be repaired as part of Summer paving project.
- Storm drain repair completed for Mill Street Storm Drain (localized failure) in eastbound lanes of Harvard Blvd.

Pavement management / streets

- PMP Cycle II approved by Council at the March, 2026 Council Meeting.
- 2026 Citywide Paving contract approved by Council at the May 5 Meeting, construction to start early July, 2026. Scope of paving is the most extensive undertaken by the City, supported by Measure R and Measure T funds.
- Park & Orchard Streets will be paved in conjunction with the water/sewer repair project planned for Summer, 2026.

Thank you

Dale Goodman
Director, Public Works
(805) 933-4212, ext. 314
Dgoodman@spcity.org



CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Julie Latshaw, City Clerk

Subject: APPROVAL OF MINUTES
- City Council Special Meeting May 14, 2026
- City Council Special Meeting May 20, 2026
- City Council Regular Meeting May 20, 2026

Date: June 3, 2026

Agenda Item: 10.A

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:

2026.05.14 City Council Special Minutes.pdf
2026.05.20 City Council Special Minutes.pdf
2026.05.20 City Council Regular Minutes.pdf

CITY OF SANTA PAULA
City Council Special Meeting
May 14, 2026, 4:00 PM
MINUTES

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Juarez called the meeting to order at 4:00 p.m.

2) ROLL CALL

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

3) PUBLIC COMMENT

None.

4) CLOSED SESSION

4.A) PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager, 2026 Review

Council recessed to closed session.

5) CLOSED SESSION REPORT

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

6) ADJOURNMENT

Mayor Juarez adjourned the meeting at 5:00 p.m.

ATTEST:

_____
Julie Latshaw, City Clerk

CITY OF SANTA PAULA
City Council Special Meeting
May 20, 2026, 5:30 PM
MINUTES

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Juarez called the meeting to order at 5:30 p.m.

2) ROLL CALL

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

Members Absent: Leslie Cornejo

3) PUBLIC COMMENT

None.

4) CLOSED SESSION

4.A) CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE § 54956.8. Property: East-Southeast of Hallock Drive and Telegraph Road (Triangle Property), APN: 107004405, Agency Negotiator: James Mason, Community and Economic Development Director, Negotiating Party: Xavier Maignan, Under Negotiation: Price and Terms of Payment

4.B) CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE § 54956.8. Property: 180 S. Palm Avenue, APN: 105008017, Agency Negotiator: James Mason, Community and Economic Development Director, Negotiating Party: Farmers Irrigation Company, Under Negotiation: Price and Terms of Payment

Council recessed to closed session.

5) CLOSED SESSION REPORT

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

6) ADJOURNMENT

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

ATTEST:

_____

Julie Latshaw, City Clerk

CITY OF SANTA PAULA
City Council Regular Meeting
May 20, 2026, 6:30 PM
MINUTES

REGULAR MATTERS - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Juarez called the meeting to order at 6:30 p.m.

2) INVOCATION

Rev. Maddie Sifantus provided the Invocation.

3) FLAG SALUTE

Councilmember Ornelas led the flag salute.

4) ROLL CALL

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

Members Absent: Leslie Cornejo

5) CLOSED SESSION REPORT

City Attorney Monica Castillo reported Council met in closed session on May 14, 2026, reporting there was no reportable action taken on the following: PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager, 2026 Review; and
Council also met in closed session today reporting no reportable action taken on the following: 1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE § 54956.8. Property: East-Southeast of Hallock Drive and Telegraph Road (Triangle Property), APN: 107004405, Agency Negotiator: James Mason, Community and Economic Development Director, Negotiating Party: Xavier Maignan, Under Negotiation: Price and Terms of Payment and 2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE § 54956.8. Property: 180 S. Palm Avenue, APN: 105008017, Agency Negotiator: James Mason, Community and Economic Development Director, Negotiating Party: Farmers Irrigation Company, Under Negotiation: Price and Terms of Payment.

6) PUBLIC COMMENT

Gladys Valdvinos was called to speak on the mobile home ordinance commending staff for the workshop forum.

Karl Lawson was called to speak on the mobile home ordinance commending staff for the workshop forum.

7) PRESENTATIONS

7.A) PUBLIC WORKS WEEK RECOGNITION

Mayor Chavez presented the Public Works Week Proclamation, dedicated to former Public Works employee Joe Byrum.

7.B) SANTA PAULA WATER RECYCLING FACILITY (WRF) RESILIENCY PROJECT PRESENTATION

This item was pulled.

7.C) 2025 HOUSING ELEMENT ANNUAL PROGRESS REPORT

Community Development & Economic Director James Mason provided the 2025 Housing Element Annual Progress Report.

8) CITY COUNCIL REPORTS

Councilmember Chavez: Attended Chamber awards Santa Clara River Valley Heritage Valley event; spoke on campaign to raise funds for the Farmworker Monument repairs; spoke on upcoming events, asking the community to come out; and gave Happy Birthday wishes to Eric Velos and Brittany Botts as well as to all whose birthdays are in the month of May.

Vice Mayor Crosswhite: Attended Grand Opening of the Santa Paula Cardinal Closet which has clothing and more, for those in need; Chamber Awards; Several Southern California Association of Government events; Latina Action Day / Conference; and Clean Power Alliance Annual Rate Setting.

Councilmember Ornelas: Attended the Chamber Awards; gave a shoutout to Animal control Officer Javier Manzanares for his quick responses to situations and communication.

Mayor Juarez: Also gave a shoutout to Animal control Officer Javier Manzanares; attended the Arte and Cultura Collective; Chamber Mixer; Parks & Recreation meeting; Business Connect; Arbor Day event at Glenn City School; K9 Fundraiser; announced that at the Odd Fellows conference, was elected the 174th Grand Master of California and the first from Santa Paula; attended Chamber Awards; Hospital Planning meeting at the Latino Town Hall; announced upcoming Hospital Forum at the Latino Town Hall; attended the Leadership Academy Graduation; and announced Cathy Barringer 100th birthday who passed yesterday.

9) CITY MANAGER REPORTS

City Manager Dan Singer: Attended the employee Taco Tuesday lunch; Chamber Awards; Hospital management meeting to plan for community workshop; Rotary scholarship awards reception; Future Leader Academy Graduation; and provided the next step with mobile home workshops scheduling.

10) CONSENT CALENDAR

10.A) APPROVAL OF MINUTES

City Council Regular Meeting April 15, 2026
City Council Regular Meeting May 5, 2026

10.B) APRIL 2026 WARRANTS AND CERTIFICATIONS

10.C) SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH MAINTSTAR, INC. FOR ASSET MANAGEMENT SYSTEM

10.D) 2024 CITYWIDE STREET MAINTENANCE PROJECT AND 2025 FALL PAVEMENT MANAGEMENT PLAN PROJECT NOTICES OF COMPLETION

This item was pulled for separate discussion and vote. City Engineer Robert Woodward answered questions for Council.

Motion: Approve Accept the work performed by J & H Engineering General Contractors, Inc. for the 2024 Citywide Street Maintenance Project; Accept the work performed by J & H Engineering General Contractors, Inc. for the 2025 Fall Pavement Management Plan Project; and Authorize Staff to file the Notices of Completion with the County Recorder for both projects.
Moved by Pedro A Chavez, seconded by Gabriela Ornelas

Vote: Motion carried 4-0
Yes: Carlos Juarez, Jenny Crosswhite, Pedro A Chavez, Gabriela Ornelas

10.E) FISCAL YEAR 2026-27 PROJECT LIST FOR SENATE BILL 1 ROAD MAINTENANCE AND REHABILTATION FUNDING

Item 10.D was pulled for separate discussion and vote.

Motion: Approve Consent Calendar items 10.A, 10.B, 10.C and 10.E.
Moved by Jenny Crosswhite, seconded by Pedro A Chavez

Vote: Motion carried 4-0
Yes: Carlos Juarez, Jenny Crosswhite, Pedro A Chavez, Gabriela Ornelas

11) PUBLIC HEARING

11.A) VENTURA COUNTY WATERSHED PROTECTION DISTRICT'S BENEFIT ASSESSMENT PROGRAM FOR FY 2026-2027

Councilmember Chavez stepped away from the Dias for a personal issue.
Mayor Juarez opened the public hearing. With no public comments, the public hearing was closed.
Public Works Director Dale Goodman presented this item.

Motion: Approve Resolution No. 7615 authorizing the City Manager to allow City participation in the Ventura County Watershed Protection District's Benefit Assessment Program for FY 2026-27 and continue the City's assessment of $37.74 per Benefit Assessment Unit per year to fund a portion of the City's Stormwater Management Program.
Moved by Jenny Crosswhite, seconded by Gabriela Ornelas

Vote: Motion carried 3-0
Yes: Carlos Juarez, Jenny Crosswhite, Gabriela Ornelas

12) ACTION ITEMS

12.A) LEASE AGREEMENT BETWEEN THE CITY OF SANTA PAULA AND THE BOYS AND GIRLS CLUB OF SANTA CLARA VALLEY FOR USE OF 1400 EAST HARVARD BOULEVARD

Mayor Juarez declared that his spouse, Heidi Juarez, is an uncompensated member of the Board of Directors, stating he does not have a conflict with this item.
Community & Economic Development Director James Mason presented this item.

Motion: Approve Lease Agreement between the City of Santa Paula ("City") and the Boys and Girls Club of Santa Clara Valley ("Lessee") for the use of the gymnasium building, offices, classrooms and associated parking area located at 1400 East Harvard Boulevard; and authorize the City Manager, or designee, to execute the Lease Agreement in a form approved by the City Attorney and to take all actions necessary to implement the Agreement.
Moved by Gabriela Ornelas, seconded by Pedro A Chavez

Vote: Motion carried 4-0
Yes: Carlos Juarez, Jenny Crosswhite, Pedro A Chavez, Gabriela Ornelas

12.B) 3RD QUARTER FISCAL REPORT 25/26

Finance Director Christy Ramirez provided a presentation on the 3rd Quarter Fiscal Report 25/26.

Motion: Approve as amended budget recommendations and personnel changes as noted in the fiscal impact section with corrections to update the Position Control List to reflect fulltime employee increase to reflect

additional hours for part time Parks Abatement Specialist and add GLs 206-5-5026-610 for Catch Basin Excluder and 610-5-9383-660 for the WRF Blower Replacement increase.
Moved by Pedro A Chavez, seconded by Jenny Crosswhite

Vote: Motion carried 4-0
Yes: Carlos Juarez, Jenny Crosswhite, Pedro A Chavez, Gabriela Ornelas

13) ITEMS FOR FUTURE AGENDAS

13.A) FUTURE AGENDA ITEMS

City Manager Dan Singer announced the possibility of a June 17th study session.

14) ADJOURNMENT

Mayor Juarez adjourned the meeting at 8:23 pm in honor of Cathy Barringer who passed yesterday at the age of 99.

ATTEST:

_____
Julie Latshaw, City Clerk

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Julie Latshaw, City Clerk

Subject: CONFLICT OF INTEREST CODE - BIENNIAL REVIEW

Date: June 3, 2026

Agenda Item: 10.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Direct the review of the City's Conflict of Interest Code and the filing of a Biennial Notice with the City Clerk regarding such review, as required by the Political Reform Act.

BACKGROUND:

The Political Reform Act (Government §§81000 et seq. (the "Act"), requires all public agencies to adopt and maintain a Conflict of Interest Code. The primary effect of the code is to establish disclosure requirements for various government positions involved in the requisite level of decision-making as set forth in the Act. Disclosure is made on the "Statement of Economic Interests" form ("SEI form") and those forms are public documents that must be made available to anyone who requests them.

ANALYSIS:

The Act requires that agencies, including cities, regularly review and update their codes as necessary or when a change is necessitated by changed circumstances. The Act provides that no later than July 1 of each even-numbered year, code-reviewing bodies shall direct the review of all agency codes under their jurisdiction and requires that the agency head, no later than October 1, file a statement regarding the results of that review. The City Council is the code-reviewing body for the City's Conflict of Interest Code and on or before July 1 it must direct the City Clerk to conduct the biennial review of the Conflict of Interest Code.

The City Clerk must file a statement regarding the results of the review no later than October 1 of the same year. If it is determined that no changes are needed, a report from the City Clerk to this effect will be provided to Council. If modifications to the code are necessary, the City Clerk will return to the City Council with a modified Conflict of Interest Code for the Council's consideration.

STRATEGIC PLAN:

This item is not a goal or objective in the City Council's Strategic Plan, however the Political

Reform Act requires every local government agency to review its Conflict of Interest Code biennially.

FISCAL IMPACTS:

Minimal staff time is required to perform the review of the City's Conflict of Interest Code. There are no fiscal impacts associated with this item.

OPTIONS:

ATTACHMENTS:

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Monica Castillo, City Attorney

Subject: DISSOLVING OF THE CANNABIS STANDING COMMITTEE

Date: June 3, 2026

Agenda Item: 10.C

RECOMMENDATION:

Staff recommends the City Council:

1. Adopt Resolution No. 7619 dissolving the Cannabis Standing Committee.

BACKGROUND:

On December 21, 2022, the City Council adopted Resolution No. 7442 establishing the Cannabis Standing Committee ("Committee"). The Committee was tasked with evaluating and making recommendations regarding whether cannabis cultivation, manufacturing, distribution, and retail uses would be appropriate within the City of Santa Paula.

Since its establishment, the Committee has conducted public meetings and discussions regarding potential cannabis retail regulations and policies within the City.

At an April 6, 2026 special meeting, the City Council considered whether to place a cannabis measure on the November 5, 2026 ballot and declined to do so.

ANALYSIS:

The Committee was formed to assist the City Council in evaluating potential cannabis-related land uses and regulatory options. Following the City Council's recent direction declining to place a cannabis-related measure before the voters, staff believes the Committee has fulfilled its intended purpose.

Accordingly, the proposed resolution would formally dissolve the Cannabis Standing Committee immediately upon adoption.

STRATEGIC PLAN:

This item does not further an objective of the strategic plan.

FISCAL IMPACTS:

None.

OPTIONS:

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

1. Decline to adopt the proposed resolution, allowing the Cannabis Standing Committee to remain in existence and advise the City Council on cannabis-related matters.

ATTACHMENTS:

Reso No. 7619 - Cannabis Standing Committee Dissolution.docx

RESOLUTION NO. 7619

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA, CALIFORNIA, DISSOLVING THE CANNABIS STANDING COMMITTEE.

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

SECTION 1: *Recitals*.

A. At its regular meeting on December 21, 2022, the City Council adopted Resolution No. 7442 establishing the Cannabis Standing Committee ("Committee").

B. One of the Committee's responsibilities is to evaluate and make recommendations as to whether cannabis cultivation, manufacturing, distribution and/or retail would be appropriate uses for the City.

C. The Committee held several public meetings over the years to discuss allowing for the retail use of cannabis within the City.

D. At a special meeting held on April 6, 2026, the City Council considered public comments regarding the placement of a cannabis measure on the November 3, 2026 ballot, and voted against its placement.

E. The City Council has determined that the Committee has fulfilled its intended purpose and that dissolution of the Committee is appropriate at this time.

SECTION 2: *Dissolution of the Cannabis Standing Committee.* The Cannabis Standing Committee established pursuant to Resolution No. 7442 is hereby dissolved.

SECTION 3: This Resolution becomes effective immediately upon adoption.

PASSED AND ADOPTED this 3rd day of June, 2026.

_____
Carlos Juarez, Mayor

ATTEST:

_____
Julie Latshaw, City Clerk

APPROVED AS TO FORM:

_____
Monica Castillo, City Attorney

APPROVED AS TO CONTENT:

_____
Dan Singer, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss
CITY OF SANTA PAULA)

I, Julie Latshaw, City Clerk of the City of Santa Paula, California, DO HEREBY CERTIFY that above RESOLUTION NO. 7619 was duly passed and adopted by the City Council of the City of Santa Paula at a regular meeting thereof held on the 3rd day of June, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this _____ day of _____, 2026.

Julie Latshaw, City Clerk
Of the City of Santa Paula,
California
(SEAL)

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Julie Latshaw, City Clerk

Subject: CALLING THE NOVEMBER MUNICIPAL ELECTION AND REQUESTING CONSOLIDATION WITH THE STATEWIDE ELECTION

Date: June 3, 2026

Agenda Item: 10.D

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution 7610 calling a General Municipal Election on November 3, 2026, and requesting consolidation with the Statewide General Election held on the same date; and
2. Adopt Resolution No. 7611 to establish requirements for Candidate Statements that will be included with voter information.

Presented By: Julie Latshaw, City Clerk

BACKGROUND:

Pursuant to provisions of the State law, a General Municipal Election is scheduled to be held on November 3, 2026. The attached resolutions have been prepared and are required to be adopted by City Council pursuant to the California Elections Code:

- Calling for and Giving Notice of Election
- Requesting the Ventura County Board of Supervisors to approve consolidation and provide election services
- Adopt regulations for candidates pertaining to Candidate Statement materials and including estimated costs of Candidate Statements

ANALYSIS:

Calling for the Election and Consolidation with the County

Resolution No. 7610 calls the election for November 3, 2026, for the purpose of electing one Council Member for District No. 2, one Council Member for District No. 3 and one Council Member for District No. 4, to the City Council for four-year terms each; ensures ballots are in conformance with State Law; authorizes the City Clerk to prepare election materials as necessary; ensures polling is conducted in conformance with State Law; directs the City Clerk to provide notice of the election; and authorizes expenses to be paid upon presentation of an invoice for said election.

The City, in the past, has consolidated the City's elections with statewide elections administered by the County of Ventura. Included in this resolution is a request to the Ventura County Board of Supervisors to consolidate the General Municipal Election with the Statewide General Election pursuant to Elections Code Section 10403. In doing so, the City Council authorizes the County of Ventura to canvass the returns and authorizes payment to the County for specified election services.

Candidate Statements

Additionally, pursuant to Elections Code Section 13307 and the Federal Voting Rights Act, Resolution No. 7611 authorizes candidates the option to prepare a Candidate Statement with specific criteria, and provides the estimated cost for translation, handling and printing of each Candidate Statement. As with past elections, each candidate will be required to provide an advance deposit for the estimated cost of the candidate's statement. Because it will not be known until after the nomination period closes what the actual costs will be, the Ventura County Registrar of Voters will require a deposit of $1,200 for District 2 Candidates, $1,200 for District 3 and $1,100 for District 4 Candidates.

The Nomination Period

The nomination period for the City of Santa Paula City Council candidates is Monday, July 13 through Friday, August 7, 2026. If any incumbent does not file nomination papers by August 7, there will be an extension period August 8 through August 12, for the incumbent's district. For the duration of the nomination period, the City Clerk's Office furnishes interested persons with all necessary paperwork to run for office (i.e., Nomination Papers, Conflict of Interest, optional Candidate Statement, etc.) as well as information related to State and local campaign disclosure regulations.

STRATEGIC PLAN:

FISCAL IMPACTS:

The estimated cost of the Election is approximately $15,000, which has been included in the Council's adopted budget for FY 2026/27.

OPTIONS:

ATTACHMENTS:

Reso 7610 Consolidating Elections-c1 FINAL.docx
Reso 7611 Establish Requirements for Canidate Statements-c1 FINAL.docx

RESOLUTION NO. 7610

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA, CALIFORNIA CALLING AND GIVING NOTICE OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026, FOR THE ELECTION OF CERTAIN OFFICIALS, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF VENTURA TO CONSOLIDATE SAID MUNICIPAL ELECTION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE.

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

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

A. Pursuant to Santa Paula Municipal Code Section 30.05, the General Municipal Election for Municipal Officers shall be held on the same day as the Statewide General Election (the first Tuesday after the first Monday of November in each even-numbered year);

B. The next General Municipal Election/Statewide General Election is scheduled for November 3, 2026 for the election of one City Council Member to District 2, one City Council Member to District 3, and one City Council Member to District 4, for the full term of four years each;

C. In order to increase voter participation and convenience, as well as reduce the costs of conducting general municipal elections in the City, the City Clerk (as the City's Elections Official) requests consolidation of the General Municipal Election with the Statewide General Election, thereby authorizing the Ventura County Registrar of Voters to conduct the General Municipal Election pursuant to the procedures set forth in California Elections Code Section 10403; and

D. It is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and within the city; that the precincts, polling places and election officers of the two elections be the same, and that the election department of the County of Ventura canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

SECTION 2: *Calling of the General Municipal Election*. That pursuant to the requirements of the laws of the State of California, there shall be, and there is hereby called and ordered held in the City of Santa Paula, County of Ventura, State of California, on Tuesday, November 3, 2026, a General Municipal Election of the qualified electors of the City for the purpose of electing one City Council Member to District 2, one City Council Member to District 3, and one City Council Member to District 4, for full terms of four years each.

SECTION 3: *Request for Consolidation*. That pursuant to Elections Code Section 10403, the City Council hereby requests the Ventura County Board of Supervisors to consent to and order consolidation of the General Municipal Election with the Statewide General

Election to be held within the City on Tuesday, November 3, 2026 for the purpose of electing the officers identified above.

SECTION 4: *Notice of Election.* That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 5: *Election Related Services*. Pursuant to Elections Code Section 10002, the City of Santa Paula requests and authorizes the Ventura County elections official to provide the services necessary to conduct the General Municipal Election proposed for consolidation with the Statewide General Election to be held on Tuesday November 3, 2026.

SECTION 6: *Ballots in Form Required by Law.* That the ballots to be used at the election shall be in form and content as required by law.

SECTION 7: *Hours of Operation for Election Facilities.* That the polls, ballot drop boxes, vote centers and any other means of submitting election ballots shall be open and remain continuously open for the times consistent with the Statewide General Election; and that vote-by-mail procedures and timing, the election officers, and all other persons and procedures for the General Municipal Election shall be the same as those utilized by the County of Ventura pursuant to the California Elections Code.

SECTION 8: *Canvass of Returns*. The County election department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. Pursuant to Elections Code Section 10418, the election will be held and conducted in accordance with the provisions of law regulating the Statewide General Election.

SECTION 9: *Necessary Steps*. The City Clerk is authorized, instructed, and directed to coordinate with the Ventura County Registrar of Voters to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the General Municipal Election.

SECTION 10: *Instructions to County Election Department*. The Board of Supervisors is requested to issue instructions to the County election department to take any and all steps necessary for the holding of the consolidated election.

SECTION 11: *Costs*. The City of Santa Paula recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

SECTION 12: *Tie Vote.* That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Ventura election department, the City Council, in accordance with Elections Code 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

SECTION 13: That in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 14: *Filing of Resolution*. The City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the election department of the County of Ventura.

SECTION 15: *Implementing Actions*. The City Manager and the City Clerk, as authorized by the City Manager, are further authorized and directed to take such further actions and execute such documents as are necessary to cause the election to be conducted on behalf of the City of Santa Paula.

SECTION 16: *Certification*. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED and ADOPTED by the City Council of the City of Santa Paula this 3rd day of June, 2026.

_____
Carlos Juarez, Mayor

ATTEST:

_____
Julie Latshaw, City Clerk

APPROVED AS TO FORM:

_____
Monica Castillo, City Attorney

APPROVED AS TO CONTENT:

_____
Dan Singer, City Manager

RESOLUTION NO. 7611

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA, CALIFORNIA ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026.

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

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

A. Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement.

SECTION 2: *General Provisions*. Pursuant to Elections Code Section 13307, each candidate for elective office to be voted for an Election to be held in the City of Santa Paula on November 3, 2026 may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 3: *Foreign Language Policy*.

(A) Pursuant to the Federal Voting Rights Act, candidate statements will be translated into all languages required by the County of Ventura. The County is required to translate the candidate's statements into the following languages: **Spanish.**

(B) The County may print and mail voter information guides and candidate statements to all voters in English and Spanish or mail separate voter information guides and candidate statements in another language to only those voters who are on the County voter file as having requested a voter information guide in a particular language. The County will make the voter information guides and candidates statements in the required languages available at all polling places or vote centers, on the County website, and in the Election Official's office.

SECTION 4: *Payment*. Candidates filing a statement must pay to the City the following:

A. A fee equal to a candidate's pro rata share of the total actual cost for printing, handling, translating, and mailing candidate statements.

B. At the time of filing a statement, candidates in District 2 will deposit $1,200, candidates in District 3 will deposit $1,200, and candidates in District 4 will deposit $1,100 with the City Clerk which represents the following estimated costs: printing the statement in the voter's pamphlet in English, cost of translating the statement into Spanish, and cost of printing the statement in the voter's pamphlet in Spanish. The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements.

C. Should a candidate's actual pro rated cost exceed the amount on deposit with the City Clerk, the candidate will, within thirty (30) days of receiving an invoice, pay the City Clerk any difference between the deposit amount and the actual cost.

D. Should a candidate's actual pro rated cost be less than the amount deposited with the City Clerk, then the City Clerk will refund any overpayment to a candidate after a final invoice from Ventura County has been provided for verification of overage of payment.

SECTION 5: *Miscellaneous*.

A. All translations shall be provided by professionally-certified translators.

B. The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

SECTION 6: *Additional Materials.* No candidate will be permitted to include additional materials in the sample ballot package.

SECTION 7: That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 8: That this resolution shall apply only to the election to be held on November 3, 2026, and shall then be repealed.

SECTION 9: The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED and ADOPTED by the City Council of the City of Santa Paula this 3rd day of June, 2026.

_____
Carlos Juarez, Mayor

ATTEST:

_____
Julie Latshaw, City Clerk

APPROVED AS TO FORM:

_____
Monica Castillo, City Attorney

APPROVED AS TO CONTENT:

_____
Dan Singer, City Manager

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Tom Tarantino, Planning & Economic Development Manager

Subject: REVIEW AND DIRECTION REGARDING VCOG REAP 2.0 CONCEPTUAL INFILL REDEVELOPMENT ACTION PLAN (IRAP) FOR THE EAST HARVARD INFILL SITE LOCATED AT 1397 E. HARVARD BLVD.

Date: June 3, 2026

Agenda Item: 11.A

RECOMMENDATION:

Staff recommends the City Council review and discuss the IRAP and select one option, or a combination of options, from the list provided by Sanbell to provide further direction on next steps for the action plan.

Presented by: Nichole Garner, AICP - Senior Planner (Sanbell)

BACKGROUND:

On May 27, 2025, the Ventura County Council of Governments (VCOG), on behalf of the City of Santa Paula, issued a Request for Proposal (RFP) for development of an Infill Redevelopment Action Plan (IRAP) for the 6.18-acre site located at 1397 Harvard Blvd (East Harvard Infill Site). An IRAP is essentially a policy document that guides implementation of infill redevelopment.

The site, commonly referred to as "Condor Trucking," has been in continuous use as a trucking operations, storage, and service yard for decades. There is a newer main office building onsite fronting Harvard Blvd., as well as several other outbuildings of various size, age and condition. Onsite operations are legally non-conforming, as they predate the allowable uses under the current C-LI (Commercial-Light Industrial) zoning, and would otherwise be prohibited or require a Conditional Use Permit.

City staff met with the property owner, whose family has owned the site, and several others in the County, for some time. While the property owner is not currently interested in selling the site, he was receptive to the development of an IRAP as a tool for possible redevelopment in the future.

On August 25, 2025, Sanbell was selected to work with the City of Santa Paula Planning Division to prepare three development concepts and an IRAP for the East Harvard Infill Site. Sanbell researched the East Harvard Infill Site and created an Existing Conditions and Planning Context Memorandum which is included in Attachment A.

On January 28, 2026, Sanbell hosted an internal design charrette with City Staff to discuss potential redevelopment of the East Harvard Infill Site ("site"). Sanbell, in collaboration with key Planning Staff, developed three draft concept site plans for the site in preparation for the charrette. Sanbell presented the draft concept plans in addition to an overview of VCOG's Regional Early Action Planning (REAP) 2.0 project, and the site's physical and regulatory context. A Memorandum providing an analysis and summary of the charrette can be found in Attachment B.

The City of Santa Paula Planning Division coordinated with Sanbell to develop the three concept plans into an Infill Redevelopment Action Plan (IRAP). For purposes of the REAP 2.0 project, this staff report and its attachments serve as the IRAP for the site. The IRAP is a collection of concepts that were prepared to provide recommendations on and create the potential framework for the possible future redevelopment of a portion or the whole of the East Harvard Infill Site should City Council and the property owner desire to proceed with such an effort in the future. Specifically, the IRAP discusses and provides site specific recommendations and a "blueprint" for the redevelopment of the East Harvard Infill Site into transit oriented residential/mixed use development, should the property be considered for redevelopment at a later date.

It is critical to emphasize that the IRAP does **not** constitute a specific proposal to develop the East Harvard Infill Site with residential/mixed use transit-oriented development. Rather, it provides site-specific recommendations to facilitate transit-oriented development in the future, only if directed by City Council. Such future actions would be subject to applicable public hearings and environmental review as required by the California Environmental Quality Act, or CEQA, as detailed in this document. Project applicants would be required to pay any mandatory City fees.

ANALYSIS:

Conceptual Design Process Overview

Three conceptual land use/site plans were developed for the East Harvard Infill Site. Building upon initial ideas generated at the charrette, these plans were designed via an iterative, collaborative process between the design team and City staff. Specifically, the design team and City staff met bi-weekly throughout the design process to review design concepts, generate new ideas and solutions, and discuss various City policies and their impacts on site design matters. What emerged from this process were three concepts that represented a spectrum of potential redevelopment options that City staff believes would benefit the Santa Paula community. The three development scenarios are briefly summarized below:

- **Concept 1:** Senior and Multi-Family Housing with Commercial and Through Street: Approximately 138 units with 8,250 S.F. of commercial/retail, resulting in a density of 22 dwelling units/acre (du/ac.).
- **Concept 2:** Existing Medical, New Senior, and Multi-Family Housing with Commercial: Approximately 111 units with 5,600 S.F. of commercial/retail, resulting in a density of 18 du/ac.
- **Concept 3**: New Medical, Townhomes, and Multi-Family Housing with Commercial and Through Street: Approximately 48 units with 4,000 S.F of commercial/retail, and 14,700 S.F. of medical, resulting in a residential density of 8 du/ac.

Each concept is described in further detail below. While each plan is conceptual and preliminary in nature, efforts have been taken to ensure that all site features, including building footprints, are sized in a realistic manner that can support the number of units listed for each plan. However, since these are conceptual plans, further design development and due diligence would be required to determine the viability of each concept prior to proceeding further with any potential development efforts at the Project Site.

Concept 1

Concept 1 proposes redevelopment of the entire East Harvard Infill Site while focusing on maximizing opportunities for affordable and market-rate multi-family housing and providing commercial land use and open space as an amenity for the community. The Concept 1 Illustrative Site Plan and 3D Massing Model can be found in Attachment C. Concept 1 would provide 138 dwelling units, 8,250 square feet of commercial area, approximately 26,000 square feet of public open space, approximately 6,000 square feet of private open space for senior citizen housing, and 230 parking spaces throughout the site.

Concept 1 is bisected by a new private street, Private Street 'A', that meanders through the site to create a new connection between E. Main Street and E. Harvard Blvd. On the west side of Private Street 'A' lies a new senior citizen residential development to the north (Building 'A'), adjacent to the newly improved bus stop. To the south of the senior citizen residential development lies a new commercial use (Building 'E') and outdoor public amenity. The commercial use is assumed to become a restaurant or similar use that would complement Harding Park to the south and serve as a potential destination for those visiting the park. On the east side of Private Street 'A' lie three new multi-family residential structures, two (2) three-story podium structures to the north (Buildings 'B' and 'C') and one (1) two-story slab-on-grade apartment building with tuck-under parking to the south (Building 'D'), along the E. Harvard Blvd. frontage. Buildings 'B' and 'C' would consist of one floor of parking, and two floors of residential units ranging from one-to-three-bedrooms. Building 'C' includes a 1,700 square foot coffee shop, or similar use, and a 500 square foot leasing office. These two commercial uses open onto a pedestrian paseo that divides Buildings 'C' and 'D'. Buildings 'B' and 'C' share one access driveway from Private Street 'A', where residents and guests of the coffee shop or leasing office would be directed to park within the first-floor parking garage. Building 'D' would have a dedicated driveway and parking spaces tucked under the second floor of the structure.

Proposed parking for the multi-family housing located in Buildings 'B', 'C', and 'D' would not meet City of Santa Paula requirements. Per City Code, this concept would require 287 parking spaces total. Instead, this concept would utilize the parking ratios allowed by State Density Bonus law. To utilize state density bonus parking ratios per Gov. Code Sec. 65915(P), Concept 1 would need to provide at least 10% low-income (9 units), or 5% very-low-income units (7 units). With the application of State Density Bonus parking ratios, this concept provides a total of 230 parking spaces.

As already mentioned, Concept 1 includes a new private street, Private Street 'A', that meanders through the site to create a new connection between E. Main Street and E. Harvard Blvd. A new street allows the proposed structures to gain access internally rather than create additional driveways on E. Main Street and E. Harvard Blvd. A new traffic signal at the intersection of Private Street 'A' and E. Harvard Blvd. would allow for safer pedestrian crossing to and from Harding Park and would ease traffic congestion turning left out of

Harding Park during peak travel periods. Private Street 'A' is designed to PWA Standard Plan 422 for minor arterial streets. To further increase pedestrian safety and encourage multi-modal transportation use, Concept 1 proposes improvements to the two existing bus stops serving the site, one on E. Main Street and one on E. Harvard Blvd. Improvements would include a bus turnout, bus shelter and seating. A pedestrian paseo located between Buildings 'C' and 'D' could serve as an amenity for residents as well as bus patrons.

Concept 2

Concept 2 proposes retaining the existing medical center and redeveloping the remainder of the East Harvard Infill Site with senior and multi-family housing opportunities and commercial uses serving the community. The Concept 2 Illustrative Site Plan can be found in Attachment C. Concept 2 would provide 111 dwelling units, 5,600 square feet of commercial space, approximately 22,000 square feet of open space, and 191 parking spaces throughout the site.

Unlike Concept 1, Concept 2 does not propose a new street through the site. Instead, multiple driveways are proposed from all surrounding streets to create multiple vehicle access points and internal connections. A senior housing development (Buildings 'A' and 'B') is located on the northeastern portion of the property, neighboring the existing medical center. Buildings 'A' and 'B' share a parking lot and two (2) outdoor amenities. On the opposite side of the site, a multi-family housing development (Buildings 'C', 'D', and 'E') is located on the southwestern portion of the property. Buildings 'C', 'D', and 'E' would consist of approximately 59 units ranging from one-to-four bedrooms. One and two-car garages are provided for 22 units. The remaining units would utilize the dedicated covered parking along the western property line. Two commercial uses (Buildings 'F' and 'G') are positioned in the center of the site, dividing the two residential uses and serving as a "town-center" and community amenity directly accessible by the proposed traffic signal on E. Harvard Blvd.

Proposed parking for the multi-family housing located in Buildings 'C', D', and 'E' would not meet City of Santa Paula requirements. Per City Code, this concept would require 227 parking spaces total. Instead, this concept would utilize the parking ratios allowed by State Density Bonus law. To utilize to utilize state density bonus parking ratios per Gov. Code Sec. 65915(P). Concept 2 would need to provide at least 10% low-income (12 units), or 5% very-low-income units (6 units). With the application of State Density Bonus parking ratios, this concept provides a total of 191 parking spaces.

To increase pedestrian safety and encourage multi-modal transportation use, Concept 2 proposes improvements to the two existing bus stops serving the site. Improvements would include a bus turnout, bus shelter and seating. The parking lot for Building 'G' was intentionally set back 20 feet from E. Harvard Blvd. to enhance the street frontage and create a linear park for bus patrons.

An approximately 64-foot-tall cell tower is located in the center of the project site. Concept 2 takes this into consideration and plans for the cell tower to remain. A 64-foot fall zone has been implemented and is shown on the Concept 2 Illustrative Site Plan.

Concept 3

Concept 3 proposes redevelopment of the entire East Harvard Infill Site while focusing on replacing the existing medical center with a larger facility and prioritizing townhomes as the

primary residential product. The Concept 3 Illustrative Site Plan and 3D Massing Model can be found in Attachment C. Concept 3 would provide 48 dwelling units, a 14,700 square foot medical center, 4,000 square feet of commercial space, approximately 43,000 square feet of public and private open space, and 201 parking spaces throughout the site.

Like Concept 1, Concept 3 is bisected by a new private street, Private Street 'A', that meanders through the site to create a new connection between E. Main Street and E. Harvard Blvd. The northern half of the site is dedicated to residential uses with primary access from E. Main Street. Buildings 'A' through 'E' consist of 21 townhomes ranging from two-to-three bedrooms. Each townhome has its own two-car garage and guest parking is assumed to be provided along the street. Two multi-family apartment buildings (Buildings 'F' and 'G') are proposed to accompany the townhomes. Buildings 'F' and 'G' consist of a total of 29 units ranging in size from one-to-three bedrooms. Each building has its own dedicated parking area.

The southwestern portion of the site is dedicated to a new medical facility and parking lot with primary access from the new traffic signal proposed on E. Harvard Blvd. Across from the medical facility would be a new commercial use which is assumed to become a restaurant or similar use that would complement Harding Park to the south and serve as a potential destination for those visiting the park. Like Concepts 1 and 2, Concept 3 also proposes bus stop improvements including turnouts, bus shelters and seating.

Proposed parking for the multi-family housing located in Buildings 'F' and 'G' would not meet City of Santa Paula requirements. Per City Code, this Concept would require 225 parking spaces total. Instead, this Concept would utilize the parking ratios allowed by State Density Bonus law. To utilize state density bonus parking ratios per Gov. Code Sec. 65915(P), Concept 3 would need to provide at least 10% low-income (5 units), or 5% very-low-income units (3 units). With the application of State Density Bonus parking ratios, this Concept provides a total of 201 parking spaces.

STRATEGIC PLAN:

Potential development of new housing aligns with 2025-2027 City Council Strategic Goal D. *Healthy, Connected & Thriving Community*, Objective 11 *Housing: Advocate and seek resources for the implementation of the Housing Element 2029.*

FISCAL IMPACTS:

At this time, there is no direct fiscal impact associated with the recommended action beyond potential staff time and consultant costs related to additional analysis, stakeholder outreach, infrastructure evaluation, or future planning efforts authorized by the City Council. Future development of the site could result in varying fiscal impacts depending on the type and intensity of development ultimately proposed. Residential development may generate increased property tax revenues and support housing needs within the community; however, it may also increase demand for municipal services and infrastructure, including public safety, parks, streets, utilities, and other City services. Alternatively, a project focused primarily on commercial uses could create opportunities for job generation, economic activity, and increased sales tax revenues, which may provide ongoing fiscal benefits to support City operations and community services. Additional fiscal analysis would be required as specific development proposals are advanced.

This is a conceptual study only and has been fully funded by the Regional Early Action Planning (REAP) 2.0 program. The program funds, including those for Sanbell, have been fully expended.

Potential expense to the City would come if Council directs Staff to continue the study in some manner, as presented in the project's Options. Costs mainly would be in the form of staff time, and would likely fall under the General Plan Maintenance Fund, General Fund, or a combination of both.

OPTIONS:

The City Council has available to it the following options:

1. Select a preferred Concept as presented, and take no further action at this time.
2. Select a preferred Concept as presented, with recommended modifications, and take no further action at this time.
3. Select a preferred or modified Concept and direct Staff to keep the information on file to provide to the property owner(s) as needed for use as a marketing tool for potential sale and development of the site in, or similar to, the manner proposed in the Concept.
4. Select #3, and also authorize Staff to share the preferred Concept with other stakeholders (VCFD, VCHCA, VCTC, etc.) in the area to garner feedback, at the City's expense.
5. Select #3, and also direct the Public Works Department to prepare a Capital Improvement Estimate for infrastructure needs and costs for the preferred Concept, including options for potential public/private partnerships, at the City's expense.
6. Take additional action, or combination of actions, as desired.

ATTACHMENTS:

A - Existing Conditions and Planning Context Memorandum.pdf
B - Charrette Summary.pdf
C - Illustrative Site Plans and Massing Models.pdf
D - Concept Comparison Summary Table.pdf

ATTACHMENT A

EXISTING CONDITIONS &
PLANNING CONTEXT MEMORANDUM

1672 Donlon Street
Ventura, CA 93003
Phone: (805) 654-6977
www.sanbell.com

Project Memorandum

To: City of Santa Paula

From: Nichole Garner, AICP
Senior Planner, Sanbell

Date: November 14, 2025

Job Number: VCO01.6771

Subject: **PROJECT MEMORANDUM 5.1: Existing Conditions & Planning Context**
Condor Truck Service Site - Concept Studies & Infill Redevelopment Action Plan

---

I. Introduction

The City of Santa Paula (City) and Ventura County Council of Governments (VCOG) have retained Sanbell (formerly Jensen Design & Survey, Inc.) to prepare concept studies and an Infill Redevelopment Action Plan for APN 101-0-260-085, which consists of the Condor Truck Service Site and the Santa Paula Medical Clinic. The first step in this process has been to conduct due diligence and research into APN 101-0-260-085 ("Project Site"). The purpose of this memorandum is to summarize the existing physical characteristics and the regulatory setting of the Project Site. This memorandum is organized into four (4) sections, as follows:

- Site Description
- Transportation & Circulation Setting
- Regulatory Setting
- Natural Hazards & Associated Regulatory Classifications

II. Site Description

Project Site Features

The Project Site is generally located in the south-eastern portion of the city, north of George Harding Park. The site consists of one (1) Assessor Parcel Numbers: APN 101-0-260-085, and consists of three street addresses: 1397 Harvard Avenue, 1395 Harvard Avenue, and 1334 E Main Street. The site is approximately 6.18 acres in area, bordered by East Main Street to the north and Harvard Boulevard to the south. For the purposes of this memorandum, it is assumed that the APN constitutes one legal lot. Additional research with the City is required to confirm legal status. The project site is shown in Figure 1 below.

FIGURE 1 – PROJECT SITE LOCATION



The Project Site is separated into two areas. The Santa Paula Medical Clinic is located in the northwest corner of the site along E. Main Street and encompasses approximately 36,000 square feet (0.83 acres) within a fenced area. The Clinic consists of two (2) approximately 3,000 square foot buildings, and one (1) approximately 1,500 square foot building. The remaining 5.35 acres is dedicated to a surface parking lot serving as storage for large cargo-transport vehicles and various accessory storage buildings and mechanical bays totaling approximately 28,700 square feet. A 64-foot-tall Verizon cell tower is located in the center of the Project Site.

Initially constructed in the 1940's, this parcel was used for big-rig service and mechanics, and provided petrol services on-site. However, these uses have been reported to no longer be in operation and the underground storage tanks removed. The soils conditions is unclear and further remediation may be required prior to development. This is discussed further in Section V. of this memorandum. The Santa Paula Medical Clinic site is landscaped. The remainder of the site contains little to no vegetation aside from minimal landscape screening along E. Main Street.

Surrounding Land Uses

To the south of the Project Site is the Boys and Girls Club-Santa Clarity Valley and George Harding Park on land zoned Open Space-Parks & Recreation (OPR). Parcels to the north consist of several manufacturing and industrial businesses such as Santa Paula Transmission, Guzman Welding, and Aguilera Brothers Construction, all zoned Commercial-Light Industrial (inc. Housing Opp. Overlay) (C-LI). Parcels to the west include Santa Paula Medial Clinic and Robles Auto Repair, also zoned Commercial-Light Industrial (inc. Housing Opp. Overlay) (C-LI). Parcels to the east are zoned Commercial-General. This area appears to be primarily occupied by single family residences, existing as early as the late 1920s. The Santa Paula Creek lies approximately 800 feet to the east of the Project Site, and approximately 780 feet away from the Santa Clara Creek right-of-way. It is important to note that Santa Paula Medical Clinic directly adjacent to Condor Trucking Services is part of the Project Site in that they share an APN.

Harvest at Limoneira

The Harvest at Limoneira is a 500 acre master-planned community on the East end of Santa Paula. The approved East Area 1 Specific Plan allows for development of 1,500 homes, one school site, a recreation center, and a network of parks fully accessible through an integral system of sidewalks and multi-use paths.[1] A 37.8 acre Community Park includes athletic fields available for school and community use. The Community Park is a little less than 1 mile from the Project Site and will be accessible by bike trail when the Santa Paula Trail Connectivity Project is completed. The Santa Paula Trail Connectivity Project is discussed further in Section III.

III. Transportation & Circulation Setting

Rail Service

The Santa Paula Branch line runs east to west through the center of the City and extends for 32 miles from the East Ventura / Montalvo train station to the community of Piru. However, passenger service at the Santa Paula depot ended in 1934. The Santa Paula Branch line is currently operated and maintained by Sierra Northern for freight and transload services, tourist and excursion, film and television, and research and development rail operations. The nearest Amtrak station is located in the City of Ventura fairgrounds, approximately 15 miles to the west, and provides service north and south along the coast of California.

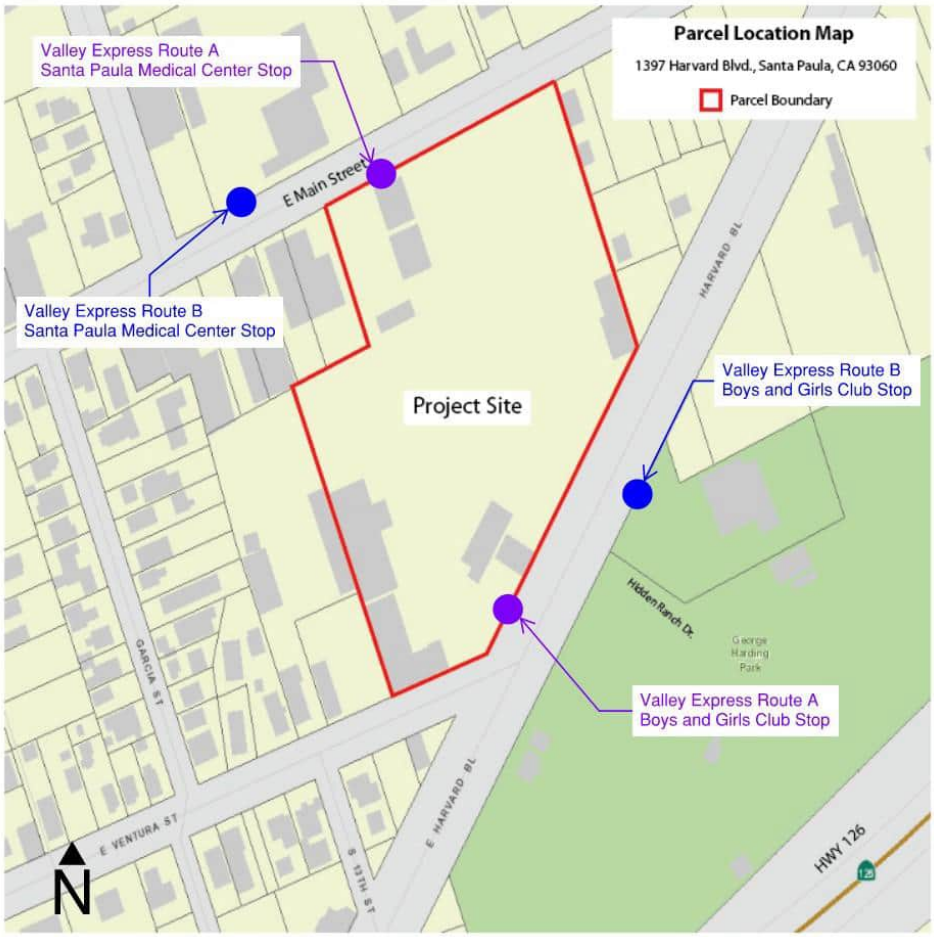
[1] East Area 1 Specific Plan, March 2022

The closest active rail service station to the Project Site is the East Ventura Metrolink station, approximately 11 miles west. Metrolink's Ventura County line provides commuter rail service between Ventura and Los Angeles to the south.

Bus Service

The Project Site is immediately adjacent to the Boys and Girls Club Bus Stop which is an eastbound stop serviced by Valley Express Dial-A-Ride and Valley Express Bus Route A. The westbound Valley Express Dial-A-Ride and Valley Express Bus Route A Bus Stop is located near the northerly portion of the property on E. Main Street or on the south side of Harvard Blvd. For these two bus stops, service stop intervals are not guaranteed. Rather, the busses will only stop at the designated bus stops if they are "flagged" by a transit user. Monday-Friday, the bus will stop 3 times. Twice in the morning, and once in the afternoon. On Saturday and Sunday, the bus will stop four times. Once in the morning, and three times in the afternoon.[2] The Valley Express Bus Service has 28 stops, forming a loop in Santa Paula with service beginning and ending at the local Kmart (895 Faulkener Road), approximately 2.2 miles from the proposed project site. Figure 2 below shows locations of nearby bus stops.

FIGURE 2 – BUS STOP LOCATIONS



[2] Valley Express Bus Services

Bicycle & Pedestrian Circulation

Along both E. Main Street and Harbor Blvd., there are sidewalks varying in materials and street parking. Neither street has designated bike lanes. The sidewalk on E Main Street is 9 feet wide and varies between concrete and compacted dirt. The sidewalk on Harvard Boulevard is a consistent 5-foot concrete walkway spanning the entire length of the block of the Project Site.

There is a class 1 and class 2 bike path within the City of Santa Paula, although neither currently extend to the location of the Project Site. The Santa Paula Trail Connectivity Project plans to add approximately 2.5 miles of bike paths to the City's existing 2.5-mile network. The existing class 1 bike path terminates approximately 0.3 miles (1,600 linear feet) from the northwest corner of the Project Site. From that terminus, the bike path will be extended east along the Santa Paula Branch Line. The new extension will bring cyclists and pedestrians within approximately 0.2 miles (1,000 linear feet). Cyclists and pedestrians would likely travel along the Santa Paula Branch Line, then south on N. 13th Street and east on E. Main Street to reach the Project Site.

Vehicular Circulation

Vehicular access to the Project Site is provided via five (5) driveway connections. The Santa Paula Medical Clinic is access by two driveways on E. Main St. The rest of the Project Site is accessed via two driveways on Harvard Blvd. and what appears to be one unpaved driveway on E. Main St. There is no vehicle access between the Santa Paula Medical Clinic and the rest of the Project Site. Harvard Blvd is classified as a four-lane boulevard by the Santa Paula 2040 General Plan and serves approximately 19,200 – 31,900 average daily trips (ADT). E. Main St is classified as a two-lane boulevard by the Santa Paula 2040 General Plan and serves approximately 9,600 – 16,000 average daily trips (ADT)[3].

IV. Regulatory Setting

General Plan and Zoning

The Project Site has a General Plan land use designation of Mixed Use: Commercial/Light Industrial. The General Plan envisions the site and its surroundings as uses that "are allowed to mix to reflect the heavy commercial character and infill housing opportunity of East Main Street.

> *City of Santa Paula General Plan Land Use Categories - 2-28 – Land Use*
>
> *"This designation allows for heavy commercial and light industrial uses to stimulate economic development. Pedestrian-oriented residential development is encouraged including large-scale infill and mixed-use. The maximum FAR for non-residential uses is 0.35. Mixed uses with residential on the upper floors and stand-alone residential uses are also allowed. Maximum residential density is 21 units per acre. Mixed-use development is also allowed in the Commercial and Commercial Office land use categories as described below.".*

[3] City of Santa Paula General Plan

The zoning designation for this site is C-LI: Commercial-Light Industrial (inc. Housing Opp. Overlay). The Housing Opportunity Overlay allows development of affordable housing within the Commercial/Light Industrial zone, specifically. To be eligible for the Housing Opportunity Overlay, the following development criteria must be met § 16.35.04 ELIGIBILITY CRITERIA:

- It must be a rental project.
- 100% of the units must be available for affordable housing (the manager's unit is exempted).
- At least 60% of the total number of units must be reserved for low-income households. This percentage may be decreased to 45% if there will be greater than 30% of the total number of units reserved for very-low income households.
- At least 20% of the total number of units must be reserved for very-low income households.

Table 1 and 2 below outlines the allowed uses for specific housing types in the C-LI zone and the allowed density of residential development:

TABLE 1 – Allowed Residential Development (C-LI)[3]

Housing Type	**Allowance**
Single-Family Detached	Allowed
Single-Family (duplex)	Allowed
Multi-Family	Allowed
Mobile or Manufactured Home	Allowed
Accessory Dwelling Units	Allowed
Live/Work Studio	Allowed
Mixed Use	Allowed
Farm Worker Housing	Conditional Use Permit
Emergency Shelters	Allowed
Transitional & Supportive Housing	Permitted subject to the same standards as other residential uses of the same type in the same zone
Community Care Facility (6 or fewer)	Permitted subject to the same standards as other residential uses of the same type in the same zone

[3] City of Santa Paula Housing Element

TABLE 2 – Residential Development Standards in Commercial Zones [4]

Requirement	**Zone: CL-I**
Maximum Density (DU)	21
Maximum Lot Coverage (%)	80
Minimum Front Yard (ft.)*	10 *1 unit per business occupancy
Minimum Rear Yard (ft.)**	5 or 25*** ** When located across from a residential zone ***When abutting a residential zone
Maximum Building Height (ft.)	3 stories/ 45 ft.
Minimum Parking Spaces Required (Multi-Family Residential)	Efficiency/1-Bedroom: 1.5 spaces (1 covered) 2-Bedroom: 1.75 spaces (1 covered) 3-Bedroom: 2.0 spaces (1 covered) 4-Bedroom: 2.25 spaces (1 covered) 5-Bedroom: 2.5 spaces (1 covered) plus 1 space per 4 units for guest parking

State Laws and Regulations

California has enacted several laws in the past decade to incentivize the construction of multi-family infill housing, particularly adjacent to transit stations. While there are numerous laws providing entitlement streamlining opportunities, the most applicable to the conceptual design task at hand is: Senate Bill (SB) 35 / 423 (Streamlining for Infill Housing), The Housing Accountability Act (Gov. Code §65589.5), and Assembly Bill (AB) 2011 (By-Right Housing on Underutilized Commercial Corridors).

Senate Bill 35 requires jurisdictions that have not achieved their Regional Housing Needs Allocation (RHNA) or that have not adopted a compliant housing element to approve qualifying housing projects ministerially without discretionary review and with objective standards. Senate Bill 423 extends bill 35 to January 1, 2036, increases affordability requirements, and imposes labor standards. This removes many local constraints and can streamline large mixed-use projects that meet qualifying criteria.

Senate Bill 330 prohibits jurisdictions from reducing housing capacity, imposing new caps, moratoria, or other restrictions during the review of a housing development project. It establishes a fixed zoning and objective design standard as of the date a complete application is submitted. This ensures large projects are not subject to mid-process regulatory changes that could impose additional constraints.

Assembly Bill 2011 requires jurisdictions to provide by-right approval for certain housing projects on underutilized or commercially zoned sites when the residential component constitutes at least 50 per cent of the floor area and all objective zoning requirements are met. This removes discretionary review for qualifying projects and limits local constraints

such as discretionary design review, conditional use permits, subjective design standards, excessive parking requirements, and arbitrary density reductions.

The Housing Accountability Act prohibits jurisdictions from denying housing projects or reducing allowable density if the project complies with objective zoning and general plan standards. It applies to all housing projects, including mixed-use developments, and is the broadest statutory protection against arbitrary jurisdictional constraints.

V. Natural Hazards and Associated Regulatory Classifications

Environmental Hazards

The Project Site has historically been used for petroleum gas storage and dispensing. Therefore, this section discusses environmental hazards that have impacted the Project Site in the past and may be relevant for future development. These hazards include air pollution and soils contamination.

In 2007, the Ventura County Air Pollution Control District screened the site as an Air Toxics "Hot Spots" Program (AB 2588).

> *The primary purpose of the "Hot Spots" Act is to notify the public of facilities that have routine and predictable emissions of toxic air pollutants that may pose a significant health risk to nearby residents and workers. The Act also encourages those facilities to reduce the health risk below the level of significance. Industrywide Inventory Facilities.*[5]

In 2011, Environmental Data Resources, Inc. (EDR) produced a report, The EDR Radius Map™ Report with GeoCheck ®, focusing on East Area 2 of Santa Paula. In this report, the Project Site was noted on the State and Tribal Leaking Storage Tank Lists and also The Historical UST Registered Database (HIST UST). This report also includes The Leaking Underground Storage Tank (LUST) incident report. According to the State Water Resource Control Board

> *"...shallow fuel impacts are present in soil around the dispensers and product piping, consistent with the findings during the 2004 upgrade. EHD evaluated the data and ran a risk assessment model assuming residential receptors. The model did not indicate excess health risk associated with the impacts. EHD does not require further action with regard to the UST system removal."* [6]

See Table 3 for the general timeline of the initial incident and ongoing contamination efforts and status.

[5] Ventura County Air Pollution Control District air toxics "hot spots" information and assessment act of 1987, 2007 annual report.
[6] State Water Resources Control Board Geo Tracker- T0611133749

TABLE 3 - Environmental Hazard Timeline

Date	Action	Source
5/13/2004	A soil sample test was collected as part of a proposed upgrade to the gasoline and diesel dispensers and several soil contaminants were found and reported to the County of Ventura.	2004-2005 LUFT Report
02/04/2005	Letter was received from the County stating corrective action has been completed and no further action is required.	2005-02-04 Remedial Action Completion Certification
09/05/2008	A soils sampling report was conducted at the request of the property owners because they wanted to sell the property within the next year or so. They procured the report for their own understanding of any residual contamination that may be present. The findings of contamination report were constituted as a "reportable event" and by law, their findings were reported to the Certified Unified Program Agency (CUPA) of Ventura County and the City of Santa Paula Fire Department.	2008-09-05 DMI Preliminary Soils Report
05/27/2009	The owners applied for a Voluntary Clean Up Program with the County.	2009-05-27 Voluntary Cleanup Program
06/29/2009	A 2nd sampling report completed in conjunction with removal of two 10,000-gallon storage tanks and fiberglass piping. According to the sampling report, there were still contaminations in the soil but not enough to be hazardous. The geologist recommended that no further action was needed.	2009-06-09 UST Removal Report
01/11/2011	The owners requested further evaluation of the site through another sampling report. There was still detectable contamination, especially in the groundwater. No further records were able to be found.	2011-11-01 Additional Soil Sampling Report

In conclusion, while there is extensive documentation that shows what petroleum storage and dispensing infrastructure has been removed, further investigation may be needed to ensure there is no existing residual infrastructure on site. Although the Project Site was remediated to County standards in 2005, and the Voluntary Cleanup Program was completed in 2009, a 2011 soils investigation provided by DMI EMK Environmental Services states that "there is a significant potential for groundwater beneath the site to be impacted by TPH-D and associated constituents." Based on this information, it is assumed that additional soil remediation may still be required prior to development.

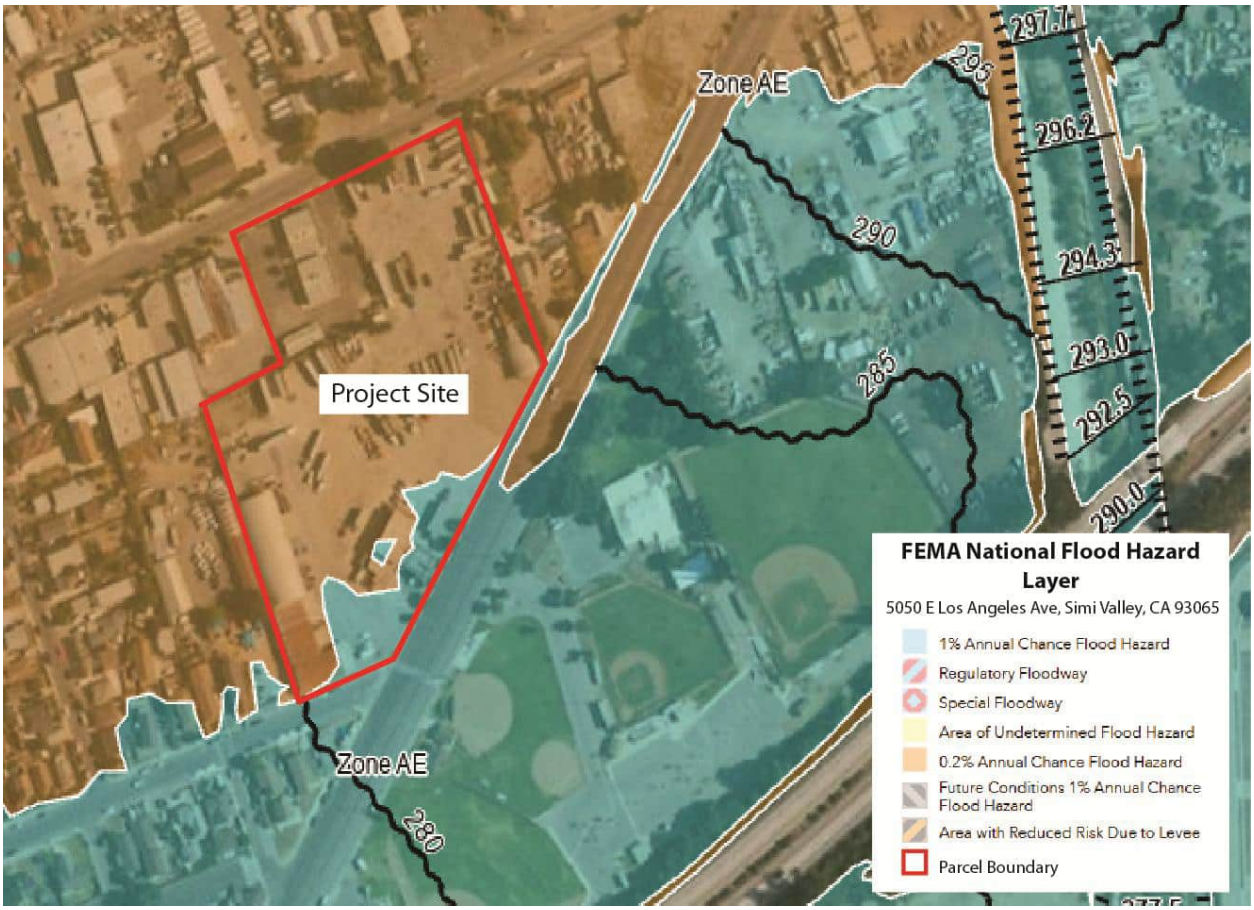
Geological Hazards

While the Project Site is centrally located and targeted for infill development by various City plans and policies, it is unique for an infill property due to its proximity to both the Santa Paula Creek and the Santa Clara River. The Santa Paula Creek is not owned by a single entity

but is managed by U.S. Army Corps of Engineers (USACE), Ventura County Watershed Protection District, Adjacent property owners, and the Santa Paula Creek Preservation Bank. Like The Santa Paula Creek, The Santa Clara River is not owned by a single entity but is managed by Adjacent property owners, The Nature Conservation, California State Coastal Conservancy, Ventura County Watershed Protection District, United States Fish & Wildlife Service and California Department of Fish and Wildlife, and several other stakeholders. While this provides potential future residents with unparalleled access to open spaces, it also exposes the site to more natural hazard risks than is typical for such infill development, most notably flood hazards.

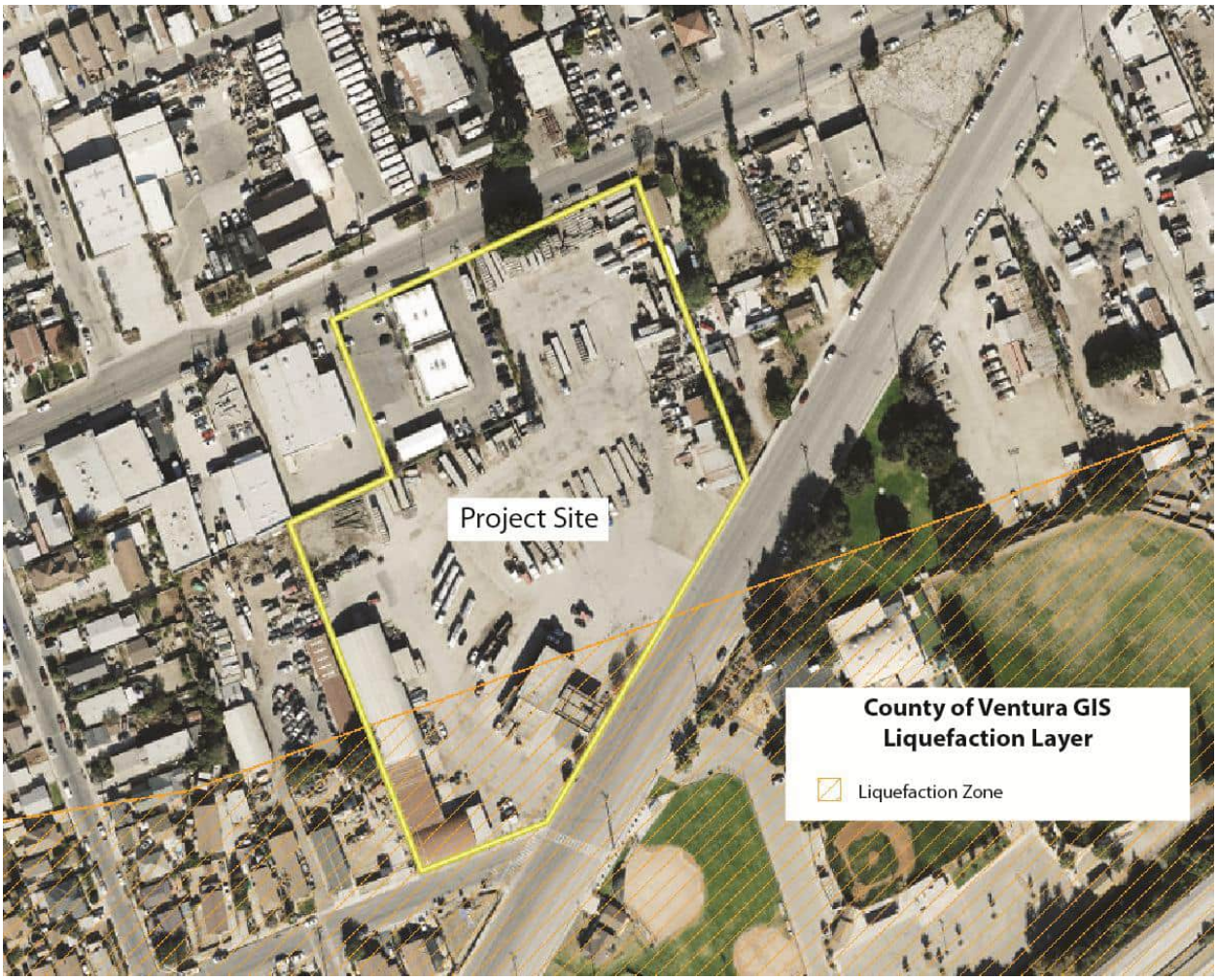
A small portion of the Project Site is identified as being in a 1% annual chance or 100 year flood zone (Zone AE) by the Federal Emergency Management Agency (FEMA), with the rest of the Project Site being in a 2% annual chance or 100 year flood zone, see figure 3. Future detailed engineering studies would be needed to determine the viability of flood mitigation efforts for development of the Project Site. This will likely add both “soft” and “hard” costs to the construction and development efforts.

FIGURE 3- FEMA FLOOD ZONE MAP



The Project Site is located outside of any Fire Hazard Severity Zones in CALFIRE's recently updated Fire Hazard Severity Zone Maps. Additionally, the southernmost portion of the project borders the Santa Paula Airport Outer Safety Zone. Finally, the Project Site is not located in a fault zone or a landslide zone, but about 1.15 acres fall within a soil liquefaction zone on the southwestern most side of the parcel, see figure 4. A comprehensive geotechnical engineering report will be needed to determine specific geological site constraints and engineering recommendations prior to any development.

FIGURE 4- LIQUEFACTION MAP



ATTACHMENT B

CHARRETTE SUMMARY

1672 Donlon Street
Ventura, CA 93003
Phone: (805) 654-6977
www.sanbell.com

Project Memorandum

To: City of Santa Paula

From: Nichole Garner, AICP
Senior Planner, Sanbell

Date: January 29, 2026

Job Number: VCO01.6771

Subject: **PROJECT MEMORANDUM 5.2: Charrette Recap**
Condor Truck Service Site - Concept Studies & Infill Redevelopment Action Plan

I. Introduction

On behalf of the City of Santa Paula (City) and Ventura Council of Government (VCOG), our firm facilitated an internal charrette to discuss potential redevelopment of the Condor Truck Service Site (the "Project Site") on January 28. This represented the second step in the Condor Truck Service Site Concept Studies & Infill Redevelopment Action Plan project. The intent of this memorandum is to recap the day's proceedings and summarize the feedback received from event attendees.

II. Overview of Charrette Proceedings

The approximately one-hour charrette was hosted at City Hall's Council Chambers. Attendees included representatives from various City departments, totaling approximately 6 persons. The event was broken into two general segments, which are outlined below.

Project Overview & Site Context Presentation

The charrette commenced with an approximately 15-minute presentation providing an overview of VCOG's Regional Early Action Planning (REAP) 2.0 project, a subregional partnership with Southern California Association of Governments (SCAG); and the project site and the project site's physical/regulatory context.

Sanbell, in collaboration with key Planning Staff, developed three Draft Concepts for the Project Site in preparation for the charrette. The Draft Concepts were reviewed in the presentation.

The presentation also outlined the objectives/goals of the charrette and provided instructions and context for the interactive design charrette that to follow. A copy of the PowerPoint presentation is attached to this memorandum.

Collaborative Design Charrette Exercise

In preparation for the charrette, Sanbell, in collaboration with key Planning Staff, prepared three Draft Concepts for the Project Site. Participants were divided into four groups and tasked with reviewing and commenting on the Draft Concepts or developing new conceptual

site plans. Each group received drafting materials (scales, triangles/straight edges, markers, pens, pencils, trace paper, etc.) one copy of each Draft Concept and two copies of an aerial site plan. The exercise lasted approximately 30 minutes, followed by a 15-minute group presentation session.

The outcomes of the design charrette are detailed in the section below.

III. Analysis & Summary of Charrette Outcomes

Charrette attendees provided the project team with valuable insight and direction. Responses and input are summarized below.

Charrette Design Concepts

The teams came up with a wide variety of innovative and thoughtful comments on the Draft Concepts. The notes and Draft Concept mark-ups prepared by each team are attached to this memorandum. Common themes across the notes included the following elements:

- Harding Park is a high-traffic community amenity with existing pedestrian safety concerns that could draw people to the Project Site. A new intersection connecting the Project Site to Harding Park would improve pedestrian safety.
- There is a need for "missing middle" housing as well as senior housing in this area of the City. A mix of housing types at the Project Site is preferred.
- Vehicular and pedestrian circulation is necessary. However, due to the size of the Project Site, the number of new roads should be limited to reserve space for new uses. Enhancing the existing bus stops with dedicated bus turnouts is supported.
- There is a desire for more activities and gathering spaces within the City of Santa Paula. The Project Site could be a good location for family recreational uses, especially spaces that could be used for the community to gather, such as outdoor seating areas or a plaza with a water feature.
- The area surrounding the Project Site is lacking curb appeal. The Project Site could include landscaping and public art to improve the area's character.
- The City of Santa Paula could use more medical uses. The Project Site could replace the existing medical clinic with a larger medical clinic and expand medical related offerings to include a pharmacy, medical offices, social services, etc.

IV. Conclusion and Next Steps

In conclusion, the design charrette successfully facilitated meaningful dialogue about the Project Site's context, generated design ideas and direction the consultant team. The vision statement and conceptual site designs generated will directly inform future planning and design efforts undertaken during Phase 5.3 of the project.

Attachments: Presentation PowerPoint
Sanbell Draft Concepts
Team Comments

Santa Paula Infill Development

1397 E Harvard Blvd.

Concept Studies & Infill Redevelopment Action Plan (IRAP)

Internal Charrette

January 28, 2026

Today's Agenda

I. Presentation on Project Objectives and Project Site
   A. REAP 2.0 Objectives
   B. Project Site Overview
   C. Natural Hazards & Site Observations Overview
II. Draft Concept Review
III. Site Planning Charrette
   A. Site Design Alternatives
   B. Review & Guidance to Design Team
IV. Recap & Summary of Key Takeaways

VCOG REAP 2.0 Task 5: An Overview

- VCOG's Regional Early Action Planning (REAP) 2.0 is a Subregional Partnership Program (SRP) with SCAG
- VCOG is working with local jurisdictions to identify sites suitable for affordable housing & mixed use redevelopment.
- Concept studies & an Infill Redevelopment Action Plan (IRAP) prepared for each site.
- All projects must result in measurable outcomes to:
  - Accelerating Supply, Choice, & Affordability of Housing
  - Affirmatively Furthering Fair Housing
  - Reducing Vehicle Miles Traveled (VMT)

Project REAP 2.0 Objectives

- **Accelerating Supply, Choice, & Affordability of Housing**
  - Increase in residential development capacity and number of units.
- **Affirmatively Furthering Fair Housing**
  - Increased investment, infrastructure and services in Low Opportunity Zones
- **Reducing Vehicle Miles Traveled (VMT)**
  - Increase in number of units located within ¼ to ½ mile of transit.
  - Number of land uses and mobility options in/around the project areas.

Project Site



Project Site Imagery









Project Site & Surrounding Land Uses

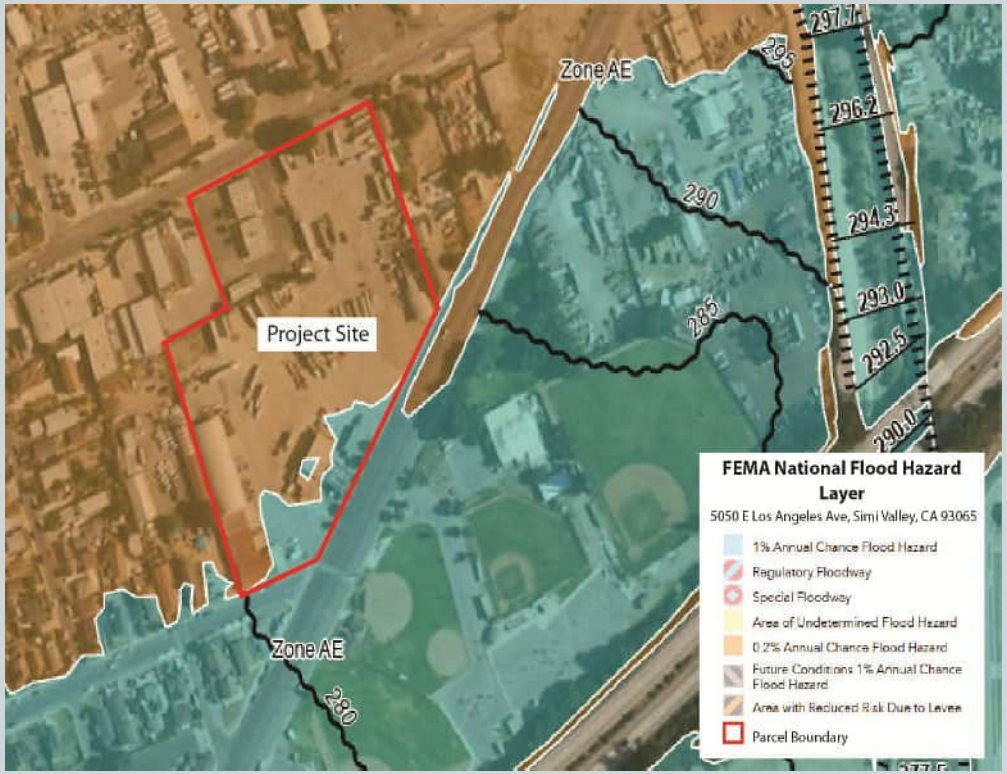


Project Site & Surrounding Land Uses



Natural Hazards

FEMA Flood Zone Map



Liquefaction Map



Site Observations Overview

- Mostly flat, developed parcel.
- Multiple street frontages & access points.
- Next to Harding Park & community amenities.
- Two existing bus stops.
- Existing crosswalks/pedestrian access to Harding Park.
- Centrally located between diverse zoning types.
  - Opportunity to create synergy and cohesion.

- Anything to add?

Concept 1

- 3 vehicle access points
- New signalized intersection
- Mixed-use buildings
- ~87 multi-family units
- ~42,000 SF commercial



Concept 2

- Keep existing medical facility & cell tower
- Separate residential & commercial areas
- Enhanced/signalized crosswalk
- ~42 multi-family units
- ~50,000 SF commercial



Concept 3

- 2 vehicle access points
- New signalized intersection
- ~18 Townhomes
- ~48 multi-family units
- ~13,000 SF commercial



Charrette

- **Step 1:** Site Alternatives.
- **Step 2:** Review Alternatives & Direction to Design Team Moving Forward.



Charrette Step 1: Site Alternatives

- **Site alternatives should strive to implement REAP 2.0 Objectives.**
  - However, there are no “wrong” answers on how to get there!
  - Quick, informal sketches. Don’t spend too much time in the weeds!
  - Group brainstorming and dialogue via doodling and conversation.
  - Multiple Iterations
  - Consider: site access, proposed uses, open space, building scale and typologies, etc.



Typology 1: Townhomes



Primero at Del Sol, Ventura



Palmera, Camarillo

Typology 2: Multi-Family Apartments



Portside Ventura Harbor, Ventura



AMLI Spanish Hills, Camarillo

Typology 3: Mixed Use



Parkview Court, Fillmore



Villa San Clemente, Ventura

Typology 4: Podium



Santal, Thousand Oaks



Colonial House, Oxnard

Typology 5: Commercial



Central Plaza, Camarillo



The Heritage, Thousand Oaks

Commercial-Light Industrial Standards

Standard	Requirement
Max. Residential Density	21 du/ac
FAR Maximum	0.35 non- residential
Maximum Height	45’
Maximum Lot Coverage	80%
Front Setback	10’ Minimum
Side Setback	5’ Interior 10’ Street Side 15’ Abutting residential zone
Rear Setback	0’ Abutting non-residential zone 25’ Abutting residential zone
Minimum Percent Commercial/Retail Use	30%
Minimum Percent Landscaping	20%

Standard	Requirement	
Residential Parking Requirements	• Efficiency/1-bedroom unit: 1.5 spaces per unit, 1 of which must be covered, plus a minimum of 1 guest space (covered or uncovered) per 4 units. • 2-bedroom unit: 1.75 spaces per unit, 1 of which must be covered, plus a minimum of 1 guest space (covered or uncovered) per 4 units. • 3-bedroom unit: 2.0 spaces per unit, 1 of which must be covered, plus a minimum of 1 guest space (covered or uncovered) per 4 units. • 4-bedroom unit: 2.25 spaces per unit, 1 of which must be covered, with minimum of 1 guest space (covered or uncovered) per 4 units. • 5 or more bedroom unit: 2.5 spaces per unit, 1 of which must be covered, plus a minimum of 1 guest space (covered or uncovered) per 4 units.	
Commercial Parking Requirements	The required amount of commercial parking spaces depends on the specific commercial use. See § 16.46.060 Shared Parking.	
Loading Spaces Required	Gross Floor Area < 3,000 sf 3,001 to 30,000 sf 30,001 to 90,000 sf 90,001 to 150,00 sf 150,001 to 230,000 sf > 230,000 sf	Min. Number of Spaces 1 2 3 4 5 5, plus 1 space for each 80,000 sf or fraction thereof greater than 230,000 sf

Housing Opportunity Overlay Standards

- **Qualifications:**
  - Rental project
  - 100% affordable
  - 60% low-income
  - 20% very-low income
  - Exception: 45% low-income if at least 30% is very-low income

Standard	Requirement
Density Range	21 dwelling units per gross acre.
Maximum Height	3 stories, maximum 45 feet high
Maximum Lot Coverage	*Refer to C-LI Development Standards*
Front Setback	20' Minimum
Side Setback	N/A
Rear Setback	20' Single story 15' Second story or higher
Minimum Percent Commercial Use	*Refer to C-LI Development Standards*
Minimum Percent Landscaping	20% of the lot is to be open space (10% must contain amenities, 10% must contain landscaping)
Residential Parking Requirements	• Zero to one bedroom: one on-site parking space • Two to three bedrooms: two on-site parking spaces • Four or more bedrooms: two and one-half on-site parking spaces
Commercial Parking Requirements	*Refer to C-LI Development Standards*

Charrette Step 2: Recap Alternatives & Direction to Design Team Moving Forward

- ✓ Recap Site Alternatives Developed by Team.
- ✓ Discuss Shared Vision from Site Alternatives.

Concluding Thoughts

All charrette materials will be saved and incorporated into the project files.

Copies will be transmitted to City & VCOG.

Next step: Design development.

Thank you for attending!

1672 Donlon Street
Ventura, CA 93003
Phone: (805) 654-6977
www.sanbell.com

Project Memorandum

To: City of Santa Paula

From: Nichole Garner, AICP
Senior Planner, Sanbell

Date: January 21, 2026

Job Number: VCO01.6771

Subject: **PROJECT MEMORANDUM: Draft Charrette Concepts**
Condor Truck Service Site - Concept Studies & Infill Redevelopment Action Plan

---

The following Memorandum outlines three Draft Concepts prepared by Sanbell. The Draft Concepts are being submitted to City Staff for review and will be discussed during the charrette scheduled for January 28th, 2026.

I. Concept 1

Focused on maximizing multi-family residential/affordable housing/apartment units with some commercial area.

- 3 vehicle access points, one on each road adjacent to the Project Site
- New signalized intersection connecting the Project Site to Harding Park
- Through streets connecting Project Site internally with one new stop sign intersection within Project Site
- Remove existing medical center and cell tower
- Residential focused to northern portion of project site with primary access off E Main St.
- 2 or 3-story mixed-use buildings
- 3-story multi-family residential - approximately 87 units (could be affordable)
- 1-story commercial space fronting E Harvard Blvd.
- Approximately 42,000 SF of commercial area
- New bus turnouts

II. Concept 2

Focused on maximizing new commercial space with minimal multi-family residential units.

- 2 vehicle access points, one on E Harvard Blvd. and one on E Main St.
- Keep existing medical center and cell tower
- No vehicle access between the residential area to the north and the commercial area to the south
- 3-story multi-family residential - approximately 42 units (could be affordable)

- Approximately 50,000 SF of commercial area
- 1-story commercial space fronting both E Ventura St and E Harvard Blvd
- Enhance existing crosswalk on E Harvard Blvd (possibly signalized)
- New bus turnouts

III. Concept 3

Focused on providing townhomes, some multi-family residential, and a new medical center with commercial areas to serve the medical use.

- Remove existing medical office and replace with new 13,000 SF medical center and medical-serving commercial uses
- Remove existing cell tower
- 2 vehicle access points, one on E Harvard Blvd. and one on E Main St. with through access (no stop sign)
- New signalized intersection connecting the Project Site to Harding Park
- 3-story multi-family residential - approximately 48 units (could be affordable)
- Approximately 18 townhomes (can be 2 or 3-story, or vary between both)
- Approximately 13,000 SF of commercial area
- New bus turnouts

CONCEPT 1

E MAIN ST

E VENTURA ST

E HARVARD BLVD

MULTI-FAMILY RESIDENTIAL

MULTI-FAMILY RESIDENTIAL

MULTI-FAMILY RESIDENTIAL

RES

RES

MIXED USE

MIXED USE

COMMERCIAL

COMMERCIAL

COMMERCIAL

BUS

BUS

STOP

NOTE: INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

SCALE: 1" = 40'

DATE: 12/31/2025

sanbell

CONCEPT

CONCEPT 2

E MAIN ST

MULTI-FAMILY RESIDENTIAL

RES.

RES.

MULTI-FAMILY RESIDENTIAL

COM.

COM.

COM.

COM. / RESTAURANT

OUTDOOR PATIO

BUS

enhanced crosswalk

E HARVARD BLVD

E VENTURA ST

NOTE: INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

SCALE: 1" = 40'

DATE: 12/31/2025

CONCEPT

CONCEPT 3



sanbell

NOTE: INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY OTHERS AND ARE NOT SURVEY GRADE SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

SCALE: 1" = 40'

DATE: 12/31/2025

CONCEPT

TEAM COMMENTS

sanbell
Intelligent Infrastructure. Enduring Communities.

1672 Donlon Street
Ventura, CA 93003
Phone: (805) 654-6977
www.sanbell.com

Project Memorandum

To: City of Santa Paula

From: Nichole Garner, AICP
Senior Planner, Sanbell

Date: January 21, 2026

Job Number: VC001.6771

Subject: **PROJECT MEMORANDUM: Draft Charrette Concepts**
Condor Truck Service Site - Concept Studies & Infill Redevelopment Action Plan

---

The following Memorandum outlines three Draft Concepts prepared by Sanbell. The Draft Concepts are being submitted to City Staff for review and will be discussed during the charrette scheduled for January 28th, 2026.

I. Concept 1

Focused on maximizing multi-family residential/affordable housing/apartment units with some commercial area.

- 3 vehicle access points, one on each road adjacent to the Project Site
- New signalized intersection connecting the Project Site to Harding Park
- Through streets connecting Project Site internally with one new stop sign intersection within Project Site
- Remove existing medical center and cell tower
- Residential focused to northern portion of project site with primary access off E Main St.
- 2 or 3-story mixed-use buildings
- 3-story multi-family residential - approximately 87 units (could be affordable)
- 1-story commercial space fronting E Harvard Blvd.
- Approximately 42,000 SF of commercial area
- New bus turnouts

MEDICAL SPECIALTY REMOVAL WITH THE CONFIGURATION REMOVAL/RELOCATION OF CELL TOWER WILL BE LEGALLY DIFFICULT

II. Concept 2

Focused on maximizing new commercial space with minimal multi-family residential units.

- 2 vehicle access points, one on E Harvard Blvd. and one on E Main St.
- Keep existing medical center and cell tower
- No vehicle access between the residential area to the north and the commercial area to the south
- 3-story multi-family residential - approximately 42 units (could be affordable)

CONCEPT 1

E MAIN ST

MULTI-FAMILY RESIDENTIAL

RES

RES

MULTI-FAMILY RESIDENTIAL

MULTI-FAMILY RESIDENTIAL

Arbor

outdoor cafe

Elevator

Housing

MIXED USE

Book Store

Groceries

Housing

Rec center

- Indoor gym
- Ind. pool
- courts
- etc

Arcade

Arcade center

Clothing or Grocery store

COMMERCIAL

LOWE'S Equivalent

IDL

E HARVARD BLVD

E VENTURA ST

Garcia St

NOTE: INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

SCALE: 1" = 40'

DATE: 12/31/2025

CONCEPT

CONCEPT 2

E MAIN ST

Opportunity to connect to bike trail North of main

New bus stop

Commercial / Mixed use

Would like to see the medical center incorporated into Concept 2

Street connecting Main & Harvard

MULTI-FAMILY RESIDENTIAL

RES.

RES.

MULTI-FAMILY RESIDENTIAL

if Med center is replaced, Concept can includ. Mixed use w/ Human Services. Office uses. Pull in employee uses. i.e. county/dental/Medical

insurance dr.

Com. Med. Center/senior housing/service

Com.

Com./ RESTAURANT

OUTDOOR PATIO

BUS

enhanced crosswalk

E HARVARD BLVD

E VENTURA ST

(map 2) 08-52-181

NOTE: INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND OR FINAL DESIGN.

SCALE: 1" = 40'

DATE: 12/31/2025

CONCEPT

CONCEPT 3



- the variety and range of units seems more sustainable/viable
- parking #s ? may be underparked

NOTE: INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY GIS SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

SCALE: 1" = 40'

DATE: 12/31/2025

sanbell

CONCEPT

CONCEPT 2

E MAIN ST

MULTI-FAMILY RESIDENTIAL

RES.

RES.

MULTI-FAMILY RESIDENTIAL

COM.

COM.

COM. / RESTAURANT

OUTDOOR PATIO

COM.

BUS

enhanced crosswalk

E HARVARD BLVD

E VENTURA ST

? challenges of visibility of commercial & retail as a struggling mkt

? what is the demand/ daily trips at the medical center

'NOTE: INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

SCALE: 1" = 40'

DATE: 12/31/2025

sanbell

CONCEPT

CONCEPT 1

E MAIN ST

BUS

MULTI-FAMILY RESIDENTIAL

RES

RES

MULTI-FAMILY RESIDENTIAL

MULTI-FAMILY RESIDENTIAL

MIXED USE

MIXED USE

COMMERCIAL

COMMERCIAL

COMMERCIAL

BUS

E HARVARD BLVD

E VENTURA ST

- a lot of commercial, is it viable?
- parking space
- residential $ = ↑ traffic impact
-
+ signalized intersection benefit

sanbell

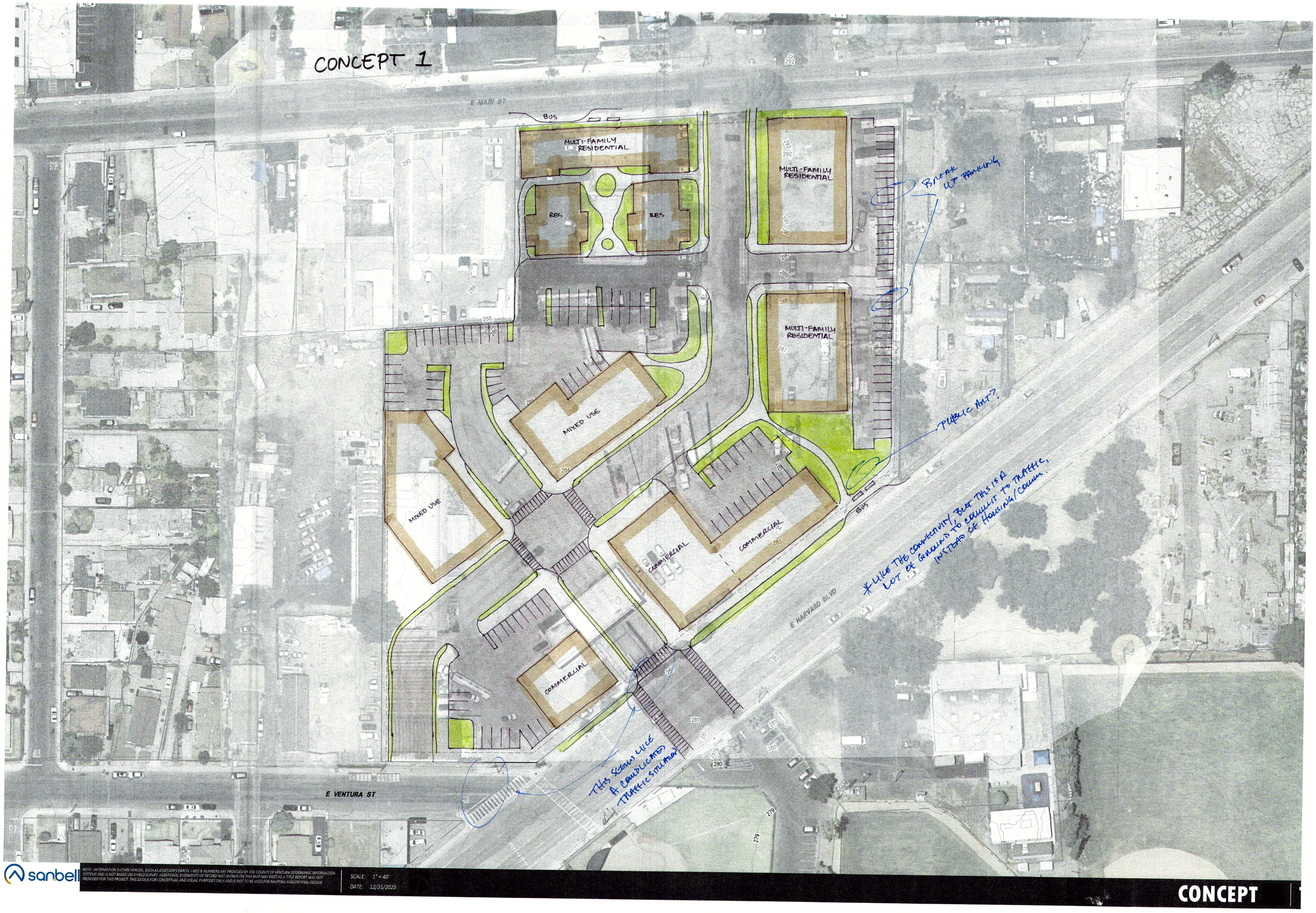
NOTE: INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

SCALE: 1" = 40'

DATE: 12/31/2025

CONCEPT

CONCEPT 1



NOTE: INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

SCALE: 1" = 40'

DATE: 12/31/2025

CONCEPT

CONCEPT 2

E MAIN ST

MULTI-FAMILY RESIDENTIAL

RES.

RES.

MULTI-FAMILY RESIDENTIAL

COM.

COM.

COM. / RESTAURANT

OUTDOOR PATIO

COM.

BUS

enhanced crosswalk

E HARVARD BLVD

E VENTURA ST

APP? Ryus Tunnel??

Ideally like this public art / water feature

Yes (elevated / ugly??)

sanbell

NOTE: INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

SCALE: 1" = 40'

DATE: 12/31/2025

CONCEPT

CONCEPT 3



NOTE: INFORMATION SHOWN HEREON, SUCH AS ASSESSORS PARCEL LINES & NUMBERS ARE PROVIDED BY GIS SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

SCALE: 1" = 40'

DATE: 12/31/2025

CONCEPT

ATTACHMENT C

ILLUSTRATIVE SITE PLANS &
MASSING MODELS



PROPERTY INFORMATION

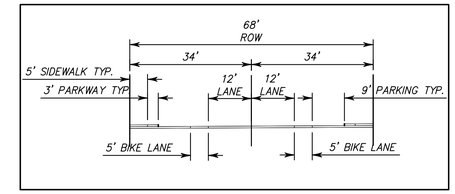
ADDRESS:	1397 HARVARD AVENUE 1395 HARVARD AVENUE 1334 E MAIN STREET
APN:	101-0-260-085
LOT SIZE:	6.18 ACRES (269,200 SF)
ZONING:	C-LI: COMMERCIAL-LIGHT INDUSTRIAL HOUSING OVERLAY
GENERAL PLAN:	MIXED USE: COMMERCIAL/LIGHT INDUSTRIAL

CONCEPT SUMMARY

DWELLING UNITS:	138 DWELLING UNITS	
COMMERCIAL/RETAIL AREA:	8,250 SF	
PARKING REQUIRED:	RESIDENTIAL:	174 SPACES
	GUEST PARKING:	36 SPACES
	COMMERCIAL:	77 SPACES
TOTAL:		287 SPACES
PARKING PROVIDED:	RESIDENTIAL:	143 SPACES
	GUEST PARKING:	10 (SEE NOTES)
	COMMERCIAL:	77 SPACES
TOTAL:		230

NOTES:

- LANDSCAPING AND BUILDING DESIGN IS ILLUSTRATIVE AND IS FOR CONCEPTUAL AND VISUALIZATION PURPOSES ONLY.
- PROPOSED PROJECT COMPLIES WITH EXISTING CITY CODES. UNLESS OTHERWISE NOTED.
- INTERSECTION PER CITY PWA STANDARD PLAN 415
- NEW ROAD PER CITY PWA STANDARD PLAN 422 FOR MINOR ARTERIAL STREET
- TRASH ENCLOSURES PER PWA STANDARD PLAN 428
- PARKING PER SPMC SEC. 16.46 UNLESS OTHERWISE NOTED.
- FOR PURPOSES OF CALCULATING PARKING REQUIREMENT, PROPOSED COFFEE SHOP WITHIN BUILDING 'C' IS A "RESTAURANT – DELICATESSENS AND SIMILAR TAKE-OUT USES WITH NO SEATING" PER CITY ORDINANCE.
- GUEST PARKING FOR BUILDINGS 'B', 'C', AND 'D' PROVIDED ON STREET.
- PROJECT COMPLIES WITH STATE DENSITY BONUS PARKING RATIONS ESTABLISHED BY GOV. CODE SEC. 65915(P) AS FOLLOWS:
  - 1-BED: 1 SPACE/UNIT
  - 2/3-BED: 1.5 SPACE/UNIT



A – PRIVATE STREET A SECTION
NOT TO SCALE

BUILDING KEY

BUILDING 'A'

BUILDING TYPOLOGY:	SLAB ON GRADE, SENIOR CITIZEN RESIDENCE
HEIGHT:	2 STORIES
SQUARE FOOTAGE:	25,000 SF BLDG FOOTPRINT
DWELLING UNITS:	49 UNITS (600-800 SF)
PARKING STALLS:	42 (SURFACE LOT)

BUILDING 'B'

BUILDING TYPOLOGY:	PODIUM, MFR
HEIGHT:	3 STORIES
SQUARE FOOTAGE:	17,600 SF BLDG FOOTPRINT
DWELLING UNITS:	33 (10 2/3-BED, 23 1-BED)
INTERNAL PARKING STALLS:	38 (GARAGE)

BUILDING 'C'

BUILDING TYPOLOGY:	PODIUM, MULTI-FAMILY APTS & COM
HEIGHT:	3 STORIES
SQUARE FOOTAGE:	20,600 SF BLDG FOOTPRINT
DWELLING UNITS:	33 (10 2/3-BED, 23 1-BED)
COMMERCIAL AREA:	2,250 SF
INTERNAL PARKING STALLS:	45 (GARAGE) (2 OFFICE, 5 COFFEE SHOP, 38 RES)

BUILDING 'D'

BUILDING TYPOLOGY:	SLAB ON GRADE, MULTI-FAMILY APTS
HEIGHT:	2 STORIES
SQUARE FOOTAGE:	18,500 SF BLDG FOOTPRINT
DWELLING UNITS:	23 (10 2/3-BED, 13 1-BED)
INTERNAL PARKING STALLS:	28 (TUCK UNDER)

BUILDING 'E'

BUILDING TYPOLOGY:	SLAB ON GRADE, RESTAURANT
HEIGHT:	1 STORY
SQUARE FOOTAGE:	6,000 SF (1,200 SF PATIO)
PARKING STALLS:	70 (SURFACE LOT) (9 COMPACT, 61 STD.)

40' 20' 0' 40' 80'
GRAPHIC SCALE: 1"=40'

NOTE:

INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

sanbell
Intelligent Infrastructure Enduring Communities
1672 DONLON STREET
VENTURA, CALIF. 93003
PHONE 805/654-6977
WEB www.sanbell.com

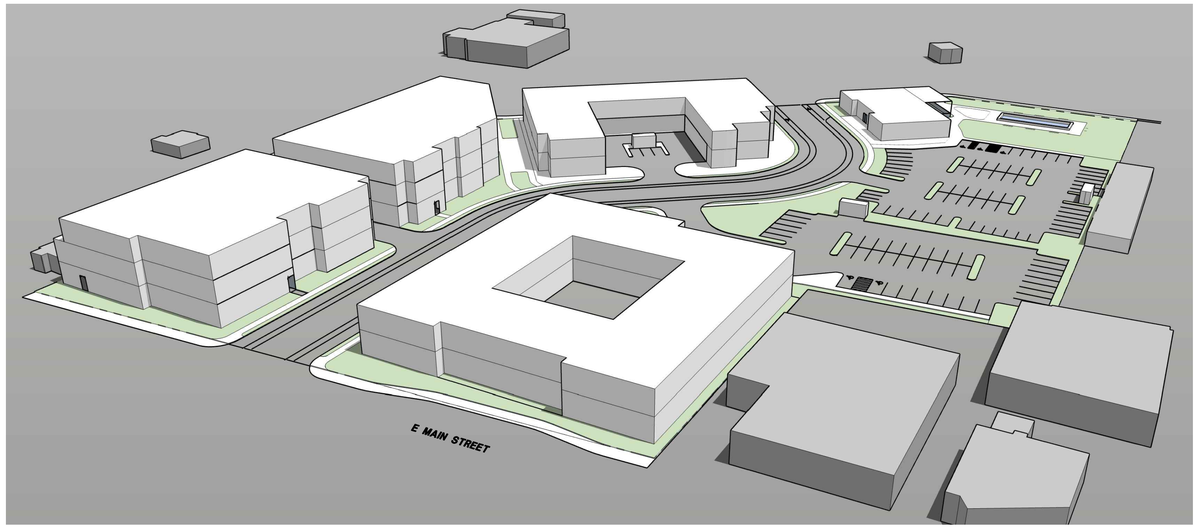
SCALE: 1" = 40' | J.N.: VC001.6771
DATE: 5/11/2026 | DWG. NAME: 6771 SP_CONCEPT 1_LAYOUT _ILLUSTRATIVE.dwg

ILLUSTRATIVE CONCEPT 1
FOR
EAST HARVARD INFILL SITE

APN: 101-0-206-085
City of Santa Paula
COUNTY OF VENTURA STATE OF CALIFORNIA

SHEET 1 OF 2

\\Engvntfnas\Utility\VC001\6771\003 CITY OF SANTA PAULA\Planning\Concept\CONCEPT 1\6771 SP_CONCEPT 1_LAYOUT _ILLUSTRATIVE.dwg May 11, 2026, 4:26pm rogomer



A — NORTHWEST BIRD'S EYE VIEW

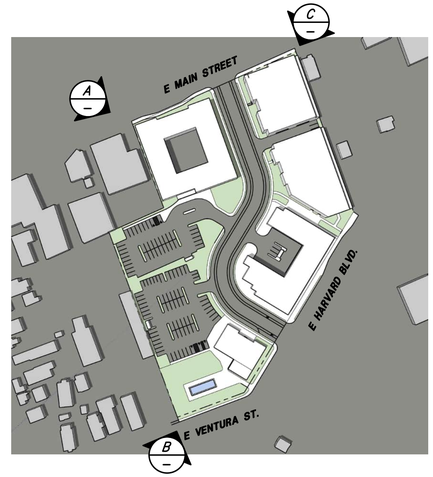
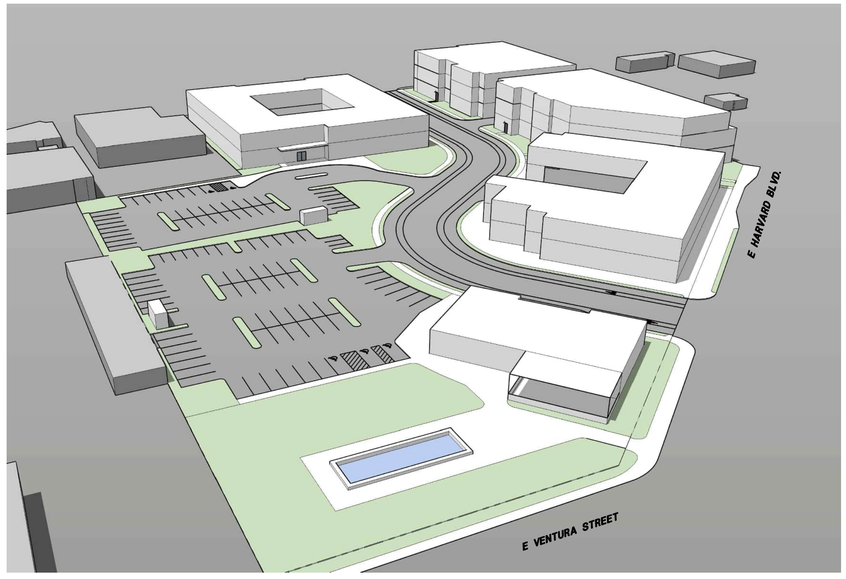
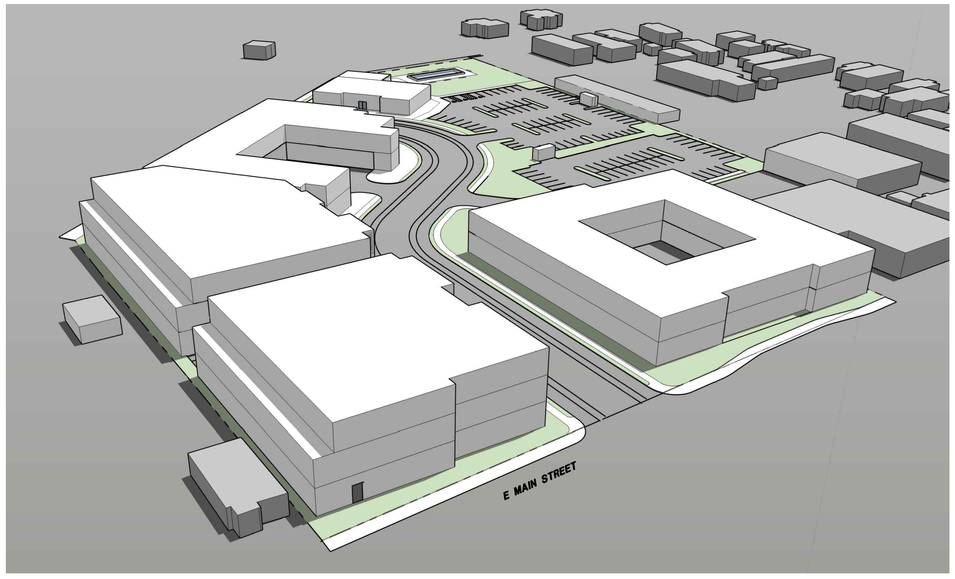


IMAGE KEY
NOT TO SCALE



B — SOUTHWEST BIRD'S EYE VIEW



C — NORTHEAST BIRD'S EYE VIEW

NOTE:

INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

sanbell
Intelligent Infrastructure. Enduring Communities
1672 DONLON STREET
VENTURA, CALIF. 93003
PHONE 805/654-6977
WEB www.sanbell.com

SCALE: 1" = 40'
DATE: 5/26/2026
J.N.: VC001.6771
DWG. NAME: 6771 SP_CONCEPT 1_LAYOUT _ILLUSTRATIVE.dwg

CONCEPT 1 MASSING MODEL
FOR
EAST HARVARD INFILL SITE

APN: 101-0-206-085
City of Santa Paula
COUNTY OF VENTURA STATE OF CALIFORNIA

SHEET 2 OF 2

J:\VC001.6771\003 CITY OF SANTA PAULA\Planning\Concept\CONCEPT 1\6771 SP_CONCEPT 1_LAYOUT _ILLUSTRATIVE.dwg May 26, 2026, 4:53pm rgarner



40' 20' 0' 40' 80'

GRAPHIC SCALE: 1"=40'

PROPERTY INFORMATION

ADDRESS:	1397 HARVARD AVENUE 1395 HARVARD AVENUE 1334 E MAIN STREET
APN:	101-0-260-085
LOT SIZE:	6.18 ACRES (269,200 SF)
ZONING:	C-LI: COMMERCIAL-LIGHT INDUSTRIAL HOUSING OVERLAY
GENERAL PLAN:	MIXED USE: COMMERCIAL/LIGHT INDUSTRIAL

CONCEPT SUMMARY

DWELLING UNITS:	111 DWELLING UNITS	
COMMERCIAL/RETAIL AREA:	5,600 SF	
PARKING REQUIRED:	RESIDENTIAL:	127 SPACES
	GUEST PARKING:	29 SPACES
	COMMERCIAL:	71 SPACES
TOTAL:		227 SPACES
PARKING PROVIDED:	RESIDENTIAL:	107 SPACES
	GUEST PARKING:	13 (SEE NOTES)
	COMMERCIAL:	71 SPACES
TOTAL:		191

NOTES:

- LANDSCAPING AND BUILDING DESIGN IS ILLUSTRATIVE AND IS FOR CONCEPTUAL AND VISUALIZATION PURPOSES ONLY.
- PROPOSED PROJECT COMPLIES WITH EXISTING CITY CODES UNLESS OTHERWISE NOTED
- INTERSECTION PER CITY PWA STANDARD PLAN 415
- TRASH ENCLOSURES PER PWA STANDARD PLAN 428
- PARKING PER SPMC SEC. 16.46 UNLESS OTHERWISE NOTED
- FOR PURPOSES OF CALCULATING PARKING REQUIREMENT, PROPOSED COMMERCIAL BUILDINGS ARE DESIGNATED "RESTAURANTS (SIT-DOWN), COFFEE SHOPS, AND SIMILAR EATING ESTABLISHMENTS" PER CITY ORDINANCE.
- GUEST PARKING PER CITY CODE PROVIDED FOR BUILDINGS 'A' AND 'B'. GUEST PARKING FOR BUILDINGS 'C', 'D', AND 'E' PROVIDED ON STREET.
- PROJECT COMPLIES WITH STATE DENSITY BONUS PARKING RATIONS ESTABLISHED BY GOV. CODE SEC. 65915(P) AS FOLLOWS:
  - 1-BED: 1 SPACE/UNIT
  - 2/3-BED: 1.5 SPACE/UNIT
  - 4-BED: 2.5 SPACE/UNIT

BUILDING KEY

BUILDING 'A'	
BUILDING TYPOLOGY:	SLAB ON GRADE, SENIOR CITIZEN RESIDENCE
HEIGHT:	2 STORIES
SQUARE FOOTAGE:	13,200 SF BLDG FOOTPRINT
DWELLING UNITS:	26 UNITS (600-800 SF)
PARKING STALLS:	13 RESIDENT, 7 GUEST (SHARED SURFACE LOT)
BUILDING 'B'	
BUILDING TYPOLOGY:	SLAB ON GRADE, SENIOR CITIZEN RESIDENCE
HEIGHT:	2 STORIES
SQUARE FOOTAGE:	11,700 SF BLDG FOOTPRINT
DWELLING UNITS:	26 (600-800 SF)
PARKING STALLS:	13 RESIDENT, 6 GUEST (SHARED SURFACE LOT)
BUILDING 'C'	
BUILDING TYPOLOGY:	SLAB ON GRADE, MFR
HEIGHT:	3 STORIES
SQUARE FOOTAGE:	17,000 SF BLDG FOOTPRINT
DWELLING UNITS:	32 UNITS (16 1-BED, 13 2/3-BED, 3 4-BED)
PARKING STALLS:	18 (GARAGES), 31 (SHARED SURFACE LOT)
BUILDING 'D'	
BUILDING TYPOLOGY:	SLAB ON GRADE, MFR
HEIGHT:	3 STORY
SQUARE FOOTAGE:	9,500 SF
DWELLING UNITS:	21 UNITS (18 1-BED, 3 2/3-BED)
PARKING STALLS:	7 (GARAGES), 16 (SHARED SURFACE LOT)
BUILDING 'E'	
BUILDING TYPOLOGY:	SLAB ON GRADE, MFR
HEIGHT:	2 STORY
SQUARE FOOTAGE:	4,800 SF
DWELLING UNITS:	6 (3 1-BED, 3 2/3-BED)
PARKING STALLS:	4 (GARAGES), 5 (SHARED SURFACE LOT)
BUILDING 'F'	
BUILDING TYPOLOGY:	SLAB ON GRADE, COMMERCIAL
HEIGHT:	1 STORY
SQUARE FOOTAGE:	2,600 SF
PARKING STALLS:	33 (SHARED SURFACE LOT)
BUILDING 'G'	
BUILDING TYPOLOGY:	SLAB ON GRADE, COMMERCIAL
HEIGHT:	1 STORY
SQUARE FOOTAGE:	3,000 SF
PARKING STALLS:	38 (SHARED SURFACE LOT)

NOTE:

INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

sanbell
Intelligent Infrastructure Enduring Communities
1672 DONLON STREET
VENTURA, CALIF. 93003
PHONE 805/654-6977
WEB www.sanbell.com

SCALE: 1" = 40' | J.N.: VC001.6771

DATE: 4/30/2026 | DWG. NAME:6771 SP_CONCEPT 2_LAYOUT _ILLUSTRATIVE.dwg

ILLUSTRATIVE CONCEPT 2
FOR
EAST HARVARD INFILL SITE

APN: 101-0-206-085
City of Santa Paula
COUNTY OF VENTURA STATE OF CALIFORNIA

SHEET 1 OF 1

J:\VC001\6771\603 CITY OF SANTA PAULA\Planning\Concept\CONCEPT 2\6771 SP_CONCEPT 2_LAYOUT _ILLUSTRATIVE.dwg Apr 30, 2026, 3:02pm mhernandez



PROPERTY INFORMATION

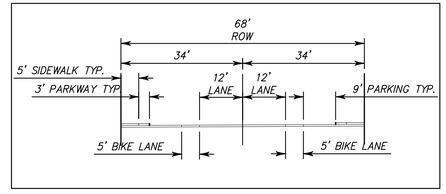
ADDRESS:	1397 HARVARD AVENUE 1395 HARVARD AVENUE 1334 E MAIN STREET
APN:	101-0-260-085
LOT SIZE:	6.18 ACRES (269,200 SF)
ZONING:	C-LI: COMMERCIAL-LIGHT INDUSTRIAL HOUSING OVERLAY
GENERAL PLAN:	MIXED USE: COMMERCIAL/LIGHT INDUSTRIAL

CONCEPT SUMMARY

DWELLING UNITS:	48 DWELLING UNITS	
COMMERCIAL/RETAIL AREA:	4,000 SF	
MEDICAL AREA:	14,700 SF	
PARKING REQUIRED:	RESIDENTIAL:	89 SPACES
	GUEST PARKING:	12 SPACES
	COMMERCIAL:	124 SPACES
TOTAL:		225 SPACES
PARKING PROVIDED:	RESIDENTIAL:	76 SPACES
	GUEST PARKING:	0 (SEE NOTES)
	COMMERCIAL:	125 SPACES
TOTAL:		201

NOTES:

- LANDSCAPING AND BUILDING DESIGN IS ILLUSTRATIVE AND IS FOR CONCEPTUAL AND VISUALIZATION PURPOSES ONLY.
- PROPOSED PROJECT COMPLIES WITH EXISTING CITY CODES UNLESS OTHERWISE NOTED.
- INTERSECTION PER CITY PWA STANDARD PLAN 415
- NEW ROAD PER CITY PWA STANDARD PLAN 422 FOR MINOR ARTERIAL STREET
- TRASH ENCLOSURES PER PWA STANDARD PLAN 428
- PARKING PER SPMC SEC. 16.46 UNLESS OTHERWISE NOTED.
- FOR PURPOSES OF CALCULATING PARKING REQUIREMENT, PROPOSED BUILDING 'I' IS A "RESTAURANTS (SIT-DOWN), COFFEE SHOPS, AND SIMILAR EATING ESTABLISHMENTS PER CITY ORDINANCE.
- GUEST PARKING FOR RESIDENTIAL USES PROVIDED ON STREET.
- PROJECT COMPLIES WITH STATE DENSITY BONUS PARKING RATIONS ESTABLISHED BY GOV. CODE SEC. 65915(P) AS FOLLOWS:
  - -- 1-BED: 1 SPACE/UNIT
  - -- 2/3-BED: 1.5 SPACE/UNIT



A — PRIVATE STREET A SECTION
NOT TO SCALE

BUILDING KEY

BUILDING 'A'

BUILDING TYPOLOGY:	SLAB ON GRADE, TOWNHOMES
HEIGHT:	2/3 STORIES
SQUARE FOOTAGE:	3,500 SF BLDG FOOTPRINT
DWELLING UNITS:	3 2/3-BED
PARKING STALLS:	6 (GARAGES)

BUILDING 'B'

BUILDING TYPOLOGY:	SLAB ON GRADE, TOWNHOMES
HEIGHT:	2/3 STORIES
SQUARE FOOTAGE:	3,500 SF BLDG FOOTPRINT
DWELLING UNITS:	3 2/3-BED
PARKING STALLS:	6 (GARAGES)

BUILDING 'C'

BUILDING TYPOLOGY:	SLAB ON GRADE, TOWNHOMES
HEIGHT:	2/3 STORIES
SQUARE FOOTAGE:	5,900 SF BLDG FOOTPRINT
DWELLING UNITS:	5 2/3-BED
PARKING STALLS:	10 (GARAGES)

BUILDING 'D'

BUILDING TYPOLOGY:	SLAB ON GRADE, TOWNHOMES
HEIGHT:	2/3 STORIES
SQUARE FOOTAGE:	5,900 SF BLDG FOOTPRINT
DWELLING UNITS:	5 2/3-BED
PARKING STALLS:	10 (GARAGES)

BUILDING 'E'

BUILDING TYPOLOGY:	SLAB ON GRADE, TOWNHOMES
HEIGHT:	2/3 STORY
SQUARE FOOTAGE:	5,900 SF BLDG FOOTPRINT
DWELLING UNITS:	5 2/3-BED
PARKING STALLS:	10 (GARAGES)

BUILDING 'F'

BUILDING TYPOLOGY:	SLAB ON GRADE, MFR
HEIGHT:	3 STORY
SQUARE FOOTAGE:	6,000 SF BLDG FOOTPRINT
DWELLING UNITS:	18 (7 1-BED, 9 2/3-BED)
PARKING STALLS:	21 (SURFACE LOT)

BUILDING 'G'

BUILDING TYPOLOGY:	SLAB ON GRADE, MFR
HEIGHT:	2 STORY
SQUARE FOOTAGE:	6,000 SF BLDG FOOTPRINT
DWELLING UNITS:	11 (7 1-BED, 4 2/3-BED)
PARKING STALLS:	13 (SURFACE LOT)

BUILDING 'H'

BUILDING TYPOLOGY:	SLAB ON GRADE, MEDICAL
HEIGHT:	1 STORY
SQUARE FOOTAGE:	14,700 SF
PARKING STALLS:	73 (SURFACE LOT)

BUILDING 'I'

BUILDING TYPOLOGY:	SLAB ON GRADE, COMMERCIAL
HEIGHT:	1 STORY
SQUARE FOOTAGE:	4,000 SF
PARKING STALLS:	52 (SURFACE LOT)

40' 20' 0' 40' 80'
GRAPHIC SCALE: 1"=40'

NOTE:
INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

sanbell
Intelligent Infrastructure Enduring Communities
1672 DONLON STREET
VENTURA, CALIF. 93003
PHONE 805/654-6977
WEB www.sanbell.com

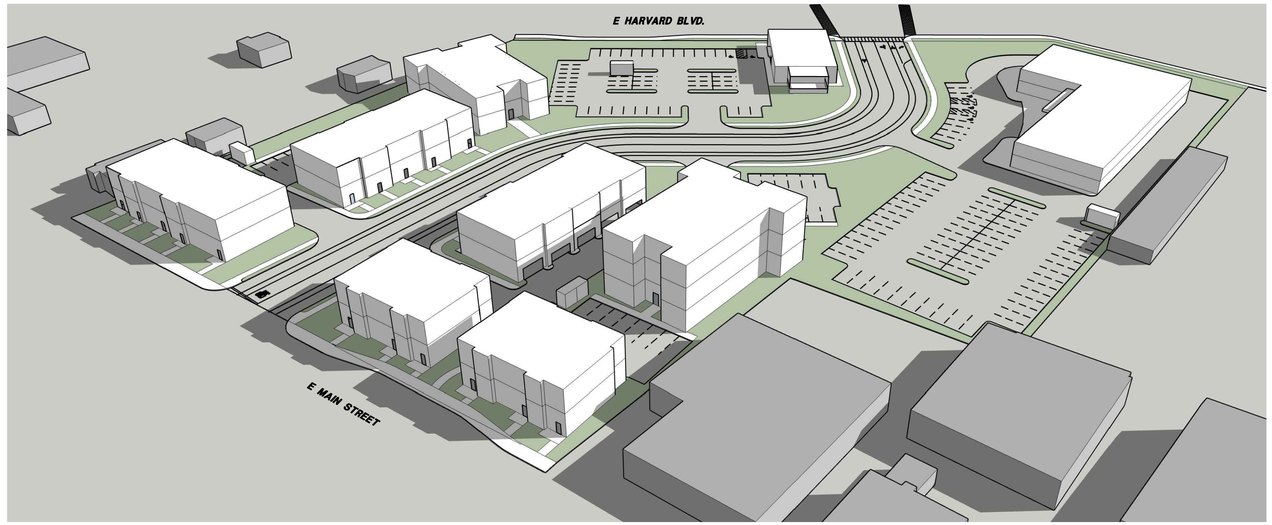
SCALE: 1" = 40' | J.N.: VC001.6771
DATE: 5/11/2026 | DWG. NAME: 6771 SP_CONCEPT 3_LAYOUT_ILLUSTRATIVE.dwg

ILLUSTRATIVE CONCEPT 3
FOR
EAST HARVARD INFILL SITE

APN: 101-0-206-085
City of Santa Paula
COUNTY OF VENTURA STATE OF CALIFORNIA

SHEET 1 OF 2

J:\VC\6771.003 CITY OF SANTA PAULA\Planning\Concept\CONCEPT 3\6771 SP_CONCEPT 3_LAYOUT_ILLUSTRATIVE.dwg May 11, 2026, 4:28pm mpirner



A — NORTHWEST BIRD'S EYE VIEW

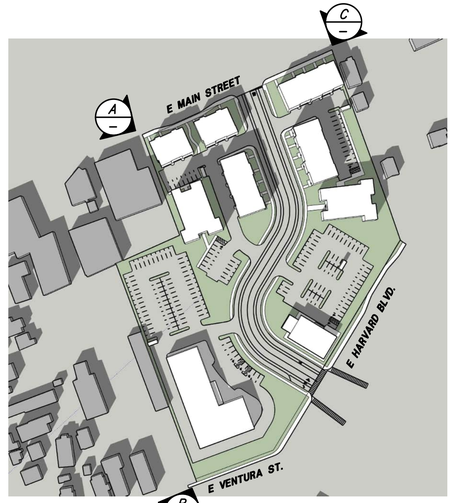
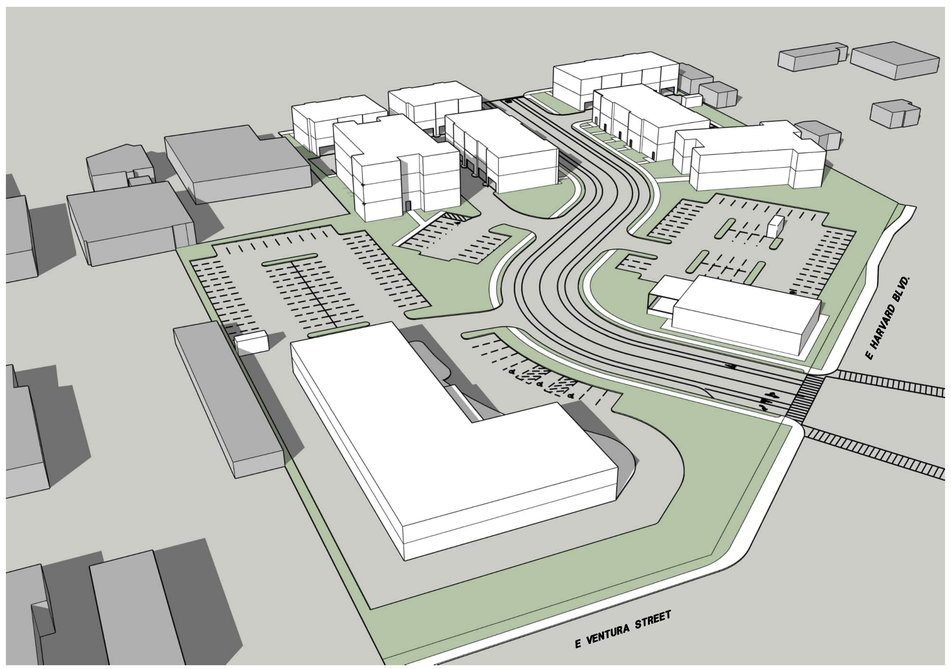
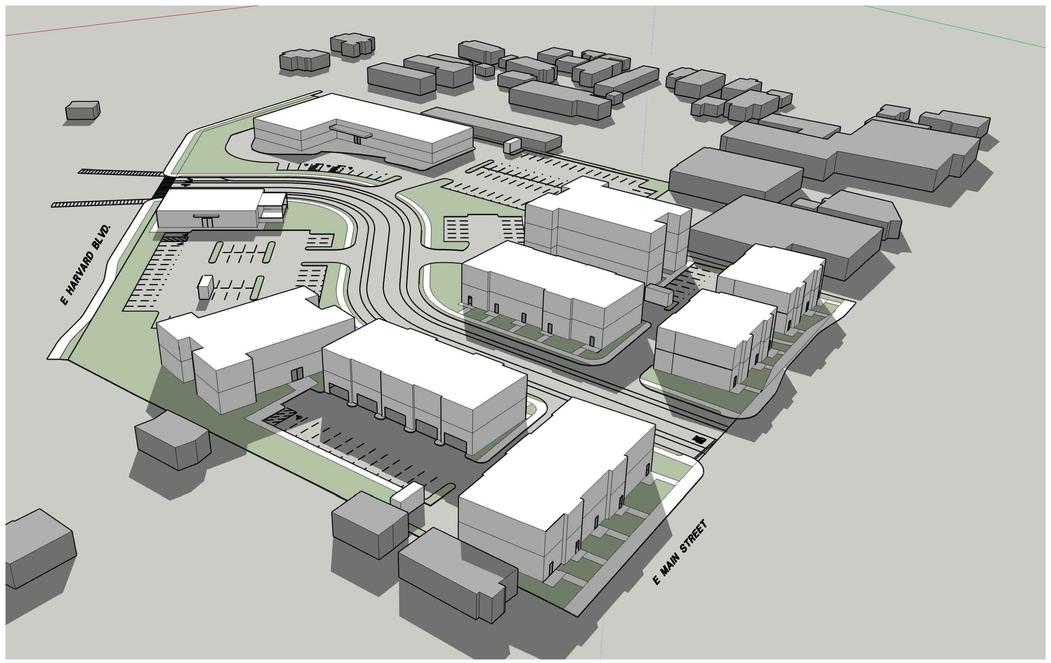


IMAGE KEY
NOT TO SCALE



B — SOUTHWEST BIRD'S EYE VIEW



C — NORTHEAST BIRD'S EYE VIEW

NOTE:

INFORMATION SHOWN HEREON, SUCH AS ASSESSOR'S PARCEL LINES & NUMBERS ARE PROVIDED BY THE COUNTY OF VENTURA GEOGRAPHIC INFORMATION SYSTEMS AND IS NOT BASED ON A FIELD SURVEY. ADDITIONAL EASEMENTS OF RECORD NOT SHOWN ON THIS MAP MAY EXIST AS A TITLE REPORT WAS NOT PROVIDED FOR THIS PROJECT. THIS DATA IS FOR CONCEPTUAL AND VISUAL PURPOSES ONLY AND IS NOT TO BE USED FOR MAPPING AND/OR FINAL DESIGN.

sanbell
Intelligent Infrastructure Enduring Communities
1672 DONLON STREET
VENTURA, CALIF. 93003
PHONE 805/654-6977
WEB www.sanbell.com

SCALE: 1" = 40'
J.N.: VC001.6771
DATE: 5/26/2026
DWG. NAME: 6771 SP_CONCEPT 3_LAYOUT_ILLUSTRATIVE.dwg

CONCEPT 3 MASSING MODEL
FOR
EAST HARVARD INFILL SITE

APN: 101-0-206-085
City of Santa Paula
COUNTY OF VENTURA STATE OF CALIFORNIA

SHEET 2 OF 2

J:\VC\6771\003 CITY OF SANTA PAULA\Planning\Concept1\CONCEPT 3\6771 SP_CONCEPT 3_LAYOUT_ILLUSTRATIVE.dwg May 26, 2026, 4:52pm mpalmer

ATTACHMENT D

CONCEPT COMPARISON SUMMARY TABLE

CONCEPT COMPARISON SUMMARY
EAST HARVARD INFILL SITE

	CONCEPT 1	CONCEPT 2	CONCEPT 3
Summary	Senior and Multi-Family Housing with Commercial and Through Street	Existing Medical, New Senior, and Multi-Family Housing with Commercial	New Medical, Townhomes and Multi-Family Housing with Commercial and Through Street
Land Uses	• Residential • Commercial • Open Space	• Residential • Commercial • Open Space • Medical (existing)	• Residential • Commercial • Open Space • Medical
Dwelling Units	138 (22 du/ac)	111 (18 du/ac)	48 (8 du/ac)
Commercial Area	8,250 SF	5,600 SF	4,000 SF
Housing Types	• Senior housing • Multi-family housing	• Senior housing • Multi-family housing	• Townhomes • Multi-family housing
Transportation Improvements	• Bus turnouts, shelter, seating • E Harvard traffic signal • Private Street 'A'	• Bus turnouts, shelter, seating • E Harvard traffic signal	• Bus turnouts, shelter seating • E Harvard traffic signal • Private Street 'A'
Open Space (Public & Private)	32,000 SF	22,000 SF	43,000 SF
Pros	• Highest dwelling unit count • Senior Citizen Residential development in alignment with community needs.	• Does not interfere with the existing medical center and cell tower. • Senior Citizen Residential development in alignment with needs of the community. • New residential development includes desirable garages and a mixture of unit types	• New larger medical facility to serve community needs. • New residential development includes desirable garages and a mixture of unit types
Cons	• Removal of existing medical center • Proposed podium buildings are not ideal	• Lower residential unit count than Concept 1.	• Lowest dwelling unit count • Does not include Senior Citizen Residential development

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Nicholle Azpera, Americorp Fellow

Subject: ARTIFICIAL INTELLIGENCE (AI) POLICY

Date: June 3, 2026

Agenda Item: 11.B

RECOMMENDATION:

It is recommended that the City Council:

1. Review and discuss the proposed Artificial Intelligence (AI) Use & Governance Policy.
2. Adopt Resolution No.7620 adopting the proposed Artificial Intelligence (AI) Use & Governance Policy for the City of Santa Paula.

Presented By: Nicholle Azpera, Americorp Fellow

BACKGROUND:

Artificial Intelligence ("AI") generally refers to computer systems or software capable of performing tasks that typically require human intelligence, including generating content, summarizing information, identifying patterns, analyzing data, making recommendations, and responding to user prompts. Generative AI technologies, such as ChatGPT, Microsoft Copilot, Zoom AI, and similar platforms, are increasingly being integrated into workplace software, communication tools, and operational systems across both the public and private sectors.

AI technologies have the potential to improve operational efficiency, enhance customer service, support public engagement, streamline administrative workflows, and improve access to information when used responsibly.

As AI technologies continue to evolve, public agencies are evaluating how these tools may be utilized while maintaining transparency, accountability, cybersecurity protections, and public trust. AI technologies also present potential risks related to privacy, misinformation, bias, public records retention, and automated decision-making.

The proposed City of Santa Paula Artificial Intelligence (AI) Use & Governance Policy establishes guidelines for the responsible, ethical, secure, and transparent use of AI technologies for City business. The policy provides direction regarding acceptable uses of AI, prohibited uses, human oversight requirements, cybersecurity protections, public records considerations, employee responsibilities, and disclosure practices.

The proposed policy also includes Sample AI Uses (Attachment 1 to the Policy), which

provides practical examples to assist staff in understanding appropriate AI use cases, and higher-risk applications that require additional oversight.

Adoption of the proposed policy will provide the City with a formal governance framework to support responsible innovation while protecting confidential information, maintaining public trust, and ensuring compliance with applicable laws and City policies.

ANALYSIS:

The proposed Artificial Intelligence (AI) Use & Governance Policy establishes guidelines for the responsible, ethical, secure, and transparent use of AI technologies for City business. The policy recognizes that AI technologies may improve operational efficiency, customer service, communication, administrative workflows, and public engagement when used responsibly.

The proposed policy establishes guiding principles related to transparency, human oversight, privacy and security, accountability, and innovation in service delivery. The policy also identifies acceptable uses of AI technologies, prohibited uses, employee responsibilities, disclosure practices, and cybersecurity protections.

Additionally, Attachment 1 – Sample AI Uses provides practical examples to help staff understand appropriate AI uses and higher-risk applications that require additional oversight.

Adoption of the proposed policy will provide the City with a formal governance framework to support responsible innovation while protecting confidential information, maintaining public trust, and ensuring meaningful human oversight in the use of AI technologies. Over time, staff may return to the Council with amendments to the policy, when needed or desired.

STRATEGIC PLAN:

The proposed Artificial Intelligence (AI) Use & Governance Policy is consistent with several goals and objectives identified in the City of Santa Paula FY 2025–2027 Strategic Plan. Specifically, the policy supports the City's Strategic Plan goal of Operational Excellence, which seeks to "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."

The proposed policy directly aligns with Strategic Plan Objective F-4 Artificial Intelligence (AI), which calls for the City to "explore AI technology to enhance resident and staff service needs," including engagement in vendor demonstrations, pilot programs, and implementation of AI tools. The proposed policy establishes a governance framework to guide the responsible, secure, and ethical use of those technologies as the City evaluates and implements AI-related tools and services.

The policy is also consistent with the Strategic Plan objective related to Service Technology Enhancements under the Healthy, Connected & Thriving Community category, which focuses on improving connectivity between residents and public services and exploring technology applications to improve communication and customer service. The policy supports these efforts by establishing standards for transparency, human oversight, cybersecurity, and responsible use of AI-assisted technologies, including website search enhancements, public communication tools, and customer service applications.

Additionally, the policy supports Strategic Plan goals related to Public Safety & Emergency Preparedness by allowing responsible use of AI technologies for emergency preparedness planning support, operational efficiency, and communication assistance while prohibiting fully automated public safety decisions without meaningful human oversight.

Overall, adoption of the proposed policy supports the Strategic Plan's emphasis on innovation, operational excellence, accountability, communication, and responsible implementation of technology solutions to better serve the Santa Paula community.

FISCAL IMPACTS:

Adoption of the proposed Artificial Intelligence (AI) Use & Governance Policy is not anticipated to have a significant immediate fiscal impact on the City's General Fund. Existing staff resources will be utilized for policy implementation, employee guidance, and administrative oversight.

Future fiscal impacts may arise if the City elects to procure enterprise AI software platforms, cybersecurity enhancements, employee training programs, or additional AI-related technology solutions. Any future expenditures associated with AI software, pilot programs, or expanded technology initiatives would be evaluated and presented to the City Council for consideration through the annual budget process or separate Council action, as applicable, or may be a part of existing, adopted budgets.

The proposed policy is intended to establish governance, risk management, and operational guidelines prior to broader implementation of AI technologies within City operations.

OPTIONS:

The following options are available for City Council consideration:

1. Adopt the proposed Artificial Intelligence (AI) Use & Governance Policy.
2. Adopt the proposed policy with modifications as directed by the City Council.
3. Provide additional direction to staff regarding revisions, implementation procedures, training requirements, or future AI governance considerations prior to adoption.
4. Decline to adopt the proposed policy at this time.

ATTACHMENTS:

Resolution 7620 Adopting AI Policy.pdf
Exhibit A to Resolution - AI Policy.pdf
Attachment 1 to Policy - Sample AI Uses.pdf

RESOLUTION NO. 7620

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA ADOPTING AN ARTIFICIAL INTELLIGENCE (AI) USE AND GOVERNANCE POLICY

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

SECTION 1: *Recitals*.

A. The City of Santa Paula ("City") recognizes that Artificial Intelligence ("AI") technologies are increasingly utilized in government operations, communications, public engagement, data analysis, and administrative functions.

B. The City Council finds that the use of AI systems may provide benefits to residents and City operations when implemented in a responsible and ethical manner.

C. The City Council finds that adoption of the Artificial Intelligence (AI) Use & Governance Policy attached to this Resolution is in the best interests of the City and promotes responsible public sector governance and operational integrity.

SECTION 2: *Adoption of AI Policy*. The City Council hereby adopts the Artificial Intelligence (AI) Use & Governance Policy ("Policy") attached as Exhibit A.

SECTION 3: The Policy shall remain in place until rescinded by resolution of the City Council.

SECTION 4: This Resolution becomes effective immediately upon adoption and will remain effective until rescinded and superseded by a subsequent resolution.

SECTION 5: This Resolution becomes effective immediately upon adoption.

PASSED AND ADOPTED this 3rd day of June, 2026.

_____
Carlos Juarez, Mayor

ATTEST:

_____
Julie Latshaw, City Clerk

APPROVED AS TO FORM:

_____
Monica Castillo, City Attorney

APPROVED AS TO CONTENT:

_____
Dan Singer, City Manager

EXHIBIT A

AI Policy

[attached behind]

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss
CITY OF SANTA PAULA)

I, Julie Latshaw, City Clerk of the City of Santa Paula, California, DO HEREBY CERTIFY that above RESOLUTION NO. _____ was duly passed and adopted by the City Council of the City of Santa Paula at a regular meeting thereof held on the 3rd day of June, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City this _____ day of _____, 2026.

Julie Latshaw, City Clerk
Of the City of Santa Paula,
California
(SEAL)

City of Santa Paula

Artificial Intelligence (AI) Use & Governance Policy

June 3, 2026

1. Purpose

The purpose of this policy is to establish clear guidance for the responsible, ethical, transparent, and secure use of Artificial Intelligence (AI) technologies by the City of Santa Paula.

This policy is intended to:

- Encourage innovation and operational efficiency;
- Improve public services and internal workflows;
- Protect privacy, confidentiality, and public trust;
- Ensure human oversight and accountability;
- Establish safeguards for the use of AI technologies; and
- Align AI implementation with the City's mission, values, and strategic goals.

The City recognizes AI as a tool that may improve customer service, communications, operational efficiency, data accessibility, emergency preparedness, and government transparency when used responsibly.

2. Scope

This policy applies to:

- City employees;
- Elected and appointed officials; and
- Consultants and contractors working on behalf of the City;

This policy applies whether AI systems are:

- Purchased;
- Developed internally;
- Embedded within software products;
- An AI-enabled software, platform, or service used for City business; or
- Accessed through third-party services such as ChatGPT, Common Space, ZenCity, Microsoft Copilot, Zoom AI, or similar platforms.

3. Definitions

Artificial Intelligence (AI)

A machine-based system capable of generating content, recommendations, predictions, summaries, or decisions using data and algorithms. This definition includes Generative AI systems.

Generative AI Systems

AI systems capable of creating content such as text, images, video, audio, code, or presentations based on user prompts.

User

Any employee, contractor, volunteer, intern, consultant, or official utilizing AI systems for City purposes.

Sensitive Information

Information not intended for public release, including, without limitation:

- Personally identifiable information (PII);
- Personal records;
- Law enforcement information;
- Legal communications;
- Protected health information;
- Financial account information; and
- Confidential procurement or contract information.

4. Guiding Principles

The City and Users shall use AI technologies in accordance with the following principles:

1. Transparency

AI use should be disclosed when appropriate, especially when interacting directly with residents. AI-generated images, audio, and video that could be reasonably mistaken as real must include a clear and visible disclosure. The exception is when AI-generated images are clearly decorative, stylistic, or illustrative in nature (e.g., icons, abstract designs, obvious illustrations, infographics, or modern equivalents of clipart)

B. Human Oversight

Sensitive information shall not be entered into publicly available AI tools unless expressly approved through secure enterprise agreements and City cybersecurity protocols.

C. Privacy & Security

Sensitive or confidential information shall not be entered into publicly available AI tools unless expressly approved through secure enterprise agreements and City cybersecurity protocols.

D. Equity & Fairness

AI systems must be used in ways that promote fairness, reduce bias, and prevent discrimination.

E. Accountability

City employees remain responsible and accountable for all work products, communications, analyses, and decisions generated with AI assistance. AI outputs must be reviewed, edited, and verified before final use.

F. Innovation & Service Improvement

Responsible experimentation with AI technologies that improve operational excellence, customer service, communications, permitting, emergency preparedness, and community engagement is encouraged.

5. Acceptable Uses of AI Systems

Examples of permitted AI use cases may include:

- Drafting emails, agendas, reports, or presentations;
- Translating public information into a different language;
- Website search enhancements and chatbot tools;
- Brainstorming or outlining documents;
- Research assistance;
- Public communications and social media drafting;
- Data organization and summarization;
- Internal workflow automation;
- Code assistance in development environments;
- Public engagement analysis;
- Emergency preparedness planning support;
- Assisting with graphic design, visual communications, and creative content development, including generating concepts, layouts, branding materials, illustrations, presentation graphics, social media visuals, infographics, photo enhancements, and other design support tools.

All outputs must be reviewed and approved by City personnel prior to final release or implementation.

6. Prohibited Uses

The following uses of AI systems are prohibited:

- Generating false, misleading, or deceptive content;
- Uploading sensitive information into non- approved AI systems;
- Fully automated decisions affecting resident rights, employment, permitting, code enforcement, or public safety without human oversight;
- Social scoring or behavioral profiling;

- Emotion recognition technologies;
- Real-time biometric surveillance;
- AI-generated misinformation or deceptive content;
- AI-generated impersonation of public officials or residents;
- Use of AI in violation of local, state, or federal law.

7. Public Records & Transparency

Users shall understand that:

- AI prompts, outputs, and related communications may constitute public records;
- City-related AI usage may be subject to the California Public Records Act (CPRA);
- Users should maintain City-related AI activity within City-managed accounts whenever feasible.

The City may require retention of AI-generated work products in accordance with records retention policies.

8. Data Privacy & Security

Unless using a secure City-approved enterprise AI platform:

- Staff shall not input confidential, privileged, or protected information into AI systems;
- Staff shall not upload resident personal information, legal advice, police reports, health data, or procurement-sensitive information;
- Staff shall comply with all City cybersecurity and privacy policies.

The City's Information Technology Division may establish approved AI tools, technical safeguards, and usage standards.

9. AI Review & Governance

The City Manager or designee may establish:

- An internal AI Working Group;
- AI review procedures;
- Departmental AI coordinators;
- AI procurement review standards;
- Training requirements;
- Risk assessment procedures for higher-risk AI systems.

High-risk implementations may require:

- Legal review;
- Cybersecurity review;

- Equity impact assessment;
- Executive approval.

10. Employee Responsibilities

Users of AI systems shall:

- Review and verify AI-generated content for accuracy;
- Exercise professional judgment;
- Protect confidential information;
- Follow City policies and cybersecurity protocols;
- Use AI in a manner consistent with ethical public service;
- Participate in AI-related training when required.

11. AI Disclosure & Citation

When AI substantially contributes to public-facing content, the City may include a disclosure such as:

"This content was developed with assistance from Artificial Intelligence and reviewed by City staff for accuracy."

AI-generated images, video, or audio used publicly should include clear attribution or disclosure where appropriate.

12. Environmental Responsibility

The City encourages responsible AI usage practices, including:

- Using traditional search tools when appropriate;
- Minimizing unnecessary prompts or processing;
- Limiting excessive generation requests;
- Considering sustainability impacts associated with AI technologies.

13. Strategic Alignment

AI initiatives should support the City's adopted Strategic Plan goals, including:

- Operational Excellence;
- Service Technology Enhancements;
- Emergency Preparedness;
- Economic Development;
- Community Engagement; and
- Innovation in customer service delivery.

14. Violations

Failure to comply with this policy may result in:

- Revocation of AI access;
- Corrective action;
- Disciplinary measures consistent with City personnel policies;
- Contract remedies for vendors or consultants.

15. Policy Review

This policy should be reviewed annually due to the rapidly evolving nature of AI technology, regulation, cybersecurity risks, and industry best practices.

16. Illustrations

Attachment I to this Policy, incorporated hereto by this reference, provides illustrations of Sample Low-Risk and High-Risk AI Uses, organized as follows:

- Appendix A – Sample Low-Risk AI Uses
    - Drafting meeting summaries
    - Creating bilingual communications
    - Brainstorming grant language
    - Organizing notes
    - Developing website FAQs
    - Drafting social media captions

- Appendix B – Sample High-Risk AI Uses
    - Personnel evaluations
    - Hiring decisions
    - Code enforcement determinations
    - Law enforcement analysis
    - Permit approvals/denials

Attachment 1 – Sample AI Uses

The following examples are intended to help City of Santa Paula employees, officials, consultants, contractors, volunteers, and interns understand appropriate uses of Artificial Intelligence (AI), when disclosure may be appropriate, and when additional human oversight is required.

These examples are illustrative only and should be applied consistently with the City's Artificial Intelligence (AI) Use & Governance Policy, including the requirements related to transparency, human oversight, privacy, cybersecurity, public records, accountability, and ethical public service.

All AI-generated content must be reviewed, verified, and approved by City personnel before release or implementation.

Appendices

The following examples illustrate low-risk uses of Artificial Intelligence (AI) that may support operational efficiency, customer service, communication, and administrative functions when used with appropriate human oversight.

All AI-generated content must be reviewed, verified, and approved by City personnel before release or implementation.

1. Drafting Meeting Summaries

Example

A department records an internal project coordination meeting and uses an approved AI transcription tool to generate draft meeting notes and action items.

A City employee reviews the transcript, corrects errors, and finalizes the meeting summary before distribution.

Why This Is Low-Risk

- AI is being used only as an administrative support tool.
- Human review and approval remain required.
- The AI system is not making decisions on behalf of the City.

2. Creating Bilingual Communications

Example

The Parks and Recreation Department uses AI translation software to prepare a Spanish-language version of a community event flyer originally written in English.

A bilingual staff member reviews the translation before publication.

Why This Is Low-Risk

- AI improves accessibility and public communication.
- Staff validate the accuracy of the translated content.
- No confidential or sensitive information is uploaded.

3. Brainstorming Grant Language

Example

A City employee uses AI to help brainstorm ideas for a grant application related to emergency preparedness and infrastructure improvements.

The employee independently develops and verifies all final narrative content submitted in the application.

Why This Is Low-Risk

- AI is assisting with idea generation only.
- City staff retain full responsibility for the final submission.
- The AI system is not making funding or policy decisions.

4. Organizing Notes and Research

Example

An employee uploads non-confidential notes from several public workshops into an approved AI tool to organize common themes and summarize community feedback.

Staff review the summaries before incorporating them into a staff report.

Why This Is Low-Risk

- AI supports administrative efficiency and information organization.
- Human oversight remains in place.
- The AI output is reviewed prior to use.

5. Developing Website FAQs

Example

The City uses AI to help draft frequently asked questions regarding permit counter hours, utility billing procedures, or recreation registration.

Staff review and edit the content before posting it to the City website.

Why This Is Low-Risk

- AI improves customer service and access to information.
- City staff verify all information before publication.
- Residents continue to have access to City staff assistance.

6. Drafting Social Media Captions

Example

Communications staff use AI to generate caption ideas for social media posts announcing road closures, community events, or water conservation reminders.

City staff review and approve all final messaging.

Why This Is Low-Risk

- AI supports routine communications.
- Final approval remains with City personnel.
- The use does not impact legal rights, permitting, or enforcement decisions.

7. Public Engagement Analysis

Example

The City uses AI tools to summarize responses from a public survey regarding downtown revitalization priorities.

Staff review the summarized feedback and validate key themes before presenting results publicly.

Why This Is Low-Risk

- AI assists with data organization and summarization.
- Human oversight remains in place.
- The AI system does not independently determine policy outcomes.

8. Emergency Preparedness Support

Example

Emergency management staff use AI to help draft preparedness checklists, public safety reminders, and emergency communication templates for wildfire or severe weather response planning.

All materials are reviewed and approved by City personnel before release.

Why This Is Low-Risk

- AI supports operational preparedness.
- Human review ensures accuracy and appropriateness.
- The AI system is not independently directing emergency response operations.

Appendix B – Sample High-Risk AI Uses

The following examples illustrate uses of Artificial Intelligence (AI) that are considered high-risk, prohibited, or subject to heightened review due to their potential impact on legal rights, public trust, privacy, equity, public safety, or City operations.

These uses generally require significant human oversight, legal review, cybersecurity review, executive approval, or may be prohibited entirely under City policy.

1. Personnel Evaluations

Example

A supervisor uses AI software to analyze employee productivity and generate recommendations regarding promotions, discipline, or performance evaluations.

Why This Is High-Risk

- AI-generated conclusions may contain inaccuracies or bias.
- Employment decisions directly affect employee rights and workplace fairness.
- Final personnel decisions must involve meaningful human judgment.

2. Hiring Decisions

Example

A department uses AI to rank job applicants, score resumes, or evaluate interview responses without direct human review.

Why This Is High-Risk

- AI systems may unintentionally create discriminatory outcomes.
- Hiring decisions impact equal employment opportunity obligations.
- Automated decision-making without oversight is inconsistent with City policy.

3. Code Enforcement Determinations

Example

AI software is used to determine whether a property violation exists or whether enforcement action should be issued.

Why This Is High-Risk

- Enforcement actions may affect legal rights and due process.
- AI systems may misinterpret context or incomplete information.
- Human review and professional judgment are required.

4. Law Enforcement Analysis

Example

AI tools are used to identify suspicious behavior patterns, evaluate surveillance footage, or recommend enforcement actions without officer review.

Why This Is High-Risk

- AI may produce inaccurate or biased conclusions.
- Public safety decisions require significant accountability and oversight.
- Certain biometric or surveillance technologies may be prohibited by policy or law.

5. Permit Approvals or Denials

Example

A department relies on AI-generated recommendations to approve or deny building permits, planning applications, or business licenses.

Why This Is High-Risk

- Permit decisions directly affect residents and businesses.
- AI-generated recommendations may contain factual or legal errors.
- Meaningful human oversight is required before final determinations.

6. Financial Eligibility Decisions

Example

AI software is used to determine resident eligibility for financial assistance programs, fee waivers, or other public benefits.

Why This Is High-Risk

- AI systems may create inequitable outcomes.
- Financial eligibility determinations impact residents directly.
- Human review is required to ensure fairness and accuracy.

7. Legal Analysis Without Attorney Review

Example

A department uses AI to interpret laws, draft legal conclusions, or provide legal recommendations without review by the City Attorney's Office.

Why This Is High-Risk

- AI-generated legal analysis may be inaccurate or outdated.
- Legal errors may expose the City to liability.
- Attorney review is required before relying on legal interpretations.

8. Uploading Confidential Information into Non-Approved Systems

Example

An employee uploads police reports, personnel files, procurement documents, financial records, or resident personal information into a publicly available AI platform.

Why This Is High-Risk

- Sensitive or protected information may be exposed.
- The use may violate privacy laws, cybersecurity policies, or confidentiality requirements.
- City policy prohibits uploading confidential information into non-approved AI systems.

9. AI-Generated Impersonation or Deceptive Content

Example

AI-generated audio, video, or images are created to imitate City officials, employees, or residents in a misleading manner.

Why This Is High-Risk

- Deceptive AI content undermines public trust.
- Impersonation may create legal, ethical, and reputational risks.
- Such uses are prohibited under City policy.

10. Fully Automated Public Decisions

Example

An AI system independently makes decisions related to permitting, code enforcement, public safety, procurement, or resident services without meaningful human review.

Why This Is High-Risk

- Automated decisions may lack transparency, fairness, and accountability.
- Residents may be negatively impacted by inaccurate or biased outputs.
- City policy requires meaningful human oversight for decisions affecting legal rights or public services.

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: FUTURE AGENDA ITEMS

Date: June 3, 2026

Agenda Item: 12.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:

06.17.2026_Future_Agenda_Items_lm.docx

Santa Paula City Council Tentative Agenda Schedule

Activities associated with the Council's Strategic Plan*

	Special Meeting Wednesday, June 17th – 4:00 pm	
	Closed Session: City Manager Review	
PW	Water & Sewer Master Plans Study Session	
	Regular Meeting June 17th - 6:30pm	
CDD	Community Development Department Report	
Admin	Grants Update	
PW	Athens Rate Adjustment Request	
PW	Geologic Hazard Abatement District GHAD	
PW	Hillsborough Assessment District	
PW	WTF Solar Project Engineer Contract *	
Admin	REC Loan Agreement	
	STUDY SESSION TOPICS	
Finance	Development Impact Fees (DIF)*	3rd Qtr.
Admin	Municipal Code Update – Joint with Planning Commission	
Admin	No Smoking Ordinance	3rd Qtr.
CDD	Use of Triangle Property on Housing	TBD
CDD/PW	Impacts of Local Growth	3rd Qtr.
P&R	Park Host Program	TBD
PD & Legal	Electric Bike/Scooter Ordinance Options	3rd Qtr.
	FUTURE AGENDA ITEMS	
CDD	Central Business District Live Entertainment Ord 1339	3rd Qtr.
Legal	Fire MOU Amendment for Station 26	TBD
Admin	Code Amendment Introduce Ordinance – Ongoing	
CDD	Downtown Vacancies Ordinance *	3rd Qtr.
CDD	Downtown Parking Inventory Update *	3rd Qtr.
PW	Water & Sewer Rate Study	3rd Qtr.
CDD	Gateway Shopping Center CUP	3rd Qtr.
CDD	Remnant Parcel Annexation *	3rd Qtr.
PW	Plans and Specifications for Peck/Calpipe Street Improvement	3rd Qtr.
PW	Approve final design of bike trail extension, Telegraph Rd., and Roundabout	3rd Qtr.
Admin	Labor Agreements with outside Unions	3rd Qtr.
Admin	Strategic Plan – 1 year Update	3rd Qtr.
Legal	Nitric Oxide Restrictions Discussion	3rd Qtr.

Updated 5/28/2026