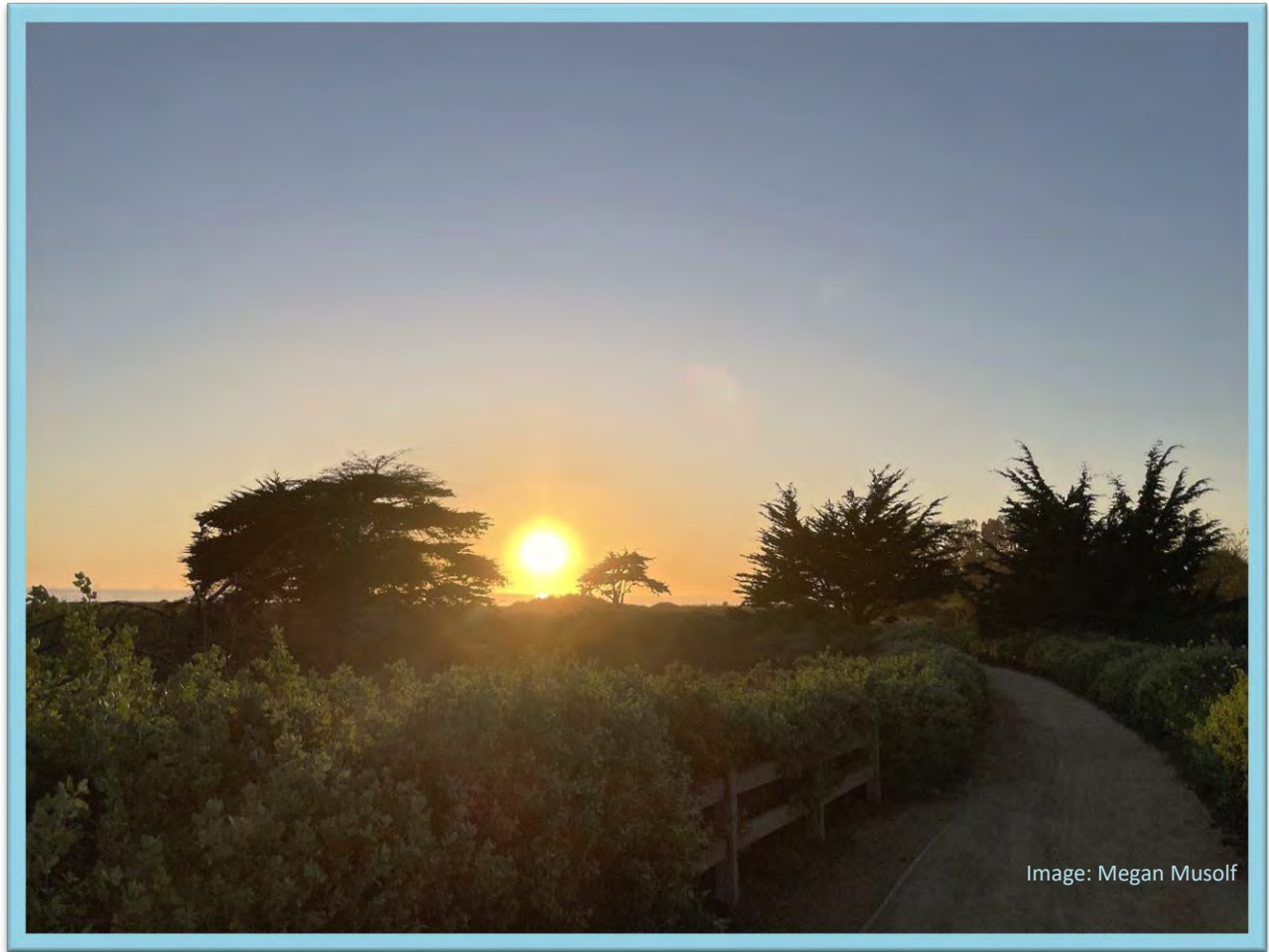




2024 General Plan Annual Progress Report

City of Carpinteria



Report Presented to the City Council

March 24, 2025

City Council

Natalia Alarcon, Mayor
Mónica J. Solórzano, Vice Mayor
Al Clark
Wade Nomura
Julia Mayer

Planning Commission

Glenn La Fevers, Chair
David Allen, Vice-Chair
Jane L. Benefield
John Moyer
Alexandra Van Antwerp

City Staff

Michael Ramirez, City Manager
Ryan Kintz, Assistant City Manager
Nick Bobroff, Community Development Director
Jeanette Gant, Parks, Recreation & Community Services Director
John Ilasin, Public Works Director
Licette Maldonado, Administrative Services Director

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City of Carpinteria

2024 General Plan Annual Progress Report

Introduction

California Government Code Section 65400(a)(2) requires an annual report on the status of the General Plan and the City's progress in its implementation, including progress in meeting its share of regional housing needs. This Annual Report must be presented to the City Council and then submitted to the Governor's Office of Land Use and Climate Innovation (LCI) and the Department of Housing and Community Development (HCD) each year. A separate annual report detailing the City's progress toward implementing its Housing Element is prepared and submitted to the HCD, and included as an exhibit to the General Plan Annual Progress Report. The preparation of this annual report provides an opportunity to review activities and projects of the prior year in the areas of development and other programs that work toward implementing the City's General Plan.

Carpinteria adopted an update of its General Plan and Coastal Land Use Plan ("GP/CLUP") in January 2003. The General Plan identifies the central goal of the community as:

To preserve the essential character of our small beach town, its family-oriented residential neighborhoods, its unique visual and natural resources and its open, rural surroundings while enhancing recreational, cultural and economic opportunities for our citizens.

Since its adoption in 2003, the five departments that make up the City of Carpinteria have worked to implement the policies outlined in the General Plan. These departments include General Government; Administrative Services; Parks, Recreation and Community Services; Public Works; and Community Development. The General Plan is designed to be consistent with the California Coastal Act, and thus the document also serves as the City's Coastal Land Use Plan (CLUP), a part of the City's certified Local Coastal Program.

Several City planning and management documents are in a transitional stage at the time of this report's publication. At the beginning of 2024, City staff and the City Council began the process of switching from a calendar-year Annual Work Plan to a fiscal year (FY) 2024-2025 Work Plan with the goal of better aligning the City budget with Council priorities and City staff capacity. The FY 2024-2025 Work Plan comprises five overarching goals

with associated priorities and deliverables for each department.¹ Many deliverables for each Work Plan goal serve to implement the General Plan, and progress on them will be discussed in this report. Work is still being done to better connect the City budget and Work Plan, with the City looking to shift to a two-year Strategic Plan for FY 2025-2026 and 2026-2027 to allow for longer-term budget strategies.

Additionally, the City is currently in the midst of a full General Plan/CLUP update.² This project began in 2016 but was significantly delayed by the COVID-19 pandemic. In late 2023, the City's newly-hired Long Range Planning division recommenced work on the GP/CLUP update. Over the course of seven public meetings, the General Plan Update Committee (GPUC) reviewed and provided feedback on administrative drafts of each General Plan element, including two new elements: Healthy Community and Coastal Resiliency. A complete draft GP/CLUP will be made available for public review in spring 2025; next steps will focus on completing the programmatic-level environmental review for the document.

This document is a reporting document, and does not create or alter policy. The content is provided for informational purposes only, and is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15306.

This report is organized to comply with LCI's General Plan Guidelines. The report includes sections that correlate with the Elements of the General Plan and details important information and events from the 2024 calendar year. Exhibit 1 includes the City Council Adopted Housing Element Annual Progress Report. Exhibits 2 and 3 include a complete account of the City Council and Planning Commission actions for the calendar year. Exhibit 4 includes the City's FY 2024-2025 Work Plan. Exhibit 5 includes the FY 2024-2025 Quarter 1 and Quarter 2 reports associated with the City budget and Work Plan. The City Council Staff Report that accompanies this annual Report is included as Exhibit 6.

Development Activities/Projects and Program Review

Throughout this past year, the City reviewed numerous projects through the development review process and participated in many planning efforts. The proposed projects function to implement land use, community design and other elements of the General Plan. The following summaries provide a general overview of the projects, programs and permits that were reviewed. These summaries are general and are not intended to be exhaustive.

¹ The five main goals of the FY 2024-2025 Work Plan were approved by the City Council on January 29, 2025, and related priorities/deliverables/measures and metrics were approved by the City Council on February 26, 2024.

² More information on the General Plan/CLUP Update project can be found at <https://carpinteriaca.gov/city-hall/community-development/planning/general-plan-local-coastal-plan-update/>

BUILDING PERMITS

In 2024, the Building Division issued 297 Building Permits. These permits were issued for Accessory Dwelling Units (ADU), commercial remodel projects, residential remodels, solar photovoltaic power systems projects, new construction projects, various energy-reducing water heater replacements and LED lighting upgrades, and other minor permits throughout the City. 18 Certificates of Occupancy were issued, all for ADUs and Junior ADUs.

PLANNING PERMITS

The Planning Division processed a variety of planning permits throughout the year, including Development Plans, Conditional Use Permits, Coastal Development Permits, a Parcel Map, and associated environmental review documents, as needed.

The Planning Commission reviewed the following application types over the course of the year:

- 3 Development Plans/Coastal Development Permits, Amendments and Revisions
- 5 Conditional Use Permits/Coastal Development Permits, and Revisions
- 1 Tentative Parcel Map
- 1 Temporary Use Permit
- 4 Rezones/ General Plan Amendment (GPA)/ Local Coastal Plan Amendments (LCPA)
- 4 Time Extensions for Development Plans

Over the course of the year, the Architectural Review Board evaluated 34 separate projects, including 12 residential projects and 5 mixed-use projects. Of those reviewed, 25 projects resulted in favorable recommendations to the Community Development Director or the Planning Commission, 2 received conceptual comments, and 2 projects were continued with comments for redesign.

CODE COMPLIANCE

The Code Compliance Division works diligently to abate code violations through voluntary and, if needed, mandatory actions (e.g. fines). The Division prepares quarterly reports for the City Council. The Division handled a total of 641 cases throughout the year, of which 283 were related to parking violations, 30 were contacts with unhoused community members, and 56 were related to animal violations. Furthermore, the Division abated numerous Zoning Code and Building Code violations. Other abated violations included smoking in public places, public nuisances, and health and safety issues. Although many

violations required formal citations, most violations get resolved through voluntary compliance efforts. During the year, voluntary compliance efforts were successful in abating unpermitted advertising banners, parking violations, weed abatement, fences and many other violations.

CITY COUNCIL

The City Council reviewed various programs, projects and regulations this past year. The meeting minutes, documenting all of the Council's decisions throughout the year, are included in Exhibit 2. The following are some of the key highlights of the Council's accomplishments.

- Adopted amendments to the City's regulation of certain polystyrene and single-use plastic items (January).
- Re-adopted the City's 6th Cycle 2023-2031 Housing Element and directed staff to submit it to HCD (January).
- Adopted the FY 2024-2025 City Work Plan and associated priorities and deliverables (January-February).
- Established Renter Relocation Assistance Payment amounts for no-fault just-cause evictions at two month's rent or \$6,500, whichever is greater (February).
- Approved the Measure A Five-Year Local Program for local streets and transportation projects (March).
- Upon appeal, approved Project 23-2221-DP/CDP/ARB, a three-story mixed-use (commercial / residential) development with 24 residential units (including 3 deed-restricted lower-income units) (March).
- Updated the City Master Fee Schedule (April).
- Renewed an agreement with the Rental Housing Mediation Program for three years (July 2024 – June 2027) (May).
- Amended the City's Live Entertainment regulations to accommodate outdoor live entertainment (May).
- Approved the awarding of a \$1.6 million grant for the City's Living Shoreline coastal resiliency project (June).
- Amended the City's smoking regulations to prohibit smoking in multi-unit residences beginning July 1, 2025 (July).
- Adopted the City Council Advisory Group Handbook and Appointment Process Policy (November).
- Amended the Safety Element of the General Plan to include the City's Local Hazard Mitigation Plan in its entirety (November).
- Adopted several ordinances that implemented Program 1 (Adequate Sites to Accommodate Regional Housing Needs) of the City's 2023-2031 Housing Element; including the rezoning of 19.83 acres to a new Residential/Mixed Use zone district (December).

- Authorized an increase of the City's Transient Occupancy Tax for hotel guests from 12 percent to 15 percent, following the passage of the related ballot measure in the November 2024 General Municipal Election (December).

PLANNING COMMISSION

The Planning Commission reviewed various projects last year. Meeting minutes are included as Exhibit 3. The following matters are the key projects that were reviewed:

- Approved the 4745 Carpinteria Avenue Mixed-Use Project (Project 23-2221-DP/CDP/ARB), a three-story mixed-use (commercial / residential) development with 24 residential units (including 3 deed-restricted lower-income units).
- Recommended the City Council approve amendments to CMC Chapter 14.72- Accessory Dwelling Units and Junior Accessory Dwelling Units, to align with recent changes to State Accessory Dwelling Unit (ADU) law.
- Recommended the City Council approve a proposed ordinance to repeal and replace CMC Chapter 14.77 to locally implement changes to State density bonus law.
- Approved the subdivision of an existing 19,912 square foot single-family lot into two parcels of 11,236 square feet and 8,689 square feet in size, respectively; and approved a Variance from the setback requirements, covered parking, and parking location requirements under CMC Chapter 14.12.
- Recommended the City Council approve a proposed amendment to the Safety Element of the Carpinteria General Plan to incorporate in its entirety the City's Local Hazard Mitigation Plan (LHMP) into the Safety Element pursuant to California (State) Assembly Bill 2140.
- Recommended the City Council approve several proposed ordinances that would implement Program 1 (Adequate Sites to Accommodate Regional Housing Needs) of the City's 2023-2031 Housing Element.
- Allowed an interior and exterior renovation of an existing restaurant (The Palms) and conversion of a portion of the roof to a patio and bar area; and granted Modifications to allow a covered patio dining area within the required front setback and allow the rooftop bar structure to exceed the 30-foot height limit.

General Plan Elements and Implementation

This section of the Annual Progress Report discusses specific projects and policies that demonstrate the implementation of the goals detailed in the General Plan during the 2024 calendar year. The City's FY 2024-2025 Work Plan is attached as [Exhibit 4](#).

LAND USE ELEMENT

The Land Use Element establishes the type and density of land uses and guides growth and development by presenting a plan that reflects the community's desire to maintain and enhance an enjoyable, balanced quality of life. The City's Land Use Map identifies specified land use areas, including Agriculture, Residential, Commercial, Industrial and Open Space/Recreation. Decision-making bodies, such as the Architectural Review Board and the Planning Commission, rely on Land Use Element policies during the discretionary development review process to help guide their decision-making. This basic tenet is expressed in the community's central goal for the General Plan as stated at the beginning of this report.

Key Objectives

- ❖ *Objective LU-1:* Establish the basis for orderly, well planned urban development while protecting coastal resources and providing for greater access and recreational opportunities for the public.
- ❖ *Objective LU-2:* Protect the natural environment within and surrounding Carpinteria.
- ❖ *Objective LU-3:* Preserve the small beach town character of the built environment of Carpinteria, encouraging compatible revitalization and avoiding sprawl development at the city's edge.
- ❖ *Objective LU-4:* Influence land use decision making, use and development patterns in the unincorporated Carpinteria Valley to be supportive of the California Coastal Act and City objectives to preserve unique coastal resources by establishing open-field agricultural use as the predominant use in the unincorporated Valley.
- ❖ *Objective LU-5:* Maintain availability of agriculture, coastal-dependent industry and visitor-serving commercial development including hotels/motels, restaurants and commercial recreation uses.
- ❖ *Objective LU-6:* Create flexible land use and zoning standards for general commercial and industrial parcels that allow opportunities for residential use to expand, as determined appropriate by the City, in response to changing needs relative to the jobs/housing balance locally and in the region, and as incentive toward the development of affordable housing.

- ❖ *Objective LU-7:* Adopt and amend as necessary a Sphere of Influence that serves to establish the basis for annexation of certain land contiguous to city limits.

Land Use – 2024 Implementation Summary

- Accessory Dwelling Units (ADU)/Junior Accessory Dwelling Units (JADUs): The City permitted 16 ADUs and granted Certificates of Occupancy to 18 ADUs in 2024 under the City’s ADU regulations adopted the year prior. ADUs made up the majority of new housing in the City in 2024, and amendments to the ADU regulations are ongoing to conform to the most recent changes to ADU laws adopted by the State legislature.
- Housing Element 2023-2031: Carpinteria strives to be a city where residents of all income levels are able to find safe and appropriately-priced housing. The City Council adopted Ordinance Nos. 788-791 to implement Housing Element Program 1 (Adequate Sites to Accommodate Regional Housing Needs) of the 2023-2031 Housing Element. Together, these ordinances created a new Residential/Mixed Use (RMU) zone district, adopted objective design standards for certain multifamily/mixed use projects, and rezoned 19.83 acres to RMU.
- Zoning Code Amendments: Throughout 2024, City staff worked on amendments related to key land use areas, including ADUs, Density Bonus Law, coastal resiliency, and supportive housing. Several of these items will go to public hearings in 2025.
- Anti-Displacement Legislation: In February 2024, the City Council adopted Resolution No. 6290, setting the Relocation Assistance Payment amount for no-fault just-cause evictions at two month’s rent or \$6,500, whichever is greater. Work on related anti-displacement legislative items will continue into the upcoming years.

Ongoing Implementation

Carpinteria strives to participate with the County of Santa Barbara in the land use planning process and review of development projects within the Carpinteria Valley. Likewise, the City provides notification to the County when development is proposed adjacent to the City’s boundaries. This same process applies to local special districts whose district boundaries include both incorporated and unincorporated lands in the Carpinteria Valley.

Adjustments to Carpinteria’s identified Sphere of Influence were made in 2003, 2009, and 2015. In 2009, the Coastal Commission certified an amendment to the Local Coastal Program to rezone one property to allow the development of 34 condominiums on Cravens Lane. The project served as a transition between more urbanized residential

development within the City to the south of the site and a more rural area within the County of Santa Barbara jurisdiction to the north. The property was annexed into the City by the Local Agency Formation Commission (LAFCO) in 2009. In 2015, two agricultural parcels were removed from the City's Sphere of Influence to protect future agricultural uses of the sites as a condition of approval for a highway widening project that resulted in unavoidable impacts to other agricultural lands within the City. In addition, a correction was made to the Sphere of Influence to remove a portion of a parcel which was believed to have been included in error.

The City's long-range planning division (one Principal Planner and one Assistant Planner) was established in late 2023, and long-range planning staff worked throughout 2024 to achieve HCD certification of the City's 2023-2031 Housing Element. While HCD deemed the City's Housing Element substantially compliant with State housing law in March 2024, HCD could not certify the Housing Element at that time because the City had not implemented the required rezones for Program 1 (Adequate Sites to Accommodate Regional Housing Needs) prior to the statutory deadline of February 15, 2024.³ As summarized above, long-range planning staff wrote four ordinances to satisfy the requirements of Program 1, most notably proposing to rezone a minimum of 16.8 acres to accommodate higher density housing (20-25 units/acre). The City Council approved the Program 1 ordinances on December 9, 2024, and the ordinances were approved with modifications by the California Coastal Commission on March 14, 2025.

During the 2024 calendar year, the City engaged in the County's public hearing process for the County's housing element rezones. The City Council and City staff submitted comment letters on the Program EIR and regarding three sites proposed to be rezoned to higher-density residential (20-30 units/acre) which abutted the City limits; the City's concerns involved protection of the Urban-Rural boundary and agricultural lands within the Coastal Zone, the lack of adequate public facilities and traffic circulation to accommodate the contemplated intensity of development at these sites, and the potential impacts to community character caused by high density housing on the outskirts of the City.

The City participated in monthly regional planning meetings with the Santa Barbara County Association of Governments and other jurisdictions within Santa Barbara County. City staff also attended quarterly meetings of the Joint Cities-County Affordable Housing Task Group. Since Carpinteria has only one neighboring jurisdiction, which is the County Unincorporated lands, City staff routinely coordinated with the County on land use issues affecting both jurisdictions, including housing projects, cannabis projects, energy reliability projects, trail connectivity, and zoning code changes. In particular, the City provided comments to the County in 2024 regarding the County's housing element rezones and proposed amendments to the County's Cannabis/Odor Control ordinance.

³ HCD's letter dated March 21, 2024 is available to view here: <https://carpinteriaca.gov/wp-content/uploads/2024/09/sbb-carpinteria-adopted-out-032124.pdf>

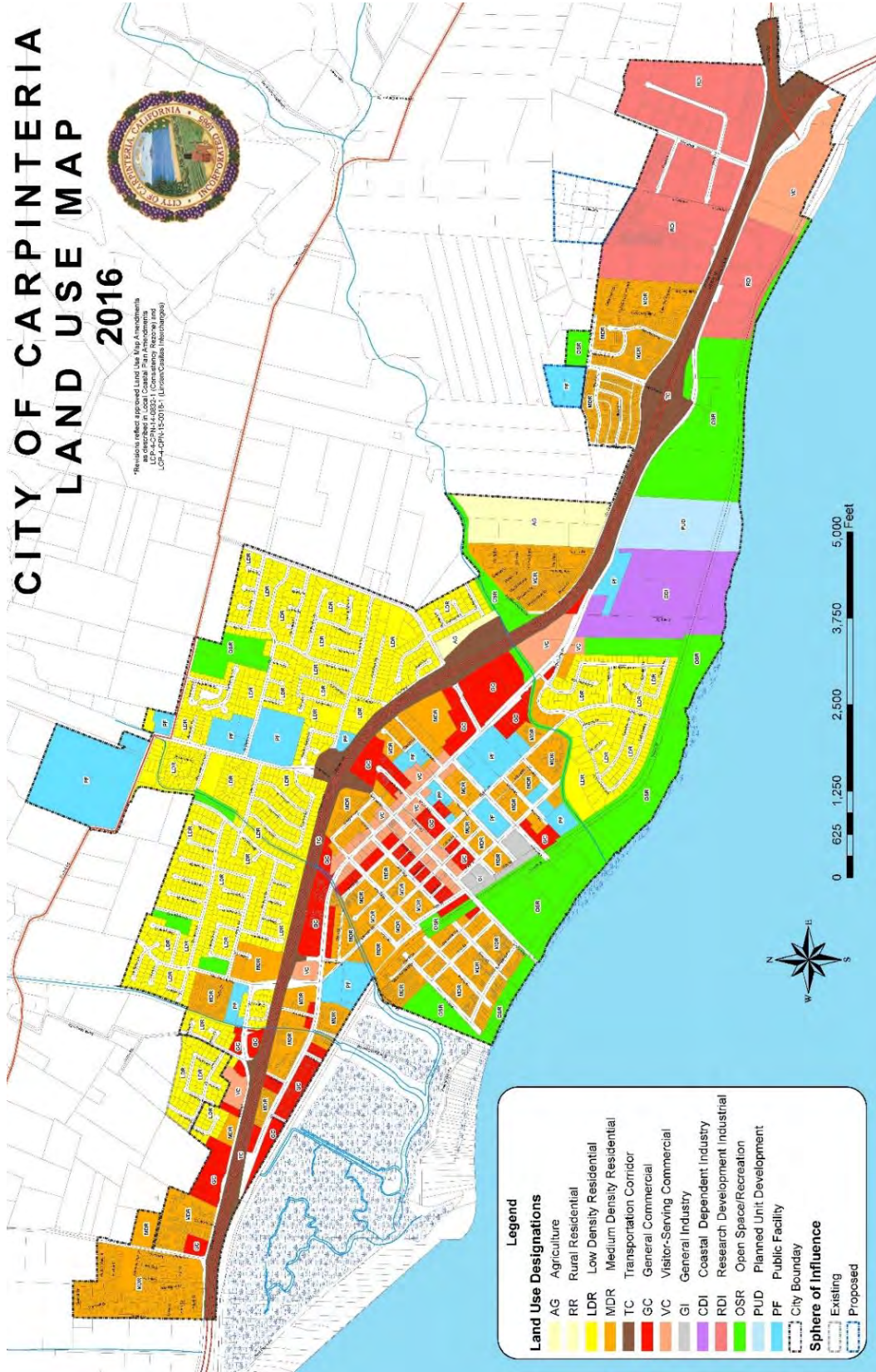
City and County staff have also been working the Santa Barbara County Local Agency Formation Commission (LAFCO) staff to develop and adopt a voluntary Memorandum of Agreement (MOA) that would help to facilitate early coordination and dialogue over land use and planning matters affecting the City's planning area. This effort will carry over into 2025 as staff continues to refine the terms of the MOA.

CITY OF CARPINTERIA LAND USE MAP

2016



Revisions reflect approved Land Use Map Amendments
LUP-4-CPN-14-0022-1 (Consultancy Report) and
LUP-4-CPN-15-0015-1 (Luisa Ceballos Hernandez)



COMMUNITY DESIGN ELEMENT

The Community Design Element identifies key design characteristics of the community and establishes objectives and policies to guide future development in a consistent manner. The Community Design Element includes both overarching policies that apply citywide as well as policies that apply to specific subareas of the City.

Key Objectives (Citywide)

- ❖ *Objective CD-1:* The size, scale and form of buildings, and their placement on a parcel should be compatible with adjacent and nearby properties, and with the dominant neighborhood or district development pattern.
- ❖ *Objective CD-2:* Architectural designs based on historic regional building types should be encouraged to preserve and enhance the unique character of the city.
- ❖ *Objective CD-3:* The design of the community should be consistent with the desire to protect views of the mountains and the sea.
- ❖ *Objective CD-4:* These objectives and policies should be implemented through Specific Plans or similar documents based on the identified neighborhood, district and corridor design subareas.

In addition to the citywide design objectives outlined above, the City of Carpinteria seeks to ensure that the existing unique qualities and characteristics of the City's distinct neighborhoods and districts are enhanced through the preservation of both citywide physical characteristics and neighborhood subareas. Each category and neighborhood have specific objectives and policies.

<i>Physical Community Design Characteristics</i>	<i>Neighborhood Design Subareas</i>
Residential Neighborhoods Neighborhood Interiors Neighborhood Edges Commercial, Office, Industrial & Mixed Use Corridors Frontage Design Public Spaces	1. Downtown Beach 2. Downtown and Old Town 2a. Downtown Core District 3. Santa Monica, Canalino and El Carro 4. The Northeast 5. Concha Loma 6. The Bluffs (Areas 0, I, II and III)

Community Design – 2024 Implementation Summary

- Objective Design Standards (ODS): As part of the implementation of Housing Element Program 1, the City developed Objective Design Standards for multifamily residential and mixed-use projects that are eligible for streamlined/ministerial planning review under the new RMU zone or State law. The ODS were reviewed by the Architectural Review Board (ARB) and the Planning Commission, and ultimately approved and adopted by the City Council. The ODS aim to ensure projects with limited to no discretionary review maintain a quality level of design appropriate for and compatible with Carpinteria's architectural character.
- Project Review: The Architectural Review Board (ARB) evaluated 34 separate projects in 2024, which included reviewing the design for proposals to improve commercial and residential properties as well proposals for new residential and mixed-use developments. Projects of note reviewed by the ARB included a proposal for a resort and apartment complex in the Bluffs Design Subarea, a proposal for a large mixed-use development in the Northeast Design Subarea, and a final review of a mixed-use project in the Downtown Core District.

Ongoing Implementation

For every project undergoing discretionary review, City decision makers apply the unique community design objectives and guidelines applicable to the project's neighborhood. Community Development Department staff, the ARB, and Planning Commission consider these design objectives in their review of projects on a case-by-case basis to maintain and enhance the quality of Carpinteria's neighborhoods and streetscapes. The City adopted design guidelines for the Single Family Neighborhoods north of Highway 101 (2006), the Beach Neighborhood (2012), and the Concha Loma Neighborhood (2014), establishing styles to guide future development in these neighborhoods.

The City conducts meetings with the local agencies regarding new development projects to ensure that adequate consideration is made for the concerns raised by new development's demands on infrastructure and services. Through these Inter-Departmental Agency Group (IDAG) meetings, projects are reviewed in their early stages to anticipate concerns and issues which may impact their design or eventual build-out. Development proposals are transmitted to the Carpinteria-Summerland Fire Protection District for recommendations relating to fire safety. These recommendations are incorporated into a master set of conditions required for the approval of a project.

In recent years, a number of State laws have limited decision makers' discretion over certain types of projects, particularly for housing developments. For certain types of projects, applicants may qualify for ministerial permit review and/or may only be required to adhere to objective, mandatory design standards. In these cases, subjective policy

language such as preserving the “small beach-town character,” which is a consistent theme in the City’s design review, cannot be used to require the applicant to revise a project. Recognizing this evolving legal landscape, in 2024, City staff drafted a new Objective Design Standards (ODS) Zoning Code chapter to provide a set of measurable and verifiable building and site design standards that apply to new projects in the RMU zone district and to other types of housing projects that qualify for ministerial review under state law. The intent of the ODS is provide a level of design “guardrails,” such that even ministerially-reviewed projects with no discretionary ARB or Planning Commission review would integrate into the City’s established neighborhoods. The ODS were adopted by the City Council in December 2024, approved with modifications by the Coastal Commission in March 2025, and will become effective pending the City Council’s adoption of the modifications. City staff and decisionmakers have noted the importance of ODS when State law requires ministerial review, setting the stage for potential future sets of ODS for additional neighborhoods or building types.

In 2021, the City embarked on an effort to create a “Downtown Design Overlay” (DDO) to cultivate a vibrant and architecturally interesting downtown core, similar in its overall goals to the ODS. Many components of the administrative draft DDO were incorporated into the ODS. While the DDO did not make progress in 2024 in its original form, City staff are considering how some form of design standards for the downtown area can play a role in the future to maintain the area as a walkable, community-oriented, pedestrian- and alternative transportation-friendly area.

CIRCULATION ELEMENT

The purpose of the Circulation Element is to designate an efficient system of streets and highways that will provide adequate linkages between land uses in the city. This Element complements the Land Use Element by contributing to the achievement of the economic, physical, and social goals of the community. The Circulation Element describes the existing transportation network and how future transportation needs can be accommodated. Provisions for the use of alternative modes of transportation, including bicycle and pedestrian circulation, are also included in the Circulation Element. The Circulation Element implements coastal access policies as required by the City's Local Coastal Program.

Key Objectives

- ❖ *Objective C-1:* To improve the community's ability to access U.S. 101 and areas north of the freeway through the improvement of interchanges.
- ❖ *Objective C-2:* To designate scenic routes so as to provide for the scenic enjoyment of and maintain and enhance the natural beauty of the lands and views along the roadways of the Carpinteria Valley.
- ❖ *Objective C-3:* Provide a balanced transportation network with consistent designations and standards for roadways that will provide for the safe and efficient movement of goods and people through the community.
- ❖ *Objective C-4:* Improve the Carpinteria Avenue corridor to ensure adequate traffic flow, safe bicycle use and improved aesthetic qualities.
- ❖ *Objective C-5:* Provide a system of safe and functional truck routes.
- ❖ *Objective C-6:* Provide adequate safe railroad crossings and to effectuate community design of buffers that will attenuate rail-related noise.
- ❖ *Objective C-7:* Build demand for alternative transportation use by increasing ease, effectiveness, and social acceptability, and through foresighted planning.
- ❖ *Objective C-8:* Support and develop safe, direct and well-maintained bicycle and pedestrian systems and recreational boating facilities that serve all segments of the public.
- ❖ *Objective C-9:* Promote the use of public transit systems that provide mobility to all city residents, and reduce automobile congestion within the capabilities of the community.

Circulation – 2024 Implementation Summary

- Carpinteria Avenue Bridge Replacement Project: The Right-of-Way Certification was completed in September 2021. Construction began in Q4 2024 with vegetation clearing and grubbing. The estimated start of bridge construction is spring 2026.
- Franklin Creek Trail Improvement Project: A Coastal Development Permit application was submitted to the Community Development Department in November 2024. The project is currently in the design phase. City staff have received preliminary project review comments from California Coastal Commission staff in November 2024. The estimated start of construction is summer 2025.
- Improve Public Transit Services: Public Works staff attended a Transportation Committee meeting in June 2024 regarding The Wave, a new all-electric, on-demand micro-transit program replacing the Seaside Shuttle (discontinued in 2020). The estimated start of micro-transit service was initially in 2023, but a shortage of qualified transit drivers resulted in delays to anticipated micro-transit service.
- Pavement Management Program: The 2022 Pavement Rehabilitation Project was completed in Q4 2024. The 2023 Pavement Maintenance and Rehabilitation Project is currently in the design phase. The estimated start of construction is fall 2025.
- Santa Claus Lane Bikeway Project: The project was completed in summer 2023 and had a grand opening in November 2023. This key linkage from downtown Carpinteria to Santa Claus Lane has seen significant use by City residents and visitors in 2024.
- Downtown “T” Parklet Permit Program: In 2021, the City Council directed staff to initiate drafting an ordinance for permitting parklets in the downtown. After a public workshop and review by the Traffic Safety Committee, Architectural Review Board, and Planning Commission, the City Council approved amendments to the Downtown “T” Encroachment Guidelines in 2023 to incorporate parklets as an allowable type of right-of-way encroachment. There are currently three (3) restaurants in the Downtown “T” with parklets that are leased from the City.

Ongoing Implementation

The City has coordinated with Caltrans and the Santa Barbara County Association of Governments (SBCAG) on several projects to improve freeway accessibility and circulation throughout the community. Significant Highway 101 improvement projects have been completed, including the following: (1) High-Occupancy Vehicle (HOV) Lanes

and freeway pavement; (2) bridges over Franklin Creek and Santa Monica Creek; (3) sound walls; (4) drainage improvements; (5) intersection improvements at Santa Monica Road and Via Real; (6) Linden Avenue – Casitas Pass Road interchanges; the (7) Via Real extension; and (8) Class 1 bike path improvements.

Carpinteria aims to provide a balanced transportation network with consistent designations and standards for roadways that will provide for the safe and efficient movement of goods and people throughout the community. With new development, the City works to improve circulation and enhance safe and efficient traffic patterns. The Downtown Carpinteria Parking Study, the basis for the City's Parking Management Plan, was accepted by the City Council in November of 2021. The Council authorized staff to proceed with the plan's recommendations in May of 2022; however, in April 2023, the Public Facility Site Acquisition/Development Committee recommended for the Parking Management Plan to be suspended until the completion of the 700 Linden Adaptive Reuse Project, which is now scheduled to be completed in 2025.

The City supports various forms of alternative transportation, including bike, bus, van-pool, and train, to serve the wide variety of needs of both residents and visitors. The City aims to encourage and develop safe, direct and well-maintained bicycle and pedestrian systems that serve all segments of the public and serve to connect residential areas, schools, parks and shopping areas. The City strives to provide safe mobility for those with access and functional needs through the design of street improvements and public facilities, provide continuous sidewalks in priority locations for safe pedestrian circulation and promote alternative transportation.

The City continues planning efforts to complete the Alternative Transportation Plan, which would guide and influence bikeway and pedestrian policies and programs to make the bicycling and walking experience for residents and visitors safe, convenient and enjoyable.

Paratransit services, like HELP, and Easy-Lift, operate in the City to aid community members with access and functional needs. Circulation Element policies are implemented through these services that provide alternatives to traditional automobile transportation. These forms of alternative transportation also improve access to coastal resources such as local beaches and city parks.

Street maintenance projects are an ongoing effort for Public Works through their Pavement Management Program, which is used to establish baselines and improvement strategies to repair and replace aging street infrastructure over time. As part of this program, the Department conducts city-wide inspections and maintenance analysis. Pavement maintenance and rehabilitation capital improvement projects are ongoing. A multi-year Pavement Management Map was completed in 2020. The map shows existing pavement condition, proposed treatment, and treatment schedule for each street.

Through its contract for law enforcement services with the Santa Barbara County Sheriff's Department, renewed in 2023, the City conducts traffic safety operations, in particular, at locations where public safety issues related to speeding and other vehicle code violations have been identified.

OPEN SPACE, RECREATION & CONSERVATION ELEMENT

This combined element describes the community's open space, recreation and natural resources that the City manages. This includes natural open space areas, outdoor recreation areas, water habitats, plant and animal life, agricultural land, scenic and cultural resources, and management of open space for public health and safety. Carpinteria has a variety of natural resources that have local, regional and statewide significance such as wetlands, riparian areas, coastal bluffs, beaches and tidal areas.

The City's policies support the preservation and conservation of environmental resources to maintain the quality of the environment and the character of the community. Adopted policies provide for clean air, water and soil; adequate protection of plant and wildlife habitats; maintenance of visual resources; and preservation and enhancement of special resources including beaches, recreation areas, trails, marshland, creekways, and agricultural land. The Open Space, Recreation, and Conservation Element implements various components of the Local Coastal Program, including coastal access and resource protection.

Key Objectives

- ❖ *Objective OSC-1:* Protect, preserve and enhance local natural resources and habitats.
- ❖ *Objective OSC-2:* Preserve and restore the natural resources of the Carpinteria Bluffs.
- ❖ *Objective OSC-3:* Preserve and restore wetlands such as the Carpinteria Salt Marsh.
- ❖ *Objective OSC-4:* Preserve the biological diversity of shoreline habitats.
- ❖ *Objective OSC-5:* Protect the Harbor Seal Hauling Ground from human disturbance.
- ❖ *Objective OSC-6:* Preserve the natural environmental qualities of creekways and protect riparian habitat.
- ❖ *Objective OSC-7:* Conserve native plant communities.
- ❖ *Objective OSC-8:* Protect and conserve Monarch butterfly tree habitat.
- ❖ *Objective OSC-9:* Encourage and promote open-field agriculture as an independent, viable industry to meet the needs of present and future populations and to preserve the Carpinteria Valley's rural, open space character.
- ❖ *Objective OSC-10:* Conserve all water resources, and protect the quality of water.

- ❖ *Objective OSC-11:* Carpinteria will conduct its planning and administrative activities so as to maintain the best possible air quality.
- ❖ *Objective OSC-12:* Maintain an understanding of the oil industry and its exploration objectives.
- ❖ *Objective OSC-13:* Preserve Carpinteria's visual resources.
- ❖ *Objective OSC-14:* Provide for adequate park and recreation facilities to meet the needs of the community and visitors.
- ❖ *Objective OSC-15:* Maintain the existing trail system and provide additional recreation and access opportunities by expanding the trail system.
- ❖ *Objective OSC-16:* Preserve Carpinteria's cultural resources.

Open Space, Recreation & Conservation – 2024 Implementation Summary

- Carpinteria Coastal Vista Trail – Progress Updates: The Carpinteria Coastal Vista Trail is a multi-year project that would connect Rincon County Beach all the way to Santa Claus Lane. The network would improve coastal access and result in significant bike and pedestrian improvements through the City. The Coastal Vista Trail project completion is dependent on several remaining key linkages described in more detail in this report. The following are some highlights for particular segments of the network:
 - Bluffs II Reach: The project application for the Bluffs II reach of the trail was submitted to the Planning Department for review and processing in 2021 and was approved by the Planning Commission in 2022 (Project 21-2107-CUP/CDP/ARB; 6155 Carpinteria Avenue). The City was awarded a competitive Habitat Conservation Fund grant of \$183,000 from the California Department of Parks and Recreation. This funding was used to develop and construct the coastal trail segment at Bluffs II. This segment extends past Viola Park and allows the public to enjoy the incredible views from that section of the Bluffs. The grant was administered by the State Parks Office of Grant and Local Services (OGALS) and funded by California's Wildlife Protection Act of 1990 (Proposition 117). This grant required matching funds and the City will study possible ways to raise the matching funds through alternative funding sources. Engineering designs for the Bluffs II trail have been drawn up and are pending review. In the meantime, the trail has been constructed such that it is in usable condition for the public and is open for public use; however, additional funding and work is needed to bring it to its completed condition.

- Linden to Holly Trail: Permits were granted for an interim trail crossing (near 399 Linden Avenue) in 2022. The project is intended to function as an interim solution until a decision about proceeding with the Surfliner Inn project is made. The interim Linden to Holly segment of the Coastal Trail opened June 2023 and residents and visitors utilize the open trail.
- Rincon Bluffs Preserve: A public workshop was held and concept designs were completed for the 23-acre preserve (formerly the Bluffs III property prior to City acquisition). The preserve is permanently protected as open space with native habitat and passive public recreational uses. Design and funding for trails within the preserve are ongoing. In August 2023, the City issued a Request for Proposals (RFP) for an Environmental Report. However, the proposals received were significantly higher than anticipated, exceeding the available budget. As a result, the City closed the RFP process and did not select a vendor. The City, in collaboration with the Land Trust for Santa Barbara County is now revising the RFP to reduce the scope of work, focusing on a more cost-effective concept design and environmental report. This revised approach will also allow for phased construction of preserve improvements as funding becomes available.
- Dog Park Project: Following a pilot program at El Carro Park, which concluded in early 2023, a Temporary Use Permit for a second off-leash dog park pilot program at Monte Vista Park was approved by the Planning Commission in November 2023. In February 2024, the City Council approved a standardized dog park design for the Monte Vista dog park and other future dog parks. The Monte Vista dog park opened in April 2024 and received mostly positive feedback from the community. In November 2024, the TUP was brought back to the Commission for a six-month check-in; the Commission agreed the pilot program was operating well and allowed for a second-year TUP to be reviewed and considered by the Planning Director. Pending continued successful operation, Parks, Recreation & Community Services intends to apply for a Development Plan in 2025 to make the Monte Vista Dog Park a permanent amenity.
- Concha Park: The objective of this project is to permit a pocket park in the Concha Loma area nearest the multifamily residential properties closest to Carpinteria Avenue. A concept park design has been prepared. A grant application to the Land and Water Conservation Fund (LWCF) program was not successful. This project is currently on hold due to lack of funding.
- Community Farm Project: As a project condition of approval related to a highway widening project, Caltrans was to grant an agricultural property to the City and help fund the development of an agricultural education program. Title to the 2.75-acre property has been transferred to the City. Use of the land is restricted to agricultural use in perpetuity. The objective is to develop a long-term viable agricultural use with public benefit. Since taking ownership, the City has been

maintaining the orchard and harvesting the crops. The design and construction of a perimeter fence has been put on hold temporarily due to limited funding.

- Skate Park: The Skate Park construction was completed in August 2023 and secured a temporary Certificate of Occupancy until the installation of a permanent electrical pedestal was completed. The grand opening ribbon cutting ceremony took place August 24, 2023. Installation of the permanent electrical pedestal was completed, and the Skate Park received its Final Certificate of Occupancy in September 2024. In February 2025, the City Council adopted Skate Park hours of operation.
- Linden Beach Plaza: The objective of this project is to improve coastal access, ADA compliance, emergency response, bicycle and pedestrian use and general ambiance of the Linden Avenue street end. It is a cooperative project between the City and California State Parks. A grant has been awarded to construct the portion of the project on State Park property. There were several meetings in 2023 to coordinate the details of the project, and preliminary plans were updated to address comments from the meetings. A survey was prepared and a conceptual design of the project was completed in 2024. An on-site workshop was held to gather public input in early 2025. The preliminary plans are under review by the City and State Parks prior to submittal of a permit application.
- Park and Playground Improvement Projects: Construction for a new playground at Heath Ranch Park was completed and has since been reopened. The improvements have been well received by the community.
- Rincon Multi-Use Trail Project: This project would construct a dedicated multi-use path connecting the City of Carpinteria to Rincon Beach Park, providing safe access that avoids the UPRR railroad corridor and Highway 101. Preparation of plans, specifications and estimates are well underway. A draft Environmental Impact Report has been completed. Following an appeal of the Planning Commission's approval of the project and EIR in 2022, a year-long public outreach campaign with stakeholders was completed to identify and study project alternatives. The results of the outreach effort were presented to the Council in May 2023 wherein the Council affirmed their support for the proposed project alignment. Since that time, including throughout 2024, City staff have worked with the project partners to pursue additional funding needed to complete the environmental and permitting phases of the project. Obtaining certification of the environmental document and project permits will better position the project for the additional funding needed to complete the project design and construction phases of the project.

Ongoing Implementation

The City operates approximately 100 acres of parkland and open space. Each park is unique, but most offer some visitor amenities such as picnic facilities, restrooms, ball fields or children's play structures. Ongoing use of the City's fields for adult and youth soccer, softball and baseball remains in high demand as these activities are very important to the local and visiting community. The Parks and Recreation Department continues to conduct a variety of pool and ocean recreation programs for youth and adults as well.

The City's Creeks Preservation Program provides a framework for implementing various projects to achieve the community's watershed protection goals. A number of restoration projects along Carpinteria Creek have been accomplished over years as a result of the combined efforts of local government and community partners. Through protection of local creek resources and improvements to infrastructure, like creek crossings and bridges, along with efforts of other local agencies and volunteer organizations, the City has implemented both habitat protections and improved public access to areas of natural priority. Ongoing work related to the replacement of the Carpinteria Avenue Bridge over Carpinteria Creek continues to make progress towards enhancement of City creeks.

The City continues to conduct water quality monitoring in partnership with the cities of Goleta, Buellton, and Solvang and the County of Santa Barbara. All monitoring was done in accordance with the Phase II MS4 Permit 3030(d) Monitoring Plan, approved by the Central Coast Regional Water Quality Control Board. A report is submitted annually to the State Water Board.

The City is continually looking for opportunities to acquire undeveloped property within or adjacent to Carpinteria Creek. In doing so, Carpinteria can preserve important riparian habitat, reduce urban runoff into the creek and maintain an undeveloped riparian corridor for aesthetic and wildlife movement purposes, as well as for contributing to ocean water quality.

The City continues efforts to realize completion of the Coastal Vista Trail, a City-wide hiking/biking trail system. The long-term goal is a trail for walking or biking that would connect Rincon County Beach, the Rincon Bluffs Preserve, the Carpinteria Bluffs Nature Preserve, Tar Pits Park, Carpinteria State Beach Park, the City's Salt Marsh Park, and Santa Claus Lane. The City envisions a network of trails that would connect northern beaches to the town, improve coastal access and result in significant bike and pedestrian improvements. The Coastal Vista Trail project is dependent on several key linkages detailed below:

Coastal Vista Trail – Key linkages

Carpinteria Rincon Trail Reach	This trail would connect easterly Carpinteria Avenue and the Carpinteria Bluffs with Rincon County Park. <i>Status: Planning and permitting remain underway.</i>
Bluffs II Reach	A public trail easement across the property known as Bluffs II. <i>Status: A portion of this trail has been completed and is currently open.</i>
Bluffs III (Rincon Bluffs Preserve)	The City acquired the property and it is now protected under a conservation easement and endowment. The area is open to the public and currently has informal/unofficial trails. <i>Status: Planning for trail and habitat improvements is underway.</i>
Fifth Street to Carpinteria Avenue	The Los Angeles-San Diego-San Luis Obispo (LOSSAN) Rail Corridor Agency was awarded a grant to pursue various improvements. Locally, a commuter rail station would be improved to include double tracking to allow for trains to pass, a new platform on the south side of the tracks, a railroad undercrossing, and the establishment of key pedestrian linkages. One of the pedestrian routes includes a connection from Fifth Street to Carpinteria Avenue, including a walking bridge over Franklin Creek. <i>Status: Design and permitting work is underway for the Franklin Trail portion from Seventh Street to Carpinteria Avenue.</i>
Santa Claus Lane Bike Path	This bike path links westerly Carpinteria Avenue to Santa Claus Lane in unincorporated Santa Barbara County. The project was incorporated into the freeway widening project. <i>Status: This project was completed in 2023.</i>

SAFETY ELEMENT

The purpose of this Safety Element is to adopt policies that will reduce death, injuries, property damage, and the economic and social dislocation resulting from natural hazards. City policies minimize the potential risks and reduce the loss of life, property and the economic and social dislocations resulting from natural hazards. The Element identifies several issues related to natural hazards including seismically induced hazards, slope stability hazards, soil hazards, flood hazards, fire hazards and hazardous materials.

Key Objectives

- ❖ *Objective S-1:* Minimize the potential risks and reduce the loss of life, property and the economic and social dislocations resulting from fault surface rupture in the planning area, from ground shaking due to an earthquake along a fault in the planning area or in the region, from seismically -induced liquefaction in the planning area, and from seismically-induced tsunamis.
- ❖ *Objective S-2:* Minimize the potential risks and reduce the loss of life, property and economic and social dislocations resulting from seismically-induced and naturally –occurring landslides, from mud and debris flows, from rock falls, and from seacliff retreat.
- ❖ *Objective S-3:* Minimize the potential risks and reduce the loss of property and the economic and social dislocations resulting from expansive soils, soil settlement, subsidence, and hydrocompaction.
- ❖ *Objective S-4:* Minimize the potential risks and reduce the loss of life, property and the economic and social dislocations resulting from flooding.
- ❖ *Objective S-5:* Minimize the potential risks and reduce the loss of life, property and economic and social dislocation resulting from urban and wildland fires.
- ❖ *Objective S-6:* Minimize the potential risks and reduce the loss of life, property and the economic and social dislocations resulting from hazardous materials accidents at large industrial facilities, at facilities handling acutely hazardous materials, and along transportation corridors.

Safety – 2024 Implementation Summary

- Local Hazard Mitigation Plan (LHMP) and the Multi-jurisdiction Hazard Mitigation Plan: Updates to both plans have received approvals from CalOES and FEMA. The City Council passed a resolution adopting the update to the City's LHMP on April 10, 2023. In November 2024, the City Council approved an amendment to the Safety Element to incorporate the LHMP in its entirety, allowing the City to close out the associated grant (Resolution No. 6344).
- Multifamily Housing Smoking Ban: Addressing public health concerns from residents, the City Council adopted amendments to CMC Chapter 8.52 – Smoking Regulations, to prohibit smoking (including use of electronic smoking devices) anywhere on the premises of a multi-unit residential property. The changes will go into effect July 1, 2025.
- Decommissioning and Remediation of the Carpinteria Oil and Gas Processing Facilities: In coordination with the property owner, Chevron, the City prepared and released a Draft Environmental Impact Report (EIR) in December 2023 for the planned decommissioning and remediation of the onshore oil and gas processing facilities located off Dump Road. Comments were accepted until January 31, 2024. Since the close of public comment, City staff has been preparing revisions to the EIR and will be releasing the Proposed Final EIR in early 2025.
- Sea Level Rise Vulnerability Assessment and Adaptation Plan: As part of the preparation for the General Plan Update effort, this assessment and adaptation plan has been completed and biennial updates are planned to keep the document current.
- National Flood Insurance Program Community Rating System (CRS): Submittal of the CRS Application to the Federal Emergency Management Agency (FEMA) was deferred until the City Council accepted the Dune and Shoreline Management Plan. The City Council accepted the Dune and Shoreline Management Plan on July 11, 2022, and the City was enrolled in CRS in April of 2024. As a result, City residents now qualify for a discount on flood insurance.
- FEMA Updates: The City has been working with FEMA on proposed updates to flood maps for the Carpinteria area. Preliminary flood insurance rates and flood insurance study updates were released by FEMA in early 2024, and the comment/appeal period closed December 2024. Throughout 2024, the Public Works and Community Development Departments began advising applicants of the impending update to effective Flood Insurance Rate Maps based on project timelines.

- Emergency Operations Center (EOC): City staff participated in EOC trainings hosted by the County of Santa Barbara throughout 2024 to ensure staff are prepared to activate the City's EOC when necessary.

Ongoing Implementation

Through the development review and environmental review process, the City ensures that development meets the standards set forth in the Safety Element. The Building & Safety Department ensures that new construction or retrofit projects are done to meet current safety requirements and that the necessary geotechnical studies are conducted when appropriate.

The City plans and administers preparedness and response programming for all types of human-made and natural disasters that may occur within the City and surrounding areas. City staff actively serve on county-wide committees that facilitate the coordination of disaster planning and response efforts, maintain and update City-wide emergency plans, conduct disaster preparedness and response trainings and exercises for City staff and residents, and participate in other activities that enhance the City's and residents' ability to prepare for and respond to disasters and emergencies.

The Federal Emergency Management Administration (FEMA) periodically releases updated flood maps depicting the 100-year flood plain and the Flood Insurance Rate Map (FIRM) for Carpinteria. These updated maps clarify what properties are in the flood zone and are therefore required to obtain flood insurance and comply with minimum finish floor elevations to avoid flooding impacts to new development. Through the permit review process, development has been required to meet minimum standards that meet or exceed anticipated flood levels to reduce risk and potential loss of life and structure due to flood hazards. The City continues to work with FEMA to ensure the FIRMs are updated and accurate.

NOISE ELEMENT

Carpinteria is affected by several different sources of noise, including automobile and rail traffic, agricultural and industrial activity, ocean waves and wind, and periodic nuisances such as construction, loud parties or other events. The Noise Element identifies these sources and provides goals and policies that ensure that noise from these sources does not create an unacceptable noise environment. The City believes that controlling noise sources can substantially improve the quality of life for residents as well as visitors to the City.

Key Objectives

- ❖ *Objective N-1:* The City will minimize noise impacts of Highway 101 traffic on residential and other sensitive land uses.
- ❖ *Objective N-2:* The City will minimize the noise impacts of the railroad on residential and other sensitive land uses.
- ❖ *Objective N-3:* The City will minimize the adverse effects of traffic generated noise from City streets on residential and other sensitive land uses.
- ❖ *Objective N-4:* Minimize noise spillover from industrial operations into adjacent residential neighborhoods and other sensitive uses.
- ❖ *Objective N-5:* The City will minimize the effects of nuisance noise effects on sensitive land uses.

Noise - 2024 Implementation Summary

- Highway Improvement Project: A variety of measures have been implemented to reduce noise impacts, including sound walls and noise-reducing pavement materials. These highway projects have been completed within Carpinteria city limits.
- Public Nuisance Enforcement: During the second half of 2023, the City began a heightened effort to respond to and resolve nuisance noise complaints related to outdoor live entertainment hosted at Carpinteria businesses. In March 2024, City Council directed staff to amend the City's live entertainment regulations to permit, with conditions, outdoor live entertainment, following the expiration of temporary COVID-19 provisions. The Council adopted the related ordinance in June 2024, which included updated administrative conditions on entertainment licenses. Code Compliance staff conducted sound level monitoring on several occasions in Summer-Fall 2024 to help inform the Council for potential future adjustments/amendments to the live entertainment provisions.

Ongoing Implementation

Noise impacts are evaluated during public improvement projects and the development review process. Site-specific noise studies provide recommendations for construction techniques that will mitigate noise impacts for development near Highway 101. Similarly, for highway improvement projects, noise studies are used to develop mitigation measures to ensure that new traffic patterns or increased traffic volumes will not significantly affect nearby residents.

The Public Works Department replaces worn or deteriorating asphalt roads with rubberized asphalt to reduce street noise from vehicle traffic. The City analyzes the location of industrial and commercial truck access on properties adjacent to residential areas and makes recommendations during site planning to mitigate noise spillover onto sensitive uses.

Through the Code Compliance Division, City staff also responds to noise complaints from neighbors located near commercial or industrial operations. Through amendments to the Municipal Code, the City has placed limitations on the days and hours during which construction may occur in order to protect sensitive land uses. In addition, the Municipal Code grants the Community Development Director and Planning Commission authority to impose more restrictive construction hours as a condition for approval on permits.

PUBLIC FACILITIES AND SERVICES ELEMENT

Local government supplies essential public services, provides for the general welfare of the community, and implements regulations in the interest of public health and safety. Preparing for and planning how to accomplish these tasks is addressed in the Public Facilities and Services Element. The Element evaluates the major public and private services and facilities in the Carpinteria Planning Area and includes policies and objectives to plan for future needs.

The City wishes to maintain the best possible police and fire safety services for the community. The City implements project review procedures that incorporate fire district interaction (and law enforcement, if applicable) at the earliest possible point in the process. The City seeks to provide a high quality and broad range of public services, facilities and utilities to meet the needs of all current and future residents of the Carpinteria Planning Area.

Key Objectives

- ❖ *Objective PF-1:* To ensure the provision of adequate water supplies by minimizing consumption and investigating new sources either in existing supply or outside existing sources.
- ❖ *Objective PF-2:* Ensure adequate service systems for the transmission, treatment and disposal of sewage and wastewater generated within this area as well as the disposal of trash, green waste and recyclable material.
- ❖ *Objective PF-3:* The City shall strive to maintain the best possible police and fire safety services for the community.
- ❖ *Objective PF-4:* To assist the school district in continued provision of high-quality educational opportunities for all of the community's youth.
- ❖ *Objective PF-5:* To provide a high quality and broad range of public services, facilities and utilities to meet the needs of all present and future residents of the Carpinteria Planning Area.
- ❖ *Objective PF-6:* To ensure that new development is adequately served by utilities and does not impact existing service areas in the community.

Public Facilities & Services – 2024 Implementation Summary

- Via Real Stormwater Project: The Coastal Development Permit for the project was approved in March 2023. Additional federal-aid and state-aid funding was

awarded in 2023. The construction contract was awarded in July 2024, and construction is expected to be completed by April 2025.

- Organics Waste Diversion: Ordinance 750 was approved by the City Council in January 2021 to incorporate SB 1383, the Short-lived Climate Pollutants act aimed at reducing organic waste. The City's contracted waste hauler, E.J. Harrison & Sons, continues to conduct site visits to educate solid waste customers about organic waste diversion and ensure they are enrolled in organic waste service. In 2024, the City worked with the community organization the Promotores to offer Spanish-language education. The organization assisted the City with efforts to provide residents with information about free resources, including kitchen pails for food scraps. Approximately 500 kitchen pails were handed out to residents in 2024. Additionally, the City's Sustainability and Environment Division hired an Environmental Program Specialist in 2024 to oversee outreach efforts and inspections of businesses for waste-related regulations.
- Single-Use Materials Outreach: The City Council adopted updates to C.M.C. Chapter 8.50 (Regulating Polystyrene Products and Single-Use Plastics) in January 2024, bringing the regulations into compliance with various State laws, implementing additional prohibitions on single-use polystyrene food containers, prohibiting mylar balloons from being distributed in Carpinteria, and prohibiting the release of latex balloons. The Sustainability and Environment Division conducted two rounds of outreach to educate local businesses on the requirements surrounding single-use plastics and packaging.
- City Hall Solar Energy Generation and Storage Project: The City is participating in the California Energy Commission's Distributed Electricity Backup Assets (DEBA) Program with the County of Santa Barbara acting as the lead in an effort to fund this project. The project is currently on hold.
- Carpinteria Branch Library: The City assumed library operations in 2022, and since then has established the Library Board of Trustees; created a Library Advisory Commission; gained membership in the Black Gold Cooperative Library system; and hired a Library team consisting of a City Librarian, Community Outreach Librarian, Library Technicians, and a Literacy Coordinator. The latter position was funded in 2024 by a generous donation to the Library. In 2024, the Library hosted a Library Card Month to boost utilization, increased circulation of books and materials, wrote a quarterly column in the local Coastal View News, and provided Library staff with additional trainings to better serve the community. The Library consistently hosts a full schedule of programming and community events, all of which are free to the public, and often partners with AgeWell.

- AgeWell: The City was able to hire a full-time Senior Services position in March 2024, and since then the AgeWell program has expanded significantly. AgeWell served over 200 members (free to register) in 2024, offering around 20 diverse programs each week aimed at enhancing the well-being of older adults in Carpinteria. In partnership with the Central Coast Commission for Senior Citizens, AgeWell runs a popular Collaborative Lunch Program that provides free meals to an average of 40 people every weekday. Programming throughout 2024 included (but was not limited to) organized exercise (pickleball, walking club, dancing), puzzle and game activities for mental enrichment, and trainings for healthier aging. AgeWell activities and events are supplemented by approximately 25 volunteers.

Ongoing Implementation

The City continues to engage with special districts and utility providers to improve conditions for residents. The City is engaged with the Carpinteria Valley Water District and Carpinteria Sanitary District in developing a recycled (potable) water project to serve the Carpinteria Valley. The project was submitted to the City in 2024 and is currently under review. Southern California Edison customers in Carpinteria have been transitioned to Central Coast Community Energy which supports renewable energy.

The Public Works Department operates a free Antifreeze, Batteries, Oil and Paint (ABOP) Center on two weekends each month for residents to recycle these types of materials, as well as small household electronics, cooking oils, and fluorescent lightbulbs. The City also hosts an annual Household Goods and Hazardous Waste Collection Day. Carpinteria residents have the opportunity to safely dispose of hazardous chemicals, cleaning products, used oil, solvents, universal and electronic waste such as computer screens, televisions, household appliances and fluorescent, mercury and other gas filled tubes.

On the City Hall campus, work is ongoing to improve the public's experience with the facility and City staff. Portable storage containers were procured and installed in 2023 and continue to provide key additional storage capacity for the City's files and records. The City's Racial Equity and Social Justice Council Committee, including a core group of City staff, continues to engage with a consultant team to create and implement a Strategic Equity Plan to improve interactions and relations with the diverse community of Carpinteria.

HOUSING ELEMENT

The Housing Element is prepared in accordance with State and Federal Law to identify policies and guidelines that implement City goals to provide and maintain safe and adequate housing for households of all income levels. It is comprised of many programs that outline actions the City will take to support affordable housing programs, rehabilitate aging housing stock, provide services to prevent homelessness, and other housing-related areas. The most recent update to the Housing Element Update, addressing the 2023-2031 planning period, was adopted by the City Council in January 2024 and certified by the State's Housing and Community Development Department in January 2025.

Much of City staff's time spent on the Housing Element in 2024 was focused on completing the implementation of Program 1 - Adequate Sites to Accommodate Regional Housing Needs. Implementation of this program was required in order to achieve Housing Element certification from HCD. In December 2024, the City Council adopted four ordinances (Ordinance Nos. 788-791) that, collectively, implemented Program 1:

- Create a new zone district, Residential/Mixed Use (RMU) that allows for residential-only or mixed-use developments with a minimum density of 20 dwelling units/acre (du/ac) and up to a maximum density of 25 du/ac (Ordinance No. 788);
- Create Objective Design Standards that would apply to new developments in the RMU zone, as well as other projects required to be processed ministerially per State housing law (Ordinance No. 789); and
- Rezone 19.83 acres of land in the City to RMU to provide adequate sites to accommodate the RHNA allocation (Ordinance Nos. 790 and 791).

Additional and more detailed information regarding Housing Element implementation in 2024 is provided in Exhibit 1, the City's 2024 Housing Element Annual Progress Report. The document was transmitted to the State Department of Housing and Community Development on March 11, 2024

Amendments to the General Plan/Coastal Land Use Plan and Zoning Code

The GP/CLUP was adopted in April 2003. The General Plan visioning process included planning and goal strategies to plan for a 20-year timeline. The Zoning Code, serving as the key piece of the City's coastal Implementation Plan, was adopted in 1981, and consistency updates and amendments occur throughout the years as needed. The City has initiated two separate comprehensive multi-year update programs, for both the GP/CLUP (as mentioned in the Introduction) and the Zoning Code. In addition to updating all of the required General Plan Elements, new elements will be incorporated that address climate change/sea level rise and healthy community initiatives. The Circulation Element will also receive an update to include Vehicle Miles Traveled (VMT) metrics. At this time, comprehensive updates to the Zoning Code are planned to follow the adoption of the new GP/CLUP to ensure vertical consistency between the documents.

2024 Amendments to the General Plan/Coastal Land Use Plan

- General Plan /Coastal Land Use Plan Update Program: Work on the GP/CLUP Update resumed in earnest in 2024, following several years of reduced activity due to the COVID-19 Pandemic and staffing vacancies. Draft elements had already been reviewed by Coastal Commission staff, and new administrative drafts released in 2024 primarily sought to update new City information regarding facilities, services provided, and other changes from the most recent years. Throughout 2024, the GP/CLUP Update Committee met seven times at public hearings to review the drafts of each element. These meetings also provided the public opportunities to provide feedback before the complete draft GP/CLUP is assembled and programmatic environmental review documents are written. By the end of 2024, City staff was working closely with the consultant team to incorporate public and GP/CLUP Update Committee feedback. A release of the complete draft GP/CLUP and release of an Environmental Impact Report Notice of Preparation are anticipated at the end of Q1 2025.
- Readoption of the 2023-2031 Housing Element: HCD review of the City's previously-adopted Housing Element in 2023 necessitated additional changes that were finalized in November 2023. In January 2024, following a letter of substantial compliance from HCD, the City Council re-adopted the most current version of the Housing Element. Additional background on the Housing Element is available in Exhibit 1.
- Safety Element Amendment: The City received a grant in 2019 to update its Local Hazard Mitigation Plan ("LHMP"), an annex to the County of Santa Barbara's Multi-Jurisdictional Hazard Mitigation Plan. As a condition for grant closeout and City reimbursement of funds, the LHMP needed to be incorporated

in its entirety in the Safety Element of the General Plan, pursuant to Assembly Bill (“AB”) 2140 (incorporation via direct internet link acceptable). Accordingly, the City Council approved Resolution No. 6344 in November 2024 to incorporate minor changes to the Safety Element, adding language to make the document AB 2140-compliant.⁴

2024 Amendments to the Zoning Code (CMC Title 14)

- Zoning Code amendments to implement Housing Element Program 1: As described in Exhibit 1, Ordinance Nos. 788-791, adopted by City Council in December 2024, created a new Residential/Mixed Use (RMU) zone district, rezoned 19.83 acres of land to RMU, and created Objective Design Standards for certain residential/mixed use developments. These amendments will be in effect following Coastal Commission approval; a Coastal Commission hearing for this item is scheduled for March 2025.

2024 Progress on Upcoming Amendments

- Accessory Dwelling Units (ADU): The City last amended its ADU regulations (CMC Chapter 14.72) in 2023, however, new State laws in 2023 and 2024 necessitated another round of amendments. Thus, City staff proposed Ordinance No. 785, aiming to bring the City's ADU regulations back in line with the most current changes to State ADU law. It was approved on first reading by City Council in July 2024, and was submitted to the Coastal Commission in August 2024. As part of the Coastal Commission's review, HCD provided a comment letter on Ordinance No. 785 citing various areas where the City's regulations did not fully align with state ADU law, which triggered additional dialogue with HCD and Coastal Commission staff to work through and resolve. City staff are currently working to address/harmonize ADU law with Coastal Act policies, have revised the ordinance, and plan to return the ordinance to City decisionmakers in Q2 2025. This project implements Housing Element Program 2.
- Density Bonus Ordinance: In June 2024, the Planning Commission recommended approval of a proposed ordinance to align the City's Density Bonus (DB) regulations (CMC Chapter 14.77) with current State DB Law and harmonize State DB Law with the Coastal Act. City staff has been working with Coastal Commission staff to further achieve this “harmonization” while meeting the intent of State DB Law. City staff intend to bring the proposed ordinance to City Council and the Coastal Commission in 2025. This project implements Housing Element Program 7.

⁴ Additional information about this General Plan amendment is available at <https://carpinteriaca.gov/city-hall/community-development/planning/general-plan-coastal-land-use-plan/>

- Supportive Housing Ordinance: In 2024, staff drafted an ordinance to streamline the permitting of supportive housing types pursuant to State law, including low-barrier navigation centers and single-room occupancy housing. Staff plans to bring the ordinance to the Planning Commission and City Council in 2025.
- Coastal Adaptation Overlay: Work on this grant-funded effort continued throughout 2024 and an administrative draft is undergoing internal review.
- Coastal Development Permit Ordinance: Research and draft language for this grant-funded effort progressed throughout 2024.
- Inclusionary Housing Ordinance: Staff conducted research on inclusionary housing policies⁵ in California and surrounding jurisdictions. Work continues into 2025. This project implements Housing Element Program 6.

Goals, Priorities and Objectives

The City of Carpinteria aims to implement the priorities and objectives outlined in the General Plan throughout various activities and functions of local government. Many of the goals outlined for the future of the City are reviewed annually through the City's Annual Work Plan process, a process which in itself is currently undergoing review and change to better fit the needs of the City and its staff. In this way, the implementation of the General Plan is an ongoing endeavor. The City Council adopted the following Primary Goals for the Fiscal Year 2024-2025 Work Plan:

1. Enhance Public Outreach, Education and Transparency
2. Accommodate City Growth while Maintaining a Small Beachside Town Character
3. Take Steps to Address the Fiscal Sustainability of the City
4. Strengthen Community Institution Collaboration
5. Invest in High-Performance Team at City Hall

Each City department has Strategic Goals housed under these Primary Goals, many of which serve to implement the goals and policies of the General Plan. The following Work Plan Strategic Goals for FY 2024-2025 highlight the connection between the Work Plan and General Plan:

- Create a vibrant, inclusive community garden that fosters food security, promotes healthy living, and cultivates a strong sense of place for all community members (Parks, Recreation, and Community Services).

⁵ Inclusionary housing in Carpinteria is a policy which requires a certain percentage of units in a for-sale development to be offered at a price affordable to households with above-moderate income— 121-200% of the area median income.

- Boost library utilization and program participation (Parks, Recreation, and Community Services).
- Engage in County land use decisions affecting Carpinteria Sphere of Influence (Community Development).
- Explore options for the development of affordable housing (Community Development).
- Integrate software tools to increase staff capability and productivity (Community Development).
- Implement improvements to the Business Licensing Process (Community Development).
- Increase community awareness of Rental Housing Mediation Program (RHMP) services (Community Development).
- Explore options for the continuation and expansion of the Safe Parking Program (Community Development).
- Update outdated City policies and provide staff with training on the new policies (Administrative Services).
- Increase and diversify maintenance operations capabilities (Public Works).

In addition to these Strategic Goals, the City Council and City staff have continued to participate in collaborative, cross-jurisdictional groups and organizations to increase quality of life for residents across southern Santa Barbara County. Such groups include the Santa Barbara Joint Affordable Housing Task Group, Santa Barbara County Association of Governments, Santa Barbara Metropolitan Transit District Board, League of California Cities, Central Coast Community Energy, and Beach Erosion Authority for Clean Oceans and Nourishment.

Conclusion

The General Plan Annual Progress Report illustrates activities undertaken by the City of Carpinteria over the last year that worked toward implementing the City's General Plan/Coastal Land Use Plan. The City has worked to progressively implement the policies outlined in each element of the City's guiding planning document, as outlined in the various sections of this Progress Report. The General Plan represents the community's collective vision for preserving and improving the quality of life in the Carpinteria Valley. Only minor revisions, aside from the Housing Element Update, have been implemented since the General Plan/Coastal Land Use Plan Update was adopted in 2003. The update process for the General Plan was initiated in 2015 and will continue over the next several years, notably including public review of the complete draft document and the bulk of the programmatic environmental review process in 2025.

The City Council, with support from the City's commissions, board, and committees, spearhead the ideas, proposals and suggestions that further the City's goal to preserve important local resources, improve the local economy and quality of life for the

community. The City will continue to seek out new avenues and opportunities for public feedback to support the members of Carpinteria's community equitably and responsibly.

EXHIBIT 1

City of Carpinteria



2024 Housing Element Annual Progress Report



March 2025

Introduction

Pursuant to Government Code Section 65400, Community Development Department staff prepares an annual report to the City Council on the status of the General Plan and its Elements, and the progress being made in implementation of the General Plan's respective goals and programs. The Housing Element Annual Progress Report (Report) provides an opportunity to review activities and projects of the prior year in the areas of housing development and other programs that implement the City's Housing Element. The City's Housing Element identifies the community's housing needs, and describes how safe, affordable housing can be provided and maintained for City residents. Included in this Report are statistics demonstrating progress in meeting the City's Regional Housing Needs Assessment (RHNA) allocation.

The 2023-2031 Housing Element was finalized and re-adopted by Resolution No. 6288 by the City Council on January 22, 2024. The re-adopted Housing Element was submitted to the California Department of Housing and Community Development (HCD) for final certification on January 24, 2024. In a March 2024 letter, HCD acknowledged that the City's re-adopted Housing Element met all statutory requirements for approval, but they could not certify it at that time since the City had not completed its required rezones (Housing Element Program 1) by the statutory deadline of February 15, 2024. Throughout the rest of 2024, staff worked to implement Program 1, which required rezoning a minimum of 14.6 acres to allow for densities of 20-25 units/acre. The resulting Ordinances are described below under Program Category 1. Upon City Council adoption of the Ordinances in December 2024, staff submitted them to HCD in order to achieve certification of the Housing Element, which was ultimately granted by HCD on January 30, 2025.

2024 Housing Highlights

During 2024, the City received and deemed completed for processing 23 formal applications for a total of 181 new residential units in Carpinteria. These applications included a mix of housing types. One of the applications was for a mixed-use project consisting of commercial space and 159 apartment units. One application was for a lot split that included the conversion of a guest house to a single-family dwelling. Another application involved the demolition and reconstruction of a single-family residence. The remaining 20 applications were for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs). The proposed projects, if permitted and constructed, would result in 181 new housing units in the City of Carpinteria.

Since the City's ADU and JADU Ordinance went into effect in 2023, ADUs and JADUs remain the primary source of new housing in the City. In 2024, 15 ADU Coastal Development Permit applications were received, 16 ADUs were approved (including four that were submitted in 2023), and 11 building permits for ADUs were issued. Fourteen ADUs were constructed and received their Certificates of Occupancy in 2024. Additionally, for JADUs, three building permit applications were received, five building permits (including two that were submitted in 2023) were issued, and four Certificates of Occupancy were issued in 2024.

A mixed-use project consisting of commercial space and 24 apartment units (21 market rate, 2 Low-income, and 1 Very-Low income) received its entitlements and building permits in 2024. One new single-family residence received entitlements, and two other new single-family residences received building permits in 2024. In summary, entitlements were approved for 48 new residential units, building permits were issued for 42 new residential units, and 18 new residential units were completed and received their Certificates of Occupancy in the City of Carpinteria during 2024.

City staff also met with prospective buyers or developers for some of the larger vacant or under-utilized properties in the City and received several Senate Bill 330 preliminary applications for possible future multi-family housing projects, which if followed up with formal application submittals in 2025, could offer up to several hundred additional residential units in the years ahead.

The City continues to provide various forms of assistance to increase housing opportunities in Carpinteria, in accordance with the various Programs of the 2023-2031 Housing Element. Staff made progress on updating the City's ADU and Density Bonus regulations to align with current State law (Programs 2 and 7, respectively); City staff also began drafting various zoning code updates to address Program 11, supportive housing (including low-barrier navigation centers, single-room occupancy housing, and residential care facilities).

In 2024, staff continued to implement the Workforce Housing Down Payment Loan Program. The program was first funded by a 2011 Development Agreement that allowed the conversion of five above-moderate affordable residential units at Lavender Court into a payment of \$571,000 to the City's Affordable Housing Trust Fund. Like an in-lieu fee, the funds have since been used to provide down payment loans for families purchasing homes in the City of Carpinteria. During 2024, two new loans were funded through this Program, utilizing the remaining balance of the Affordable Housing Trust Fund. Upon repayment of existing loans, staff will continue to work with the Housing Trust Fund of Santa Barbara County to find interested buyers looking to use the deferred repayment loans to buy homes in Carpinteria.

The City also continues to participate in Santa Barbara County's Home for Good program with the regional Creative Housing Solutions Subcommittee, a working group composed of representatives from the County Housing Authority, People's Self-Help Housing Corporation, Home for Good, United Way, and City staff, along with the local community, to identify and pursue innovative housing opportunities. In partnership with New Beginnings, the City operated its first "safe parking" pilot program to provide safe overnight shelter and rapid rehousing programs for families and individuals living in their vehicles. The program accommodated six vehicles at a time in 2024, and as of the end of 2024, discussions were underway between City and New Beginnings staff to both extend the program beyond the end of the pilot term and to expand the program capacity from six to 12 vehicles.

In May 2023, the City initiated an "anti-displacement" legislative package, which includes a series of proposed Municipal Code amendments intended to protect existing rental housing stock, encourage production of additional rental housing, and protect rental

housing affordability. In September 2023, the City Council adopted an urgency “renoviction” ordinance (Ordinance No. 770). Subsequently, in February 2024, the City adopted a Renter Relocation Assistance Payment amount in event of a no-fault just-cause eviction, equal to two month’s rent or \$6,500, whichever is greater (Resolution No. 6290). The goal of this relocation assistance payment is to reduce the tenant’s likelihood of homelessness after a no-fault eviction, considering the costs of moving and the potential increased rental rate for a new unit.

Housing Element Review

The Housing Element describes the City’s goals and objectives for addressing the community’s housing needs during the 2023-2031 planning period, organized into 18 programs with five program categories. Section 2 of the Housing Element is organized by the five primary program categories which are to be implemented. The remainder of this report explains the housing programs and goals, and the progress the City made to implement them throughout 2024.

Program Category 1: Make sites available to accommodate the RHNA.

Housing Needs Summary

The Santa Barbara County Association of Governments (SBCAG) allocated a housing need to the City of 901 housing units for the 2023-2031 Regional Housing Needs Allocation period. The 2023-2031 Housing Element Table II-1 below shows the City’s share of the regional housing need across five income categories.

**Table II-1
Land Inventory Summary**

	Income Category				Total
	Very Low	Low	Mod	Above	
RHNA 2023-2031	286	132	135	348	901
Completed, Approved & Pending Projects (Table B-3)	-	3	-	259	262
Net Remaining RHNA	415		135	89	639
Vacant Sites (Table B-4)	-		10	5	15
Underutilized Sites with R Overlay (Table B-5)	56		47	-	103
Other Underutilized Sites (Table B-6)	-		153	153	306
ADUs	84		8	48	140
Surplus (Shortfall)	(275)		83	117	(75)
Source: City of Carpinteria, 2023					

Program Category 1: Make sites available to accommodate the RHNA.

Goals

- Maintain an adequate supply of appropriately zoned land and take all necessary actions to support the production of at least 901 housing units in the City to accommodate the RHNA allocation for the 2023-2031 period.

- Maintain a jobs-housing balance or ratio within the 0.75 to 1.25 range suggested by the Santa Barbara County Association of Governments.

Policies

- **Adequate Sites:** Provide and maintain sufficient sites in the General Plan and Zoning Code and associated Land Use and Zoning Maps to accommodate the housing needs allocated to the City in the Regional Housing Needs Allocation (RHNA) Plan.
- **Housing Types:** In the General Plan and implementing ordinances, provide for a mix of housing types consistent with the City's needs, including single-family detached and multi-family housing.
- **Accessory Dwelling Units:** Promote the development of ADUs consistent with State law and City regulations.
- **Public Services and Facilities:** Ensure that public services and facilities have the capacity to support the need for the new residential development allocated to the City by the RHNA Plan.

Result

Much of City staff's time spent on the Housing Element in 2024 was focused on completing the implementation of Program 1 - Adequate Sites to Accommodate Regional Housing Needs. Throughout 2024, staff worked to develop four ordinances that, collectively, would implement Program 1 and allow the City to obtain HCD certification. The ordinances result in the following changes to the City's zoning regulations:

- Create a new zone district, Residential/Mixed Use (RMU) that allows for residential-only or mixed-use commercial/residential multifamily developments with a minimum density of 20 dwelling units/acre (du/ac) and up to a maximum density of 25 du/ac (Ordinance No. 788);
- Create Objective Design Standards that would apply to new developments in the RMU zone, as well as other projects required to be processed ministerially per State housing law (Ordinance No. 789); and
- Rezone 19.83 acres of land in the City to RMU to provide adequate sites to accommodate the RHNA allocation (Ordinance Nos. 790 and 791).

These ordinances were approved and adopted by the City Council on second reading on December 9, 2024,¹ and staff submitted all supporting materials to HCD on December 12, 2024 and to the California Coastal Commission (CCC) on December 19, 2024.

On January 30, 2025, HCD notified the City that following the adoption of Ordinance Nos. 788-791, the City is now in substantial compliance with State housing element law and has a "certified" housing element. The letter is available to view at <https://carpinteriaca.gov/city-hall/community-development/planning/housing-element-update/>.

¹ Staff report, copies of the ordinances, and supporting materials from December 9, 2024 are available here: https://carpinteria.granicus.com/GeneratedAgendaViewer.php?view_id=2&clip_id=1550 (on consent)

The ordinances will go into effect upon certification by the CCC, which has tentatively scheduled the Local Coastal Program amendment (LCPA) for a hearing in March of 2025. Candidate sites that were not selected for rezoning as part of Ordinance Nos. 790 and 791 will be evaluated in the environmental review process for the City's General Plan/Coastal Land Use Plan Update, beginning in 2025. The City Council directed City staff to agendize two candidate sites (Sites 5 and 21) not selected for rezoning for further consideration in early 2025.

Accessory Dwelling Units (ADUs) and JADUs remain the primary source of new housing construction in the City since Ordinance No. 758 went into effect in 2023. In 2024, 15 ADU Coastal Development Permit applications were received, 16 ADUs were approved (including four that were submitted in 2023), and 11 building permits for ADUs were issued. Fourteen ADUs completed construction and received their Certificates of Occupancy in 2024. Additionally, for JADUs, three building permit applications were received, five building permits (including two that were submitted in 2023) were issued, and four Certificates of Occupancy were issued in 2024.

In 2023, the City made available to the public, at no cost, two pre-designed ADU prototype plan sets to help reduce the costs involved in designing and permitting an ADU. To construct an ADU using the prototype plans, an applicant still must obtain a CDP and building permit, but the process is considerably streamlined. To date, three homeowners have utilized these prototype ADU plan sets. Pursuant to AB 1332 (2023), in late 2024, Carpinteria began allowing members of the public to submit additional ADU plan sets for pre-approval.²

The City's proposed Ordinance No. 785, updating the City's ADU regulations to align with the most recent amendments to State ADU law, was approved on first reading by City Council in July 2024, and submitted to the CCC as a LCPA in August 2024. Processing of the LCPA has been delayed while City staff work with HCD and CCC staff to resolve identified inconsistencies and/or policy conflicts between ADU law and Coastal Act policies. Staff have revised the ordinance in an effort to resolve these conflicts and plans to return to the City's Planning Commission with an updated proposed ordinance in Q2, 2025.

In 2024, 18 new residential units received their Certificates of Occupancy, as summarized in Table I below. Forty-two building permits were issued in 2024 for new residential units. These building permits are summarized in Table II below. These tables do not include the previously discussed 181 new residential units that were deemed complete and accepted for processing in 2024.

² The City's Preapproved ADUs Program is available to view here: <https://carpinteriaca.gov/city-hall/community-development/planning/accessory-dwelling-unit-program/preapproved-adus/>

**Table I: New Residential Units Completed in 2024
(Issued Certificate of Occupancy)**

Project Name	Address	Units	Income Category
Pagano ADU	1286 Casitas Pass Road	1	Above Moderate
Franken ADU	4745 Dorrance Way	1	Very Low
Pini ADU	990 Concha Loma	1	Low
Short ADU	1126 Vallecito Road	1	Above Moderate
Goytia JADU	1485 Manzanita Street	1	Above Moderate
Lemere ADU	1359 La Mesa Plaza	1	Low
Jacobs JADU	5031 Foothill Road	1	Above Moderate
Karimy ADU	5491 El Carro Lane	1	Extremely Low
Mathers ADU	5453 Willow Place	1	Low
Rizo JADU	4620 Ninth Street	1	Above Moderate
Jacquet ADU	4917 Sawyer Avenue	1	Low
Carter ADU	842 Walnut Avenue	1	Low
Pinkernell ADU	5558 Calle Ocho	1	Above Moderate
Norton ADU	5294 El Carro Lane	1	Above Moderate
Wheatley ADU	1150 Vallecito Road	1	Above Moderate
Andersson JADU	4462 Via Real	1	Above Moderate
Heimberg ADU	4854 Eighth Street	1	Above Moderate
Zeoli ADU	5159 Ogan Road	1	Above Moderate
Total Residential Units Completed in 2024: 18			

**Table II: New Residential Units Building Permits Issued in 2024
(Units may or may not have been completed in 2024)**

Project Name	Address	Number of Units	Income Category
Franken ADU	4745 Dorrance Way	1	Very Low

Project Name	Address	Number of Units	Income Category
Karimy ADU	5491 El Carro Lane	1	Extremely Low
Heimberg ADU	4854 Eighth Street	1	Above Moderate
Andersson JADU	4462 Via Real	1	Above Moderate
Miller ADU	5307 Willow Place	1	Above Moderate
Carter ADU	842 Walnut Avenue	1	Low
Mathers ADU	5453 Willow Place	1	Low
Rizo JADU	4620 Ninth Street	1	Above Moderate
Stout JADU	5556 Calle Arena	1	Above Moderate
Wheatley ADU	1150 Vallecito Road	1	Above Moderate
Zeoli ADU	5159 Ogan Road	1	Above Moderate
Friedman ADU	5291 Cambridge Lane	1	Above Moderate
Hardy ADU	5378 Dariesa Street	1	Above Moderate
Velasquez JADU	1319 Delta Avenue	1	Above Moderate
Scerni New SFD	4610 Fourth Street	1	Above Moderate
Rosales ADU	4585 El Carro Lane	1	Very Low
Klentner Mixed Use	4745 Carpinteria Avenue	1	Very Low
		2	Low
		21	Above Moderate
Tokar JADU	5630 Fiesta Drive	1	Above Moderate
Howard New SFD	4818 Dorrance Way	1	Above Moderate
Total Residential Units Permitted in 2024: 42			

The City's annual RHNA progress for the 2023-2031 cycle is summarized in Table III, below. For RHNA purposes, units are counted when the building permits are issued. Although the City has granted building permits for 53 units in this RHNA cycle, all but eight of those units fall within the above-moderate income category. Of the new units approved in 2024, 34 units are in the Above Moderate-income category, four units are in the Low-income category, and four units are in the Very Low-income category. In order to fully meet its RHNA allocation, the City would need to permit an additional 553 new units in the Very Low-, Low-, and Moderate-income allocation categories during this planning cycle. For comparison of units approved (via building permits) versus actual units constructed, see Table IV below which summarizes the number of Certificates of Occupancy issued for each year of the current RHNA cycle.

**Table III: Regional Housing Needs Allocation (RHNA) Progress
(Based on Building Permit Issuance Date)**

Income Group	2023-2031 RHNA	Units Added 6/30/22-2/14/23	Units Added 2023	Units Added 2024	Units Added 2025	Units Added 2026	Units Added 2027	Units Added 2028	Units Added 2029	Units Added 2030	Units Added 2031	Total Units Approved
Very Low	286	0	0	4	-	-	-	-	-	-	-	4
Low	132	0	0	4	-	-	-	-	-	-	-	4
Moderate	135	0	0	0	-	-	-	-	-	-	-	0
Above Moderate	348	1	10	34	-	-	-	-	-	-	-	45
TOTAL	901	1	10	42	-	-	-	-	-	-	-	53

**Table IV: Constructed Units
(Based on Certificate of Occupancy Issuance Date)**

Year	Units Completed (Certificate of Occupancy)
2023	1
2024	18
2025	-
2026	-
2027	-
2028	-
2029	-
2030	-
2031	-
TOTAL	19

Program Category 2: Assist in the development of adequate housing to meet the needs of extremely-low, very-low-, low-, and moderate-income households.

Goals

- Attain a housing supply that meets a variety of housing needs.
- Attain a housing supply that meets the needs of extremely-low-, very-low-, low- and moderate-income households.
- Attain a housing supply that meets the needs of special population groups.

Policies

- *Infill Development*: Promote infill housing development through land use policies and by deferring or reducing development impact fees where the City wants to encourage affordable infill development.
- *Suitable Housing Unit Sizes*: Provide for a range in the number of bedrooms in assisted housing developments so as to help meet the needs of various household types and special needs populations.
- *Downtown Mixed Use*: Encourage studio and one-bedroom units above commercial uses in the downtown district to reduce parking needs and facilitate affordability.
- *Rental Assistance*: Continue participation in the County of Santa Barbara Housing Authority's Section 8 program as the primary means to address the City's rental assistance needs. Allocate HOME funds and in-lieu fees to state and federally assisted housing that provides rent restricted units in existing and/or new residential developments.
- *Acquisition and Rehabilitation of Rental Housing*: Work with non-profit sponsors to acquire and rehabilitate rental housing units in order to maintain long-term affordability of the units. This will include, but not be limited, to: (a) technical support needed to obtain funding commitments from county, state and/or federal programs; (b) assistance in permit processing; (c) possible deferral, reduction or waiver of City fees; and (d) contribution of City housing funds, if available.
- *Critical Workforce Housing*: Implement "set-aside" policies for critical workforce occupations. New housing developed through the Inclusionary Housing Ordinance, current and future Development Agreements, and other appropriate Housing Element programs should set aside a percentage of the units for households employed in critical workforce occupations. Examples of critical workforce occupations are law enforcement, firefighters, nurses, teachers, and local government.
- *Farm Employee and Supportive Housing*: Allocate in-lieu fees for predevelopment activities, including state and/or federal funding applications, to support the sponsors of farm employee housing and supportive housing for special needs populations.
- *Shelter for the Homeless*: Support countywide programs to provide for a continuum of care for the homeless including emergency shelters, transitional housing, supportive housing and permanent housing. Allocate Community Development Block Grant (CDBG) funds to agencies assisting homeless persons and families to meet shelter and non-shelter needs.

Result

The City continues to prioritize efforts to protect existing rental housing stock and facilitate production of new rental housing stock, with an emphasis on affordable and workforce housing opportunities.

As part of Program Category 2 efforts, the City has continued to support and help connect qualifying households with rental assistance through the Section 8 voucher program. In 2024, 196 households in Carpinteria received rental assistance via Section 8 vouchers. This is an increase from the 163 households that received rental assistance through Section 8 vouchers in 2023. The reason(s) for the increase, however, are unknown at this time.

The Ordinances approved as part of Program 1 (noted above) included policies regarding infill development, suitable housing unit sizes, and encouraging downtown mixed-use developments. The majority of the sites rezoned to accommodate the RHNA are located near Carpinteria's downtown core, and allow for mixed-use or residential only development. Ordinance No. 788, establishing the Residential/Mixed Use zone district specifies that for developments fronting Linden or Carpinteria Avenues within the Downtown "T," 50% of residential units must be 1-bedroom or studio units, providing needed workforce housing.

2024 also saw progress toward updating the City's density bonus regulations to align with recent changes to State law. Staff brought a proposed density bonus ordinance to the Planning Commission in June 2024, where the Commission recommended it for City Council approval. Staff also worked with Coastal Commission staff to ensure the proposed ordinance amendments appropriately harmonize the application of density bonus law with Coastal Act policies. Ultimately, work on the draft ordinance was paused as staff tracked potential changes to State density bonus law in the 2024 State legislative session (which did not ultimately pass). Staff has resumed work on the ordinance in 2025.

To assist the local homeless population, the City participates in the Santa Barbara Continuum of Care, a collection of service providers, public sector employees, and community members working together to address homelessness. Each week, the City helps host a free lunch program, where service providers help people in need connect with a wide range of services. Typically, organizations like Good Samaritan, New Beginnings, Behavioral Wellness, and AmeriCorps attend weekly.

In 2024, in partnership with New Beginnings, the City operated its first Safe Parking Pilot Program, which provides safe overnight shelter and rapid rehousing programs for families and individuals living in their vehicles. The pilot program accommodated 6 vehicles at a time, with spots opening up as residents found permanent housing. As of November 2024, the program had served a total of 14 vehicles occupied by 20 individuals. Six of those individuals successfully transitioned into housing. In December 2024, City staff, in coordination with New Beginnings staff, initiated discussions about the extension of the safe parking program beyond the pilot's planned expiration in July 2025, and also discussed the possible expansion of the program from six vehicles to 12.

Program Category 3: Address and, where appropriate and legally possible, remove governmental constraints to the maintenance, improvement, and development of housing.

Goals

- Address, and to the extent legally possible, mitigate and/or remove governmental constraints to the maintenance, preservation, improvement and development of housing.
- Implement land use regulations that facilitate meeting affordable housing needs.

Policies

- *Expedite Affordable Housing Development Review:* Affordable housing developments shall receive the highest priority and efforts by staff, the Planning Commission, and City Council to: (a) provide technical assistance to affordable housing developers, including community involvement; (b) take into account project funding and timing needs in the processing and review of the applications; and (c) provide the fastest turnaround possible in determining application completeness.
- *Fee Mitigation:* Permit on a case-by-case basis fee reductions and waivers to help owner-builder projects, projects with minimum public service impacts, retrofitting projects, and affordable housing developments.

Result

The City has implemented a 50% Development Impact Fee (DIF) reduction for 100% affordable housing developments to assist in removing governmental constraints to the development of affordable housing. Additionally, no DIFs are charged for ADUs that are less than 750 square feet, and DIFs are reduced by approximately 66% for ADUs that are 750 square feet or larger.

In 2021, the City received a Regional Early Action Planning (“REAP”) grant allocation to fund updates to the City’s ADU regulations and the development of ADU prototype plan sets, as described in Program Category 1 above. Overlapping with goals from Program Category 1, the City continued to promote its ADU prototype plans program, consisting of two pre-designed ADU plan sets made available to the public for free. Use of the pre-designed plans allows for substantially reduced design and plan check/permit costs, and streamlined plan review. Two ADUs utilizing prototype plans received Certificates of Occupancy in 2024, and another application utilizing the prototype plans was issued a building permit in 2024.

Pursuant to the requirements of Program 1, projects in the new Residential/Mixed Use zone district that provide a minimum of 20% lower-income units will receive ministerial review.³ The inclusion of Objective Design Standards as part of Program 1 implementation will further help streamline the design and review process for applicable housing projects.⁴ Throughout 2024, staff worked with stakeholders, including interested property owners and developers, to discuss streamlined development review processes and incentives available to housing projects providing affordable units.

Program Category 4: Conserve and improve the condition of the existing stock of affordable housing.

Goals

- Conserve existing housing important to the community such as rental apartments, mobile home parks, and other affordable housing units.
- Maintain the affordability of existing and future affordable housing developments.

³ Ordinance No. 788, Section 14.19.040(A)(1) and (2).

⁴ Ordinance No. 789, Section 14.51.020.

- Attain a housing supply free from substandard and deteriorated housing conditions.

Policies

- *Section 8 Housing:* Maintain the numbers of extremely-low-, very-low- and low-income households that are assisted by the Section 8 rental assistance program.
- *Apartment Conservation:* Conserve apartment rental housing through Carpinteria Municipal Code Chapter 14.74 which prohibits the conversion to condominium ownership unless the apartment rental vacancy rate is more than 5%.
- *Apartment Conservation:* Conserve apartment rental housing by prohibiting the conversion to tenancy in common ownership through Ordinance No. 742.
- *Mobile Homes, Mobile Home Parks, and Manufactured Housing:* Conserve mobile homes, mobile home parks, and manufactured housing as an essential part of Carpinteria's housing supply through the City's Mobile Home Park Closure Ordinance.
- *Mobile Home Rents:* Continue the Mobile Home Park Rental Stabilization and Mobile Home Park Rent Stabilization Disclosure ordinances.
- *Long-Term Housing Affordability:* Enforce resale controls and income restrictions to ensure that affordable housing provided through the Inclusionary Housing Program remains affordable over time to the income group for which it is intended.
- *Maintenance and Repair:* Promote the maintenance and repair of owner-occupied and rental housing to prevent deterioration within the City.
- *Housing Rehabilitation:* Facilitate the rehabilitation of substandard and deteriorated housing where feasible.
- *Housing Replacement:* Where possible, promote the removal and replacement of those substandard units that cannot be rehabilitated.
- *CDBG Rehabilitation:* Facilitate the allocation of CDBG funds to multi-family rehabilitation programs, and retrofitting of existing housing.
- *Acquisition and Rehabilitation of Rental Housing:* Work with non-profit sponsors to acquire and rehabilitate rental housing units in order to maintain long-term affordability of the units. This will include, but not be limited to: (a) technical support needed to obtain funding commitments from County, State and/or Federal programs; (b) assistance in permit processing; (c) possible deferral, reduction or waiver of City fees; and (d) contribution of City housing funds, if available.

Result

Seven mobile home parks provide affordable-by-design housing in the City with a total of 860 mobile home park spaces. The City's Mobile Home Rent Stabilization regulations aim to protect the value of mobile homes for tenants of rental parks, and control space rents to

protect affordability. The City also allows manufactured homes to be constructed in all residential zones which may reduce construction costs.

The City conducts annual compliance monitoring of all affordable deed-restricted inclusionary units to ensure said units remain occupied in a manner that is consistent with the terms of their respective affordability covenants. The monitoring program, for which the City contracts with the City of Santa Barbara to complete, found that all inclusionary units were in compliance for the last reporting period of November 2023 to October 2024.

The City continues to protect against the conversion of existing rental housing stock to condominiums or other types of owner-occupied housing through ongoing enforcement of the City's Ordinance No. 742, which restricts ownership conversion affecting apartments—conversions may not occur unless the rental vacancy rate within the City exceeds five percent.

In May 2023, the City initiated an “anti-displacement” legislative package, which includes a series of proposed Municipal Code amendments intended to protect existing rental housing stock and protect rental housing affordability. Following the adoption of Urgency Ordinance No. 770, which established “just cause” tenant eviction protections, in February 2024, the City Council approved a Renter Relocation Assistance payment set at two month's rent at the time of eviction or \$6,500, whichever is greater.⁵ The payment aims to protect tenants experiencing a no-fault just-cause eviction from falling into homelessness, considering the costs of locating to a new unit, moving, new security deposit, and potentially increased rent. Additional efforts related to the “anti-displacement” package will continue in the coming years.

Program Category 5: Affirmatively Furthering Fair Housing.

Goals

- Attain a housing market with “fair housing choice,” meaning the ability of persons of similar income levels regardless of race, color, religion, sex, national origin, disability, and familial status to have available to them the same housing choices.
- Promote inclusive communities, further housing choice, and address racial and economic disparities through government programs, policies, and operations.

Policies

- *Promote Fair Housing:* Promote fair housing opportunities through the City's participation in the County's Community Development Block Grant (CDBG) Program.
- *Information and Referral:* Promote fair housing through the provision of information and referral services to residents who need help on fair housing issues. This includes referring local residents who want to file a housing

⁵ Documents and information related to the Renter Relocation Assistance can be found here: <https://carpinteriaca.gov/city-hall/community-development/housing/>

discrimination complaint to the appropriate local, county, state or federal agency, depending on the nature of the complaint.

- *Fair Housing Information:* Implement activities to broaden resident knowledge of fair housing law.
- *Affirmatively further fair housing in compliance with state law.*

Result

The City continues to contract with the City of Santa Barbara Rental Housing Mediation Program (RHMP). The RHMP provides dispute resolution resulting from landlord, tenant, and roommate issues which arise in rental housing situations. The primary goal of the program is to provide an alternative to the formal judicial system and provide legal advice and mediation when disputes arise. The program provides free legal assistance for residents living at or below the poverty line, while also providing general social service guidance for those with disabilities, seniors, and victims of domestic violence. The program shows success in preventing litigation through mediation and conflict resolution. In 2024, the RHMP provided service to 76 Carpinteria tenants and landlords regarding issues related to rental housing and to educate local residents about the services provided by RHMP and other typical concerns related to rental housing. Throughout 2024, the City was able to refer both tenants and landlords to the RHMP for questions and disputes regarding the City's adopted "just cause" tenant eviction protections and Renter Relocation Assistance payments (see Program Category 4 discussion, above).

The City continues to look for opportunities to further expand home production in all levels of affordability. The City remains an active partner in the Cities-County Joint Affordable Housing Task Group, a county-wide group of elected officials, agency staff, affordable housing developers, and community members working together to share information and resources related to affordable housing production countywide.

Conclusion

The Housing Element Annual Progress Report illustrates activities undertaken by the City of Carpinteria in 2024 that seek to improve the quality and quantity of market rate and affordable housing in Carpinteria. Given the efficacy of Carpinteria's program, many of the affordable housing strategies from the 2015-2023 Housing Element were continued into the 2023-2031 Housing Element with modifications made as necessary to meet new State laws and the City's regional housing needs. This is the second annual progress report for the 2023-2031 Housing Element period and the sixth RHNA cycle.

Exhibit 1 Housing Element Annual Progress Report Form 2024

Exhibit 1

Housing Element Annual Progress Report Form 2024

City Council Hearing, March 10, 2025

Please Start Here

General Information	
Jurisdiction Name	Carpinteria
Reporting Calendar Year	2024
Contact Information	
First Name	Syndi
Last Name	Souter
Title	Senior Planner
Email	syndis@carpinteriaca.gov
Phone	8057554405
Mailing Address	
Street Address	5775 Carpinteria Avenue
City	Carpinteria
Zipcode	93013

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v_01_23_25

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://hcd.my.site.com/hcdconnect>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions

Please save your file as Jurisdictionname2024 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2024

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	Carpinteria	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	02/15/2023 - 02/15/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	1
	Non-Deed Restricted	3
Low	Deed Restricted	2
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		34
Total Units		42

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	3	2	0
2 to 4 units per structure	0	0	0
5+ units per structure	24	24	0
Accessory Dwelling Unit	21	16	18
Mobile/Manufactured Home	0	0	0
Total	48	42	18

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	19	42
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	23
Number of Proposed Units in All Applications Received:	181
Total Housing Units Approved:	22
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications

Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	20	20
Discretionary	3	161

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	1
Number of Units in Projects Permitted with a Density Bonus	24

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	18
Sites Rezoned to Accommodate the RHNA	8

Jurisdiction	Carpinteria
Reporting Year	2024 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 02/15/2023 - 02/15/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Br Applic
1					2	3	4	5							6	7	8	9	10
Prior APN ⁺	Current APN	Street Address	Project Name⁺	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVE D Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?
Summary Row: Start Data Entry Below								0	2	0	4	0	0	175	181	22	0		
	001-190-097	6380 Via Real	Lagunitas Mixed-Use	23-2243-DP/CUP/TPM/CDP	5+	R	2/8/2024							159	159			NONE	No
	003-161-021	5159 Ogan Road	Zeoli ADU	23-2268-CDP/ADU	ADU	R	1/5/2024							1	1	1	0	NONE	No
	003-436-003	4745 Dorrance Way	Franken ADU	23-2270-CDP/ADU	ADU	R	1/24/2024		1					1	1	1	0	NONE	No
	003-312-025	4954 Fifth Street	Hernandez ADU	24-2273-CDP/ADU	ADU	R	3/21/2024							1	1	1	0	NONE	No
	004-009-009	4585 El Carro Lane	Rosales ADU	24-2275-CDP/ADU	ADU	R	4/26/2024		1					1	1	1	0	NONE	No
	001-292-004	5378 Darlesa Street	Hardy ADU	24-2277-CDP/ADU	ADU	R	3/7/2024							1	1	1	0	NONE	No
	003-212-029	4253 Carpinteria Avenue	Saticoy ADU #1	24-2278-CDP/ADU	ADU	R	3/6/2024				1			1	1	1	0	NONE	No
	003-600-036	4715 Aragon Drive	Rolph ADU	24-2282-CDP/ADU	ADU	R	4/26/2024							1	1	1	0	NONE	No
	004-007-055	5291 Cambridge Lane	Friedman ADU	24-2284-CDP/ADU	ADU	O	3/28/2024							1	1	1	0	NONE	No

[illegible]

Jurisdiction	Carpinteria	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	02/15/2023 - 02/15/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B Regional Housing Needs Allocation Progress Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022-02/14/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	286	-	-	1	-	-	-	-	-	-	-	4	282
	Non-Deed Restricted		-	-	3	-	-	-	-	-	-	-		
Low	Deed Restricted	132	-	-	2	-	-	-	-	-	-	-	4	128
	Non-Deed Restricted		-	-	2	-	-	-	-	-	-	-		
Moderate	Deed Restricted	135	-	-	-	-	-	-	-	-	-	-	-	135
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Above Moderate		348	1	10	34	-	-	-	-	-	-	-	45	303
Total RHNA		901												
Total Units			1	10	42	-	-	-	-	-	-	-	53	848
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5		2023	2024	2025	2026	2027	2028	2029	2030	2031	6 Total Units to Date	7 Total Units Remaining
Extremely low-Income Need														
Extremely Low-Income Units*		143		-	1	-	-	-	-	-	-	-	1	142

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

VLI Deed Restricted
VLI Non Deed Restricted

Jurisdiction	Carpinteria	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	02/15/2023 - 02/15/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C																	
Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law																	
Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below						359	30	3							392		
001-080-040, 001-080-002, 001-080-030	no address; Via Real	Rezone initiated but site not yet selected for rezone		1	5/6/2023	316			Unaccommodated Need	15.81	AG	A-10	20	25	316	Non-Vacant	Agriculture, avocado farm
001-080-041, 001-080-035	5800 Via Real	Rezone initiated but site not yet selected for rezone		2	5/6/2023	242			Unaccommodated Need	16.74	AG	A-10	20	25	242	Non-Vacant	Agriculture, container plant nursery
001-180-006, 001-180-041	1000 & 1010 Bega Way	Rezone initiated but site not yet selected for rezone		3	5/6/2023	178			Unaccommodated Need	9.68	RDI	M-RF	20	25	178	Non-Vacant	Office, warehousing & assembly facilities
001-180-064, -065, -066, 001-080-067	6250 Bega Way	Rezone initiated but site not yet selected for rezone		4	5/6/2023	167			Unaccommodated Need	8.47	RDI	M-RF	20	25	167	Non-Vacant	Personal self-storage business
001-190-025, -068, -073, -084, -086	6385 Cindy Lane, 1005 & 1013 Mark Ave, 6388 & 6382 Rose Lane	Rezone initiated but site not yet selected for rezone		6	5/6/2023	210			Unaccommodated Need	10.58	RDI	M-RF	20	25	210	Non-Vacant	Warehouse, office, assembly & research facilities
001-190-023, -092, -093, -091	6390 & 6398 Cindy Ln, 1001 Mark Ave, 6392 Via Real	Rezoned Ordinance No. 790 (Prj 24-2279-ORD/LCPA)		7	12/9/2024	110			Unaccommodated Need	5.51	RDI	M-RF	20	25	110	Non-Vacant	Warehouse, office, assembly & research facilities
001-190-099, -100, -101, 001-430-011	1000 Mark Ave & 6402 Cindy Lane, 6410-6460 Via Real	Rezone initiated but site not yet selected for rezone		8	5/6/2023	199			Unaccommodated Need	10.02	RDI	M-RF	20	25	199	Non-Vacant	Office, warehouse & surface parking lot
001-430-008	no address; Cindy Lane	Rezone initiated but site not yet selected for rezone		9	5/6/2023	89			Unaccommodated Need	4.49	RDI	M-RF	20	25	89	Vacant	
001-070-058	6320 Carpinteria Avenue	Rezoned Ordinance No. 790 (Prj 24-2279-ORD/LCPA)		10	12/9/2024	21			Unaccommodated Need	1.08	GC	CPD	20	25	21	Non-Vacant	1-story office building
003-280-017, 003-280-005	5437 Carpinteria Avenue	Rezoned Ordinance No. 790 (Prj 24-2279-ORD/LCPA)		11	12/9/2024	38			Unaccommodated Need	1.98	GC	CPD	20	25	38	Non-Vacant	Mixed-use commercial/residential and vacant
003-162-011, 003-162-012, 003-162-009	1145, 1155, 1160 Eugenia Place	Rezoned Ordinance No. 790 (Prj 24-2279-ORD/LCPA)		12	12/9/2024	92			Unaccommodated Need	4.66	GC	CPD	20	25	92	Non-Vacant	Four 2-story commercial office buildings with some tenant vacancies

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		Carpinteria	
Reporting Year		2024	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1: Adequate Sites to Accommodate Regional Housing Needs	Provide adequate sites to accommodate the City's entire 2023-2031 RHNA allocation of 901 units including rezoning land to accommodate a shortfall of 292 lower-income units.	As soon as possible	On 12/9/2024, City Council adopted Ordinance Nos. 788, 789, 790, and 791, creating a new Residential/Mixed-Use (RMU) zone district; rezoning 19.83 acres of land to RMU; and implementing Objective Design Standards that would apply to developments on these rezoned sites. The RMU zone implements the development standards required under this Program, including a min/max density of 20/25 units/acre. The Ordinances will take effect pending Coastal Commission approval. The item is tentatively scheduled for a Coastal Commission hearing in March or April 2025. Ord No. 788: https://carpinteriaca.gov/wp-content/uploads/2024/12/Ord-788_RMZone.pdf Ord No. 789: https://carpinteriaca.gov/wp-content/uploads/2024/12/Ord-789_ODS.pdf Ord No. 790: https://carpinteriaca.gov/wp-content/uploads/2024/12/Ord-790_Rezones.pdf Ord No. 791: https://carpinteriaca.gov/wp-content/uploads/2024/12/Ord-791_Rezones.pdf More documents/info on the City's Housing Element: https://carpinteriaca.gov/city-hall/community-development/planning/housing-element-update/

Program 2: Accessory Dwelling Units	Facilitate the construction of 112 ADUs constructed during planning period including 67 lower income, 82 moderate income, and 107 above moderate income units.	Ongoing	In 2024, 18 ADU/JADU applications were received, 16 ADU CDPs were approved, 16 ADU/JADU building permits were issued, and 18 ADU/JADU Certificates of Occupancy were issued. The City's proposed Ordinance No. 785, which aimed to bring the City's ADU regulations in line with State ADU law, was approved on first reading by City Council in July 2024, and was submitted to the Coastal Commission in August 2024. Later that month, HCD provided a comment letter on Ordinance No. 785, which City staff is working with HCD and Coastal Commission staff to address/harmonize ADU law with Coastal Act policies. Staff have revised the ordinance and plan to return the ordinance to City decisionmakers in Q2 2025. Staff Report for City Council first reading of proposed Ord No. 785: https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1473&meta_id=93662
Program 3: Energy Conservation	Adopt Building Code updates in 2025, 2028, and 2031.	Ongoing	Staff will adopt Building Code updates as needed, including the upcoming 2025 Building Code to take effect in 2026.
Program 4: Section 8 Rental Assistance	Preserve 177 Section 8 vouchers during the planning period.	Ongoing	In 2024, 196 Section 8 Certificates were issued by the Housing Authority of Santa Barbara County and the City of Santa Barbara Housing Authority within the City of Carpinteria.
Program 5: Affordable Rental Housing Development Assistance	Facilitate construction of 418 lower income rental units, including 143 ELI units, during the planning period, commensurate with the City's RHNA allocation.	Ongoing	In 2024, the City of Carpinteria approved Project 23-2221-DP/CDP, which included 1 very low and 2 low income units, as well as 5 ADUs which are rented at a rate affordable to very-low and low income households. City staff engaged quarterly with the Santa Barbara City-County Joint Affordable Housing Task Force to discuss strategies and share experiences with surrounding jurisdictions. City staff also met with prospective developers and received two SB330 pre-applications for future projects that would include additional lower income units.
Program 6: Inclusionary Housing	Facilitate construction of at least 8 inclusionary workforce housing units during the planning period.	Ongoing	Staff will continue to identify opportunities for additional inclusionary housing and work with developers which might develop multi-family housing developments. Updates to the City's Inclusionary Housing regulations were initiated in May 2023 through Resolution No. 6234 and 6235, and staff intends to prepare the draft updates to the Inclusionary Housing ordinance in 2025. Resolution No. 6234: https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1244&meta_id=80882 Resolution No. 6235: https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1244&meta_id=80884

Program 7: Density Bonus	Adopt density bonus regulations by April 2024.	April 2024 for new regulations; apply regulations ongoing	In June 2024, the Planning Commission recommended approval of a proposed ordinance to align the City's Density Bonus regulations with State Law and harmonize the Coastal Act. City staff has been working with Coastal Commission staff to harmonize Density Bonus provisions with the Coastal Act and the City's LCP. City staff intend to bring the proposed ordinance to City Council and the Coastal Commission in 2025. In 2024, the City approved Project 23-2221-DP/CDP, which utilized Density Bonus law. The City receives frequent inquiries from the public regarding usage of density bonus in Carpinteria, and City Staff has been in discussion with several other project applicants that are likely to submit density bonus projects in early 2025. Proposed Density Bonus ordinance: https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1455&meta_id=92636
Program 8: Facilitate Lot Consolidation or Subdivision	Approve 5 residential or mixed-use projects involving lot consolidations.	Ongoing; City SB 9 Regulations by December 2024	Due to limited staffing and prioritization of Program 1 (Rezoning), implementation of Citywide SB 9 regulations was delayed to 2025. The City processed and approved one residential subdivision for condominiums in 2024 (which will result in a net gain of 2 units), and approved one residential lot split (which will result in a net gain of 1 unit). City staff is currently in discussion with a property owner for a potential mixed-use project likely to involve lot consolidation. Staff will
Program 9: Regulatory Concessions and Incentives for Affordable Housing	Facilitate construction of at least 418 lower income units during the planning period commensurate with the City's RHNA allocation.	Ongoing	The City continues to work with developers to explore and promote opportunities to provide affordable housing. The City strongly encourages pre-applications for larger projects, allowing City staff and the applicant to work through regulatory incentives for affordable units. Through Ordinance No. 788, part of Program 1 implementation, the City has created additional regulatory incentives for projects providing affordable housing. Pursuant to CMC 14.19 (effective following Coastal Commission approval), residential or mixed-use projects providing at least 20% of units affordable to lower-income households are considered a by-right use in the RMU zone district and will be eligible for ministerial review. All projects in the RMU zone district will be subject to the City's Objective Design Standards, further streamlining the design review component of project review/approval. Ordinance No. 788: https://carpinteriaca.gov/wp-content/uploads/2024/12/Ord-788_RMU-Zone.pdf
Program 10: Fee mitigation	Facilitate construction of at least 418 lower income units during the planning period commensurate with the City's RHNA allocation.	Ongoing	City DIF fees are reduced for affordable units and accessory dwelling units. The City continues to reduce DIFs by 50% for 100% affordable housing projects. The City strongly encourages pre-applications for larger projects, allowing City staff and the applicant to work through regulatory incentives for affordable units.

Program 11: Special Needs Housing	Adopt all special needs-housing zoning code amendments by April 2024.	4/1/2024	Initiated by City Council 5/8/2023 by Resolution No. 6234. In Oct-Dec 2024, staff assembled an ordinance addressing various zoning requirements related to special needs housing. The administrative draft is currently undergoing internal review. Resolution No. 6234: https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1244&meta_id=80882
Program 12: Conservation of Mobile Home Parks and Rent Stabilization	Preserve 861 mobile home units throughout the planning period.	Ongoing	The City continues to monitor rental rates in mobile home parks through the Mobile Home Rent Stabilization Program and has had no conversion of the seven mobile home parks in Carpinteria. Long Range Planning staff provide guidance to mobilehome park residents with concerns over illegal space rent increases.
Program 13: Condominium Conversion Ordinance	0 units converted unless rental vacancy rate exceeds 5%.	Ongoing	During the 2024 calendar year, no residential rental units were converted to condominiums due to provisions of the Condominium Conversion Ordinance related to rental vacancy rates. Carpinteria Municipal Code Ch. 14.74 - Ownership conversions affecting apartments; Conversion permits: https://library.municode.com/ca/carpinteria/codes/code_of_ordinances?nodeId=TIT14Z_O_CH14.74OWCOAFAPCOPE
Program 14: Housing Code Compliance	Complete two surveys during the planning period and contact property owners and landlords with nonconforming conditions following each survey.	Ongoing	The Community Development Department's Building and Code Compliance divisions promptly respond to complaints, conduct site inspections, and enforce the housing and building and safety codes through compliance orders and administrative citations. Implemented in late 2023, the City's online GoGov service request portal has been instrumental in receiving, routing, and tracking complaints and potential violations. Carpinteria GoGov portal: https://carpinteriaca.gov/service-request/
Program 15: Single-Family Housing Rehabilitation	Facilitate rehabilitation of 5 units occupied by extremely-low income owner households and 5 units occupied by very-low income households during the planning period.	Ongoing	The City will continue to encourage eligible extremely-low and very-low income homeowners to contact the USDA Rural Housing Repair and Rehabilitation Program for loans to help modernize and improve their homes to remove health and safety hazards.

Program 16: Multi-Family Housing Rehabilitation and Preservation	Facilitate rehabilitation of 5 extremely-low income units, 5 very-low income units, and 10 low income units during the planning period.	Ongoing	The City will continue to seek grant funds to assist property owners with the rehabilitation of multifamily housing in need of repair. The City's CDBG Committee reviews annual applications for funding from the City's allocated portion of Santa Barbara County CDBG funds. Additionally, in an effort to protect low-income renters in multifamily housing, the City adopted a Tenant Relocation Payment amount in event of a no-fault just-cause eviction, equal to two month's rent or \$6,500, whichever is greater (Resolution No. 6290). Housing/tenant protection info is available here: https://carpinteriaca.gov/city-hall/community-development/housing/
Program 17: Affirmatively Furthering Fair Housing	Increase Housing Affordability & Access to Opportunity and Mobility; address homelessness; enhance fair housing education.	Ongoing	Several "Meaningful Actions" identified as part of AFFH are currently in progress, identified above. Additionally, the City continues to partner with the City of Santa Barbara's Rental Housing Mediation Program to provide tenants, landlords, and interested parties with information and mediation services related to housing and rental disputes. In 2024, 76 residents received rental-related consultation via phone or in person. The City also refers residents to the Legal Aid Foundation of Santa Barbara County and California Rural Legal Assistance to address concerns related to disability access, those living on fixed incomes, and victims of domestic or elder abuse. In partnership with nonprofit organization New Beginnings, the City operated its first "safe parking" pilot program throughout 2024 to provide safe overnight shelter and rapid rehousing programs for families and individuals living in their vehicles. For the 2024 calendar year, the program served 20 individuals living in 14 vehicles. Six of the program participants were successfully transitioned into housing. The program currently serves six vehicles at a time, and as of the end of 2024, discussions were underway between City and New Beginnings staff to both extend the program beyond the end of the pilot term and to expand the program capacity from six to 12 vehicles.
Program 18: Workforce Homebuyer Down Payment Loans	Facilitate at least 2 loans for the local workforce per year.	Ongoing	The City continues to provide down payment loans, in collaboration with the Housing Trust Fund of Santa Barbara County. In 2024, two down payment loans were funded through this program (totaling \$158,875), utilizing the remaining balance of the Affordable Housing Trust Fund. Upon repayment of existing loans, staff will continue to work with the Housing Trust Fund of Santa Barbara County to find interested buyers looking to use the deferred repayment loans to buy homes in Carpinteria Workforce Homebuyer Down Payment Loan Program: https://carpinteriaca.gov/city-hall/community-development/workforce-homebuyer-down-payment-loan-program/

Jurisdiction	Carpinteria	
Reporting Period	2024	31)
Planning Period	6th Cycle	02/15/2023 - 02/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

[illegible]

Jurisdiction	Carpinteria
Reporting Period	2024 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 02/15/2023 - 02/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		
Notes		

[illegible]

Completed Entitlement Issued by Affordability Summary		
	Income Level	Current Year
Very Low	Deed Restricted	1
	Non-Deed Restricted	2
Low	Deed Restricted	2
	Non-Deed Restricted	4
Moderate	Deed Restricted	0
	Non-Deed Restricted	39
Above Moderate		
Total Units		48

Building Permits Issued by Affordability Summary		
	Income Level	Current Year
Very Low	Deed Restricted	1
	Non-Deed Restricted	3
Low	Deed Restricted	2
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		34
Total Units		42

Certificate of Occupancy Issued by Affordability Summary		
	Income Level	Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	1
Low	Deed Restricted	0
	Non-Deed Restricted	6
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		11
Total Units		18

EXHIBIT 2

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, January 8, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:34 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
 Councilmember Wade T. Nomura
 Councilmember Mónica J. Solórzano
 Vice Mayor Natalia Alarcon
 Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
 Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
 Schreck, LLP acting as City Attorney of the City
 of Carpinteria
 Brian C. Barrett, City Clerk
 Nick Bobroff, Community Development Director
 John L. Ilasin, Public Works Director
 Mindy Fogg, Principal Planner (present via Zoom)
 Erin Maker, Environmental Program Manager
 Lindsay Erdmann, Civic Spark Fellow

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

Councilmember Solórzano requested that tonight's meeting be adjourned in honor of Mayor Clark's birthday today. The Council was in agreement.

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Proclamation Designating January 2024 as "Human Trafficking Awareness Month."

Speakers in-person: Elsa Granados with Standing Together to End Sexual Assault (STESA) and Roberta Lehtinen with HopeNet of Carpinteria

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to approve the Proclamation Designating January 2024 as "Human Trafficking Awareness Month." Upon voice vote, the motion carried unanimously.

Mayor Clark and the City Council presented the proclamation to Ms. Granados.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES

Mayor Clark temporarily adjourned the meeting at 5:47 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 6:20 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

CITY MANAGER'S REPORT

City Manager Ramirez reported on the following:

- City's open recruitments
- Update on the December 2023 storms

Community Development Director Bobroff reported on the following:

- Draft Environmental Impact Report for the Chevron Oil & Gas Processing Decommissioning & Remediation Project
- Carpinteria Farm, Hospitality & Residential Project
- 4745 Carpinteria Avenue Mixed Use Project
- Update on entertainment licenses
- California Department of Housing and Community Development (HCD) found the City's Housing Element to be in substantial compliance with all state requirements; staff will return to City Council on January 22nd for re-adoption of the Housing Element and final submittal and certification to HCD

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Mike Wondolowski representing Carpinteria Valley Association, Susan Allen (self), Susan Allen representing Citizens for the Carpinteria Bluffs, Roberta Lehtinen, and Amie Rodriguez

Speakers via Zoom: Lorraine McIntire

Emails distributed: Davis Mersereau

In response to Mr. Wondolowski's comments, Mayor Clark recommended the Council send a comment letter to the County regarding its Housing Element Update Draft Program Environmental Impact Report. The Council was in agreement.

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 2 through 8. Upon voice vote, the motion carried unanimously.

2. Approve the minutes of the regular meeting held December 11, 2023.
3. Receive and file the Expenditures for the period beginning December 4, 2023 and ending December 22, 2023.
4. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for November 2023.
5. Formally accept the following generous donations: (1) Donation of \$11,377.00 for the purchase of an in-pool vacuum and an additional \$18,000 for the acquisition of new pool covers. Donor: Ann Jackson Family Foundation; (2) Donation of \$3,000 to the Community Swimming Pool. Donor: Fidelity Charitable; (3) Donation of \$2,500 towards the procurement of a new ADA-compliant pool lift for Carpinteria Community Pool. Donor: Rotary Club of Carpinteria, Noontime; and (4) Donation of \$10,000 designated for enhancing locker room facilities. Donor: Marilyn Jenkins.
6. Receive and file the Compliance Examination Engagement Report for the fiscal year ended June 30, 2023.
7. Adopt Resolution No. 6285, authorizing signers on City bank accounts.

8. Adopt Resolution No. 6286, authorizing certain officers to order the deposit or withdrawal of monies in the Local Agency Investment Fund (LAIF).

ADMINISTRATIVE MATTERS:

9. Making an Appointment to the Mobile Home Park Rent Stabilization Board.

Recommendation: Adopt Resolution No. 6287, approving the appointment of Danel Trevor to the Mobile Home Park Rent Stabilization Board.

City Clerk Barrett presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to adopt Resolution No. 6287, as read by title only, approving the appointment of Danel Trevor to the Mobile Home Park Rent Stabilization Board. Upon voice vote, the motion carried unanimously.

10. Approval of the December 2024 Holiday Schedule and Closure of City Hall on December 24, 27 and 30, 2024.

Recommendation: Approve the December 2024 holiday schedule and authorize the closure of City Hall on December 24, 27 and 30, 2024.

City Clerk Barrett presented the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to approve the December 2024 holiday schedule and authorize the closure of City Hall on December 24, 27, and 30, 2024. Upon voice vote, the motion carried unanimously.

11. Award of construction contract for the City Hall Campus Improvements Project – Sewer Replacement.

Recommendation: (1) Award a Construction Contract to Toro Enterprises, Inc. for the City Hall Campus Improvements Project – Sewer Replacement in the Total Bid amount of \$285,609 and (2) Approve a budget appropriation in the total amount of \$62,200 to the Capital Improvements Fund for Fiscal Year 2023-24 Capital Improvements Program Budget for the City Hall Campus Improvements Project – Sewer Replacement. *(This motion requires a roll call vote.)*

Public Works Director Ilasin presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to (1) Award a Construction Contract to Toro Enterprises, Inc. for the City Hall Campus Improvements Project – Sewer Replacement in the Total Bid amount of \$285,609 and (2) Approve a budget appropriation in the total amount of \$62,200 to the Capital Improvements Fund for Fiscal Year 2023-24 Capital Improvements Program Budget for the City Hall Campus Improvements Project – Sewer Replacement. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

12. A Maintenance Agreement with Precision Concrete Cutting for Sidewalk Repairs through the Cooperative Purchasing Contract by the California Joint Powers Insurance Authority.

Recommendation: Authorize the City Manager to execute a Maintenance Agreement with Precision Concrete Cutting for sidewalk repairs in the amount of \$47,101 through the Cooperative Purchasing Contract by the California Joint Powers Insurance Authority. *(This motion requires a roll call vote.)*

Public Works Director Ilasin presented the staff report and PowerPoint presentation.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to authorize the City Manager to execute a Maintenance Agreement with Precision Concrete Cutting for sidewalk repairs in the amount of \$47,101 through the Cooperative Purchasing Contract by the California Joint Powers Insurance Authority. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

13. Agreement with ZWorld GIS for Mapping and Geographic Information System Services.

Recommendation: Authorize the City Manager to execute the Agreement with ZWorld GIS for mapping and geographic information system services in an amount not-to-exceed \$35,724. *(This motion requires a roll call vote.)*

Public Works Director Ilasin presented the staff report.

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to authorize the City Manager to execute the Agreement with ZWORLD GIS for mapping and geographic information system services in an amount not-to-exceed \$35,724. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

PUBLIC HEARING:

14. Introduction and first reading of Ordinance No. 773, adding Chapter 15.72 (Mandatory Seismic Retrofit Program for Existing Wood-Frame Buildings with Soft, Weak, or Open-Front Walls) to Title 15 (Buildings and Construction) of the Carpinteria Municipal Code regarding building seismic safety.

This ordinance would mandate that owners of soft story structures secure certified engineering reports detailing steps needed to seismically retrofit the first story of the structure to adequately support additional stories, obtain City of Carpinteria building permits to carry out seismic retrofit, and carry out recommended and permitted seismic retrofit within a reasonable time period, enforceable through administrative remedies, property liens and/or misdemeanor charges.

Recommendation: Conduct a public hearing; introduce and waive first reading of Ordinance No. 773 (Attachment A), Mandatory Seismic Retrofit Program for Existing Wood-Frame Buildings with Soft, Weak, or Open-Front Walls; and set the ordinance for second reading and adoption for the City Council meeting of February 12, 2024. *(This motion requires reading of ordinance title and a roll call vote.)*

Community Development Director Bobroff introduced Principal Planner Fogg who was present via Zoom and presented the staff report and the PowerPoint presentation.

Mayor Clark opened the public hearing at 7:50 pm.

Speakers in-person: Nancy Schreiner

Mayor Clark closed the public hearing at 8:03 pm.

Councilmember Lee made a motion to not approve nor accept the first reading of Ordinance No. 773, an Ordinance of the City Council of the City of Carpinteria Adding to Carpinteria Municipal Code Title 15 (Buildings and Construction), Chapter 15.72 Entitled "Mandatory Seismic Retrofit Program for Existing Wood-Frame Buildings with Soft, Weak, or Open-Front Walls"; and, not set the ordinance for second reading nor adoption for the City Council meeting of February 12, 2024.

Councilmember Nomura seconded the motion and recommended modifying the motion to direct staff to hold workshops first and get public feedback and then return to the Council with a rewritten ordinance.

Councilmember Lee modified the motion and Councilmember Nomura seconded the modified motion to not approve nor accept the first reading of Ordinance No. 773, an Ordinance of the City Council of the City of Carpinteria Adding to Carpinteria Municipal Code Title 15 (Buildings and Construction), Chapter 15.72 Entitled "Mandatory Seismic Retrofit Program for Existing Wood-Frame Buildings with Soft, Weak, or Open-Front Walls"; and, not set the ordinance for second reading nor adoption for the City Council meeting of February 12, 2024 and direct staff to hold workshops first and get public feedback and then return to the Council with a rewritten ordinance.

As Ordinance No. 773 was not approved, the ordinance title was not read into the record.

The roll call vote on the modified motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

**CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR
AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE**

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

15. Introduction and first reading of Ordinance No. 776, an Ordinance of the City of the City of Carpinteria, California, repealing and replacing in its entirety Carpinteria Municipal Code (CMC) Chapter 8.50, concerning the regulation of certain polystyrene and single-use plastic items.

Recommendation: Approve Ordinance No. 776, as read by title only. *(This motion requires reading of ordinance title and a roll call vote.)*

Councilmember Lee recused himself from this item due to his family owning and operating a restaurant in the City and left the Council Chambers at 8:21 pm.

Environmental Program Manager Maker and Civic Sparks Fellow Erdmann presented the staff report and PowerPoint presentation.

Speakers in-person: Kathi King representing Community Environmental Council, Penny Owens representing Santa Barbara Channel Keeper, and Fred Shaw

Speakers via Zoom: Lorraine McIntire and Mike Wondolowski representing Carpinteria Valley Association

Emails distributed: Laurie Mohning

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve Ordinance No. 776, introduced as read by title only and continue to the regular meeting of January 22, 2024.

City Clerk Barrett read aloud the ordinance title into the record.

The roll call vote on the motion was as follows:

AYES:	Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES:	None
ABSENT:	Councilmember Lee (recused)
ABSTAIN:	None

The motion carried.

Councilmember Lee returned to the dais at 8:48 pm.

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported that the Harbor Seal Advisory Committee will have its first meeting on January 24th at 4 pm and afterwards hold its meetings on the fourth Wednesday of each month.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the January 22nd regular City Council meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting in honor of his birthday at 8:48 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

City of Carpinteria
Special Joint City Council and Planning Commission
Meeting Minutes
Wednesday, January 17, 2024

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:31 pm.

ROLL CALL

City Councilmembers present:

Councilmember Roy Lee
Councilmember Wade T. Nomura
Councilmember Mónica J. Solórzano
Vice Mayor Natalia Alarcon
Mayor Al Clark

Planning Commissioners present:

Commissioner David Allen
Commissioner John Moyer
Commissioner Katherine Salant
Vice Chair Glenn La Fevers
Chair Jane Benefield

Staff members present:

Mack Carlson, on behalf of Brownstein Hyatt
Farber Schreck, LLP acting as City
Attorney of the City of Carpinteria
Benjamin Markham, on behalf of Brownstein
Hyatt Farber Schreck, LLP acting as City
Attorney of the City of Carpinteria
Nick Bobroff, Community Development Director
Brian C. Barrett, City Clerk

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

CITY COUNCIL BUSINESS:

The City Council met to consider the following item:

1. Update on new state housing laws taking effect in 2024.

Recommendation: Receive and file report on new state housing laws taking effect in 2024.

Community Director Bobroff introduced Legal Counsel Carlson and Markham who provided the staff report and PowerPoint presentation and responded to questions from the City Council and Planning Commission.

PUBLIC COMMENT WILL BE HEARD CONCERNING ONLY THE AGENDIZED ITEM FOR THIS SPECIAL MEETING

Speakers in-person: Patrick O'Connor

Legal Counsel Carlson responded to questions from the public speaker.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to receive and file the report on new state housing laws taking effect in 2024. Upon voice vote, the motion carried unanimously.

ADJOURNMENT

Mayor Clark adjourned the meeting at 6:55 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, January 22, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:30 pm

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Wade T. Nomura
Councilmember Mónica J. Solórzano
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Mack Carlson, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk
David Hernandez, Code Compliance Supervisor
Mindy Fogg, Principal Planner
Megan Musolf, Assistant Planner
Erin Maker, Environmental Program Manager
Olivia Uribe Mutal, Program Manager
John L. Ilasin, Public Works Director
Tiffany Smith, Parks & Facilities Maintenance
Supervisor

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS:

Mayor Clark recommended moving Item No. 9 from the Administrative Matters Section to the "Consideration of Any Items Removed from Consent Calendar and/or Other Agenda Items Requested To Be Advanced" Section. The Council was in agreement with the Mayor's request.

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Proclamation Designating February 2024 as Black History Month.
(Requires approval prior to presentation of proclamation.)

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Lee, to approve the Proclamation Designating February 2024 as Black History Month. Upon voice vote, the motion carried unanimously.

Since the proclamation recipient was not present, City Clerk Barrett acknowledged that the Council could present it later in the meeting if the recipient showed up or present it to them at the next regular Council meeting.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

CITY MANAGER'S REPORT

City Manager Ramirez spoke on the following topics:

- City expanded nutritional support services for seniors and partnered with Foodbank of Santa Barbara County
- Update to Story Poles Procedures Manual (Community Development Director Bobroff provided additional background)
- January 25th Architectural Review Board meeting on the Carpinteria Farm Preserve & Bungalows Project
- Chevron Carpinteria Oil Processing Facility Decommissioning & Remediation Project
- Winter El Niño Update
- City Recruitments
- Annual Work Plan Meeting on January 29th

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Paul Wright representing Island Brewing Company, Eileen Marcussen, Stephen Marcussen, Scott Van Der Kar, Sandy Evans, Catherine Overman, and Susan Allen

Speakers via Zoom: Davis Mersereau

Emails distributed: Farah Stack, Chad Moore, and Davis Mersereau

CONSENT CALENDAR:

Councilmember Lee recused himself from the Consent Calendar due to his family owning and operating a restaurant in the City and left the Council Chambers at 6:14 pm.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 2 through 7. The roll call vote on the motion was as follows:

AYES: Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon and Mayor Clark
NOES: None
ABSENT: Councilmember Lee (recused)
ABSTAIN: None

The motion carried.

2. Approve the minutes of the regular meeting held January 8, 2024 and the special joint meeting held January 17, 2024.
3. Receive and file the Expenditures for the period beginning December 25, 2023 and ending January 12, 2024.
4. Receive and file the Report of Contracts Executed by the City Manager for the Period of November 21, 2023 through January 15, 2024.
5. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for December 2023.
6. Receive and file the Quarterly Review of the Pension Stabilization Trust.
7. Adopt Ordinance No. 776 (second reading), repealing and replacing in its entirety Carpinteria Municipal Code (CMC) Chapter 8.50, concerning the regulation of

certain polystyrene and single-use plastic items, as well as foil and latex balloons. *(This item requires a roll call vote.)*

Councilmember Lee returned to the dais at 6:16 pm.

ADMINISTRATIVE MATTERS:

8. Code Compliance Quarterly Report Q4, 2023.

Recommendation: Receive and file quarterly report.

Code Compliance Supervisor Hernandez presented the staff report and PowerPoint presentation.

Speakers in-person: Susan Allen and Mike Wondolowski

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to receive and file the Q4 Code Compliance Quarterly Report. Upon voice vote, the motion carried unanimously.

Item No. 9 was moved to the "Consideration of Any Items Removed from Consent Calendar and/or Other Agenda Items Requested To Be Advanced" Section after Item No. 10.

PUBLIC HEARING:

10. Re-adoption of the 6th Cycle 2023-2031 Housing Element via Resolution No. 6288 (Attachment A) as revised to address comments from the California Department of Housing and Community Development (HCD) (General Plan Amendment No. 22-2157-GPA).

Recommendation: Receive staff presentation and public testimony; adopt Resolution No. 6288 to re-adopt the 2023-2031 Housing Element as revised to address HCD comments; find the proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3); and direct the City Manager to submit the 2023-2031 Housing Element to HCD for final certification.

Community Development Director Bobroff introduced Principal Planner Fogg who presented the staff report and PowerPoint presentation along with Legal Counsel Acos and Consultant Patsy Price with Confluence Land Use.

Mayor Clark opened the public hearing at 6:49 pm.

Speakers in-person: Marci Richardson

Mayor Clark closed the public hearing at 6:51 pm.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to adopt Resolution No. 6288 that re-adopts General Plan Amendment No. 22-2157-GPA, an update to the 2023-2031 Housing Element as revised to address California Department of Housing and Community Development (HCD) comments and finds the proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), and to direct the City Manager to submit the 2023-2031 Housing Element to HCD for final certification. Upon voice vote, the motion carried unanimously.

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED

9. Approve and authorize the City Council to sign a letter to the County of Santa Barbara Board of Supervisors regarding the County's Housing Element Update Draft Program Environmental Impact Report.

Recommendation: Approve and authorize the Council's signature on a letter to the County of Santa Barbara regarding the County's Housing Element Update Draft Program Environmental Impact Report (Attachment A).

Community Development Director Bobroff introduced Assistant Planner Musolf who presented the staff report.

Speakers in-person: Mike Wondolowski

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve and authorize the Council to sign and transmit a letter to the County of Santa Barbara regarding the County's Housing Element Update Draft Program Environmental Impact Report.

Councilmember Nomura suggested the letter include a map of the three potential rezoning sites in the unincorporated County which are adjacent to the City. The Council was in agreement with Councilmember Nomura's request.

Upon voice vote, the motion carried unanimously.

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

11. Presentation on the Carpinteria Shoreline Continuing Authorities Program by U.S. Army Corps of Engineers.

Recommendation: Receive and file presentation.

Environmental Program Manager Maker introduced the following U.S. Army Corps of Engineers staff who presented the PowerPoint presentation: Susan Ming, Garrett Kaspala, Daria Mazey, Megan Whalen, and Brian Kim.

There was no public comment.

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to receive and file the presentation. Upon voice vote, the motion carried unanimously.

Mayor Clark recessed to a break at 7:27 pm and reconvened the meeting at 7:32 pm.

12. Informational Report on the City's Emergency Services Management Program for 2023.

Recommendation: Receive and file the report.

Program Manager Uribe Mutal presented the staff report and PowerPoint presentation.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to receive and file the report. Upon voice vote, the motion carried unanimously.

13. 2023 Annual Integrated Pest Management Report.

Recommendation: Receive and file the 2023 Annual Integrated Pest Management Report.

Public Works Director Ilasin and Parks and Facilities Maintenance Supervisor Smith presented the staff report.

There was no public comment.

The Council directed staff to pursue public education and outreach on the Integrated Pest Management Policy.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to receive and file the 2023 Annual Integrated Pest Management Report and reactivate the Integrated Pest Management Committee. Upon voice vote, the motion carried unanimously.

LEGISLATIVE UPDATE: NONE

Vice Mayor Alarcon requested that the Legislative Update section also include updates at the County level that are affecting Carpinteria. The Council was in agreement.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on:

- Santa Barbara Metropolitan Transit District Board met on January 16th and approved contracts relating to the recommissioning of Terminal 2 in Goleta for use of the Clean Energy buses.
- South Coast Youth Safety Partnership Policy Team met on January 11th and received updates from partner agencies, reviewed recent community engagement team surveys, and described CommUnify's new structure for outreach.
- BEACON meeting this Friday, Councilmember Solórzano announced she was unable to attend, but Mayor Clark as alternate would attend.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the February 12th regular City Council meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:17 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Special Meeting (Annual Work Plan)
Monday, January 29, 2024 at 5:30 pm**

In-Person Meeting

CALL TO ORDER

Mayor Clark called the meeting to order at 5:31 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Wade T. Nomura
Councilmember Mónica J. Solórzano
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
Nick Bobroff, Community Development Director
Licette Maldonado, Administrative Services Director
John L. Ilasin, Public Works Director
Aida Thau, Management Analyst II
Olivia Uribe Mutal, Program Manager
Erin Maker, Environmental Program Manager
Robert Howard, Public Works Supervisor
Brian C. Barrett, City Clerk

**PUBLIC COMMENT WILL ONLY BE HEARD CONCERNING THE AGENDIZED ITEM
BELOW**

CITY COUNCIL WORKSHOP

The City Council met for the following purpose:

Presentation of the revised Annual Work Plan process and status report for the 2023 Annual Work Plan, and to develop and review for approval City Council goals and priorities for the Fiscal Year 2024-25 Annual Work Plan.

Recommendation: Receive presentation and approve goals and priorities for the Fiscal Year 2024-25 Annual Work Plan.

- a. City Manager will provide a summary of the revised and future Annual Work Plan process, including an organization and budget overview.

City Manager Ramirez provided a summary of the revised and future Annual Work Plan process, including an organization and budget overview.

- b. Staff will provide a status report on the 2023 Annual Work Plan.

The following staff provided a status report on the 2023 Annual Work Plan for their respective departments and listed their respective Fiscal Year 2024-25 priorities:

Staff	Department	FY 2024-25 Priorities
City Manager Ramirez	General Government	Update Internal Processes
		Policy Development Implementation
		Training on Emergency Preparedness
		Recruitment, Retention, and Development
		Regional Collaboration
		Community Engagement
		Reporting Performance Measures
Community Development Director Bobroff	Community Development	Continue progress on Advanced Planning Work Items, particularly the Housing Element Implementation and the General Plan Update
		Pursue ways to increase capacity and improve Department efficiency and processes
Administrative Services Director Maldonado	Administrative Services	Create better processes within department
		Work with other departments to invoice and collect money due to the City
		Re-organization of Department to be more efficient
		Policy Updates
Public Works Director Iasin	Public Works	Upcoming Capital Improvement Plan Study Session
		Improve capability of obtaining grants
Management Analyst II Thau	Parks, Recreation & Community Services	Continuation of Committed Projects
		Development of Senior Programming
		Establish a Solid Parks, Recreation & Community Services Team
		Continue Supporting Carpinteria Open Space Management Advisory Board and the Harbor Seal Advisory Committee

Mayor Clark recessed the meeting to a break at 7:20 pm and reconvened the meeting at 7:31 pm.

- c. City Council will receive public comment concerning the matters that are the subject of the special meeting.

Speakers in-person: Susan Mailheau, Mike Wondolowski with Carpinteria Valley Association, Ann Matson, Fred Shaw, Danielle Manriquez-Osborn, Aja Forner, Gaby Edwards, Gail Marshall, Rosalyn Kohute, Amrita Salm, and Lea Boyd

Emails distributed: Luci Rogers, Stephen Gerteis, David Allen, Rosalyn Kohute, and Susan Mailheau

- d. City Council will participate in a facilitated exercise, led by City Consultant Tripepi Smith, to develop goals and priorities for the Fiscal Year 2024-25 Annual Work Plan.

Consultant Ryder Smith with Tripepi Smith led the City Council in participating in a facilitated exercise and briefly covered the City's current vision and mission. The consultant presented the following consolidated concerns, secondary concerns, and primary goals and other goals from the City Council.

Consolidated Concerns:

- A segment of Carpinteria population is hard to reach or disconnected
- There is a thin strata of people who are engaged with the City's activities and then a large portion who are unaware, indifferent or simply don't have time. City Council wants to hear from more voices or ensure policies are benefitting from the voices of a broader swath of residents.
- City is struggling to accommodate growth while maintaining a quieter beachside town personality
- There are hotel projects on the horizon that will affect open space and a downtown area
- Short term rentals are absorbing the housing stock, driving up pricing and disrupting quality of life in some neighborhoods, even with restrictions in place
- The Joint Use Agreement with the School District has not been touched in a while and there are opportunities for better collaboration.
- The City's fiscal position is weakening with increasing costs and flattening revenues
- City staff turnover and competitive pressures are making fielding a team harder to manage and support

Secondary Concerns:

- Regional sediment management during extreme weather events
- Pedestrian safety on Carpinteria Avenue
- Code enforcement – dogs off leash, parking, e-bikes tearing up trails, e-bike speeds
- Ease of obtaining business permits
- Concerns with financial sustainability given the rising costs of public safety
- Demand for dog parks, but not near neighborhoods
- Demand for pickleball courts
- Road and sidewalk maintenance
- Water supply issues
- Culture of customer service in the Development department
- Grant writing capabilities and pursuits
- Senior citizen facility

Primary Goal #1: Enhance public outreach, education and transparency

- Objective to hear from more voices and ensure policies are benefitting from the voices of a broader swath of residents
- Improve relations with non-profits that are strongly connected to the Latino community
- Speak to community on budget, economics and tradeoffs
- Continue investments in Spanish language resources
- Formalize appointment process to commissions and committees; Assess current communication tools and methodologies; Track and report on engagement efforts; Evaluate investing in an ongoing polling tool

Primary Goal #2: Accommodate City growth while maintaining a quieter beachside town personality

- Complete the implementation of zoning to implement adopted Housing Element
- Define what smart implementation is and how to balance competing objectives
- Navigate through the two major hotel development projects
- Address County development visions impacting City's sphere of influence
- Prioritize environmental sustainability and preservation in the context of the small town and the City's niche tourism activity
- Address STR enforcement issues to improve housing inventory and neighborhood quality of life

Primary Goal #3: Take steps to address the fiscal sustainability of the City

- Pursue steps to address subsidies of special districts like lighting and landscape districts
- Address the City's fee schedule to modernize the structure fees
- Revisit the structure of the business license fees
- Evaluate new revenue sources to assist with funding local initiatives
- Review development impact fees

Primary Goal #4: Strengthen community institution collaboration

- Revisit Joint Use Agreement with the School District
 - Meet regularly with School District Board
 - Implement Youth Civic Leadership Program or Youth Council
 - Identify changes in the community's needs or priorities since the agreement was last updated
 - Develop a long-term vision for the Joint Use Agreement that aligns with the goals of both the city and the school district
- Revisit relationship with non-profit organizations
- Prioritize collaboration with other agencies

Primary Goal #5: Invest in a high-performance team at City Hall

- Successfully transition in a new executive leader
- Invest in staff learning through conferences and other learning tools
- Build a high-performance culture that both yields efficient results and increases staff retention
- Inject a customer services element into City staff collaboration with stakeholders
- Sustain City Council's strong reputation for making Carpinteria a stable place to work and build community

Other Goals:

- Develop regional sediment management plan and messaging
- Prioritize code enforcement along beaches, bluffs
- Address crosswalks on Carpinteria Avenue and additional investments
- Improve process for obtaining business permits
- Review public safety costs and strategies for addressing public safety in a cost-effective manner such as identifying alternative or supplemental service solutions
- Increased economic vitality of overall community

e. City Council will take action to approve, or extend to a second meeting, goals and priorities for Fiscal Year 2024-25 Annual Work Plan.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to receive the presentation and approve the goals and priorities for Fiscal Year 2024-25 Annual Work Plan. Upon voice vote the motion carried unanimously.

ADJOURNMENT

Mayor Clark adjourned the meeting at 10:07 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, February 12, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:30 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Wade T. Nomura
Councilmember Mónica J. Solórzano
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Sydney Rennie, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria (present via Zoom)
Brian C. Barrett, City Clerk
Teresa Ilasin, Management Analyst II
Nick Bobroff, Community Development Director
John L. Ilasin, Public Works Director
Stephon Downes, Management Analyst I
Mindy Fogg, Principal Planner
Aida Thau, Management Analyst II
Josefina Arechiga, Assistant Engineer

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Presentation of Proclamation Designating February 2024 as Black History Month.
(*Proclamation previously approved at January 22, 2024 Council meeting.*)

There was no public comment.

Mayor Clark and the Council presented the proclamation to Dianne Travis-Teague with Pacifica Graduate Institute who provided remarks.

2. Resolution No. 6289, Congratulating Contract Building Inspector Roy W. Harthorn on His Retirement and Commending and Thanking Him for 26 Years of Loyal and Dedicated Service to the City of Carpinteria. (*Requires approval prior to presentation of resolution.*)

Speakers in-person: Dave Durflinger

Motion by Councilmember Nomura, seconded by Councilmember Lee, to adopt Resolution No. 6289. Upon voice vote, the motion carried unanimously.

Mayor Clark and the Council presented Resolution No. 6289 to Mr. Harthorn who provided remarks.

3. Plaque Honoring Former City Manager Dave Durflinger's Service.

City Manager Ramirez reported on the plaque unveiling ceremony held in front of the flag pole at the main entrance to City Hall earlier this afternoon to recognize former City Manager Dave Durflinger's service and he showed a photo from the event.

4. Presentation of Employee Service Awards.

Management Analyst II Ilasin recognized the following employees for their years of service to the City:

Five-Year Recognition

- Dan Chepley, Chief Building Inspector
- Tim Gray, Maintenance Worker II
- Robert Howard, Public Works Supervisor
- John Ilasin, Public Works Director
- Licette Maldonado, Administrative Services Director
- Henry Menendez, Code Compliance Officer II
- Maria Olivas, Office Assistant II

- Marysol Smith, Associate Planner

Ten-Year Recognition

- Brian Barrett
- Erin Maker

Fifteen-Year Recognition

- Nick Bobroff, Community Development Director
- Manny Gonzalez, Senior Parks and Facilities Maintenance Technician
- David Hernandez, Code Compliance Supervisor
- David Huff, Public Works Lead
- Anthony Vega, Maintenance Worker II

Thirty-Five Year Recognition

- Lorena Esparza, Administrative Assistant II

City Manager Ramirez handed out service awards to recognized employees except for Henry Menendez who was unable to attend.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES

Mayor Clark temporarily adjourned the meeting at 6:05 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 6:37 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

CITY MANAGER'S REPORT

- a. Senior Services Programming

City Manager Ramirez reported on the Senior Barn Dance.

- b. City Employee Updates

City Manager Ramirez provided an update on the following recruitments: Assistant City Manager; Parks, Recreation and Community Services Director; Recreation and Community Services Coordinator; and Aquatics Superintendent.

c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

None.

e. Other City/Community Updates

City Manager Ramirez reported on the Junior Lifeguards Program, the Annual Work Plan Meeting #2 scheduled on February 26th, and the tree removal on the 5700 block of Via Real.

f. Planning Commission Actions – City Council may vote to appeal a decision of the Planning Commission to itself by majority vote (CMC 14.78.040(2))

Councilmember Solórzano recused herself on the Planning Commission Actions due to her residence being within 500 feet of the project voted on at the February 5, 2024 Planning Commission meeting and left the Council Chambers at 6:50 pm.

Community Development Director Bobroff reported on the Planning Commission actions from its meeting of February 5th.

Speakers in-person: Amrita Salm and Mike Wondolowski representing the Carpinteria Valley Association

Speakers via Zoom: Brad Stein

Motion by Councilmember Lee, seconded by Councilmember Nomura, for the City Council to appeal the decision of the Planning Commission at its meeting of February 5, 2024 regarding the 4745 Carpinteria Avenue Mixed Use Development Project. Upon voice vote, the motion carried unanimously with Councilmember Solórzano absent due to her recusal.

Community Development Director Bobroff announced that staff would prepare the staff report packet and return to an upcoming Council meeting.

Councilmember Solórzano returned to the dais at 7:10 pm.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Will Carleton, Ron Seigel (was not present to speak), Stephen Marcussen, Rick Olmstead, Nick Boden, Davis Mersereau, and Luci Rogers

Emails distributed: Amber Kaplan representing the Library Advisory Commission

Community Development Director Bobroff responded to Mr. Boden's comments regarding the process and timeline for his project on Linden Avenue. He also responded to Mr. Carleton's comments regarding the Rincon Multi-Use Trail Project and Mr. Marcussen's comments regarding live entertainment and live music.

City Manager Ramirez also responded to Mr. Marcussen's comments regarding live entertainment, live music, and anonymous service requests.

Mayor Clark recessed to a break at 7:41 pm and reconvened the meeting at 7:47 pm.

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 5 through 6. Upon voice vote, the motion carried unanimously.

5. Approve the minutes of the regular meeting held January 22, 2024 and the special meeting held January 29, 2024.
6. Receive and file the Expenditures for the period beginning January 15, 2024 and ending February 2, 2024.

ADMINISTRATIVE MATTERS:

7. Accept Proposal from VIDIFLO, LLC in the Amount of \$32,221.37 for Replacement of the Government Access Television (GATV) Equipment.

Recommendation: Accept Proposal from VIDIFLO, LLC in the amount of \$32,221.37 for replacement of the Government Access Television (GATV) equipment. *(This motion requires a roll call vote.)*

City Clerk Barrett presented the staff report.

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to accept the proposal from VIDIFLO, LLC in the amount of \$32,221.37 for the replacement of the Government Access Television (GATV) equipment. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,

Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

8. Request Letter to Cox Communications to Provide Public, Education, and Government (PEG) Channels in Hi-Definition (HD).

Recommendation: Approve and authorize the Mayor to sign a letter to COX Communications requesting COX provide hi-definition (HD) to public, education, and government (PEG) channels.

City Clerk Barrett presented the staff report.

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to approve and authorize the Mayor to sign and transmit a letter to COX Communications requesting COX provide hi-definition (HD) to public, education, and government (PEG) channels. Upon voice vote, the motion carried unanimously.

PUBLIC HEARING:

9. Continuation of Public Hearing for Approval of the Measure A Five-Year Local Program of Projects for Fiscal Years 2024-25 through 2028-29.

Recommendation: Open the public hearing, receive public comment, keep public hearing open, and continue the public hearing for approval of the Measure A Five-Year Local Program of Projects for Fiscal Years 2024-25 through 2028-29 to the March 11, 2024 Council meeting.

Public Works Director Ilasin introduced Management Analyst I Downes who provided the staff report.

Mayor Clark opened the public hearing at 8:01 pm and there was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to continue the public hearing for approval of the Measure A Five-Year Local Program of Projects for Fiscal Years 2024-25 through 2028-29 to the March 11, 2024 Council meeting. Upon voice vote, the motion carried unanimously.

10. Approval and adoption of Resolution No. 6290, establishing Renter Relocation Assistance Payment amounts for No-Fault Just Cause Evictions pursuant to Carpinteria Municipal Code (CMC) Chapter 7.04.

Recommendation: Adopt Resolution No. 6290 (Attachment A), establishing Renter Relocation Assistance Payment amounts for No-Fault Just Cause Evictions pursuant to Carpinteria Municipal Code Chapter 7.04.

Community Development Director Bobroff introduced Principal Planner Fogg who presented the staff report and PowerPoint presentation.

Mayor Clark opened the public hearing at 8:12 pm and being there was no public comment, closed the public hearing at 8:12 pm.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve and adopt Resolution No. 6290, establishing Renter Relocation Assistance Payment amounts for No-Fault Just Cause Evictions pursuant to Carpinteria Municipal Code Chapter 7.04. Upon voice vote, the motion carried unanimously.

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

11. Approval of standardized design for single-use dog parks within the City of Carpinteria (City), including at Monte Vista Park, and associated budget appropriation.

Recommendation: Approval of a (1) standardized design for single-use dog parks within the City including for the Monte Vista Pilot Project, and (2) a budget appropriation of \$12,000 from the General Fund Reserve to the Park Maintenance Fund for construction of the Monte Vista Pilot Project. *(This motion requires a roll call vote.)*

Management Analyst II Thau and Assistant Engineer Arechiga presented the staff report and PowerPoint presentation.

Speakers in-person: Lorraine McIntire and Van Fleisher both representing C-DOG, and Sandra Duncan

Emails distributed: Mike and Debi Stoker

The City Council provided the following feedback on the fence height and the two recommended locations to consider establishing additional dedicated dog parks:

Councilmember Lee:	Six foot fence; City Hall and Casitas Pass
Councilmember Solórzano:	Six foot fence; Casitas Pass (City Hall location not big enough)
Vice Mayor Alarcon:	Six foot fence; City Hall and Casitas Pass
Councilmember Nomura:	Six foot fence; City Hall and Casitas Pass
Mayor Clark:	Six foot fence; Casitas Pass (City Hall location not big enough)

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the standardized design for future single-use dog parks, including the design for the Monte Vista Pilot Project and authorize a budget appropriation of \$12,000 from the General Fund Reserve to the Park Maintenance Fund for construction of the Monte Vista Pilot Project.

Management Analyst II Thau sought clarification if Council was approving the design for the shared (small and large dog) dog park or the separated small dog and large dog spaced dog park. The Council approved both designs.

The roll call vote on the motion was as follows:

AYES:	Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES:	None
ABSENT:	None
ABSTAIN:	None

The motion carried unanimously.

12. Approve the first reading of Ordinance No. 777, an Ordinance of the City Council of the City of Carpinteria, amending Carpinteria Municipal Code Section 2.52 pertaining to abandoned and unattended personal property.

Recommendation: (1) Approve the first reading of Ordinance No. 777, amending CMC Section 2.52, as read by title only; (2) Find that approval and adoption of Ordinance No. 777 is exempt from CEQA pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the CEQA Guidelines. *(This motion requires reading of ordinance title and a roll call vote.)*

Legal Counsel Acos and Rennie provided the staff report and PowerPoint presentation.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to (1) approve the first reading of Ordinance No. 777, amending CMC Section 2.52, as read by title only; and (2) find that approval and adoption of Ordinance No. 777 is exempt from CEQA pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the CEQA Guidelines.

City Clerk Barrett read aloud the ordinance title into the record.

The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

LEGISLATIVE UPDATE:

City Manager Ramirez provided the usual attachment from the League of California Cities.

Councilmember Solórzano asked if the City had sent a letter regarding the State ballot initiative. City Manager Ramirez believed a letter had been sent and noted that staff would check and let the Council know.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on her attendance at:

- Santa Barbara Metropolitan Transit District Board meeting on February 6th where the Board reviewed mid-year fiscals and second quarter performance reports; noted ridership is up
- Harbor Seal Advisory Committee meeting on January 24th where the Committee reviewed the Harbor Seal Rookery Report of 2023, talked about educational measures such as signs and the Carpinteria Seal Watch website, and discussed beach closure and protection measures
- Councilmember Solórzano was unable to attend BEACON meeting; however, Mayor Clark attended and he noted that discussion was centered on the recent storm results.

Vice Mayor Alarcon reported on her attendance at the Santa Barbara Joint Affordable Housing Task Force and the Santa Barbara County Elected Leaders Forum to Address Homelessness and she would report back at the next Council meeting.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the February 26th regular City Council meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:13 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, February 26, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:31 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Wade T. Nomura
Councilmember Mónica J. Solórzano
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City of
Carpinteria
Brian C. Barrett, City Clerk
Aida Thau, Management Analyst II
Olivia Uribe Mutal, Program Manager
Stephon Downes, Management Analyst I
Robert Howard, Public Works Supervisor
Nick Bobroff, Community Development Director
John L. Iiasin, Public Works Director

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Proclamation Designating the Month of March 2024 as "Women's History Month".
(Requires approval prior to presentation of proclamation.)

There was no public comment.

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to approve the Proclamation Designating the Month of March 2024 as "Women's History Month". Upon voice vote, the motion carried unanimously.

Mayor Clark and the Council presented the proclamation to Beth Cox and others on behalf of Women Making Change. Ms. Cox provided remarks.

2. Proclamation Designating Thursday, March 7, 2024 as California Arbor Day in the City of Carpinteria. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to approve the Proclamation Designating Thursday, March 7, 2024 as California Arbor Day in the City of Carpinteria. Upon voice vote, the motion carried unanimously.

Mayor Clark and the Council presented the proclamation to Public Works Supervisor Howard.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

CITY MANAGER'S REPORT

- a. Senior Services Programming

None.

- b. City Employee Updates

City Manager Ramirez provided an update on the following recruitments: Assistant City Manager; Parks, Recreation and Community Services Director; Recreation and Community Services Coordinator; and Aquatics Superintendent

- c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

None.

e. Other City/Community Updates

Management Analyst II Thau reported on the Carpinteria Bluffs Nature Preserve.

Program Manager Uribe Mutal provided an update on the Winter El Niño.

City Manager Ramirez reported on the 2023 Pavement Maintenance and Rehabilitation Project Public Workshop held on February 21, 2024.

Speakers in-person: Julie Sigwart

PLANNING COMMISSION ACTIONS: NONE

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Julie Sigwart, Aja Forner representing Moms Demand Action, Patty Schwartzkopf, Leslie Gascoigne, and Susan Allen

Emails distributed: Davis Mersereau and Patty Schwartzkopf

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 3 through 8. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

3. Approve the minutes of the regular meeting held February 12, 2024.

4. Receive and file the Expenditures for the period beginning February 5, 2024 and ending February 16, 2024.

5. Receive and file the Report of Contracts Executed by the City Manager for the Period of January 16, 2024 through February 19, 2024.
6. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for January 2024.
7. Adopt Ordinance No. 777 (second reading), amending Carpinteria Municipal Code Section 2.52 pertaining to abandoned and unattended personal property. *(This motion requires a roll call vote.)*
8. Adopt Resolution No. 6291, amending Resolution No. 6152 regarding the City Manager's Designation of a City Manager Pro Tempore during periods of time when the City Manager makes such designations.

ADMINISTRATIVE MATTERS:

9. Agreement with West Coast Arborists, Inc. for Tree Maintenance Services.

Recommendation: Authorize the City Manager to execute a five-year Agreement with West Coast Arborists, Inc. for tree maintenance services in an amount not-to-exceed \$537,586. *(This motion requires a roll call vote.)*

Management Analyst I Downes and Robert Howard presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to authorize the City Manager to execute a five-year Agreement with West Coast Arborists, Inc. for tree maintenance services in an amount not-to-exceed \$537,586. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

PUBLIC HEARING: NONE

**CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR
OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE**

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

10. Commend Carpinteria Volunteer of the Year nominees for their service in 2023 and select one nominee as the Volunteer of the Year to be awarded at the Carpinteria Community Association's Community Awards Banquet.

Recommendation: (1) Commend Carpinteria Volunteer of the Year nominees for their service in 2023 and select a Volunteer of the Year recipient and (2) Direct City staff to prepare a Resolution for the Volunteer of the Year awardee to be adopted at a future City Council meeting.

Program Manager Uribe Mutal presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to commend Carpinteria Volunteer of the Year nominees for their service in 2023. Upon voice vote, the motion carried unanimously.

Mayor Clark and the Council presented Robin Kait, Jack Niederpreum, and Ray Kolbe (Mr. Koble was unable to attend) with Mayoral Recognition certificates in honor of being nominated as Volunteer of the Year.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to select Jack Niederpreum as Volunteer of the Year and direct City staff to prepare a Resolution for Volunteer of the Year to be adopted at a future City Council meeting.

Councilmember Nomura requested that the motion be modified to include Robin Kait and Ray Kolbe on the invite to the Community Awards Banquet on April 6, 2024 and the City to cover their ticket purchase.

Councilmember Solórzano modified the motion to select Jack Niederpreum as Volunteer of the Year and direct City staff to prepare a Resolution for Volunteer of the Year to be adopted at a future City Council meeting and in addition to Mr. Niederpreum, invite Robin Kait and Ray Kolbe to the Community Awards Banquet on April 6, 2024 and the City to cover their ticket purchase. Councilmember Nomura seconded the modified motion. The roll call vote on the modified motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

11. Consideration of potential priorities / tactical deliverables and measures and metrics to support City Council adopted goals for the Fiscal Year 2024-25 Annual Work Plan.

Recommendation: Receive presentation and approve potential priorities / tactical deliverables and measures and metrics to support City Council adopted goals for the Fiscal Year 2024-25 Annual Work Plan.

City Manager Ramirez introduced Consultant Ryder Smith with Tripepi Smith who provided the staff report.

The Council discussed the priorities/tactical deliverables and measures and metrics for each of the five goals and Mayor Clark took public comment under each goal.

Primary Goal #1 – Enhance Public Outreach, Education and Transparency

Speakers in-person: Susan Allen, Gail Marshall, Mike Wondolowski representing Carpinteria Valley Association, Nitzan Navick representing Equity Praxis Group, and Annie Sly

Emails distributed: Mike Wondolowski representing Carpinteria Valley Association and Nitzan Navick representing Equity Praxis Group

The Council had no modifications under Goal #1.

Primary Goal #2 – Accommodate City Growth while Maintaining a Small Beachside Town Personality

There was no public comment.

There was consensus amongst the Council to:

- Modify the title of Primary Goal #2 from "Accommodate City Growth while Maintaining a Small Beachside Town Personality" to "Accommodate City Growth while Maintaining a Small Beachside Town."
- Modify the third hollow bullet under "Prioritize environmental sustainability and preservation in the context of the small town and the City's niche tourism activity (Asset-Based Economic Development)" from "Default to reject franchise experiences" to "Default to reject franchise experiences (e.g. architecture, building design, etc.)"
- Delete the third solid bullet shown as "Define what smart implementation is and how to balance competing objectives."

Primary Goal #3 – Take Steps to Address the Fiscal Sustainability of the City

There was no public comment.

The Council had no modifications under Goal #3.

Primary Goal #4 – Strengthen the Community Institution Collaboration

Speakers in-person: Amrita Salm

Speakers via Zoom: Debbie Nomura

There was consensus amongst the Council to:

- Add a new item "Safe Storage of Guns" and the subpoints around collaborating with local non-profits to define ordinance objectives and bring forth a model ordinance for Council consideration
- Add the Dune Management Plan to the list under the bullet entitled "Prioritize collaboration with other agencies and institutions within the County to address the following:"

Primary Goal #5 – Invest in a High-Performance Team at City Hall

Speakers in-person: Annie Sly, Mike Wondolowski, and Julie Sigwart

There was consensus amongst the Council to:

- Add a metric for providing a performance management measurement and report back to Council under the solid bullet entitled "Build a high-performance culture that both yields efficient results and increases staff retention."

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to receive the presentation and approve potential priorities / tactical deliverables and measures and metrics to support City Council adopted goals for the Fiscal Year 2024-25 Annual Work Plan.

Councilmember Nomura requested the motion be modified to include the modifications suggested by the Council.

Councilmember Solórzano modified the motion to receive the presentation and approve potential priorities / tactical deliverables and measures and metrics to support City Council adopted goals for the Fiscal Year 2024-25 Annual Work Plan and include the modifications suggested by the Council. Councilmember Nomura seconded the modified motion. The roll call vote on the modified motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

LEGISLATIVE UPDATE:

City Manager Ramirez reported that there were no attachments from the League of California Cities. In response to a public comment from Ms. Gascoigne earlier in the meeting, Legal Counsel Acos noted that the Council has taken a position on multiple Weiner bills in the past. She stated there are several Weiner bills that have been recently proposed and indicated that the League of California Cities may send out a statement letter which staff could bring before the Council. She also believed that the Council in the past had considered the Our Neighborhood Voices (ONV) initiative (though staff would look into it and confirm) which was mentioned by Ms. Gascoigne earlier in the meeting.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on:

- Her attendance last week at the Santa Barbara Metropolitan Transit District Board meeting where they looked at the Planning Department workplan for the coming year, adopted their 2024-25 Measure A Program of Projects, and executed some contracts for renewable diesel.
- South Coast Youth Safety Partnership will be holding a community engagement team meeting on Wednesday at 2:30 pm in the Carpinteria Community Library.
- Harbor Seal Advisory Committee will meet on Wednesday at 4:00 pm in the Council Chambers.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the March 11th regular City Council meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:17 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, March 11, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:31 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Wade T. Nomura (present via Zoom)
Councilmember Mónica J. Solórzano
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
Mack Carlson, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Ben Markham, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk
Erin Maker, Environmental Program Manager
Nick Bobroff, Community Development Director
Marysol Smith, Associate Planner
Syndi Souter, Senior Planner
Megan Musolf, Assistant Planner
Mindy Fogg, Principal Planner
Stephon Downes, Management Analyst I
John L. Ilasin, Public Works Director
Olivia Uribe Mutal, Program Manager

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

Legal Counsel Carlson announced that Councilmember Nomura has requested to participate in this meeting remotely under AB 2449 and he asked Councilmember Nomura if he was available on Zoom. Councilmember Nomura replied that he was available on Zoom and announced that his request for remote participation has to do with his popping a few ribs and having difficulty walking.

Legal Counsel Carlson asked Councilmember Nomura if anyone over 18 years old was present at the remote location and his relationship to them. Councilmember Nomura responded that he was the only person present at the remote location.

Legal Counsel Carlson stated that that a quorum was present at the Council Chambers.

Legal Counsel Carlson stated that Councilmember Nomura has not exceeded the annual limit for "just cause" purposes.

Legal Counsel Carlson stated that remote participation and a two-way audiovisual platform has been provided to the public for the remote attendance of the Council meeting.

Based on the above findings, Legal Counsel Carlson recommended the Council approve Councilmember Nomura's request for remote participation under AB 2449.

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to approve Councilmember Nomura's request for remote participation under AB 2449. Upon voice vote, the motion carried unanimously.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Proclamation Designating the Month of April 2024 as "Carpinteria Beautiful Month".
(Requires approval prior to presentation of proclamation.)

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to approve the Proclamation Designating the Month of April 2024 as "Carpinteria Beautiful Month". Upon voice vote, the motion carried unanimously.

Mayor Clark and the Council presented the proclamation to members of Carpinteria Beautiful. Donna Jordan and Bryan Mootz provided remarks.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES

Mayor Clark temporarily adjourned the meeting at 5:40 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 5:49 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

CITY MANAGER'S REPORT

a. Senior Services Programming

City Manager Ramirez reported on the upcoming Advanced Care Planning Workshop and the older adult nutrition program offered by The Food Bank of Santa Barbara County.

b. City Employee Updates

City Manager Ramirez provided an update on the recruitments for Assistant City Manager; Parks, Recreation and Community Services Director; and Aquatics Superintendent.

c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

None.

e. Other City/Community Updates

City Manager Ramirez announced the two upcoming special City Council meetings:

- Tuesday, March 19th at 5:30 pm for Mid-Year Budget Review and Capital Improvement Plan Study Session
- Tuesday, March 26th at 5:30 pm for Appeal Hearing of Klentner Mixed Use Project at 4745 Carpinteria Avenue

City Manager Ramirez mentioned Community Development staff would provide a presentation on Accessory Dwelling Units (ADUs) on Saturday, March 16th at 1:00 pm at the Carpinteria Community Library.

Environmental Program Manager Maker presented a PowerPoint presentation on sediment deposition.

Community Development Director Bobroff related that the General Plan Update Committee would begin meeting again on Monday, March 18th at 5:30 pm in the Council Chambers and he outlined the purpose of the Committee.

Speakers via Zoom: Julia Mayer

City Manager Ramirez responded to Ms. Mayer's comments.

PLANNING COMMISSION ACTIONS:

Community Development Director Bobroff reported on the Planning Commission Actions from its meeting on March 4th.

There was no public comment.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Rick Olmstead, Theresa Simber, Mark Rock (spoke on Item No. 8), Cheryl Wright representing Island Brewing Company, Paul Wright representing Island Brewing Company, André Jackson representing Corktree Cellars, and Julie Sigwart

Emails distributed: Brandon Martinez-Avina, David Sigman, and Anonymous

Community Development Director Bobroff responded to comments from Mr. Rock, the Wrights, and Ms. Jackson.

City Manager Ramirez responded to comments regarding live entertainment.

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 2 through 5. Upon voice vote, the motion carried unanimously.

2. Approve the minutes of the regular meeting held February 26, 2024.
3. Receive and file the Expenditures for the period beginning February 19, 2024 and ending March 1, 2024.

4. Adopt Resolution No. 6293, authorizing the filing of the Transportation Development Act Claim for Fiscal Year 2024/25.
5. Adopt Resolution No. 6294, designating the City Manager, Administrative Services Director and Public Works Director as Agents for the City of Carpinteria within the California Office of Emergency Services.

ADMINISTRATIVE MATTERS:

6. Community Development Block Grant ("CDBG") Committee recommendations concerning the 2024-2025 Public Services Grant Applications and allocation of program funds.

Recommendation: Allocate the CDBG Public Services Grant Funding pursuant to the recommendations of the City's CDBG Committee to equally share the funds between Peoples' Self-Help Housing's Carpinteria Camino Scholars program and Girls Inc. of Carpinteria's Out-of-School Support programming. *(This motion requires a roll call vote.)*

Associate Planner Smith provided the staff report and PowerPoint presentation.

Speakers in-person: Tessa Ortega representing Girls Inc. and Jane Benefield

Motion by Councilmember Lee, seconded by Vice Mayor Alarcon, to allocate the 2024-2025 CDBG Public Services Grant funding equally between the programs of Peoples' Self-Help Housing and Girls Inc., as recommended by the CDBG Committee. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

7. The City's 2023 Housing Element Annual Progress Report to the California Department of Housing and Community Development ("HCD") on the status of implementation of Housing Element goals, policies, and objectives.

Recommendation: Receive the 2023 Housing Element Annual Progress Report and direct that it be submitted to HCD.

Senior Planner Souter provided the staff report and PowerPoint presentation.

Speakers in-person: Scott Barash and Julia Mayer

Emails distributed: Sandra Duncan

Motion by Councilmember Solórzano, seconded by Vice Mayor Alarcon, to accept the 2023 Housing Element Annual Progress Report and direct the Community Development Director to submit the report to HCD. Upon voice vote, the motion carried unanimously.

PUBLIC HEARING:

8. Review of proposed Ordinance No. 778 amending Chapter 8.52 (SMOKING REGULATIONS) of the Carpinteria Municipal Code to regulate smoking in multi-unit housing developments and update requirements for tobacco retail signage in accordance with State law.

Recommendation: Review proposed Ordinance No. 778, receive public comments on the draft Ordinance, and provide input and direction to City staff for further processing.

Principal Planner Fogg and Assistant Planner Musolf presented the staff report and PowerPoint presentation. Legal Counsel Markham and Carlson assisted in the presentation and took questions from the Council.

Mayor Clark opened the public hearing at 7:39 pm.

Speakers in-person: Javier Garnica representing Future Leaders of America, Santiago Segovia representing Santa Barbara County Public Health Department, Daniel Gonzalez representing Future Leaders of America, Ivan Vega representing Future Leaders of America, Jose Martin representing Future Leaders of America, Julianna Ornelas representing Future Leaders of America, Crystal Echeverria representing Future Leaders of America, Jesselyn Banos representing Future Leaders of America, and Sindy Zavala representing Future Leaders of America

Emails distributed: Lynn Ransom, Sheralyn Rock, Amy Woodward, Anonymous, and Robert Denholtz

Mayor Clark closed the public hearing at 7:58 pm.

The Council was in agreement to the following in regards to the Proposed Ordinance No. 778:

- Research on funding/financing to assist in the enforcement process
- Keep the enforcement as it is presented and get more information on material breach of lease
- Exclude medical cannabis

- Reasonable distance described as the maximum distance possible or practicable and should generally be 25 feet and omit the five foot minimum
- Add a protection for undocumented residents
- Exclude Mobile Home Parks

Community Development Bobroff inquired if the Council would like staff to incorporate Mr. Segovia's comments about the following:

- Updating smoking regulations to reflect SB 626 and ban on hotels/motels
- Increase the tobacco retailer's license to \$600 to make it more competitive with other jurisdictions and fund educational efforts
- Revisit how appealed cases are handled with the City Attorney's Office (likely has to do with appealed tobacco retailer's licenses) which staff hasn't looked at

There was consensus of the Council to incorporate Mr. Segovia's comments into proposed Ordinance No. 778.

Motion by Councilmember Lee, seconded by Councilmember Solórzano, to direct staff to come back with a future agenda item dealing with the Council's suggestions as presented. Upon voice vote, the motion carried unanimously.

Mayor Clark recessed to a break at 8:18 pm and reconvened the meeting at 8:30 pm.

9. Adopt Resolution No. 6292, Approving the Measure A Five-Year Local Program of Projects for Fiscal Years 2024-25 through 2028-29.

Recommendation: (1) Adopt Resolution No. 6292, approving the Measure A Five-Year Local Program of Projects for Fiscal Years 2024-25 through 2028-29 and (2) Authorize the Public Works Director to submit the Measure A Five-Year Local Program of Projects to the Santa Barbara County Association of Governments.

Management Analyst I Downes provided the staff report and PowerPoint presentation.

Mayor Clark opened the public hearing at 8:36 pm and being there was no public comment, closed the public hearing at 8:37 pm.

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to adopt Resolution No. 6292, as read by title only, approving the Measure A Five-Year Local Program of Projects and authorizing submittal by the Public Works Director to the Santa Barbara County Association of Governments. Upon voice vote, the motion carried unanimously.

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

10. Additional appropriations through the Community Service Support Grant program (CSSG) for the current fiscal year (FY) 2023-24, and recommendations for updates to the CSSG selection process and allocations for future years.

Recommendation: (1) Direct staff to advertise and receive applications for potential allocation of remaining FY 23/24 CSSG funds, and direct that funding be limited to new organizations and/or community events that support City Council priorities or address emergent needs; (2) Review and consider funding the Chalk Up Carpinteria request of \$8,000; (3) Review and consider funding the Alcazar Theater requests (2) of \$9,750; (4) Direct staff to establish four grant categories for future CSSG funding beginning FY 24/25, including: COMMUNITY COLLABORATION, SOCIAL SERVICES, COMMUNITY EVENTS, and CITY COUNCIL INITIATIVES/EMERGENT NEEDS; and (5) Direct staff to establish separate grant application requirements for grant amounts equal to or less than \$10,000. *(This motion requires a roll call vote.)*

Councilmember Nomura recused himself from this item due to a potential conflict of interest as his wife Debbie Nomura is the Executive Director for the Alcazar Theater and is on the payroll there and noted he would be abstaining from participation in Agenda Item No. 10 and turned off his video at 8:38 pm.

Legal Counsel Carlson clarified that Government Code 1090 proposes certain requirements whether or not a local agency may enter into contractual arrangements including the designation of grant funds to a Councilmember or someone the Councilmember is affiliated with. In this case, Legal Counsel Carlson stated that Councilmember Nomura's partner is the Executive Director for the Alcazar Theater and there is an exception to the conflicts under Government Code 1090, in Section 1091(b)1 that applies here and the Council could still award a grant to the Alcazar Theater, if it so chooses.

Program Manager Uribe Mutal presented the staff report and PowerPoint presentation.

Speakers in-person: Kristina Calkins, Debbie Nomura, and Jane Benefield

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to fund the Chalk Up Carpinteria request of \$8,000 and the Alcazar Theater request of \$9,750.

Vice Mayor Alarcon noted that the Alcazar Theater's request is actually two requests each for \$9,750. She also recommended that the Council support one of the Alcazar Theater's requests and when the funding is open to everyone, the Alcazar Theater could put in their other request.

Councilmember Solórzano amended the motion to fund the Chalk Up Carpinteria request of \$8,000 and to fund one of the requests of the Alcazar Theater of \$9,750 and let the Alcazar Theater choose which request to be funded. Councilmember Lee seconded the amended motion.

The roll call vote on the amended motion was as follows:

AYES: Councilmember Lee, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: Councilmember Nomura (recused)
ABSTAIN: None

The motion carried.

Motion by Mayor Clark, seconded by Vice Mayor Alarcon, to direct staff to advertise and receive applications for potential allocation of remaining FY 23/24 CSSG funds, and direct that funding be limited to new organizations and/or community events that support City Council priorities or address emergent needs, and allow the Alcazar Theater to apply again. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: Councilmember Nomura (recused)
ABSTAIN: None

The motion carried.

Mayor Clark asked if Councilmember Nomura could participate in the remaining motions. Legal Counsel Carlson said that Councilmember Nomura could participate on the remaining motions. Councilmember Nomura turned on his video at 9:29 pm and stated he would like to consider recusal for the entire agenda item and turned off his video at 9:29 pm.

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to direct staff to establish four grant categories for future CSSG funding beginning FY 24/25, including: COMMUNITY COLLABORATION, SOCIAL SERVICES, COMMUNITY EVENTS, AND CITY COUNCIL INITIATIVES/EMERGENT NEEDS. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: Councilmember Nomura (recused)

ABSTAIN: None

The motion carried.

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to direct staff to establish separate grant application requirements for grant amounts equal to or less than \$10,000. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: Councilmember Nomura (recused)
ABSTAIN: None

The motion carried.

Councilmember Nomura turned his video on and returned to the meeting at 9:35 pm.

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on:

- The next BEACON meeting is this Friday in the Council Chambers.
- Santa Barbara Metropolitan Transit District Board met last week and reinstated the Downtown Waterfront Shuttle Service in Santa Barbara on a temporary basis from Memorial Day to Labor Day.
- South Coast Youth Safety Partnership met on February 28th and discussed the gun possession outside Carpinteria High School, updates from Carpinteria Unified School District on afterschool programming at the Middle/High Schools, and updates from community partners on efforts about youth safety and engagement.
- Ad Hoc Harbor Seal Advisory Committee met on February 28th and received the Harbor Seal Rookery Report, looked at local versus regional impacts for declining numbers in seals, reviewed the current ordinance, and had an update on seal watch data.

Mayor Clark inquired about a future agenda item regarding Councilmember compensation. City Manager Ramirez replied that this item would be heard at one of the next two regular Council meetings.

Mayor Clark noted the recent process for the Council to select the Volunteer of the Year and recommended a separate Committee of two Councilmembers and some other people from the town choose the Volunteer of the Year and the Council to accept.

There was consensus amongst the Council to direct staff to bring back a future agenda item on the Volunteer of the Year selection process.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the March 25th regular City Council meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:41 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Special Meeting
Tuesday, March 19, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:30 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Wade T. Nomura
Councilmember Mónica J. Solórzano
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
Brian C. Barrett, City Clerk
Licette Maldonado, Administrative Services Director
John L. Ilasin, Public Works Director

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

CITY COUNCIL BUSINESS:

The City Council met to consider the following items:

1. Review of the Mid-Year Budget Report and making related adjustments to appropriations.

Recommendation: Accept the Mid-Year Budget Report and approve adjustments to the budget as summarized in Attachment B. *(This motion requires a roll call vote.)*

Administrative Services Director Maldonado presented the staff report and PowerPoint presentation and she noted a correction had been made to the first bullet under the Park Maintenance Fund Summary on page 4 of the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to accept the Mid-Year Budget Report and approve amendments to the adopted budget as provided for in Attachment B. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

2. Capital Improvement Plan Study Session.

Recommendation: Direct staff in prioritizing capital projects for the ensuing Fiscal Year 2024/25 Capital Improvements Program Budget.

City Manager Ramirez and Public Works Director Iasin provided the staff report and PowerPoint presentation.

Speakers in-person: Susan Allen

There was Council consensus to direct staff to prioritize the following capital improvement projects as first priority:

1. 2022 Pavement Rehabilitation
2. 2023 Pavement Maintenance and Rehabilitation
3. Via Real Stormwater
4. Carpinteria Avenue Bridge Replacement
5. Former Venoco Oil Pipeline #0470 Abandonment

There was Council consensus to direct staff to prioritize the following capital improvement projects as secondary priority:

1. Franklin Creek Trail Improvement
2. Carpinteria High School Area Crosswalk Safety Improvement
3. Linden Avenue Improvements – Carpinteria Avenue to Linden Avenue Overcrossing
4. Concha Park
5. Rincon Multi-Use Trail

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:59 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, March 25, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:32 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Wade T. Nomura
Councilmember Mónica J. Solórzano
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
Mack Carlson, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk
Nick Bobroff, Community Development Director
Stephon Downes, Management Analyst I
Teresa Ilasin, Management Analyst II

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

Motion by Councilmember Nomura, seconded by Councilmember Lee, to approve the Proclamation Designating April 2024 as DMV/Donate Life Month, the Proclamation Designating the Week of April 2 – 8, 2024, as "International Dark Sky Week", the

Proclamation Designating April 2024 as Carpinteria Business Month, and the Proclamation Celebrating the 65th Anniversary of the Carpinteria Awards Banquet. Upon voice vote, the motion carried unanimously.

1. Proclamation Designating April 2024 as DMV/Donate Life Month. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

The Mayor and Council presented the proclamation to Scott Burns representing Donate Life California and Tom Mone representing Donate Life California Donor Registry and One Legacy. Mr. Burns and Mr. Mone provided remarks.

2. Proclamation Designating the Week of April 2 – 8, 2024, as "International Dark Sky Week". *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

The Mayor and Council presented the proclamation to members of the Carpinteria Valley Association. Mike Wondolowski representing Carpinteria Valley Association provided remarks.

3. Proclamation Designating April 2024 as Carpinteria Business Month. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

The Mayor and Council presented the proclamation to the Santa Barbara South Coast Chamber of Commerce. Kristen Miller and Dustin Hoiseth, both representing the Santa Barbara South Coast Chamber of Commerce provided remarks.

4. Proclamation Celebrating the 65th Anniversary of the Carpinteria Awards Banquet. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

The Mayor and Council presented the proclamation to members of the Carpinteria Community Association. Karen Graf representing the Carpinteria Community Association provided remarks.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

CITY MANAGER'S REPORT

a. Senior Services Programming

City Manager Ramirez reported on the Senior Saturday Excursions and the AgeWell Facebook Account.

b. City Employee Updates

City Manager Ramirez reported on current City recruitments.

c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

None.

e. Other City/Community Updates

City Manager Ramirez reported on Community Service Support Grants, the Klentner Mixed-Use Project Appeal Hearing, and the Carpinteria Bluffs Restoration. Community Development Director Bobroff reported on the County of Santa Barbara Housing Element.

There was no public comment.

PLANNING COMMISSION ACTIONS: NONE

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Dr. Lee Heller, Brad Stein, Fred Shaw representing HopeNet, and Louis Torres representing Lantern Tree Books

Emails distributed: Gary Campopiano, Davis Mersereau, Brandon Martinez-Avina, Drew Ochsner, Elijah Whitney, Dylan Skarston, Harrison Wilkinson, Lily Dallow, Mitchell (no last name given), Anonymous, Cristian Vazquez, and Brad Stein

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 5 through 12. Upon voice vote, the motion carried unanimously.

5. Approve the minutes of the regular meeting held March 11, 2024 and the special meeting held March 19, 2024.
6. Receive and file the Expenditures for the period beginning March 4, 2024 and ending March 15, 2024.
7. Receive and file the Report of Contracts Executed by the City Manager for the Period of February 20, 2024 through March 18, 2024.
8. Receive and file the Monthly Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for February 2024.
9. Adopt Resolution No. 6296, as read by title only, directing the City Manager to prepare an assessment report for the consideration of continuing Street Lighting District No. 1 for the Fiscal Year 2024-25.
10. Adopt Resolution No. 6297, as read by title only, ordering the preparation of a report describing the financial status of the District and recommending assessments for Fiscal Year 2024-25 for Carpinteria Lighting, Landscaping and Right of Way Improvement District No. 3.
11. Adopt Resolution No. 6298, ordering a report by the Downtown "T" Business Advisory Board for the purpose of continuing assessments for the Carpinteria Parking and Business Improvement Area Assessment District No. 4 for Fiscal Year 2024-25.
12. Adopt Resolution No. 6299, as read by title only, ordering the preparation of a report describing the Winter Protection Berm Program and associated assessment and continue the Winter Protection Berm Assessment District No. 5 for Fiscal Year 2024-25.

ADMINISTRATIVE MATTERS:

13. Adoption of Resolution No. 6300, Approving Appointments to, and a Removal from, the Downtown "T" Business Advisory Board.

Recommendation: Adopt Resolution No. 6300, approving appointments to, and a removal from, the Downtown "T" Business Advisory Board.

Management Analyst I Downes presented the staff report.

Appointees Andre Jackson and Louis Torres provided additional remarks to the Council. Appointee Kevin Murphy was unable to attend.

Speakers in-person: Lorraine McIntire and Michelle Carlen both representing the Downtown "T" Business Advisory Board

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to adopt Resolution No. 6300, as read by title only, approving the appointment of Andre Jackson as an assessment-paying member to the Downtown "T" Business Advisory Board and appointment of Kevin Murphy and Louis Torres as alternate assessment-paying members to the Downtown "T" Business Advisory Board; and remove Warner Ebbink as an alternate assessment-paying member due to consecutive unexcused absences. Upon voice vote, the motion carried unanimously.

14. Approval of the Agreement between the City of Carpinteria and The South Coast Community Media Access Center (CMAC dba TV Santa Barbara).

Recommendation: Approve the Agreement between the City of Carpinteria and The South Coast Community Media Access Center. *(This motion requires a roll call vote.)*

City Clerk Barrett provided the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to authorize the Mayor to sign the Agreement between the City of Carpinteria and The South Coast Community Media Access Center. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

15. Amendment to the City's CalPERS Contract.

Recommendation: (1) Adopt Resolution No. 6301, Resolution of Intention and (2) Approve Ordinance No. 779, as read by title only (first reading). *(Require reading of ordinance title and a roll call vote.)*

Management Analyst II Ilasin presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to adopt Resolution No. 6301 and approve Ordinance No. 779, on the first reading, as read by title only, and continue the second reading for adoption to the April 22, 2024 Council meeting.

City Clerk Barrett read aloud the title of Ordinance No. 779 into the record.

The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

PUBLIC HEARING: NONE

**CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR
AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE**

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

16. Receive an update on the City's Live Entertainment Licensing program and provide direction to staff on revisions to the Live Entertainment Licensing program.

Recommendation: Receive an update on the status of the City's Live Entertainment Licensing program, receive public comment, and provide direction to staff on revisions to the Live Entertainment Licensing program.

Community Development Director Bobroff presented the staff report and PowerPoint presentation.

Speakers in-person: Bill Wellman, Bryan Mootz, Paul Wright representing Island Brewing Company, Andre Jackson representing Corktree Cellars, Will Breman, Sandy Dorfman, Carrie Smith, Mark Matthews, Cheryl Wright representing Island Brewing Company, Leora Wien, Robin Karlsson, Lorraine McIntire, Michael McMahon, Curtis Lopez, Bonnie Yonker, Suzan Kozman, Steve Kozman, Michelle Carlen, Rosa Markolf, John Thomas and Monica Thomas, Julie Sigwart, Jared Lettow, Eileen Marcussen, Stephen Marcussen, Debbie Murphy, Liam Moran, Lisa Starr, and Andrew Fedders

Speakers via Zoom: Aja Forner, Andy Patrick, Julia Mayer, and Steve Jarmie

Emails distributed: Eileen and Stephen Marcussen, Mike Stoker, Cheryl Wright, Mika Kinney, Tim Latham, Chris Wehling, Mark Rose, Nikki Wilmore, Emily Chisum, Kari Monk, Tom Walsh, Dana Silecchio, Will Carleton, Martin Aguilar, Joanne Latham, Beau Wilding, Leanne Rose, Michelle Meier, Nancy & Rick Rentler, Mark Matthews, Danielle Andrea, Jeffrey Renlie, and Susan Everett

Mayor Clark recessed to a break at 9:01 pm and reconvened the meeting at 9:11 pm.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to direct staff to amend the City's live entertainment provisions in order to accommodate outdoor music following the expiration of the City's temporary COVID program. Upon voice vote, the motion carried unanimously.

Community Development Director Bobroff noted the following changes from the Council related to the Administrative Entertainment License Conditions:

- 9 pm curfew on weekdays (for both indoor and outdoor music)
- 10 pm curfew on weekends and holidays (still some uncertainty on whether holidays is the day before, the day of or both)
- Not going to rely on any decibel or distance type standards for now
- Cap of no more than six hours cumulatively of live music on weekdays and no more than 9 hours on weekends with the similar holiday language
- Doing away with the three-strike rule for revocation of license and instead rely on the City's administrative citation powers

City Manager Ramirez sought clarification on whether the cumulative number of hours for the weekdays and weekends was specific to outdoor music or indoor music. The Council specified outdoor music.

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to direct staff to incorporate the changes noted by the Council related to the Administrative License Conditions. Upon voice vote, the motion carried unanimously.

City Manager Ramirez discussed the nuances between using the word "enclosed" versus "indoors". The City Council decided to leave it to staff to determine the exact language.

LEGISLATIVE UPDATE:

Councilmember Solórzano requested a list of letters sent by the Council in the past year.

Councilmember Nomura suggested staff create a separate list of upcoming bills of interest from the League of California Cities that specifically affect Carpinteria versus the others that would have minimal to no impact.

Councilmember Lee asked staff to explore Dr. Heller's request from Public Comment on Matters Not on the Agenda. Dr. Heller's request included advertising dogs for foster homes and finding foster homes, bring more community attention through City staff and volunteers, and have City's Volunteer Coordinator reach out to find volunteers for fostering, social media networking, and walking dogs. The Council did not provide direction to staff on Councilmember Lee's request.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

Councilmember Solórzano reported on her attendance at:

- BEACON meeting last week where the Board discussed an increase to voting membership dues to provide additional revenue to BEACON; received a presentation from the Science Advisory Committee Co-chairs on their plans for 2024 activities, and the BEACON Board approved payment of an invoice to CSUCI to help initiate review of a coastal resource center.
- Santa Barbara Metropolitan Transit District Board meeting last week where the Board renewed their ADA paratransit services master agreement with Easy Lift and put out their draft service plan for the upcoming fiscal year and doing community outreach on that plan to get feedback from cities in terms of what they want from bus use, what the gaps are, and they'll come to our library at a to-be-determined date. She noted that the Board is also facing a fiscal cliff due to the change to a large urban zone.

ADJOURNMENT

Mayor Clark adjourned the meeting at 10:05 pm.



Al Clark, Mayor

ATTEST:


Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Special Meeting
Tuesday, March 26, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:31 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Wade T. Nomura
Councilmember Mónica J. Solórzano
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
Mack Carlson, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk
Nick Bobroff, Community Development Director
Brian Banks, Principal Planner

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

PUBLIC HEARING:

The City Council held a public hearing on the following matter:

1. Consideration of an appeal of the Planning Commission's decision to approve Project 23-2221-DP/CDP/ARB, for a Development Plan and Coastal Development Permit to allow redevelopment of the property at 4745 Carpinteria Avenue (currently occupied by Sun Coast Rentals) into a new three-story mixed-use (commercial / residential) development consisting of a 24-unit, 31,026 square foot apartment complex built around and atop a ground-level 22,198 square foot concrete parking podium, and a 4,044 square foot two-story commercial building fronting Carpinteria Avenue, under the provisions of the Commercial Planned

Development ("CPD") and Planned Residential Development ("PRD-13") Zone Districts; and approval of an Exemption pursuant to §15332 of the California Environmental Quality Act ("CEQA") Guidelines. The project is located at 4745 Carpinteria Avenue and is identified as Assessor's Parcel No. 003-251-021.

Recommendation: Adopt the attached Resolution with Findings for Approval of Project 23-2221-DP/CDP/ARB, thereby approving the project; and accept a categorical exemption pursuant to §15332 of the CEQA Guidelines.

Councilmember Solórzano recused herself from this meeting as she has a real property conflict of interest and left the Council Chambers at 5:32 pm and did not return for the remainder of the meeting.

Community Development Director Bobroff and Principal Planner Banks presented the staff report and PowerPoint presentation.

Legal Counsel Carlson asked the Council to report any ex parte disclosures.

Councilmember Lee exchanged email with the developer last week.

Mayor Clark met with the developer on the site and the developer explained the project to him.

Vice Mayor Alarcon did a tour of the City with City Manager Ramirez on January 26, 2024 and they stopped by the property on the Ninth Street side.

Councilmember Nomura made no contact; however, he did share an exchange through a tv reporter where he got some information which was what the public heard.

Michael Stroh with DMHA Architecture, Wiley Uretz with Reetz, Fox & Bartlett LLP, and Justin Klentner, developer and builder provided the applicant's PowerPoint presentation.

Mayor Clark opened the public hearing at 7:19 pm.

Speakers in-person: Leslie Gascoigne, Mike Wondolowski representing Carpinteria Valley Association, Katherine Salant (provided PowerPoint presentation authorized by the Mayor), Don Risdon, John Nicoli representing Arbor Trailer Park, Bob Franco, Suzanne Garrett, Amrita Salm, Xy Van Antwerp, David Samenyago, Melanja Jones, Giti White, Patrick O'Connor, Patrick Crooks, John Gonzalez, Joseph Viens, Fred Shaw, O'Hara Haggerty, and Katherine Salant (again)

Emails distributed: Wiley Uretz with Reetz, Fox & Bartlett LLP, representing Justin Klentner, Brandon Martinez-Avina, Gina Tolleson, Brolin Parris, Mitchell (no last name provided), Cristian Vazquez, Drew Ochsner, Dylan Skarston, Elijah Whitney, Harrison Wilkinson, Lily Dallow, Anonymous, Brad Stein, Katherine Salant

Mayor Clark closed the public hearing at 8:09 pm.

Motion by Councilmember Lee, seconded by Councilmember Nomura, that the City Council adopt Resolution No. 6295 and the attached Findings for Approval of Project 23-2221-DP/CDP/ARB, thereby approving the project; and accepting a categorical exemption pursuant to §15332 of the CEQA Guidelines.

Mayor Clark asked if the motion included a reduction in building height of 17 inches and one very low-income unit.

Councilmember Lee modified the motion that the City Council adopt Resolution No. 6295 and the attached Findings for Approval of Project 23-2221-DP/CDP/ARB, thereby approving the project; and accepting a categorical exemption pursuant to §15332 of the CEQA Guidelines and include a reduction in building height of 17 inches and one very low-income unit. Councilmember Nomura seconded the modified motion.

The voice vote on the modified motion was unanimous with Councilmember Solórzano absent due to her recusal.

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:38 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, April 8, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:37 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
 Councilmember Mónica J. Solórzano
 Vice Mayor Natalia Alarcon
 Mayor Al Clark

Councilmembers absent: Councilmember Wade T. Nomura

Staff members present: Michael Ramirez, City Manager
 Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
 Schreck, LLP acting as City Attorney of the City
 of Carpinteria
 Brian C. Barrett, City Clerk
 Nick Bobroff, Community Development Director
 John L. Ilasin, Public Works Director
 Stephon Downes, Management Analyst I
 Gilbert Punsalan, Finance Manager
 Teresa Ilasin, Management Analyst II

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Proclamation Celebrating the 15th Anniversary of the Rotary Club of Carpinteria Talent Showcase. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

Motion by Councilmember Lee, seconded by Vice Mayor Alarcon, to approve the Proclamation Celebrating the 15th Anniversary of the Rotary Club of Carpinteria Talent Showcase. Upon voice vote, the motion carried unanimously with Councilmember Nomura absent.

Mayor Clark and the Council presented the proclamation to Rotary Club members. Roland Rotz and David Powdrell both representing the Rotary Club provided remarks.

2. Proclamation Designating April 2024 as Fair Housing Month. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

Motion by Councilmember Lee, seconded by Vice Mayor Alarcon, to approve the Proclamation Designating April 2024 as Fair Housing Month. Upon voice vote, the motion carried unanimously with Councilmember Nomura absent.

Mayor Clark and the Council presented the proclamation to Andrea Bifano, Rental Housing Mediation Supervisor with the City of Santa Barbara. Ms. Bifano provided remarks.

3. Proclamation Designating the Week of April 7 – 13, 2024 as "National Library Week". *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

Motion by Councilmember Lee, seconded by Vice Mayor Alarcon, to approve the Proclamation Designating the Week of April 7 – 13, 2024 as "National Library Week". Upon voice vote, the motion carried unanimously with Councilmember Nomura absent.

Mayor Clark and the Council presented the proclamation to members of the City's Library Advisory Commission. Library Advisory Commission Chair Glynn Birdwell provided remarks.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES

Mayor Clark temporarily adjourned the meeting at 6:00 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 6:11 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

CITY MANAGER'S REPORT

a. Senior Services Programming

City Manager Ramirez reported on the upcoming ribbon cutting ceremony for the Monte Vista Off Leash Dog Park.

b. City Employee Updates

City Manager Ramirez provided an update on current recruitments.

c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

Community Development Director Bobroff reported that the story poles for the Lagunitas Mixed Use Development at 6380 Via Real have gone up.

e. Other City/Community Updates

City Manager Ramirez reported on an upcoming Compost Workshop and noted that the dates of the event had been corrected to April 13th and 20th.

Community Development Director provided an update on the Santa Barbara County Housing Element.

Public Works Director Ilasin provided an update on FEMA Preliminary Flood Insurance Rate Maps.

Speakers in-person: Rogelio Delgado

Motion by Councilmember Lee, seconded by Vice Mayor Alarcon, to approve the City Manager's Report. Upon voice vote, the motion carried unanimously with Councilmember Nomura absent.

PLANNING COMMISSION ACTIONS:

Community Development Director Bobroff reported on the Planning Commission Actions from its meeting on April 1st.

There was no public comment.

Motion by Councilmember Lee, seconded by Vice Mayor Alarcon, to approve the Planning Commission Actions. Upon voice vote, the motion carried unanimously with Councilmember Nomura absent.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Rogelio Delgado, Amrita Salm representing HopeNet of Carpinteria and self, and Patrick O'Connor

Speakers via Zoom: Dianne Black representing the League of Women Voters of Santa Barbara

Emails distributed: Kristen Fuerst, Kelli Butler, and Marilyn Jenkins

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Solórzano, to approve the Consent Calendar Item Nos. 4 through 6. Upon voice vote, the motion carried unanimously with Councilmember Nomura absent.

4. Receive and file the Expenditures for the period beginning March 18, 2024 and ending March 29, 2024.
5. Adopt Resolution Nos. 6302, 6303, 6304, and 6305, congratulating the Carpinterian of the Year for 2023, the Junior Carpinterian of the Year for 2023, the Volunteer of the Year for 2023, and the Outstanding Community Business of 2023, respectively.
6. Approve and adopt Resolution No. 6307, declaring certain City-owned property/equipment as surplus assets and authorizing disposal.

ADMINISTRATIVE MATTERS:

7. Resolution No. 6306, Approving the Road Maintenance and Rehabilitation Account Fiscal Year 2024-25 Project List.

Recommendation: Adopt Resolution No. 6306, approving the Road Maintenance and Rehabilitation Account Fiscal Year 2024-25 Project List.

Management Analyst I Downes presented the staff report and PowerPoint presentation.

Speakers in-person: Julie Sigwart

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to adopt Resolution No. 6306, as read by title only. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: Councilmember Nomura
ABSTAIN: None

The motion carried.

8. Second Amendment to the Cooperative Agreement with the Santa Barbara County Association of Governments for Carpinteria Circulation Improvement Funds.

Recommendation: Authorize the Mayor to sign the Second Amendment to the Cooperative Agreement with the Santa Barbara County Association of Governments for Carpinteria Circulation Improvements Funds. *(This motion requires a roll call vote.)*

Public Works Director Ilasin provided the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Solórzano, to authorize the Mayor to sign the Second Amendment to the Cooperative Agreement with the Santa Barbara County Association of Governments for Carpinteria Circulation Improvements Funds. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: Councilmember Nomura
ABSTAIN: None

The motion carried.

Mayor Clark recessed to a break at 7:23 pm and reconvened the meeting at 7:33 pm.

PUBLIC HEARING: NONE

**CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR
AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE**

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

9. Receive an update on the status of private parklets and provide direction to Staff on permitting for permanent private parklets.

Recommendation: Receive an update on the status of private parklets; receive public comment; and provide direction to Staff on permitting for permanent private parklets.

Community Development Director Bobroff presented the staff report and PowerPoint presentation.

Speakers in-person: Carlena McKnerney, Julie Sigwart, Rogelio Delgado, and Carlena McKnerney (again)

Motion by Councilmember Solórzano to receive and file an update on the status of private parklets and not sure if we have direction to staff concerning permitting for permanent private parklets.

Councilmember Solórzano amended the motion to receive and file an update on the status of private parklets and agree with staff recommendation concerning the grace period for existing permitted private parklets. Councilmember Lee seconded. Upon voice vote, the amended motion carried unanimously with Councilmember Nomura absent.

10. A Construction Contract for the 2022 Pavement Rehabilitation Project to Toro Enterprises, Inc., and Agreements for related Construction Management and Inspection, and Testing Services.

Recommendation: (1) Award a Construction Contract to Toro Enterprises, Inc. in the Total Base Bid amount of \$5,416,217 for the 2022 Pavement Rehabilitation Project. (2) Authorize the City Manager to execute an Agreement with Filippin Engineering to provide construction management and inspection services in an amount not-to-exceed \$311,320 for the 2022 Pavement Rehabilitation Project. (3) Authorize the City Manager to execute an Agreement with Cotton Shires and Associates, Inc. to provide acceptance/materials testing services in an amount not-to-exceed \$86,790 for the 2022 Pavement Rehabilitation Project. (4) Approve a budget appropriation in the amount of \$840,250 to the Capital Improvements Fund

of the Fiscal Year 2023-24 Capital Improvements Program Budget for the 2022 Pavement Rehabilitation Project. *(This motion requires a roll call vote.)*

Public Works Director Ilasin provided the staff report and PowerPoint presentation. He noted the appropriation amount on page 2 of the staff report was incorrect and should be \$840,250 as noted in the recommendation and sample motion.

Speakers in-person: Fred Shaw

Motion by Councilmember Lee, seconded by Vice Mayor Alarcon, to (1) Award a Construction Contract to Toro Enterprises, Inc. in the Total Base Bid amount of \$5,416,217 for the 2022 Pavement Rehabilitation Project. (2) Authorize the City Manager to execute an Agreement with Filippin Engineering to provide construction management and inspection services in an amount not-to-exceed \$311,320 for the 2022 Pavement Rehabilitation Project. (3) Authorize the City Manager to execute an Agreement with Cotton Shires and Associates, Inc. to provide acceptance/materials testing services in an amount not-to-exceed \$86,790 for the 2022 Pavement Rehabilitation Project. (4) Approve a budget appropriation in the amount of \$840,250 to the Capital Improvements Fund of the Fiscal Year 2023-24 Capital Improvements Program Budget for the 2022 Pavement Rehabilitation Project. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: Councilmember Nomura
ABSTAIN: None

The motion carried.

11. Approval of a budget appropriation for the Franklin Creek Trail Improvement Project for Fiscal Year 2023-24.

Recommendation: Approve a budget appropriation of \$209,650 to the Measure A Fund to transfer to the Capital Improvement Project Fund for the Franklin Creek Trail Improvement Project. *(This motion requires a roll call vote.)*

Finance Manager Punsalan presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Vice Mayor Alarcon, to approve a budget appropriation of \$209,650 to the Measure A Fund to transfer to the Capital Improvement Projects Fund for the Franklin Creek Trail Improvement Project. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: Councilmember Nomura
ABSTAIN: None

The motion carried.

12. Senate Bill 329 and potential adjustments to City Council compensation.

Recommendation: Receive and file report, and direct staff as determined appropriate.

Management Analyst II Ilasin provided the staff report.

Speakers in-person: Rogelio Delgado and Fred Shaw

Motion by Councilmember Solórzano, seconded by Vice Mayor Alarcon, to receive and file the report and direct staff to return with a City Council compensation range between \$837 and \$950 per month. The roll call vote on the motion was as follows:

AYES: Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: Councilmember Lee
ABSENT: Councilmember Nomura
ABSTAIN: None

The motion carried.

LEGISLATIVE UPDATE:

City Manager Ramirez reported that there were no attachments from the League of California Cities.

Speakers in-person: Fred Shaw

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS: NONE

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:07 pm.

al clark
Al Clark, Mayor

ATTEST:

Brian C. Barrett
Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, April 22, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:32 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk
Marysol Smith, Associate Planner
Teresa Ilasin, Management Analyst II
David Hernandez, Code Compliance Supervisor
Stephon Downes, Management Analyst I
John L. Ilasin, Public Works Director
Shay Darrington, Engineering Technician
Licette Maldonado, Administrative Services Director

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Proclamation Recognizing the 96th Anniversary of the Alcazar Theatre.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Vice Mayor Alarcon, to approve the Proclamation Recognizing the 96th Anniversary of the Alcazar Theatre. Upon voice vote, the motion carried unanimously.

Mayor Clark and the Council presented the proclamation to members of the leadership team of the Alcazar Theatre. Alcazar Theatre Executive Director Debbie Nomura provided remarks.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

CITY MANAGER'S REPORT

City Manager Ramirez described an additional item not mentioned in the City Manager's Report, but related to Agenda Item No. 7 in that the City received a generous donation of \$10,000 from the Ann Jackson Family Foundation for the purpose of making improvements to the Community Pool locker room. He stated that The Ann Jackson Family Foundation has contributed \$40,000 to the City since July 2022 and that the Foundation has supported various causes in Carpinteria since 1978 with an estimated contribution of approximately \$1 million. He introduced Foundation representative Palmer Jackson who provided remarks.

a. Senior Services Programming

City Manager Ramirez reported on the Monte Vista Dog Park ribbon cutting ceremony on April 20th.

b. City Employee Updates

City Manager Ramirez provided updates on current employee recruitments.

c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

None.

e. Other City/Community Updates

City Manager Ramirez reported on FEMA Preliminary Flood Insurance Rate Maps, the Carpinteria Bluffs Nature Preserve Restoration Volunteer Event on May 4th, and the Annual Household Goods and Hazardous Waste Collection Event which was rescheduled to May 4th.

There was no public comment.

PLANNING COMMISSION ACTIONS: NONE

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Lorraine McIntire

Speakers via Zoom: Susan Allen

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 2 through 7. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

2. Approve the minutes of the regular meeting held March 25, 2024, the special meeting held March 26, 2024, and the regular meeting held April 8, 2024.
3. Receive and file the Expenditures for the period beginning April 1, 2024 and ending April 12, 2024.
4. Receive and file the Report of Contracts Executed by the City Manager for the Period of March 19, 2024 through April 15, 2024.
5. Receive and file the Monthly Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for March 2024.

6. Receive and file the Quarterly Review of the Pension Stabilization Trust.
7. Accept a donation by the Ann Jackson Family Foundation to the Carpinteria Community Pool for the purpose of making improvements to the locker room facilities.

ADMINISTRATIVE MATTERS:

8. Making an Appointment to the Mobile Home Park Rent Stabilization Board.

Recommendation: Adopt Resolution No. 6315, approving the appointment of Kathleen Mattes to the Mobile Home Park Rent Stabilization Board.

Councilmember Nomura recused himself from this item due to a potential perception of a conflict of interest as his company has a maintenance contract with Sandpiper Village Mobile Home Park and left the Council Chambers at 6:02 pm.

City Clerk Barrett presented the staff report.

Applicant Kathleen Mattes provided remarks.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Lee, to adopt Resolution No. 6315, as read by title only, approving the appointment of Kathleen Mattes to the Mobile Home Park Rent Stabilization Board. Upon voice vote, the motion carried unanimously with Councilmember Nomura absent due to his recusal.

Councilmember Nomura returned to the dais at 6:07 pm.

9. Annual report on the progress being made implementing the City's General Plan.

Recommendation: Accept the 2023 General Plan Annual Progress Report and direct the Community Development Director to submit the Report to the Governor's Office Planning and Research.

Associate Planner Smith provided the staff report and PowerPoint presentation.

Speakers via Zoom: Patrick O'Connor

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to accept the 2023 General Plan Annual Progress Report as presented and direct the Community Development Director to submit the Report to the Governor's Office of Planning and

Research and direct staff to look further into Mr. O'Connors questions and return to a future Council meeting with answers. Upon voice vote, the motion carried unanimously.

10. Second Reading of Ordinance No. 779, Amendment to the City's CalPERS Contract.

Recommendation: Adopt Ordinance No. 779 (second reading). *(This motion requires a roll call vote.)*

Management Analyst II Ilasin presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to adopt Ordinance No. 779, on the second reading, as read by title only. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

11. Code Compliance Quarterly Report Q1, 2024.

Recommendation: Receive and file quarterly report.

Code Compliance Supervisor Hernandez provided the staff report and PowerPoint presentation.

Speakers in-person: Julie Sigwart

Speakers via Zoom: Susan Allen

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to receive and file the Q1 2024 Code Compliance Quarterly Report. Upon voice vote, the motion carried unanimously.

12. Report on Street Lighting District No. 1 for Fiscal Year 2024-25.

Recommendation: Adopt Resolution Nos. 6308 and 6309, acting to accept and file the mandatory Annual Report and set the matter of the continuation of Street Lighting District No. 1 for Fiscal Year 2024-25 for public hearing at the regular City Council meeting of May 28, 2024.

Management Analyst I Downes presented the staff report. He also noted that under the Financial Considerations section of the staff report Fiscal Year 2022-23 was accidentally mentioned and it should be corrected to Fiscal Year 2023-24.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to adopt Resolution Nos. 6308 and 6309, as read by title only. Upon voice vote, the motion carried unanimously.

13. Report on Lighting, Landscaping and Right-of-Way Improvement District No. 3 for Fiscal Year 2024-25.

Recommendation: Adopt Resolution Nos. 6310 and 6311, acting to accept and file the mandatory Annual Report of the City Engineer and set the matter of the continuation of Lighting, Landscaping and Right of Way Improvement District No. 3 for Fiscal Year 2024-25 for public hearing at the regular City Council Meeting of May 28, 2024.

Management Analyst I Downes provided the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to adopt Resolution Nos. 6310 and 6311, as read by title only. Upon voice vote, the motion carried unanimously.

14. Report on Parking and Business Improvement Area Assessment District No. 4 for Fiscal Year 2024-25.

Recommendation: Adopt Resolution Nos. 6312 and 6313, acting to accept the mandatory Annual Report and Budget and to set the matter of the continuation of Parking and Business Improvement Area District No. 4 for Fiscal Year 2024-25 for public hearing at the regular City Council meeting of May 28, 2024.

Management Analyst I Downes presented the staff report.

Speakers in-person: Lorraine McIntire

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to adopt Resolution Nos. 6312 and 6313, as read by title only. Upon voice vote, the motion carried unanimously.

15. Report on Winter Protection Berm Assessment District No. 5 for Fiscal Year 2024-25.

Recommendation: Adopt Resolution No. 6314, acting to accept the mandatory Annual Report and Budget and to set the matter of the continuation of Assessment District No. 5 for Fiscal Year 2024-25 for public hearing at the regular City Council Meeting of May 28, 2024.

Management Analyst I Downes provided the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to adopt Resolution No. 6314, as read by title only. Upon voice vote, the motion carried unanimously.

16. Amendment No. 1 to Agreement with Showscapes Inc. (dba Treescapes) for a One-Year Term Extension and Related Costs to Provide Landscape Maintenance Services.

Recommendation: Authorize the City Manager to execute Amendment No. 1 to the Maintenance Agreement with Showscapes Inc. (dba Treescapes) for a one-year term extension to provide landscape maintenance services in an amount not-to-exceed \$267,600.00 for a total amended agreement amount of \$961,410.00. *(This motion requires a roll call vote.)*

Management Analyst I Downes presented the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to authorize the City Manager to execute Amendment No. 1 to the Maintenance Agreement with Showscapes Inc. (dba Treescapes) for a one-year term extension to provide landscape maintenance services in an amount not-to-exceed \$267,600 for a total amended agreement amount of \$961,410. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

17. Second Amendment to Santa Barbara County Association of Governments Joint Powers Agreement.

Recommendation: Authorize the Mayor to execute a Second Amendment to the Santa Barbara County Association of Governments Joint Powers Agreement.

Public Works Director Ilasin provided the staff report.

Speakers in-person: Julie Sigwart

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to authorize the Mayor to execute a Second Amendment to the Santa Barbara County Association of Governments Joint Powers Agreement. Upon voice vote, the motion carried unanimously.

18. Closeout of City Hall Campus Improvements Project - Sewer Replacement.

Recommendation: Authorize the Mayor to sign the Closeout Agreement and Release of Claims for the City Hall Campus Improvements Project- Sewer Replacement with Toro Enterprises Inc. *(This motion requires a roll call vote.)*

Public Works Director Ilasin introduced Engineering Technician Darrington who presented the staff report and PowerPoint presentation.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to authorize the Mayor to sign the Closeout Agreement and Release of Claims for the City Hall Campus Improvements Project – Sewer Replacement with Toro Enterprises Inc. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

19. Closeout of Carpinteria Avenue and Palm Avenue Intersection Improvements Project.

Recommendation: Authorize the Mayor to sign the Closeout Agreement and Release of Claims for the Carpinteria Avenue and Palm Avenue Intersection Improvements Project with Taft Electric Company. *(This motion requires a roll call vote.)*

Public Works Director Ilasin provided the staff report and PowerPoint presentation.

Speakers via Zoom: Patrick O'Connor

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to authorize the Mayor to sign the Closeout Agreement and Release of Claims for the Carpinteria Avenue and Palm Avenue Intersection Improvements Project with Taft Electric Company. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

PUBLIC HEARING:

20. Annual Review of the City's Master Fee Schedule.

Recommendation: Approve and adopt Resolution No. 6316, updating the City's Master Fee Schedule.

Administrative Services Director Maldonado presented the staff report.

Mayor Clark opened the public hearing at 7:47 pm and being there was no public comment, closed the public hearing at 7:47 pm.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to adopt Resolution No. 6316, approving the City's Master Fee Schedule. Upon voice vote, the motion carried unanimously.

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS: NONE

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on her attendance at the Santa Barbara Metropolitan Transit District Board meeting on April 9th where the Board discussed bus advertising rate changes. She also mentioned the Santa Barbara Metropolitan Transit District held a community forum at the Carpinteria Library last Tuesday to collect feedback on service updates and continues to collect feedback about current transit schedule on its website.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the May 13th regular City Council meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:49 pm.


Al Clark, Mayor

ATTEST:


Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Special Meeting
Friday, April 26, 2024**

In-Person

CALL TO ORDER

Mayor Clark called the meeting to order at 3:15 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Mayor Al Clark

Councilmembers absent: Vice Mayor Natalia Alarcon

Staff members present: Michael Ramirez, City Manager
Brian C. Barrett, City Clerk

PUBLIC COMMENT ON CLOSED SESSION MATTERS

There was no public comment.

CLOSED SESSION MATTER

1. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Government Code section 54956.8
Property: 801 Linden Avenue, Carpinteria CA 93013
Agency negotiator: City Manager Michael Ramirez
(If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session.)
Negotiating parties: None
Under negotiation: Price and Terms of Payment

City Clerk Barrett read aloud for the record the Closed Session Item, the real property concerning the negotiations, the City's negotiators, and the negotiating parties.

TEMPORARY ADJOURNMENT TO CLOSED SESSION

Mayor Clark temporarily adjourned the meeting to Closed Session at 3:16 pm.

RECONVENE IN OPEN SESSION

Mayor Clark reconvened the meeting in Open Session at 3:33 pm with all Councilmembers present except for Vice Mayor Alarcon. City Manager Ramirez and City Clerk Barrett were also in attendance.

CLOSED SESSION REPORT

City Manager Ramirez announced that there was no reportable action from the Closed Session.

ADJOURNMENT

Mayor Clark adjourned the meeting at 3:34 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, May 13, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 4:31 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Ryan Kintz, Assistant City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk

PUBLIC COMMENT ON CLOSED SESSION MATTERS

There was no public comment.

CLOSED SESSION

1. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Government Code section 54956.8
Property: 801 Linden Avenue, Carpinteria CA 93013
Agency negotiator: City Manager Michael Ramirez
(If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session.)
Negotiating parties: None
Under negotiation: Price and Terms of Payment

Legal Counsel Acos read aloud for the record the Closed Session Item, the real property concerning the negotiations, the City's negotiators, and the negotiating parties.

TEMPORARY ADJOURNMENT TO CLOSED SESSION

Mayor Clark temporarily adjourned the meeting to Closed Session at 4:33 pm.

CALL TO ORDER

Mayor Clark called the meeting to order at 5:32 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk
John L. Ilasin, Public Works Director
Robert Howard, Public Works Supervisor
Ryan Kintz, Assistant City Manager
Kalyn Pina, Aquatics Coordinator
Jena Jenkins, Senior Services Coordinator
Amy Stanfield, Recreation Leader
Stephon Downes, Management Analyst I
Olivia Uribe Mutal, Program Manager
Mindy Fogg, Principal Planner
Jody Thomas, City Librarian

CLOSED SESSION REPORT

Legal Counsel Acos announced that there was no reportable action from the Closed Session.

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

2. Proclamation proclaiming May as Asian American & Pacific Islander Heritage Month in the City of Carpinteria. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to approve the Proclamation proclaiming May as Asian American & Pacific Islander Heritage Month in the City of Carpinteria. Upon voice vote, the motion carried unanimously.

Mayor Clark and the City Council presented the proclamation to Libby Lok with the Santa Barbara Asian American and Pacific Islander Solidarity Network, who provided remarks.

3. Proclamation Designating May 2024 as Community Action Month and on the Occasion of CommUnify's 57th Anniversary. *(Requires approval prior to presentation of proclamation.)*

Vice Mayor Alarcon recused herself from this item due to CommUnify being her employer and left the Council Chambers at 5:43 pm.

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to approve the Proclamation Designating May 2024 as Community Action Month and on the Occasion of CommUnify's 57th Anniversary. Upon voice vote, the motion carried unanimously with Vice Mayor Alarcon absent due to her refusal.

Mayor Clark and the City Council presented the proclamation to Patricia Keelean, Chief Executive Officer of CommUnify, who provided remarks.

Vice Mayor Alarcon returned to the dais at 5:50 pm.

4. Proclamation Designating May 19 through 25, 2024, as National Public Works Week in the City of Carpinteria. *(Requires approval prior to the presentation of proclamation.)*

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to approve the Proclamation Designating May 19 through 25, 2024, as National Public Works Week in the City of Carpinteria. Upon voice vote, the motion carried unanimously.

Mayor Clark and the City Council presented the Proclamation to Public Works staff. Public Works Director Ilasin and Public Works Supervisor Howard provided remarks.

5. New Employee Introduction: Ryan Kintz, Assistant City Manager; Kalyn Pina, Aquatics Coordinator; Jena Jenkins, Senior Services Coordinator; and Amy Stanfield, Recreation Leader.

City Manager Ramirez introduced Kalyn Pina, Aquatics Coordinator; Jena Jenkins, Senior Services Coordinator; Amy Stanfield, Recreation Leader; and Ryan Kintz, Assistant City Manager.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES

Mayor Clark temporarily adjourned the meeting at 6:02 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 6:17 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

CITY MANAGER'S REPORT

- a. Senior Services Programming

City Manager Ramirez reported on Saturday Excursions and Senior Lecture Series provided by the Senior Services Program.

- b. City Employee Updates

City Manager Ramirez summarized City Employee Updates.

- c. Updates on Capital Improvement Projects

None.

- d. Updates on Development Applications

None.

e. Other City/Community Updates

City Manager Ramirez reported on Adult Softball, Household Goods and Hazardous Waste Day, Carpinteria Bluffs Restoration, and CycleMAYnia Carpinteria Group Loop Ride.

Principal Planner Fogg mentioned the County of Santa Barbara Housing Element Rezones and the City's General Plan Annual Progress Report Follow-Up.

Speakers in-person: Patrick O'Connor

PLANNING COMMISSION ACTIONS: NONE

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Larry Nimmer, Gail Marshall, Amrita Salm representing herself, Rogelio Delgado, and Amrita Salm representing HopeNet of Carpinteria

Speakers via Zoom: Gary Campopiano and Susan Allen

In response to comments from Ms. Marshall and Ms. Salm, there was Council consensus to direct staff to place a presentation by Our Neighborhood Voices on the June 10th regular City Council meeting agenda.

There was a brief discussion regarding Mr. Nimmer's comment about potentially cutting from the budget the cost of videorecording City and community events. City Manager Ramirez added that the Council will have an opportunity to look at its draft budget at its June 10th meeting. Vice Mayor Alarcon requested that staff highlight the services that are being cut at the June 10th budget presentation. City Manager Ramirez acknowledged that staff would present Mr. Nimmer's comment in more detail and present the items that are proposed for reduction/deferment at the June 10th budget presentation.

CONSENT CALENDAR:

Speakers in-person: Sandy Evans representing Carpinteria Senior Citizens, Inc.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 6 through 8. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

6. Approve the minutes of the regular meeting held April 22, 2024 and the special meeting held April 26, 2024.
7. Receive and file the Expenditures for the period beginning April 15, 2024 and ending May 3, 2024.
8. Approve additional appropriations through the Community Services Support Grant program (CSSG) for the current fiscal year (FY) 2023-2024 totaling \$19,000. *(This motion requires a roll call vote.)*

ADMINISTRATIVE MATTERS:

9. Rental of Street Sweeping Equipment.

Recommendation: (1) Authorize the City Manager to execute a rental agreement with Haaker Equipment Company for street sweeping equipment in an amount not to exceed \$70,700; (2) Appropriate \$70,700 for rental of street sweeping equipment and maintenance; and (3) Appropriate \$8,000 for maintenance of street sweeping equipment. *(This motion requires a roll call vote.)*

Management Analyst I Downes presented the staff report.

Speakers in-person: Patrick O'Connor and RT Picard

Motion by Councilmember Lee, seconded by Councilmember Nomura, to authorize the City Manager to execute a rental agreement with Haaker Equipment Company for street sweeping equipment in an amount not to exceed \$70,700 and appropriate \$78,700 for rental of street sweeping equipment and maintenance.

Councilmember Nomura requested modification to the motion to include the time extension of the rental agreement through October 2024 due to the delay in delivery of the City's street sweeper.

Councilmember Lee modified the motion to authorize the City Manager to execute a rental agreement with Haaker Equipment Company for street sweeping equipment in an amount not to exceed \$70,700 and appropriate \$78,700 for rental of street sweeping equipment and maintenance and include the time extension of the rental agreement through October 2024 due to the delay in delivery of the City's street sweeper. Councilmember Nomura seconded the modified motion. The roll call vote on the modified motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

10. Approval of the Agreement between the City of Carpinteria and Two Trumpets Communications for Public Outreach Services and Communications Support.

Recommendation: Approve the Agreement between the City of Carpinteria and Two Trumpets Communications for Public Outreach Services and Communications Support. (This motion requires a roll call vote.)

Program Manager Uribe Mutal provided the staff report.

Speakers in-person: Lea Boyd and Peter Dugré both representing Two Trumpets Communications

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to authorize the City Manager to sign an agreement between the City of Carpinteria and Two Trumpets Communications for Public Outreach Services and Communications Support. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

Mayor Clark recessed to a break at 7:26 pm and reconvened the meeting at 7:35 pm.

11. Authorization to Renew an Agreement for Rental Housing Mediation Program services between the City of Carpinteria and the City of Santa Barbara for the period from July 1, 2024 to June 30, 2027, for a flat fee of \$78,813 for the three-year term of this agreement.

Recommendation: Authorize the City Manager to execute an agreement for Rental Housing Mediation Program services for the period from July 1, 2024 to June 30, 2027, for a flat fee of \$78,813 for the three-year term of the agreement. (This motion requires a roll call vote.)

Principal Planner Fogg presented the staff report in conjunction with Andrea Bifano, Rental Housing Mediation Supervisor with the City of Santa Barbara and Laura Dubbels, Housing & Human Services Manager with the City of Santa Barbara.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to authorize the City Manager to sign the Agreement for Rental Housing Mediation Program services for the period from July 1, 2024 to June 30, 2027, for a flat fee of \$78,813 for the three-year term of the agreement. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

12. Receive and file letter of resignation of District 3 Councilmember Roy Lee and determine Process for Filling City Council Vacancy.

Recommendation: Council to receive and file letter of resignation of District 3 Councilmember Roy Lee and provide direction to staff with respect to this seat. Per the attached letter of resignation, the effective date of Councilmember Roy Lee's resignation is December 9, 2024. The Council may fill the seat either by appointment or a special election that would be consolidated with the General Municipal Election on November 5, 2024. If the Council chooses to fill the seat by appointment, the matter will be brought back at a future undetermined date; if it chooses special election, staff will include the District 3 seat to the list of candidate seats to be consolidated with the General Municipal and Statewide Elections that are to occur on November 5, 2024. Staff expects to bring these resolutions back for Council consideration at its next meeting.

Councilmember Lee recused himself to avoid a perception of bias and left the Council Chambers at 7:44 pm.

City Clerk Barrett provided the staff report.

Speakers in-person: Rogelio Delgado

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to receive and file the letter of resignation of District 3 Councilmember Roy Lee and direct staff to include

the District 3 seat to the list of candidate seats to be consolidated with the General Municipal and Statewide Elections to occur on November 5, 2024.

Councilmember Nomura modified the motion to receive and file the letter of resignation of District 3 Councilmember Roy Lee and direct staff to include the District 3 seat which will cover the remaining two years of Councilmember Lee's term to the list of candidate seats to be consolidated with the General Municipal and Statewide Elections to occur on November 5, 2024. Vice Mayor Alarcon seconded the modified motion. Upon voice vote, the modified motion carried unanimously with Councilmember Lee absent due to his recusal.

Councilmember Lee returned to the dais at 7:52 pm.

PUBLIC HEARING: NONE

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

13. Ordinance No. 782, an Ordinance of the City Council, of the City of Carpinteria, California, amending Chapter 2.37 of the Carpinteria Municipal Code to modify the composition of the Carpinteria Community Library Advisory Commission and align reporting requirements with State law.

Recommendation: Approve Ordinance No. 782, as read by title only (first reading). *(This motion requires reading of ordinance title and a roll call vote.)*

City Librarian Thomas presented the staff report and presentation and noted Ordinance No. 782 had been modified since the posting of the agenda packet to include adding the City Representative to the Santa Barbara County Library Advisory Committee be invited to the Carpinteria Community Library Advisory Commission regular meetings.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve Ordinance No. 782, on first reading, as read by title only, and continue second reading for adoption to May 28, 2024.

City Clerk Barrett read aloud the ordinance title into the record.

The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

14. 2024 Community Promotions and Communications Program Report.

Recommendation: Receive and file the 2024 Community Promotions and Communications Program Report.

Program Manager Uribe Mutal and Lea Boyd representing Two Trumpets Communications presented the staff report and PowerPoint presentations.

Speakers in-person: Fred Shaw and Rogelio Delgado

Program Manager Uribe Mutal asked for Council feedback on subsequent outreach event themes, date range, location, and survey or other data to be collected.

Vice Mayor Alarcon suggested the City have a booth at the St. Joseph's Fair to increase the City newsletter subscriptions; leverage the National Night Out event; and hold an event where the community can sit down at a long table for dinner, similar to the City of Goleta's Dam Dinner event.

Councilmember Solórzano suggested potential outreach event themes of volunteering in Carpinteria, housing support and resources, environmental stewardship, and disaster preparedness. She suggested potential event dates could be in Fall during back to school time and potential locations could include Linden Field, Linden Plaza, Memorial Park or El Carro Park.

Councilmember Lee concurred with the provided suggestions and recommended that each Councilmember reach out to the community and be available and accessible.

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to receive and file the 2024 Community Promotions and Communications Program Report and include Councilmember suggestions. Upon voice vote, the motion carried unanimously.

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on her attendance at the Santa Barbara Metropolitan Transit District Board meeting last week where the FY 24-25 service plan was approved and they reviewed the FY 23-24 third quarter fiscal activity. She also related that BEACON would be meeting this Friday morning; the City's Sustainability Committee will meet tomorrow morning; and the Harbor Seal Advisory Committee will meet on May 22nd.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the May 28th regular City Council meeting.

Councilmember Nomura announced that former Mayor Richard "Dick" Weinberg had passed away and requested that the meeting be adjourned in his memory.

ADJOURNMENT

Mayor Clark adjourned the meeting in memory of former Mayor Richard "Dick" Weinberg at 8:38 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, May 28, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:31 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk
Scott Toepfer, Parks & Facilities Attendant
Jeanette Gant, Parks, Recreation & Community
Services Director
John L. Ilasin, Public Works Director
Nick Bobroff, Community Development Director
Olivia Uribe Mutal, Program Manager
Mindy Fogg, Principal Planner
Teresa Ilasin, Management Analyst II

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Proclamation Celebrating the 160th Anniversary of Girls Inc. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to approve the Proclamation Celebrating the 160th Anniversary of Girls Inc. Upon voice vote, the motion carried unanimously.

Mayor Clark and the City Council presented the proclamation to Jamie Collins, Executive Director of Girls Inc. of Carpinteria, who provided remarks.

2. New Employee Introduction: Jeanette Gant, Parks, Recreation & Community Services Director; Josef Gottwald, Community Garden Coordinator; Francisco Morales, Parks & Facilities Attendant; and Scott Toepfer, Parks & Facilities Attendant.

City Manager Ramirez introduced Scott Toepfer, Parks & Facilities Attendant and Jeanette Gottwald, Parks, Recreation & Community Services Director. Josef Gottwald, Community Garden Coordinator and Francisco Morales, Parks & Facilities Attendant were not in attendance.

3. Southern California Gas Company Hydrostatic Testing Operation Presentation.

Public Works Director Ilasin introduced Tim Mahoney, Regional Manager for Southern California Gas Company who provided the PowerPoint presentation.

There was no public comment.

Presentation received and filed.

CITY MANAGER'S REPORT

- a. Senior Services Programming

City Manager Ramirez reported that AgeWell will take over the pickleball courts at the middle school in June during designated times.

- b. City Employee Updates

City Manager Ramirez provided updates on recruitment.

- c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

Community Development Director Bobroff announced that the Palms Restaurant Renovations will be reviewed by the Architectural Review Board on May 30th.

e. Other City/Community Updates

Community Development Director Bobroff mentioned that the Draft Density Bonus Ordinance will be reviewed by the Planning Commission on June 3rd at 5:30 pm in the Council Chambers.

There was no public comment.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

PLANNING COMMISSION ACTIONS: NONE

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Stephen Marcussen, Eileen Marcussen, and Julie Sigwart

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 4 through 8. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

4. Approve the minutes of the regular meeting held May 13, 2024.
5. Receive and file the Expenditures for the period beginning May 6, 2024 and ending May 17, 2024.

6. Receive and file the Report of Contracts Executed by the City Manager for the Period of April 16, 2024 through May 20, 2024.
7. Receive and file the Monthly Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for April 2024.
8. Adopt Ordinance No. 782, amending Chapter 2.37 of the Carpinteria Municipal Code to modify the composition of the Carpinteria Library Advisory Commission and align reporting requirements with State law. *(Requires a roll call vote.)*

ADMINISTRATIVE MATTERS:

9. Resolutions calling the November 5, 2024 General Municipal Election and requesting the Santa Barbara County Board of Supervisors to consolidate said election with the Presidential General Election to be held the same day, and adopting regulations for Candidate Statements.

Recommendation: Adopt the attached two resolutions relating to the November 5, 2024 election: (1) Resolution No. 6317, calling for the holding of a General Municipal Election to be held on Tuesday, November 5, 2024 and requesting the Board of Supervisors of the County of Santa Barbara to consolidate said election with the Presidential General Election; and (2) Resolution No. 6318, adopting regulations for Candidates' Statements.

City Clerk Barrett presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to adopt Resolution Nos. 6317 and 6318, as read by title only. Upon voice vote, the motion carried unanimously.

10. Placement of a proposed measure to increase the rate of the City's Transient Occupancy Tax from twelve percent (12%) to fifteen percent (15%) on the November 2024 ballot.

Recommendation: (1) Adopt Resolution No. 6320, ordering the submission to the qualified electors of the City of a certain measure relating to increasing the rate of the City's Transient Occupancy Tax at the General Election to be held on Tuesday, November 5, 2024, as called by Resolution No. 6317; (2) Adopt Resolution No. 6321, requesting the Board of Supervisors of the County of Santa Barbara to consolidate a General Municipal Election to be held on November 5, 2024, with the Statewide General Election to be held on the date pursuant to § 10403 of the Elections Code; (3) Adopt Resolution No. 6322, setting priorities for filing written argument(s) regarding a City measure and directing the City Attorney to prepare an

impartial analysis; and (4) Adopt Resolution No. 6323, providing for the filing of rebuttal arguments for City measures submitted at municipal elections. *(Requires a two-thirds vote to pass.)*

Program Manager Uribe Mutal and City Clerk Barrett provided the staff report and PowerPoint presentation.

Speakers in-person: Stephen Marcussen, Julie Sigwart, and Morris Franklin

Motion by Councilmember Lee, seconded by Councilmember Solórzano, to adopt Resolution Nos. 6320 and 6323, as read by title only, all concerning the requisite actions associated with placing a proposed measure to increase the rate of the City's Transient Occupancy Tax on the ballot for the November 5, 2024 General Municipal Election.

Councilmember Nomura noted that the motion needed to be corrected to mention adoption of Resolution Nos. 6320 through 6323.

Councilmember Lee modified the motion to adopt Resolution Nos. 6320 through 6323, as read by title only, all concerning the requisite actions associated with placing a proposed measure to increase the rate of the City's Transient Occupancy Tax on the ballot for the November 5, 2024 General Municipal Election. Councilmember Solórzano seconded the modified motion.

City Clerk Barrett noted that the Council needed to select which City Councilmembers would be authorized to file an argument. All Councilmembers were interested in filing a written argument in favor of the measure.

Legal Counsel Acos rephrased the modified motion to adopt Resolution Nos. 6320 through 6323, as read by title only, all concerning the requisite actions associated with placing a proposed measure to increase the rate of the City's Transient Occupancy Tax on the ballot for the November 5, 2024 General Municipal Election and for Resolution No. 6322, adding all five Councilmembers' names onto that Resolution to write the argument in favor.

Councilmember Lee seconded the further modified motion as stated by Legal Counsel Acos. Councilmember Solórzano seconded the further modified motion as stated by Legal Counsel Acos. Upon voice vote, the further modified motion carried unanimously.

PUBLIC HEARING:

11. Introduction and first reading of Ordinance No. 781, an Ordinance of the City Council of the City of Carpinteria amending Carpinteria Municipal Code Chapter 5.40 to permit outdoor live entertainment. This ordinance would amend the definition of "place of entertainment" to include outdoor portions of premises open to the public.

Recommendation: Approve Ordinance No. 781, as read by title only (first reading).
(Requires reading of ordinance title and a roll call vote.)

Community Development Director Bobroff presented the staff report and PowerPoint presentation.

Mayor Clark opened the public hearing at 7:09 pm.

Speakers in-person: Stephen Marcussen, Paul Wright, Lorraine McIntire, Eileen Marcussen, and Morris Franklin

Mayor Clark closed the public hearing at 7:26 pm.

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to approve Ordinance No. 781, on first reading, as read by title only, and continue second reading to the regular meeting of June 10, 2024.

City Clerk Barrett read aloud the title of Ordinance No. 781 into the record.

The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

Mayor Clark recessed to a break at 7:29 pm and reconvened the meeting at 7:41 pm.

12. Status Report on the City's 2023-2031 Housing Element certification and approach to rezoning candidate sites under Program 1 (Adequate Sites to Accommodate Regional Housing Needs).

Recommendation: Receive staff presentation and public testimony, and file status report.

Principal Planner Fogg provided the staff report and PowerPoint presentation.

Mayor Clark opened the public hearing at 8:00 pm.

Speakers in-person: Mike Wondolowski

Speakers via Zoom: Nathan Pitters

Emails distributed: Amrita Salm

Mayor Clark closed the public hearing at 8:06 pm.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to receive and file this status report on the City's 2023-2031 Housing Element. Upon voice vote, the motion carried unanimously.

13. Resolution No. 6325, concerning the continuation of Street Lighting District No. 1 for Fiscal Year 2024-25.

Recommendation: Adopt Resolution No. 6325, concerning the continuation of Street Lighting District No. 1 for Fiscal Year 2024-25.

Public Works Director Ilasin presented the staff report.

Mayor Clark opened the public hearing at 8:10 pm and being there was no public comment, closed the public hearing at 8:10 pm.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to adopt Resolution No. 6325, as read by title only. Upon voice vote, the motion carried unanimously.

14. Resolution No. 6326, concerning the continuation of Lighting, Landscaping and Right-of-Way Improvement District No. 3 for Fiscal Year 2024-25.

Recommendation: Adopt Resolution No. 6326, concerning the continuation of Lighting, Landscaping and Right-of-Way Improvement District No. 3 for Fiscal Year 2024-25.

Public Works Director Ilasin provided the staff report.

Mayor Clark opened the public hearing at 8:18 pm and being there was no public comment, closed the public hearing at 8:18 pm.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to adopt Resolution No. 6326, as read by title only. Upon voice vote, the motion carried unanimously.

15. Resolution No. 6327, concerning the continuation of Parking and Business Improvement Area Assessment District No. 4 for Fiscal Year 2024-25.

Recommendation: Adopt Resolution No. 6327, concerning the continuation of the Parking and Business Improvement Area Assessment District No. 4 including establishing the annual general business assessment amount of \$122.64 for Fiscal Year 2024-25.

Public Works Director Ilasin presented the staff report.

Mayor Clark opened the public hearing at 8:21 pm and being there was no public comment, closed the public hearing at 8:21 pm.

Councilmember Solórzano requested a presentation by the Downtown "T" Business Advisory Board. The Council had no objection to her request.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to adopt Resolution No. 6327, as read by title only. Upon voice vote, the motion carried unanimously.

16. Resolution No. 6328, concerning the continuation of Assessment District No. 5 for Fiscal Year 2024-25.

Recommendation: Adopt Resolution No. 6328, concerning the continuation of Assessment District No. 5 for Fiscal Year 2024-25.

Public Works Director Ilasin provided the staff report.

Mayor Clark opened the public hearing at 8:26 pm and being there was no public comment, closed the public hearing at 8:26 pm.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to adopt Resolution No. 6328, as read by title only. Upon voice vote, the motion carried unanimously.

17. Ordinance No. 783, an Ordinance of the City Council of the City of Carpinteria, California, amending Chapter 2.04.620 of the Carpinteria Municipal Code to modify the compensation of the Carpinteria City Councilmembers pursuant to Government Code Section 36516.

Recommendation: Approve Ordinance No. 783, as read by title only, setting the new City Council compensation at the allowable amount per Senate Bill 329 (first reading). *(Requires reading of ordinance title and a roll call vote.)*

Management Analyst II Ilasin presented the staff report.

Mayor Clark opened the public hearing at 8:35 pm and being there was no public comment, closed the public hearing at 8:35 pm.

Motion by Councilmember Solórzano, seconded by Vice Mayor Alarcon, to approve Ordinance No. 783, on first reading, as read by title only, setting the new City Council compensation at the allowable amount per Senate Bill 329, which would be \$950 per month, and continue second reading for adoption to June 24, 2024.

City Clerk Barrett read aloud the title of Ordinance No. 783 into the record.

The roll call vote on the motion was as follows:

AYES: Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon,
and Mayor Clark
NOES: Councilmember Lee
ABSENT: None
ABSTAIN: None

The motion carried.

**CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR
OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE**

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

18. Law Enforcement Services Budget Considerations, including Community Resource Deputy Position and Summer Augmentation Patrol.

Recommendation: Receive report and provide direction to the City Manager regarding inclusion of Community Resource Deputy Position and Summer Augmentation Patrol in draft fiscal year 2024/2025 budget.

City Manager Ramirez provided the staff report.

Speakers in-person: Rick Olmstead, Lisa Rader, Raquel Zick, and Julie Sigwart

Speakers via Zoom: Aja Forner and Haven Forner

Motion by Councilmember Lee, seconded by Councilmember Nomura, to keep the Community Resource Deputy position and explore financial law enforcement discussions with Carpinteria Unified School District and direct staff to bring back options for the Summer Augmentation Patrol.

Councilmember Solórzano suggested adding to the motion that if Carpinteria Unified School District decides not to put any funding into the position, then the City Council would discuss where the time and priorities are spent for the Community Resource Deputy position.

Councilmember Lee modified the motion to keep the Community Resource Deputy position, explore financial law enforcement discussions with Carpinteria Unified School District, direct staff to bring back options for the Summer Augmentation Patrol, and if

Carpinteria Unified School District decides not to put any funding into the position, then the City Council will reevaluate how the Community Resource Deputy position's time is allocated. Councilmember Nomura seconded the modified motion.

City Manager Ramirez restated the motion to retain the Community Resource Deputy position while exploring options with Carpinteria Unified School District for financial support and explore other options for Summer Augmentation Patrol, if Carpinteria Unified School District is unable to provide financial support, the matter of the Community Resource Deputy's time would be brought before the Council to consider how the position's time is distributed. The motion maker and seconder approved the restated motion.

The roll call vote on the restated motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

LEGISLATIVE UPDATE:

Legal Counsel Acos summarized Senate Bill 1037 and Assembly Bill 1886 provided in the Action Alert by the League of California Cities. In response to a question from Mayor Clark, she noted she would provide an update on Senate Bill 951 at the next meeting.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on the following:

- BEACON met on May 17th and adopted an increase to voting member assessments by 3% for FY 24-25 which will provide an extra \$10,000 in revenue for BEACON; adopted a budget resolution; and appointed Brian Brennan as a special projects advisor.
- Harbor Seal Advisory Committee met last week and discussed updated sign design and code enforcement; the possibility of an extended beach closure which would require approval by the Coastal Commission; and received reports from its data collection and seal watch survey ad hoc committees.
- Sustainability Committee met and discussed increasing the solid waste franchise fees.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:57 pm.


Al Clark, Mayor

ATTEST:


Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, June 10, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:32 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Ryan Kintz, Assistant City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City of
Carpinteria
Brian C. Barrett, City Clerk
Nick Bobroff, Community Development Director
Jeanette Gant, Parks, Recreation & Community
Services Director
Erin Maker, Environmental Program Manager
Licette Maldonado, Administrative Services Director

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Proclamation Recognizing June as Pride Month in Carpinteria. *(Requires approval prior to presentation of proclamation.)*

Speakers in-person: Levin Fetzner representing Pacific Pride Foundation

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Proclamation Recognizing June as Pride Month in Carpinteria. Upon voice vote, the motion carried unanimously.

Mayor Clark and the City Council presented the proclamation to Levin Fetzner, Community Engagement Manager for Pacific Pride Foundation.

2. Proclamation Honoring June 19, 2024, "Juneteenth Independence Day", in Recognition of June 19, 1865, When Enslaved Africans Learned of Their Freedom in the Southwestern States. *(Requires approval prior to presentation of proclamation.)*

Speakers in-person: Jordan Killebrew representing Juneteenth Santa Barbara

Motion by Councilmember Nomura, seconded by Councilmember Lee, to approve the Proclamation Honoring June 19, 2024, "Juneteenth Independence Day", in Recognition of June 19, 1865, When Enslaved Africans Learned of Their Freedom in the Southwestern States. Upon voice vote, the motion carried unanimously.

Mayor Clark and the City Council presented the proclamation to Jordan Killebrew representing Juneteenth of Santa Barbara.

3. Presentation by Our Neighborhood Voices.

Nils Nehrenheim, District 1 Councilmember for the City of Redondo Beach and representing Our Neighborhood Voices, provided the PowerPoint presentation.

Speakers in-person: Rogelio Delgado, Leslie Gascoigne, Amrita Salm, Patricia French, Lydia Grant representing Our Neighborhood Voices, Gail Marshall, Brad Stein, and Alexandra VanAntwerp

Speakers via Zoom: Arturo Tello

Emails distributed: Shirley Johnson

Presentation received and filed.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to agendaize support for Our Neighborhood Voices and look into what it takes to become a charter city. Upon voice vote, the motion carried unanimously.

Legal Counsel Acos sought clarification on the motion and she repeated her interpretation: A request to bring back an agenda item regarding endorsing the Our Neighborhood Voices

Initiative and another agenda item with more information about the process and requirements to change to a charter city. She asked for guidance on the timing of both of those items and clarification that that was the motion. The Council concurred on the motion as repeated by Legal Counsel Acos and as to timing of these items, the Council noted as soon as possible once the new initiative language was drafted.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES

Mayor Clark temporarily adjourned the meeting at 6:32 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 6:47 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

CITY MANAGER'S REPORT

a. Senior Services Programming

City Manager Ramirez reported on AgeWell's Lecture Series.

b. City Employee Updates

See City Manager's Report (not mentioned in verbal report).

c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

Community Development Director Bobroff mentioned that there will be a Joint City Council, Planning Commission and Architectural Review Board meeting to conceptually review the proposed Lagunitas Mixed-Use Development located at 6380 Via Real.

e. Other City/Community Updates

City Manager Ramirez explained that all recreational facilities and programming will be closed on Wednesday, June 19th, to observe the Juneteenth holiday.

Parks, Recreation & Community Services Director Gant responded to questions from the Council regarding activities in the department.

There was no public comment.

PLANNING COMMISSION ACTIONS:

Community Development Director Bobroff presented the Planning Commission Actions from its meeting of June 3, 2024.

There was no public comment.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Susan Mailheau (not present to speak), Jason Rodriguez representing the Food Liaison, Rogelio Delgado, Fred Shaw representing HopeNet, and Sandy Evans

Emails distributed: Suzanne Cuddy

CONSENT CALENDAR:

The City Council pulled Item No. 7 from the Consent Calendar.

7. Adopt Ordinance No. 781 (second reading), amending Carpinteria Municipal Code Chapter 5.40 to permit outdoor live entertainment. *(Requires a roll call vote.)*

Speakers in-person: Stephen Marcussen, Eileen Marcussen, Andre Jackson representing Corktree Cellars, Paul Wright representing Island Brewing Company, and Marilyn Jenkins

Speakers via Zoom: Lorraine McIntire

Emails distributed: Anonymous and Marilyn Jenkins

Motion by Councilmember Solórzano, seconded by Vice Mayor Alarcon, to adopt Ordinance No. 781 on second reading, amending Carpinteria Municipal Code Chapter 5.40, to permit outdoor live entertainment. The roll call vote on the motion was as follows:

AYES:	Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES:	None
ABSENT:	None
ABSTAIN:	None

The motion carried unanimously.

The City Council heard the remaining Consent Calendar Item Nos. 4 through 6.

There was no public comment.

Motion by Councilmember Lee, seconded by Vice Mayor Alarcon, to approve the Consent Calendar Item Nos. 4 through 6. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

4. Approve the minutes of the regular meeting held May 28, 2024.
5. Receive and file the Expenditures for the period beginning May 20, 2024 and ending May 31, 2024.
6. Direct staff to review the City's Conflict of Interest Code and prepare any necessary updates.

ADMINISTRATIVE MATTERS:

8. Approve and adopt Resolution No. 6324, amending the Franchise Agreement for Solid Waste Handling Services.

Recommendation: Approve and adopt Resolution No. 6324, amending the Franchise Agreement for Solid Waste Handling Services. *(Requires a roll call vote.)*

Environmental Program Manager Maker provided the staff report and PowerPoint presentation.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve and adopt Resolution No. 6324, amending the Franchise Agreement for Solid Waste Handling Services. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

Mayor Clark temporarily recessed to a break at 7:46 pm and reconvened the meeting at 7:56 pm.

PUBLIC HEARING:

9. Fiscal Year (FY) 2024-25 Operating Budget Study Session and Presentation, and Potential Program Reduction and Deferment Options to Address an Existing Deficit and Projected Future Revenue Shortfalls.

Recommendation: Receive the staff report and presentation, open the public hearing and receive public comment, provide staff with direction concerning Budget Funds, and continue the public hearing to the City Council Meeting on Monday, June 24, 2024.

City Manager Ramirez, Assistant City Manager Kintz, and Administrative Services Director Maldonado presented the staff report and PowerPoint presentation.

Mayor Clark opened the public hearing at 8:46 pm.

Speakers in-person: Gail Marshall, Amber Kaplan representing the Carpinteria Library Advisory Commission, Rogelio Delgado, and Fred Shaw

Speakers via Zoom: Julie Sigwart

Mayor Clark closed the public hearing at 8:59 pm.

Motion by Councilmember Solórzano, seconded by Vice Mayor Alarcon, to open the public hearing and receive public comment, direct staff to pursue the staff recommendation below in terms of balancing the budget and closing the operational deficit by eliminating/deferring the following:

Staff Recommendation:

Professional:

- Community Satisfactory Survey \$15,000
- Legal Services \$150,000
- Pension Trust Analyses \$15,000

Contract Services

- HSAC – Outreach Program \$9,000
- Executive Assistance \$24,000
- Recruitment Contract \$35,000
- Sheriff Community Resources \$200,000

Total: \$448,000

and continue the public hearing to the City Council Meeting on Monday, June 24, 2024.

The roll call vote on the motion was as follows:

AYES: Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon and Mayor Clark

NOES: Councilmember Lee

ABSENT: None

ABSTAIN: None

The motion carried.

10. Continuation of Public Hearing for Approval of Procurement Policy and Municipal Code Update.

Recommendation: Open the public hearing, receive public comment, keep public hearing open, and continue the public hearing of the Procurement Policy and Municipal Code Update to the June 24, 2024 Council meeting.

Administrative Services Director Maldonado provided the staff report.

Mayor Clark opened the public hearing at 9:11 pm and being there was no public comment, closed the public hearing at 9:11 pm.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to continue the public hearing for approval of the Procurement Policy and Municipal Code Update to the June 24, 2024 Council meeting. Upon voice vote, the motion carried unanimously.

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS: NONE

LEGISLATIVE UPDATE:

Legal Counsel Acos reported on Assembly Bill 3093, Assembly Bill 817, Senate Bill 1116, Assembly Bill 2404, Senate Bill 1037, and Assembly Bill 1886 which were included in the League of California Cities Update. She provided an update on Senate Bill 951 and Assembly Bill 2560 brought up during the last City Council meeting's Legislative Update.

The Council was in favor of directing staff to place opposition letters for Council's consideration regarding Senate Bill 1037, Assembly Bill 1886, Senate Bill 951, and

Assembly Bill 2560 and a support letter for Council's consideration regarding Assembly Bill 817 on a future agenda.

Councilmember Solórzano requested staff post recent City letters of support/opposition on various legislation on the City's website and social media. The Council had no objection.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on the following:

- Santa Barbara Metropolitan Transit District met last week and approved its FY 24-25 Operating and Capital Budget and the purchase of 8 battery-electric busses and charging equipment.
- City's Sustainability Committee met on May 28th to talk about potential updates to AB 939 funding.
- Harbor Seal Advisory Committee will meet on June 26th at 3:45 pm in the Council Chambers.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the special joint City Council, Planning Commission, and Architectural Review Board meeting on Tuesday, June 18th.

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:25 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
Special Joint City Council, Planning Commission &
Architectural Review Board Meeting Minutes
Tuesday, June 18, 2024**

In-Person and Virtual

Teleconference Location: 2915 Oakdale Dr., Ann Arbor, MI 48108

CALL TO ORDER

Mayor Clark called the meeting to order at 5:32 pm.

City Clerk Barrett noted for the record that the meeting would be conducted pursuant to California Government Code Section 54953, in that Planning Commissioner Salant would be participating in the meeting via teleconference (Zoom) and in accordance with the Brown Act, the teleconference location has been identified in the notice and agenda for this meeting.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Planning Commissioners
present:

Commissioner Jane Benefield
Commissioner John Moyer
Commissioner Katherine Salant (present via Zoom)
Chair Glenn La Fevers

Planning Commissioners
absent:

Vice Chair David Allen

Architectural Review Board-
members present:

Boardmember Richard Johnson
Boardmember Richard Little
Boardmember Patrick O'Connor
Vice Chair Amy Blakemore
Chair Brad Stein

Staff members present:

Michael Ramirez, City Manager
Mack Carlson, on behalf of Brownstein Hyatt Farber

Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk
Nick Bobroff, Community Development Director
Syndi Souter, Senior Planner

Planning Commissioner Salant verified she could hear the proceedings well, she had a copy of the agenda for this meeting, the agenda was posted at the location where she is, her location is reasonably accessible to the public to allow a member of the public to participate in the teleconference from her location, and there was no member of the public present at her location who wished to participate in the meeting.

All Councilmembers, Planning Commissioners, and Architectural Review Boardmembers could clearly hear Planning Commissioner Salant.

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

CITY COUNCIL BUSINESS:

The City Council, Planning Commission and Architectural Review Board met to discuss the following subject matter:

1. Conceptual review of three options for a mixed-use project that would include: 6,718 square-feet of research and development office space; a 2,224 square-foot café/deli; and either 159, 147, or 153 apartment units, respectively for each option, on an 8.63-acre parcel located at 6380 Via Real (APN 001-190-097), proposed by Troy White, agent, for Steve Leonard, Manager for RPG Carpinteria, LLC.

Recommendation: Receive public comment, and provide individual comments on the mixed-use development proposal.

Senior Planner Souter presented the staff report and PowerPoint presentation.

Community Development Director Bobroff and Senior Planner Souter responded to questions from the Council, Planning Commission, and Architectural Review Board.

Troy White with TW Land Planning & Development, LLC, Mark Kirkhart, project architect with Design ARC, and Scott Capps, landscape architect with EPTDESIGN presented the applicant PowerPoint presentation.

The applicant responded to questions from the Architectural Review Board, Planning Commission, and City Council.

Mayor Clark recessed to a break at 7:34 pm and reconvened the meeting at 7:45 pm.

PUBLIC COMMENT WILL BE HEARD CONCERNING ONLY THE AGENDIZED ITEMS FOR THIS SPECIAL MEETING

Speakers in-person: Linda Lisiecki representing Lagunitas HOA, Bryan Gindoff, Ashley DeVan, William Anderson, MJ Yardley, Brad Richardson, Tim Grimes, Leslie Gascoigne, Gary Graumann, Verna Gindoff, Kevin Donoghue, Don Bensen, and Jim Gaskin

Speakers via Zoom: Gary Campopiano (did not speak)

Emails distributed: Bryan and Verna Gindoff, Tom Wong, Valerie Bentz, Donald Bensen, Graham Lyons with Mullen & Henzell LLP, Amrita Salm, Tom Perry, Ashley DeVan, Anonymous, William Anderson, Marion Anderson, Sherene Donoghue, Leslie Gascoigne, Hunter and Casey Turpin, Robert Donahue, and Robert Schwalje

Mayor Clark opened up comment from the Architectural Review Board.

Boardmember O'Connor acknowledged that the developer made changes in the design since the first presentation to the Architectural Review Board in April 2024; however, there were a number of points that weren't addressed. He recommended the Lagunitas residents and developer get together and negotiate the Covenants, Conditions and Restrictions (CC&R's). He suggested staff run open space calculations for lot density and lot coverage, both with and without those non-usable square footages such as a detention basin. He liked the underground stormwater collection which could be an alternative to making some of the unusable space usable.

Boardmember Little described the CC&R's as an important element and encouraged the applicants and Lagunitas residents to resolve the CC&R's issue before the project goes further. He noted that the two other alternative plans had very minor alterations and overall, the density is overdone and he expressed concern about the lack of open space for kids to play. He recommended eliminating the commercial space and putting in low-income housing which is really vital.

Boardmember Johnson said the project was an improvement over what the Architectural Review Board had seen before, it was more detailed and residential-scaled; he liked the materials, the color scale, and the architecture is contemporary and goes along with the buildings to the east and BEGA. He suggested that there be more parking underground to free up more space for greenery and for the developer to look at great pumps to pump the sewer/water out of the site to lower the project.

Vice Chair Blakemore observed that the size, bulk and scale were too much and that the project is too ambitious and not compatible with the area or creek/riparian habitat. She explained how the underground parking layout is not functional and that the tandem spaces did not make sense and questioned their functionality. She noted that only one of the three presented options conforms to the City's existing zoning while the other ones need modifications. She commented that she could not support the project with such little open space.

Chair Stein brought up that when the project was originally planned, it was going to resolve the problem with bikeways, mass transit, and the traffic flow at Via Real and Highway 150. He believed that that resolution may be a caveat that the City could request as a way to keep the zoning the way it is. He opposed the café in this project as it would pull people away from the downtown and people accessing the café would park on Lomita Lane and block the fire access. He said that the City needs a project that fits the community and makes Carpinteria better. He stood by the original project design and recommended the applicant go back to the original project design which was smaller, had a lower profile, was night sky friendly, and was beautifully designed to fit in with the surrounding neighborhood.

Mayor Clark opened up comment from the Planning Commission.

Commissioner Benefield suggested the applicant first figure out the parking, the setbacks, and then deal with the buildings. She stated that the buildings look like San Quentin Prison and are harsh and heavy and the walkways seem narrow. She also noted that there needs to be affordable housing, more open space provided, and the building height must be at 30 feet or under. She was concerned about the impacts to the mountain views and that there should be no parking in the front setback. She expressed support for conjunctive parking wherever it may pop up, but noted that the project was not compatible with the neighborhood or what was agreed upon in the beginning. She was not in favor of the project as presented.

Commissioner Salant noted that the question regarding the CC&R's needs to be answered before the project goes forward. She was in favor of adding affordable units to the project; however, the density is overwhelming, the project needs more open space, and the presented options did not explore new ideas. She recommended the applicant go back to the drawing board legally as well as design-wise.

Mayor Clark asked legal counsel to what extent does the City enforce CC&R's and is the City a party to the CC&R's.

Legal Counsel Carlson responded that the City often requires CC&R's to be recorded on for-sale projects associated with subdivisions and in this case, the CC&R's were part of the conditions of approval for the original project, particularly conditions 161 and 162 which dealt with protection of the drainage and creek and maintenance of that area. He

stated that the CC&R's sought to establish procedures for purchasers of homes in the Lagunitas development and the purchaser or development of the parcel at issue tonight that they would maintain a fund to preserve and maintain that creek area. He clarified that the City is not a party to the agreement as the City did not sign the agreement, but as a third-party beneficiary, the City has the right, but not the obligation, to enforce those maintenance requirements. He noted that this is common especially in communities where the HOA maintains portions of the street or areas to make sure that the City has the ability to step in and enforce some of those CC&R's to maintain the community. He described that the CC&R's have recitals that describe the project that was approved at the time, but those recitals are not binding on the City and that the Council could consider this project. He further identified that the Council could condition the project to make sure the creek and drainage areas are maintained or impose other conditions as the project moves through the development process and that there is nothing that precludes the City, because these CC&R's exist, from considering alternative forms of development on the site that are consistent with the City's code.

Commissioner Moyer appreciated the presentation, liked the architecture, and believed it fit in with the surrounding area. He noted that affordable housing was tricky and this was a hard situation for the City and developer. He was in favor of Option 2 (with no modifications) and suggested the lighting be more controlled.

Chair La Fevers supported the concept of a mixed-use development on this site though he wouldn't support a full residential overlay at this site. He did not support the market/café as it would bring in uses that aren't a part of the commercial, industrial, or existing residential uses, as the downtown is used in that manner. He observed that rental housing is a needed component in Carpinteria as that is how Carpinteria has been developed. He noted that rental housing supports the City's General Plan and the Housing Element and that there has been lots of work put into the Housing Element to identify potential sites that would be compatible with mixed use such as this site. He explained that the project has the potential to support Carpinteria's interest in meeting the needs and requirements to provide additional housing whether it's market rate, above moderate, or some other form. He didn't support any of the presented options, suggested that the 30-foot limit be kept on the building height, and although technically Options 2 and 3 do that, more work needs to be done with the fill, the presentation of the front structure which is too massive to be compatible, and there is a blockage of public views of the mountains. He believed there may be opportunities to reduce the amount of fill needed and other ways to deal with drainage and sewer. He preferred avoiding any parking in the setback as the project would benefit with the further setback from Via Real and support impacts from massing. He noted his support for compact parking spaces as long as they were spread out and provided additional parking beyond what may be available. He expressed wariness on conjunctive use parking and didn't support it. He did however, like underground parking to the extent that it's used to support a denser development. He stated that before he could support the project, it would need to be scaled back towards the scale of the existing entitlement and the overall bulk and scale

reduced. He liked the mix of one- and two-bedroom studio units as well as the proposed amenities. He noted mixed feelings about forcing affordable housing units at this location along the urban/rural boundary and believed that ideally this would be a lower profile and not too dense development. He stated that to build in affordable housing, it would force the development of a much denser project. Overall, in concept, he thought the project was on the right track.

Mayor Clark opened up comment from the City Council.

Councilmember Lee encouraged the Lagunitas HOA and developer to come together to find a compromise to make sure this development, if it goes through, will benefit the community and surrounding area. He suggested the developer reach out to employers to focus on workforce housing which is needed. He noted that this project along with other nearby proposed developments would greatly impact the Bailard Avenue bridge which would not be able to handle so many people, especially in an emergency. As it stands, he could not support the project.

Councilmember Solórzano spoke on the real concerns with change and growth in the City, but noted that the City currently does not have a certified Housing Element which leaves the City vulnerable when it comes to housing projects. She commented that this site was a good location for housing, but needs some affordable income-restricted housing as the people who benefit from it are a real part of the Carpinteria community.

Vice Mayor Alarcon commented that the developer and Lagunitas homeowners need to negotiate the CC&R's. She expressed concern with the small amount of functional open space and questioned the need for a dog park at this site as the City opened a pilot dog park in a nearby neighborhood, and it made more sense to place the tot lot in a central location rather than on the outskirts of the project. She noted that the central location where all the amenities are is rather condensed and wondered how much the bike storage would be used. She did like how public transportation is nearby. She suggested that the developer consider the type of tenants (whether it's a market tenant or ideal tenant). She liked the color scheme for Option 1, but that the balance of commercial to residential doesn't seem to be there yet and the project doesn't seem to be compatible with the surrounding area. She felt that the architecture seemed to be a bit industrial, like a hotel and expressed parking concerns due to the proposed café as people would park on the street. She stated that affordable housing is incredibly important and the City needs workforce housing.

Councilmember Nomura recalled that when the Architectural Review Board reviewed the original Lagunitas development years ago, it was thought that it would never conform to the rest of the area at that time; however, it did work. He noted that when talking about height and scale of the project, when looking at the cross section of the grade itself, it's lower than grade in many areas and portions of it will be brought up, but a lot of it will be brought up to the original grade. He expressed concern with the site and project, the

setbacks and open space. He said it looks like the project is developed close to the envelope and may not be giving enough room to Lagunitas homeowners. He stated that the applicant needed to understand how the creek creates a buffer between Lagunitas residents and this site. He noted that the setback in the front parking should remain as a setback and not be included along Via Real; he preferred Option 2 as favorable. Regarding solar panels and lighting, he wanted to make sure they won't be a visual nuisance for the Lagunitas residents and that the lighting is night-friendly. If the buildings are going to remain two-story, he suggested that the buildings be shielded/screened as to not affect the Lagunitas residents, such as enclosing the balconies with louvers. He observed that the presented architecture is nice, but it's not the mix or match that should be there; Lagunitas estates have a specific look and he encouraged the developer to transition between the industrial side and Lagunitas side. He noted that size and scale seems a bit large and if it were reduced the developer could handle parking (i.e. fewer units means less parking). He expressed concern that having two income types (Lagunitas owners and rental housing) may create a challenge. He encouraged the developer to reach out to the community and conform the project as much as possible.

Mayor Clark noted that the site was appropriate for residential use and explained the City needs the housing. He agreed with his colleagues that in terms of size, bulk and scale, the project needs to be reduced greatly. He observed that more affordable housing is needed and it's appropriate to have different classes of people living together. He stated the City needs to build 901 units over the next few years to comply with Regional Housing Needs Allocation (RHNA), a lot of low-income and very low-income housing needs to be built. He commented that the housing at this location should be more compatible with the Lagunitas houses. He didn't support three-story buildings as that wasn't compatible with the neighborhood and blocked public views of the mountains and instead supported two-story buildings.

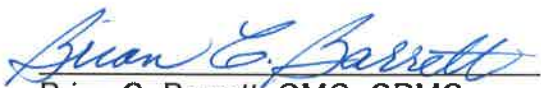
ADJOURNMENT

Mayor Clark adjourned the meeting at 9:35 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, June 24, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:39 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Ryan Kintz, Assistant City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Benjamin Markham, on behalf of Brownstein Hyatt
Farber Schreck, LLP acting as City Attorney of
the City of Carpinteria (present via Zoom)
Stephon Downes, Management Analyst I
John L. Ilasin, Public Works Director
Nick Bobroff, Community Development Director
Mindy Fogg, Principal Planner
Licette Maldonado, Administrative Services Director
Olivia Uribe Mutal, Program Manager
Jeanette Gant, Parks, Recreation & Community
Services Director

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS: NONE

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City.

CITY MANAGER'S REPORT

a. Senior Services Programming

None.

b. City Employee Updates

See City Manager's Report.

c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

None.

e. Other City/Community Updates

City Manager Ramirez reported on the following:

- A soon-to-be City webpage for the posting of recent and future Council letters of support/opposition on various proposed legislation.
- Temporary COVID-19 Outdoor Business Permit Program (for parklets) is expiring on June 30th and businesses with existing private property encroachment within the City's public right-of-way will be required to possess a new permit under the Downtown "T" Encroachment Permit Program.
- Independence Day Parade will be on Saturday, July 6th at 3:30 pm on Linden Avenue between Carpinteria Avenue and Sixth Street.
- A grassroots fundraising campaign spearheaded by Food Liaison owner Jason Rodriguez with the support of Rincon Brewery and community donors, raised \$3,000 in support of the City's Junior Lifeguard Program and the purchase of bike racks that will be placed at the beach end of Ash

Avenue for several weeks each summer to accommodate the large number of bikes belonging to participants in the Junior Lifeguard Program.

- On Friday, June 28th from 3:30 to 4:30 pm, magician Shawn McMaster will be teaching magic to ages 10 and up at the Library.
- Recreation Programming will be closed for Independence Day.

Speakers in-person: Mike Wondolowski

PLANNING COMMISSION ACTIONS: NONE

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Eileen Marcussen, Stephen Marcussen, Debbie Nomura, and Michael Baker, representing Boys & Girls Clubs

AGENDA MODIFICATIONS:

City Manager Ramirez asked the Council to remove Agenda Item No. 5 from the agenda.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to remove Agenda Item No. 5 from the agenda. Upon voice vote, the motion carried unanimously.

CONSENT CALENDAR:

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 1 through 4. The roll call vote on the motion was as follows:

AYES: Councilmember Lee (on Item Nos. 1 through 3), Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: Councilmember Lee (on Item No. 4)
ABSENT: None
ABSTAIN: None

The motion carried.

1. Approve the minutes of the regular meeting held June 10, 2024.
2. Receive and file the Expenditures for the period beginning June 3, 2024 and ending June 14, 2024.

3. Receive and file the Report of Contracts Executed by the City Manager for the Period of May 21, 2024 through June 17, 2024.
4. Adopt Ordinance No. 783 (second reading), amending Carpinteria Municipal Code Chapter 2.04.620 setting compensation of Carpinteria City Councilmembers to \$950 per month. *(Requires a roll call vote.)*

ADMINISTRATIVE MATTERS:

5. Closeout of Carpinteria Skate Park Project.

Recommendation: Authorize the Mayor to sign the Closeout Agreement and Release of Claims for the Carpinteria Skate Park Project with Lash Construction, Inc. *(Requires a roll call vote.)*

The City Council removed this item from the agenda under the Agenda Modifications Section earlier in the meeting.

6. Resolution No. 6329, Approving a Coastal Conservancy Grant from the State Coastal Conservancy for the Carpinteria Living Shoreline Project.

Recommendation: Adopt Resolution No. 6329, approving a Coastal Conservancy Grant from the State Coastal Conservancy for the Carpinteria Living Shoreline Project.

Public Works Director Ilasin presented the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to adopt Resolution No. 6329, as read by title only. Upon voice vote, the motion carried unanimously.

7. Cancellation of the regular City Council meeting of August 12, 2024.

Recommendation: Authorize the cancellation of the August 12, 2024 City Council meeting.

City Manager Ramriez provided the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to authorize the cancellation of the August 12, 2024 City Council meeting. Upon voice vote, the motion carried unanimously.

PUBLIC HEARING:

8. First reading of Ordinance No. 778, amending Chapter 8.52 (SMOKING REGULATIONS) of the Carpinteria Municipal Code (CMC) to, among other changes, regulate smoking in multi-unit housing developments, and update requirements for tobacco retail signage and smoking prohibitions in hotels in accordance with State law.

Recommendation: Approve the first reading of Ordinance No. 778, amending CMC Chapter 8.52, as read by title only and find that approval and adoption of Ordinance No. 778 is exempt from CEQA pursuant to California Environmental Quality Act Guidelines Sections 15060(c)(2) and 15060(c)(3), and 15061(b)(3). *(Requires reading of ordinance title and a roll call vote.)*

Community Development Director Bobroff introduced Principal Planner Fogg who presented the staff report and PowerPoint presentation. Principal Planner Fogg, Community Development Director Bobroff, and Legal Counsel Markham responded to questions from the Council.

Mayor Clark opened the public hearing at 6:37 pm.

Speakers in-person: Javier Garnica, Jose Martin, and Jesselyn Banos, all representing Future Leaders of America and Rogelio Delgado

Speakers via Zoom: Hector Flores Garcia

Emails distributed: Metzli Reyes and Daniel Gonzalez

Mayor Clark closed the public hearing at 6:46 pm.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve Ordinance No. 778 on first reading, as read by title only, and continue second reading to the regular meeting of July 8, 2024. Upon voice vote, the motion carried unanimously.

Legal Counsel Acos announced that the Council needed to vote via a roll call vote.

Management Analyst I Downes read aloud the title of Ordinance No. 778 into the record.

The roll call vote on the motion was as follows:

AYES:	Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES:	None
ABSENT:	None
ABSTAIN:	None

The motion carried unanimously.

Mayor Clark recessed to a break at 6:47 pm and reconvened the meeting at 6:59 pm.

9. Adoption of the Fiscal Year (FY) 2024-25 Budget, setting related Appropriations Limits as required by State Law, making year-end amendments to the FY 2023-24 Budget, updating the budget and fiscal policies, and adopting salary schedules for FY 2024-25.

Recommendation: Receive the staff report and public comments, close the public hearing, provide staff with direction concerning any changes to the proposed budget and take the following actions: (1) Approve and adopt by Resolution No. 6330, the Municipal Budget for Fiscal Year 2024-25, including authorization of year-end amendments for Fiscal Year 23-24, and updating the budget and fiscal policies; and, (2) Establish the appropriation limit for the City of Carpinteria for the 2024-25 Fiscal Year through adoption of Resolution No. 6331; and, (3) Establish the appropriation limit for the Street Lighting District No. 1 for the 2024-25 Fiscal Year through adoption of Resolution No. 6332; and (4) Approve and adopt Fiscal Year 2024-25 Salaries for SEIU-represented Employees, Miscellaneous and Management Employees, and Part-Time, Temporary, and Seasonal Employees by Resolution Nos. 6333 and 6334, and 6336, respectively. *(Requires a roll call vote.)*

City Manager Ramirez introduced the FY 2024-25 Budget PowerPoint presentation, FY 2023-24 Accomplishments, Significant Budget Outcomes, and Compensation and Staffing Updates.

Administrative Services Director Maldonado summarized the FY 2023-24 Estimated Final Budget and FY 2024-25 Proposed Budget.

Assistant City Manager Kintz went over the General Government divisions of City Clerk and Human Resources.

Program Manager Uribe Mutal described the Emergency Management & Preparedness and Communication and Community Promotions Programs.

City Manager Ramirez explained the Community Services Support Program.

Administrative Services Director Maldonado, Community Development Director Bobroff, Public Works Director Ilasin, and Parks, Recreation & Community Services Director Gant provided their respective department budget presentations.

Mayor Clark opened the public hearing at 8:06 pm.

Speakers in-person: Rick Olmstead, Case Van Wingerden, Larry Nimmer, and Rogelio Delgado

Mayor Clark closed the public hearing at 8:18 pm.

Staff responded to questions from the Council.

The Council was in support of City Manager Ramirez executing an agreement with Larry Nimmer to video the Independence Day Parade.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to adopt Resolution Numbers 6330, 6331, 6332, 6333, 6334, and 6336 as read by title only, approving the Municipal Budget for FY 2024-25, setting related Appropriations Limits, making year-end amendments to the FY 2023-24 Budget, and adopting salary schedules for FY 2024-25.

Due to Councilmember Lee not supporting the proposed FY 2024-25 Budget, the City Council split the motion into two separate motions.

Councilmember Solórzano amended the motion to adopt Resolution Numbers 6331, 6332, 6333, 6334, and 6336 as read by title only, setting related Appropriations Limits, making year-end amendments to the FY 2023-24 Budget, and adopting salary schedules for FY 2024-25. Councilmember Nomura seconded the amended motion. The voice vote on the amended motion was as follows:

AYES:	Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES:	None
ABSENT:	None
ABSTAIN:	None

The amended motion carried unanimously.

Motion by Councilmember Solórzano, seconded by Vice Mayor Alarcon, to approve and adopt Resolution No. 6330, approving the Municipal Budget for FY 2024-25, including authorization of year-end amendments for FY 2023-24, and updating the budget and fiscal policies.

There was consensus of the Council to study how the City could fund the Community Resource Deputy position at next year's Work Plan and determine on a case-by-case basis how Mr. Nimmer's videos can be tailored to Council goals and reach a wider audience.

The roll call vote on the motion was as follows:

AYES: Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: Councilmember Lee
ABSENT: None
ABSTAIN: None

The motion carried.

10. Continuation of Public Hearing for Approval of Procurement Policy and Municipal Code Update.

Recommendation: Receive public comment, keep public hearing open, and continue the public hearing for approval of the Procurement Policy and Municipal Code Update to the July 8, 2024 Council meeting.

Administrative Services Director Maldonado provided the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to continue the public hearing for approval of the Procurement Policy and Municipal Code Update to the July 8, 2024 Council meeting. Upon voice vote, the motion carried unanimously.

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

11. Legislation Position Letters Opposing Senate Bill 1037, Assembly Bill 1886, Senate Bill 951, and Assembly Bill 2560 and Supporting Assembly Bill 817.

Recommendation: Consider and act on the draft letters of opposition concerning Senate Bill 1037, Assembly Bill 1886, Senate Bill 951, and Assembly Bill 2560 and the draft letter of support for Assembly Bill 817.

Legal Counsel Acos presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve submittal of the letter of opposition concerning Senate Bill 1037, Assembly Bill 1886, Senate Bill 951, and Assembly Bill 2560 and the letter of support for Assembly Bill 817. Upon voice vote, the motion carried unanimously.

LEGISLATIVE UPDATE:

Legal Counsel Acos presented AB 2557.

There was no public comment.

Motion by Mayor Clark, seconded by Vice Mayor Alarcon, to bring back a draft opposition letter concerning AB 2557 at a future Council meeting. Upon voice vote, the motion carried unanimously.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on her attendance at the Santa Barbara Metropolitan Transit District Board meeting on June 18th where the Board approved the City of Santa Barbara's proposed Downtown Community Benefit Improvement District and received a presentation on the FY 23-24 Third Quarter Performance Reports. She stated that the 19X Service is not performing as robust as hoped.

Councilmember Lee reported on his attendance at the City's Transportation Committee where the Santa Barbara Metropolitan Transit District spoke on microtransit service and his attendance at the City's General Plan Update Committee where an updated General Plan is anticipated to be presented to the Council by the end of the year.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the July 8th Council meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:51 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, July 8, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:32 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Ryan Kintz, Assistant City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk
Jeanette Gant, Parks, Recreation & Community
Services Director
Nick Bobroff, Community Development Director
Syndi Souter, Senior Planner
John L. Ilasin, Public Works Director
Megan Musolf, Assistant Planner
Licette Maldonado, Administrative Services Director
Teresa Ilasin, Management Analyst II

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS

1. Proclamation Designating July as Park and Recreation Month.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to approve the Proclamation Designating July as Park and Recreation Month. Upon voice vote, the motion carried unanimously.

Mayor Clark and the City Council presented the Proclamation to Parks, Recreation and Community Services Department staff. Parks, Recreation and Community Services Director Gant provided remarks and a brief PowerPoint presentation.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES

Mayor Clark temporarily adjourned the meeting at 5:40 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 6:00 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Butch Arnoldi with the Santa Barbara County Sheriff's Department provided an update on crime in the City and the Sheriff's response to fireworks during the July 4th holiday. Carpinteria-Summerland Fire Protection District Fire Marshall Mike LoMonaco reported on the District's response to fireworks during the July 4th holiday.

The Council discussed how the City could better coordinate efforts to minimize the amount of fireworks during the July 4th holiday and asked staff to be prepared to respond to fireworks at the beginning of the new calendar year. City Manager Ramirez responded that the City in the future could consider having Code Compliance staff work during the holiday or potentially using security as the City's eyes and ears to assist the Santa Barbara County Sheriff's Department and the Carpinteria-Summerland Fire Protection District in responding to fireworks.

CITY MANAGER'S REPORT

- a. Senior Services Programming

City Manager Ramirez reported on AgeWell's new registration platform and an upcoming lecture series entitled "Perfect Party Planning on a Budget" on July 11th at the Veteran's Hall meeting room at 9:30 am.

b. City Employee Updates

See City Manager's Report.

c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

See City Manager's Report.

e. Other City/Community Updates

City Manager Ramirez announced that Food Liaison owner Jason Rodriguez and his daughter Kennedy were available to present a check to the City for the purchase of bike racks that will be placed at the beach end of Ash Avenue for several weeks each summer to accommodate the large number of bikes belonging to participants in the Junior Lifeguard Program. The funds were raised with the support of the Food Liaison, Rincon Brewery and dozens of community donors. Special thanks to Carpinteria Unified School District and Superintendent Diana Rigby for lending and delivering several bike racks to be used until the new bike racks are delivered.

Jason and Kennedy Rodriguez, on behalf of the Food Liaison, presented a \$3,131.87 check to the City.

Legal Counsel Acos announced that the Nomination Period for the November 5, 2024 General Municipal Election will open Monday, July 15th at 8:00 am and close Wednesday, August 14, 2024 at 5:00 pm.

Speakers in-person: Mike Wondolowski, Jessica Snyder, and Rogelio Delgado

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to receive and file the City Manager's Report. Upon voice vote, the motion carried unanimously.

PLANNING COMMISSION ACTIONS

Community Development Director Bobroff presented the Planning Commission Actions from its meeting of July 1, 2024.

There was no public comment.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Delcie Feller, Eileen Marcussen, Stephen Marcussen, Jessica Snyder, Rogelio Delgado, Eileen Marcussen (again), and Delcie Feller (again)

Speakers via Zoom: Robin Karlsson

Emails distributed: Mike Wondolowski and Susan Mailheu

CONSENT CALENDAR:

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 2 through 6.

Due to public comment and potential discussion, the City Council pulled Item Nos. 2 and 6 from the Consent Calendar.

Councilmember Lee modified the motion to approve the Consent Calendar Item Nos. 3 through 5. Councilmember Nomura seconded the modified motion.

There was no public comment on Consent Calendar Item Nos. 3 through 5.

The roll call vote on the modified motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The modified motion carried unanimously.

3. Receive and file the Expenditures for the period beginning June 17, 2024 and ending June 28, 2024.
4. Receive and file the Monthly Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for May 2024
5. Authorize the City Manager to execute the First Amendment to a Vendor Agreement for reoccurring animal control services for the period from April 2, 2024 to April 1, 2025, for a not-to-exceed amount of \$24,000 for the one-year term of the Agreement. *(Requires a roll call vote.)*

The Council next heard pulled Consent Calendar Item No. 2.

2. Approve the minutes of the special joint meeting held June 18, 2024 and the regular meeting held June 24, 2024.

Speakers in-person: Patrick O'Connor

Architectural Review Boardmember O'Connor clarified his comments from the June 18th special joint meeting in that he wanted staff (not the developer) to calculate both ways of the density and lot coverage with and without those square footage areas that are not usable, such as the detention basin.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the minutes of the special joint meeting held June 18, 2024, with the modification as noted by Mr. O'Connor, and the regular meeting held June 24, 2024. Upon voice vote, the motion carried unanimously.

The Council heard pulled Consent Calendar Item No. 6.

6. Adopt Ordinance No. 778 (second reading), amending Carpinteria Municipal Code Chapter 8.52, Smoking Regulations. *(Requires a roll call vote.)*

Speakers in-person: Ivan Vega, Daniel Gonzalez, and Jose Martin

Speakers via Zoom: Javier Garnica, Ector Flores Garcia, and Metzli Reyes

Emails distributed: Yaneth Rodriguez, Liz Williams, and Cynthia Hallett

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to adopt Ordinance No. 778 (second reading), amending Carpinteria Municipal Code Chapter 8.52, Smoking Regulations. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

Mayor Clark recessed to a break at 7:22 pm and reconvened the meeting at 7:33 pm.

ADMINISTRATIVE MATTERS:

7. Review of home sales prices and adjusting the 2024 in-lieu affordable housing fee pursuant to Carpinteria Municipal Code Chapter 14.75, Inclusionary Housing Requirement, and, if desired, adopt Resolution No. 6337, as read by title only, adjusting the 2024 affordable housing in-lieu fees for condominiums and single-family dwellings.

Recommendation: Receive and file the report on the City's home sales prices for 2023 and adopt Resolution No. 6337 to adjust the 2024 affordable housing in-lieu fees for condominiums and single-family dwellings.

Senior Planner Souter presented the staff report and PowerPoint presentation.

There was no public comment.

There was consensus of the Council to direct staff to place on an upcoming agenda the formation of an ad hoc housing committee.

Motion by Councilmember Solórzano, seconded by Vice Mayor Alarcon, to receive and file the report on the City's home sales prices for 2023, and not adopt Resolution No. 6337, adjusting the 2024 affordable housing in-lieu fees for condominiums and single-family dwellings and direct staff to come back in a year with this item.

Councilmember Nomura suggested the motion be modified to have staff come back with this item at a later date as staff recommended.

Councilmember Solórzano modified the motion to receive and file the report on the City's home sales prices for 2023, and not adopt Resolution No. 6337, adjusting the 2024 affordable housing in-lieu fees for condominiums and single-family dwellings and direct staff to come back at a later date. Vice Mayor Alarcon seconded the modified motion. Upon voice vote, the modified motion carried unanimously.

8. Adoption of Resolution No. 6338, approving the recommendations of the Traffic Safety Committee.

Recommendation: Adopt Resolution No. 6338, approving the recommendations of the Traffic Safety Committee.

Public Works Director Ilasin provided the staff report and PowerPoint presentation.

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to adopt Resolution No. 6338, as read by title only. Upon voice vote, the motion carried unanimously.

9. Award Construction Contract for the Via Real Stormwater Project to Toro Enterprises, Inc. and Agreements for related Construction Management and Inspection, Testing, and Archeology and Native American Monitoring Services.

Recommendation: For the Via Real Stormwater Project: (1) Award a Construction Contract to Toro Enterprises, Inc. in the Total Bid amount of \$3,116,428; (2) Authorize the City Manager to execute an Agreement with Cannon Corporation for construction management and inspection services, not-to-exceed \$260,698; (3) Authorize the City Manager to execute an Agreement with Cotton Shires and Associates, Inc. for acceptance and materials testing services, not-to-exceed \$54,461; (4) Authorize the City Manager to execute an Agreement with Leftwich Archeology for archeological and Native American monitoring services, not-to-exceed \$109,120; and (5) Approve a budget appropriation of \$29,000 to the Capital Improvements Fund for the Fiscal Year 2024-25 Capital Improvements Program Budget. *(This motion requires a roll call vote.)*

Public Works Director Ilasin presented the staff report and PowerPoint presentation.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to (1) Award a Construction Contract to Toro Enterprises, Inc. in the Total Bid amount of \$3,116,428; (2) Authorize the City Manager to execute an Agreement with Cannon Corporation for construction management and inspection services, not-to-exceed \$260,698; (3) Authorize the City Manager to execute an Agreement with Cotton Shires and Associates, Inc. for acceptance and materials testing services, not-to-exceed \$54,461; (4) Authorize the City Manager to execute an Agreement with Leftwich Archeology for archeological and Native American monitoring services, not-to-exceed \$109,120; and (5) Approve a budget appropriation of \$33,000 to the Capital Improvements Fund for the Fiscal Year 2024-25 Capital Improvements Program Budget. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

10. Closeout of Carpinteria Skate Park Project.

Recommendation: Authorize the Mayor to sign the Closeout Agreement and Release of Claims for the Carpinteria Skate Park Project with Lash Construction, Inc. *(Requires a roll call vote.)*

Public Works Director Ilasin presented the staff report

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to authorize the Mayor to sign the Closeout Agreement and Release of Claims for the Carpinteria Skate Park Project with Lash Construction, Inc. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

11. Legislation Position Letter Opposing Assembly Bill 2557.

Recommendation: Consider and act on the draft letter of opposition concerning Assembly Bill 2557.

Legal Counsel Acos presented the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to approve submittal of the letter of opposition concerning Assembly Bill 2557. Upon voice vote, the motion carried unanimously.

PUBLIC HEARING:

12. Hearing at the request of the City of Carpinteria: (1) Introduce and conduct first reading of Ordinance No. 785, an amendment to the City's Local Coastal Program that makes changes to Carpinteria Municipal Code, Title 14 – Zoning, by amending regulations concerning Accessory Dwelling Units and Junior Accessory Dwelling Units (Project No. 23-2231-LCPA/ORD); and (2) Adopt Resolution No. 6340 certifying that Ordinance No. 785 is intended to carry out the policies of the City's certified Local Coastal Program consistent with the California Coastal Act, and direct that the proposed Local Coastal Program Amendment be transmitted to the California Coastal Commission for certification.

Recommendation: (1) Approve, on first reading, Ordinance No. 785, as read by title only title only; and (2) Adopt Resolution No. 6340, as read by title only; and (3) Determine that Ordinance No. 785 is exempt from review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21080.17 and CEQA Guidelines Section 15303. *(Requires reading of ordinance title and a roll call vote.)*

Assistant Planner Musolf provided the staff report and PowerPoint presentation.

Mayor Clark opened the public hearing at 8:47 pm and being there was no public comment, closed the public hearing at 8:47 pm.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve Ordinance No. 785, as read by title only, adopt Resolution No. 6340, as read by title only, and approve the CEQA Notice of Exemption.

City Clerk Barrett read aloud the title of Ordinance No. 785 into the record.

The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

13. Ordinance No. 784, an Ordinance of the City Council of the City of Carpinteria, California, Amending Chapter 2.08 (City Manager) of Title 2 (Administration and Personnel) and Chapter 3.32 (Purchasing Systems) of Title 3 (Revenue and Finance) of the Carpinteria Municipal Code Regarding Purchasing System, and Resolution No. 6341, Approving and Adopting the City's Procurement Policy.

Recommendation: (1) Introduce and approve Ordinance No. 784, as read by title only, and continue the second reading of the ordinance for adoption to July 22, 2024; and (2) Approve and adopt Resolution No. 6341, the City's Procurement Policy. *(Requires reading of ordinance title and a roll call vote.)*

Administrative Services Director Maldonado presented the staff report.

Mayor Clark opened the public hearing at 9:00 pm and being there was no public comment, closed the public hearing at 9:00 pm.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to (1) Approve and waive first reading of Ordinance No. 784, as read by title only, and continue the second reading for adoption to July 22, 2024, and (2) Adopt Resolution No. 6341, approving the City's Procurement Policy.

City Clerk Barrett read aloud the title of Ordinance No. 784 into the record.

The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

**CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR
AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE**

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

14. Adopt Resolution No. 6339, combining and amending the Conditions of Employment for Miscellaneous Unrepresented and Management Personnel including amendments to classification, work schedules, compensation adjustments, leave, holidays and health benefits.

Recommendation: Adopt Resolution No. 6339, combining and amending the Conditions of Employment between the City of Carpinteria and Miscellaneous Unrepresented and Management Personnel, including amendments to classification, work schedules, compensation adjustments, leave, holidays, and health benefits for the period of July 1, 2024 – June 30, 2025, and authorize the City Manager to implement the changes retroactively to July 1, 2024.

Management Analyst II Ilasin and Assistant City Manager Kintz provided the staff report and PowerPoint presentation.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to adopt Resolution No. 6339, as read by title only. Upon voice vote, the motion carried unanimously.

LEGISLATIVE UPDATE:

Legal Counsel Acos summarized Assembly Bill 3093.

**COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY
COUNCILMEMBERS**

Councilmember Solórzano reported on her attendance at the following:

- Ad Hoc Senior Services Committee met this morning and received updates on the AgeWell programming and future programming.
- Harbor Seals Advisory Committee met on June 26th and discussed usage of a Marine Mammal Protection Act sign and received updates from the ad hoc data collection and ad hoc survey sub committees.

Vice Mayor Alarcon suggested a future agenda item to provide a status update to the Council on the Diversity, Equity, and Inclusion (DEI) efforts the City is working on. City Manager Ramirez responded that the DEI consultant is currently working with the City's DEI group to focus on internal policies and that he could update the Council at a future meeting under the City Manager's Report to report on the work that the consultant has completed as part of their scope and the remaining work and timeline.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the July 22nd Council meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:38 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, July 22, 2024**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 4:01 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura (arrived at 4:06 pm)
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk

PUBLIC COMMENT ON CLOSED SESSION MATTERS

There was no public comment.

CLOSED SESSION

1. **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Government Code section 54956.8
Property: 801 Linden Avenue, Carpinteria CA 93013
Agency negotiator: City Manager Michael Ramirez
(If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session.)
Negotiating parties: None
Under negotiation: Price and Terms of Payment

Legal Counsel Acos read aloud for the record the Closed Session Item, the real property concerning the negotiations, the City's negotiators, and the negotiating parties.

TEMPORARY ADJOURNMENT TO CLOSED SESSION

Mayor Clark temporarily adjourned the meeting to Closed Session at 4:02 pm.

CALL TO ORDER

Mayor Clark called the meeting to order at 5:31 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk
Nick Bobroff, Community Development Director
David Hernandez, Code Compliance Supervisor

CLOSED SESSION REPORT

Legal Counsel Acos announced that there was no reportable action from the Closed Session.

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS

2. Proclamation Proclaiming Tuesday, August 6, 2024 as "National Night Out" in the City of Carpinteria. *(Requires approval prior to presentation.)*

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Lee, to approve the Proclamation Proclaiming Tuesday, August 6, 2024 as "National Night Out" in the City of Carpinteria. Upon voice vote, the motion carried unanimously.

Mayor Clark and the City Council presented the proclamation to Santa Barbara County Sheriff's Deputy Bryan Dickey who provided remarks.

3. Mayoral Recognition Awarded to Coastal View News for Receiving 2024 Awards from the Association of Community Publishers Awards.

There was no public comment.

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to approve the Mayoral Recognition Awarded to Coastal View News for Receiving 2024 Awards from the Association of Community Publishers. Upon voice vote, the motion carried unanimously.

Mayor Clark and the City Council presented the Mayoral Recognition to Coastal View News Publisher Gary Dobbins who provided remarks.

4. Annual Member Agency Update Presentation from Central Coast Community Energy.

Judi Young with Central Coast Community Energy presented the PowerPoint presentation.

There was no public comment.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE ANNUAL MEETING OF THE CARPINTERIA PUBLIC IMPROVEMENT CORPORATION (CPIC)

Mayor Clark temporarily adjourned the meeting at 5:50 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 5:53 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

City Manager Ramirez stated that there is a written Sheriff's Recap that is attached to the agenda. Santa Barbara County Sheriff's Deputy Bryan Dickey responded to Council questions.

CITY MANAGER'S REPORT

a. Senior Services Programming

City Manager Ramirez reported on Senior Services Programming (AgeWell).

b. City Employee Updates

City Manager Ramirez provided updates on employee recruitments.

c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

None.

e. Other City/Community Updates

City Manager Ramirez noted that staff created a new City Council Legislative-Advocacy website where recent and future legislative position letters are available for the public to view.

While not a part of the written City Manager's Report, City Manager Ramirez mentioned that Lt. Rich Brittingham with the Santa Barbara County Sheriff's Department is the new Chief of Police for Carpinteria effective today.

Community Development Director Bobroff provided an update on live entertainment noise monitoring and the status of the City's Housing Element Implementation.

PLANNING COMMISSION ACTIONS: NONE

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Eileen Marcussen, Stephen Marcussen, Betty Songer, Amrita Salm, Rogelio Delgado, and Annie Sly

Emails distributed: Yaneth Rodriguez, Liz Williams, and Cynthia Hallett

Community Development Director Bobroff responded to Ms. Salm's comments regarding the status of the Surfliner Inn Project.

In response to Ms. Marcussen's comments, Councilmember Nomura requested staff look into the potential misuse of video materials by Larry Nimmer. The Council concurred.

In response to a few public comments regarding the City transitioning to a charter city, Legal Counsel Acos noted that this item would be brought to the August 26th City Council meeting.

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve Consent Calendar Item Nos. 5 through 10. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

5. Approve the minutes of the regular meeting held July 8, 2024.
6. Receive and file the Expenditures for the period beginning July 1, 2024 and ending July 12, 2024.
7. Receive and file the Report of Contracts Executed by the City Manager for the Period of June 18, 2024 through July 15, 2024.
8. Receive and file the Monthly Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for June 2024.
9. Receive and file the Quarterly Review of the Pension Stabilization Trust.
10. Adopt Ordinance No. 784 (second reading), amending Chapter 2.08 City Manager of Title 2 (Administration and Personnel) and Chapter 3.32 Purchasing Systems of Title 3 (Revenue and Finance). *(Requires a roll call vote.)*

ADMINISTRATIVE MATTERS:

11. Designation of Voting Delegate and Alternate for the League of California Cities Annual Conference.

Recommendation: Designate Councilmember Nomura as the City's voting delegate and designate Vice Mayor Alarcon as the City's alternate voting

delegate for the League of California Cities 2024 Annual Conference and Expo in Long Beach.

City Clerk Barrett provided the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to designate Councilmember Nomura as the City's voting delegate and designate Vice Mayor Alarcon as the City's alternate voting delegate for the League of California Cities 2024 Annual Conference and Expo in Long Beach. Upon voice vote, the motion carried unanimously.

12. Code Compliance Quarterly Report Q2, 2024.

Recommendation: Receive and file the Q2 Code Compliance Quarterly Report.

Code Compliance Supervisor Hernandez presented the staff report and PowerPoint presentation.

Speakers in-person: Rogelio Delgado and Eileen Marcussen

Speakers via Zoom: Susan Allen and Lorraine McIntire

Code Compliance Supervisor Hernandez responded to Mr. Delgado's comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to receive and file the Q2 Code Compliance Quarterly Report. Upon voice vote, the motion carried unanimously.

PUBLIC HEARING: NONE

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

13. 2024 Annual Report on efforts to assist people experiencing homelessness in Carpinteria and address issues related to homelessness in the community.

Recommendation: Receive and file the annual report concerning ongoing efforts to assist people experiencing homelessness and to address issues related to homelessness in the community.

Code Compliance Supervisor Hernandez provided background information and Joe Dzvonik, Deputy Director of the Housing and Community Development Department with the County of Santa Barbara, Kimberlee Albers, Homeless Assistance Program Manager with the County of Santa Barbara, and Lucille Boss, Senior Housing Programs Specialist with the County of Santa Barbara provided the PowerPoint presentation.

Speakers in-person: Case VanWingerden and Rogelio Delgado

Speakers via Zoom: Susan Allen

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to receive and file the annual report concerning the ongoing efforts to assist people experiencing homelessness and to address issues related to homelessness in the community. Upon voice vote, the motion carried unanimously.

Mayor Clark recessed to a break at 7:39 pm and reconvened the meeting at 7:49 pm.

14. Consideration of Community Interest in Establishing a Community Center in Carpinteria at 801 Linden Avenue.

Recommendation: (1) Receive and file staff report on the community interest in establishing a future community center at 801 Linden Avenue; (2) Authorize staff to negotiate a 6-month option to purchase agreement for 801 Linden Avenue for an amount not-to-exceed \$10,000 per month and make a corresponding budget appropriation; and (3) Direct staff to continue to explore additional funding opportunities and partnerships for the potential acquisition, tenant improvements, and maintenance of a community center, including community outreach and engagement to gauge public interest and funding support. *(Requires a roll call vote.)*

City Manager Ramirez began presenting the staff report and PowerPoint presentation, but due to technological issues with the Zoom webinar, the meeting was temporarily recessed to a break at 7:55 pm and reconvened at 8:05 pm once Zoom was fully functional. City Manager Ramirez began his presentation again.

Speakers in-person: Kristina Calkins, Donna Jordan, Scott Barash, Luci Rogers, Mike Wondolowski, Fred Shaw, Patrick O'Connor, and Rogelio Delgado

Speakers via Zoom: Lorraine McIntire, Amrita Salm, and Susan Allen

Emails distributed: Mike Wondolowski and Amrita Salm

Motion by Councilmember Lee, seconded by Councilmember Nomura, to continue this item to the August 26th Council meeting and direct staff to work with foundations, other

non-profits, and donors for the potential purchase of the Rite Aid building. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
and Vice Mayor Alarcon
NOES: Mayor Clark
ABSENT: None
ABSTAIN: None

The motion carried.

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Vice Mayor Alarcon announced that the Ad Hoc Harbor Seal Committee is meeting on Wednesday and the Santa Barbara Joint Affordable Housing Task Group will meet on Thursday from 12 pm to 1:30 pm.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

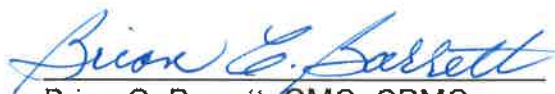
All Councilmembers are expected to be in attendance at the August 26th regular Council meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:13 pm.


Al Clark, Mayor

ATTEST:


Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
Special Joint City Council, Planning Commission &
Architectural Review Board Meeting Minutes
Wednesday, July 31, 2024**

In-Person and Virtual

Teleconference Location: 752 Kippen, Mayne Island, BC Canada, V0N 2J1

Teleconference Location: 1702 Coast Boulevard, Del Mar, CA 92014

CALL TO ORDER

Mayor Clark called the meeting to order at 5:32 pm.

City Clerk Barrett noted for the record that the meeting would be conducted pursuant to California Government Code Section 54953, in that Planning Commissioner Allen and Architectural Review Boardmember O'Connor would be participating in the meeting via teleconference (Zoom) and in accordance with the Brown Act, the teleconference locations have been identified in the notice and agenda for this meeting.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Planning Commissioners
present:

Commissioner Jane Benefield
Commissioner John Moyer
Commissioner Katherine Salant
Vice Chair David Allen (present via Zoom)
Chair Glenn La Fevers

Architectural Review Board-
members present:

Boardmember Richard Johnson
Boardmember Patrick O'Connor (present via Zoom)
Chair Brad Stein

Architectural Review Board-
Members absent:

Boardmember Richard Little
Vice Chair Amy Blakemore

Staff members present:

Michael Ramirez, City Manager

Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria

Mack Carlson, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria

Jordan Rabani-Jenkins, on behalf of Brownstein Hyatt
Farber Schreck, LLP acting as City Attorney of
the City of Carpinteria

Nick Bobroff, Community Development Director
Brian C. Barrett, City Clerk

Planning Commissioner Allen and Architectural Review Boardmember O'Connor both verified that they could hear the proceedings well, they had a copy of the agenda for this meeting, the agenda was posted at the location where they each are, their locations are reasonably accessible to the public to allow a member of the public to participate in the teleconference from each of their locations, and there was no member of the public present at either of their locations who wished to participate in the meeting.

All Councilmembers, Planning Commissioners, and Architectural Review Boardmembers could clearly hear Planning Commissioner Allen and Architectural Review Boardmember O'Connor.

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

CITY COUNCIL BUSINESS:

The City Council, Planning Commission and Architectural Review Board met to discuss the following subject matter:

1. The City Attorney's Office and Community Development Department will present a training session regarding the land use planning process and the roles of the City Council, the Planning Commission, the Architectural Review Board, and staff. The presentation is for training purposes only and there is no related action item.

Recommendation: Staff recommends that the City Council, the Planning Commission, and the Architectural Review Board receive the training.

Legal Counsel Acos, Rabani-Jenkins, and Carlson along with Community Development Director Bobroff presented the first part of the PowerPoint presentation and responded to questions from the Council, Planning Commission, and Architectural Review Board.

Mayor Clark recessed to a break at 6:42 pm and reconvened the meeting at 6:52 pm.

Legal Counsel Acos, Rabani-Jenkins, and Carlson along with Community Development Director Bobroff continued with the second part of the PowerPoint presentation and responded to questions from the Council, Planning Commission, and Architectural Review Board.

PUBLIC COMMENT WILL BE HEARD CONCERNING ONLY THE AGENDIZED ITEM FOR THIS SPECIAL MEETING

Speakers in-person: Annie Sly and Amrita Salm

Mayor Clark forwarded Ms. Sly and Ms. Salm's questions to staff who responded.

Motion by Councilmember Nomura, seconded by Councilmember Lee, to receive and file the City Land Use Decision-Making Presentation. Upon voice vote, the motion carried unanimously.

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:44 pm.


Al Clark, Mayor

ATTEST:


Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, August 26, 2024
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:32 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk
Licette Maldonado, Administrative Services Director
Noah Alvara, Accounting Technician
Nick Bobroff, Community Development Director
John L. Ilasin, Public Works Director
Stephon L. Downes, Management Analyst II
Jeanette Gant, Parks, Recreation & Community
Services Director

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS

1. Presentation on Master Plan for Aging.

Margaret Weiss, Coordinator, Master Plan for Aging, Independent Living Resource Center provided the PowerPoint presentation and she and Barbara Finch, Director, Adult & Aging Network, Santa Barbara County Department of Social Services responded to questions.

2. Introduction of new employees Noah Alvara, Accounting Technician and Ryan Benson, Limited-Term Management Analyst.

City Manager Ramirez noted that Mr. Benson was out sick and would be introduced at a later time. Administrative Services Director Maldonado introduced Noah Alvara, Accounting Technician who provided remarks.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

City Manager Ramirez stated that the Sheriff's Recap is attached to the agenda and that he was available for any questions.

There was no public comment.

CITY MANAGER'S REPORT

a. Senior Services Programming

City Manager Ramirez reported on Senior Services Programming (AgeWell).

b. City Employee Updates

City Manager Ramirez provided updates on employee recruitments.

c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

Community Development Director Bobroff reported on the Surfliner Inn Application Completeness Determination and the 700 Linden Project Nearing Completion.

e. Other City/Community Updates

City Clerk Barrett reported that the nomination period for Council candidates had closed and the Notice of Nominees for Public Office had been published in the Coastal

View News on August 22nd. He announced the Council candidates and the measure that would appear on the ballot.

Speakers in-person: Rogelio Delgado and Gail Marshall

PLANNING COMMISSION ACTIONS:

Community Development Director Bobroff reported on the Planning Commission Actions from its meeting of August 5, 2024.

There was no public comment.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Julia Mayer, Stephen Marcussen, Amrita Salm, Betty Songer, and Rogelio Delgado

Emails distributed: Susan Mailheau, Kathleen Bauer, Alexandra Ashborn, and Jeanie Sandrini

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 3 through 6. Upon voice vote, the motion carried unanimously.

3. Approve the minutes of the regular meeting held July 22, 2024 and the special joint meeting held July 31, 2024.
4. Receive and file the Expenditures for the period beginning July 15, 2024 and ending August 16, 2024.
5. Receive and file the Report of Contracts Executed by the City Manager for the Period of July 16, 2024 through August 5, 2024.
6. Receive and file the Monthly Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for July 2024.

ADMINISTRATIVE MATTERS:

7. Authorization to issue the Notice Inviting Bids for the clearing and grubbing work of the Carpinteria Avenue Bridge Replacement Project.

Recommendation: Authorize the Public Works Director to advertise the Notice Inviting Bids for the Carpinteria Avenue Bridge Replacement Project – Clearing and Grubbing (Project No. 15016).

Public Works Director Iasin introduced Kirsten Ayars with Ayars and Associates who presented the PowerPoint presentation.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to authorize the Public Works Director to advertise the Notice Inviting Bids for the Carpinteria Avenue Bridge Replacement Project – Clearing and Grubbing (Project No. 15016). Upon voice vote, the motion carried unanimously.

PUBLIC HEARING:

8. Annual Review of Fire Protection Mitigation Fee Program.

Recommendation: Adopt Resolution No. 6342, approving the update of the Fire Protection Mitigation Fee Schedule for Development and accepting the Carpinteria-Summerland Fire Protection District's Annual Report.

Management Analyst II Downes introduced Mike LoMonaco, Carpinteria-Summerland Fire Protection District Fire Marshall who provided the presentation.

Mayor Clark opened the public hearing at 7:27 pm and being there was no public comment, closed the public hearing at 7:27 pm.

Councilmember Solórzano recommended the Fire District present at a future Council meeting about the District. The Council was in agreement.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to adopt Resolution No. 6342, as read by title only. Upon voice vote, the motion carried unanimously.

Mayor Clark recessed to a break at 7:30 pm and reconvened the meeting at 7:37 pm.

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

9. Review and approval of signs for Harbor Seal Rookery.

Recommendation: (1) Receive and file this report and (2) Review and approve the signs for Harbor Seal Rookery.

Parks, Recreation & Community Services Director Gant provided the PowerPoint presentation.

Speakers in-person: Susan Mailheau and Patricia French

Emails distributed: Susan Mailheau and Rhonda Richey

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to approve the two signs as presented to be added to the Harbor Seal Rookery and provide the Ad Hoc Committee with the direction from Council to re-examine what sign will go up once the NOAA sign is taken down.

Councilmember Nomura recommended the motion include a deadline. Discussion ensued amongst the Council.

Councilmember Solórzano amended the motion to approve the two signs as presented to be added to the Harbor Seal Rookery and provide the Ad Hoc Committee with the direction from Council to re-examine what sign will go up once the NOAA sign is taken down and noting that the signs will come back to the City Council before they are officially adopted and all of this to be done before the expiration of the Ad Hoc Committee on December 30, 2024. Councilmember Lee seconded the amended motion. Upon voice vote, the amended motion carried unanimously.

10. Status update on the potential acquisition of 801 Linden Avenue for a Community Center in Carpinteria and discussion of options for use of the Community Project Funding grant award.

Recommendation: (1) Receive and file staff report and (2) Direct staff as desired.

City Manager Ramirez presented the staff report.

Speakers in-person: Mike Wondolowski, Rogelio Delgado, Kathy Escobar, Cynthia Macias, Jill Stassinis, Roz Kohute, Case Van Wingerden, Josephine Murphy, Gail Marshall, Pat Keiser, Sandy Evans, and John Welty

Speakers via Zoom: Amrita Salm and Susan Bredhoff

Emails distributed: Amrita Salm and Whitney Kopf

Motion by Councilmember Lee, seconded by Councilmember Solórzano, to receive and file the staff report and direct staff to work with foundations to work and hire a consultant and come back to the Council at a future date for a report on the community center.

City Manager Ramirez asked if the Council would like him to approach the Foundation about its interest in doing an appraisal. The Council agreed.

Mayor Clark asked about the next steps.

City Manager Ramirez reported that he previously submitted the request to the Foundation and he would adjust it to include the appraisal and the consultant. He noted once the City hears back in a couple of weeks, he would create a Request for Proposals (RFP) and scope of work and asked if the Council was interested in him returning with the RFP and scope of services at a future Council meeting. The Council agreed to have City Manager Ramirez return to a future Council meeting with the draft RFP and scope of services.

Councilmember Nomura suggested including the RFP verbiage in the motion.

Councilmember Lee modified the motion to receive and file the staff report and direct staff to work with foundations to work and hire a consultant and come back to the Council at a future date for a report on the community center and a draft RFP and scope of services. Councilmember Solórzano seconded the modified motion. Upon voice vote, the motion carried unanimously.

11. Receive and file a report on the considerations (benefits and drawbacks) and process required to transition from a general law city to a charter city and provide direction to staff on next steps.

Recommendation: Receive and file a report on pursuing charter city status and provide direction to staff.

Community Development Director Bobroff provided the staff report and PowerPoint presentation.

Speakers via Zoom: Amrita Salm

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to receive and file the report. Upon voice vote, the motion carried unanimously.

LEGISLATIVE UPDATE:

Legal Counsel Acos reported on AB 2561. She noted the bill was currently in flux and recommended the Council hold from taking a position on this bill until it is clarified a bit further. She added that the League of California Cities had not taken a position on the

previous version of this bill and could report on this at the next meeting if there are any updates.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on the following:

- BEACON will meet Friday, September 20th at 9 am in the Council Chambers.
- Santa Barbara Metropolitan Transit District Board has been holding closed sessions on real property negotiations and the next regular Board meeting is Tuesday, September 3rd.
- The Senior Services Ad Hoc Planning Committee met on August 5th and acknowledged the conclusion of the Committee.
- The Harbor Seal Advisory Ad Hoc Committee will meet on Wednesday at City Hall.

Councilmember Lee asked about options to address affordable housing. There was Council consensus to direct staff to bring back options to address affordable housing.

Councilmember Nomura mentioned that he is now the Alternate member for the Central Coast Community Energy.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the September 9th regular Council meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 9:44 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, September 9, 2024
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:30 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City of
Carpinteria
Ryan Kintz, Assistant City Manager
Brian C. Barrett, City Clerk
Ryan Benson, Limited-Term Management Analyst
Jeanette Gant, Parks, Recreation & Community Services
Director
Mindy Fogg, Principal Planner

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS

1. Proclamation Declaring September 15, 2024 to October 15, 2024 as Hispanic Heritage Month. *(Requires approval prior to presentation of proclamation.)*

Speakers in-person: Rogelio Delgado and Sonia Aguila

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to approve the Proclamation Declaring September 15, 2024 to October 15, 2024 as Hispanic Heritage Month. Upon voice vote, the motion carried unanimously.

Mayor Clark and the City Council presented the proclamation to Ms. Aguila who provided comments.

2. Proclamation Proclaiming September 2024 as "Suicide Prevention" Month. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to approve the Proclamation Proclaiming September 2024 as "Suicide Prevention" Month. Upon voice vote, the motion carried unanimously.

Mayor Clark presented the proclamation to Amrita Salm, Becky Norton, and Lucia Torres, all representing HopeNet of Carpinteria, who provided remarks.

3. Proclamation Designating the Week of September 8 – 14, 2024 as "Celebrate Community Week." *(Requires approval prior to presentation of proclamation.)*

Speakers in-person: Suzanne Schneider and Steve Gerteis, both representing Carpinteria Morning Rotary Club.

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to approve the Proclamation Designating the Week of September 8 – 14, 2024 as "Celebrate Community Week." Upon voice vote, the motion carried unanimously.

Mayor Clark and the City Council presented the proclamation to Ms. Schneider and Mr. Gerteis, who provided comments.

4. Introduction of new employee Ryan Benson, Limited-Term Management Analyst.

Assistant City Manager Kintz introduced Limited-Term Management Analyst Ryan Benson who provided remarks.

5. Introduction of new Chief of Police, Lieutenant Rich Brittingham with the Santa Barbara County Sheriff's Department.

City Manager Ramirez noted Lieutenant Brittingham is out sick and his introduction, the Sheriff's Recap, and Item No. 9 would need to be postponed to the next regular Council meeting.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES

Mayor Clark temporarily adjourned the meeting at 5:58 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 6:15 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

This item was postponed to the next regular City Council meeting.

CITY MANAGER'S REPORT

a. Senior Services Programming

None.

b. City Employee Updates

City Manager Ramirez reported on City recruitments.

c. Updates on Capital Improvement Projects

None.

d. Updates on Development Applications

Principal Planner Fogg announced that the September 16th General Plan Update Committee meeting was cancelled and noted the County's Bailard "Red Tail" Residential Development Application was deemed complete by County Planning and Development.

City Manager Ramirez reported on the FEMA 90-Day Appeal and Comment Period for the proposed updates to the flood insurance rate maps for community countywide, including Carpinteria.

e. Other City/Community Updates

Parks, Recreation & Community Services Director Gant reported on AgeWell's Dia De Los Abuelos celebration, the Saturday Excursion - End of Summer Poolside Picnic, and provided an update on Ocean Beach Services.

Vice Mayor Alarcon requested at the next Council meeting a recap of any large incidents that may have occurred at the beach. Parks, Recreation & Community Service Director Gant acknowledged Vice Mayor Alarcon's request.

Speakers in-person: Amrita Salm and Rogelio Delgado

PLANNING COMMISSION ACTIONS:

Principal Planner Fogg reported on the Planning Commission Actions from its meeting of September 3, 2024.

There was no public comment.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Stephen Marcussen, Eileen Marcussen, Ann Matson, Erick Trigueros, and Rogelio Delgado

Emails distributed: Ron Nusenoff and Rita Manning

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Solórzano, to approve the Consent Calendar Item Nos. 6 through 7. Upon voice vote, the motion carried unanimously.

6. Approve the minutes of the regular meeting held August 26, 2024.
7. Receive and file the Expenditures for the period beginning August 19, 2024 and ending August 30, 2024.

ADMINISTRATIVE MATTERS:

8. First Amendment to Agreement Between Carpinteria Skate Foundation and the City of Carpinteria for Skate Park Youth Services.

Recommendation: Authorize the City Manager to execute the first amendment to the agreement with the Carpinteria Skate Foundation.

Parks, Recreation & Community Services Director Gant presented the staff report.

Speakers in-person: Peter Bonning

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to authorize the City Manager to execute the agreement with the Carpinteria Skate Foundation. Upon voice vote, the motion carried unanimously.

PUBLIC HEARING: NONE

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

9. Annual Report on Law Enforcement Services.

Recommendation: Receive and file the report.

This item was postponed to the next regular Council meeting.

LEGISLATIVE UPDATE:

Legal Counsel Acos reported on AB 98 and AB 2561.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano announced that the Ad Hoc Harbor Seal Advisory Committee will meet on September 12th at 3:00 pm.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the September 23rd regular Council meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:10 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, September 23, 2024
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013
In-Person and Virtual**

CALL TO ORDER

Mayor Clark called the meeting to order at 5:30 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Sydney Rennie, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Ryan Kintz, Assistant City Manager
Brian C. Barrett, City Clerk
Nick Bobroff, Community Development Director
John L. Iasin, Public Works Director
Erin Maker, Environmental Program Manager
Stephon Downes, Management Analyst II
Robert Howard, Public Works Supervisor

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS

1. South Coast Youth Safety Partnership Presentation by Steve DeLira, Family Youth Services Director with CommUnify.

Steve DeLira, Family Youth Services Director with CommUnify provided the PowerPoint presentation.

There was no public comment.

CITY MANAGER'S REPORT

- a. Senior Services Programming

None.

- b. City Employee Updates

Assistant City Manager Kintz reported on City recruitments.

- c. Updates on Capital Improvement Projects

None.

- d. Updates on Development Applications

Community Development Director Bobroff announced that the preliminary review of the Palms Restaurant renovation will go before the Architectural Review Board on September 26th.

- e. Other City/Community Updates

Assistant City Manager Kintz reported on summertime incidents on Carpinteria beaches.

Community Development Director Bobroff announced that the County Planning Commission would hold a public hearing on September 25th to consider a cannabis ordinance update.

Public Works Director Ilasin provided an update on the Southern California Gas Company Hydrostatic Testing Operation.

Environmental Program Manager Maker summarized activities related to Creek Week.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Stephen Marcussen, Bob Franco, and Amrita Salm

Speakers via Zoom: Susan Allen

In response to Ms. Salm's comment, Mayor Clark requested an update on the resurfacing project on Arbol Verde and the pavement rehabilitation project. City Manager Ramirez replied that an update would be provided in the next City Manager's Report.

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 2 through 6. Upon voice vote, the motion carried unanimously.

2. Approve the minutes of the regular meeting held September 9, 2024.
3. Receive and file the Expenditures for the period beginning September 2, 2024 and ending September 13, 2024.
4. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for August 2024.
5. Adopt Resolution No. 6343, approving an amendment to the City's Conflict of Interest Code.
6. Receive and file report on General Government staffing needs and the Management Assistant recruitment.

ADMINISTRATIVE MATTERS:

7. Special Event Permit Application for the 2024 California Avocado Festival.

Recommendation: (1) Approve the Special Event Permit Application for the 2024 California Avocado Festival, and (2) Designate the area within the event footprint as a public park during the hours of operation pursuant to Carpinteria Municipal Code Section 10.68.010, and (3) Authorize expenditures for temporary traffic control and street cleaning services. *(This motion requires a roll call vote.)*

Public Works Director Ilasin presented the staff report and introduced Olivia Sorgman and Gary Dobbins both representing the California Avocado Festival and Captain Dave Baker with the Carpinteria-Summerland Fire Protection District who provided remarks.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to (1) Approve the Special Event Permit Application for the 2024 California Avocado Festival, (2) Designate the area within the event footprint as a public park during the hours of operation pursuant to Carpinteria Municipal Code Section 10.68.010, and (3) Authorize expenditures for temporary traffic control and street cleaning services. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

8. Carpinteria Groundwater Sustainability Agency Joint Executive Powers Agreement First Amendment.

Recommendation: Approve the First Amendment to the Joint Exercise of Powers Agreement by and among the Carpinteria Valley Water District, the City of Carpinteria, the Santa Barbara County Water Agency, and the County of Ventura, and authorize the Mayor to execute the aforementioned Agreement.

Environmental Program Manager Maker provided the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve the First Amendment to the Joint Exercise of Powers Agreement by and among the Carpinteria Valley Water District, the City of Carpinteria, the Santa Barbara County Water Agency, and the County of Ventura, and authorize the Mayor to execute the aforementioned Agreement. Upon voice vote, the motion carried unanimously.

9. Santa Barbara County Regional SB 1383 Food Recovery Plan Memorandum of Understanding.

Recommendation: Approve and authorize the City Manager to execute the 2025-2027 Memorandum of Understanding between the City of Carpinteria and the County of Santa Barbara for the Santa Barbara County Regional Senate Bill 1383 Food Recovery Plan.

Environmental Program Manager Maker presented the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to approve and authorize the City Manager to execute the 2025-2027 Memorandum of Understanding between the City of Carpinteria and the County of Santa Barbara for the Santa Barbara County Regional Senate Bill 1383 Food Recovery Plan. Upon voice vote, the motion carried unanimously.

PUBLIC HEARING:

10. Approve the first reading of Ordinance No. 786, an Ordinance of the City Council of the City of Carpinteria, amending Carpinteria Municipal Code Section 8.20 pertaining to public sleeping and camping.

Recommendation: (1) Approve the first reading of Ordinance No. 786, amending CMC Section 8.20, as read by title only and (2) Find that approval and adoption of Ordinance No. 786 is exempt from CEQA pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the CEQA Guidelines. *(Requires reading of ordinance title and a roll call vote.)*

Legal Counsel Acos and Rennie provided the PowerPoint presentation.

Speakers via Zoom: Susan Allen

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to (1) approve the first reading of Ordinance No. 786, amending CMC Section 8.20, as read by title only; and (2) find that approval and adoption of Ordinance No. 786 is exempt from CEQA pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the CEQA Guidelines.

City Clerk Barrett read aloud the title of Ordinance No. 786 into the record.

The City Council provided the following direction on updating the Administrative Policy for Enforcement of No Camping Regulations:

- Vice Mayor Alarcon suggested the purpose and authority of the Administrative Policy need to be updated based on the new information received and that Step #3 either be removed or done differently.
- Councilmember Solórzano recommended keeping Step #3, but adding language to make it more flexible so that if something is not available it doesn't put undue pressure on Code Compliance in trying to follow-up on that in the moment.

- Councilmember Lee suggested reaching out to other local cities to make sure everything is consistent.

Legal Counsel Acos noted that staff has already reached out to local cities to make sure the City is somewhat consistent within the County, but could not promise that the City's language would be the same in terms of the administrative policy.

The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

**CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR
AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED**

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

11. Street Sweeping Equipment.

Recommendation: Direct staff to pursue one of the following options for continuing the Street Sweeping Program: (a) Continue street sweeping equipment rental and wait for electric street sweeping equipment delivery, or (b) Purchase preowned street sweeping equipment, discontinue rental, and wait for electric street sweeping equipment delivery, or (c) Purchase preowned street sweeping equipment, discontinue rental, and void the purchase order of the electric street sweeping equipment. *(This motion will require a roll call vote if Option A or B is chosen.)*

Management Analyst II Downes and Public Works Supervisor Howard presented the staff report.

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Solórzano, to direct staff to pursue Option C: Purchase preowned street sweeping equipment, discontinue rental, and void the purchase order of the electric street sweeping equipment. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
Vice Mayor Alarcon, Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

LEGISLATIVE UPDATE:

Legal Counsel Acos reported on the League of California Cities Veto Requests for AB 98, AB 2561, and SB 1037.

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to direct staff to write a veto request letter for SB 1037.

Speakers in-person: Patrick O'Connor

Mayor Clark asked if the Council wanted to add a veto request letter for AB 98.

Councilmember Solórzano amended the motion to direct staff to write veto request letters for SB 1037 and AB 98. Councilmember Lee seconded the amended motion. Upon voice vote, the amended motion carried unanimously.

Legal Counsel Acos reported on the League of California Cities Signature Requests for AB 2081, AB 2330, and AB 2574, but noted that AB 2081 and AB 2574 have both been signed by the Governor and AB 2330 had been vetoed by the Governor and there is no action needed.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on the following:

- BEACON met on September 20th and discussed the Board Visioning Discussion Session on what BEACON will look like in the future; approved contracts including one with HDR Engineering, Inc. to develop a Debris Basin Modification Best Practices Manual; and received a Director's Report
- Santa Barbara Metropolitan Transit District Board met on September 17th and discussed its FY 2023-24 Fourth Quarter Performance Reports and looked at a draft service and fare change equity policy.
- Ad Hoc Harbor Seal Advisory Committee met on September 12th and continued refining the Committee's priorities, received an update from the Data Collection subcommittee, and approved the new harbor seal webpage.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the October 14th regular meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:46 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, October 14, 2024
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013
In-Person and Virtual**

CALL TO ORDER

Mayor Clark called the meeting to order at 4:05 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Ryan Kintz, Assistant City Manager
Brian C. Barrett, City Clerk

PUBLIC COMMENT ON CLOSED SESSION MATTERS

There was no public comment on the Closed Session matter.

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to 54956.9(d)(2): One potential case.

Legal Counsel Acos read aloud for the record the Closed Session Item.

TEMPORARY ADJOURNMENT TO CLOSED SESSION

Mayor Clark temporarily adjourned the meeting to Closed Session at 4:06 pm.

CALL TO ORDER

Mayor Clark called the meeting to order at 5:33 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Sydne Levy, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Ryan Kintz, Assistant City Manager
Brian C. Barrett, City Clerk
Nick Bobroff, Community Development Director
John L. Ilasin, Public Works Director
DeLayni Millar, Limited-Term Environmental Program
Specialist
Jody Thomas, City Librarian
Lieutenant Rich Brittingham, Santa Barbara County
Sheriff's Department

CLOSED SESSION REPORT

Legal Counsel Acos announced that there was no reportable action from the Closed Session.

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS:

Mayor Clark announced that Consent Calendar Item No. 8 (Approve Amendment No. 1 to the Agreement between the City of Carpinteria and The South Coast Community Media

Access Center) would not be heard tonight and would be postponed to a future Council meeting. The Council was in agreement.

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS

2. Introduction of new employee DeLayni Millar, Limited-Term Environmental Program Specialist.

Public Works Director Ilasin introduced new employee DeLayni Millar, Limited-Term Environmental Program Specialist who provided remarks.

3. Introduction of new Chief of Police, Lieutenant Rich Brittingham with the Santa Barbara County Sheriff's Department.

City Manager Ramirez introduced new Chief of Police, Lieutenant Rich Brittingham with the Santa Barbara County Sheriff's Department who provided remarks.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES

Mayor Clark temporarily adjourned the meeting at 5:40 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 5:50 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Brittingham with the Santa Barbara County Sheriff's Department provided a law enforcement report for the months of August and September.

There was no public comment.

CITY MANAGER'S REPORT

- a. Senior Services Programming

None.

- b. City Employee Updates

City Manager Ramirez reported on open City recruitments.

- c. Updates on Capital Improvement Projects

City Manager Ramirez provided an update on the 2023 Pavement Maintenance and Rehabilitation Project and he and Public Works Director Ilasin responded to questions from the Council.

d. Updates on Development Applications

Community Development Director Bobroff provided a status update on the renovation of the Palms Restaurant.

e. Other City/Community Updates

Community Development Director Bobroff reported that the Draft Objective Design Standards will go before the Architectural Review Board on October 17th and noted that the Santa Barbara County Planning Commission's consideration of proposed amendments to the County's commercial cannabis regulations has been continued to the November 6th hearing due to extensive public interest.

Speakers via Zoom: Susan Allen

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Brian Mootz, Susan Mailheau, and Rogelio Delgado

Emails distributed: Carla Cahill and Van Fleisher, President of C-DOG

PLANNING COMMISSION ACTIONS

Community Development Director Bobroff reported on the Planning Commission Actions from its meeting of October 7, 2024.

There was no public comment.

CONSENT CALENDAR:

There was no public comment.

Consent Calendar Item No. 8 (Approve Amendment No. 1 to the Agreement between the City of Carpinteria and The South Coast Community Media Access Center) was not heard and postponed to a future Council meeting.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 4 through 7. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

4. Approve the minutes of the regular meeting held September 23, 2024.
5. Receive and file the Expenditures for the period beginning September 16, 2024 and ending October 4, 2024.
6. Approve a budget appropriation in the amount of \$402,564 from the Local Surface Transportation Program funds to the Capital Improvements Fund of the Fiscal Year 2024/25 Capital Improvements Program Budget for the 2022 Pavement Rehabilitation Project. *(This motion requires a roll call vote.)*
7. Adopt Ordinance No. 786 (second reading), amending Carpinteria Municipal Code Section 8.20 pertaining to public sleeping and camping. *(This motion requires a roll call vote.)*

ADMINISTRATIVE MATTERS:

9. Revision of Joint Powers Agency ("JPA") Agreement and amended bylaws of the Black Gold Cooperative Library System ("Black Gold").

Recommendation: Authorize the City Manager to sign the Amended and Restated Joint Powers Agreement of the Black Gold Cooperative Library System and the Amended Bylaws of the Black Gold Cooperative Library System.

City Librarian Thomas presented the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to authorize the City Manager to sign the Amended and Restated Joint Powers Agreement of the Black Gold Cooperative Library System and the Amended Bylaws of the Black Gold Cooperative Library System. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

10. Receive and file the updated Administrative Policy for Enforcement of No Camping Regulations (CMC 8.20 and 12.24).

Recommendation: (1) Receive and file the updated Administrative Policy for Enforcement of No Camping Regulations (CMC 8.20 and 12.24) and (2) Find that receipt and file of the updated Administrative Policy for Enforcement of No Camping Regulations (CMC 8.20 and 12.24) is exempt from CEQA pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the CEQA Guidelines.

Legal Counsel Acos introduced Legal Counsel Levy who presented the staff report and PowerPoint presentation.

Speakers via Zoom: Susan Allen

The Council directed staff to prepare a flow chart for the updated Administrative Policy for Enforcement off No Camping Regulations and post on the City's website.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to adopt Ordinance No. 786 (second reading), as read by title only.

Legal Counsel Acos identified that the Council had adopted Ordinance No. 786 earlier in the meeting and the Council was currently considering to receive and file the updated Administrative Policy for Enforcement of No Camping Regulations and the finding that the receive and file is exempt from CEQA.

Councilmember Solórzano modified the motion to (1) receive and file the updated Administrative Policy for Enforcement of No Camping Regulations (CMC 8.20 and 12.24) and (2) find that this is exempt from CEQA pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the CEQA Guidelines. Councilmember Nomura seconded the modified motion. Upon voice vote, the modified motion carried unanimously.

PUBLIC HEARING: NONE

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

11. Annual Report on Law Enforcement Services.

Recommendation: Receive and file the report.

Lieutenant Rich Brittingham with the Santa Barbara County Sheriff's Department provided the PowerPoint presentation.

Speakers in-person: Kathy Henry and Rogelio Delgado

Speakers via Zoom: Lorraine McIntire

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to receive and file the Annual Report on Law Enforcement Services. Upon voice vote, the motion carried unanimously.

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Nomura reported on his attendance at the Joint Utilities Committee (Carpinteria Valley Water District, Carpinteria Sanitary District and the City) and noted plans for three injection wells at different areas within the next four years.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the October 28th regular meeting.

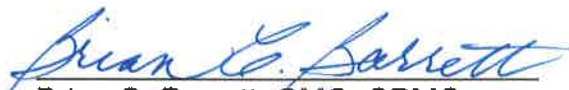
ADJOURNMENT

Mayor Clark adjourned the meeting at 7:46 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, October 28, 2024
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013
In-Person and Virtual**

CALL TO ORDER

Mayor Clark called the meeting to order at 5:32 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Sydne Levy, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Ryan Kintz, Assistant City Manager
Brian C. Barrett, City Clerk
Jody Thomas, City Librarian
Nick Bobroff, Community Development Director
David Hernandez, Code Compliance Supervisor
Licette Maldonado, Administrative Services Director
John L. Ilasin, Public Works Director
Jeanette Gant, Parks, Recreation & Community
Services Director

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS

1. Proclamation Recognizing and Celebrating the 38th Anniversary of the California Avocado Festival. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to approve the Proclamation Recognizing and Celebrating the 38th Anniversary of the California Avocado Festival. Upon voice vote, the motion carried unanimously.

Mayor Clark and the City Council presented the proclamation to Mike Lazaro and Olivia Sorgman. Ms. Sorgman provided remarks.

2. Presentation on Status Report of Carpinteria and Montecito Libraries, including Recommendations regarding Montecito Library joining Carpinteria Community Library by Martín Gómez, Principal Consultant for MJ Gómez and Associates.

City Librarian Thomas introduced Martín Gómez, Principal Consultant for MJ Gómez and Associates who provided the staff report and PowerPoint presentation. City Librarian Thomas introduced Glynn Birdwell, Chair of the Carpinteria Library Advisory Commission and Pat Saley, representing Friends of the Montecito Library, and both provided remarks.

Speakers in-person: Fred Shaw, Pat Saley representing Friends of the Montecito Library, and Gaby Edwards representing Friends of the Carpinteria Library

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to receive and file the presentation. Upon voice vote, the motion carried unanimously.

CITY MANAGER'S REPORT

- a. Senior Services Programming

None.

- b. City Employee Updates

City Manager Ramirez reported on City recruitments.

- c. Updates on Capital Improvement Projects

None.

- d. Updates on Development Applications

Community Development Director Bobroff reported that the Planning Commission on November 4th will receive a six-month status report on the Monte Vista Dog Park Pilot Program.

e. Other City/Community Updates

City Manager Ramirez spoke on the issue of illegal dumping with the trash bins at the City Beach Ends as well as responded to a public comment the City Council received at its meeting on October 14th regarding trash on the east end of Carpinteria Avenue. He also announced that the Library will be open on the Veterans Day Holiday, Monday, November 11th; however, the Community Pool will be closed and there will be no Agewell programming that day.

Community Development Director Bobroff stated that the Planning Commission on November 4th will consider a suite of proposed ordinances to implement necessary rezones to meet the City's Regional Housing Needs Allocation ("RHNA") as part of the City's adopted 2023-2031 Housing Element. He also noted that Chief Building Inspector and Plans Examiner Dan Chepley has accepted the position of Chief Building Official with the County of Santa Cruz.

There was no public comment.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Eileen Marcussen and Annie Sly

Emails distributed: Van Fleisher, representing C-DOG

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 3 through 8. Upon voice vote, the motion carried unanimously.

3. Approve the minutes of the regular meeting held October 14, 2024.
4. Receive and file the Expenditures for the period beginning October 7, 2024 and ending October 18, 2024.
5. Receive and file the Report of Contracts Executed by the City Manager for the Period of August 6, 2024 through October 7, 2024.
6. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for September 2024.
7. Receive and file the Quarterly Review of the Pension Stabilization Trust.
8. Adopt Resolution No. 6345, receiving and filing the Annual City Investment Policy.

ADMINISTRATIVE MATTERS:

9. Code Compliance Quarterly Report Q3, 2024.

Recommendation: Receive and file the Q3 Code Compliance Quarterly Report.

Code Compliance Supervisor Hernandez presented the staff report and PowerPoint presentation.

Speakers via Zoom: Susan Allen

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to receive and file the Q3 Code Compliance Quarterly Report. Upon voice vote, the motion carried unanimously.

PUBLIC HEARING: NONE

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

10. First Quarter Department Reports for Fiscal Year 2024/25 Budget.

Recommendation: Receive and file First Quarter Department Reports for Fiscal Year 2024/25 Budget.

City Manager Ramirez introduced the item and presented the General Government Department PowerPoint along with City Clerk Barrett.

Mayor Clark recessed to a break at 7:31 pm and reconvened the meeting at 7:38 pm.

Administrative Services Director Maldonado provided the Administrative Services Department PowerPoint.

Community Development Director Bobroff presented the Community Development Department PowerPoint.

City Manager Ramirez noted there was a correction to the staff report on the Upcoming Priorities for the Next Quarter under the Legislative & Policy Program (pdf page 7 of the staff report) in that the Entertainment License will be an update, not a public hearing.

Public Works Director Ilasin provided the Public Works Department PowerPoint.

Parks, Recreation and Community Services Director Gant presented the Parks, Recreation and Community Services Department PowerPoint.

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to receive and file the First Quarter Department Reports for the Fiscal Year 2024/25 Budget. Upon voice vote, the motion carried unanimously.

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on the following:

- Santa Barbara Joint Affordable Housing Task Group met on October 24th and had roundtable updates from the members and will be looking for a new Chair for next year since Supervisor Das Williams will be stepping down.
- Ad Hoc Harbor Seal Advisory Committee met on October 23rd and is finalizing recommendations to Council from the Data Collection and Survey Subcommittees and will narrow down final priorities at its next meeting.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmember are expected to be in attendance at the November 12th regular meeting.

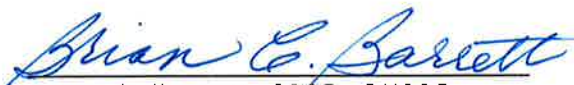
ADJOURNMENT

Mayor Clark adjourned the meeting at 8:34 pm.



Al Clark, Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Special Meeting**

Friday, November 8, 2024

Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

Carpinteria Skate Park, east and adjacent to Carpinteria City Hall)

Carpinteria Community Library, 5141 Carpinteria Avenue, Carpinteria, CA 93013

Veterans Memorial Building, 941 Walnut Avenue, Carpinteria, CA 93013

Carpinteria Avocado Farm (at northeastern corner of Via Real and Casitas Pass Rd.)

In-Person

CALL TO ORDER

Vice Mayor Alarcon called the meeting to order at 12:51 pm.

ROLL CALL

Councilmembers present: Councilmember Mónica Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon
Mayor Al Clark (arrived at 12:54 pm)

Councilmembers absent: Councilmember Roy Lee

Staff members present: Michael Ramirez, City Manager
Ryan Kintz, Assistant City Manager
Brian C. Barrett, City Clerk
John L. Ilasin, Public Works Director
Jeanette Gant, Parks, Recreation & Community
Services Director
Aida Thau, Program Manager
Eric Castro, Community Engagement Library
Specialist
Lieutenant Rich Brittingham with the Santa Barbara
County Sheriff's Department

CITY COUNCIL BUSINESS

1. **The City Council will tour the above mentioned locations with Congressman Salud Carbajal at the estimated times noted above.**

Councilmembers Solórzano and Nomura and Vice Mayor Alarcon and City staff left the Council Chambers at 12:52 pm and headed to the Carpinteria Skate Park.

Mayor Clark joined the Council at 12:54 pm in front of City Hall and the Council and staff welcomed Congressman Salud Carbajal.

The Council, Congressman Carbajal, and City staff walked to the Carpinteria Skate Park where Councilmember Nomura and Program Manager Thau spoke on the establishment of the Skate Park and Lieutenant Brittingham spoke on the benefits the Skate Park has on youth.

The Council, Congressman Carbajal, and City staff traveled by car to the Carpinteria Community Library and arrived at the Library at 1:08 pm where Community Engagement Library Specialist Castro spoke about the various programs the Library offers.

The Council, Congressman Carbajal, and City staff then walked to the Veterans Memorial Building and arrived at 1:21 pm where Parks, Recreation and Community Services Director Gant spoke about the Veterans Memorial Building.

The Council, Congressman Carbajal, and City staff traveled by car to the Carpinteria Avocado Farm and arrived at 1:43 pm. Former Parks, Recreation and Community Services Director Matt Roberts spoke about the history and vision of the Carpinteria Avocado Farm. City Clerk Barrett presented a basket of Carpinteria avocados to Congressman Carbajal. Congressman Carbajal departed from the Carpinteria Avocado Farm.

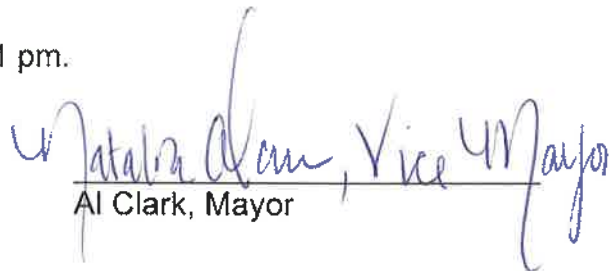
The Council and City staff returned by car and arrived at the Council Chambers at 2:11 pm. Vice Mayor Alarcon passed the gavel to Mayor Clark.

PUBLIC COMMENT WILL BE HEARD CONCERNING ONLY THE AGENDIZED ITEM FOR THIS SPECIAL MEETING WHEN THE COUNCIL RETURNS TO THE COUNCIL CHAMBER AT APPROXIMATELY 2:11 PM.

There was no public comment.

ADJOURNMENT

Mayor Clark adjourned the meeting at 2:11 pm.


Al Clark, Mayor

ATTEST:


Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Tuesday, November 12, 2024
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013
In-Person and Virtual**

CALL TO ORDER

Mayor Clark called the meeting to order at 5:30 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura (arrived at 5:42 pm)
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Brian C. Barrett, City Clerk
Lieutenant Rich Brittingham, Santa Barbara County
Sheriff's Department
Nick Bobroff, Community Development Director
John L. Ilasin, Public Works Director
Megan Musolf, Assistant Planner

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS: NONE

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES

Mayor Clark temporarily adjourned the meeting at 5:31 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 5:51 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Brittingham with the Santa Barbara County Sheriff's Department provided a law enforcement report for the month of October.

There was no public comment.

CITY MANAGER'S REPORT

a. City Employee Updates

City Manager Ramirez reported on open City recruitments.

b. Updates on Capital Improvement Projects

None.

c. Updates on Development Applications

Community Development Director Bobroff noted that the Palms Restaurant Renovation is scheduled for Planning Commission review on December 2, 2024 and the Surfliner Inn Project is scheduled for the Architectural Review Board on December 12, 2024.

City Manager Ramirez acknowledged that there was a public comment made at the October 28th Council meeting in regards to the Surfliner Inn Project and he would provide a further update and response to that comment at a future Council meeting.

d. Other City/Community Updates

City Manager Ramirez announced AgeWell will hold a Community Forum on November 14th at 1 pm in the Veterans Hall Meeting Room. He said AgeWell is also launching a PEARLS group session designed to promote emotional well-being and support positive lifestyle changes and is available exclusively in Spanish starting November 12th and will be held every Tuesday from 10:30 am to noon at

the Veterans Hall Meeting Room. He noted that the construction of the winter berm is tentatively scheduled for the week of November 18th. Lastly, he provided an update on the Diversity, Equity, and Inclusion work.

There was no public comment.

PLANNING COMMISSION ACTIONS:

Community Development Director Bobroff reported on the Planning Commission Actions from its meeting of November 4, 2024.

There was no public comment.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Case Van Wingerden and Rogelio Delgado

CONSENT CALENDAR:

Councilmember Nomura recused himself from the approval of the Consent Calendar (Item No. 3 in particular) due to a perception of a potential conflict of interest as his wife Debbie Nomura is the Executive Director for the Alcazar Theater and he left the Council Chambers at 6:23 pm.

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Solórzano, to approve the Consent Calendar Item Nos. 1 through 3. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: Councilmember Nomura (recused)
ABSTAIN: None

The motion carried.

1. Approve the minutes of the regular meeting held October 28, 2024.
2. Receive and file the Expenditures for the period beginning October 21, 2024 and ending November 1, 2024.
3. Approve appropriations for the Community Services Support Grant program for the current fiscal year (FY) 2024-2025 totaling \$152,250. *(Requires a roll call vote.)*

Councilmember Nomura returned to the dais at 6:24 pm.

ADMINISTRATIVE MATTERS:

4. First Amendment of the Freeway Maintenance Agreement with the State of California Department of Transportation for the Highway 101 Carpinteria to Santa Barbara Project-Phase 4A.

Recommendation: Authorize the City Manager to execute the First Amendment of the Freeway Maintenance Agreement with the State of California Department of Transportation for the Highway 101 Carpinteria to Santa Barbara Project-Phase 4A. *(Requires a roll call vote.)*

Public Works Director Ilasin presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to authorize the City Manager to execute the First Amendment of the Freeway Maintenance Agreement with the State of California Department of Transportation for the Highway 101 Carpinteria to Santa Barbara Project – Phase 4A. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

5. Consider canceling the regular City Council meeting for December 23, 2024.

Recommendation: Authorize the cancelation of the regular City Council meeting on December 23, 2024.

City Clerk Barrett provided the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to authorize the cancellation of the regular City Council meeting on December 23, 2024. Upon voice vote, the motion carried unanimously.

6. City Council Advisory Group Handbook, Appointment Process Policy, and Dissolution of the Standing City Council Boards, Commissions and Committees Interview Committee.

Recommendation: Adopt Resolution No. 6346, adopting the City Council Advisory Group Handbook and Appointment Process Policy and dissolve the Standing City Council Boards, Commissions, and Committees Interview Committee.

City Clerk Barrett presented the staff report and PowerPoint presentation.

Speakers in-person: Patrick O'Connor

Councilmember Solórzano asked about including a policy in the Council Advisory Group Handbook prohibiting relatives from serving on the same Council Advisory Group. The Council was in agreement to add the prohibition of relatives from serving on the same Council Advisory Group to the Council Advisory Group Handbook.

Vice Mayor Alarcon suggested advertising open Council Advisory Groups using the A-frame signs.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to (1) adopt Resolution No. 6346, as read by title only; (2) approve the City Council Advisory Group Handbook with the addition of prohibiting immediate family members from serving on the same City Council Advisory Group (immediate family defined as legal partner, spouse, or children) and (3) dissolve the Standing City Council Boards, Commissions and Committees Interview Committee. Upon voice vote, the motion carried unanimously.

PUBLIC HEARING:

7. Hearing at the request of the City of Carpinteria to: (1) Adopt Resolution No. 6344, amending the Safety Element of the City of Carpinteria General Plan to incorporate in its entirety, the City's adopted Local Hazard Mitigation Plan ("LHMP"), pursuant to California (State) Assembly Bill ("AB") 2140; and (2) Determine that the proposed General Plan amendment is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to Sec. 15061(b)(3) of the CEQA Guidelines (and Public Resources Code Sec. 21065).

Recommendation: (1) Adopt Resolution No. 6344 (Attachment A), as read by title only, amending the Safety Element of the General Plan to incorporate the adopted Local Hazard Mitigation Plan; and (2) Determine that the proposed General Plan amendment is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to Sec. 15061(b)(3) of the CEQA Guidelines and Public Resources Code Sec. 21065; and approve the proposed CEQA Notice of Exemption (Attachment D).

Community Development Director Bobroff introduced Assistant Planner Musolf who provided the staff report and PowerPoint presentation.

Mayor Clark opened the public hearing at 7:08 pm and being there was no verbal public comment, closed the public hearing at 7:08 pm.

Emails distributed: Chad Moore

Motion by Vice Mayor Alarcon, seconded by Councilmember Solórzano, to adopt Resolution No. 6344, amending the Safety Element of the General Plan to incorporate the Local Hazard Mitigation Plan as part of the Safety Element in compliance with AB 2140 and determine that this project is exempt from environmental review under CEQA pursuant to CEQA guidelines Section 15061(b)(3) and Public Resources Code Section 21065. Upon voice vote, the motion carried unanimously.

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

8. Consideration of Fiscal Sponsorship Application through the Santa Barbara Foundation; Acceptance of a \$35,000 Grant from La Centra-Sumerlin Foundation for Building Appraisal and Consultant Services; and Review and Approval of Scope of Services for a Request for Proposal (RFP) to Solicit Consultant Services for a Potential Community Center in Carpinteria.

Recommendation: (1) Authorize submission of an application to the Santa Barbara Foundation for the purpose of fiscal sponsorship; (2) Authorize acceptance of a \$35,000 grant from La Centra-Sumerlin Foundation to use for building appraisal and consultant services related to identification of a site for use as a community center; and (3) Review and approve scope of services for RFP.
(Requires a roll call vote.)

City Manager Ramirez presented the staff report and PowerPoint presentation.

Speakers in-person: Rogelio Delgado and Annie Sly

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to approve the staff recommendation as listed. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on the cancellation of the BEACON meeting on November 15th.

Vice Mayor Alarcon requested an update on a future City Manager's Report regarding the City's preparation for the winter season. The Council was in agreement with Vice Mayor Alarcon's request.

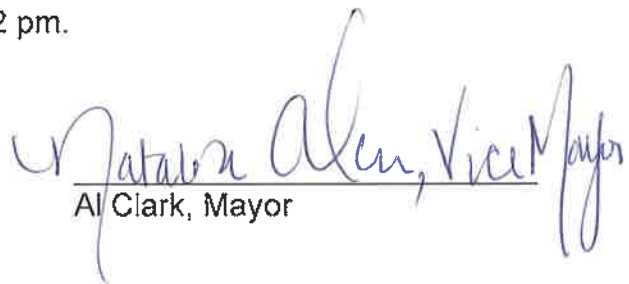
ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmember are expected to be in attendance at the November 25th regular meeting.

Councilmember Nomura requested an update regarding the City addressing homelessness on a future City Manager's Report. The Council was in agreement with Councilmember Nomura's request.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:42 pm.


Al Clark, Mayor

ATTEST:


Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, November 25, 2024
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013**

In-Person and Virtual

CALL TO ORDER

Vice Mayor Alarcon called the meeting to order at 5:30 pm.

ROLL CALL

Councilmembers present:

Councilmember Roy Lee
Councilmember Mónica J. Solórzano
Councilmember Wade T. Nomura
Vice Mayor Natalia Alarcon

Councilmembers absent:

Mayor Al Clark

Staff members present:

Michael Ramirez, City Manager
Mack Carlson, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Ryan Kintz, Assistant City Manager
Brian C. Barrett, City Clerk
Jeanette Gant, Parks, Recreation & Community
Services Director
Claire Hobika, Recreation Leader
Nick Bobroff, Community Development Director
John L. Ilasin, Public Works Director
Mindy Fogg, Principal Planner
Megan Musolf, Assistant Planner

PLEDGE OF ALLEGIANCE

Vice Mayor Alarcon led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Presentation in honor of members of the Boys & Girls Club who have achieved Gold Card status.

There was no public comment.

Michael Baker, CEO of Boys & Girls Club of Santa Barbara County provided introductory remarks. Vice Mayor Alarcon announced the names of the children who achieved Gold Card Status and Diana Ornelas, Boys & Girls Carpinteria Club Director presented the certificates to each child.

2. Proclamation Honoring Robitaille's Fine Candies for Its 36-Years Serving the Carpinteria Community. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Lee, to approve the Proclamation Honoring Robitaille's Fine Candies for Its 36-Years Serving the Carpinteria Community. Upon voice vote, the motion carried unanimously with Mayor Clark absent.

Vice Mayor Alarcon and the Council presented the proclamation to John and Tami Robitaille who provided remarks.

3. Proclamation Honoring The Palms Restaurant for Its Service to the Carpinteria Community. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to approve the Proclamation Honoring the Palms Restaurant for Its Service to the Carpinteria Community. Upon voice vote, the motion carried unanimously with Mayor Clark absent.

Vice Mayor Alarcon and the Council presented the proclamation to Bill and Todd Bennett who provided remarks.

4. Proclamation Honoring the 60th Anniversary of the Carpinteria Valley Association. *(Requires approval prior to presentation of proclamation.)*

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to approve the Proclamation Honoring the 60th Anniversary of the Carpinteria Valley Association. Upon voice vote, the motion carried unanimously with Mayor Clark absent.

Vice Mayor Alarcon and the Council presented the proclamation to Carpinteria Valley Association members. Mike Wondolowski, representing the Carpinteria Valley Association provided remarks.

5. Introduction of new employee Claire Hobika, Recreation Leader.

Parks, Recreation & Community Services Director Gant introduced Claire Hobika, Recreation Leader who provided remarks.

CITY MANAGER'S REPORT

a. City Employee Updates

City Manager Ramirez reported on open City recruitments.

b. Updates on Capital Improvement Projects

None.

c. Updates on Development Applications

Community Development Director Bobroff noted that the Palms Restaurant Renovation is scheduled for Planning Commission review on December 2, 2024, the Surfliner Inn Project is scheduled for the Architectural Review Board on December 12, 2024 and story poles will be erected onsite to demonstrate the size, bulk and scale of the proposed Surfliner Inn Project.

d. Other City/Community Updates

City Manager Ramirez said the construction of the winter berm was in progress.

Parks, Recreation & Community Services Director Gant noted holiday closures for City Hall, the Community Pool, the Carpinteria Community Library, and AgeWell programs and described upcoming events.

City Manager Ramirez explained that while not included in tonight's City Manager's Report, the website for the City's upcoming Strategic Plan (www.carpinteriaca.gov/strategicplan) is up and the City is looking to hear from residents on priorities. He mentioned the strategic plan workshops (in-person and virtual) will be held in early December and will culminate with the Council holding an all-day retreat on January 18th.

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Solórzano, to receive and file the report. Upon voice vote, the motion carried unanimously with Mayor Clark absent.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Rick Olmstead, Susan Mailheau, Rogelio Delgado, and Alan Koch

Emails distributed: Lisa Piltz

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 6 through 10. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, and Vice Mayor Alarcon

NOES: None

ABSENT: Mayor Clark

ABSTAIN: None

The motion carried.

6. Approve the minutes of the special meeting held November 8, 2024 and the regular meeting held November 12, 2024.
7. Receive and file the Expenditures for the period beginning November 4, 2024 and ending November 15, 2024.
8. Receive and file the Report of Contracts Executed by the City Manager for the Period of October 8, 2024 through November 4, 2024.
9. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for October 2024.
10. Award a Construction Contract to Mark Crane's Tree, Inc. in the Total Base Bid amount of \$120,000 for the Carpinteria Avenue Bridge Replacement Project – Clearing and Grubbing. *(Requires a roll call vote.)*

ADMINISTRATIVE MATTERS: NONE

PUBLIC HEARING:

11. Continuation of Public Hearing for Annual Report of the Development Impact Fee Program and Updating the Capital Improvement Plan.

Recommendation: Open the public hearing, receive public comment, keep public hearing open, and continue the public hearing to approve and accept the Annual Report of the Development Impact Fee Program and update the Capital Improvement Plan to the December 9, 2024 Council meeting.

Public Works Director Ilasin presented the staff report.

Vice Mayor Alarcon opened the public hearing at 6:28 pm and there was no public comment. Vice Mayor Alarcon left the public hearing open.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to continue the public hearing to approve and accept the Annual Report of the Development Impact Fee Program and update the Capital Improvement Plan to the December 9, 2024 Council meeting. Upon voice vote, the motion carried unanimously with Mayor Clark absent.

12. Ordinance No. 787, an Ordinance of the City Council of the City of Carpinteria, California, Amending Chapter 15.80 (Development Impact Mitigation Fees) of Title 15 (Buildings and Construction) and Chapter 16.24 (Parks and Recreation Facilities Dedication and Fees) of Title 16 (Subdivisions) in the Carpinteria Municipal Code.

Recommendation: Approve Ordinance No. 787, as read by title only (first reading).
(Requires reading of ordinance title and a roll call vote.)

Public Works Director Ilasin presented the staff report.

Vice Mayor Alarcon opened the public hearing at 6:39 pm and being there was no public comment, closed the public hearing at 6:39 pm.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve Ordinance No. 787, waive further reading, introduce as read by title only, and continue for adoption to December 9, 2024.

City Clerk Barrett read aloud the title of Ordinance No. 787 into the record.

The roll call vote on the motion was as follows:

AYES:	Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, and Vice Mayor Alarcon
NOES:	None
ABSENT:	Mayor Clark
ABSTAIN:	None

The motion carried.

13. Public Hearing at the request of the City of Carpinteria to: (1) Introduce and conduct first reading of Ordinance Nos. 788, 789, 790, and 791, (Attachments A through D) making changes to Carpinteria Municipal Code, Title 14 – Zoning, by adding Chapter 14.19 – RMU Residential/Mixed Use, adding Chapter 14.51 – Objective Design Standards, and amending the City's zoning map to rezone specified sites from Industrial/Research Park ("M-RP") and Commercial Planned Development ("CPD") to Residential/Mixed Use ("RMU"); and (2) Determine that none of the conditions have occurred or exist as set forth in California Environmental Quality Act ("CEQA") Guidelines section 15162 to require the preparation of a supplemental or subsequent Environmental Impact Report ("EIR") for the subject zoning amendments, and that the Addendum to the certified 2003 Program EIR (Attachment E) satisfies the environmental review requirements of CEQA.

Recommendation: (1) Approve, on first reading, Ordinances 788, 789, 790, and 791, as read by titles only; and (2) Determine that none of the conditions have occurred or exist as set forth in CEQA Guidelines section 15162 to require the preparation of a supplemental or subsequent EIR for the subject zoning amendments, and that the Addendum to the certified 2003 Program EIR satisfies the environmental review requirements of CEQA. *(Requires reading of ordinance titles and a roll call vote.)*

Legal Counsel Carlson introduced the item and Principal Planner Fogg presented the staff report and PowerPoint presentation.

Vice Mayor Alarcon opened the public hearing at 7:07 pm.

Speakers in-person: Victor Schaff, Laurel Perez, Ashley DeVan, Robert Schwalse, Donald Bensen, Bryan Gindoff, Craig Meister, Linda Lisiecki, and Gwen Huenergardt

Emails distributed: Amrita Salm

Vice Mayor Alarcon closed the public hearing at 7:38 pm.

The Council decided to vote on each Ordinance separately.

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to adopt Ordinance No. 788 adding Chapter 14.19 to the CMC to include a new Residential/Mixed-Use (RMU) Zone.

City Clerk Barrett read aloud the title of Ordinance No. 788 into the record.

The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
and Vice Mayor Alarcon
NOES: None
ABSENT: Mayor Clark
ABSTAIN: None

The motion carried.

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to adopt Ordinance No. 789 adding Chapter 14.51 of the CMC to include new Objective Design Standards and find that the addendum to the certified Program EIR satisfies the environmental review requirements of CEQA.

City Clerk Barrett read aloud the title of Ordinance No. 789 into the record.

The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
and Vice Mayor Alarcon
NOES: None
ABSENT: Mayor Clark
ABSTAIN: None

The motion carried.

Councilmember Solórzano recused herself from consideration of Ordinance No. 791 due to her residence being within 500 feet of a couple of the proposed rezone sites and left the Council Chambers at 8:02 pm.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to adopt Ordinance No. 791 amending the official Zoning Maps and LCP to rezone the select parcels (Sites 15 & 18) to RMU and find that the addendum to the certified Program EIR satisfies the environmental review requirements of CEQA.

City Clerk Barrett read aloud the title of Ordinance No. 791 into the record.

The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, and Vice Mayor Alarcon
NOES: None
ABSENT: Councilmember Solórzano (recused) and Mayor Clark
ABSTAIN: None

The motion carried.

Councilmember Solórzano returned to the dais at 8:06 pm.

Vice Mayor Alarcon recessed to a break at 8:17 pm and reconvened the meeting at 8:24 pm.

Motion by Councilmember Solórzano, seconded by Councilmember Lee, to adopt Ordinance No. 790 amending the official Zoning Maps and LCP to rezone the select parcels to RMU and include the following change (Remove Site #5) and find that the addendum to the certified Program EIR satisfies the environmental review requirements of CEQA and direct staff to return in early 2025 with proposed rezones of Sites # 5 and 21 to RMU.

City Clerk Barrett read aloud the title of Ordinance No. 790 into the record.

The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano,
and Vice Mayor Alarcon
NOES: None
ABSENT: Mayor Clark
ABSTAIN: None

The motion carried.

**CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR
AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE**

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

14. Response to the 2024 Santa Barbara County Civil Grand Jury Report on "Homeless Encampments in Santa Barbara County, Becoming Part of the Community Again".

Recommendation: (A) Review and approve staff's recommended responses to the Santa Barbara County Civil Grand Jury Report – "Homeless Encampments in Santa Barbara County, Becoming Part of the Community Again"; and (B) Authorize the City Manager to sign and transmit the City's Response to the Presiding Judge, Honorable Pauline Maxwell of the Superior Court, a copy to the current impaneled Grand Jury, and to file a copy with the City Clerk's Office.

Assistant City Manager Kintz presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to review and approve staff's recommended responses to the Santa Barbara County Civil Grand Jury Report regarding "Homeless Encampments in Santa Barbara County, Becoming Part of the Community Again," and authorize the City Manager to sign and transmit the City's response to the Presiding Judge, Honorable Pauline Maxwell of the Superior Court, provide a copy to the current impaneled Grand Jury, and file a copy with the City Clerk's Office. Upon voice vote, the motion carried unanimously with Mayor Clark absent.

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported on the following:

- BEACON will hold a rescheduled meeting on December 19th at 9:30 am.
- South Coast Youth Safety Partnership will have a Carpinteria Engagement Team meeting on December 9th at 9 am at the Carpinteria Children's Project.
- Ad Hoc Harbor Seal Advisory Committee met this week and made edits to the final data collection and survey reports and will meet next month to finalize those documents for transmission to the City Council.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers present are expected to be in attendance at the December 9th regular meeting.

ADJOURNMENT

Vice Mayor Alarcon adjourned the meeting at 8:35 pm.



Mayor

ATTEST:



Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, December 9, 2024
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013
In-Person and Virtual**

CALL TO ORDER

Mayor Clark called the meeting to order at 5:31 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
Councilmember Wade T. Nomura
Councilmember Mónica J. Solórzano
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present: Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Ryan Kintz, Assistant City Manager
Brian C. Barrett, City Clerk
Lieutenant Rich Brittingham, Santa Barbara County
Sheriff's Department
Nick Bobroff, Community Development Director
Stephon Downes, Management Analyst II
John L. Ilasin, Public Works Director

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449:

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

CERTIFICATION OF THE NOVEMBER 5, 2024 ELECTION RESULTS

1. Adopt Resolution No. 6348, Reciting the Facts of the Consolidated General Municipal Election held on November 5, 2024, Declaring the Results, and Performing Such Other Matters as Provided by Law.

City Clerk Barrett presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to adopt Resolution No. 6348, as read by title only. Upon voice vote, the motion carried unanimously with Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark in favor.

COMMENTS FROM COUNCILMEMBERS FOLLOWED BY COMMENTS FROM OUTGOING COUNCILMEMBER

Councilmember Lee stepped down from the dais and sat in the audience at 5:35 pm.

INSTALLATION OF INCOMING COUNCILMEMBERS

There was no public comment.

- a. City Clerk to administer the oath of office to new Councilmember Julia Mayer and returning Councilmembers Natalia Alarcon and Wade T. Nomura.

City Clerk Barrett administered the Oath of Office to new Councilmember Julia Mayer (representing City Council District No. 3), and returning Councilmembers Natalia Alarcon (representing City Council District No. 2) and Wade T. Nomura (representing City Council District No. 4).

- b. Seating of the new City Council.

Councilmembers Mayer, Alarcon, and Nomura took their seats at the dais.

Mayor Clark commented that this is the first time there has been a female majority on the Council.

- c. Comments from incoming Councilmember Julia Mayer.

Councilmember Mayer said she looked forward to putting her own care and hard work towards continuing to make Carpinteria a beautiful place where residents can thrive. She thanked her family and soccer kids. She also thanked her fellow Councilmembers for inspiring her to take this leap into public service.

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

2. Adopt Resolution No. 6349 Commending and Thanking Councilmember Roy Lee for His Dedicated Service as Councilmember from 2018 to 2024.

Speakers in-person: Danielle Manriquez-Osborn, Rogelio Delgado, and Wade Cooper

Councilmember Solórzano thanked former Councilmember Lee for being so encouraging when she started as a new Councilmember and wished him the best in his next steps.

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to adopt Resolution No. 6349 Commending and Thanking Councilmember Roy Lee for His Dedicated Service as Councilmember from 2018 to 2024. Upon voice vote, the motion carried unanimously with Councilmember Mayer, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark in favor.

Mayor Clark and the City Council presented Resolution No. 6349, a City tile, and a card from City staff to Mr. Lee.

Mr. Lee thanked the Council, staff, and the community and said it was an honor serving the community. He presented his City pin to Councilmember Mayer.

ELECTION OF MAYOR AND VICE MAYOR

There was no public comment.

- a. Nominations will be received for the position of Mayor.

Mayor Clark opened the nominations for the position of Mayor.

Councilmember Solórzano nominated Vice Mayor Alarcon for the position of Mayor and Councilmember Nomura seconded the nomination.

There were no further nominations for the position of Mayor.

- b. Motion to Close Nominations and selection of Mayor.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to close the nominations for the position of Mayor. Upon voice vote, the motion carried unanimously with Councilmember Mayer, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark in favor.

The roll call vote to select Vice Mayor Alarcon for the position of Mayor was as follows:

AYES: Councilmember Mayer, Councilmember Nomura, Councilmember

Solórzano, Vice Mayor Alarcon, and Mayor Clark
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

Former Mayor Clark passed the gavel to Mayor Alarcon.

- c. Nominations will be received for the position of Vice Mayor.

Mayor Alarcon opened the nominations for the position of Vice Mayor.

Councilmember Clark nominated Councilmember Solórzano for the position of Vice Mayor and Councilmember Mayer seconded the nomination.

There were no further nominations for the position of Vice Mayor.

- d. Motion to Close Nominations and selection of Vice Mayor.

Motion by Councilmember Clark, seconded by Councilmember Mayer, to close the nominations for the position of Vice Mayor.

The roll call vote to select Councilmember Solórzano for the position of Vice Mayor was as follows:

AYES: Councilmember Clark, Councilmember Mayer, Councilmember
Nomura, Councilmember Solórzano, and Mayor Alarcon
NOES: None
ABSENT: None
ABSTAIN: None

The motion carried unanimously.

COMMENTS FROM OUTGOING MAYOR AND INCOMING MAYOR

Former Mayor Clark said it was a pleasure serving as Mayor.

Mayor Alarcon thanked her fellow Councilmembers for nominating her to be Mayor and said she was grateful for this opportunity and looked forward to continuing to work with the community on issues that matter most.

RECESS FOR REFRESHMENTS IN COUNCIL FOYER

Mayor Alarcon recessed the meeting for refreshments in the Council Chambers at 6:00 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Alarcon reconvened the meeting at 6:21 pm.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES

Mayor Alarcon temporarily adjourned the meeting at 6:21 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Alarcon reconvened the meeting at 6:39 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Speakers in-person: Rogelio Delgado

Lieutenant Brittingham with the Santa Barbara County Sheriff's Department provided a law enforcement report for the month of November.

CITY MANAGER'S REPORT

a. City Employee Updates

City Manager Ramirez reported on City recruitments.

b. Updates on Capital Improvement Projects

None.

c. Updates on Development Applications

City Manager Ramirez noted that the Surfliner Inn Project is scheduled for Architectural Review Board review on December 12, 2024.

d. Other City/Community Updates

City Manager Ramirez noted upcoming City events, the solid waste collection holiday schedule, City facility holiday closures, and provided an update on the Strategic Plan Community Workshops.

Speakers in-person: Annie Sly (Ms. Sly's comments read by Amrita Salm), Marla Daily, Kirk Connally, Amrita Salm, and Alan Koch

Speakers via Zoom: Alexandra VanAntwerp

PLANNING COMMISSION ACTIONS:

Community Development Director Bobroff reported on the Planning Commission Actions from its meeting of December 2, 2024.

There was no public comment.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Rogelio Delgado

Speakers via Zoom: Lisa Guravitz

Emails distributed: Lynn Turner and Dolores Howard

CONSENT CALENDAR:

Vice Mayor Solórzano announced she would recuse herself from Consent Calendar Item No. 9 due to her property being within 500 feet of one of the rezoned parcels and she stated that she had consulted with the City Attorney and as long as the Council has no discussion, she could remain at the dais during the vote.

Councilmember Mayer noted that she had watched the November 25th Council meeting and reviewed the materials and was prepared to vote on the second reading and adoption of the Ordinances included in the Consent Calendar.

Councilmember Clark noted that he was not in attendance at the November 25th Council meeting, but he reviewed the materials and the meeting video and was prepared to vote on the second reading and adoption of the Ordinances included in the Consent Calendar.

Due to Vice Mayor Solórzano's recusal on Consent Calendar Item No. 9, the Council split the approval of the Consent Calendar into two actions.

There was no public comment on Consent Calendar Item Nos. 3 through 8 and 10 through 11.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to approve Consent Calendar Item Nos. 3 through 8 and 10 through 11. The roll call vote on the motion was as follows:

AYES: Councilmember Clark, Councilmember Mayer, Councilmember Nomura, Vice Mayor Solórzano, and Mayor Alarcon
NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

There was no public comment on Consent Calendar Item No. 9.

Vice Mayor Solórzano remained at the dais since no discussion was held on Consent Calendar Item No. 9.

Motion by Councilmember Nomura, seconded by Councilmember Clark, to approve Consent Calendar Item No. 9. The roll call vote was as follows:

AYES: Councilmember Clark, Councilmember Mayer, Councilmember Nomura,
and Mayor Alarcon

NOES: None

ABSENT: None

ABSTAIN: Vice Mayor Solórzano

The motion carried.

3. Approve the minutes of the regular meeting held November 25, 2024.
4. Receive and file the Expenditures for the period beginning November 18, 2024 and ending November 29, 2024.
5. Adopt Ordinance No. 787 (second reading), amending Chapter 15.80 (Development Impact Mitigation Fees) of Title 15 (Buildings and Construction) and Chapter 16.24 (Parks and Recreation Facilities Dedication and Fees) of Title 16 (Subdivisions) in the Carpinteria Municipal Code. (Requires a roll call vote.)
6. Adopt Ordinance No. 788 (second reading), adding Chapter 14.19 – RMU Residential/Mixed Use, to Title 14 – Zoning of the Carpinteria Municipal Code to Implement Program 1 of the 2023-2031 Housing Element (Project No. 24-2279-ORD/LCPA) and determine that none of the conditions have occurred or exist as set forth in CEQA Guidelines section 15162 to require the preparation of a supplemental or subsequent EIR for the subject zoning amendments, and that the Addendum to the certified 2003 Program EIR satisfies the environmental review requirements of CEQA.
7. Adopt Ordinance No. 789 (second reading), adding Chapter 14.51 – Objective Design Standards, to Title 14 – Zoning of the Carpinteria Municipal Code to Implement Program 1 of the 2023-2031 Housing Element (Project No. 24-2279-ORD/LCPA) and determine that none of the conditions have occurred or exist as set forth in CEQA Guidelines section 15162 to require the preparation of a supplemental

or subsequent EIR for the subject zoning amendments, and that the Addendum to the certified 2003 Program EIR satisfies the environmental review requirements of CEQA.

8. Adopt Ordinance No. 790 (second reading), amending the City Zoning Map to rezone certain properties in the City to Implement Program One of the 2023-2031 Housing Element (Project No. 24-2279-ORD/LCPA) and determine that none of the conditions have occurred or exist as set forth in CEQA Guidelines section 15162 to require the preparation of a supplemental or subsequent EIR for the subject zoning amendments, and that the Addendum to the certified 2003 Program EIR satisfies the environmental review requirements of CEQA.
9. Adopt Ordinance No. 791 (second reading), amending the City Zoning Map to rezone certain properties in the City to Implement Program One of the 2023-2031 Housing Element (Project No. 24-2279-ORD/LCPA) and determine that none of the conditions have occurred or exist as set forth in CEQA Guidelines section 15162 to require the preparation of a supplemental or subsequent EIR for the subject zoning amendments, and that the Addendum to the certified 2003 Program EIR satisfies the environmental review requirements of CEQA.
10. Adopt Resolution No. 6350, certifying that Ordinance Nos. 788, 789, 790, and 791 are intended to carry out the policies of the City's Local Coastal Program consistent with the California Coastal Act; directing that Ordinance Nos. 788, 789, 790, and 791 be transmitted to the California Coastal Commission for filing pursuant to Public Resources Code Section 30510 and in accordance with Section 13551 of Title 14 of the California Code of Regulations; and directing that Ordinance Nos. 788, 789, 790, and 791 be transmitted to the California Department of Housing and Community Development for Housing Element Certification pursuant to Government Code Section 65585 (Project No. 24-2279-LCPA/ORD).
11. Accept Parcel Map 25,201, and associated documents including project-specific Covenants, Conditions and Restrictions (CC&Rs), and an Informational Notice document, for the Zins SFD Demolition and Condominium Triplex Project (21-2083-DP/TPM/CDP) located at 4905 Eighth Street.

ADMINISTRATIVE MATTERS: NONE

PUBLIC HEARING:

12. Annual Report of the Development Impact Fee Program and Updating the Capital Improvement Plan. (Continued from November 25, 2024 Regular Council Meeting)

Recommendation: Adopt Resolution No. 6347, approving and accepting the Annual Report of the Development Impact Fee Program and updating the Capital Improvement Plan.

Management Analyst II Downes presented the staff report and PowerPoint presentation and he and Public Works Director Ilasin responded to questions from the Council.

Mayor Alarcon opened the public hearing at 7:39 pm and being there was no public comment, closed the public hearing at 7:39 pm.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to adopt Resolution No. 6347, as read by title only. Upon voice vote, the motion carried unanimously with Councilmember Clark, Councilmember Mayer, Councilmember Nomura, Vice Mayor Solórzano, and Mayor Alarcon in favor.

CONSIDERATION OF ANY ITEMS REMOVED FROM CONSENT CALENDAR AND/OR OTHER AGENDA ITEMS REQUESTED TO BE ADVANCED: NONE

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

13. Selection of City Council Representatives to Other Government Agencies, Regional Committees, City Council Joint and Standing Committees, and City Ad Hoc Committees.

Recommendation: Assign City Council representatives to Other Government Agencies, Regional Committees, City Council Joint and Standing Committees, and City Ad Hoc Committees, as set forth in the staff report and the below sample motion.

City Clerk Barrett provided the staff report and PowerPoint presentation.

There was no public comment.

Motion by Councilmember Clark, seconded by Councilmember Nomura, to:

1. Assign Councilmember representatives to the Appointees to Other Government Agencies.

Committee	New Representative(s)
<u>Appointees to Other Government Agencies</u>	
Beach Erosion Authority for Clean Oceans and Nourishment (BEACON)	Primary: Julia Mayer Alternate: Al Clark
California Joint Powers Insurance Authority (CJPIA)	Primary: Mónica Solórzano Alternate: Al Clark

Santa Barbara County Association of Governments (SBCAG)	Primary: Al Clark Alternate: Wade Nomura
Santa Barbara County Air Pollution Control District (APCD)	Primary: Al Clark Alternate: Wade Nomura
Central Coast Community Energy (3CE)	No Action Required by City Council at This Time
Santa Barbara Metropolitan Transit District	Primary: Mónica Solórzano

2. Assign Councilmember representatives to Regional Agencies/Committees.

Committee	New Representative(s)
<u>Representatives to Regional Agencies/Committees</u>	
Channel Counties Division, League of California Cities	Primary: Wade Nomura Alternate: Mónica Solórzano
Santa Barbara Joint Affordable Housing Task Group	Primary: Julia Mayer Alternate: Natalia Alarcon
Santa Barbara County Elected Leaders Forum to Address Homelessness	Primary: Julia Mayer Alternate: Natalia Alarcon
South Coast Youth Safety Partnership	Primary: Mónica Solórzano Alternate: Julia Mayer
Multijurisdictional Solid Waste Task Group	Primary: Julia Mayer Alternate: Natalia Alarcon

3. Assign Councilmember representatives to the City's Joint and Standing Committees.

Committee	New Representative(s)
<u>Joint and Standing Committees</u>	
City Council/Economic Vitality Committee	Member: Natalia Alarcon Member: Julia Mayer
City Council/Public Safety Committee	Member: Al Clark Member: Wade Nomura
City Council/School Board Committee	Member: Julia Mayer Member: Mónica Solórzano
City Council/Utilities Committee	Member: Wade Nomura Member: Al Clark
City Council/First District Supervisor Committee	Member: Natalia Alarcon Member: Julia Mayer
City Council Finance/Budget Committee	Member: Natalia Alarcon Member: Al Clark

Transportation Committee	Member: Al Clark Member: Julia Mayer
Development Review Committee (Joint Committee membership from City Council, Planning Commission and Architectural Review Board)	Member: Al Clark Member: Wade Nomura
General Plan and Coastal Plan Update Committee (Joint Committee membership from City Council and Planning Commission)	Member: Mónica Solórzano Member: Al Clark
Public Facility Site Acquisition/Development Committee	Member: Al Clark Member: Wade Nomura
Sustainability Committee	Member: Wade Nomura Member: Mónica Solórzano

4. Assign Councilmember representatives to the City's Ad Hoc Committees.

Committee	New Representative(s)
<u>Ad Hoc Committees</u>	
Civic/Youth Engagement Committee	City Clerk Barrett announced that this Committee had expired on December 31, 2023. There was consensus of the Council to direct staff to return at a January 2025 Council meeting to re-create the Civic/Youth Engagement Committee.

Upon voice vote, the motion carried unanimously with Councilmember Clark, Councilmember Mayer, Councilmember Nomura, Vice Mayor Solórzano, and Mayor Alarcon in favor.

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Vice Mayor Solórzano reported on the following:

- BEACON rescheduled its meeting for December 19th at City Hall at 9:30 am.
- South Coast Youth Safety Partnership met at 9 am this morning and had good discussion to inform City/Carpinteria Unified School District Committee work moving forward.
- Ad Hoc Harbor Seal Advisory Committee will hold its final meeting on December 19th at 4:30 pm.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the January 13, 2025 regular meeting.

CLOSED SESSION

14. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to 54956.9(d)(2): One potential case.

Legal Counsel Acos read aloud the title of the Closed Session into the record.

PUBLIC COMMENT ON CLOSED SESSION

Speakers in-person: Alan Koch

TEMPORARY ADJOURNMENT TO CLOSED SESSION

Mayor Alarcon temporarily adjourned the meeting to Closed Session at 8:15 pm.

RECONVENE IN OPEN SESSION

Mayor Alarcon reconvened the meeting in Open Session at 9:13 pm with all Councilmembers, City Manager Ramirez, Legal Counsel Acos, Assistant City Manager Kintz, City Clerk Barrett and one member of the public present.

CLOSED SESSION REPORT

Legal Counsel Acos announced that there was no reportable action from the Closed Session.

ADJOURNMENT

Mayor Alarcon adjourned the meeting at 9:13 pm.



Natalia Alarcon, Mayor

ATTEST:

Monica J. Solorzano, Vice Mayor



Brian C. Barrett, CMC, CPMC
City Clerk

EXHIBIT 3

CALL TO ORDER and ROLL CALL The meeting was called to order at 5:30 p.m. by Chair Benefield. Commissioners Present: Jane L. Benefield, Chair Glenn La Fevers, Vice-Chair David Allen John Moyer Katherine Salant Others Present: Nick Bobroff, Community Development Director Brian Banks, Principal Planner Mack Carlson, Legal Counsel, Brownstein, Hyatt, Farber & Schreck	CALL TO ORDER & ROLL CALL
PLEDGE OF ALLEGIANCE - Chair Benefield led the flag salute.	PLEDGE
INTRODUCTIONS, PRESENTATIONS, ANNOUNCEMENTS - None	ANNOUNCEMENTS
PUBLIC COMMENT - None	PUBLIC COMMENT
CONSENT CALENDAR 1) Minutes of the regular Planning Commission meeting held November 6, 2023 MOTION Upon a motion by Commissioner La Fevers, seconded by Commissioner Moyer, the Planning Commission voted 4-0-1 (Benefield, La Fevers, Moyers and Salant in favor; Allen abstained) to approve the regular Planning Commission meeting minutes of November 6, 2023, as presented.	CONSENT CALENDAR
NEW PUBLIC HEARING 2) 4745 Carpinteria Avenue Mixed-Use Project Project #: 23-2221-DP/CDP Address: 4745 Carpinteria Avenue Applicant: Edward DeVicente, DMHA Architecture Planner: Brian Banks Hearing on the request of Edward DeVicente, DMHA Architecture, to consider Project 23-2221-DP/CDP (application filed April 14, 2023) for a Development Plan and Coastal Development Permit to allow	NEW PUBLIC HEARING

redevelopment of the property at 4745 Carpinteria Avenue (currently occupied by Sun Coast Rentals) into a new three-story mixed-use (commercial / residential) development comprised of a 24-unit, 31,026 square foot apartment complex built around and atop a ground-level 22,198 square foot concrete parking podium, and a 4,044 square foot two-story commercial building; and to accept a categorical exemption pursuant to §15332 of the California Environmental Quality Act (CEQA) Guidelines. The application involves APN 003-251-021, addressed as 4745 Carpinteria Avenue.

DISCLOSURE OF EX-PARTE COMMUNICATIONS

Commissioner La Fevers visited the site and saw story poles, and Commissioner Allen said he did the same. Chair Benefield visited the site and spoke with John Nicoli, and Carlena McKnerney. Commissioner Salant visited the site and spoke with one neighbor from the trailer park, as well as the Sun Coast Rentals manager. Commissioner Moyer visited the site.

Principal Planner Brian Banks presented the staff report. He said staff was recommending approval of the project and to accept a categorical exemption pursuant to §15332 of the California Environmental Quality Act (“CEQA”).

Commissioner Salant gave a presentation where she pointed out her concerns about the project. She analyzed the character of the neighborhood’s eating establishments and said the project’s commercial area that could accommodate a café has a narrow patio with very limited outdoor seating.

Salant noted that the plans show two apartment buildings each facing a central aisle that is less than 10 feet wide and noted that on the second level, portions of the aisle are covered by the aisle above it and would either be partially or completely shaded, which creates a tunnel-effect. She further noted that 16 of the 18 apartments have a bedroom facing the public central aisle with large bedroom windows adjacent to the public walkway which creates serious privacy issues.

Salant made suggestions for how the two apartment buildings could be redesigned to create more space and more sunlight between them, such as eliminating one bathroom in the two-bedroom units to reduce the length of each unit, thereby creating an additional 12 feet between the buildings. She further noted that the architect could rearrange the plan to create two-floor townhouses where the bedrooms would be located on the second floor and thus reduce privacy issues.

Principal Planner Brian Banks proceeded to answer commissioners’

questions about the project. Topics included plate heights, Flood Zone requirements impacting the potential to lower grading of the parking garage, trash enclosures in the garage, providing Wi-Fi for all residents, conditions restricting rooftop structures such as satellite dishes, details about green elements and soils testing, whether there will be an onsite manager, and whether diagonal parking can continue on Ninth Street.

Legal Counsel Mack Carlson provided information on restricting satellite dishes or over-the-air reception devices. He clarified there is ability to regulate but private properties have certain rights they retain. He explained projects with 16 units or more require an on-site manager, and the devices are something the landlord or manager can regulate, with limits established regarding reasonable locations for them (for example, allowing devices on a balcony vs. a roof).

Commissioner Salant questioned why flat roofs were not considered and said it would be an easy way to reduce building heights. She said a good designer can make anything look good.

Mr. Banks continued with project details in response to questions on deck sizes, the feasibility of adding ADUs, and the rooftop deck.

Commissioner Allen expressed support for Commissioner Salant's ideas to explore converting two-bathroom units to one-bathroom ones, as well as using a different roof pitch.

BREAK – Chair Benefield called for a 5-minute break.

PUBLIC HEARING OPENED - Chair Benefield opened the public hearing. Eleven people came forth to speak and the following are highlights:

Project applicant Ed DeVicente, on behalf of Justin Klentner, owner, stated that they have been working to address project comments and have met with the Ninth Street neighbors. He said Michael Stroh and Katie Klein would answer questions.

Michael Stroh, architect, explained that the floor heights were a result of the project being in a Flood Zone, and the garage cannot be lowered further. Regarding the roof heights, he said they had originally proposed to use flat roofs, but Richard Johnson of the ARB suggested a pitched roof design. Stroh said he believes they have made the roofs look great, and there is not a significant part of the building that exceeds height limits. He detailed changes that had been made to the facades on Ninth Street, including the addition of porches. Regarding the paseos being narrow, he

explained they do solar and shadow studies, and layouts within the units can be changed to allow the bedrooms more privacy. About the commercial footage, it was reduced to allow more parking and amenities to fit in the parking garage. With respect to fire safety on Ninth Street, he explained that they created an area (a fire truck hammerhead) where the fire truck can back in and out using the garage entrance, which results in not having to pave over a large area at the end of Ninth Street.

Katie Klein, landscape architect, provided specifics about the landscaping plan. She said they created as much green space as possible, with mature trees being protected in the riparian area. She said they did a circulation analysis and added planters wherever there are windows to enhance privacy. They also planted trees wherever there is sky. In response to questions about the depth of the planters, she explained they vary between 3 and 5 feet deep.

Project owner Justin Klentner described himself as a local resident and builder, emphasizing that he is not here to rush in and rush out. He said they listened to the concerns of Ninth Street residents and worked with them, noting that as a result, telephone poles on the Ninth Street frontage are now proposed to be undergrounded. He added that he is happy to provide free Wi-Fi and not allow antennas. Regarding rumors that he overpaid for the lot, he said he did so it would not go to an outsider who would build and leave. He clarified that he wanted the project to contain more two-bedroom apartments, but several one-bedroom units were provided at the request of the City. He said there will be low-income units and a manager on-site. He said he doesn't know at this point if the commercial space will be a café, but if there needs to be more room for one they could re-design it.

Amrita Salm expressed that the project is not consistent with the General Plan/Coastal Plan. She pointed out what she felt were inconsistencies in the Staff Report with respect to protecting mountain views, compatibility with surrounding neighborhood structures in size and scale, and traffic and safety on Carpinteria Avenue and Ninth Street. She said you can hardly turn around on Ninth Street, and parking spaces are being eliminated. She said the units are too big and we should accommodate as many people as we can. She also expressed concern about roof heights.

Patrick O'Connor expressed that he believes unbuildable space should not be part of lot coverage. He explained the project has mixed zoning (split zoning), with the Ninth Street side PRD, not commercial. As a result, the setback on Ninth Street has adopted a commercial setback of 5 feet when it should be 15 feet. He said there is the opportunity to challenge these things as a council and staff, and we should.

Jim Campos said the project will loom over his cottages located on the west side of Ninth Street. He spoke about the concrete flood channel built after the 1969 Flood and how it impacted the west side of Ninth Street, with property owners losing their yards. He said this project impacts the same property owners. He noted they have experienced issues obtaining home insurance due to the proximity of the flood channel, and the developer might also face insurance issues.

Carol Kernahan, owner of a trailer next door, lamented that because of the project, she will open her blinds and not see the sunrise. She asked, among other things, for details about the 50-foot Flood Control channel setback on Ninth Street. It was explained that half of the setback is under Flood Control and half is owned by the applicant.

John Gonzalez, the property owner on Carpinteria Avenue adjacent to the project, pointed out that he and his neighbors are set back 16 and 17 feet, respectively, while the project will be set back 5 feet. He expressed the difficulty he will experience when exiting his property, describing it as a safety concern. In addition to blocked visibility, the road curves at Franklin Creek which impacts the view of oncoming traffic. He thinks the project is too big, noting people will lose views from Ninth Street. He said although he feels for the developer, he does not live in the neighborhood.

John Nicoli, manager of Arbor Trailer Park, explained how its residents park on Ninth Street and the proposed parallel parking will eliminate spaces. He said Holly Ave is very crowded too, and parking issues are much worse in the evening than at noon. He said the city must be diligent in taking care of Ninth Street residents and reconfigure the street, with the project dovetailing its rehabilitation. He expressed that Ninth Street property owners have paid taxes for a long time and have been promised its rehabilitation for 25 years, but it has never happened.

O'Hara Haggerty has lived at the end of Ninth Street for 27 years in front of the bridge. She spoke about the congestion that already exists and how with more congestion, it's going to be very tough.

Commissioner Salant commented that Carpinteria Avenue does indeed curve and expressed concern about the safety of the parking garage entrance.

Mr. Gonzalez said not only will he be impacted, but so will his neighbor and the development. He described it as a mess that will be compounded.

Commissioner Salant suggested that there be entering only from

Carpinteria Avenue and exiting only from Ninth Street.

PUBLIC HEARING CLOSED

Chair Benefield closed the public hearing.

Commissioner Moyer expressed support for the project. He said with state mandates easing parking regulations, this project is at its peak right now, and we don't want it to come back with less parking. He said street safety will be an issue we have to deal with, noting that we all must give up something to continue living here. He suggested cutting out the back and forth and getting the project off the table.

Commissioner Allen noted the constraints the city has due to the state mandates. He believes it's an appropriate location for housing, with its mixed use. He said that parking issues are going to get worse and worse due to state laws. He understands how the unit numbers are generated and is okay with it. He's happy with setting back the third story elements from Carpinteria Avenue and Ninth Street. He'd also like to see setting it back on the second floor with the units on the west. He wants support for Wi-Fi and no rooftop structures on the third story, and he would like this in the Conditions of Approval. He said they cannot do anything about Ninth Street parking, but he would like to signal to the City Council to improve it.

Commissioner Salant reiterated that a good designer can make anything work. She said most of the discussion is focused on outside in and we need to address inside out due to privacy issues and bedroom windows. Density bonus is good but shouldn't compromise privacy. She expressed concern about the bend in the road on Carpinteria Avenue and said as a pedestrian you cannot even see the traffic. Regarding Ninth Street improvements, they should be spelled out and incorporated into the project so it will really happen. If the city said they will do it, then they should.

Commissioner La Fevers said he likes the project, and it is an appropriate place for mixed use that is heavily focused on housing. He likes rental housing as opposed to condominium or ownership options and feels it is needed. He appreciates the developer trying to make it a better project for the community. He agrees with most, if not all, of Commissioner Allen's comments. The two-story elements on Carpinteria Ave and Ninth Street softened the three-story project, but if there is additional opportunity to reduce the third story units, he would support that. He's somewhat inclined to push for more one-bedrooms, but it's not a necessity if the developer feels he has the best mix. He would support additional conditions regarding rooftop structures and would like staff's opinions on extending affordability covenants from 55 years to 100 years. He asked for information on the traffic report about safety on Carpinteria Avenue. He would be leery of

tying this project into Ninth Street improvements and feels the primary focus should be the project.

Chair Benefield said she agrees with most of Commissioner La Fevers' comments. She feels the hammer that came down from the state works for Los Angeles but doesn't work well in a small town. She believes any housing is good housing and this project has a lot of good things, but she'd like a reduction in the two-bedroom units to create a better layout. She wants to see more detail and traffic reports. She says she is capitulating to the legal action the city cannot afford, so despite the project not adhering to the General Plan, she is adhering to the Density Bonus Law, the Housing Accountability Act and chipping away at RHNA numbers. Regarding Ninth Street, she feels it shouldn't be tied to the project, but we need to become proactive in getting that project completed. She noted it has been in the Work Program for years. She said she would like this project to return with the details worked out.

Principal Planner Brian Banks addressed concerns about the traffic on Carpinteria Avenue. He said Public Works reviewed the traffic study and it underwent a peer review with our traffic engineer. However, he did not know if the study included the driveway issues.

Community Development Director Nick Bobroff added the study did include line of sight issues, and the consulting traffic engineer agreed with the findings of the study. He said Public Works can be involved in refinement that includes red lining curbs as the project gets developed further.

Commissioner Allen stated that he understands the issues expressed by Mr. Gonzalez, but he does not feel the project should be redesigned. He spoke about how commercial areas often have buildings close to sidewalks and are often unsafe. He acknowledged it will likely be less safe and will require more care.

City Attorney Mack Carlson brought up the ability to extend the affordability covenants. He explained State law allows a longer covenant if there is a city ordinance addressing it, but we do not have one extending it for more than the state-mandated 55-year term. He does not feel it is feasible to craft a condition when we do not know the parameters of future projects.

Regarding Ninth Street, Mr. Bobroff explained the applicant met with the residents and Public Works Department, and offered to take on a larger part of its improvements at his expense in exchange for a reduction on Development Impact Fees. However, it was decided he should focus on his

portion for improvements, while the city should pursue the portions of its responsibility on its own timeline.

Mr. Klentner said he is happy to sign a covenant agreeing for the low-income units to be deed restricted for 100 years, and he wants the project to move forward so he can work out details in the next phase.

City Attorney Mack Carlson clarified that his comments related to imposing conditions unilaterally on the applicant, but the applicant can voluntarily agree to restrict the units for a longer term. He also clarified that the maximum duration of such a covenant is limited to 99 years.

Mr. Klentner reiterated that he wants to move into the next phase. He will do what he can do to save inches, reduce height, and explore the possibility of shaving square footage from the west side units (2 or 3 feet). He has been doing all he can do for two years now, and he wants to feel safe moving forward.

Principal Planner Brian Banks commented there is a balancing act we can do. He explained Staff would be comfortable with requirements that are worked out with the ARB or Public Works for their expert opinion, but things that aren't under their purview would result back in Mr. Klentner's hands.

Commissioner Salant said she is not persuaded that the paseo is not going to be a tunnel, and she is not comfortable giving approval.

Community Development Director Nick Bobroff explained the Planning Commission can add conditions, or the applicant can agree to certain details. It can also go back to the ARB for a post-Planning Commission approval.

Mr. Klentner and Mr. Stroh explained they could move the west side units back three feet over the second story units. About the interior units, he said pending further study, they can try to further address privacy concerns.

MOTION

Commissioner Moyer moved to approve Project 23-2221-DP/CDP to allow a new three-story mixed use (commercial/residential) development totaling approximately 64,053 square feet including a 24-unit apartment complex built around and atop a ground-level concrete parking podium and two-story commercial building fronting Carpinteria Avenue; accept a categorical exemption pursuant to 15332 of the California Environmental Quality ("CEQA"); and adopt the Findings in Exhibit 1, Attachment A and Conditions of Approval as proposed in Exhibit 3, (staff's recommendation).

Commissioner Allen seconded the motion for discussion. He requested inclusion of the following conditions: 1) that Wi-Fi be provided to the tenants, 2) that structures not be placed on roofs that are over 30 feet high, 3) that a manager be on-site, 4) the affordability covenant be extended to 99 years, and 5) that the third-floor west-side units be moved three feet eastward. City Attorney Mack Carlson requested that the city attorney's staff work with staff to draft the Conditions of Approval. Commissioner Salant requested a condition that the interior units provide more privacy for the bedrooms. Commissioner Moyer said that as explained by the applicant, he believes they plan to address privacy issues through changes in the layout of the units. Community Development Director Nick Bobroff suggested one option is to amend the motion to direct the applicant to solve the layout riddle of creating privacy for the bedrooms. The motion passed 4-0-1 by the following roll call vote: Commissioner Moyer voted yes, Commissioner La Fevers voted yes, Commissioner Salant abstained, Commissioner Allen voted yes, and Chair Benefield voted yes.	
OTHER BUSINESS 3) Election of Planning Commission Chair and Vice-Chair Upon a motion by Commissioner Allen, seconded by Commissioner Moyer, the Planning Commission voted 5-0 to appoint Commissioner La Fevers as Chair. Upon a motion by Commissioner La Fevers, seconded by Commissioner Moyer, the Planning Commission voted 5-0 to appoint Commissioner Allen as Vice-Chair. 4) Appointment of Planning Commissioner to City's General Plan Update Committee Commissioner Allen expressed his desire to resign from the committee, and Chair Benefield volunteered to serve. The Planning Commission voted 5-0 to appoint her. Upon a motion by Commissioner Moyer, seconded by Commissioner La	OTHER BUSINESS

Fevers, the Planning Commission voted 5-0 to appoint Commissioner Salant to the committee.	
MATTERS PRESENTED BY COMMISSIONERS Commissioner Allen said that the Open Space Advisory Board passed a motion urging the City Council to authorize funding for reinstating an additional Code Compliance officer position, and that he supports it as well.	MATTERS PRESENTED
DIRECTOR'S REPORT 5) Architectural Review Board Meeting Minutes of October 26, 2023 and December 14, 2023 6) City Calendar for the month of February 2024 7) Planning Activity Report as of January 31, 2024 8) Building Permit Report as of January 31, 2024 Community Development Director Nick Bobroff reviewed the materials.	DIRECTOR'S REPORT
ATTENDANCE OF PLANNING COMMISSIONERS FOR THE NEXT MEETING OF MONDAY, March 4, 2024 – All present indicated they could attend.	ATTENDANCE FOR NEXT MEETING
ADJOURNMENT – Chair Benefield adjourned the meeting at 8:45 p.m. _____ Secretary, Planning Commission ATTEST: _____ Chair, Planning Commission	ADJOURNMENT

CALL TO ORDER and ROLL CALL The meeting was called to order at 5:30 p.m. by Chair La Fevers. Commissioners Present: Glenn La Fevers, Chair David Allen, Vice-Chair Jane L. Benefield John Moyer Katherine Salant Others Present: Nick Bobroff, Community Development Director Brian Banks, Principal Planner Mindy Fogg, Principal Planner Megan Musolf, Assistant Planner Mack Carlson, Legal Counsel, Brownstein, Hyatt, Farber & Schreck	CALL TO ORDER & ROLL CALL
PLEDGE OF ALLEGIANCE - Chair La Fevers led the flag salute.	PLEDGE
INTRODUCTIONS, PRESENTATIONS, ANNOUNCEMENTS - None	ANNOUNCEMENTS
PUBLIC COMMENT - None	PUBLIC COMMENT
CONSENT CALENDAR 1) Minutes of the regular Planning Commission meeting held February 5, 2024 Commissioner Salant said she had a statement about her comments on the Klentner project. In addition, she asked when the draft Conditions of Approval mentioned on page 8 by attorney Mack Carlson will be available for review. Community Development Director Nick Bobroff said they are ready and available for review at any time. She also asked when planning commissioners will be able to ensure the applicant has met the Conditions of Approval. Bobroff explained the City Council has taken up an appeal of the project's approval, which means it assumes authority and Planning Commission approval is no longer needed. Commissioner Allen asked to replace the sentence under the Matters Presented by Commissioners section with the following one: The Open Space Advisory Board passed a motion urging the City Council to authorize funding for reinstating an additional Code Compliance position, and Commissioner Allen supports it, as well.	CONSENT CALENDAR

Commissioner Benefield asked to remove the name Catherine Decker under Ex-parte Communications on page 2. Chair La Fevers asked that Salant's written document be provided and due to the extent of detail, for the minutes to be continued to the next meeting. MOTION Upon a motion by Commissioner Allen, seconded by Commissioner Benefield, the Planning Commission voted 5-0 to continue the minutes to the next meeting of April 1, 2024. Motion passed unanimously by voice vote.	
NEW PUBLIC HEARING 2) Sanchez Residence Rebuild Project # 23-2263-CUP/CDP Address: 5091 Foothill Road Applicant: Shawn Godkin, architect, for Laura Sanchez Planner: Brian Banks Hearing on the request of Shawn Godkin, architect, for Laura Sanchez to consider Project 23-2263-CUP/CDP (application filed November 21, 2023) for approval of a Conditional Use Permit and a Coastal Development Permit to allow demolition and reconstruction of an existing legal-nonconforming single-family residence under the provisions of Carpinteria Municipal Code (CMC) §14.12 - Single-Family Residence Zone District, §14.62 - Conditional Use Permit, and §14.82 - Nonconforming Uses; and to approve an Exemption pursuant to §15302 and §15303 of the California Environmental Quality Act (CEQA) Guidelines. The application involves APN 004-006-013, addressed as 5091 Foothill Road. DISCLOSURE OF EX-PARTE COMMUNICATIONS - None Principal Planner Brian Banks presented the staff report and reviewed the action options. Commissioner Salant asked why the placement of the house on the lot was not being reconfigured to conform given that it is being demolished. She asked how much of the foundation is being replaced. Mr. Banks said the site is maxed out and relocating the house would conflict with the driveway and requirement for two covered parking spaces. He explained that moving it would result in exchanging one non-	NEW PUBLIC HEARING

conforming setback for another. About the foundation, he explained why upgrades are needed but suggested the architect provide better details.

PUBLIC HEARING OPENED

Property owner Laura Sanchez gave background information on the house built by her grandparents in 1931. She said as a bi-racial couple, nobody would rent to them, so they were forced to build on farmland on the outskirts of town. She explained a miscommunication led to demolition of the house. She shared why it is important to her to preserve as much of the original details as possible.

Project Architect Shawn Godkin explained that the permitting process required a soils report. He said based on the findings that the rest of the foundation will need to come out for soil re-compaction.

Commissioner Moyer said he can easily make the findings, and it constitutes rehabilitating housing stock, which is important right now. He commented that he was moved by the applicant's story.

Commissioner Salant suggested that Ms. Sanchez get a historic plaque and try to get the home on a list of historic places. She said preserving original wood and features will give it character that a brand-new home won't have.

Commissioner Allen expressed support and said he could easily make the findings.

Commissioner Benefield said she loves small houses and has lived in 400 square foot ones. She now lives in one three times bigger, and bigger houses just accumulate more junk. She has no problem approving the project, she said.

Chair La Fevers expressed support.

MOTION

Upon a motion by Commissioner Benefield, seconded by Commissioner Moyer, the Planning Commission moved to adopt Resolution PC-24-003 for a rebuild of the residence at 5091 Foothill Road, according to the staff recommendation. The motion passed unanimously by voice vote.

BREAK – Chair La Fevers called for a 2-minute recess.

PUBLIC HEARING CLOSED

- 3) Amendments to the City's Accessory Dwelling Unit and Junior Accessory Dwelling Unit Regulations
Project # 23-2231-ORD/LCPA
Address: Citywide
Applicant: City of Carpinteria
Planner: Mindy Fogg

Hearing at the request of the City of Carpinteria for the Planning Commission to receive a staff report on proposed amendments to Carpinteria Municipal Code Chapter 14.72- ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS, and to provide recommendations to the City Council regarding adoption of the changes, as determined appropriate.

Attorney Mack Carlson clarified that ex-parte disclosures for legislative items are not needed.

Assistant Planner Megan Musolf presented the staff report. She provided background information on the ADU Ordinance, as well as details related to new state laws, the update process, CEQA/environmental impacts (local ordinances are exempt) and Coastal Act considerations. She said Planning Commission feedback was needed on height restrictions, separate conveyance of ADUs, Housing Element incentives for affordable ADUs and any other concerns or questions. She reviewed the Planning Commission's options.

PUBLIC HEARING OPENED & CLOSED – No speakers came forth but it was noted a letter was received from CalHDF.

Attorney Mack Carlson spoke about a letter received from the California Housing Defense Fund (CalHDF) that raised a number of issues: 1) It asked for clarification whether commercial floor area in a mixed-used multi-family development can be converted to an ADU unit. Carlson explained the city is recommending that it cannot be allowed due to the importance of preserving visitor-serving commercial areas and harmonizing state ADU law with the Coastal Act. 2) It questioned whether design standards suggested by the city are sufficiently objective. Carlson said the Planning Commission can recommend further study to see if they can be made more objective. 3) It stated the city's solar panel access ordinance is unlawful. Carlson said we do not see a conflict with our ordinance which is referring to state building code standards.

Commissioner Allen said he believes our design standards are very important, and he hopes the city will make them as clear and defensible as possible.

Commissioner Salant said if it creates undue hardship to use the same materials for an ADU as the main house, we should allow for a substitution that is aesthetically compatible.

Attorney Mack Carlson explained that the City's ordinance is currently drafted so if the design matches the existing residence, the applicant goes through the ministerial process. If it doesn't align, the applicant has the option to redesign with the primary residence or take it to the ARB for design approval.

Commissioner Moyer commented that the on-the-shelf sets are a very distinct architectural style.

Community Development Director Nick Bobroff said they won't fit with every residence, but there is enough variety built into the pre-designed options that one set can somewhat closely match the materials of many primary residences.

Commissioner Benefield said she is not totally in favor of matching designs. Commissioner Moyer agreed.

Discussion followed about solar panel requirements. Assistant Planner Musolf explained if the existing building has enough array to cover all the expected energy consumption of the existing building and the new ADU, maybe they can get away without adding more, but in most cases it would need more. Bobroff described the solar requirement process and clarified there is no need to further elaborate about it because it is already addressed in the state building code.

The legislative intent of the new state ADU law and how it is better designed for big cities was discussed. Regarding a comment from Commissioner Allen that the few stops Amtrak makes do not create reliable inexpensive transportation for our residents, Bobroff said the law is looking toward the future when more stops are added.

Commissioner Benefield added that many of these laws are written by big city people. She noted L.A. has all kinds of ways to get places, so it makes sense for them. She said that philosophy doesn't work for a small town, and we should make some effort to push back on that.

Commissioners were asked to give feedback on the following topics:

Height restrictions, separate conveyance of ADUs, Housing Element incentives for affordable ADUs, and other concerns.

Raising the ADU Baseline Height Limit From 16 to 18 feet

In response to questions, Assistant Planner Megan Musolf clarified details on the height limits. Among other things, she explained an applicant can choose the most permissive height allowed under the law.

Chair La Fevers expressed support for 18 feet citywide. He suggested that on p. 15 of the ordinance, under item F, privacy standards, that 16 feet be changed to 18 feet. He said they are good with the 18 and 25 feet as stated in the ordinance.

Separate Conveyance of ADUs as Condominiums

Chair La Fevers expressed that he wouldn't support separate conveyance at this time. He said he agrees with staff to possibly consider it at a future date but not in this ordinance update. The other commissioners agreed.

Commissioner Benefield expressed concern about the ADUs needing to comply with subdivision maps, and Musolf affirmed that they would have to comply.

Commissioner Salant noted issues, such as easement, noise, etc., that could arise between homeowners. Bobroff acknowledged the concerns and said CC&Rs would be needed for the individual condominiums.

Housing Element Incentives for Deed Restricted (Affordable) ADUs

Chair La Fevers said he is interested in discussing incentives but would need more information about crafting them. He doesn't want to get bogged down in an incentive program at this time and wants to get tonight's ordinance off the City's plate.

Commissioner Salant pointed out that with any improvement property taxes go up, and taxes are already very high here. Bobroff said he didn't know if a tax incentive would be beyond their purview.

Language Clarifications or Minor Changes

Discussion took place about the sprinkler requirements on ADUs, and Chair La Fevers pointed out these requirements make building ADUs more expensive. Bobroff clarified that the City's ordinance would only require

fire sprinklers in ADUs when the primary dwelling requires fire sprinklers, but that the fire district may require otherwise. Chair La Fevers also brought to staff's attention that the language related to the fire sprinkler requirements in Sections 14.72.050 and 14.72.090 was not consistent. Musolf confirmed that the requirements were the same, but that staff would standardize the language in both sections.

Commissioner Moyer expressed appreciation for simpler times, such as when Pete Sanchez built the home Laura Sanchez spoke about.

Discussion followed about occupancy requirements. Commissioner Salant pointed out you can have 2 units on one lot with residential households that are not owner occupied, and it can be quite disruptive with turnover, especially when they become vacation rentals during the summer.

Assistant Planner Megan Musolf elaborated on short-term rental occupancy requirements, noting that a JADU requires an owner on site. Bobroff agreed with Salant about the disruption but explained we are constrained by state law. 30-day leases allow landlords and tenants the ability to have month-to-month leases, and it is legal to rent a unit for 31 days at a time.

Principal Planner Mindy Fogg and Attorney Mack Carlson provided details in response to questions about CEQA/Environmental exemptions for ADUs. Bobroff added the state has adopted a whole suite of exemptions from CEQA review to streamline the building process. Musolf clarified ADUs can still be subject to a discretionary review and CEQA analysis, such as in the case of impacts to environmental habitats or coastal access.

MOTION

Chair Allen moved that the Planning Commission recommend that the City Council adopt the proposed Ordinance (Attachment A), amending Title 14 – Zoning, Chapter 14.72 of the Carpinteria Municipal Code to implement changes reflecting State ADU and JADU law; and recommend that the City Council determine that the proposed Ordinance is statutorily exempt from review under CEQA pursuant to Public Resources Code Section 21080.17, and categorically exempt from review under CEQA pursuant to CEQA Guidelines Section 15303, New Construction or Conversion of Small Structures, in addition to minor edits.

Edits include updating privacy standards to match the same 18-foot height language (page 15) and clarifying fire sprinkler language under ADUs and special ADUs for consistency (page 10).

Commissioner Benefield seconded the motion. Motion passed 5-0 by the following roll call vote: Moyer voted yes, Salant voted yes, Benefield voted

yes, Allen voted yes, and La Fevers voted yes. Assistant Planner Megan Musolf asked for more feedback regarding Housing Element incentives. Chair La Fevers said he does not have enough information to make recommendations to the City Council but agrees we should look at it. Commissioner Allen noted most incentives require budgetary considerations because they will likely come at a loss to the city. Commissioner Benefield said she feels the ADU program is enough. Moyer said he is willing to kick it down the road. La Fevers expressed concern that an incentive program could lead to ADUs in areas of the city that are not in its best interest.	
OTHER BUSINESS - None	OTHER BUSINESS
MATTERS PRESENTED BY COMMISSIONERS Commissioner Salant said she would like a consolidated list of the rules under which the Planning Commission operates.	MATTERS PRESENTED
DIRECTOR'S REPORT 4) City Calendar for the month of March 2024 5) Planning Activity Report as of February 29, 2024 6) Building Permit Report as of February 29, 2024 Community Development Director Nick Bobroff reviewed the materials.	DIRECTOR'S REPORT
ATTENDANCE OF PLANNING COMMISSIONERS FOR THE NEXT MEETING OF MONDAY, April 1, 2024 – All present indicated they could attend.	ATTENDANCE FOR NEXT MEETING
ADJOURNMENT – Chair La Fevers adjourned the meeting at 7:52 p.m. _____ Secretary, Planning Commission ATTEST: _____ Chair, Planning Commission	ADJOURNMENT

MINUTES, PLANNING COMMISSION
CITY OF CARPINTERIA
CARPINTERIA, CALIFORNIA

April 1, 2024
Regular Meeting
5:30 P.M.

CALL TO ORDER and ROLL CALL The meeting was called to order at 5:30 p.m. by Chair La Fevers. Commissioners Present: Glenn La Fevers, Chair David Allen, Vice-Chair John Moyer Katherine Salant Commissioners Absent: Jane L. Benefield Others Present: Nick Bobroff, Community Development Director Syndi Souter, Senior Planner	CALL TO ORDER & ROLL CALL
PLEDGE OF ALLEGIANCE - Chair La Fevers led the flag salute.	PLEDGE
INTRODUCTIONS, PRESENTATIONS, ANNOUNCEMENTS - None	ANNOUNCEMENTS
PUBLIC COMMENT - None	PUBLIC COMMENT
CONSENT CALENDAR - None	CONSENT CALENDAR
NEW PUBLIC HEARING 1) Bono Duplex Addition & Remodel Planner: Syndi Souter Project #: 23-2237-CUP/CDP/ARB Address: 4788 & 4792 Dorrance Way Applicant: Dylan Chappell, architect, for Brandon Bono & Lorraine Pulido Hearing at the request of Dylan Chappell, architect, for Brandon Bono and Lorraine Pulido to consider Project 23-2237-CUP/CDP/ARB (application filed July 21, 2023) for approval of a Conditional Use Permit and a Coastal Development Permit to construct a new 371 square-foot second-story addition to an existing 1,781 square-foot single-story duplex and to convert an existing 354 square-foot carport into a two-car garage under the provisions of Carpinteria Municipal Code (CMC) §14.14 - Planned Residential Development District, §14.62 - Conditional Use Permit, and §14.82 - Nonconforming Uses; and to approve an Exemption pursuant to §15301, §15302, and §15332 of the California Environmental Quality Act	NEW PUBLIC HEARING

(CEQA) Guidelines. The application involves APN 003-435-006, addressed as 4788 and 4792 Dorrance Way.

DISCLOSURE OF EX-PARTE COMMUNICATIONS

All planning commissioners visited the project site.

Senior Planner Syndi Souter presented the staff report. She said staff was recommending approval of the project with findings, as presented.

PUBLIC HEARING OPENED

George Manuras, the project's general contractor, introduced himself.

Commissioner Salant asked how many cars they owned and what kind. Mr. Manuras said the garage would fit two small cars, a two-seater Mercedes convertible and a Prius. Salant was skeptical that two cars could fit. Senior Planner Syndi Souter explained that the garage is the smallest two-car garage allowed under current code at 18 by 18 feet. Regarding the washer/dryer closet, Salant expressed that she did not like its location in the living room. Mr. Manuras explained many smaller homes situate the laundry off the kitchen, and they could work on it. He then clarified a few questions she had about the outdoor seating and landscaping.

Patrick O'Connor asked if the non-conformances existed in the 1980s when renovations had taken place. He suggested dropping the power lines as a condition of approval.

Senior Planner Syndi Souter explained that the original structures were built in 1949 and 1954; and renovations took place in 1977, 1985 and 1993, all approved and with no new non-conformances allowed at those times. Regarding the utility lines, she explained the service line to the house will be undergrounded but poles will remain and there will be no new poles.

PUBLIC HEARING CLOSED

Commissioner Allen expressed support. He said the project's character and design fits the cottage style of the neighborhood, and it's compatible in size, bulk and scale. He said he supports the findings for the CUP and CDP.

Commissioner Moyer also expressed support. He said it basically says small beach town charm and described it as a big improvement.

Commissioner Salant said she is in favor, noting the design is commendable in that it has been efficient and economical in its choices.

She thinks they'll be happy with the results and will figure out a good place for the washer/dryer. Chair La Fevers expressed support and agreed that the findings can be made. He described it as a nice project. MOTION Commissioner Allen moved to adopt Resolution PC-24-002 thereby approving Project 23-2237-CUP/CDP/ARB to construct a new 371 square-foot second-story addition to an existing 1, 781 square-foot single-story duplex and to convert an existing 354 square-foot carport into a two-car garage; adopt the Notice of Exemption for the project pursuant to the Guidelines for the Implementation of CEQA; and to adopt the Findings for Approval in Attachment A, Exhibit 1 and Conditions of Approval as proposed to Attachment A, Exhibit 3. Commissioner Moyer seconded the motion, and motion passed 4-0 by voice vote (La Fevers, Allen, Salant and Moyer in favor).	
OTHER BUSINESS - None	OTHER BUSINESS
MATTERS PRESENTED BY COMMISSIONERS Commissioner Allen announced that Citizens for the Carpinteria Bluffs are hosting an event on the bluffs for Carpinteria School District third graders on April 4th. Commissioner Salant asked for a consolidated list of written rules under which the commissioners operate. Director Bobroff explained they are working on it and would like to turn it into a refresher for all commissioners, possibly broken up into several training sessions. Salant asked that they prioritize providing her written rules. Commissioner Allen suggested they find the handbook for commissioners published by the League of California Cities.	MATTERS PRESENTED
DIRECTOR'S REPORT 2) Architectural Review Board Meeting Minutes of January 25, 2024, and February 15, 2024 3) City Calendar for the month of April 2024 4) Planning Activity Report as of March 29, 2024 5) Building Permit Report as of March 29, 2024 Community Development Director Nick Bobroff reviewed the materials. Regarding upcoming projects, he said there are some big ones coming this summer, such as the Chevron de-commissioning and Lagunitas mixed-use	DIRECTOR'S REPORT

projects.	
ATTENDANCE OF PLANNING COMMISSIONERS FOR THE NEXT MEETING OF MONDAY, May 6, 2024 – Chair La Fevers and Commissioner Allen said they would be absent.	ATTENDANCE FOR NEXT MEETING
ADJOURNMENT – Chair La Fevers adjourned the meeting at 6:10 p.m. _____ Secretary, Planning Commission ATTEST: _____ Chair, Planning Commission	ADJOURNMENT

CALL TO ORDER and ROLL CALL The meeting was called to order at 5:30 p.m. by Chair La Fevers. Commissioners Present: Glenn La Fevers, Chair David Allen, Vice-Chair Jane L. Benefield John Moyer Commissioners Absent: Katherine Salant Others Present: Nick Bobroff, Community Development Director Mindy Fogg, Principal Planner Megan Musolf, Assistant Planner Mack Carlson, Brownstein Hyatt Farber Schreck Cody Sargeant, Brownstein Hyatt Farber Schreck	CALL TO ORDER & ROLL CALL
PLEDGE OF ALLEGIANCE - Chair La Fevers led the flag salute.	PLEDGE
INTRODUCTIONS, PRESENTATIONS, ANNOUNCEMENTS Community Development Director Nick Bobroff introduced Cody Sargeant from the City Attorney's office who is assisting with City matters.	ANNOUNCEMENTS
PUBLIC COMMENT - None	PUBLIC COMMENT
CONSENT CALENDAR 1) Minutes of the regular Planning Commission meeting held February 5, 2024 2) Minutes of the regular Planning Commission meeting held March 4, 2024 3) Minutes of the regular Planning Commission meeting held April 1, 2024 MOTION Upon a motion by Commissioner Allen, seconded by Commissioner Moyer, the Planning Commission voted 4-0 to approve the minutes of the regular Planning Commission meetings held February 5, 2024, and March 4, 2024, with edits to the February meeting related to comments by Salant, Benefield and Allen.	CONSENT CALENDAR

MOTION Upon a motion by Commissioner Moyer, seconded by Commissioner Allen, the Planning Commission voted 3-0-1 (Moyer, La Fevers and Allen in favor, Benefield abstained) to approve the minutes of the regular Planning Commission meeting held April 1, 2024.	
NEW PUBLIC HEARING 4) Updates to Density Bonus Regulations Planners: Megan Musolf and Mindy Fogg Project 21-2111-LCPA/ORD Address: Citywide Applicant: City of Carpinteria Hearing at the request of the City of Carpinteria to consider Project No. 21-2111-LCPA/ORD, an ordinance proposing to repeal and replace Chapter 14.77 of the Carpinteria Municipal Code, part of the City's Local Coastal program, to implement changes to State density bonus law; and to approve a California Environmental Quality Act ("CEQA") exemption pursuant to CEQA Guidelines sections 15265 and 15061(b)(3). The ordinance would be applicable Citywide on any parcel that proposes a qualifying project under State density bonus law. DISCLOSURE OF EX-PARTE COMMUNICATIONS – N/A Assistant Planner Megan Musolf presented the staff report, reviewed action options and said a sample motion has been provided. The following are highlights of questions asked during the presentation: Chair La Fevers asked if significant impacts are the same as significant adverse impacts under CEQA, and Legal Counsel Cody Sargeant explained it is not defined in the same way, and a definition is included in the Draft Ordinance. He also noted not all projects will trigger CEQA or would always require the same level of review. Regarding visual impacts, Commissioner Allen asked if they are too subjective to include in the list of significant impacts in proposed Section 14.77.070. Assistant Planner Megan Musolf said the department discussed this extensively but because analyzing views would vary greatly depending on the project, it was not included in the list. Community Development Director Nick Bobroff added that visual resources could be added to the list of bullets. He explained some	NEW PUBLIC HEARING

flexibility has been baked into the ordinance language so there could be some protection to visual resources on a case-by-case basis.

Upon conclusion of Ms. Musolf's presentation, the commissioners continued with questions. Commissioner Benefield asked for clarification on what an "identifiable and actual cost reduction" is regarding the denial of an incentive. Ms. Musolf provided further explanation.

City Attorney Mack Carlson additionally explained the applicant will have to provide data in its application as to why an incentive results in a cost reduction; however, should an agency refute the evidence, the burden of proof is on the agency to prove the requested incentive would not result in an actual and identifiable cost reduction. He said there is a presumption in favor of the applicant in this area.

Commissioner Allen commented that excess height might be the easiest for meeting the burden of proof. City Attorney Mack Carlson spoke about the challenges in creating the evidentiary record that height doesn't lead to a cost reduction. Community Development Director Nick Bobroff explained a likely scenario is that a developer would say additional height is needed to accommodate additional units.

Allen asked about the status of AB 2560 that allows Density Bonus Law to apply in coastal areas notwithstanding the Coastal Act and coastal protective policies. Legal Counsel Cody Sargeant said they are tracking it closely; it passed the Assembly in May, and they will keep the city apprised of it.

Commissioner Moyer inquired about the meaning of the City's right of first refusal in the proposed Affordability Agreement. Community Development Director Bobroff explained this provision would give the City first option to purchase the affordable units, although the City has not done this in recent history. He noted the language was fairly standard across jurisdictions.

PUBLIC HEARING OPENED

Patrick O'Connor said having a structure that refers to the state law in the ordinance takes us out of the game. He said Sun Coast Rentals referred to language in state law that wasn't part of our ordinance that allowed them to have a much denser outcome. He warned that referring to state law in the ordinance is a slippery slope.

PUBLIC HEARING CLOSED

Chair La Fevers questioned whether we should add details to our ordinance or refer to state law in our ordinance, and Assistant Planner Megan Musolf explained that the provisions referenced are mandatory, and in referencing them instead of including them directly in the ordinance, the ordinance would stay up-to-date for as long as possible.

Commissioner Allen spoke about acreage on which density is based and expressed concern about instances that could lead to absurdity. He provided an example such as a tall building situated on a narrow lot where a creek takes up 2/3rds of the acreage. He said there should be the ability to refer to objective standards to lower base density where conditions make it infeasible or environmentally inappropriate to develop all of the parcel. He expressed concern that AB 2560 (Density Bonus Law applied to coastal zones) could dissolve all protections on Bluffs 1, 2, and 3 and suggested looking at areas where current zoning may not be appropriate. He noted we have always been reactive in legislative matters, but he believes there are opportunities for protection if we act quickly.

A discussion about adding a visual element followed. Chair La Fevers said he likes the idea of adding one to the list and suggested having specific references to impacts from projects, such as seeing bluff developments from the beach. Assistant Planner Megan Musolf said she is aware of one policy in the General Plan that refers to the view corridor to the beach from Linden and Carpinteria Avenues. She said naming specific streets adds some objectivity. Community Development Director Nick Bobroff suggested they tie language from Coastal Act policies into a visual resources item in the ordinance rather than writing brand new policy. Commissioner Allen strongly recommended keeping visual resources on the list, and Chair La Fevers expressed support for crafting additional view protection language.

Commissioner Allen also said that if the only way to increase density is to go up, then what merits examination is our ordinance language with respect to the acreage on which density is based.

Commissioner Benefield expressed frustration that the state does not want us to have anything subjective (no choices). Assistant Planner Megan Musolf agreed subjective standards would not hold up against state law. She said the commissioners are in a bind, because the subjective standards are there to help but could get the city in a lawsuit. She added that if the state wants development everywhere there is land, then developers are all that is needed.

Commissioner Moyer said it's a huge dilemma for the whole state, not just Carpinteria. He expressed concern that if we insert a bunch of subjective

requirements that they are just going to get kicked back. He also expressed concern that we need to meet the City's RHNA numbers. He thinks we need to tie this to state law to make it as easy on us as we can. He asked how many objective regulations exist.

Assistant Planner Megan Musolf provided details related to denying a concession, such as buffer requirements and setbacks for sensitive habitats, as well as geographic instability exposing a property to a coastal hazard. Bobroff explained how they tried to bake in flexibility when circumstances come up.

Commissioner Benefield suggested that certain projects might warrant having experts at meetings to talk the developers into a better project for the city. Bobroff explained there are opportunities to talk to applicants and we can push back, but there is only so much city staff can do.

Chair La Fevers commented that with respect to state law, at some point the pendulum might swing back because legislators are elected. He said it's a slow process, but we might get local control back at some point.

La Fevers proceeded to question why certain things in the existing ordinance had been left out of the new one. He brought to attention that on-street parking not being allowed to fulfill parking requirements had been left out.

City Attorney Mack Carlson explained that Density Bonus law addresses that parking requirements cannot be met through off-street parking, so by referencing state law in the ordinance, it is covered without being specified in it.

Discussion took place about extending deed restrictions. Mr. Carlson explained that state law is being incorporated by reference, but cities can extend restrictions through a resolution brought to the city council, and language has been included to allow the city to evaluate economic conditions affecting restrictions.

Commissioner Allen said he would be inclined to extend affordability covenants for as long as possible.

Chair La Fevers again brought to attention that there are regulations in the existing ordinance that are not in the new one. He said the ability to require offering affordable units to certain subsets of our community is important and was included in the existing one.

Ms. Musolf suggested additional information could be included in a density

bonus applicant's guide. Discussion followed, and Commissioner Allen noted that bonus density law does not include things in our ordinance that we would like to keep. Chair La Fevers expressed concern that the items in a non-ordinance document wouldn't be as strong.

Ms. Musolf explained they could research potentially incorporating them; however, new regulations could not be added via the bonus density guide and would have to be included in this ordinance or state law.

Chair La Fevers asked for clarification about the last sentence under application requirements regarding the terms "reasonable documentation" and "submittal of a pro forma," where an applicant is not required to prove a requested incentive would result in a cost reduction (Section 14.77.040). He said it should be removed or re-worded.

City Attorney Cody Sargeant explained it moves the burden of proof on the city, and it was to keep us from pushing the line. He agreed it could be stricken and said it was there for consistency with state bonus law. He said decisionmakers could be advised of the appellate court decision should the topic come up.

Both Chair La Fevers and Commissioner Allen suggested the language be stricken.

Chair La Fevers asked if we have an opportunity with this ordinance to include a longer term on deed restrictions. Bobroff explained flexibility was built in by allowing the length to be set by a resolution, so that it could be adjusted over time. La Fevers encouraged considering a resolution that once affordable units are built that we hang onto them. Commissioners Allen and Moyer expressed support for a resolution, as well.

The inclusion of visual resources on the list was brought up again. Commissioner Allen suggested the ordinance refer to the City's current visual resource policies in the Local Coastal Plan (LCP), despite some being objective and some being subjective. La Fevers agreed.

Community Development Director Nick Bobroff reiterated his understanding of the Commission's direction: 1) There is unanimous agreement to address visual resources as a coastal resource policy, using a broad reference to all our visual resource Local Coastal Program (LCP) policies, 2) review the existing key provisions for affordable housing covenants and make sure they are included in this ordinance, 3) remove the last sentence of 14.77.040 regarding providing reasonable documentation for the waiver request, and 4) encourage the City Council to consider a longer affordability term than 55 years by resolution. Bobroff explained the

revisions would need to go before the Coastal Commission for approval and might possibly be brought back to the Commission before heading to the City Council for final approval.

Commissioner Benefield thanked staff for completing a difficult task. She said although more housing is needed, the new laws are not popular among the people here and their input is negated.

City Attorney Mack Carlson spoke about the impetus for the Local Coastal Plan (LCP) consistency findings list. He said it was to make clarifications for applicants at the outset. It is not meant to constrain the Planning Commission's authority and is to shift the burden to the applicant to show they aren't going to adversely impact coastal resources. He suggested we hone in on objective criteria for defining when a visual impact constitutes an adverse impact.

Commissioner Allen said he understands the logic but is reluctant not to include visual resources on the list at this stage. He said we need to review all the policies but should begin by including them and receiving Coastal Commission feedback. Chair La Fevers expressed concern that by being more specific we run the risk of leaving something out.

Mr. Carlson explained that the goal of the ordinance is to maximize flexibility, and just because something is not on the list, it does not mean it cannot be considered during future projects.

MOTION

Commissioner Allen moved to recommend that the City Council adopt the proposed ordinance, repealing and replacing Chapter 14.77 of the Carpinteria Municipal Code to implement revised density bonus regulations in response to state law changes; and recommend that the City Council determine that the proposed ordinance is exempt from review under CEQA pursuant to CEQA guidelines §15625 and §15061(b)(3); with an amendment to add visual resources to the list of local coastal resources, deletion of the last sentence in 14.77.040-Application Requirements, and a review of elements of the existing ordinance that may have been left out (parking, local preference policy, affordability terms). Moyer seconded the motion. Motion passed 4-0 by the following roll call vote: Moyer voted yes, Benefield voted yes, Allen voted yes, and La Fevers voted yes.

Commissioner Allen recommended that the City Council and staff look at the city's base density with gross acreage as opposed to acreage limited by physical or objective environmental constraints. He emphasized it is urgent depending on what projects we see.

OTHER BUSINESS - None	OTHER BUSINESS
MATTERS PRESENTED BY COMMISSIONERS Commissioner Allen requested that the updated draft Density Bonus Ordinance be provided to the planning commissioners. Commissioner Benefield inquired about new laws related to taxing empty second homes. City Attorney Mack Carlson said most of these vacancy tax measures have been popping up in the Bay Area and apply to both commercial and residential vacancies. He said it's a new tool and he is trying to gather information before taking an initiative like it to the voters.	MATTERS PRESENTED
DIRECTOR'S REPORT 5) Architectural Review Board Meeting Minutes of February 29, 2024, March 14, 2024, and April 11, 2024 6) City calendar for the month of June, 2024 7) Planning Activity Report as of May 30, 2024 8) Building Permit Report as of May 30, 2024 Community Development Director Nick Bobroff reviewed the materials.	DIRECTOR'S REPORT
ATTENDANCE OF PLANNING COMMISSIONERS FOR THE NEXT MEETING OF MONDAY, July 1, 2024 – Allen said he would be absent for the June 18 th joint meeting and July planning commission meeting. La Fevers said he was not sure if he would be able to attend the July meeting. Moyer and Benefield said they could attend the July meeting.	ATTENDANCE FOR NEXT MEETING
ADJOURNMENT – Chair La Fevers adjourned the meeting at 7:33p.m. _____ Secretary, Planning Commission ATTEST: _____ Chair, Planning Commission	ADJOURNMENT

MINUTES, PLANNING COMMISSION
CITY OF CARPINTERIA
CARPINTERIA, CALIFORNIA

June 3, 2024
Regular Meeting
5:30 P.M.

CALL TO ORDER and ROLL CALL The meeting was called to order at 5:35 p.m. by Chair La Fevers. Commissioners Present: Glenn La Fevers, Chair David Allen, Vice-Chair (by teleconference) Jane L. Benefield John Moyer Katherine Salant Others Present: Nick Bobroff, Community Development Director Brian Banks, Principal Planner	CALL TO ORDER & ROLL CALL
PLEDGE OF ALLEGIANCE - Chair La Fevers led the flag salute.	PLEDGE
INTRODUCTIONS, PRESENTATIONS, ANNOUNCEMENTS - None	ANNOUNCEMENTS
PUBLIC COMMENT Patrick O'Connor, speaking as a citizen, said during the second ARB review of the Lagunitas project, it became evident conversations had taken place with the developer prior to the reviews. He said the chairman of both boards should be a part of strategic discussions, and he questioned whether ex-parte disclosures should apply to conversations with staff. He asked for more transparency and involvement.	PUBLIC COMMENT
CONSENT CALENDAR 1) Minutes of the regular Planning Commission meeting held June 3, 2024 MOTION Upon a motion by Commissioner Moyer, seconded by Commissioner Benefield, the Planning Commission voted 4-0-1 by a roll call vote to approve the minutes of the regular Planning Commission meeting held June 3, 2024 with edits. Moyer voted yes, Benefield voted yes, La Fevers voted yes, Allen voted yes, and Salant abstained. The following edits were made: Commissioner Allen requested changes to comments attributed to him on Page 4, paragraph 1, 3rd sentence. He asked that it state the following: "He said there should be the ability to refer to objective standards to lower base density where conditions make it infeasible or environmentally inappropriate to develop all of the parcel."	CONSENT CALENDAR

Allen also asked that the last sentence in the same paragraph use the word “reactive” rather than “reactionary” and read as follows: “He noted we have always been reactive in political matters.” Commissioner Benefield asked to remove the following sentence on page 4: “She said she is befuddled.”	
NEW PUBLIC HEARING 2) Runnfeldt Automobile Storage Project Planner: Brian Banks Project # 23-2251-CUP/CDP Address: 1025 Cindy Lane Applicant: Ray Ames, Foothill Design Group Hearing on the request of Ray Ames, Foothill Design Group, to consider Project 23-2251-CUP/CDP (application filed September 8, 2023) for a Conditional Use Permit and Coastal Development Permit to allow personal storage of up to nineteen collectable automobiles within an existing approximately 7,550 square foot tenant space in a multitenant industrial/research commercial building; and to accept a categorical exemption pursuant to §15301 of the California Environmental Quality Act (CEQA) Guidelines. The application involves APN 001-190-056, addressed as 1025 Cindy Lane. DISCLOSURE OF EX-PARTE COMMUNICATIONS - None Principal Planner Brian Banks presented the staff report and action options. Commissioner Salant asked if there are ventilation requirements for the vehicles. Principal Planner Brian Banks explained there are mechanical ventilation systems in place for a storage facility that are not specific to vehicle use. He said based on the opinion of staff and the fire marshal that it did not seem new requirements were necessary. He noted vehicles will be stored and not serviced or moved around at that location. Regarding concerns about servicing or fueling cars onsite, Community Development Director Nick Bobroff clarified there is a recommended condition that would prohibit such activities and close the loop on workarounds.	NEW PUBLIC HEARING

With respect to whether there should be additional security requirements, Banks explained none were suggested or proposed, and Bobroff said the city is not in a position to require them. PUBLIC HEARING OPENED Ray Ames, agent for the applicant, described the operation as simple and straightforward. He explained there will be an employee who will oversee the vehicles and rotate operating them, with maintenance and fueling taking place offsite. PUBLIC HEARING CLOSED The commissioners expressed unanimous support for the project. Commissioner Moyer said he could make the findings and would be willing to approve it. Commissioner Benefield expressed support with a warning that we should avoid using up our m-zone on frivolous things. Commissioner Salant agreed with Benefield and said this shows that in uncertain times we must be creative. Commissioner Allen said he was willing to support a motion to approve, noting the project doesn't impose detrimental effects on the city. Chair La Fevers said it is an appropriate use for the area and expressed support. He called for a motion. MOTION Commissioner Benefield moved to approve the Conditional Use Permit (CUP) and Coastal Development Permit (CDP) to allow storage of 19 collectable automobiles in the location indicated, with the conditions in the staff report. Commissioner Moyer seconded the motion. Motion passed unanimously by the following roll call vote: Salant voted yes, Benefield voted yes, Moyer voted yes, Allen voted yes, and La Fevers voted yes.	
OTHER BUSINESS Community Development Director Nick Bobroff reminded all that a joint City Council, Planning Commission and Architectural Review Board training meeting is being scheduled for late July.	OTHER BUSINESS
MATTERS PRESENTED BY COMMISSIONERS Commissioner Benefield noted there is a 6-month review for the dog park pilot program coming up. Community Development Director Nick Bobroff said the review will take place in November.	MATTERS PRESENTED

DIRECTOR’S REPORT 3) Architectural Review Board Meeting Minutes of May 16, 2024 4) City calendar for the month of July 2024 5) Planning Activity Report as of June 27, 2024 6) Building Permit Report as of June 27, 2024 Community Development Director Nick Bobroff reviewed the materials.	DIRECTOR'S REPORT
ATTENDANCE OF PLANNING COMMISSIONERS FOR THE NEXT MEETING OF MONDAY, August 5, 2024 – Commissioner Allen said he would be attending the meeting virtually. All other commissioners said they would be in attendance.	ATTENDANCE FOR NEXT MEETING
ADJOURNMENT – Chair La Fevers adjourned the meeting at 6:27 p.m. Secretary, Planning Commission ATTEST: Chair, Planning Commission	ADJOURNMENT

MINUTES, PLANNING COMMISSION
CITY OF CARPINTERIA
CARPINTERIA, CALIFORNIA

July 1, 2024
Regular Meeting
5:30 P.M.

CALL TO ORDER and ROLL CALL The meeting was called to order at 5:30 p.m. by Acting Chair Benefield. Commissioners Present: Glenn La Fevers, Chair (arrived at 5:54 p.m.) David Allen, Vice-Chair (via teleconference) Jane L. Benefield John Moyer Katherine Salant Others Present: Nick Bobroff, Community Development Director Syndi Souter, Senior Planner	CALL TO ORDER & ROLL CALL
PLEDGE OF ALLEGIANCE – Acting Chair Benefield led the flag salute.	PLEDGE
INTRODUCTIONS, PRESENTATIONS, ANNOUNCEMENTS Community Development Director Nick Bobroff introduced new City Manager Michael Ramirez. Mr. Ramirez proceeded to speak about his 100-day plan for the city and his leadership philosophies. He asked the commissioners to share information on their backgrounds so that he could better understand their viewpoints.	ANNOUNCEMENTS
PUBLIC COMMENT - None	PUBLIC COMMENT
CONSENT CALENDAR - None	CONSENT CALENDAR
NEW PUBLIC HEARING 1) Mayer Residence Remodel & Additions Planner: Syndi Souter Project # 22-2183-CUP/CDP/ARB Address: 5557 Calle Arena Applicant: Ted Meeder, architect, for Tyler and Jessica Mayer Hearing at the request of Ted Meeder, architect, for Tyler and Jessica Mayer, to consider Project 22-2183-CUP/CDP/ARB (application filed December 14, 2022) for approval of a Conditional Use Permit and Coastal Development Permit to partially demolish an existing legal-nonconforming 2,233 square-foot one-story single-family residence and construct a new 3,041 square-foot two-story single-family residence under the provisions of Carpinteria Municipal Code (CMC) §14.12 - Single-Family Residential	NEW PUBLIC HEARING

District, §14.62 - Conditional Use Permit, and §14.82 - Nonconforming Uses; and to approve an Exemption pursuant to §15301, §15302, and §15332 of the California Environmental Quality Act (CEQA) Guidelines. The application involves APN 003-382-011, addressed as 5557 Calle Arena.

DISCLOSURE OF EX-PARTE COMMUNICATIONS – None

Senior Planner Syndi Souter presented the staff report and presented action options. She provided additional details in response to commissioners' questions.

Note: Chair La Fevers began acting as chair at 6:05 p.m.

Commissioner Allen asked why the structure was 2-feet taller than nearby recent two-story homes. Souter explained the house sits on a raised foundation which puts the finished floor about two feet above grade, which is an existing condition.

Commissioner Salant expressed concern about setting a precedent for roof height creep and said if other options were considered that it could be lowered. She pointed out that a lighter roof color would be better for energy conservation purposes. She asked what kind of fireplace is in the living room and brought to attention the chimney implies a wood-burning one.

Senior Planner Syndi Souter explained the roof height is 1.5 foot taller than that of the proposed house next door. ARB felt it was acceptable because the second story is nestled over the center of the house. About the roof, she agreed darker colors get warmer and said the architect could answer why the color was chosen. Regarding the fireplace, she said all new ones are required to be electric or gas, and she would let the architect explain.

Community Development Director Nick Bobroff assured Salant that energy conservation would be examined during the building permit plan check, with the type of fireplace captured in the process.

PUBLIC HEARING OPENED

Architect Ted Meeder described the applicant as a long-term Carpenterian whose family outgrew its house in an ideal location. He addressed Salant's concerns, including the possibility of lowering the height, using a lighter roof color to save energy, and the type of fireplace. The following are highlights: He said they are working with a floor level that is already elevated, and to achieve a lower height the whole house would have to be demolished. They initially came in at the height level of 25 feet, but after

ARB discussions they found a way to reduce it by 1.4 feet and can barely fit doors in at this height. A one-story solution was impossible for a family of six. Regarding changing the roof color, he said they can consider her comments; however, colors appear lighter than samples present, and nobody wants a white roof. He believes the project will be one of the most energy efficient houses in Carpinteria regardless of the roof color. He said they feel this project is a model for how to put a second story on a house in a sensitive area, with the second story only 18 feet wide. Regarding the possibility of reducing the ceiling height, he explained lowering it would have been oppressive due to its length, and it took many discussions with the ARB to arrive at the current height. As for the fireplace, he explained a small number of wood-burning fireplaces remain on an EPA-approved list and are still allowed but, if not, it'll be stopped during plan check.

Susan Mailheau, who lives on Calle Arena, said they don't want a second story in this neighborhood. She expressed that the house is not consistent with the small beach town character. She spoke about how when she moved here from Seattle, they were conscious of downsizing, while new neighbors don't seem to care. She said she doesn't care for the steeple effect, and there's another house just like this without it. She said the project does not fit into the neighborhood because it's too big.

Sue Skendarian, 5583 Calle Arena, said a precedent had been set with the Hawkins house, which is very large for the street. She spoke about an informal understanding that was lost after the Hawkins house, where split-levels were on the ocean side, two-stories were allowed on the other side, and the idea was to share the views. She said the house would fit in better if the ceiling was dropped.

Lorie Stout, via e-mail, said the plans show the house's height to be taller than existing homes in the neighborhood.

Meeder then fielded questions about the roof height. In response to a question from Commissioner Benefield about the amount of time spent researching a flat roof, architect Ted Meeder answered zero. He agreed the height could have been lowered 2.5 feet if a flat roof had been used but said his clients were not interested in the modern look.

Commissioner Salant suggested the living room area could be stepped down, and Meeder responded that his client has a parent who is disabled, and the front entryway and garage have no steps. Salant insisted every avenue regarding roof height was not explored. Meeder said they pulled out 1.5 feet from the height in response to ARB suggestions, and they don't feel the house is towering due to the distance of the setback of the second floor from the street.

PUBLIC HEARING CLOSED

BREAK – Chair La Fevers called for a 2-minute recess.

Commissioner Allen said the issue is two-story homes in what was historically a single-story neighborhood. He said the house got out of the barn years ago and the question now is where to draw the line. He explained this design doesn't present the problems other two-story homes in the neighborhood have, it wouldn't look right if lowered, and its second story does not meaningfully impede public views. The applicant is faced with a design problem in that they can't destroy the whole foundation to reduce the whole height. He added that the wedding cake design minimizes the massing and bulk from the street and from behind. He advised thinking about enhancing design guidelines to minimize the creep of two-story structures, similar to the stringline standards developed for the Beach Neighborhood, with the use of means and averages for height and setbacks. He said he finds it hard to draw the line with this structure, and he expressed support for the project.

Commissioner Benefield agreed with Allen and said she doesn't think it blocks the ocean view. She said it's not what the community is used to, but the hindrance is that there's already a house there, and the grade is already set. She thinks the project is fine, and the CUP should be approved because it meets the findings.

Commissioner Moyer expressed support. He said if the roof was flat, this room would be full of people complaining, as they did with another project with a flat roof on Eighth Street. He said we are looking at revitalizing a valuable home, one in need of an upgrade. He noted the importance of upgrading, with water saved and all appliances energy efficient. He said he doesn't think the roof is obtrusive or obstructs a lot of view. Setbacks aren't an issue here, and ARB did an adequate job to get the applicant to do as much as they could legally and economically. He listed the various inconsistencies in the findings.

Commissioner Salant said she can support everything in the project but expressed concern about the overall height and precedent it sets. She said every avenue to lower the height had not been explored; therefore, she is voting no.

Chair La Fevers said they had embraced the concept of stepping back with the reduced massing of the second story. He noted we often focus on peak height. We struggle with bulk, scale, and massing, and in this case it's nicely done. He said Allen's comments are well stated about how it affects

mass and views in the neighborhood. He described the project as very attractive and said it fits in with the neighborhood. He described the non-conforming setbacks as minimal and legacies of the original construction. He entertained a motion. MOTION Commissioner Moyer moved and Commissioner Benefield seconded to adopt Resolution No. PC-24-005 thereby approving Project 22-2183-CUP/CDP/ARB to allow the partial demolition of an existing non-conforming 2,233 square-foot single-family one-story residence and construction of a new 3,041 square-foot single-family two-story residence at 5557 Calle Arena and to accept a Categorical Exemption pursuant to §15301, §15302 and §15332 of the California Environmental Quality Act (CEQA). Motion passed 4-1 by the following roll call vote: Moyer voted yes, Benefield voted yes, Salant voted no, Allen voted yes, and La Fevers voted yes.	
OTHER BUSINESS - None	OTHER BUSINESS
MATTERS PRESENTED BY COMMISSIONERS Commissioner Salant asked for a status update on the Housing Element and what is needed to get in compliance. Community Development Director Nick Bobroff said the Housing Element has not yet been certified because we haven't completed the necessary rezones to meet our RHNA numbers. The RHNA is 901 units, and we are about 250 units short on available capacity and will need to rezone additional land to accommodate it. He said they are studying sites and developing several options. They are looking at 10-12 sites that vary in size, and some are easier to rezone than others. He explained periodic updates are being provided to the City Council, and the state is aware of our efforts.	MATTERS PRESENTED
DIRECTOR'S REPORT 2) Architectural Review Board Meeting Minutes of May 16, 2024 3) City calendar for the month of July 2024 4) Planning Activity Report as of June 27, 2024 5) Building Permit Report as of June 27, 2024 Community Development Director Nick Bobroff reviewed the materials. He announced that the 700 Linden project is nearly done, with the ground floor almost entirely leased.	DIRECTOR'S REPORT

MINUTES, PLANNING COMMISSION
CITY OF CARPINTERIA
CARPINTERIA, CALIFORNIA

August 5, 2024
Regular Meeting
5:30 P.M.

CALL TO ORDER and ROLL CALL The meeting was called to order at 5:30 p.m. by Acting Chair Benefield. Commissioners Present: David Allen, Vice-Chair (via teleconference) Jane L. Benefield, Acting Chair John Moyer Katherine Salant Commissioners Absent: Glenn La Fevers, Chair Others Present: Nick Bobroff, Community Development Director Brian Banks, Principal Planner	CALL TO ORDER & ROLL CALL
PLEDGE OF ALLEGIANCE – Acting Chair Benefield led the flag salute.	PLEDGE
INTRODUCTIONS, PRESENTATIONS, ANNOUNCEMENTS - None	ANNOUNCEMENTS
PUBLIC COMMENT - None	PUBLIC COMMENT
CONSENT CALENDAR 1) Minutes of the regular Planning Commission meeting held July 1, 2024 MOTION Upon a motion by Commissioner Moyer, seconded by Commissioner Salant, the Planning Commission voted 4-0 to approve the minutes of the regular Planning Commission meeting held July 1, 2024, as submitted. 2) Minutes of the regular Planning Commission meeting held August 5, 2024 MOTION Upon a motion by Commissioner Moyer, seconded by Commissioner Salant, the Planning Commission voted 4-0 to approve the minutes of the regular Planning Commission meeting held August 5, 2024, as submitted.	CONSENT CALENDAR

NEW PUBLIC HEARING 3) Ebeling-Van Der Kar Lot Split Project: 23-2264-TPM/VAR/CDP Address: 435 Concha Loma Drive Applicant: Kaitlyn Earnest, SEPPS, for Carolyn Ebeling and Suan Van Der Kar Planner: Brian Banks Hearing on the request of Kaitlyn Earnest, SEPPS, to consider Project 23-2264-TPM/VAR/CDP (application filed November 30, 2023) for a Tentative Parcel Map (TPM 25,204) to subdivide the existing 19,912 square foot lot into two parcels of 11,236 square feet and 8,689 square feet in size, respectively, in the 6-R-1 Zone District and a Variance from the setback requirements, covered parking, and parking location requirements under the provisions of Carpinteria Municipal Code (CMC) §14.12 - Single-Family Residential District, §14.70 - Variances, and Chapter 16 - Subdivisions; and to approve an Exemption pursuant to §15303, §15315, and §15061 of the California Environmental Quality Act (CEQA) Guidelines. The application involves APN 003-370-011, addressed as 435 Concha Loma Drive. DISCLOSURE OF EX-PARTE COMMUNICATIONS – Commissioner Salant and Acting Chair Benefield disclosed they visited the site and toured the property with the owners. Commissioner Allen said he had no communications with the owners but is familiar with the property. Principal Planner Brian Banks presented the staff report and presented action options. He responded to the commissioners’ questions. Chair Benefield asked if something different had been built whether the variances would disappear, and Banks explained new construction would require re-applying for the variances and not be able to take advantage of the relief granted this evening. Commissioner Salant shared that the lot is being split in the event heirs of the two owners (sisters) want to sell the property. She said her family had dealt with a parcel that was split and it resulted in issues years later. She questioned what would happen if a fence was put up or views compromised. She asked whether such issues can be addressed in the deed. Principal Planner Brian Banks explained that construction of fences would require review through a permit process. He said property owners can also come up with their own private agreements with respect to fences and	NEW PUBLIC HEARING

views, but it's not something the city would necessarily get involved in.

Commissioner Salant suggested that potential issues resulting from the lot split be incorporated into the deeds.

PUBLIC HEARING OPENED

Laurel Perez explained the property was inherited by two sisters and this lot split is about keeping it in the family for future generations. The following are highlights from a PowerPoint presentation Perez gave: She said although the parcel is more than twice the size of adjacent lots, it is in a unique situation where it is zoned 6-R-1 consistent with adjacent lots. The lots resulting from this split would still be larger than most of the lots on Calle Arena. She emphasized no new structures are proposed with this development, and any new development would have to comply with code requirements. She said the development footprint is compatible and consistent with surrounding lots in the neighborhood. Parking is also consistent with many other houses in the neighborhood that have single-car garages. The fire department visited the parcel and had no request for changes. She noted all additional structures are permitted, except for the shed that will be removed. She clarified there is a third permitted carport without a driveway on parcel 1 that serves as storage.

Susan Van der Kar, applicant and co-owner, spoke about how her parents owned the property for 50 years, and this lot split was explored as a solution for her and her sister to keep the property in the family.

James McElvain, 551 Calle Arena, expressed full support and said what has been laid out makes perfect sense. He said the triangular shape is unique, and this is a good solution to separate the residences. He added the homes "as is" contribute to the eclectic feel of the neighborhood. He shared that there have never been issues with parking or congestion in that area. We are formalizing what was divided already, he said.

PUBLIC HEARING CLOSED

Commissioner Moyer said he supports the project and agrees with the findings as written by staff. He wished them the best.

Commissioner Allen said the lot split makes sense for the owners, and it imposes no burden on the neighborhood to allow it. He added it conforms to all our subdivision laws and variances given the circumstances of the lot. He expressed support and thanked Mr. Banks for a great presentation.

Commissioner Salant described the project as sensible. She urged the two

sisters when drawing up the legal deeds to contemplate all possibilities with their lawyer. Acting Chair Benefield commented on how she has seen many families break up over property and money disputes, and getting their ducks in line is a good idea. She expressed support for the project. MOTION Commissioner Allen moved, and Commissioner Moyer seconded, to adopt Resolution PC-24-006, thereby approving Project 23-2264-TPM/VAR/CDP to grant a Tentative Parcel Map, Variance and Coastal Development Permit to allow a subdivision to create two lots each developed with a single family dwelling and accessory structures, grant Variances to allow deviation from the building setback, covered parking, and parking location requirements of the 6-R-1 zone district; adopt the Notice of Exemption for the project pursuant to the Guidelines for the Implementation of CEQA; and adopt the findings in Attachment A, Exhibit 1 and recommend project Conditions of Approval in Attachment A, Exhibit 3. Motion passed 4-0 by voice vote.	
OTHER BUSINESS - None	OTHER BUSINESS
MATTERS PRESENTED BY COMMISSIONERS Acting Chair Benefield asked for a status update on the Monte Vista Dog Park. Community Development Director Nick Bobroff said the project was tentatively scheduled for its six-month review for the Planning Commission's November meeting.	MATTERS PRESENTED
DIRECTOR'S REPORT 4) Architectural Review Board Meeting Minutes of May 30, 2024 and July 11, 2024 5) City Calendar for the month of September 2024 6) Planning Activity Report as of August 29, 2024 7) Building Permit Report as of August 29, 2024 Community Development Director Nick Bobroff reviewed the materials. He said the Palms Restaurant has submitted a Development Plan and a preliminary review will be coming to the Planning Commission. Patrick O'Connor asked for a status update on the Carter Warehouse Addition project that had been reviewed by the ARB in May. Bobroff explained the project was a conceptual application and the applicant has not followed up whether they plan to pursue it formally.	DIRECTOR'S REPORT

ATTENDANCE OF PLANNING COMMISSIONERS FOR THE NEXT MEETING OF MONDAY, October 7, 2024 – Commissioner Allen said he was uncertain he could attend due to travel. The other commissioners said they would be in attendance.	ATTENDANCE FOR NEXT MEETING
ADJOURNMENT – Acting Chair Benefield adjourned the meeting at 6:34 p.m. Secretary, Planning Commission ATTEST: Chair, Planning Commission	ADJOURNMENT

CALL TO ORDER and ROLL CALL The meeting was called to order at 5:30 p.m. by Chair La Fevers. Commissioners Present: Glenn La Fevers, Chair David Allen, Vice Chair Jane L. Benefield John Moyer Katherine Salant Others Present: Nick Bobroff, Community Development Director Brian Banks, Principal Planner Syndi Souter, Senior Planner Mindy Fogg, Principal Planner Megan Musolf, Assistant Planner	CALL TO ORDER & ROLL CALL
PLEDGE OF ALLEGIANCE – Chair La Fevers led the flag salute.	PLEDGE
INTRODUCTIONS, PRESENTATIONS, ANNOUNCEMENTS Community Development Director Nick Bobroff announced the ARB will be looking at proposed objective design standards on October 17th that are part of the rezone effort for the larger Housing Element.	ANNOUNCEMENTS
PUBLIC COMMENT Patrick O'Connor asked if the Downtown Design Committee was going to participate in developing the proposed objective design standards. Bobroff explained in the interest of expediency there had not been a plan to involve the committee, but they could look to see where it could fit into the process.	PUBLIC COMMENT
CONSENT CALENDAR 1) Minutes of the regular Planning Commission meeting held September 3, 2024 MOTION Upon a motion by Commissioner Moyer, seconded by Commissioner Allen, the Planning Commission voted 4-0-1(La Fevers abstained) to approve the minutes of the regular Planning Commission meeting held September 3, 2024, as submitted.	CONSENT CALENDAR
NEW PUBLIC HEARING	NEW PUBLIC HEARING

2) Marquez Duplex Addition & Remodel for Unit A Time Extension**Project # 20-2057-CUP/CDP/TEX****Applicant: Martha Marquez****Address: 4684 Seventh Street****Planner: Syndi Souter**

Hearing on the request of Martha Marquez to consider Project 20-2057-CUP/CDP/TEX (request filed June 20, 2024) for approval of a 12-month time extension to the previously-approved Conditional Use Permit and Coastal Development Permit to remodel a legal nonconforming 847 square-foot duplex unit and construct a 258 square-foot addition to the side of the unit for a resultant size of 1,035 square feet under the provisions of the Carpinteria Municipal Code (CMC) §14.14 - Planned Residential Development District and §14.62 - Conditional Use Permit; and to determine that the time extension request is statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to §15061(b)(3) of the CEQA Guidelines. The application involves APN 003-301-012, addressed as 4684 Seventh Street.

DISCLOSURE OF EX-PARTE COMMUNICATIONS - None

Discussion took place about the reason for the time extension and potential delays resulting from the City of Carpinteria's building permit plancheck transition process.

PUBLIC HEARING OPENED & CLOSED – No speakers came forward.

MOTION

Upon a motion by Commissioner Moyer, seconded by Commissioner Benefield, the Planning Commission approved the Marquez Duplex Addition & Remodel for Unit A Time Extension. Motion passed by a 5-0 voice vote.

3) Howard New Residence Time Extension,**Project # 22-2162-DP/CDP/ARB/TEX****Applicant: Dylan Chappell, architect, for John Howard****Address: 4818 Dorrance Way****Planner: Syndi Souter**

Hearing at the request of Dylan Chappell, architect, for John Howard, to consider Project 22-2162-DP/CDP/ARB/TEX (request filed August 27, 2024) for approval of a 12-month time extension to the previously-approved Development Plan and a Coastal Development Permit to construct a new 2,197 square-foot two-story single-family residence and a

detached 512 square-foot two-car garage with a 446 square-foot workshop above on a vacant lot under the provisions of Carpinteria Municipal Code (CMC) §14.14 - Planned Residential Development District and §14.68 - Development Plan; and to determine that the time extension request is statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to §15061(b)(3) of the CEQA Guidelines. The application involves APN 003-440-013, addressed as 4818 Dorrance Way.

DISCLOSURE OF EX-PARTE COMMUNICATIONS

Commissioner Benefield recused herself because the location of her residence is close to the project.

PUBLIC HEARING OPENED & CLOSED – No speakers came forward.

MOTION

Upon a motion by Commissioner Moyer, seconded by Commissioner Salant, the Planning Commission approved the Howard New Residence Time Extension. Motion passed by 4-0 voice vote (La Fevers, Allen, Moyer and Salant in favor; Benefield recused)

- 4) Scerni New Residence Time Extension,
Project # 22-2184-DP/VM/CDP/ARB/TEX
Applicant: Jeremy Roberts, architect, for Gregg and Beth Scerni
Address: 4610 Fourth Street
Planner: Syndi Souter**

Hearing at the request of Jeremy Roberts, architect, for Gregg and Beth Scerni, to consider Project 22-2184-DP/VM/CDP/ARB/TEX (request filed August 14, 2024) for approval of a 12-month time extension to the previously-approved Development Plan and a Coastal Development Permit to construct a new 2,257 square-foot two-story single-family residence with an 838 square-foot partially-covered deck, and a detached 504 square-foot two-car garage with a storage loft under the provisions of Carpinteria Municipal Code (CMC) §14.14 - Planned Residential Development District and §14.68 - Development Plan; and to determine that the time extension request is statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to §15061(b)(3) of the CEQA Guidelines. The application involves APN 003-431-005, addressed as 4610 Fourth Street.

DISCLOSURE OF EX-PARTE COMMUNICATIONS

Commissioner Benefield recused herself because the location of her residence is close to the project.

PUBLIC HEARING OPENED & CLOSED – No speakers came forward.

MOTION

Upon a motion by Commissioner Moyer, seconded by Commissioner Allen, the Planning Commission approved the Scerni New Residence Time Extension. Motion passed 4-0 by voice vote (La Fevers, Allen, Moyer and Salant in favor; Benefield recused)

5) Public Works Carport, Project: 24-2300-DP/VAR/CDP

Applicant: John L. Ilasin, P.E., Public Works Department Director

Location: 5775 Carpinteria Avenue

Planner: Brian Banks

Hearing on the request of John L. Ilasin, P.E., Director, City of Carpinteria Public Works Department, to consider Project 24-2300 (application filed June 20, 2024) for a Development Plan, Variance, and Coastal Development Permit to allow construction of a 750 square foot equipment carport to be located partially within the required rear setback of the City of Carpinteria Public Works corporation yard; and to accept a categorical exemption pursuant to §15303 and §15305 of the California Environmental Quality Act (CEQA) Guidelines. The application involves APN 001-170-018, addressed as 5775 Carpinteria Avenue.

DISCLOSURE OF EX-PARTE COMMUNICATIONS - None

Principal Planner Brian Banks presented the staff report. He said staff was recommending the Planning Commission approve the resolution based on the staff report and conditions within it.

PUBLIC HEARING OPENED

Josefina Arechiga, Assistant Engineer and project manager from Public Works, explained space and funds are limited, and the prefabricated carport is a cost effective way to protect the new electric street sweeper.

Commissioner Salant questioned whether more carports will be needed in the future.

Arechiga said she doesn't see this kind of project recurring, but there is a shift toward sustainability and more electric vehicles.

Robert Howard, Public Works Supervisor, explained that the street sweeper is a very expensive piece of equipment, and it and a backhoe are currently parked under a Eucalyptus grove that requires constant clean-up.

John Ilasin, Director of Public Works, explained the carport will have a charging station making the facility consistent with the Sustainable Community Policy adopted by the City Council. He said there could be more carports like it in the future.

PUBLIC HEARING CLOSED

MOTION

Upon a motion by Commissioner Benefield, seconded by Commissioner Allen, the Planning Commission approved the City of Carpinteria Public Works Carport, Project 24-2300-DP/VAR/CDP. Motion passed 5-0 by voice vote.

6) Amendment to Safety Element, Project # 24-2308-GPA

Applicant: City of Carpinteria

Address: Citywide

Planner: Megan Musolf

Hearing on the request of the City of Carpinteria to consider Project 24-2308-GPA to amend the Safety Element of the Carpinteria General Plan to incorporate in its entirety the City's Local Hazard Mitigation Plan (LHMP) into the Safety Element pursuant to California (State) Assembly Bill 2140, thereby making the City eligible for additional State Public Assistance funding, and to provide recommendations to the City Council regarding adoption of the amendment, as determined appropriate. The amendment is minor in nature and would provide a direct internet link to the LHMP in the Safety Element.

Assistant Planner Megan Musolf presented the staff report. She said staff's recommendation (Option 1) is that the Planning Commission recommend that the City Council adopt the proposed resolution (Attachment A) amending the Safety Element of the Carpinteria General Plan and accept the CEQA Notice of Exemption (Attachment D).

Commissioner Salant suggested a cheat sheet with acronyms be placed at the beginning of the document rather than the end. She said a lot of the information is outdated and described the document as confusing.

Community Development Director Nick Bobroff clarified the LHMP was adopted by the City Council back in early 2023 and is updated on a five-year cycle. At that time, it contained the most current available information. He said tonight they are asking to amend the policy language in the General Plan to refer to the document in its entirety, with a living link in the Safety Element. The LHMP will be updated 3-4 years from now, he said.

Commissioner Benefield commented that there is a lot of helpful information, but it does not belong in the Safety Element. She has read many Safety Elements that are more direct, with the disaster described then the policy, without all the historical information. She expressed concern about having a document floating around that is not great. PUBLIC HEARING OPENED Amrita Salm reiterated concerns expressed by Commissioner Salant about outdated information in the LHMP. She said if the document is going to be submitted to the state, it should contain updated information. PUBLIC HEARING CLOSED MOTION Commissioner Allen moved to accept staff's recommendation that the Planning Commission recommend moving this item to the City Council for adoption. Moyer seconded the motion. Motion passed 5-0 by voice vote. Commissioner Moyer commented that he learned a lot from reading the document and suggested every citizen of Carpinteria read it. Commissioner Allen suggested everyone read <i>When the Birds Fell From the Sky</i> by Walter Tompkins.	
OTHER BUSINESS - None	OTHER BUSINESS
MATTERS PRESENTED BY COMMISSIONERS Commissioner Salant expressed concern about the Surfliner Inn hearing taking place in November due to the election. Community Development Director Nick Bobroff clarified it was not on the agenda, but that the six-month status report on the Monte Vista Dog Park pilot program will be heard, along with the first phase of the rezones needed to implement the Housing Element. Some of the commissioners asked to receive their packets in binders, lamenting that reports are often massive and hard to keep organized with only a clip. Director Bobroff said staff would do their best to accommodate them.	MATTERS PRESENTED
DIRECTOR'S REPORT 7) Architectural Review Board Meeting Minutes of August 15, 2024 8) City Calendar for the month of October 2024	DIRECTOR'S REPORT

9) Planning Activity Report as of September 30, 2024 10) Building Permit Report as of September 30, 2024 Community Development Director Nick Bobroff reviewed the materials.	
ATTENDANCE OF PLANNING COMMISSIONERS FOR THE NEXT MEETING OF MONDAY, November 4, 2024 – All commissioners said they would be in attendance.	ATTENDANCE FOR NEXT MEETING
ADJOURNMENT – Chair La Fevers adjourned the meeting at 6:52 p.m. ATTEST: _____ Secretary, Planning Commission _____ Chair, Planning Commission	ADJOURNMENT

MINUTES, PLANNING COMMISSION
CITY OF CARPINTERIA
CARPINTERIA, CALIFORNIA

October 7, 2024
Regular Meeting
5:30 P.M.

CALL TO ORDER and ROLL CALL The meeting was called to order at 5:30 p.m. by Chair La Fevers. Commissioners Present: Glenn La Fevers, Chair David Allen, Vice Chair Jane L. Benefield John Moyer Katherine Salant Others Present: Nick Bobroff, Community Development Director Mindy Fogg, Principal Planner Megan Musolf, Assistant Planner Mack Carlson, City Attorney, Brownstein Hyatt Farber Schreck	CALL TO ORDER & ROLL CALL
PLEDGE OF ALLEGIANCE – Chair La Fevers led the flag salute.	PLEDGE
INTRODUCTIONS, PRESENTATIONS, ANNOUNCEMENTS - None	ANNOUNCEMENTS
PUBLIC COMMENT Terry Scrivner, resident of the Beach Neighborhood, expressed concern about fire and flood emergencies due to one egress with railroad tracks that prevents them from getting out in a speedy way. She said she is kind of against the hotel project with its parking on the beach side of the tracks, noting there is a senior citizen mobile home park at the end of Dorrance Way and Third St requiring frequent emergency vehicle visits. She hopes they are thinking about paving another egress on Ash or Holly Aves. Ronald Arruejo, chair of the City of Oxnard’s Planning Commission, explained that his commissioners do not receive stipends, yet 9 of 10 cities in Ventura County provide them. He asked that surrounding cities that do offer stipends provide support when his planning commission comes before its city council in the next few months. He said he would provide the commissioners with additional information on how they can help.	PUBLIC COMMENT
CONSENT CALENDAR - None	CONSENT CALENDAR
NEW PUBLIC HEARING 1) Monte Vista Off-Leash Dog Park Temporary Use Permit Status Report Planner: Megan Musolf	NEW PUBLIC HEARING

Project 23-2261-TUP Address: Monte Vista Park Applicant: City of Carpinteria Hearing pursuant to the adopted Conditions of Approval for Project 23-2261-TUP to receive a status report following six months of operation of the Monte Vista off-leash dog park pilot program. The dog park is located in Monte Vista Park (APN 001-080-038). DISCLOSURE OF EX-PARTE COMMUNICATIONS – None Assistant Planner Megan Musolf presented the staff report. Staff's recommendation is to receive and file the staff report, and to provide any relevant direction to staff. Jeanette Gant, Parks, Recreation and Community Services Director, thanked CDOG for their partnership and said she has been meeting monthly with them and visiting the park. She reported that the first six months have been successful, with no complaints received. In response to a comment that the fence is unattractive, she said if they were granted continuation of the temporary permit and the program became permanent, they would install a more permanent and better-looking fence. PUBLIC HEARING OPENED Van Fleisher of CDOG said his dog's veterinarian shared that clients have been speaking enthusiastically about the park. Fleisher spoke about the socializing that goes on there, noting teachers have run into former students, among other things. He described the park as powerful for our community. Jim Rampton, 6099 Jacaranda Way, expressed opposition and spoke about how recent use of Monte Vista Park has been unprecedented between soccer, church services, parties, exercisers, kids, etc. He said the park is fully utilized with parking out-of-control. He expressed concern that a disproportionate impact has been forced on the neighborhood. He added they have front row seats to the insufficient parking, fighting dogs, off-leash dogs due to insufficient room, cars blocking fire lanes and more. He suggested putting the park in an area that would re-distribute the impacts. He also suggested increasing stall parking in the neighborhood (Bailard Ave to Pandanus St). He expressed concern about the park operating without CDOG opening and closing it. He suggested limiting parking on the condominium side to residents only, noting 79% of visitors park in front of them.	

Jim Bailard, 1150 Bailard Avenue, expressed opposition. His house is on the east side of the park within 100 yards of the park. He said CDOG has managed it well, but issues remain such as barking and illegal parking. He noted parking was a problem prior to the dog park and has become more of a problem. He suggested the city focus on more dog parks elsewhere, noting Monte Vista is already under heavy use, with his own surveys showing it is the most heavily used park in the city. He said it is particularly a problem on summer weekend afternoons and evenings when there are large parties with over 100 people that take place. He suggested a comprehensive assessment of park usage throughout the city, changing city policies and permits, and finding a site that can accommodate large parties for picnics. He explained Monte Vista was purchased with funds from the two condominium developments and intended as a neighborhood park, but usage has gone way beyond that.

Christie Boyd, 1200 Bailard Avenue, said she has no issues other than illegal parking and aesthetics. She suggested if the dog park is made permanent that a design review be completed by the ARB, describing the current park as “San Quentin for dogs.” She said the original park was for the 500 homes on Bailard Ave, but what is happening now are massive parties with 50, 75 or 100 people at each BBQ area. There is one toilet for men and one for women, which is not adequate. Parking on weekends is a nightmare and not enforced by Code Enforcement. She said she owns a dog and loves dogs but feels this isn’t the right park for it.

Lorraine McIntire, treasurer and a founder of CDOG, agreed there is not enough parking in the neighborhood; however, she pointed out there are multiple cars and families per unit, with garages that go unused and trucks that take up 1.5 spaces. Regarding requests to section off an area for small dogs, there is a roll-out fence that people use and are happy with. About the perimeter fence, the current one is rented from Marborg and a permanent one would be lower and align naturally with the landscape. She said CDOG ambassadors are almost always on site and engage in all kinds of bark mitigation. She noted five locations were approved by City Council (El Carro didn’t work, she explained), and we can get the ball rolling to spread this around.

Community Development Director Nick Bobroff summarized three letters received. One expressed support, one was opposed based on parking issues, and another encouraged finding solutions for the parking issues.

PUBLIC HEARING CLOSED

Commissioner Benefield said more code enforcement people are needed.

She expressed concern when the Red Tail Bailard Housing project is built how all the people using the park will be dealt with. She said there is too much pressure on this park, and nobody is moving forward on building another one. She pointed out the people living near the park don't park in their own garages. She understands the noise impacts and has moved many times because of barking dogs. She advocated for a better-looking park.

Commissioner Moyer said 80% of garages in town are not used, and if you don't park in the garage, you should not complain about lack of parking. He said he visited the park and it was pretty mellow. He expressed approval for the continuation of the temporary use permit, with direction to the city to go after a permanent situation and explore the five approved sites. He commented that 70-80% of people shouldn't have to drive to a park and should be able to walk to one. He said the park has been a success, its population deserves to be served, and that City Council should actively direct staff to pursue the additional dog park locations.

Commissioner Allen expressed support for the TUP extension. He said CDOG's data is helpful in making decisions for additional dog parks. 22 dogs are a lot of dogs in that space (the average is 6.5), so the need has been made clear. He suggested more communication from the city about dog leash requirements and availability of the off-leash park. He spoke about conceptual plans he viewed for a dog park at Lagunitas, noting it would have the advantage of more space, parking, and future population to serve to the east. He said, among other things, Lagunitas has less conflict issues than other sites but lamented the cost due to our budget crunch. Regarding CDOG unlocking and locking the dog park each day, he said he supports leaving it unlocked, but would like to see C-DOG continue to monitor and collect data for two summers, citing the Conditions of Approval. Related to overall concerns about the use of Monte Vista Park, he suggested giving additional attention to the number of people allowed at park BBQ sites, but noted it will result in Code Enforcement issues. He expressed support for finding additional funding for Code Enforcement officers.

Commissioner Salant referenced Lorraine McIntire's comment that there are five other approved dog park locations and suggested CDOG provide input regarding another location that would be suitable. She said some locations might be smaller and can be designated as the small dog park. Regarding parking issues, she said she is hearing it is more a result of the owners that live there and if they parked in the garages, it would take pressure off the street. She expressed support for the TUP extension.

Chair La Fevers said there is consensus by the Planning Commission to accept the staff report, and clarified with staff that Condition of Approval

#20 (not #17) should be amended so that a TUP for an additional year could be approved by the community development director. He expressed appreciation to CDOG for making the park successful and compliant, and both McIntire and Fleisher of CDOG assured him they will be around for the long run to support the park and collect data. He asked that staff capture Commissioners' comments and suggestions and highlight them in the minutes or staff report forwarded to the City Council. One of his concerns is that Monte Vista is already heavily used, and another use creates a challenge. A more centrally located park would make a lot of sense, he said.

Regarding locking the dog park gates, there was general consensus from commissioners that CDOG does not need to lock them, as it was something they were not required to do under the Conditions of Approval anyway.

MOTION

Upon a motion by Commissioner Benefield, seconded by Commissioner Moyer, the Planning Commission voted to receive and file the Monte Vista Off-Leash Dog Park Temporary Use Permit Status Report with the changes mentioned by the Commission. Motion passed 5-0 by voice vote.

BREAK – Chair La Fevers called for a 5-minute recess.

- 2) **Zoning Amendments for the 2023-2031 Housing Element**
Planners: Mindy Fogg and Megan Musolf
Project 24-2279-ORD/LCPA
Address: Citywide
Applicant: City of Carpinteria

Hearing on behalf of the City of Carpinteria Community Development Department to consider three proposed ordinances that would implement Program 1 (Adequate Sites to Accommodate Regional Housing Needs) of the City's 2023-2031 Housing Element, and to provide recommendations to the City Council regarding adoption of the ordinances, as determined appropriate.

DISCLOSURE OF EX-PARTE COMMUNICATIONS - None

City Attorney Mack Carlson gave an introduction explaining that the proposed ordinances are necessary to comply with state housing law and allow the city to be eligible for state funding. Principal Planner Mindy Fogg and Assistant Planner Megan Musolf followed with the staff report and said staff is recommending the City Council adopt the proposed

ordinances and determine the addendum satisfies CEQA. They fielded Commissioners' questions, with Carlson reviewing the various income thresholds set annually for lower income households, and Mindy Fogg and Nick Bobroff noting that the City is moving these amendments along quickly to avoid additional penalties from the State.

Concerns were raised how state housing laws could impact the sites proposed for rezone to mixed-use. Bobroff explained developers could "stack" various housing laws (like density bonus) on these rezone sites to pursue additional units. The developments can provide a mix of income levels and developers are not obligated to come in with strictly low-income housing. The rezoned sites would require 20 units per acre minimum up to 25 units per acre, and the developer would have some flexibility to provide the income categories. Under state law a developer currently could apply other housing laws, such as the builder's remedy, to increase the density.

Regarding the maximum building height staff proposed to raise from 30 to 35 feet, Bobroff explained it was to accommodate denser housing and three stories, and the number was derived from HCD feedback earlier in the Housing Element process.

In response to Vice Chair Allen's question about requirements related to upper story setbacks, Assistant Planner Megan Musolf explained that a concern was raised by an ARB member that two feet was not a perceptible change in the façade; however, another ARB member brought to attention larger setbacks would run the risk of reducing potential density.

Bobroff added that effectively there are other objective design standards that may be more impactful in addressing the same issues, such as upper floor massing, and for this reason the objective design standards must be looked at in their entirety. He explained there is a delicate balance in going too far, so staff looked at neighboring jurisdictions and tried to mirror those standards to avoid HCD pushback. Commissioner Salant pointed out there are also design standards for the façade that can mask the mass of a structure, and Bobroff agreed and pointed to some standards that are used to break up massing and reduce perceived scale of buildings.

Commissioner Allen asked if it was reasonable to have design standards that require providing access to wireless Wi-Fi for all units. City Attorney Mack Carlson said it was his preference to deal with Wi-Fi through conditions of approval, as it's not really land use control and is a service provided to residents. He said they would be mindful of this in the future.

Commissioner Moyer asked about environmental constraints associated with Site 9 (Cindy Lane) and Bobroff explained it had been used initially as

a flood control basin but was quit claimed back to the property owner. He added it might have constraints related to native vegetation and coastal wetlands but had not yet been officially surveyed to his knowledge.

Chair La Fevers pointed out the new zoning designation ordinance has a mixed-use component and residential-only component, with mixed use requiring 80% ground floor commercial street frontage. He questioned whether a smaller portion would be considered for Site 7 or the sites on Eugenia.

Bobroff explained the existing General Plan has provisions in the General Commercial and Research Development Industrial categories that the commercial portion must be dominant, and they were trying to adhere to that with the 80% figure. He explained the number could be changed a little so long as we are making a connection to our General Plan policy language for mixed use development. He noted residential-only has its own language.

Regarding setbacks, Chair La Fevers questioned if it was considered that residential-only should have a larger one than that of commercial, and Bobroff said they could research this but felt standardized setbacks made sense. He explained staff wanted to be consistent with the 5-foot setbacks currently used downtown.

Commissioner Benefield asked if rezoning will offer the property owner more development options, and Bobroff said they would have *different* options but not necessarily more. Also, he said any uses that would become non-conforming would not be forcibly phased out.

Commissioner Allen asked about including amplified noise in the design standards, noting he is concerned about it impacting residential areas. Bobroff explained only a subset of these projects in the zone district requires the ministerial permitting process (projects that are 20% lower income), and they would still be able to apply standard conditions of approval to projects; however, conditions would have to apply to all projects and not be project-by-project specific. Allen stressed this is something important for City Council to consider.

PUBLIC HEARING OPENED

Laurel Perez of SEPPS Land Use Consulting spoke on behalf of Victor Schaff, owner of Site 21, the site of S&S Seeds. She said Schaff is asking to include Site 21 in the Phase 1 rezone effort. It is 2 parcels zoned for industrial park with tremendous potential for redevelopment near transit, employers and public amenities. It has potential to provide 120-190 homes.

She said many of the downtown sites have reduced likelihood to be redeveloped because they are already fully developed, and developed sites must provide feasibility studies. She questioned how realistic it is that the developed sites will be redeveloped and warned they have potential to keep the City out of compliance. She reviewed the various sites, pointing out that they don't have a good chance of being redeveloped in this RHNA cycle, and she listed reasons for including Site 21 in the Phase 1 rezone effort.

Kathryn and Cristina Logue identified themselves as members of a family that have provided housing in Carpinteria for 100 years. They own eight pieces of property here and have developed 70 units of housing in Los Angeles geared toward low income. They see a lot of Mixed Use next to their property, Site 20 on Palm Avenue. Their property is included in Phase 2 but asked that it be included in Phase 1. They said Site 20 is also surrounded by vacant lots (1.94 acres) that they own and would like rezoned, as well.

At the request of the Vice Chair, Community Development Director Nick Bobroff clarified why additional lots owned by the Logue Family had not been included in Phase 1. One lot is presumed ESH and covered in willow forest. Another site on the south side of Sixth Street was downzoned due to willow forest potential and concerns from the Sanitary District of having residential units next to it. He said it was counted in the Housing Element as a vacant site, but would provide low-density housing under current zoning.

Peter Grace, property owner of Site 2, a 30-acre property at 5800 Via Real known as Norman's Nursery, asked that it be added to Phase 1. He said it is an attractive property for development, will add upwards of 250 units, and makes sense to add given the short RHNA numbers. He said due to its location across the freeway, it will not obstruct any views. He believes the property is going to be a huge part of the housing solution for Carpinteria.

Chair La Fevers and staff brought to attention that Site 2 would require a General Plan Amendment to include it with Phase 1 because the land use designation would have to be changed from agricultural to residential or mixed-use.

Patrick O'Connor complimented the two long-range planning staff members for taking this project on quickly. He asked for approval of the zoning amendments. He brought to attention that typically neighborhoods are subject to the same design criteria, but these sites proposed are a patchwork of locations. He advised not to get hung up on the design criteria because it will likely have to be changed anyway. He pointed out there was no opportunity for joint ARB-Planning Commission review and believes

we should do it. He believes the City's boards and commissions should be part of conversations between staff and property owners.

Augustine Gonzalez, via Zoom, representing Site 16 at 4621 Carpinteria Avenue known as Gonzales Welding, explained at this time his family plans to continue operating the business and asked that Site 16 be removed from consideration.

Bobroff provided some context to the public comments. Regarding Site 21 not being chosen, he said there had been previous proposals at this site for mixed use, office park and residential; staff was being consistent with previous feedback from the City Council and Planning Commission that it was not seen as an appropriate location for residential. He noted that a rezone could also gain the attention of the Coastal Commission. He acknowledged Laurel Perez has a compelling case for a project if there was support for considering a residential development on the bluffs. With respect to Site 16, he noted that excluding it would not result in a scenario where RHNA accommodation dips too low. The Site is anticipated to provide RHNA in the moderate income category.

BREAK – Chair La Fevers called for a 2-minute recess.

Commissioner Moyer said despite all the work done, Phase 1 is weak, with most of the lots already developed and most owners having no desire to do anything with their properties. For this reason, he thinks including the Lagunitas property would be advantageous. He does not support including Site 21 in Phase 1 because it is too sensitive. He does not think we should play around with the design elements and should approve this right away.

Commissioner Allen agreed with Moyer about moving forward and thanked Megan, Mindy and Nick for a great job. He agreed the potential Lagunitas site should be added. He noted the resistance to rezone agricultural lands all the years he has lived here, but said that is going to go, and he blamed the state. He asked about the availability of school sites for housing, and Bobroff explained the schools had been approached but were not interested. Regarding Site 16, Allen said rezoning does not impact their use and could ultimately increase the value of the property, so he is ambivalent about losing it. He asked to pass on his concerns about rooftop amplification to the City Council.

Commissioner Benefield felt Site 16 should be removed because it does not provide the housing we need, and it should be exchanged for the Lagunitas site, Site 5. She said S&S Seeds (Site 21) will turn into a big battle in the community. She expressed approval to move forward and said we could refine whatever we have to do later.

Commissioner Salant said the sooner this is sent off, the sooner we can move to address the problem of housing in our city. She pointed out that we need to certify the Housing Element to qualify for state funding to help us build. Community Development Director Nick Bobroff agreed and noted it can open the door to obtain other affordable housing opportunities. Chair La Fevers complimented staff's work. He said he would prefer removing Site 16 from Phase 1 and placing it in Phase 2. He said Site 5, Lagunitas, would provide a significant amount of potential for affordable units and is logical to put in Phase 1. We should put as much effort as we can to developing higher densities downtown, he said. He is not in support of Site 21 and it should be kept in Phase 2, as he thinks there are better sites in Carpinteria. He is uncertain about Site 20 and is fine leaving it in Phase 2. He suggested the name of the Zoning District be RMU, Residential/Mixed Use. He believes the 35-foot height restriction is tolerable and prudent for us to meet mandates and provide denser development. He noted there appears to be consensus on adding Site 5 and removing Site 16. He called for a motion. MOTION Commissioner Allen moved to recommend that the City Council adopt proposed Ordinance A adding Chapter 14.19 to the Carpinteria Municipal Code (CMC) to include a new Mixed Use zone, including the following changes: change the name of the zone to RMU, Residential/Mixed Use and incorporate the record corrections as presented; and to adopt proposed Ordinance B adding Chapter 14.51 of the CMC to include the new Objective Design Standards and incorporate the record correction as presented; and to adopt proposed Ordinance C amending the official Zoning Maps and the Local Coastal Program (LCP) to rezone the select parcels to Residential/Mixed Use and include the following changes: include Site 5 (the Lagunitas site) and remove Site 16; and find the addendum to the certified program EIR satisfies the environmental review requirements in CEQA. Commissioner Moyer seconded the motion. Motion passed 5-0 by the following roll call vote: Moyer voted yes, Salant voted yes, Benefield voted yes, Allen voted yes, and La Fevers voted yes.	
OTHER BUSINESS - None	OTHER BUSINESS
MATTERS PRESENTED BY COMMISSIONERS Commissioner Benefield feels we are not taking advantage of grants and suggested hiring a grant writer. Bobroff said the city manager has been discussing it and believes the position has the ability to pay for itself; however, limited staff capacity hinders the City's ability to carry out grant-	MATTERS PRESENTED

funded projects. Benefield suggested we still pursue it.	
DIRECTOR'S REPORT 3) Architectural Review Board Meeting Minutes of September 26, 2024 4) City Calendar for the month of November 2024 5) Planning Activity Report as of October 30, 2024 6) Building Permit Report as of October 30, 2024 Community Development Director Nick Bobroff reviewed the materials. He said the Palms Remodel, which has gotten through ARB review, will be reviewed by the Planning Commission on December 2nd. In addition, the Surfliner Inn application has been deemed complete and is targeted to go to the ARB for preliminary review on December 12th. Its story poles go up this month.	DIRECTOR'S REPORT
ATTENDANCE OF PLANNING COMMISSIONERS FOR THE NEXT MEETING OF MONDAY, December 2, 2024 – All commissioners indicated they would be in attendance.	ATTENDANCE FOR NEXT MEETING
ADJOURNMENT – Chair La Fevers adjourned the meeting at 9:23 p.m. _____ Secretary, Planning Commission ATTEST: _____ Chair, Planning Commission	ADJOURNMENT

MINUTES, PLANNING COMMISSION
CITY OF CARPINTERIA
CARPINTERIA, CALIFORNIA

November 4, 2024
Regular Meeting
5:30 P.M.

CALL TO ORDER and ROLL CALL The meeting was called to order at 5:30 p.m. by Chair La Fevers. Commissioners Present: Glenn La Fevers, Chair David Allen, Vice Chair Jane L. Benefield John Moyer Katherine Salant Others Present: Nick Bobroff, Community Development Director Brian Banks, Principal Planner Mack Carlson, City Attorney, Brownstein Hyatt Farber Schreck	CALL TO ORDER & ROLL CALL
PLEDGE OF ALLEGIANCE – Chair La Fevers led the flag salute.	PLEDGE
INTRODUCTIONS, PRESENTATIONS, ANNOUNCEMENTS Community Development Director Nick Bobroff announced the Architectural Review Board will hold a preliminary review of the proposed Surfliner Inn project on Thursday, December 12th at 5:30p.m. The story poles are up at parking lot #3 and will remain through the first week of January.	ANNOUNCEMENTS
PUBLIC COMMENT - None	PUBLIC COMMENT
CONSENT CALENDAR 1) Minutes of the regular Planning Commission meeting held October 7, 2024 MOTION Upon a motion by Commissioner Allen, seconded by Commissioner Moyer, the Planning Commission unanimously approved the minutes of the regular Planning Commission meeting of October 7, 2024, as submitted. Motion passed 5-0 by voice vote.	CONSENT CALENDAR
NEW PUBLIC HEARING 2) Via Real Hotel Time Extension Planner: Brian Banks Applicant: Kevin Kohan, agent, for RAM Hotels Project 16-1822-DP/CDP/TEX	NEW PUBLIC HEARING

Address: 4110 Via Real Hearing on the request of RAM Hotels to consider Project 16-1822-DP/CDP/TEX (request filed October 28, 2024) for approval of a 12-month time extension to the previously-approved Development Plan and Coastal Development Permit to allow the removal of an existing 5,678 square foot former church building and all associated improvements, and the construction of a two-story, 72-guestroom, 44,191 square foot hotel and associated improvements under the provisions of the Carpinteria Municipal Code (CMC) §14.20 - Commercial Planned Development District and §14.49 - Residential Overlay District; and to determine that no further environmental review is required pursuant to §15162 of the California Environmental Quality Act (CEQA) Guidelines. The application involves APN 004-017-022, addressed as 4110 Via Real. DISCLOSURE OF EX PARTE COMMUNICATIONS Commissioners Salant and Benefield disclosed that they had spoken to each other about the time extension. Principal Planner Brian Banks presented the staff report. He explained additional environmental review is not required to approve the time extension because the project has not changed. He said staff is recommending approval of the project's time extension to the previously approved Development Plan and Coastal Development Permit. PUBLIC HEARING OPENED Kevin Kohan, agent for RAM Hotels, said they are going through plan check and working with other agencies, and he is available for questions. PUBLIC HEARING CLOSED MOTION Upon a motion by Commissioner Benefield, seconded by Commissioner Allen, the Planning Commission approved the time extension to the Via Real Hotel, Project 16-1822-DP/CDP/TEX. Motion passed 5-0 by voice vote. 3) Dish Wireless Telecommunications Facility Planner: Brian Banks Project 24-2292-CUP/CDP Address: 6267 Carpinteria Avenue Applicant: Harold Thomas Jr, MD7 Architecture, for Dish	

Wireless, LLC Hearing at the request of Dish Wireless, LLC to consider Project 24-2292-CUP/CDP (application filed April 11, 2024) for a Conditional Use Permit and Coastal Development Permit to allow installation of a new wireless telecommunications facility on an existing multi-story office building including the installation of three (3) 8-foot wireless telecommunication antennas, six radios and associated rooftop equipment, and architectural screening materials to visually shield the antennas under the provisions of the Carpinteria Municipal Code (CMC) §14.56 - Wireless Communications and §14.62 - Conditional Use Permit; and to accept a categorical exemption pursuant to §15301 and §15303 of the California Environmental Quality Act (CEQA) Guidelines. The application involves APN 001-190-056, addressed as 6267 Carpinteria Avenue. DISCLOSURE OF EX PARTE COMMUNICATIONS – None Principal Planner Brian Banks presented the staff report, with staff recommending approval of the project. Discussion took place about screening and whether it is needed in all circumstances, with screening often worse than the antenna itself. In response to why the antenna cannot be set back further, Banks explained coverage must be considered, and the design cannot be revised to the point that a carrier is denied the coverage that competitors enjoy. City Attorney Mack Carlson added that FCC regulations constrain certain aspects of the city’s authority with respect to these types of facilities. Chair La Fevers asked about the relative size of the combined three structures to the existing one, noting the proliferation of architectural features on top of a building affects the Planning Commission’s findings in terms of zoning code consistency. Banks suggested the applicant could provide the approximate dimensions. La Fevers also asked if alternative locations on the east end of Carpinteria were explored by the applicant, noting there are others in place that are not close to the bluffs. Banks explained at least two other sites were analyzed as part of the application, but this was the preferred location. The site has a cooperative landowner willing to host the facility, and it meets coverage objectives. Community Development Director Nick Bobroff added carriers are looking for the tallest buildings that are close to the highway. He said we tend to	

see a handful of sites that meet the criteria, and the same sites come up again and again as carriers expand service.

PUBLIC HEARING OPENED

Harold Thomas, representing MD7 Dish Wireless, addressed the setback and why it is four feet. He explained that when pushing the antenna back from the building edge, there is a risk of having to increase the antenna's height and of not complying with FCC Guidelines for radiofrequencies, and that in this case, four feet was the happy medium. About the color, he said it will be "wild truffle" which is a brownish-grayish color. Regarding the size of the RFPs, they are 11-feet high and 8.5-feet wide. About researching alternative sites, he said 1038 Cindy Lane had a discrepancy in height and meeting coverage objectives, 1050 Cindy Lane had a landlord that appeared to be disinterested, and 6700 Rincon Road was not suitable due to natural and topographical features.

Chair La Fevers asked if the size of the enclosure of the three structures can be reduced, and Thomas explained this size can accommodate other providers that want to co-locate. La Fevers questioned at what point an enclosure that is more intrusive than the antenna can be reduced.

PUBLIC HEARING CLOSED

Commissioner Moyer said the setback helps and he likes the color. He noted cellphones are something we all live with, so we must support this. He added that because we already have wireless providers on the building, it fits the purpose and the need. He expressed support.

Commissioner Allen also expressed support. He spoke about the constraints tied to wireless facilities in that you must allow coverage provided the wireless provider has shown due diligence. He said he is extremely sensitive to visual constraints on our bluffs, and this adds yet another, although he thinks they did the best job they can in recessing it. He spoke about the building's controversial history, noting it is highly visible from the ocean side which is in opposition to our General Plan. He described it as highly visible, very tall, with reflective glass and not in keeping with the bluff's aesthetic.

Commissioner Benefield said there is a lot of junk on the roof, but she sees no way around it. She said she is in favor of approving it for now.

Commissioner Salant said cellphone service is here to stay. She described the project as big enough, and if another company wants to build, she hopes they will be a good sharer.

Chair La Fevers reiterated Allen's comments that the building was controversial. He said three structures on top would not be his first choice, but he understands the need. He is willing to accept it, he said.

MOTION

Upon a motion by Commissioner Allen, seconded by Commissioner Moyer, the Planning Commission voted unanimously to adopt Resolution PC No. 24-012 approving Project 24-2292-CUP/CDP for a Conditional Use Permit and Coastal Development Permit to allow installation of a new wireless telecommunications facility on an existing multi-story office building including the installation of three (3) 8-foot wireless telecommunication antennas, six radios and associated rooftop equipment, and architectural screening materials to visually shield the antennas, accept the CEQA Exemption, and adopt the findings as attached and Conditions of Approval as proposed by staff in Exhibit 3. Motion passed 5-0 by voice vote.

BREAK – Chair La Fevers called for 3-minute recess.

4) The Palms Restaurant Renovation

Planner: Brian Banks

Project 24-2303-DP/CDP

Address: 701 Linden Avenue

Applicant: Laurel Perez, agent for 701 Linden LLC

Hearing at the request of 701 Linden LLC to consider Project 24-2303-DP/CDP (application filed July 15, 2024) for a Development Plan and Coastal Development Permit to allow an interior and exterior renovation of the existing restaurant ("The Palms") and conversion of a portion of the roof to a partially covered patio and bar area resulting in a restaurant and market/café/retail area on the ground floor, a banquet/event space on the second floor, and a covered bar and uncovered dining area on the roof under the provisions of the Carpinteria Municipal Code (CMC) §14.22 - Central Business District and §14.44 - Visitor-Serving Overlay; and to grant Modifications to: 1.) allow a covered patio dining area within the required front setback; and 2.) to allow the rooftop bar structure to exceed the 30-foot height limit by 1 foot-eight inches; and to accept a categorical Exemption pursuant to §15301, 15302, 15303, 15305 and 15332 of the California Environmental Quality Act (CEQA) Guidelines.

DISCLOSURE OF EX PARTE COMMUNICATIONS

Commissioner Allen disclosed that he communicated with John Wullbrandt

on Messenger, Commissioner Moyer said he drove around the building once, and Commissioner Benefield shared (jokingly) she visited the bar many times.

Principal Planner Brian Banks presented the staff report with background and details about the renovation. He said staff is recommending the Planning Commission approve the project with a focus on the recommended conditions related to rooftop noise as outlined in the staff report and Conditions of Approval. He then answered commissioners' questions about noise and structural elements, among other things.

Commissioner Benefield said the effects of noises are hard to measure and felt strongly that we need to make it not noisy on the rooftop for the sake of the neighbors. Banks explained the applicant had been proactive in addressing the issue and had a noise study prepared. He also clarified that although a certain level of ambient noise is okay on the rooftop, it is clear the intent from the ARB is that live bands are not wanted up there.

In response to questions from Chair La Fevers whether making the rooftop structurally sound for the new deck could compromise the building's historical integrity, Banks explained a report from a structural engineer stated it is important that the four walls are not impacted by the proposed project. He added they are taking the extra step to require that a historian ensures historical elements are preserved and plans are followed through.

PUBLIC HEARING OPENED

Laurel Perez of SEPPS Land Use Consulting, representing the owners and project team, described the project and benefits it would bring to the community. The following are highlights:

- There will be improved architectural integrity, pedestrian ambiance and connectivity along Linden, increased onsite landscaping, a recommencing of the family restaurant, take-out onsite, and a small rooftop terrace with incredible views of the mountains and ocean.
- Careful consideration was given to the rooftop lounge, locating it away from the edges of the building to ensure safety and sensitivity to the residential neighborhood.
- A noise study was conducted that confirmed ambient noise levels for a fully operating restaurant, bar and lounge with four interior speakers and six rooftop speakers playing low background music is projected to be at 52 to 53 dBA, which is lower than city thresholds. They intend to limit the rooftop to quiet use and are aware of other noise issues downtown.
- The transportation program is robust despite being short of 7 spaces

and contains significant incentives for employees to carpool, use public transportation and ride bikes. • Regardless of constructing a rooftop lounge, structural improvements were needed throughout the building. • She noted the commitment to honoring the historical structure and said the historical report showed the original hotel always had a restaurant component. Darryl Becker, project architect, said the original proposal was to restore the signage to what it was in the early 1900s and not deviate from the current sign with something new. The project's goal was to eliminate the renovations done in the 1950s/60s, connect it to the streetscape on Linden, make landscape improvements and do a complete restoration. He said they realized the inner core of the building is very dark, which is where the idea of an atrium came up that provides benefits of light and energy efficiency. He described the atrium in detail; it is a 3-story element with vegetation hanging, made of a steel frame with glazing on all four sides. He reviewed elevations and said, among other things, they responded to ARB's direction to contain noise. Commissioner Salant commented on the second floor's use with its two private rooms for meetings and small gatherings. She questioned whether such demand exists. Becker responded that if there is a large group of diners, they can use a room, and it is meant to be flexible. Salant said there are a lot of walls that don't make it seem flexible. Commissioner Salant also noted the project includes a "transportation demand coordinator" position, something she has never heard of. Perez explained it is a standard condition that she has seen in other projects for offices and industrial projects in the city of Santa Barbara. It is usually the office manager who administers the program, and in this case, the restaurant's general manager would facilitate it. There is also a reporting requirement to city staff for three years. Darryl Nelson of Associated Transportation Engineers (ATE) added that the success of a Transportation Demand Management (TDM) plan varies. You must find out what is most effective, work with that and do adjustments. Commissioner Allen pointed out there is a reduction offered to employees for the cost of on-site meals that is not defined in the condition. Becker said they could consider including the information.	

Discussion continued about better defining the Transportation Demand Management plan. Community Development Director Nick Bobroff explained it is an aspirational mitigation measure trying to balance two different state mandates, with the result that it is subjective.

With respect to parking, Commissioner Moyer suggested the nine spaces in back be limited to 2-hour parking. Perez said they could consider it.

Ms. Perez spoke about Condition 19 regarding no live entertainment on the rooftop. She explained their acoustical engineer studied worst case scenarios, and they are asking that an acoustic guitar and no-amplification singer be allowed, as they create no measurable impact on noise coming from the facility. There is also no vision to have a band. She said they would like more details added to the condition that specifies music with no amplification.

PUBLIC HEARING CLOSED

Commissioner Benefield commented on how much she loved The Palms, describing it as one of her favorite places. She expressed concern with state laws for parking, noting that with every project we allow fewer and fewer spaces. She stressed that we must do something about it and need a parking structure sooner than later. She said her big concern is noise, with the suggestions about the acoustic guitar sounding reasonable.

Commissioner Moyer said he echoes Benefield's comments. He pointed out that Condition 42 requires a special permit for music or signage. He pointed out there is an alleyway next to the residential area where noise will be pronounced. He said he can make the findings for modifications regarding energy and space. About parking, he thinks we are on the road to figuring it out and with three years of monitoring should be able to get the kinks out. He thinks a new sign could be a nice statement and we should look to the future and not worship the past. He loves the atrium, describing The Palms as a dark bar. He is encouraged by the renovations happening in downtown Carpinteria, including the 700 block.

Commissioner Allen expressed support. He is glad to see the rooftop focusing noise at Linden and not the residential area. He expressed concern that a singer and guitar can project sound a long way and thinks we would see more complaints from the residential area. He pointed out that we do not have code enforcement working at night. Regarding signage, he recommended that the ARB look at the signature of The Palms on the front and whether it should be historical or something new.

Commissioner Salant agreed with Allen about the music issue and

questioned why we should have live music or any music up there. Why not enjoy the views and nature? She expressed that it's not the building but what went on in it, the live music and all. She spoke about how the new building will be nice but will not bring back the old Palms. She said all the memories will be gone and it's going to be really different, and for that reason, we should maintain the sign we all know.

Chair La Fevers said he can make the findings for the minor setback on Linden and the additional height. About the onsite parking, it is restricted to restaurant patrons, and he expects to see it monitored and reviewed by staff. He said it's important employees park in Lot 3 and not take up downtown street parking or parking in residential neighborhoods. Historically, The Palms was a well-utilized building and managing the employee parking is the biggest part. He also agrees with Allen that we should avoid the slippery slope of rooftop entertainment, and he suggested conditioning it to not be allowed. He is, however, fine with speakers and music and okay with Condition 19 as written.

Discussion followed about the rooftop noise. Commissioner Allen agreed with La Fevers about allowing rooftop speakers and music. He also generally agreed with Salant's comments about not needing it; however, he noted all restaurants have music. His concern is that noise levels are indeed kept under control, adding enforcement can be difficult. He suggested the speakers have a sign saying, "Control should not go beyond x."

Chair La Fevers agreed and said the volume of the speakers should not be allowed to exceed noise that is ambient. He said with respect to Condition 19, the commissioners generally agree it is okay "as is."

Principal Planner Banks clarified, among other things, that Conditions 19 and 42 do not preclude the operator from applying for a live music permit within the restaurant.

Chair La Fevers reviewed a list of topics prior to asking for a motion:

Direction on the Signage

Chair La Fevers suggested we have the historian weigh in on the sign. Commissioner Allen expressed he did not want to give direction to ARB other than to say they want it reviewed by them. Commissioner Salant felt strongly the history that is considered should go back to what people in the community remember and not a time before their grandparents were born.

Commissioner Allen suggested they issue the following statement: "The Planning Commission requested the ARB consider whether to keep The Palms sign on the front façade or consider the 1912 sign on the front façade

or design a new sign.” Commissioners offered more feedback. Allen said his preference is for the script they all mostly remember, Moyer said he votes for new. Benefield prefers that the ARB figure it out and include John Wullbrandt’s input. Commissioner Salant said she wants the script. <u>Inclusion of Mural</u> About including a mural on the side, Chair La Fevers said he is strongly not in support of a mural on any facade of the building. Commissioners Benefield and Moyer agreed. <u>On-Site Parking Time Limit</u> Regarding the 2-hour time limit on on-site parking spaces he suggested, Commissioner Moyer proposed it be considered as an option <i>after</i> the monitoring takes place. <u>Meal Discounts in TDM Plan</u> With respect to adding more specific conditions on the Transportation Demand Management (TDM) plan’s meal discount, Commissioner Allen said he was giving up on that one. <u>Rooftop Noise</u> The commissioners had generally agreed with Condition 19 that states no live entertainment is allowed but speakers are allowed not to exceed ambient noise levels. Principal Planner Brian Banks pointed out that live music is not allowed on the rooftop; however, it does not preclude the applicant from applying for a live entertainment license for music within the restaurant. MOTION Commissioner Moyer moved that they adopt the attached Resolution PC-24-011 thereby approving Project 24-2303-DP/CDP to grant a Development Permit and Coastal Development Permit to allow the described restaurant renovation and additions, grant the requested setback and height modifications and accept the Exemption pursuant to §15301, 15302, 15303, 15305 and 15332 of the CEQA Guidelines. Commissioner Benefield seconded the motion. Motion passed unanimously (5-0) by voice vote.	
OTHER BUSINESS - None	OTHER BUSINESS
MATTERS PRESENTED BY COMMISSIONERS	MATTERS

Commissioner Salant proposed that all projects should include drawings that show the full volume of the building as seen from 5 feet 6 inches from the ground. She said as buildings get bigger and bigger there is no way you can figure out the massiveness of the project. Community Development Director Nick Bobroff said all projects contain perspective renderings, but they can update their application to reflect street level renderings are wanted from a pedestrian's view.	PRESENTED
DIRECTOR'S REPORT 5) Architectural Review Board Meeting Minutes of October 17, 2024 6) City Calendar for the month of December 2024 7) Planning Activity Report as of November 30, 2024 8) Building Permit Report as of November 30, 2024 Community Development Director Nick Bobroff reviewed the materials.	DIRECTOR'S REPORT
ATTENDANCE OF PLANNING COMMISSIONERS FOR THE NEXT MEETING OF MONDAY, January 6, 2025 – All commissioners indicated they would be in attendance.	ATTENDANCE FOR NEXT MEETING
ADJOURNMENT – Chair La Fevers adjourned the meeting at ? p.m. _____ Secretary, Planning Commission ATTEST: _____ Chair, Planning Commission	ADJOURNMENT

MINUTES, PLANNING COMMISSION
CITY OF CARPINTERIA
CARPINTERIA, CALIFORNIA

December 2, 2024
Regular Meeting
5:30 P.M.

EXHIBIT 4

City of Carpinteria

Fiscal Year 2024/25 Work Plan

We plan to succeed

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#1 Enhance Public Outreach, Education and Transparency

#2 Accommodate City Growth while Maintaining a Small Beachside Town

#3 Take Steps to Address the Fiscal Sustainability of the City

#4 Strengthen Community Institution Collaboration

#5 Invest in a High-Performance Team at City Hall



EXECUTIVE SUMMARY

The Carpinteria City Council has established five PRIMARY GOALS for Fiscal Year (FY) 2024/25. The goals are numbered for reference purposes only and do not reflect any order of priority. The following pages outline the process used to develop these goals and provide details on how City staff will support each goal throughout the fiscal year ending June 30, 2025.



Primary Goal 1

Enhance Public Outreach, Education and Transparency



Primary Goal 2

Accommodate City Growth while Maintaining a Small Beachside Town Character



Primary Goal 3

Take Steps to Address the Fiscal Sustainability of the City



Primary Goal 4

Strengthen Community Institution Collaboration



Primary Goal 5

Invest in a High-Performance Team at City Hall

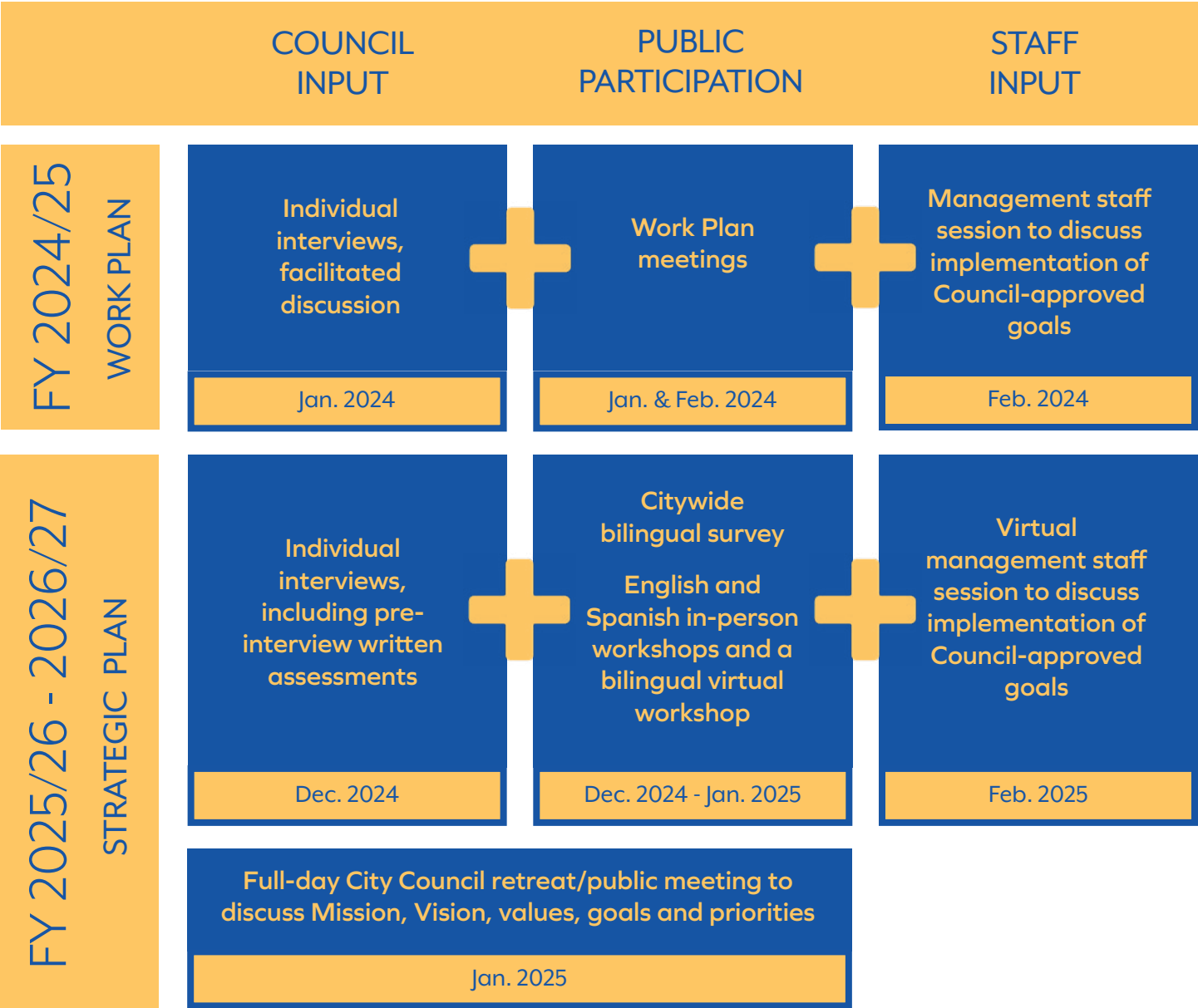


PROCESS

Facilitated by the City’s strategic planning consultant, the FY 2024/25 Work Plan focused on establishing broad goals, defining organizational success, and setting a clear direction for City staff. Input from elected officials, City staff, and the public was carefully considered and incorporated.

Building on this foundation, the City is progressing to a two-year strategic plan, including fiscal years 2025/26 and 2026/27 (FY 2025-2027). As part of the development process for the FY 2025-2027 strategic plan, the City is embarking on a comprehensive, community-driven approach with a strong emphasis on gathering diverse perspectives to ensure City goals align with community priorities.

In addition, the FY 2025-2027 strategic planning process will include an update to the City’s mission and vision statements, as well as development of value statements. The improved process promotes greater inclusion, incorporates data and analysis, and formalizes reporting.



Help us shape the future

The first step of our FY 2025-2027 strategic planning process includes inviting the public to complete a Community Survey, which will help inform development of the City's goals and priorities. Community members are encouraged to participate by completing a brief, confidential online survey using the QR code at right or by visiting the following links for [ENGLISH](#) or [SPANISH](#).



English Survey



Spanish Survey

Community workshops



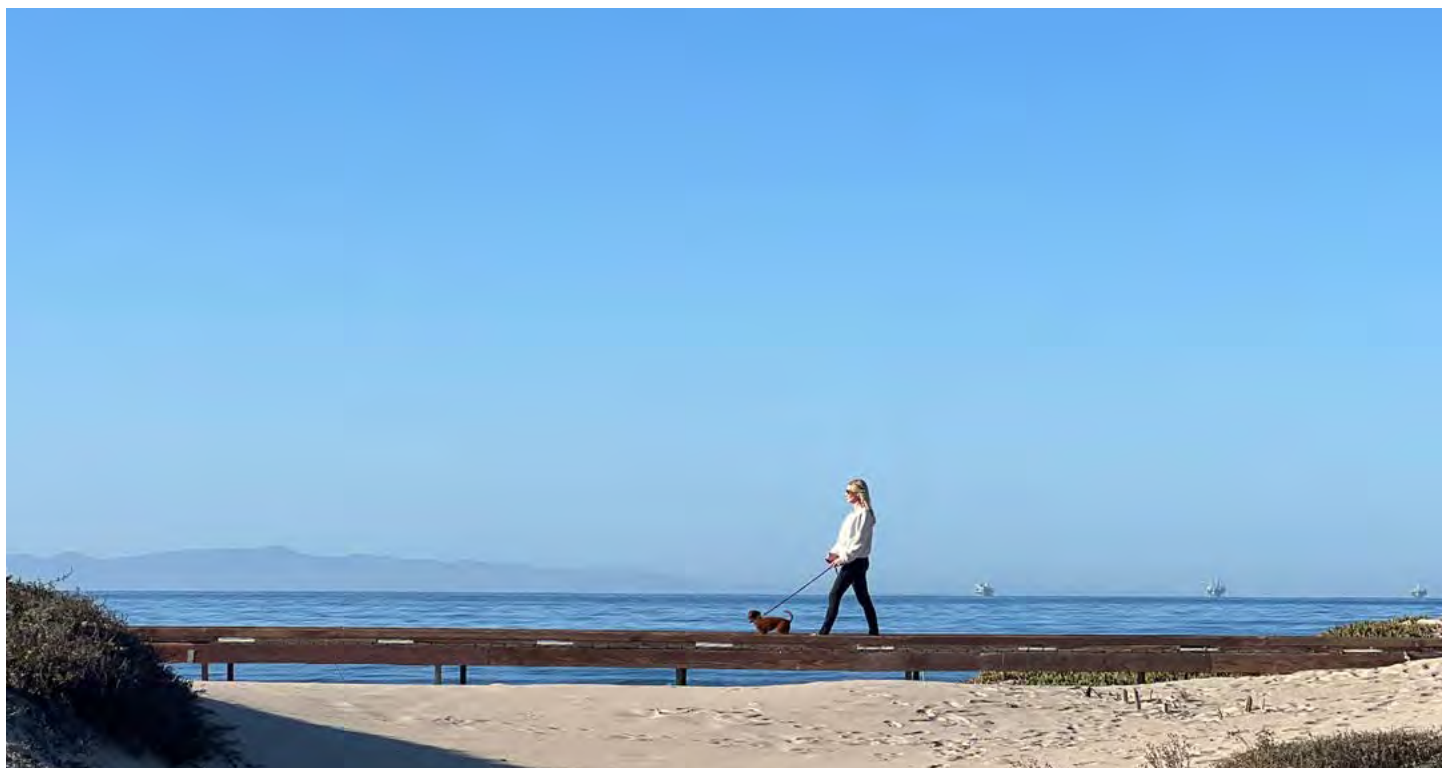
In-Person English
Wednesday, Dec. 4
6:30 - 8 p.m.
Carpinteria Children's Project
5201 Eighth Street



In-Person Spanish
Thursday, Dec. 5
6:30 - 8 p.m.
Carpinteria Children's Project
5201 Eighth Street



Zoom Bilingual
Wednesday, Dec. 11
6:30 - 8 p.m.
[ZOOM LINK](#)



PRIMARY GOAL 1

Enhance Public Outreach, Education and Transparency



The Carpinteria City Council is concerned that its current outreach and education efforts are not effectively reaching all segments of the community. The Council is eager to hear from a wider range of voices in the community to ensure that policy decisions reflect the needs of a diverse group of residents. By strengthening public outreach and promoting transparency in the decision-making process, the City Council aims to foster a more informed community, encourage greater civic engagement and build a more collaborative relationship between the City and the residents of Carpinteria.

PRIORITIES

- 1 Improve relations with non-profits and organizations that are strongly connected to the Latino community.
- 2 Speak to the community on budget, economics, and tradeoffs.
- 3 Continue investments in Spanish language resources.
- 4 Formalize the appointment process to commissions and committees.
- 5 Assess current communication tools and methodologies.
- 6 Track and report on engagement efforts.
- 7 Evaluate investing in an ongoing polling tool.
- 8 Create capacity to take on outreach and engagement goals.

TRANSLATING GOALS INTO ACTION

To align City staff time and resources with the City Council's Primary Goals for FY 2024-25, each department within the organization has identified strategic goals for the fiscal year. Below are the Strategic Goals that support Primary Goal #1: Enhance Public Outreach, Education and Transparency. These goals are organized by Departmental Programs. Additionally, staff has outlined specific objectives for each strategic goal, along with performance measures to track progress. For more details, including the budget associated with this primary goal, please visit the following [LINK](#) or scan the QR code on the right.



Primary Goal #1: Enhance Public Outreach, Education and Transparency

Department	Program	Strategic Goals
General Government	City Administration	Enhance public participation in Annual Work Plan development process.
		Assist the City Council to review and revise, or develop, City Vision, Mission, Goals, and Values for inclusion in the Annual Work Plan.
		Enhance community awareness and knowledge of the City's budget and related activities.
	Records Management	Streamline the agenda packet process.
		Reduce use of paper records and increase public's access to official City documents.
		Adopt an electronic signature policy for official City documents.
		Establish a formalized process for appointing members to City advisory groups.
	Communication and Community	Provide multilingual closed-captioning on City broadcasted meetings (City Council, Planning Commission, and Architectural Review Board).
		Enhance community engagement.
		Strengthen partnerships with non-profits and organizations connected to the Latino community.
		Develop and implement effective policies and procedures for communication.
		Optimize communication tools and methodologies for improved outreach.
		Improve tracking and reporting of engagement efforts to measure impact.
		Assess the value of investing in an ongoing polling tool to gauge community sentiment.
Administrative Services	Financial Management Services	Engage the community in discussions about the budget, economic factors, and the necessary tradeoffs.
		Demonstrate compliance with best practices for budgeting and financial reporting.

Department	Program	Strategic Goals
Parks, Recreation and Community Services	Parks, Recreation and Community Services Administration	Modernize operations and improve customer experience.
		Enhance customer engagement and satisfaction through modern communication channels.
		Create a vibrant, inclusive community garden that fosters food security, promotes healthy living, and cultivates a strong sense of place for all community members.
	Community Pool Services	Establish and maintain a comprehensive program planning and communication framework.
	Library Services	Enhance community engagement and literacy to reach a wider audience, promote lifelong learning, and foster a sense of community through shared literary experiences.
		Boost library utilization and program participation.



PRIMARY GOAL 2

Accommodate City Growth while Maintaining a Small Beachside Town



The City Council acknowledges the challenge of managing urban growth and meeting state housing mandates while preserving the unique charm and character of Carpinteria as a small beachside town. The Council is committed to developing strategies and policies that promote responsible growth, support economic development, and preserve the community's identity.

PRIORITIES

- 1 Prioritize affordable housing.
- 2 Complete the implementation of zoning to implement an adopted Housing Element.
- 3 Address County development visions impacting the City's sphere of influence.
- 4 Prioritize environmental sustainability and preservation in the context of the small town and the City's niche tourism activity (Asset-Based Economic Development).
- 5 Implement an Anti-Displacement Legislation Package to preserve and improve rental housing inventory housing inventory and neighborhood quality of life.
- 6 Continue progress toward the adoption of a General Plan Update.
- 7 Continue progress toward the completion of a Downtown Design Overlay.

TRANSLATING GOALS INTO ACTION

To align City staff time and resources with the City Council's Primary Goals for FY 2024- 25, each department within the organization has identified strategic goals for the fiscal year. Below are the Strategic Goals that support Primary Goal #2: Accommodate City Growth while Maintaining a Small Beachside Town. These goals are organized by Departmental Programs. Additionally, staff has outlined specific objectives for each strategic goal, along with performance measures to track progress. For more details, including the budget associated with this primary goal, please visit the following [LINK](#) or scan the QR code on the right.



Primary Goal #2: Accommodate City Growth while Maintaining a Small Beachside Town

Department	Program	Strategic Goals
Community Development	Advance Planning	Pursue Implementation of the adopted Housing Element.
		Continued progress toward adoption of General Plan/Coastal Land Use Plan (GP/CLUP) Update.
		Continued implementation of Anti-displacement Legislative Package.
		Continued progress toward completion of the Downtown Design Overlay.
		Engage in County land use decisions affecting Carpinteria Sphere of Influence.
	Housing	Explore options for the development of affordable housing.



PRIMARY GOAL 3

Take Steps to Address the Fiscal Sustainability of the City



Members of the City Council have expressed a commitment to addressing the fiscal sustainability of the City and ensuring that adequate funds are available to meet state mandates, maintain current service levels, and safeguard against unforeseen challenges. The Council aims to explore strategies for revenue enhancement, cost management, and long-term financial planning.

PRIORITIES

- 1 Pursue steps to address subsidies of special districts like lighting and landscape districts.
- 2 Address the City's fee schedule to modernize the structure of fees.
- 3 Revisit the structure of the business license fee.
- 4 Evaluate new revenue sources to assist with funding local initiatives.

TRANSLATING GOALS INTO ACTION

To align City staff time and resources with the City Council's Primary Goals for FY 2024-25, each department within the organization has identified strategic goals for the fiscal year. Below are the Strategic Goals that support Primary Goal #3: Take Steps to Address the Fiscal Sustainability of the City. These goals are organized by Departmental Programs. Additionally, staff has outlined specific objectives for each strategic goal, along with performance measures to track progress. For more details, including the budget associated with this primary goal, please visit the following [LINK](#) or scan the QR code on the right.



Primary Goal #3: Take Steps to Address the Fiscal Sustainability of the City

Department	Program	Strategic Goals
General Government	City Administration	Take steps to address subsidies of City assessment districts to make the districts fiscally stable and sustainable.
		Improve City's cost recovery to reduce program subsidies where appropriate.
		Research options to increase revenues and present to City Council.
	Records Management	Reduce use of paper records and increase public's access to official City documents.
		Adopt an electronic signature policy for official City documents.
Community Development	Administration	Evaluate new revenue sources to assist with funding local initiatives.
	Development Review and Building (also included in Primary Goal #4)	Implement improvements to the Business Licensing Process.
		Implement efficiency improvements for Building Permit review.
Public Works	Capital Improvements	Increase capital project revenues.
Parks, Recreation & Community Services	Parks, Recreation & Community Services Administration	Promote fiscal responsibility and community engagement.
		Ensure transparency and effectiveness in refunds and cancellations.
		Conduct a Comprehensive Fee Study and recommend new fees to City Council.

PRIMARY GOAL 4

Strengthen Community Institution Collaboration



The City Council aims to enhance collaboration among various local community institutions, including Carpinteria Unified School District (CUSD), non-profit organizations, and other agencies throughout the County. The goal is that this strengthened collaboration will result in shared resources and a unified approach to community-focused priorities.

PRIORITIES

- 1 Revisit Joint Use Agreement with Carpinteria Unified School District.
- 2 Revisit relationships with non-profit organizations.
- 3 Prioritize collaboration with other agencies and institutions within the County.
- 4 Pursue cross-program collaboration and new program implementation.
- 5 Develop a regional sediment management plan and messaging.
- 6 Develop a Gun Storage Safety Ordinance.

TRANSLATING GOALS INTO ACTION

To align City staff time and resources with the City Council's Primary Goals for FY 2024- 25, each department within the organization has identified strategic goals for the fiscal year. Below are the Strategic Goals that support Primary Goal #4: Strengthen Community Institution Collaboration. These goals are organized by Departmental Programs. Additionally, staff has outlined specific objectives for each strategic goal, along with performance measures to track progress. For more details, including the budget associated with this primary goal, please visit the following [LINK](#) or scan the QR code on the right.



Primary Goal #4: Strengthen Community Institution Collaboration

Department	Program	Strategic Goals
General Government	Communication and Community	Evaluate and update existing volunteer materials.
		Revisit and enhance volunteer trainings
		Improve communication methods with volunteers and prospective volunteers.
		Developing new ways to recognize volunteer contributions.
		Implement improved support initiatives for volunteers.
Community Development	Housing	Increase community awareness of Rental Housing Mediation Program (RHMP) services.
		Explore options for the continuation and expansion of the Safe Parking Program.
		Seek opportunities to expand and support housing needs for unhoused individuals.
	Development Review and Building (also included in Primary Goal #3)	Implement Improvements to the Business Licensing process.
		Implement efficiency improvements for Building Permit review.
	Code Compliance	Multi-family Smoking Ordinance implementation and outreach.
		Conduct Entertainment Licensing monitoring.
		Conduct GoGov Code compliance activity tracking.
Parks, Recreation & Community Services	Parks, Recreation & Community Services Administration	Enhance the quality of life for seniors in Carpinteria by creating inclusive socialization and relationship-building opportunities that foster a strong sense of community and belonging, while simultaneously promoting holistic health through physical, mental, and emotional wellness initiatives.
	Ocean Beach Services	Streamline and improve customer service for Boathouse operations.

PRIMARY GOAL 5

Invest in a High-Performance Team at City Hall



The City Council acknowledges the crucial role of the City Staff team. To further support the team at City Hall (and all City staff locations), councilmembers have expressed an interest in investing in professional development, training, and fostering a positive work environment to empower and support City employees. By nurturing a skilled and motivated workforce, Carpinteria aims to retain employees long-term and enhance the efficiency of City operations.

PRIORITIES

- 1 Successfully transition a new senior leadership team.
- 2 Invest in staff learning through conferences and other learning tools.
- 3 Build a high-performance culture that both yields efficient results and increases staff retention.
- 4 Inject a customer service element into City Staff collaboration with stakeholders.
- 5 Sustain City Council's strong reputation for making Carpinteria a stable place to work and build community.
- 6 Add software tools to increase staff capability and productivity.

TRANSLATING GOALS INTO ACTION

To align City staff time and resources with the City Council's Primary Goals for FY 2024-25, each department within the organization has identified strategic goals for the fiscal year. Below are the Strategic Goals that support Primary Goal #5: Invest in a High-Performance Team at City Hall. These goals are organized by Departmental Programs. Additionally, staff has outlined specific objectives for each strategic goal, along with performance measures to track progress. For more details, including the budget associated with this primary goal, please visit the following [LINK](#) or scan the QR code on the right.



Primary Goal #5: Invest in a High-Performance Team at City Hall

Department	Program	Strategic Goals
General Government	Staff Recruitment, Retention, and Development	Optimize recruitment process.
		Enhance employee benefits program.
		Enhance employee development.
		Empower staff leaders to oversee department personnel matters.
Administrative Services	Central Services	Update outdated City policies and provide staff with training on the new policies.
	Management Information Services	Provide resources to all staff to accommodate remote work.
Community Development	Administration	Invest in staff learning through conferences and other learning tools.
		Integrate software tools to increase staff capability and productivity.
	Development Review & Building	Achieve Certified Accessibility Specialist (CASP) for Chief Building Inspector and Plans Examiner.
		Continue work towards Master Code Professional designation.
	Code Compliance	Develop and adopt Code Compliance Officer safety standards.
Public Works	Public Works Administration	To enhance department wide operational and production efficiency.
	Street, Fleet and Parks and Facilities Maintenance	Increase and diversify maintenance operations capabilities.
Parks, Recreation and Community Services	Parks, Recreation and Community Services Administration	Streamline administration and maintain adherence to all relevant policies and standards. Provide exceptional services, foster a culture of accountability, and support sustainable growth within the organization.

Department	Program	Strategic Goals
Parks, Recreation and Community Services	Parks, Recreation and Community Services Administration	Revise the mission statement for the Parks, Recreation, & Community Services Department. Implement meeting & training schedule.
	Community Pool Services	Develop and implement a comprehensive staff development and operations program.
	Ocean Beach Services	Develop and implement a comprehensive staff development and operations program for the City of Carpinteria Beach Lifeguard Program.
	Library Services	Prioritize staff training and development initiatives to ensure a skilled and motivated workforce capable of delivering high-quality services and programs.



EXHIBIT 5

General Government Department

First Quarter Reports for the Fiscal Year 2024/25

Program: Legislative & Policy

Department: General Government

Funding Source(s): General and Tidelands Trust Funds

I. Executive Summary

Over the first quarter of fiscal year 2024/25, the City Council held several meetings creating space for public engagement and coordination with stakeholders on matters of interest to the community. A partial list of public meetings conducted during the quarter include: City Council, Library Board of Trustees, Finance Committee, Harbor Seal Advisory Committee, Ad Hoc Senior Services Planning Committee, and General Plan/Coastal Plan Update Committee meetings. Council members also participated on other government agency committees such as the Santa Barbara Metropolitan Transit District and BEACON, the Beach Erosion Authority for Clean Oceans and Nourishment. Participation on regional committees during the quarter include, but are not limited to, the Santa Barbara County Elected Leaders Forum to Address Homelessness and the South Coast Youth Safety Partnership.

The City Council also participates in, and/or coordinates or helps to coordinate, many informal activities throughout the city and county such as the Santa Barbara County Trails Council hike, community blood drives, HopeNet's annual Candlelight Vigil and Mental Health & Wellness Faire, Santa Barbara South Coast Chamber of Commerce State of the County, the Carpinteria Independence Day Parade, and a community meet and greet.

See below for a non-exhaustive list of formal actions taken by the Council over the first quarter.

II. Key Highlights



Major Milestones Achieved:

- Resolution No. 6341 approving and adopting the City Procurement Policy.
- Adoption of Ordinance No. 778, amending Carpinteria Municipal Code (CMC) Chapter 8.52, Smoking Regulations, establishing a ban on smoking in multi-unit residences, as defined, starting July 1, 2025, and updated requirements for signage at tobacco retail locations, as well as revised smoking regulations for hotels to align with current State law.
- Award of Construction Contract for the prioritized Via Real Stormwater Project.
- Legislation Position Letter opposing Assembly Bill 2557.



Significant Issues or Challenges Encountered:

- None.

Upcoming Priorities for the Next Quarter

- Participation in the California Joint Powers Insurance Authority Risk Management Educational Forum
- Participation in the League of California Cities Conference
- Amendment to CMC 8.20 – Sleeping and Camping, to align with the Supreme Court of the United States recent ruling (Grants Pass).
- Receipts of Law Enforcement Annual Report
- Public Hearing on Entertainment License

III. 1st Quarter: Status Update

N/A

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 101 - Legislative & Policy				
Expenditure				
51 - Personnel Services	\$ 159,900	\$ 159,900	\$ 39,246	25%
55 - Other Operating Expenses	55,400	55,400	35,446	64%
Expenditure Total:	\$ 215,300	\$ 215,300	\$ 74,692	35%

Budget Overview

- Major Expenditures: None
- Variance: None

Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach

Engagement Activities (non-exhaustive):

- Independence Day Parade
- AgeWell Dia de los Abuelos Celebration
- National Night Out
- Service Club participation
- Santa Barbara County Trails Council Hike
- District 1 - Meet & Greet, July 28, 2024
- Movies in the Park
- World's Safest Bingo

Feedback Received:

- N/A

Response to Feedback:

- N/A

VI. Conclusion

-  In February of 2024 the City Council adopted five primary goals for fiscal year 2024/25, which began on July 1. Since that time, City Council has made numerous formal and informal, and group and individual, investments toward advancing

those goals. With City Council direction, City staff has initiated several efforts to enhance public outreach, education, and transparency, including the implementation of this quarterly report. In addition, training has been provided to the City Council, Architectural Review Board (ARB), and Planning Commission regarding state housing mandates. The City Council continues to advocate for local control on land use issues, while adhering to state law, and working to accommodate city growth while maintaining a small beachside town (City Council Primary Goal #2).



Acknowledgements. The support of the City Attorney's Office (CAO) has been instrumental in the education and navigation of state housing mandates. Internally, the City's Community Development Department (CDD) has provided valuable support to the City Council on a number of sensitive land use issues of high interest to the community. CDD, CAO, and the City Clerk's Office have coordinated on a number of comment letters to the County and various legislative bodies on several issues from cannabis odor to state housing law. Future Leaders of America played a critical role in adoption of a new City ordinance addressing smoking in multi-unit housing. In addition, funds allocated by the City Council through the Community Service Support Grant program have supported vital programming provided by several local non-profits.

Program: Commissions, Boards, and Committees

Department: General Government

Funding Source(s): General and Library Funds

I. Executive Summary

The City Council relies on appointees of its commissions, boards, and committees for technical expertise, development review and approval, and recommendations on a number of important matters. At the City Council's direction, City staff is working to improve program standards, procedures, and processes. In the first quarter, the City Clerk's Office completed a draft City Advisory Group Handbook and Code of Conduct, and developed draft standardized procedures for the appointment and re-appointment process to the City's Advisory Groups.

II. Key Highlights



Major Milestones Achieved:

- Completed City Advisory Group Handbook and Code of Conduct.
- Developed standardized procedures for the appointment and re-appointment process to the City's Advisory Groups.



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Meeting of the Ad Hoc Appointment Process Committee to review the City Advisory Group Handbook, Code of Conduct, and Procedures for the appointment and re-appointment process to the City's Advisory Groups.
- Council adopts City Advisory Group Handbook, Code of Conduct, and Appointment Process Procedures to the City's Advisory Groups.
- Promote the new appointment process via the City's website, social media, and the Coastal View News.
- Begin biennial recruitment of all City Advisory Groups in December 2024 with Council to make appointments in January 2025.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council-established "City Council Boards, Commissions, and Committees Review Committee"
GOALS AND STATUS

1. **Goal:** Engage the City Council Boards, Commissions, and Committees Review Committee to review and revise program standards, procedures, and processes.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Completed City Advisory Group Handbook and Code of Conduct.
- Developed standardized procedures for the appointment and re-appointment process to the City's Advisory Groups.

 **Challenges:**

- None

 **Next Steps:**

- Meeting of the Ad Hoc Appointment Process Committee to review the City Advisory Group Handbook, Code of Conduct, and Procedures for the appointment and re-appointment process to the City's Advisory Groups.
- Council adopts City Advisory Group Handbook, Code of Conduct, and Appointment Process Procedures to the City's Advisory Groups.
- Promote the new appointment process via the City's website, social media, and the Coastal View News.
- Begin biennial recruitment of all City Advisory Groups in December 2024 with Council to make appointments in January 2025.

VI. Financial Summary (Department-wide)

 **Budget Overview**

- Major Expenditures: None
- Variance: None

 **Major Financial Changes or Concerns**

- None

V. Community Engagement and Outreach

 **Engagement Activities:**

- Engagement activities scheduled for Q2.

 **Feedback Received:**

- None

 **Response to Feedback:**

- None

VI. Conclusion



Summary of Overall Progress

- Progress is on schedule.



Acknowledgment of Contributions from Departments, Staff, and Community Members

- None

Program: City Administration

Department: General Government

Funding Source(s): General Fund

I. Executive Summary

During the first quarter, City staff created and issued a Request for Proposal for a consultant firm to: (1) provide extensive community outreach to better inform decisionmakers and development of the next City Work Plan, and (2) to facilitate a City Council retreat (public meeting). In addition, staff created a concise summary of the adopted budget (Budget Brief), highlighting key financial allocations and priorities.

II. Key Highlights



Major Milestones Achieved:

- Created and issued a Request for Proposal to conduct a community survey, three community workshops, and conduct a City Council retreat (public meeting).
- Created Budget Brief



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Make Budget Brief available on City Website.
- Consultant firm selection.
- Schedule City Council retreat (public meeting) to review and revise, or develop, City Vision, Mission, Goals, and Values.

III. 1st Quarter: Status Update**AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):**

City Council Primary Goal #1: Enhance Public Outreach, Education, and Transparency.

GOALS AND STATUS

1. **Goal:** Enhance public participation in Annual Work Plan development process.

Status

 **Current Progress:** *On Track*

 **Actions Take This Quarter:**

- Created and issued a Request for Proposal for a consultant firm to conduct a community survey, three community workshops, and conduct a City Council retreat (public meeting) to review and revise, or develop, City Vision, Mission, Goals, and Values.

 **Challenges:** None.

 **Next Steps:**

- Consultant firm selection.
- Community survey and workshops

2. **Goal:** Assist the City Council to review and revise, or develop, City Vision, Mission, Goals, and Values for inclusion in the Annual Work Plan.

Status

 **Current Progress:** *On Track*

 **Actions Take This Quarter:**

- Created and issued a Request for Proposal for a consultant firm to conduct a community survey, three community workshops, and conduct a City Council retreat (public meeting) to review and revise, or develop, City Vision, Mission, Goals, and Values.

 **Challenges:** None.

 **Next Steps:**

- Consultant firm selection.
- Schedule and conduct City Council retreat (public meeting) to review and revise, or develop, City Vision, Mission, Goals, and Values.
- Implementation activities for this goal are scheduled to occur in Q3.

3. Enhance community awareness and knowledge of the City's budget and related activities.

Status

 **Current Progress:** *On Track*

 **Actions Take This Quarter:**

- Created Budget Brief and conducted in-person outreach during the Avocado Festival.

 **Challenges:** None.

 **Next Steps:**

- Make Budget Brief available on City Website.
- Schedule and provide presentations to educate community members on the City's budget and related activities. Scheduled for Q3.

VI. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 111 - City Administration				
Expenditure				
51 - Personnel Services	\$ 696,430	\$ 696,430	\$ 118,660	17%
52 - Professional Services	39,000	39,000	-	0%
54 - Utilities	500	500	58	12%
55 - Other Operating Expenses	13,200	13,200	3,581	27%
Expenditure Total:	\$ 749,130	\$ 749,130	\$ 122,299	16%

 **Budget Overview**

- Major Expenditures: None.
- Variance: None.

 **Major Financial Changes or Concerns**

- None.

V. Community Engagement and Outreach

 **Engagement Activities:**

- City booth at Avocado Festival.

 **Feedback Received:**

- City staff received some positive feedback on the simplified document.

 **Response to Feedback:**

- None.

VI. Conclusion

 Overall, program goals and objectives are on track; however, the majority of activities are scheduled to occur in Q2 and Q3. Feedback regarding the upcoming community survey and workshops has been overwhelmingly positive and the City Council remains committed to its goal to enhance public outreach, education, and transparency (Primary Goal #1).

- ✚ Assistant City Manager, Ryan Kintz, former Program Manager, Olivia Uribe-Mutal, and the City's communications consultant, Two Trumpets, have been instrumental in advancing program goals and objectives.

Program: Records Management

Department: General Government

Funding Source(s): General Fund

I. Executive Summary

This quarter, staff successfully transitioned to an entirely digital format for staff reports, eliminating the need to print original documents for signatures. The City Advisory Group Handbook and Code of Conduct were completed, alongside the development of standardized procedures for appointing and reappointing members to the City's Advisory Groups. While the goal of establishing a formalized appointment process remains on track, other objectives within the Records Management Program have been delayed due to competing priorities.

II. Key Highlights



Major Milestones Achieved:

- Transitioned to a fully digital staff report system, eliminating printed originals for signatures.
- Completed City Advisory Group Handbook and Code of Conduct.
- Developed standardized procedures for the appointment and re-appointment process to the City's Advisory Groups.



Significant Issues or Challenges Encountered:

Staff time allocated to other priorities hindered progress on some objectives.



Upcoming Priorities for the Next Quarter

- Procure agenda management software.
- Develop electronic routing and review processes for staff reports.
- Purchase an Electronic Records Management System for efficient retention and retrieval of official City documents.
- Adopt an electronic signature policy for official City documents.
- Convene the Ad Hoc Appointment Process Committee to review the City Advisory Group Handbook, Code of Conduct, and appointment procedures.
- Seek City Council adoption of the City Advisory Group Handbook, Code of Conduct, and appointment procedures.
- Promote the new appointment process through the City's website, social media, and the Coastal View News.
- Initiate biennial recruitment for all City Advisory Groups in December 2024, with Council appointments scheduled for January 2025.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #1 – Enhance Public Outreach, Education, and Transparency

GOALS AND STATUS

1. **Goal:** Streamline agenda packet process.

Status

 **Current Progress:** *Not Started*

 **Actions Taken This Quarter:**

- None

 **Challenges:**

- Staff time spent on other priorities.

 **Next Steps:**

- Procure agenda management software.
- Develop electronic routing and review of staff reports.

2. **Goal:** Reduce use of paper records and increase public's access to official City documents and adopt an electronic signature policy for official City documents.

Status

 **Current Progress:** *Delayed*

 **Actions Taken This Quarter:**

- Staff reports are entirely digital and original staff reports are no longer printed out to obtain signatures.

 **Challenges:**

- Staff time spent on other priorities.

 **Next Steps:**

- Purchase an Electronic Records Management System for the efficient retention and retrieval of official City documents.
- Adopt an electronic signature policy for official City documents.

3. **Goal:** Establish a formalized process for appointing members to City Advisory Groups.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Completed City Advisory Group Handbook and Code of Conduct.
- Developed standardized procedures for the appointment and re-appointment process to the City's Advisory Groups.

 Challenges:

- None

 Next Steps:

- Meeting of the Ad Hoc Appointment Process Committee to review the City Advisory Group Handbook, Code of Conduct, and Procedures for the appointment and re-appointment process to the City's Advisory Groups.
- Council adopts City Advisory Group Handbook, Code of Conduct, and Appointment Process Procedures to the City's Advisory Groups.
- Promote the new appointment process via the City's website, social media, and the Coastal View News.
- Begin biennial recruitment of all City Advisory Groups in December 2024 with Council to make appointments in January 2025.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 131 - Records Management				
Revenue				
45 - Charges for Services	\$ -	\$ -	\$ 152	0%
Revenue Total:	\$ -	\$ -	\$ 152	0%
Expenditure				
51 - Personnel Services	\$ 64,550	\$ 64,550	\$ 12,221	19%
52 - Professional Services	6,000	6,000	3,070	51%
55 - Other Operating Expenses	20,350	20,350	1,957	10%
Expenditure Total:	\$ 90,900	\$ 90,900	\$ 17,248	19%

 Budget Overview

- Major Expenditures:
 - None
- Variance:
 - None

 Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach

 Engagement Activities:

- None

 Feedback Received:

- None

 Response to Feedback:

- None

VI. Conclusion

 Summary of Overall Progress

- The goal of streamlining the agenda process has not yet begun. The objective of reducing paper records usage has faced delays due to other priorities. However, the initiative to establish a formalized process for appointing members to the City's Advisory Groups is progressing as planned.



Acknowledgment of Contributions from Departments, Staff, and Community Members

- None

Program: Elections

Department: General Government

Funding Source(s): General Fund

I. Executive Summary

The majority of election tasks for the upcoming November 5, 2024, General Municipal Election have been successfully completed. Key achievements include the adoption of resolutions by the City Council to consolidate the election and place a Transient Occupancy Tax (TOT) Measure on the ballot. Staff has assisted candidates with their nomination paperwork and processed necessary documents for the TOT Measure. The remaining tasks include the certification of election results and the reorganization of the City Council in December.

II. Key Highlights (Bulleted)



Major Milestones Achieved:

- Adoption of resolutions for consolidating the election of City Council candidates and placing the TOT Measure on the November 5 ballot.
- Submission of the consolidation services request to the County Elections Division.
- Assistance provided to Council candidates in filing their nomination paperwork.
- Processing of documents related to the TOT Measure.



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Certification of Election Results and City Council Reorganization.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
To Collaborate with the County of Santa Barbara Elections Division to Manage and Oversee the November 5, 2024 General Municipal Election on Behalf of the City.
GOALS AND STATUS
1. Goal: Ensure legal and efficient elections process is conducted. Request Consolidation Services from the County of Santa Barbara Elections Division.
Status Current Progress: Completed



 Actions Taken This Quarter:

- In May 2024, the Council adopted requisite resolutions calling and consolidating the November 5, 2024 General Municipal Election with the Statewide General Election for the election of Council candidates and placement of ballot measure regarding an increase in the Transient Occupancy Tax (TOT).
- City submitted consolidation services request to County Elections Division in May 2024.
- Prepared and posted/published all required notices per State Elections Code.

 Challenges:

- None

 Next Steps:

- Proceed to assist Council candidates.

2. **Goal:** Assist Council Candidates in Filing Nomination Papers.

Status

 Current Progress: *Completed* **Actions Taken This Quarter:**

- Prepared Candidate Handbook, nomination packets, and Election Fact Sheet.
- Guided Council candidates through nomination process.
- Processed nomination papers, ballot designations, and candidate statements.
- Processed campaign finance statements.
- Reviewed ballot proofs.

 Challenges:

- None

 Next Steps:

- Process documents for the TOT Measure.

3. **Goal:** Process Documents for Transient Occupancy Tax (TOT) Measure on the Ballot.

Status

 Current Progress: *Completed* **Actions Taken This Quarter:**

- Drafted Argument In Favor of TOT Measure.
- City Attorney prepared Impartial Analysis.
- Received only Argument In Favor, no Argument Against nor Rebuttals received.
- Reviewed ballot proofs.

 Challenges:

- None

 Next Steps:

- Prepare for certification of the election results.

4. **Goal:** Certification of Election and City Council Reorganization.

Status

 Current Progress: *On Track*
 Actions Taken This Quarter:

- None

 Challenges:

- None

 Next Steps:

- Received certified results from County Elections Division.
- Council adopts resolution declaring the results of the November 5, 2024 General Municipal Election.
- City Clerk swears in newly elected or reelected Councilmembers.
- City Council selects Mayor and Vice Mayor for the next two years.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 132 - Elections				
Expenditure				
51 - Personnel Services	\$ 43,100	\$ 43,100	\$ 8,925	21%
52 - Professional Services	37,000	37,000	1,330	4%
55 - Other Operating Expenses	1,800	1,800	1,612	90%
Expenditure Total:	\$ 81,900	\$ 81,900	\$ 11,867	14%

 Budget Overview

- Major Expenditures:
 - Incidental staff time
 - Minimal elections consultant cost
 - Cost to publish required election notices
- Variance:
 - Costs are within current budget

 Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach

 Engagement Activities:

- None

**Feedback Received:**

- None

**Response to Feedback:**

- None

VI. Conclusion**Summary of Overall Progress**

- All required procedures for the General Municipal Election have been met and registered voters in City Council District Nos. 2 and 4 will vote for their respective Councilmember representatives for a four-year term and residents in City Council District No. 3 will vote for their Councilmember representative for the remainder of Councilmember Roy Lee's two-year term. All registered voters will vote on Measure B, the measure to increase the Transient Occupancy Tax (TOT).

**Acknowledgment of Contributions from Departments, Staff, and Community Members**

- None

Program: Staff Recruitment, Retention, and Development

Department: General Government

Funding Source(s): General Fund

I. Executive Summary

During the first quarter, the General Government Department implemented substantial updates to the Conditions of Employment for Miscellaneous and Management employees, focusing on optimizing recruitment, enhancing benefits, and improving employee development programs. Significant strides were made in utilizing the applicant tracking system to streamline recruitment, attract candidates aligned with City needs, and introduce new employee benefits, including updates to the fitness reimbursement program. Additionally, the department collaborated closely with Administrative Services to manage accruals and payroll adjustments, laying the groundwork for future benefit enhancements and training opportunities. Looking ahead, efforts will continue toward improving the employee experience with upcoming initiatives, including the development of a remote work and pet policies, employee surveys, and training programs to strengthen skills across the organization.

II. Key Highlights



Major Milestones Achieved:

- Updated Conditions of Employment, standardizing Personal Time Off accruals and adding Management Leave and Floating Holiday hours.
- Expanded fitness reimbursement program to include various wellness memberships.
- Held the first quarterly All-Employee Staff Meeting to boost engagement and recognition.
- Collaborated with Administrative Services/Payroll to implement new accrual policies.
- Identified key training areas for onboarding new hires.
- Filled vacant positions in a timely manner.
- Started open enrollment (to be completed in Q2).



Significant Issues or Challenges Encountered:

Limited staffing and resources impacted the speed of policy development and implementation.



Upcoming Priorities for the Next Quarter

- Evaluate the Conditions of Employment for potential benefit enhancements.
- Conduct employee surveys to gather feedback on current programs and initiatives.

III. 1st Quarter: Status Update**AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):**

City Council Primary Goal #5: Invest in High-Performance Team at City Hall.

GOALS AND STATUS**1. Goal: Optimize recruitment process.****Status**
 **Current Progress:** *On Track*
 Actions Taken This Quarter:

- Enhanced job postings with dynamic introductions to entice potential candidates.
- Promptly posted all positions on the City's website and social media platforms.
- Notified all staff of new recruitments and encouraged them to share job postings within their network.
- Utilized our applicant tracking system to streamline and automate the screening process.
- Enhanced supplemental questions to ensure candidates advancing through the process possess the skillsets that best meet the needs of the City.
- Introduced training for staff involved in recruitments on how to use the new applicant tracking system effectively.

 Challenges:

- Difficulty attracting candidates for specialized or senior-level position.
- Losing candidates to neighboring cities with higher compensation packages.
- Collaborating efficiently with hiring managers.

 Next Steps:

- Target specialized recruitment channels (e.g., niche job boards, professional associations) to better reach candidates for senior-level and specialized positions.
- Collaborate with hiring managers to streamline the selection process by setting clear timelines, improving communication, and ensuring timely feedback on candidate evaluations.
- Develop internal procedures and checklists for part-time and full-time recruitments
- Complete Employee Handbook (Q3).

2. Goal: Enhance employee benefits program.**Status**

 Current Progress: *On Track*

 Actions Taken This Quarter:

- Implemented the Conditions of Employment (COE)
 - All units have the same Personal Time Off accruals
 - Created separate management leave accrual
 - Added floating holiday hours
 - Expanded the Fitness Reimbursement program to allow fitness subscriptions, gym membership, and weight management programs.
- Provided retirement workshop session aimed at employees who are new or mid-way through their career and employees within 10 years of retirement

 Challenges:

- Limited budget for expanding benefit offerings, making it difficult to compete with surrounding agencies that offer more extensive benefits packages.
- Complexity in administering benefit changes due to coordination between employee units, multiple benefit providers, and the City's payroll system.
- Difficulty keeping benefits competitive with rising healthcare costs and evolving employee expectations around benefits.

 Next Steps:

- Conduct quarterly HR wellness campaigns, provide wellness trainings; increase employee engagement by hosting informational sessions and workshops (e.g., retirement planning, health and wellness) to boost awareness and participation in existing benefits programs.
- Explore new benefits trends, such as mental health support, flexible work arrangements, or student tuition reimbursement enhancement, to stay competitive and meet evolving employee needs.
- Enhance the Human Resources module in the City's finance system (Tyler) to allow better coordination and processing of benefits.

3. Goal: Enhance employee development.

Status

 Current Progress: *On Track*

 Actions Taken This Quarter:

- Conducted CPR/AED/First-Aid Safety and Fire Extinguisher Training for applicable staff on 09/24/2024 and 9/25/2024.
- Delivered First Amendment Audit Training to staff at the All-Hands Quarterly Meeting.
- Organized Supervisory Training provided by LCW in September for Management staff.
- Compiled a list of required trainings for all staff, with additional targeted trainings for new hires.

- Encouraged departments to allow their staff to be more involved in professional development organizations such as Municipal Management Association of Southern California, and American Planning Association, and American Public Works Association
- Participated in various employee development academies including: Management Academy, Risk Management Forum (Q2), and Regional Public Leadership.

 Challenges:

- Limited resources and time for training due to the small size of the staff and competing priorities
- Loss of institutional knowledge when employees resign.

 Next Steps:

- Provide opportunities for newer staff to take on leadership roles in projects or committees to develop their skills and knowledge.
- Create a structured professional development plan for all employees, ensuring equal opportunities for growth across departments.
- Explore online learning platforms and webinars to provide flexible training options that accommodate the small staff size.
- Encourage cross-training to ensure knowledge and skills are distributed across teams, reducing dependency on any single staff member.

4. Goal: Empower staff leaders to oversee department personnel matters.

Status

 Current Progress: *Delayed*

 Actions Taken This Quarter:

- Management staff completed Difficult Conversation training
- Scheduled to be completed in Q2.

 Challenges:

- Limited staff
- Difficult to identify specific or the right type of training for our organization.

 Next Steps:

- Foster a culture of collaboration by encouraging open communication and feedback from all staff, ensuring everyone feels valued and supported in their roles.
- Establish regular check-ins between HR and staff leaders to provide ongoing support, address concerns, and share best practices.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 141 - Staff Recruitment, Retention, & Development				
Expenditure				
51 - Personnel Services	\$ 288,350	\$ 288,350	\$ 70,505	24%
52 - Professional Services	23,000	23,000	1,200	5%
55 - Other Operating Expenses	28,200	28,200	7,461	26%
Expenditure Total:	\$ 339,550	\$ 339,550	\$ 79,166	23%



Budget Overview

- Major Expenditures: None
- Variance: None



Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach



Engagement Activities:

- City website and social media to promote employment opportunities.



Feedback Received:

- None



Response to Feedback:

- None

VI. Conclusion



Summary of Overall Progress

- In the first quarter of the fiscal year, the department has made substantial progress in enhancing employee benefits, optimizing recruitment processes, and encouraging employee development. We successfully implemented changes to the Conditions of Employment, improved our applicant tracking system, and introduced new professional development opportunities for staff. Although challenges persist, such as limited resources and the need to keep benefits competitive, our proactive approach in collaborating with departments and investing in employee training has kept our work plan on track.
- Looking ahead, we are committed to building on this momentum by exploring additional employee development opportunities, increasing engagement in benefits programs, and ensuring recruitment processes are refined to attract top talent. We will continue to focus on maintaining a high-performance team at City Hall by providing the necessary resources and support to foster a thriving and innovative workforce.

**Acknowledgment of Contributions from Departments, Staff, and Community Members**

- Human Resources Staff: Javier Gutierrez, Human Resources Assistant, Ryan Benson, Management Analyst I, and Teresa Ilasin, Management Analyst II.
- Appreciation to City Manager Michael Ramirez and Assistant City Manager Ryan Kintz for their dedicated leadership and valuable guidance.
- The Human Resources staff would like to thank the Administrative Services staff for working more closely together to ensure that employee pay transactions are processed efficiently and promptly, and for their collaboration in developing and implementing policies and procedures that reflect best practices.

Program: Risk Management

Department: General Government

Funding Source(s): General Fund

I. Executive Summary

This quarter focused on enhancing the City's risk management framework through coordinated safety initiatives, regulatory compliance efforts, and strengthened risk assessment processes. Major accomplishments included CPR and fire safety training, compliance updates for City contracts, and proactive planning with CJPIA to initiate the Loss Control Action Plan Program. Significant challenges involved limited staffing and the evolving regulatory landscape, which impacted response times to routine inspections and report processing. Upcoming priorities include a City-wide risk evaluation scheduled with CJPIA and bolstering departmental training on risk management best practices.

II. Key Highlights



Major Milestones Achieved:

- Coordinated with CJPIA to implement the Loss Control Action Plan Program and schedule the City's Risk Management Evaluation for November 2024.
- Conducted CPR/AED/First-Aid Safety and Fire Extinguisher Training for applicable staff on 09/24/2024 and 9/25/2024.
- Delivered First Amendment Audit Training to staff at the All-Hands Quarterly Meeting.
- Ensured contract compliance with insurance requirements, securing necessary certificates of insurance for new City agreements and commenced audit to ensure all existing contracts have updated certificates of insurance.



Significant Issues or Challenges Encountered:

- Limited Staff Resources for Compliance: Small staff and time constraints impacted routine tasks like facility inspections, claims reporting, and participation in regulatory training.
- Compliance with New Regulations: The continuous updates to Cal/OSHA and ADA regulations require dedicated time for interpretation and implementation, impacting scheduled work plan tasks.
- Reactive vs. Proactive Risk Management: Addressing immediate issues, such as claims and safety incidents, has limited the focus on long-term goals, including policy updates and preventive safety initiatives.



Upcoming Priorities for the Next Quarter

- Completing a comprehensive risk evaluation with CJPIA.
- Enhancing safety training initiatives for staff and developing department-specific risk mitigation strategies.
- Conducting an analysis to identify departmental risk factors and implementing preventive measures.

- Update Injury Illness and Prevention Plan (IIPP)

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Resolution 5435, Adopting Injury and Illness Prevention Program (IIPP), California Tort Claims Act, Cal/OSHA standards, and the Americans with Disabilities Act.
GOALS AND STATUS
1. Goal: Ensure comprehensive risk management practices to minimize the City's liability exposure. Status  Current Progress: <i>On Track</i>  Actions Taken This Quarter: • Conducted scheduled inspections of city facilities, parks, streets, sidewalks, and equipment to identify and address potential hazards. • Coordinated with staff and California Joint Powers Insurance Agency (CJPIA) to implement the Loss Control Action Plan Program and schedule the City's Risk Management Evaluation for November 2024. • Ensured all new and existing contracts entered into with the City complied with City's insurance requirements and obtained all required certificates of insurance. • Researched ways to conduct a comprehensive risk management analysis for each department. • Reviewed IIPP updates from other agencies as part of a comprehensive policy update. • Assessed risks linked to specific city equipment and established targeted restrictions and safety protocols to prevent future incidents.  Challenges: • Limited staffing and time constraints have affected the ability to consistently manage and report on all identified risks.  Next Steps: • Train staff for risk management purposes. • Continue to research risk management best practices used by government agencies and companies in general. • Consult with CJPIA to create a comprehensive risk analysis that touches on all aspects of the City's assets and interaction with the public. 2. Goal: Improve workplace safety and reduce the incidence of Workers' Compensation claims.

Status

 **Current Progress:** *On Track*

 Actions Taken This Quarter:

- Monitored active Workers' Compensation claims to ensure progress toward resolution and supported return-to-work plans for employees on leave.
- Public Works Department initiated morning walks for maintenance crew to stretch before the day's labor to prevent accidents.
- Public Works and Parks, Recreation and Community Services continued to conduct morning safety check meetings.

 Challenges:

- Reduced staffing levels due to workers' compensation claims and staff leave have impacted critical Public Works teams, underscoring the importance of prioritizing workplace safety to prevent future claims.

 Next Steps:

- Conduct an organization-wide assessment of Workers' Compensation cases, identify root causes, and develop targeted strategies to reduce claims.

3. **Goal:** Ensure the safety, regulatory compliance, and maintenance of City facilities and public spaces.

Status

 **Current Progress:** *On Track | Delayed*

 Actions Taken This Quarter:

- The Public Works Department completed a series of essential maintenance activities, including sidewalk repairs, cleaning public restrooms, emptying trash cans, clearing bike paths, and acquiring a new street sweeper to enhance road maintenance efforts.
- Additionally, the Public Works Department replaced night lights near city streets to improve public safety.
- In the Parks, Recreation & Community Services Department, insurance requirements for Veterans Memorial Building rentals were reinstated to further manage liability and ensure safety standards.

 Challenges:

- Risks have been identified for City facilities, streets and sidewalks. Temporary protections have been put into place to ensure reduced risk; however, additional budget allocations are needed to implement permanent fixes these identified risks.
- Limited staff capacity to implement coordinated efforts to analyze loss control and ensure ADA compliance due to staff bandwidth and workers' compensation cases.

Next Steps:

- Complete return to work procedures for workers' compensation cases.
- Recruit for more part time maintenance help to ensure staff capacity is augmented.
- Conduct an analysis of risk for City facilities and public spaces.

4. **Goal:** Maintain comprehensive insurance coverage and monitor risk management resources.

Status

 **Current Progress:** **Completed** | **On Track**

Actions Taken This Quarter:

- Completed insurance renewal application forms as required.
- Submitted information for insurance coverage on new equipment, vehicles and property.
- Monitored budget for Risk Management Division to ensure sufficient funds available for comprehensive insurance coverage.

Challenges:

- None.

Next Steps:

- Continue to monitor budget and submit for insurance coverage for new equipment.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 142 - Risk Management				
Expenditure				
51 - Personnel Services	\$ 85,600	\$ 85,600	\$ 18,455	22%
52 - Professional Services	9,500	9,500	-	0%
55 - Other Operating Expenses	515,900	515,900	131,791	26%
Expenditure Total:	\$ 611,000	\$ 611,000	\$ 150,245	25%

Budget Overview

- Major Expenditures
 - Major expenditures have been completed for CJPIA insurance (Prepaid: Risk Property Insurance Policy: \$118,973.00) and Workers Compensation Liability Policy: \$391,597.00).
- Variance:
 - To be assessed next quarter following analysis of training and additional staffing needs.

Major Financial Changes or Concerns

- There is a need to create a contingency budget for items identified during the fiscal year that require immediate resolution. For example, if a sidewalk is identified to be a risk, budget should be available to fix immediately.

V. Community Engagement and Outreach



Engagement Activities:

- **Major Expenditures:**
 - None.
- **Feedback Received:**
 - None.
- **Response to Feedback:**
 - None.

VI. Conclusion



Summary of Overall Progress

- Risk management analysis for each department is slated for the next quarter, focusing on identifying risk exposures and implementing department-specific strategies to enhance safety and mitigate liabilities. The outcome will guide future training and process adjustments to ensure the City's long-term risk reduction



Acknowledgment of Contributions from Departments, Staff, and Community Members

- The Public Works Department field staff. For their continued commitment to safety and compliance aimed at reducing the City's overall risk.

Program: Emergency Preparedness

Department: General Government

Funding Source(s): General and Revolving Funds

I. Executive Summary

During the first quarter, City staff facilitated several staff and community trainings related to emergency preparedness. Emergency Operations Center training for City staff was provided by the County of Santa Barbara and CPR and AED training was provided to City staff by the Carpinteria-Summerland Fire District. These program activities demonstrate the importance of City Council Primary Goal #4 to Strengthen Community Institution Collaboration. Emergency preparedness information was provided to the community through a partnership with LISTOS Central Region. Additional staff trainings were provided via online courses through FEMA's National Incident Management System (NIMS). Lastly, City staff initiated a monthly Resilience Hub Team meeting as part of the program's goals to establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.

II. Key Highlights



Major Milestones Achieved:

- Ongoing Emergency Operation Center Staff Training in partnership with the County of Santa Barbara.
- CPR and AED Training for City FT Staff in partnership with the Carpinteria - Summerland Fire District.
- Emergency Preparedness information for the Spanish Community in partnership with LISTOS Central Region.
- Initiated the Resilience Hub Team (Occurs the third Tuesday of every month)
- County Office of Emergency Management meeting participation – First Wednesday of each month
- Coordinated staff training for IS 100 & 700.
- Coordinated staff training for EOC Intro & EOC Primary.



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Partnering with Girls Inc. of Carpinteria for a Community Resilience Hub Forum with the goal of raising awareness and conducting outreach to let the community know what resources are available before, during, and after the event of an emergency.

III. 1st Quarter: Status Update**AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):**

Strengthen community outreach to enhance emergency preparedness, aligning with FEMA's Whole Community Approach and the California Governor's Office of Emergency Services' Strategic Plan (2019-2023) to promote community resilience and involvement.

GOALS AND STATUS

1. **Goal:** Establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Resilience Hub Team: Occurs the third Tuesday of every month
- County Office of Emergency Management meeting participation – First Wednesday of each month

 **Challenges:** None

 **Next Steps:**

- Continue monthly meetings

2. **Goal:** Ensure residents are offered the tools and training to endure, and respond to emergency events.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Coordinated meetings with partnering agencies

 **Challenges:** None

 **Next Steps:**

- Kinderkirk – Annual presentation (Oct 8, 2024)
- San Roque Mobile Home Park – Annual presentation, and resident engagement fair
- Carp Children's Project Health Fair 3-6 on (October 11, 2024) – Support LISTOS.
- Basic LISTOS, October 23 & 24, in **Spanish**
- Basic LISTOS, November 20 & 21 in **English**
- CERT Refresher training – Collaboration with Carpinteria-Summerland Fire District, November 7

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Develop and update emergency response plans and coordinate staff training to comply with federal mandates, including the Stafford Act, HSPD-5 for NIMS, and the California Emergency Services Act, ensuring effective local preparedness.

GOALS AND STATUS

1. **Goal:** Evaluate existing emergency plans and prioritize need and update.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Coordinated staff training for Emergency Operations Center (EOC) Intro & EOC Primary

 **Challenges:**

- Finding the time for staff to partake on these trainings while some departments are short staffed.

 **Next Steps:**

- Track attendance and completion of module
- Send reminder and assign new dates for training for new employees

2. **Goal:** Work with emergency shelter owners to develop working relationships prior to disaster requests.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Coordinated meetings with the Carpinteria -Summerland Fire District

 **Challenges:** We are establishing a new emergency digital platform called Genasys. Working on logistics and coordination for the implementation of the new software with our partnering agencies.

•

 **Next Steps:**

- Weekly meetings with Genasys consultants and Summerland Fire District to ensure a smooth and comprehensive implementation.

3. **Goal:** Start internal Safety Committee Meetings.

Status

 **Current Progress:** *Not Started*

 **Actions Taken This Quarter:**

- N/A

 **Challenges:**

- N/A

 Next Steps:

- N/A

4. **Goal:** Start external Safety Council Meetings.

Status

 Current Progress: *Not Started*
 Actions Taken This Quarter:

- N/A

 Challenges:

- N/A

 Next Steps:

- N/A

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Train City staff and elected officials to maintain FEMA certifications and enhance Emergency Operations Center effectiveness, aiming for all personnel to complete FEMA's ICS 100 and IS-700 courses, specific EOC training, and participate in an emergency exercise by June 30, 2025.

GOALS AND STATUS

1. **Goal:** All staff and elected officials to complete ICS 100, and 700 online by Dec 31, 2024.

Status

 Current Progress: *On Track*
 Actions Taken This Quarter:

- Coordinated staff training for ICS100 & 700

 Challenges:

- None

 Next Steps:

- We will send the training materials after the City Council Reorganization on December 9, 2024, to ensure that the newly appointed Councilmembers are included in this training efforts.

2. **Goal:** All staff to complete their assigned EOC section training by May 31, 2025.

Status

 Current Progress: *On Track*
 Actions Taken This Quarter:

- Tracked attendance and completion of module

 Challenges:

- None

 Next Steps:

- Send reminder and assign new dates for training for new employees

3. **Goal:** All staff and elected officials to participate in one City-wide exercise in June 2025.

Status

✚ **Current Progress:** **Not Started**

✚ **Actions Taken This Quarter:**

- N/A

✚ **Challenges:**

- N/A

✚ **Next Steps:**

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 151 - Emergency Preparedness				
Revenue				
43 - Intergovernmental	\$ 10,000	\$ 10,000	\$ -	0%
Revenue Total:	\$ 10,000	\$ 10,000	\$ -	0%
Expenditure				
51 - Personnel Services	\$ 94,420	\$ 94,420	\$ 19,531	21%
53 - Contract Services	20,000	20,000	-	0%
54 - Utilities	900	900	210	23%
55 - Other Operating Expenses	8,450	8,450	387	5%
Expenditure Total:	\$ 123,770	\$ 123,770	\$ 20,128	16%

✚ **Budget Overview**

- Major Expenditures: None
- Variance: None

✚ **Major Financial Changes or Concerns**

- None

V. Community Engagement and Outreach

✚ **Engagement Activities:**

- Trainings and events

✚ **Feedback Received:**

- The Community is attending and engaging in the emergency preparedness trainings and events. We are offering a program evaluation at the end of each session, and so far, the feedback has been very positive.

✚ **Response to Feedback:**

- We respond to the feedback onsite at the in-person events

VI. Conclusion

- ✚ The City has increased the number of collaborations with partnering agencies and is reaching both the English and the Spanish community.

- ✚ We want to acknowledge all of our local partners, and CERT volunteers, without their unwavering support we would not be able to prepare the community in emergency resilience. We are thankful for the inter-departmental collaborations that provide support for these community events such as Public Works and the Library.

Program: Communication and Community

Department: General Government

Funding Source(s): General, PBIA, and PEG Fee Funds

I. Executive Summary

During the first quarter, the Communication and Community program conducted a number of activities toward its several fiscal year goals. Seven press releases were issued to inform the media and public on matters of community interest. The City's HOST program increased its volunteer base by 10, and City staff provided assistance to the Downtown Business Advisory Board on creation of a map to be distributed by HOST volunteers, showcasing key City attractions and participating merchants.

II. Key Highlights



Major Milestones Achieved:

- Communication Channels
 - Media Outreach - Seven press releases have been sent by the City and reported on in local media news outlets, covering topics such as grant awards, park openings, new programming, policy updates, and staff announcements. This has increased visibility of City initiatives through traditional media channels.
 - Enhanced Outreach Contract - A new communications and outreach contract was updated with specific goals to enhance the quality and quantity of outreach materials and campaigns. A key focus is to broaden engagement with the Latino community and other underrepresented groups that have historically had lower participation rates at traditional City meetings and events.
 - Improved Tracking and Transparency - A process for improved invoicing has been established to better track program and departmental needs for media coverage across digital, social, and traditional platforms. This will enable more strategic deployment of outreach resources as well as improve transparency into outreach spending.
- Volunteer Services
 - The City's HOST program has increased its volunteer base by 10, which is important given the post pandemic decline in volunteerism.
 - The increasing number of City programs and staff have generated new volunteer opportunities allowing for new structural opportunities to the program.
- Parking and Business Improvement Area Assessment (PBIA) District No. 4
 - Collaborating with the General Government, the DTBAB committee has created a map. This map will be distributed by the volunteer HOST committee at the visitor kiosk during summer months and at various City businesses. It showcases key City attractions and dues-

paying merchants. Additionally, a digital version is available on the website, which is regularly updated with the latest information.

 Significant Issues or Challenges Encountered:

- None

 Upcoming Priorities for the Next Quarter

- To be determined

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council's Primary Goal #1 to enhance public outreach, education, and transparency. Compliance with Dymally-Alatorre Bilingual Services Act (California Government Code § 7290-7299.8) and Executive Order 13166, which mandates meaningful access to services for individuals with limited English proficiency.

GOALS AND STATUS

1. **Goal:** Provide multilingual closed-captioning on City broadcasted meetings (City Council, Planning Commission, and Architectural Review Board).

Status

 **Current Progress:** *Delayed*

 **Actions Taken This Quarter:**

- Coordinated meetings with Cox staff and TVSB staff.

 **Challenges:**

- Finding time by all parties involved to come together.

 **Next Steps:**

- Start discussions and implementation phase.

2. **Goal:** Improve workplace safety and reduce the incidence of Workers' Compensation claims.

Status

 **Current Progress:** *Not Started*

 **Actions Taken This Quarter:**

- N/A

 **Challenges:**

- N/A

 **Next Steps:**

- N/A

3. **Goal:** Ensure the safety, regulatory compliance, and maintenance of City facilities and public spaces.

Status

-  **Current Progress:** **Not Started**
- **Actions Taken This Quarter:**
 - N/A
 - **Challenges:**
 - N/A
-  **Next Steps:**
- N/A

4. **Goal:** Maintain comprehensive insurance coverage and monitor risk management resources.

Status

-  **Current Progress:** **Not Started**
-  **Actions Taken This Quarter:**
- N/A
-  **Challenges:**
- N/A
-  **Next Steps:**
- N/A

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #1 – Enhance Public Outreach, Education and Transparency.

GOALS AND STATUS

1. **Goal:** Enhance community engagement.

Status

-  **Current Progress:** **Not Started**
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

2. **Goal:** Strengthen partnerships with non-profits and organizations connected to the Latino community.

Status

-  **Current Progress:** **Not Started**
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

3. **Goal:** Develop and implement effective policies and procedures for communication.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

4. **Goal:** Optimize communication tools and methodologies for improved outreach.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

5. **Goal:** Improve tracking and reporting of engagement efforts to measure impact.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

6. **Goal:** Assess the value of investing in an ongoing polling tool to gauge community sentiment.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #4 – Strengthen Community Institution Collaboration.

GOALS AND STATUS

1. **Goal:** Evaluate and update existing volunteer materials.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

2. **Goal:** Revisit and enhance volunteer trainings.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

3. **Goal:** Improve communication methods with volunteers and prospective volunteers.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

4. **Goal:** Developing new ways to recognize volunteer contributions.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

5. **Goal:** Implement improved support initiatives for volunteers.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 161 - Communication & Community Promotions				
Revenue				
41 - Taxes	\$ 34,000	\$ 34,000	\$ -	0%
44 - Fines & Forfeitures	500	500	-	0%
46 - Interest	300	300	398	133%
47 - Special Assessments	15,300	15,300	14,962	98%
48 - Miscellaneous Revenue	3,000	3,000	-	0%
Revenue Total:	\$ 53,100	\$ 53,100	\$ 15,360	29%
Expenditure				
51 - Personnel Services	\$ 101,700	\$ 101,700	\$ 14,965	15%
52 - Professional Services	155,700	155,700	12,227	8%
53 - Contract Services	37,200	37,200	11,836	32%
55 - Other Operating Expenses	22,750	22,750	1,796	8%
Expenditure Total:	\$ 317,350	\$ 317,350	\$ 40,824	13%



Budget Overview

- Major Expenditures: None.
- Variance: None.



Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach



Engagement Activities: None



Feedback Received: N/A



Response to Feedback: N/A

VI. Conclusion



The Program Manager that oversees this program has separated from the City and we are preparing to recruit for this position. Goals under this component may be delayed to future quarters.

Program: Economic Vitality

Department: General Government

Funding Source(s): General and Measure X Funds

I. Executive Summary

The City's Economic Vitality program seeks to support and promote economic growth in Carpinteria and includes the activities of all City Departments. Program goals for fiscal year 2024/25 include engaging the Economic Vitality Committee, developing recommendations for City Council consideration, and preparing and providing an annual report. During this first quarter, member(s) of City Council and the Economic Vitality Committee attended the Santa Barbara South Coast Chamber of Commerce. The majority of activities for this program are scheduled for Q3.

II. Key Highlights

Major Milestones Achieved:

- None. Activities scheduled for Q3.

Significant Issues or Challenges Encountered:

- None.

Upcoming Priorities for the Next Quarter:

- Attendance at local and regional Economic Vitality-related events.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Mission Statement: Government shall strive to enhance the City's economic base in a manner that is consistent with the needs and preferences of the community

GOALS AND STATUS

1. **Goal:** Engage and support the Economic Vitality Committee.

Status

Current Progress: *On Track*

Actions Taken This Quarter: None.

- Attendance at Santa Barbara South Coast Chamber of Commerce State of the County event.
- Meeting scheduled to begin in Q3.

Challenges: None.

Next Steps:

- Schedule Economic Vitality Committee meeting.
- Create events calendar.
- Develop recommendations for City Council consideration.

2. **Goal:** Provide annual Economic Vitality Program report to City Council.

Status

-  **Current Progress:** **Not Started**
-  **Actions Taken This Quarter:** None.
 - Scheduled for Q3.
-  **Challenges:** None.
-  **Next Steps:**
 - Prepare and provide annual Economic Vitality Program report.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 162 - Economic Vitality				
Revenue				
45 - Charges for Services	\$ 1,500	\$ 1,500	\$ -	0%
Revenue Total:	\$ 1,500	\$ 1,500	\$ -	0%
Expenditure				
51 - Personnel Services	\$ 33,850	\$ 33,850	\$ 2,516	7%
53 - Contract Services	1,000	1,000	-	0%
56 - Non-Operating Expenses	31,000	31,000	29,636	96%
Expenditure Total:	\$ 65,850	\$ 65,850	\$ 32,152	49%

-  **Budget Overview**
 - Major Expenditures: None.
 - Variance: None.
-  **Major Financial Changes or Concerns**
 - None.

V. Community Engagement and Outreach

-  **Engagement Activities:**
 - None.
-  **Feedback Received:**
 - None.
-  **Response to Feedback:**
 - None.

VI. Conclusion

-  Committee members continue to look for opportunities to attend and participate in Economic Vitality related discussions. The majority of activity for this program is scheduled to occur or begin in Q3.

Program: Community Services Support

Department: General Government

Funding Source(s): Measure X and Measure A Funds

I. Executive Summary

During the first quarter, City staff received and reviewed grant application, notified recipients, and began compiling all required documentation for execution of the agreements, which is a pre-requisite to award disbursement.

II. Key Highlights



Major Milestones Achieved:

- All applications were received and reviewed according to the established deadlines.
- Reached out to all organizations that were selected for the grant awards and compiled all supplemental documentation for the execution of the agreements.



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Completion of all the agreements and award disbursement.

III. 1st Quarter: Status Update**AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):**

The goal of the City's Community Services Support Program is to establish a clear and efficient process with a well-defined timeline for completing this vital and sensitive initiative.

GOALS AND STATUS

1. **Goal:** Develop a structured process based on the guidelines established for FY 2024-2025 and beyond.

Status

 **Current Progress:** *Completed*

 **Actions Taken This Quarter:**

- All applications were received and reviewed according to the established deadlines

 **Challenges:** None

 **Next Steps:**

- Follow up with organizations pending the submission of supplemental documentation to be included for the execution of their agreements.

2. **Goal:** Develop a structured timeline based on the guidelines established for FY 2024-2025 and beyond.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Reached out to all organizations that were selected for the grant awards and compiled all supplemental documentation for the execution of the agreements.

 **Challenges:** None

 **Next Steps:**

- Complete the execution of all the grant agreements.
- Process grant award payments.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 163 - Community Services Support				
Expenditure				
56 - Non-Operating Expenses	155,550	\$ 155,550	\$ -	0%
Expenditure Total:	\$ 155,550	\$ 155,550	\$ -	0%



Budget Overview

- Major Expenditures:
 - We have not yet processed payments. The invoices and payments will take place in Q2.
- Variance: None



Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach



Engagement Activities:

- Established positive relationships with non-profits in the community and initiated collaborative efforts with the City's AgeWell program.
- Attended the Carpinteria Non-profit Collaborative meeting.



Feedback Received: None



Response to Feedback: None

VI. Conclusion



The Community Services Support Grant Program will provide grant funding totaling \$152,250 during FY 2024/25 for qualified non-profits and organizations that contribute significantly to the community's well-being and the public good.



We are grateful to the City Council, The Finance Committee, Two Trumpets, and all our community partners for collaborating in this endeavor to ensure that the community has access to social services and special events.

Program: Law Enforcement

Department: General Government

Funding Source(s): General and Measure X Funds

I. Executive Summary

Over the first quarter, the Sheriff's Office organized the National Night Out community event, provided Active Shooter training, focused resources and patrol efforts to increase student safety, and promoted to City staff and community members their commitment to community engagement, requesting invites for Sheriff's participation at community events.

II. Key Highlights

-  **Major Milestones Achieved:**
 - Monthly reporting and tracking of community policing efforts.
-  **Significant Issues or Challenges Encountered:**
 - None
-  **Upcoming Priorities for the Next Quarter**
 - Increased participation by deputies in community events.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
Fulfillment of terms per executed agreement for law enforcement services FY 2023/24 – FY 2026/27.	
GOALS AND STATUS	
 Goal: Enhance local law enforcement communications and community policing efforts.	Status  Current Progress: <i>On Track</i>  Actions Taken This Quarter: • Implementation of monthly law enforcement report, including all community policing efforts by Sheriff's Office for the month. • National Night Out (August 6, 2024) • Radar trailer utilized for School Safety Messages. • Extra patrol during drop off/pick up times at local schools. • Active Shooter training (August 23, 2024)  Challenges: None.  Next Steps: • Continued promotion to City staff and community groups to provide event invitations.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 171 - Law Enforcement				
Revenue				
41 - Taxes	\$ 91,000	\$ 91,000	\$ -	0%
43 - Intergovernmental	130,000	130,000	7,570	6%
Revenue Total:	\$ 221,000	\$ 221,000	\$ 7,570	3%

Expenditure				
51 - Personnel Services	\$ 496,700	\$ 496,700	\$ 124,162	25%
52 - Professional Services	6,323,500	6,323,500	1,587,639	25%
Expenditure Total:	\$ 6,820,200	\$ 6,820,200	\$ 1,711,801	25%



Budget Overview

- Major Expenditures: None
- Variance: None



Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach



Engagement Activities:

- National Night Out (August 6, 2024).
- Radar trailer utilized for School Safety Messages.
- Extra patrol during drop off/pick up times at local schools.
- Active shooter training (August 23, 2024).



Feedback Received:

- None



Response to Feedback:

- None

VI. Conclusion



Overall, the City and Sheriff's Department have greatly improved communications in Q1, both between agencies, and the Council and community via monthly reports. Sheriff participation at community events is expected to increase tremendously over the remaining quarters of the fiscal year as City staff and community groups become increasingly aware of the Sheriff's Office commitment to community engagement.



Chief Rich Brittingham has been instrumental in establishing a culture of mutual support between the City and Sheriff's Office. His commitment to communications and community policing have made an immediate and noticeable impact in these two key areas.

Program: Racial Equity and Social Justice

Department: General Government

Funding Source(s): Measure X Fund

I. Executive Summary

Activities for the Racial Equity and Social Justice program are conducted by the City's consultant firm, Equity Praxis Group (EPG). These activities require City staff involvement and coordination, and City staff have been in regular communication with EPG regarding program goals and objectives. Program deliverables are expected for Q3 and Q4.

II. Key Highlights

Major Milestones Achieved:

- None

Significant Issues or Challenges Encountered:

- None

Upcoming Priorities for the Next Quarter

- Conduct an internal Diversity, Equity, and Inclusion (DEI) audit of the City organization.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Resolution No. 5981.

GOALS AND STATUS

 **Goal:** Conduct an internal DEI audit of the City organization.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Actions this quarter include planning and preparation related to the future completion of program deliverables.

 **Challenges:** None.

 **Next Steps:**

- Conduct an internal Diversity, Equity, and Inclusion (DEI) audit of the City organization.

- ✚ **Goal:** Continue DEI education for application in City practices, policies and procedures.

Status

- ✚ **Current Progress:** **Not Started**
- ✚ **Actions Taken This Quarter:** None.
- ✚ **Challenges:** None.
- ✚ **Next Steps:**
 - Provide DEI education for application in City practices, policies and procedures.

- ✚ **Goal:** Provide a comprehensive program report to the City Council and community.

Status

- ✚ **Current Progress:** **On Track**
- ✚ **Actions Taken This Quarter:**
 - Continued data gathering.
- ✚ **Challenges:** None.
- ✚ **Next Steps:** Continued data gathering and preparation for report delivery.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 181 - Racial Equity				
Expenditure				
51 - Personnel Services	\$ 33,850	\$ 33,850	\$ 4,281	13%
52 - Professional Services	58,100	58,100	-	0%
Expenditure Total:	\$ 91,950	\$ 91,950	\$ 4,281	5%

- ✚ **Budget Overview**

- Major Expenditures:
 - Compensation for services in fiscal year 2024/25 is \$58,100 payable upon provision of program deliverables per agreement 2022-045.
- Variance: None

Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach

- ✚ **Engagement Activities:** None
- ✚ **Feedback Received:** None
- ✚ **Response to Feedback:** None

VI. Conclusion

- ✚ This program is supported by a multi-year agreement with Equity Praxis Group. Representatives have maintained constant communication regarding program

goals, objectives, and timelines with milestones scheduled for completion in Q3 and Q4.



This program would not be possible without the City's internal DEI committee made up of staff from all City departments, including new and veteran staff, management and non-management personnel, and other represented groups.

Administrative Services Department

First Quarter Reports for the Fiscal Year 2024/25

Program: Financial Management Services

Department: Admin Services

Funding Source(s): General Fund

I. Executive Summary

Administrative Services Department has made progress toward City Council Primary Goal #1: Enhance public outreach, education, and transparency, as well as associated goals under City Council Primary Goal #3: Take Steps to Address the Fiscal Sustainability of the City. A primary objective is to ensure the preparation and adoption of a balanced FY 2025/26 budget by June 30, 2025, which aligns with strategic priorities and promotes fiscal responsibility. Currently, this initiative is not started, with no actions taken this quarter and no identified challenges, resulting in no immediate next steps.

In line with our commitment to high standards of financial planning and transparency, we are on track with the second goal: demonstrating compliance with best practices for budgeting and financial reporting. This quarter, we successfully submitted the FY 2024/25 Budget for consideration for the CSMFO Operating Budget Award, with no significant issues reported. The next step involves submitting the FY 2023/24 Annual Comprehensive Financial Report (ACFR) for the GFOA Certificate of Achievement for Excellence in Financial Reporting, further enhancing our financial reporting practices and ensuring compliance with industry standards.

The third goal focuses on evaluating current revenue streams, which is also on track. Actions taken this quarter include issuing a request for proposals for consultant services to evaluate assessment districts and AB939, with selected consultants set to begin this work. Upcoming steps involve monitoring Measure B on the ballot in November 2024, analyzing proposed fees for solid waste customers, and assessing the proposed district assessment.

Through these efforts, we aim to enhance fiscal responsibility and sustainability while reinforcing confidence and upholding our commitment to financial integrity, establishing a strong foundation for future growth and accountability.

II. Key Highlights



Major Milestones Achieved:

- Submitted the FY 2024/25 Budget for the CSMFO Operating Budget Award.
- Request for proposal for consultant services for assessment district updates and AB 939 fee evaluations.
- Selection of consultants to begin work on assessment districts and AB939.



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Submit the FY 2023/24 Annual Comprehensive Financial Report (ACFR) for the GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Analysis of potential revenues for Measure B on ballot in November 2024, pending election.
- Analyze proposed fees to solid waste customers.
- Analyze proposed district assessment.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
City Council Primary Goal #1: Enhance public outreach, education and transparency.	
GOALS AND STATUS	
1. Goal: Ensure the preparation and adoption of a balanced FY 2025/26 budget by June 30, 2025, that aligns with strategic priorities and promotes fiscal responsibility.	Status  Current Progress: <i>Not Started</i>  Actions Taken This Quarter: None  Challenges: None  Next Steps: None
2. Goal: Demonstrate compliance with best practices for budgeting and financial reporting.	Status  Current Progress: <i>On Track</i>  Actions Taken This Quarter: • Submitted the FY 2024/25 Budget for the CSMFO Operating Budget Award.  Challenges: None  Next Steps: • Submit the FY 2023/24 Annual Comprehensive Financial Report (ACFR) for the GFOA Certificate of Achievement for Excellence in Financial Reporting.
AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
City Council Primary Goal #3: Take Steps to Address the Fiscal Sustainability of the City.	
GOALS AND STATUS	
3. Goal: To evaluate current revenue streams.	Status  Current Progress: <i>On Track</i>  Actions Taken This Quarter:

- Request for proposal for consultant services for assessment district and AB939 evaluations.
- Selection of consultants to begin work on assessment districts and AB939.

 **Challenges:** None

 **Next Steps:**

- Measure B on ballot in November 2024 pending election.
- Analyze proposed fees to solid waste customers.
- Analyze proposed district assessment.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 201 - Financial Management Services				
Revenue				
42 - Licenses & Permits	\$ 10,000	\$ 10,000	\$ 2,043	20%
44 - Fines & Forfeitures	7,500	7,500	(43)	-1%
45 - Charges for Services	30,000	30,000	17,432	58%
Revenue Total:	\$ 47,500	\$ 47,500	\$ 19,432	41%
Expenditure				
51 - Personnel Services	\$ 481,500	\$ 481,500	\$ 95,809	20%
52 - Professional Services	84,100	84,100	12,810	15%
53 - Contract Services	1,500	1,500	-	0%
55 - Other Operating Expenses	17,300	17,300	3,683	21%
Expenditure Total:	\$ 584,400	\$ 584,400	\$ 112,302	19%

Budget Overview

- Major Expenditures:
 - None
- Variance:
 - None

Major Financial Changes or Concerns

- Significant deviations from the budget
 - None
- Upcoming financial challenges or adjustments
 - None

V. Community Engagement and Outreach

Major Expenditures:

- None

Feedback Received:

- None

Response to Feedback:

- None

VI. Conclusion

Summary of Overall Progress

- We are currently on track with Goal #2, which aims to comply with best practices for budgeting and financial reporting. Additionally, we are progressing well with Goal #3, which involves evaluating current revenue streams in light of a local initiative on the ballot, the potential update of fees for the solid waste program, and the possible replacement of the existing district



Acknowledgment of Contributions from Departments, Staff, and Community Members

- Finance Manager Gilbert Punsalan, Accounting Technician Noah Alvara, and Accounting Specialist Brenda Robinson

Program: Central Services

Department: Admin Services

Funding Source(s): General Fund

I. Executive Summary

Administrative Services Department has made progress toward achieving City Council Primary Goal #5: Invest in a High-Performance Team at City Hall. A key objective under this goal is to update outdated City policies and provide staff with training on the newly developed policies. We are currently on track with this initiative and have made significant strides this quarter.

Actions taken include compiling sample policies from other cities to ensure best practices are integrated into our updates and drafting a Cash Handling Policy aimed at enhancing financial accountability and operational efficiency. We are pleased to report that there have been no significant challenges encountered during this period.

Looking ahead, our next steps involve reviewing the drafted Cash Handling Policy to ensure its alignment with best practices, drafting a Travel Policy to establish clear guidelines for staff travel, and drafting a Credit Card Policy to effectively govern the use of city-issued credit cards.

Through these initiatives, we remain committed to fostering a high-performance environment at City Hall, ensuring our policies are current, comprehensive, and conducive to staff development.

II. Key Highlights



Major Milestones Achieved:

- Compiled sample policies from other cities.
- Drafted Cash Handling Policy



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Review Cash Handling Policy
- Draft Travel Policy
- Draft Credit Card Policy

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.
GOALS AND STATUS

- Goal:** Update outdated City policies and provide staff with training on the new policies.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Compiled sample policies from other cities.
- Drafted Cash Handling Policy

 **Challenges:** None

 **Next Steps:**

- Review Cash Handling Policy
- Draft Travel Policy
- Draft Credit Card Policy

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 211 - Central Services				
Expenditure				
51 - Personnel Services	\$ 133,000	\$ 133,000	\$ 27,869	21%
53 - Contract Services	750	750	-	0%
54 - Utilities	94,000	94,000	17,446	19%
55 - Other Operating Expenses	47,750	47,750	10,565	22%
Expenditure Total:	\$ 275,500	\$ 275,500	\$ 55,880	20%

 **Budget Overview**

- Major Expenditures:
 - None
- Variance:
 - None

 **Major Financial Changes or Concerns**

- Significant deviations from the budget
 - None
- Upcoming financial challenges or adjustments
 - None

V. Community Engagement and Outreach

 **Major Expenditures:**

- None

 **Feedback Received:**

- None

 **Response to Feedback:**

- None

VI. Conclusion

 **Summary of Overall Progress**

- On track with Goal #1 to update outdated City policies and provide staff with training on the new policies



Acknowledgment of Contributions from Departments, Staff, and Community Members

- Finance Manager Gilbert Punsalan, Accounting Technician Noah Alvara, and Accounting Specialist Brenda Robinson

Program: Management Information Services

Department: Admin Services

Funding Source(s): General Fund, Library Fund, and Recreation Fund

I. Executive Summary

Administrative Services and General Government focus on the progress related to City Council Primary Goal #5: Invest in a High-Performance Team at City Hall, specifically regarding the goal of providing resources to all staff to accommodate remote work. Currently, the status of this initiative is delayed. This quarter, General Government made initial strides by drafting the Remote Work Policy, which is designed to guide the accommodations and resources necessary for effective remote work. However, challenges remain as General Government continues to develop this policy to ensure it adequately meets all staff needs. Moving forward, our next steps include reviewing the draft Remote Work Policy and ordering the necessary equipment and software to support remote work capabilities. These actions are essential for enhancing workforce flexibility and productivity.

II. Key Highlights



Major Milestones Achieved:

- General Government draft of the Remote Work Policy



Significant Issues or Challenges Encountered:

- General Government is working on a Remote Work Policy to guide the accommodations for the resources needed.



Upcoming Priorities for the Next Quarter

- Review draft Remote Work Policy.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.
GOALS AND STATUS
1. Goal: Provide resources to all staff to accommodate remote work. Status Current Progress: <i>Delayed</i> Actions Taken This Quarter: • General Government draft of the Remote Work Policy Challenges: • General Government is working on a Remote Work Policy to guide the accommodations for the resources needed. Next Steps: • Review draft Remote Work Policy. • Order equipment/software needed to support remote work.

City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.

GOALS AND STATUS

1. **Goal:** Provide resources to all staff to accommodate remote work.

Status



Current Progress: *Delayed*



Actions Taken This Quarter:

- General Government draft of the Remote Work Policy



Challenges:

- General Government is working on a Remote Work Policy to guide the accommodations for the resources needed.



Next Steps:

- Review draft Remote Work Policy.
- Order equipment/software needed to support remote work.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 221 - Management Information Services				
Expenditure				
51 - Personnel Services	\$ 103,300	\$ 103,300	\$ 20,530	20%
52 - Professional Services	115,450	115,450	9,514	8%
53 - Contract Services	167,600	167,600	58,457	35%
55 - Other Operating Expenses	14,000	14,000	-	0%
Expenditure Total:	\$ 400,350	\$ 400,350	\$ 88,501	22%



Budget Overview

- Major Expenditures:
 - None
- Variance:
 - None



Major Financial Changes or Concerns

- Significant deviations from the budget
 - None
- Upcoming financial challenges or adjustments
 - None

V. Community Engagement and Outreach



Major Expenditures:

- None



Feedback Received:

- None



Response to Feedback:

- None

VI. Conclusion



Summary of Overall Progress

- Delayed with Goal #1 to provide resources needed to accommodate remote work.



Acknowledgment of Contributions from Departments, Staff, and Community Members

- Finance Manager Gilbert Punsalan, Accounting Technician Noah Alvara, and Accounting Specialist Brenda Robinson
- IT Support Engineer Foster Cannon from Policore for our Information Services management.

Community Development Department
First Quarter Reports for the Fiscal Year 2024/25

Program: Administration

Department: Community Development (CDD)

Funding Source(s): General Fund, Measure X, misc. state-awarded grants

I. Executive Summary

Community Development Administration is responsible for planning, organizing and directing the work performed in the different program divisions of the Community Development Department. Annual Work Plan goals for this Program are focused on continuing to build capacity for the Department through an emphasis on education/training, improved efficiencies, and increased revenues to help support enhanced services. In support of these goals, most CDD staff have attended at least one training or educational event this past quarter, staff continues to make progress towards the launch of online permitting platforms that will improve efficiency, transparency and customer service, and the new building permit “technology surcharge” fee has been successfully implemented, which generates important revenues to help fund and support ongoing annual expenses related to the new online permitting platform.

II. Key Highlights



Major Milestones Achieved:

- All CDD staff have attended or completed at least one training or educational programming relevant to their position;
- Implementation of building permit “technology surcharge” fee completed. As of early October, approximately \$7,000 in revenue collected, which will be allocated towards paying for annual subscription costs associated with the online permitting platform and electronic plan check software.



Significant Issues or Challenges Encountered:

- Launch of statutorily-required SolarApp+ online permitting software for residential rooftop solar projects has been delayed past September deadline due to challenges with completing on-boarding with required online payment processor.



Upcoming Priorities for the Next Quarter

- Continue to seek and prioritize relevant training and education opportunities for all CDD staff;
- Complete launch of SolarApp+ software and begin using for online permitting of residential rooftop solar projects;
- Continue to identify, evaluate and prioritize online permitting platforms for targeted transition in FY 2025-26.

III. 1st Quarter: Status Update**AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):**

City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.

GOALS AND STATUS

1. **Goal:** Invest in staff learning through conferences and other learning tools.

Status

 **Current Progress:** *On Track*

 Actions Taken This Quarter:

- CDD Director, Nick Bobroff, Principal Planner, Mindy Fogg, and Assistant Planner, Megan Musolf, attended a symposium put on by Brownstein Hyatt Farber Schreck, LLP, concerning implementation of Housing Laws in Santa Barbara County in July.
- CDD Director, Nick Bobroff, attended the Employer-Sponsored Housing Consortium presentation put on by the South Coast Chamber of Commerce in July.
- All CDD staff participated in a strengths finder exercise in July with the guidance of Principal Planner, Mindy Fogg. The exercise identified the top 5 individual strengths of each staff member and analyzed the team's collective strengths.
- Assistant Planner, Megan Musolf, attended the annual CA chapter American Planning Association ("APA") conference in September.
- Chief Building Inspector and Plans Examiner, Dan Chepley, acquired CA Access Toolkit software to aid in preparation for the Certified Access Specialist ("CAsp") exam and certification in September.

 **Challenges:** None

 Next Steps:

- Principal Planner, Mindy Fogg, will attend a leadership retreat in October for the California chapter of the Association for Environmental Professionals ("AEP") (for which she is the CA chapter president).
- CDD staff are signed up to attend a training in October put on by the Tri-County Regional Energy Network ("3C-REN") concerning recent changes to the CA Green Code.
- Associate Planner, Marysol Smith, and Assistant Planner, Megan Musolf, are registered for the upcoming AEP California Environmental Quality Act ("CEQA") Essentials Workshop in November.
- Code Compliance Supervisor, David Hernandez, will be attending the annual California Association of Code Enforcement Officers ("CACEO") conference in November.

2. **Goal:** Integrate software tools to increase staff capability and productivity.

Status

 **Current Progress:** *On Track*

 Actions Taken This Quarter:

- CDD staff attended a demo from OpenGov software sales representatives in August.
- CDD staff attended a demo from VivaCivic software sales representatives in September.
- In August and September, all necessary registration steps for launch of SolarApp+ software were completed, pending registration with third-party online payment processing company.

 Challenges:

- Launch of SolarApp+ delayed past targeted September launch date due to challenges with completing on-boarding with required third-party online payment processor. Work with SolarApp+ and payment processor to resolve this issue remains ongoing.

 Next Steps:

- Continue evaluation and ranking of software platforms;
- Obtain current quotes for top software platform vendors; and
- Resolve remaining issues with online payment processor, complete launch of SolarApp+ software on City website and initiate contractor training/outreach.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #5: Take Steps to Address the Fiscal Sustainability of the City.

GOALS AND STATUS

1. **Goal:** Evaluate new revenue sources to assist with funding local initiatives.

Status

 **Current Progress:** *Completed*

 Actions Taken This Quarter:

- Building Permit application materials and fee schedule updated to reflect new “building technology” surcharge fee in July.
- Permit software and receipting system updated to proper calculation and collection of fees in July.

- In July, training and workflows completed with CDD and Admin Services staff to allow for proper collection and accounting of applicable fees.

 **Challenges:** None

 **Next Steps:**

- Continue to apply “building technology” surcharge to all issued building permits.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 301 - Community Development Administration				
Expenditure				
51 - Personnel Services	\$ 109,600	\$ 109,600	\$ 33,103	30%
55 - Other Operating Expenses	3,300	3,300	101	3%
Expenditure Total:	\$ 112,900	\$ 112,900	\$ 33,204	29%

 **Budget Overview**

- Major Expenditures: None
- Variance: None

 **Major Financial Changes or Concerns**

- If revenues associated with the new building permit “technology surcharge” fee keep pace with Q1 reporting, it is expected that the collected surcharge fees would successfully offset the majority of the annual permit platform subscription costs.

V. Community Engagement and Outreach

 **Engagement Activities:**

- Attendance at regional planning/housing events (e.g., SBCAG technical advisory committee meetings; regional affordable housing task force meeting; affordable housing symposium)

 **Feedback Received:** None

 **Response to Feedback:** None

VI. Conclusion

-  Overall, CDD is on track to complete all Administration Program goals identified in this year’s work plan. The primary focus for remaining quarters are to continue to seek out relevant and high value training opportunities for staff, and complete the evaluation and selection process for the Department’s new online permitting platform to be ready to launch for FY25-26.
-  Mindy Fogg has been critical in supporting and encouraging CDD staff to pursue training and educational opportunities. She administered the strengths finder

exercise for the Department and through her role as the CA chapter AEP president, has prompted planning staff to attend available CEQA trainings.

Program: Advance Planning

Department: Community Development

Funding Source(s): General Fund, Measure X, misc. state-awarded grants

I. Executive Summary

The Advance Planning division is responsible for all long-range planning activities of the City, including updating and implementing the City's key planning documents such as the General Plan/Coastal Land Use Plan, neighborhood design guidelines, Zoning Code, and Housing Element. Work efforts this year are focused on implementation of the adopted 2023-2031 Housing Element, continuing progress on the General Plan/Coastal Land Use Plan update and key legislative programs (e.g., anti-displacement regulations and objective design standards), and engaging with the County of Santa Barbara on land use matters of importance to the Carpinteria Valley.

Significant progress has been made during Q1 towards implementation of Housing Element programs, including required rezones and updates to the City's Accessory Dwelling Unit ("ADU") and Density Bonus ordinances. Release of administrative drafts of the updated General Plan/Coastal Land Use Plan ("GP/CLUP") elements to the General Plan Update Committee ("GPUC") have continued throughout Q1 as well. Work on the anti-displacement legislative package is scheduled to begin in Q2 but may be delayed by ongoing efforts related to the Housing Element implementation and General Plan update work. Work on the Downtown Design Overlay, also scheduled to begin in Q2, has re-started early, but in a somewhat revised manner as part of the Housing Element implementation. Finally, engagement with the County on a variety of land use matters (e.g., Housing Element, Bailard multifamily residential project, Sphere of Influence, etc.) has occurred throughout Q1 and will likely continue throughout the rest of the year.

II. Key Highlights



Major Milestones Achieved:

- Administrative drafts of Zoning Code amendments for Housing Element rezones completed.
- City Council first reading approval of ADU ordinance updates and submittal of Local Coastal Plan Amendment ("LCPA") application to California Coastal Commission ("CCC").
- Planning Commission recommendation for approval of Density Bonus ordinance updates.
- Release of administrative drafts of the GP/CLUP Circulation and Coastal Resiliency Elements to the GPUC.



Significant Issues or Challenges Encountered:

- CCC certification of ADU ordinance update delayed by new coordinated review requirements with HCD. City staff working with CCC and HCD staff to complete review and resolve any required revisions.

- Density Bonus ordinance update paused pending outcome of state legislative cycle triggering potential for additional required updates. Staff will recommence work on this effort once legislative session is completed.



Upcoming Priorities for the Next Quarter

- Hold public hearings for Housing Element rezones.
- Release administrative drafts of GP/CLUP Land Use and Community Design Elements to GPUC.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Primary Goal #2: Accommodate city growth while maintaining the small beachside town character.
GOALS AND STATUS
1. Goal: Pursue Implementation of the adopted Housing Element. Status  Current Progress: <i>On Track</i>  Actions Taken This Quarter: • Completed preparation of administrative drafts of necessary zoning ordinances for implementation of Housing Element rezones in anticipation of public hearings in Q2. (September) • Received Planning Commission recommendation for approval of updates to Density Bonus ordinance. (July) • Received City Council approval on first reading of updates to ADU ordinance. (July) • Submitted LCPA application to CCC for certification of ADU ordinance update. (August)  Challenges: • Scope and complexity of Housing Element rezones is staff/labor intensive. Paused or delayed other work efforts to prioritize this effort. • CCC certification of ADU ordinance update delayed by new coordinated review requirements with HCD. City staff working with CCC and HCD staff to complete review and resolve any required revisions. Will carry over into Q2. • Density Bonus ordinance update paused pending outcome of state legislative cycle triggering potential for additional required updates. Staff will recommence work on this effort once legislative session is completed. Will carry over into Q2/3.

 Next Steps:

- Hold public hearings (Planning Commission and City Council) for Housing Element rezones.
- Resolve pending comments from CCC- HCD coordinated review of ADU ordinance updates and proceed with CCC certification.
- Recommence work on Density Bonus Ordinance updates. Schedule for City Council first reading and submit LCPA application to CCC.

2. Goal: Continued Progress Toward Adoption of General Plan/Coastal Land Use Plan (GP/CLUP) Update.

Status

 Current Progress: *On Track* **Actions Taken This Quarter:**

- Released administrative drafts of Circulation and Coastal Resiliency Elements to GPUC for public review (July).
- Updated analysis of City buildout scenario and prepared administrative draft of Land Use and Community Design Elements for release to GPUC in October. (August/September).
- Began background technical analysis in support of Environmental Impact Report ("EIR") for General Plan update. (July- September)

 Challenges:

- Limited consultant capacity to devote to this project. Staff and consultant have worked together to establish timelines and schedule to keep project on track going forward.
- Extended pause in General Plan update effort (~2020- 2023) resulted in out-of-date analysis and data, requiring additional staff and consultant resources to refresh data and revise analyses

 Next Steps:

- Release of administrative drafts of Land Use and Community Design Elements to GPUC.
- Begin work on preparation of public draft of the complete General Plan update for release in Q3.

3. Goal: Continued Implementation of Anti-displacement Legislative Package.

Status

 Current Progress: **Not Started** **Actions Taken This Quarter:** **None**

 Challenges:

- Initiation of updates to Short-term Rental (“STR”) Ordinance delayed due to complexity and scope of higher priority projects (e.g., Housing Element rezones).

 Next Steps:

- Begin work on STR Ordinance updates

4. Goal: Continued Progress Toward Completion of the Downtown Design Overlay.**Status** **Current Progress:** *Delayed* **Actions Taken This Quarter:**

- Some of the draft design standards developed for this project have been repurposed for use in support of the Housing Element rezones (i.e., proposed objective design standards to apply to rezone sites, etc.). (August/September)
- Developed and prepared draft objective design standards for Housing Element rezone sites in anticipation of public hearings in Q2.

 Challenges:

- Project timeline for completion is overdue and grant funding awarded for project has been fully expended despite project not yet completed. Completion of project will require additional allocation of staff resources and/or funds for additional consultant services.
- Project focus has evolved over time from downtown-specific design standards to initially focus on Housing Element rezone sites and ministerial (“by right”) multifamily housing projects allowance under state housing laws. Objective standards for Housing Element rezone sites currently moving forward as part of larger Housing Element implementation effort.

 Next Steps:

- Hold public hearings (ARB, Planning Commission, City Council) for Housing Element rezones, including new zoning code chapter re: objective design standards.

5. Goal: Engage in County Land Use Decisions Affecting Carpinteria Sphere of Influence.**Status** **Current Progress:** *On Track* **Actions Taken This Quarter:**

- Provided policy consistency analysis letter to County Planning and Development concerning proposed Bailard Multifamily Housing Project. (September)
- Restarted dialog with project developer re: Bailard project. (July)
- Participate in preliminary exploratory meetings with Santa Barbara County Local Agency Formation Commission (“LAFCO”) and County of Santa Barbara staff re: formation of Memorandum of Agreement (“MOA”) to formalize communication between City and County concerning pending projects in City Sphere of Influence and/or Planning Area. (July/August)
- Engage in ongoing dialog with CCC staff re: County Housing Element rezones in Carpinteria Valley. (July- September)

 **Challenges:** None

 **Next Steps:**

- Review draft MOA with LAFCO and County of Santa Barbara.
- Continue engagement with CCC re: County Housing Element rezones.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 302 - Advance Planning				
Revenue				
43 - Intergovernmental	\$ 200,000	\$ 200,000	\$ -	0%
45 - Charges for Services	1,500	1,500	2,316	154%
Revenue Total:	\$ 201,500	\$ 201,500	\$ 2,316	1%
Expenditure				
51 - Personnel Services	\$ 403,550	\$ 403,550	\$ 69,322	17%
52 - Professional Services	300,250	300,250	-	0%
55 - Other Operating Expenses	4,000	4,000	410	10%
Expenditure Total:	\$ 707,800	\$ 707,800	\$ 69,732	10%

Budget Overview

- Major Expenditures:
 - Approximately \$18,500 expended on consultant services related to General Plan update. Budget allocation (reimbursed by State grants) for up to ~\$200,000.
- Variance:
 - To date, Advance Planning staff has avoided need to utilize \$100,000 budget allocation for consultant services related to Housing Element implementation.

Major Financial Changes or Concerns

- Grant funding for Downtown Design Overlay fully expended despite project incompleteness. Additional funding for consultant services is anticipated to complete this project.

V. Community Engagement and Outreach



Engagement Activities:

- Held GPUC meeting in July.
- Attended regional Affordable Housing Task Force meeting in July.



Feedback Received:

- Public comments and GPUC feedback provided on draft Circulation and Coastal Resiliency Elements for GP/CLUP update.



Response to Feedback:

- Public comments and GPUC comments will be used to update and finalize complete public draft of GP/CLUP update prior to release.

VI. Conclusion



Meaningful progress has been made in Q1 on the two highest priority advance planning work efforts: Housing Element implementation and the GP/CLUP update. Both of these work efforts remain on track with annual work plan goals and performance measures. Work on secondary priority advance planning efforts (e.g., anti-displacement legislation and downtown design overlay) have been paused or delayed to allow for prioritization of the above-noted high priority projects. Engagement on County land use matters of importance to the City remains on track.



Efforts by the CDD Advance Planning Division (Mindy Fogg and Megan Musolf) have been critical to the progress being made on advance planning work items. The WSP consultant team and GPUC members have provided critical support in completing the preparation and review of administrative drafts of all General Plan elements in anticipation of a complete public draft release in Q3.

Program: Housing

Department: Community Development

Funding Source(s): Affordable Housing Fund

I. Executive Summary

The Community Development Department's Housing Program supports a number of efforts to address the affordable housing needs of Carpinteria. Specific identified work plan efforts for this year include presenting options to the City Council for the development of affordable housing, increasing community awareness of the Rental Housing Mediation Program ("RHMP"), assisting in the possible renewal and expansion of the Safe Parking Program, and seeking opportunities for enhanced in-city homelessness services.

Primary efforts in Q1 related to this Program have focused on researching affordable housing strategies employed by other jurisdictions, researching options for the expansion of the Safe Parking Program, and engaging with Dignity Moves and other homelessness services providers concerning opportunities for expanded services.

II. Key Highlights



Major Milestones Achieved:

- CDD staff toured Dignity Moves tiny home village in downtown Santa Barbara.
- Received preliminary support from property owner to renew and expand City Safe Parking Program.
- Provided annual report on homelessness in conjunction with County of Santa Barbara staff to City Council.
- City Council first reading approval of updates to Public Sleeping and Camping ordinance.



Significant Issues or Challenges Encountered:

- Limited available properties/sites constrain options for in-city expanded homelessness services.
- Most recent Point-in-Time Count suggests modest uptick in unhoused individuals in Carpinteria, particularly among those living in their cars.
- Funds allocated to Workforce Homebuyer Down Payment Loan Program have been fully expended. No funding remains for additional loans until outstanding loans are repaid or additional funds are allocated to the Program.



Upcoming Priorities for the Next Quarter

- Continue to explore possible sites for tiny home village with Dignity Moves staff.
- Begin work on renewal and expansion of Safe Parking Program.

- Undertake efforts to expand community knowledge of RHMP resources for tenants and landlords.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
City Council Primary Goal #2. Accommodate City Growth while Maintaining a Small Beachside Town Character.	
GOALS AND STATUS	
1. Goal: Explore options for the development of affordable housing. Status  Current Progress: <i>On Track</i>  Actions Taken This Quarter: • CDD staff attended quarterly City-County Joint Affordable Housing Task Force meeting. (July) • CDD staff attended Employer-Sponsored Housing Consortium meeting hosted by South Coast Chamber of Commerce. (July) • CDD staff attended CA chapter APA conference. Attended sessions related to affordable housing solutions. (September)  Challenges: • Funds allocated to Workforce Homebuyer Down Payment Loan Program have been fully expended until either existing outstanding loans are repaid and/or additional funds are allocated to the Program.  Next Steps: • Continue research of successful affordable housing strategies. • Attend next quarterly Joint Affordable Housing Task Force meeting in October.	

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
Primary Goal #4 – Strengthen Community Institution Collaboration.	
GOALS AND STATUS	
1. Goal: Increase Community Awareness of Rental Housing Mediation Program (RHMP) services. Status  Current Progress: <i>Not Started</i>  Actions Taken This Quarter: None  Challenges:	

- Staff capacity to develop and implement outreach efforts has been limited due to other work priorities. Will consider re-assigning tasks and/or breaking down into smaller tasks to facilitate incremental progress toward completion.

 Next Steps:

- Update “Housing” page of City website with expanded information re: RHMP services.
- Develop and provide public outreach materials for use on City social media platforms.
- Distribute RHMP pamphlets at key City locations (e.g., library, etc.).

2. **Goal:** Explore options for the Continuation and Expansion of the Safe Parking Program.

Status

 Current Progress: *On Track*

 Actions Taken This Quarter:

- Discussed options for Safe Parking Program renewal/expansion with New Beginnings staff. (July- September)
- Received preliminary support from property owner to allow for renewal/expansion of Safe Parking Program in existing location.

 Challenges:

- Limited available properties/sites available in the City to accommodate additional or expanded Safe Parking Program location. Exploring option for expansion of capacity at existing site instead.
- Staffing and funding considerations for renewed/expanded program unknown at this time. Continued dialog with New Beginnings staff to identify needs.

 Next Steps:

- Finalize cost proposal for renewed/expanded program.
- Prepare staff report for program renewal and expansion for future City Council agenda item.

3. **Goal:** Seek opportunities to expand and support housing needs for unhoused individuals.

Status

 Current Progress: *On Track*

 Actions Taken This Quarter:

- Continued dialog and research with Dignity Moves staff to identify candidate sites for in-city tiny home village. (July- September)
- CDD staff toured the Dignity Moves tiny home village to gain a better understanding of the program’s site and space needs, and operations/programming. (September)
- Provided annual report on homelessness in conjunction with County of Santa Barbara staff to City Council. (July)

- Received first reading approval of updates to Public Sleeping and Camping Ordinance from City Council. (September)

Challenges:

- Modest uptick in number of individuals experiencing homelessness in Carpinteria, particularly among those living in their cars, compared to recent past years according to most recent Point-in-Time Count. Prioritizing expansion of Safe Parking Program as an immediate tool to offer expanded services to unhoused individuals.
- Limited available sites for tiny home village in Carpinteria. Tour of tiny home village helped clarify space and infrastructure needs. Outreach to prospective property owners underway.

Next Steps:

- Continue efforts in coordination with Dignity Moves to identify prospective sites for tiny home village.
- Return updated Public Sleeping and Camping ordinance for final adoption by City Council.
- Update Public Sleeping and Camping Administrative Policy to guide City staff response in compliance with current law.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 311 - Housing				
Revenue				
46 - Interest	\$ 8,000	\$ 8,000	\$ 3,128	39%
Revenue Total:	\$ 8,000	\$ 8,000	\$ 3,128	39%
Expenditure				
51 - Personnel Services	\$ 39,500	\$ 39,500	\$ 7,686	19%
52 - Professional Services	74,000	74,000	1,417	2%
Expenditure Total:	\$ 113,500	\$ 113,500	\$ 9,103	8%

Budget Overview

- Major Expenditures: None
- Variance: None

Major Financial Changes or Concerns

- Costs for renewed/expanded Safe Parking Program unknown at this time.
- Workforce Homebuyer Down Payment Loan Program funds fully expended until loan repayments and/or additional funds are allocated.

V. Community Engagement and Outreach

Engagement Activities:

- CDD staff toured Dignity Moves tiny home village.
- Annual report on homelessness to City Council.
- Attendance at weekly lunch program for persons experiencing homelessness.

Feedback Received:

- Kudos to David Hernandez from members of the community for ongoing high level of service related to homelessness outreach and services.



Response to Feedback: None

VI. Conclusion



Research on efforts related to provision of affordable housing, expansion of the Safe Parking Program, and expanded in-city homelessness services remain ongoing. It is acknowledged that these are likely to be ongoing multi-year efforts, but it is important to continue incremental work towards meeting these goals.



Code Compliance Supervisor, David Hernandez, continues to play a lead role as the City's liaison for homelessness outreach and services, and has been praised by members of the community for his good work in this area. County of Santa Barbara Housing and Community Development staff are critical in orchestrating the countywide response to homelessness and connecting unhoused Carpinterians to county services. Dignity Moves staff have been extremely diligent in helping educate City staff about their programs and space/infrastructure needs to provide similar services in Carpinteria in the future. New Beginnings staff have been instrumental to the success and smooth operation of the initial Safe Parking Pilot Program. Santa Barbara Housing Trust Fund staff have continued to help implement and monitor the Workforce Homebuyer Down Payment Loan Program. City of Santa Barbara RHMP staff have provided valuable tenants rights and mediation services to Carpinteria residents and have seen an uptick in use of their services compared to years past.

Program: Development Review & Building

Department: Community Development

Funding Source(s): General Fund

I. Executive Summary

The Community Development Department's Development Review and Building program is responsible for evaluating all types of development applications and permits, enforcing the city's uniform codes, and administering zoning compliance related to business licensing. Much of this Program's day-to-day work focuses on permitting and inspection of construction activities, nevertheless, modest initial progress has been made during Q1 towards long-term process improvement initiatives (e.g., business licensing, and transitioning towards electronic permitting), and continuing to expand upon staff knowledge and training to provide better customer service.

II. Key Highlights



Major Milestones Achieved:

- Updated Business License and Certificate of Occupancy applications to help clarify information needs and requirements for business licensing.
- Acquisition of annual subscription to Access Toolkit software to aid staff in interpreting and applying accessibility requirements, and as training guide for Certified Access Specialist ("CAsp") accreditation.
- Utilizing part-time permit technician through City's existing building inspection and plan check services contractor to help address permit backlogs, implement process improvements, and transition workflows to digital formats.



Significant Issues or Challenges Encountered:

- Volume of building permit and business license applications remain high compared to historic averages.
- Business Licensing review and approval workflow continues to be inefficient and not consistently adhere to established process.
- Process and workflow improvements hampered by outdated software limitations.



Upcoming Priorities for the Next Quarter

- Launch improved business licensing applications and applicant guide.
- Formalize and document updated workflows for building permit review process.
- Recruit for and hire new Building Official/Building Inspector.
- Explore options to further leverage consultant support to enhance building and safety staff capacity and service levels.

III. 1st Quarter: Status Update**AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):**

Primary Goal #3 – Take Steps to Address the Fiscal Sustainability of the City; and
Primary Goal #4: Strengthen Community Institution Collaboration.

GOALS AND STATUS**1. Goal: Implement Improvements to the Business Licensing Process.****Status**

 **Current Progress:** *Delayed*

 Actions Taken This Quarter:

- Draft updates to Business License and Certificate of Occupancy applications prepared and under review. Purpose of updates are to clarify information and application submittal requirements. (July)
- Ongoing coordination efforts with third-party business licensing contractor to improve review process workflow and efficiency.

 Challenges:

- Volume of pending business license applications and deviations from adopted workflows in review processes continue to overwhelm staff capacity and delay application review and approval timelines.

 Next Steps:

- Finalize and launch updated applications.
- Prepare and publish applicants guide for licensing.

2. Goal: Implement Efficiency Improvements for Building Permit Review.**Status**

 **Current Progress:** *On Track*

 Actions Taken This Quarter:

- Utilizing existing building plan check and inspection services consultant for part-time permit technician assistance to address building permit backlogs, and to help implement process improvements, including but not limited to, transition to digital permitting. (July- September)
- Continued research and evaluation of new permit tracking platforms (see CDD Administration Program for more details). (July/August)
- Working towards official launch of online permitting platform, SolarApp+, for residential rooftop solar permits (see CDD Administration Program for more details). (September)

**Challenges:**

- Volume of building permit applications continues to be higher than historic volumes. Exploring options to further leverage consultant services to increase capacity and improve service levels.
- Limitations of outdated permit software constrain building permit process improvement efforts. Transition to new improved software will resolve this impediment.

**Next Steps:**

- Expand usage of consultant services for permit inspections to improve staff capacity and service levels.
- Recruit for and fill vacant Building Official/Building Inspector position.
- Finalize and execute launch of SolarApp+ software.
- Continue research and evaluation of permit software platforms.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #1: Invest in High-Performance Team at City Hall.

GOALS AND STATUS

1. **Goal:** Achieve Certified Accessibility Specialist (CASP) for Chief Building Inspector and Plans Examiner.

Status

Current Progress: *On Track*

**Actions Taken This Quarter:**

- Acquired annual subscription to Access Toolkit software, which provides graphical depictions of accessibility standards and requirements, and has been used by many building officials to prepare for and pass the CASP exam. (August)



Challenges: None

**Next Steps:**

- Prepare and register for CASP exam.

2. **Goal:** Continue work towards Master Code Professional designation.

Status

Current Progress: *Not Started*. To be completed by Q4.



Actions Taken This Quarter: None

 Challenges: None

 Next Steps:

- Register for one or more of the remaining specialty exams needed for Master Code Professional designation.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 321 - Development Review & Building				
Revenue				
42 - Licenses & Permits	\$ 255,500	\$ 255,500	\$ 98,698	39%
45 - Charges for Services	345,000	345,000	157,123	46%
Revenue Total:	\$ 600,500	\$ 600,500	\$ 255,821	43%
Expenditure				
51 - Personnel Services	\$ 665,700	\$ 665,700	\$ 139,160	21%
52 - Professional Services	100,000	100,000	12,944	13%
54 - Utilities	750	750	178	24%
55 - Other Operating Expenses	13,000	13,000	544	4%
Expenditure Total:	\$ 779,450	\$ 779,450	\$ 152,826	20%

 Budget Overview

- Major Expenditures:
 - Approximately \$13,000 of \$100,000 budgeted for building plan check and inspection services has been expended at end of Q1.
- Variance:
 - Building Permit and Planning Charges revenues are both slightly outperforming anticipated budget at end of Q1 at 38% and 31% of expected revenues, respectively.

 Major Financial Changes or Concerns

- Additional large building permit plan checks and/or relying more heavily on consultant services to assist with building and safety duties will use up allocated funding faster than anticipated. A mid-year budget adjustment to request additional allocation of funds may be needed.

V. Community Engagement and Outreach

 Engagement Activities:

- Presented to Carpinteria Host Program members concerning status of various downtown development projects. (August)

 Feedback Received:

- General concerns expressed by members of the public concerning timelines for building permit processing and business license review.

**Response to Feedback:**

- Acknowledged delays. Described process improvements (above) are intended to address and resolve these critiques.

VI. Conclusion

Modest progress towards process improvements is underway. The expanded use of consultant services has improved turnaround times and reduced permit backlogs.



Lorena Esparza, Marysol Smith and Dan Chepley are the key members of our permitting team and are responsible for identifying and implementing process improvements. AnnMarie Forney, contract permit technician, has also provided valuable assistance in implementing process improvements and transitioning towards digital permitting.

Program: Code Compliance

Department: Community Development

Funding Source(s): General Fund

I. Executive Summary

The Community Development Department's Code Compliance Division is responsible for ensuring compliance with the Carpinteria Municipal Code in order to protect the peace, health, safety and quality of life of Carpinteria. Work Plan objectives for this year include implementation of the City's multifamily housing smoking ban, monitoring of licensed live entertainment venues, and enhanced utilization of Code Compliance tracking software. Work Plan objectives also include adopting Code Compliance Officer Safety Standards. Progress on all objectives, other than the Safety Standards, which are not scheduled until Q3, is on track and meeting stated performance measures.

II. Key Highlights



Major Milestones Achieved:

- Multifamily Residential Smoking Ordinance adopted by City Council. (July)
- Digital sound meters acquired and training completed. (July)
- Began sound monitoring of licensed live entertainment venues. (July)



Significant Issues or Challenges Encountered:

- Live entertainment (and resultant noise complaints) often occur after hours when Code Compliance staff is not on duty.



Upcoming Priorities for the Next Quarter

- Develop and implement education/outreach materials related to multifamily residential smoking ban.
- Provide entertainment licensing update report to City Council, including findings from sound monitoring.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
Primary Goal #4 – Strengthen Community Institution Collaboration.	
GOALS AND STATUS	
1. Goal: Multi-family Smoking Ordinance Implementation and Outreach.	
Status	
Current Progress: <i>On Track</i>	

 Actions Taken This Quarter:

- Second reading and adoption of Multifamily Residential Smoking Ordinance by City Council completed. (July)

 Challenges: None **Next Steps:**

- Develop and launch outreach materials for multifamily residential smoking ban, which will take effect in July 2025.

2. Goal: Entertainment Licensing Monitoring.**Status** **Current Progress:** *On Track* **Actions Taken This Quarter:**

- Acquired two digital sound readers for measuring live entertainment. One reader for Code Compliance staff and one provided to law enforcement for use in responding to noise complaints. (July)
- Completed training for use of noise readers and provided training to law enforcement staff. (July/ September)
- Began monitoring and gather sound level readings for live entertainment events. (July)

 Challenges:

- Live entertainment (and resultant noise complaints) often occur after hours when no Code Compliance staff is on duty. Purchased second sound reader to provide to law enforcement to allow for sound level readings to be logged when responding to noise complaints. Periodically reschedule Code Compliance officer shifts to allow for periodic weekend evening noise monitoring of live entertainment events.

 Next Steps:

- Provide entertainment licensing status report to City Council.

3. Goal: GoGov Code Compliance Activity Tracking.**Status** **Current Progress:** *On Track* **Actions Taken This Quarter:**

- Continued logging of Code Compliance activities and provided quarterly update to City Council. (July)

Challenges:

- Incomplete logged data from past years limits ability to provide meaningful long-term trends analysis until additional years of more complete data is captured.

Next Steps:

- Continue to improve reporting and trends analysis as part of quarterly reports.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Primary Goal #5 – Invest in High-Performance Team at City Hall.

GOALS AND STATUS

1. **Goal:** Develop and Adopt Code Compliance Officer Safety Standards.

Status

Current Progress: **Not Started.** Scheduled for Q3.

Actions Taken This Quarter: None

Challenges: None

Next Steps: None

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 331 - Code Compliance				
Revenue				
42 - Licenses & Permits	\$ 350	\$ 350	\$ -	0%
44 - Fines & Forfeitures	87,000	87,000	14,267	16%
46 - Interest	-	-	626	0%
48 - Miscellaneous Revenue	2,500	2,500	-	0%
Revenue Total:	\$ 89,850	\$ 89,850	\$ 14,894	17%
Expenditure				
51 - Personnel Services	\$ 339,375	\$ 339,375	\$ 66,152	19%
54 - Utilities	750	750	165	22%
55 - Other Operating Expenses	9,900	9,900	1,933	20%
Expenditure Total:	\$ 350,025	\$ 350,025	\$ 68,250	19%

Budget Overview

- Major Expenditures: None
- Variance: None

 Major Financial Changes or Concerns

- Approximately 85% of Code Compliance supplies and materials budget expended by purchase of noise level readers. If additional needs arise, staff will need to request a mid-year budget adjustment.

V. Community Engagement and Outreach **Engagement Activities:**

- Code Compliance staff attended National Night Out event on Linden Avenue. (August)

 Feedback Received:

- General citizen complaints re: off-leash dogs in city parks and e-bikes in Salt Marsh Park.
- Positive feedback regarding GoGov service request app.

 Response to Feedback:

- Increased patrols of recreational and open spaces areas.

VI. Conclusion Code Compliance staff is on track with respect to the identified Goals and Objectives for this year's work plan. Code Compliance Supervisor, David Hernandez, and Code Compliance Officer II, Henry Menendez, successfully and adeptly manage a high case load across a variety of priorities.

Program: Animal Control

Department: Community Development

Funding Source(s): General Fund

I. Executive Summary

The Animal Control Program is part of the operations of the Code Compliance Division, and is responsible for providing animal-related services to citizens and animal welfare services to domestic pets and City wildlife. Annual Work Plan Objectives for this year include increasing outreach and compliance with leash laws and spay/neuter ordinance, obtain animal control officer safety training/certification, enhancing participation in the dog licensing program, and improving the effectiveness of the City's pet adoption program. Progress is on track for work related to leash law compliance and improving the City's pet adoption program. Initial research is also underway concerning upgrades to the City's dog licensing program as part of the broader search for a new online CDD permitting and licensing platform.

II. Key Highlights



Major Milestones Achieved:

- Increased periodic patrols of City open space areas and contacts with off-leash dog owners. 9 warnings/citations issued Q1.
- Improved processes for advertising adoptable pets. Three successful adoptions in Q1.
- Outreach efforts to recruit pet fosters/volunteers initiated.



Significant Issues or Challenges Encountered:

- Only one code compliance/animal control officer on duty most days. Limited capacity for animal control outreach-related work.



Upcoming Priorities for the Next Quarter

- Ramp up public outreach efforts related to leash laws, spay/neuter requirements, and dog licensing.
- Formalize public outreach protocols for adoptable pets as administrative policy.
- Pursue animal control officer safety training/certification.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
Enhance public safety through animal control-related education, outreach, and enforcement.
GOALS AND STATUS

1. **Goal:** Increase compliance with dog leash and pet clean-up laws.

Status

 **Current Progress:** *On Track*

 Actions Taken This Quarter:

- Continued periodic weekly patrols of open space areas and contacts with off-leash dog owners. 9 warnings/citations issued in Q1.
- Improved recording of open space patrols and off-leash dog contacts for tracking and reporting purposes.

 Challenges:

- Limited staffing capacity for regular patrols. Staff encouraged to prioritize random periodic patrols during weekly shifts.

 Next Steps:

- Ramp up public outreach/education efforts regarding leash laws through social media, Coastal View News, etc.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Promote animal welfare and safety.

GOALS AND STATUS

1. **Goal:** Obtain Animal Control Officer Training / Certification.

Status

 **Current Progress:** *Not Started*. To be completed by end of Q4.

 **Actions Taken This Quarter:** None

 **Challenges:** None

 Next Steps:

- Pursue options for safety training and/or certification for both animal control officers.

2. **Goal:** Enhance Effectiveness of and Participation in Dog Licensing Program.

Status

 **Current Progress:** *Delayed*

 **Actions Taken This Quarter:**

- Researching permit platforms for CDD Departmental use, including ability to manage licensing programs (including dog licenses). (July-September)

Challenges:

- Limited staff capacity. Work with other City staff to complete simple website updates, and to develop and launch social media materials.

Next Steps:

- Update website information.
- Develop social media materials.
- Continue research into online permitting and licensing platforms.

3. **Goal:** Improve Effectiveness of Pet Adoption Program.

Status

Current Progress: *On Track*

Actions Taken This Quarter:

- Three dogs successfully adopted/rehomed during Q1.
- Outreach via City newsletter regarding dog foster/volunteer opportunities. (August)
- Coordinated advertising re: adoptable pets via city website and social media platforms.

Challenges: None

Next Steps:

- Prepare administrative policy re: pet adoption outreach and advertising.
- Continue outreach efforts to build animal foster/volunteer corps.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 341 - Animal Care & Control				
Revenue				
42 - Licenses & Permits	\$ 10,000	\$ 10,000	\$ 700	7%
45 - Charges for Services	500	500	-	0%
Revenue Total:	\$ 10,500	\$ 10,500	\$ 700	7%
Expenditure				
51 - Personnel Services	\$ 53,450	\$ 53,450	\$ 11,100	21%
52 - Professional Services	24,000	24,000	5,504	23%
55 - Other Operating Expenses	2,400	2,400	-	0%
Expenditure Total:	\$ 79,850	\$ 79,850	\$ 16,604	21%

**Budget Overview**

- Major Expenditures: None
- Variance: None

**Major Financial Changes or Concerns:**

- Community desire to bring back additional Code Compliance officer and/or hire park ranger has significant budget implications. Not anticipated to be offset through increased animal control- or code compliance-related revenues.
- Animal Control Officer certification not budgeted for, but would be beneficial for at least one officer to be certified. Researching certification process, timing and costs for possible mid-year adjustment request.

V. Community Engagement and Outreach**Engagement Activities:**

- Posted in City Newsletter regarding need for animal fosters and volunteer dog walkers. (August)
- Off-leash dog patrols and contacts in Carpinteria Bluffs Preserve. (ongoing)

**Feedback Received:**

- Off-leash dogs persist in City open space areas.
- Code Compliance/park ranger presence requested near seal rookery to aid in enforcement of seasonal beach closure and marine mammal avoidance.

**Response to Feedback:**

- Feedback acknowledged. City Council to consider budgeting for additional code compliance/park ranger staff as part of FY25-26 budget.

VI. Conclusion

Modest progress underway related to improved compliance with leash laws and licensing requirements. Additional public outreach and efforts to ease licensing renewals/enforcement remain. Initial efforts to improve advertising for adoptable pets appears to be working. Steps need to be formalized in administrative policy for ongoing replication. Continue efforts to increase participation in animal volunteer/foster. Training/certification for animal control officers remains an important priority for officer safety.



Code Compliance Supervisor, David Hernandez, is responsible for overseeing and implementing most of the City's animal control-related programs. Animal Medical Clinic staff provide important support for after-hours animal control calls and foster/medical care for found pets. AMC staff also often assist in the successful re-homing of adoptable pets. Dog foster volunteers, including Lee Heller, are also important in providing training, socialization, and care for adoptable pets until they can be re-homed.

Public Works Department

First Quarter Reports for the Fiscal Year 2024/25 Budget

Program: Public Works Administration

Department: Public Works

Funding Source(s): Gas Tax, General Fund, and Measure A

I. Executive Summary

The Public Works Administration Program is responsible for the planning, organizing, and directing of all services in the Public Works Department. This program's goal is to enhance departmentwide operational and production efficiency. There are two (2) quantifiable objectives, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights



Major Milestones Achieved:

- Maintenance staff currently utilizing new computer maintenance management system, GoGov.



Significant Issues or Challenges Encountered:

- No budget for purchasing new mobile devices. However, existing mobile workspace devices are reassigned in cases of staff turnover.



Upcoming Priorities for the Next Quarter:

- Outfit new maintenance staff with mobile workspace device to utilize GoGov.
- Finalize telework policy.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.	
GOALS AND STATUS	
Goal: To enhance departmentwide operational and production efficiency. Status	
Current Progress: <i>On Track</i>	
Actions Taken This Quarter:	
• Objective 1. Attain 100% of maintenance staff performing same-day, real-time status reporting on job site. ✓ Maintenance staff currently utilizing new computer maintenance management system, GoGov. ✓ Reviewing customer satisfaction surveys in weekly Department staff meetings. • Objective 2. Attain 100% of administrative staff reducing commute stress and fatigue.	

- ✓ Department is currently coordinating with the City Manager in drafting telework policy.

 Challenges:

- No budget for purchasing new mobile devices. However, existing mobile devices are reassigned in cases of staff turnover.

 Next Steps:

- Outfit new maintenance staff with mobile workspace device to utilize GoGov.
- Follow-up with finalizing telework policy and implement including assigning telework schedules.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 401 - Public Works Administration				
Revenue				
43 - Intergovernmental	\$ 40,000.00	\$ 40,000.00	\$ -	0%
44 - Fines & Forfeitures	1,200.00	1,200.00	-	0%
45 - Charges for Services	2,500	2,500	17,197	688%
48 - Miscellaneous Revenue	13,000	13,000	180	1%
Revenue Total:	\$ 56,700	\$ 56,700	\$ 17,377	31%
Expenditure				
51 - Personnel Services	\$ 258,550	\$ 258,550	\$ 54,646	21%
52 - Professional Services	40,000	40,000	-	0%
54 - Utilities	750	750	178	24%
55 - Other Operating Expenses	17,000	17,000	4,168	25%
Expenditure Total:	\$ 316,300	\$ 316,300	\$ 58,992	19%

 Budget Overview

- Major Expenditures: None.
- Variance: None.

 Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach

 **Engagement Activities:** None.

 **Major Expenditures:** None.

 **Feedback Received:** None.

 **Response to Feedback:** None.

VI. Conclusion

 **Summary of Overall Progress:**

- There is virtually no use of paper with the new computer maintenance management system. All maintenance staff are outfitted with some form of mobile workspace device such as a rugged, touch-screen tablet with detachable keyboard and/or mobile smart phone. All mobile workspace devices are able to remotely connect via Wi-Fi or cellular network.



Acknowledgment of Contributions from Departments, Staff, and Community Members

- Management Analyst primarily worked on the program's goal.

Program: Capital Improvements

Department: Public Works

Funding Source(s): Capital Improvement, Development Impact Fee, Gas Tax, General, Local Transportation, Measure A, Parking and Business Improvement Area, Revolving, and Road Maintenance Rehabilitation Funds

I. Executive Summary

The Capital Improvements Program consists of capital projects greater than \$10,000 in value and generally financed with specific funds intended only for capital improvements. Capital projects are listed in the Capital Improvement Plan (CIP) and substantiated or prioritized in conformance with the General Plan and Local Coastal Plan, master plans, and/or special studies. (The term, Capital Improvements Program, also refers to a budgetary category in the City's fiscal year budget and is interchangeably called CIP.) The CIP includes capital projects for Alternative Transportation, General Facilities, Highway Interchanges and Bridges, Parking Facilities, Parks and Recreation Facilities, Storm Drain Facilities, Streets and Thoroughfares, and Traffic Control Facilities.

This program's goal is to increase capital project revenues. There is one (1) quantifiable objective, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights

Major Milestones Achieved:

- All thirteen (13) Fiscal Year 2024/25 programmed capital projects are in progress.
- Three (3) capital projects are under construction.
- Ten (10) capital projects are under design.

Significant Issues or Challenges Encountered:

- Fiscal Year 2024/25 Capital Improvements Program Budget initially appropriated less funding (≈\$6M) for pavement maintenance and rehabilitation projects. However, ≈\$400K of Local Surface Transportation Program (LSTP) funds was recently appropriated by City Council.
- Federal-aid grants from the Infrastructure Investment and Jobs Act are a nationwide competition.

Upcoming Priorities for the Next Quarter:

- Outfit new maintenance staff with mobile workspace device to utilize GoGov.
- Finalize telework policy.

III. 1st Quarter: Status Update**AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):**

City Council Primary Goal #3: Take Steps to Address the Fiscal Sustainability of the City

GOALS AND STATUS**Goal:** To increase capital project revenues.**Status** **Current Progress:** *On Track* **Actions Taken This Quarter:**

- Objective. Secure federal- and/or state-aid funds at no less than 75% of project cost.
 - ✓ In April 2024, Highway Bridge Program federal-aid funds in amount of ≈\$12.4M were secured for the construction phase, which is ≈88.53% of the total cost (≈\$14M)
 - ✓ In May 2024, Community Development Block Grant federal-aid funds in the amount of \$570K were secured for the construction phase, which is ≈44% of the total cost (≈\$1.3M).
 - ✓ In February 2024, staff submitted a grant application for federal-aid funds in the amount of \$3.4M for the construction phase, which is ≈80% of the total cost (≈\$4.6M), from the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program of the Infrastructure Investment and Jobs Act. Unfortunately, the project was not selected for award. On September 18, 2024, staff met with the federal government for a debrief of the City's grant application. In brief, the grant application was able to demonstrate a technical need for the proposed pavement improvements including pedestrian facility accessibility upgrades, but high evaluation points are/were scored towards disadvantaged communities.
 - ✓ In May 2024, a grant application was submitted for federal-aid funds in the amount of ≈\$383K for the construction phase, which is ≈90% of the total cost (≈\$426K), from the Safe Streets and Roads for All (SS4A) discretionary grant program of the Infrastructure Investment and Jobs Act.
 - ✓ A combination of staff and consulting grant services are teamed to prepare the Active Transportation Program (ATP) Cycle 7 grant application for state-aid funds towards continuation of the design phase including the environmental document for the Rincon Multi-Use Trail Project.

 **Challenges:**

- Federal-aid grants from the Infrastructure Investment and Jobs Act are a nationwide competition.

 **Next Steps:**

- Staff will continue to research and pursue any grant program for eligible pavement improvement projects as well as for other infrastructure project needs.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 403 - Capital Improvements				
Revenue				
43 - Intergovernmental	\$ 8,786,500	\$ 8,786,500	\$ 411,229	5%
Revenue Total:	\$ 8,786,500	\$ 8,786,500	\$ 411,229	5%
Expenditure				
51 - Personnel Services	\$ 238,100	\$ 238,100	\$ 49,263	21%
57 - Capital Outlay	16,516,800	16,549,800	581,654	4%
Expenditure Total:	\$16,754,900	\$16,787,900	\$ 630,917	4%

Budget Overview

- Major Expenditures: Major expenses come from this program.
- Variance: None.

Major Financial Changes or Concerns

- Budget adjustment for recent appropriation of LSTP funds to the 2022 Pavement Rehabilitation Project.

V. Community Engagement and Outreach

Engagement Activities:

- Staff solicited letters of support from potential partner organizations such as the Carpinteria Unified School District and MOVE Santa Barbara County for grant application for the Reconnecting Communities Pilot Grant Program from the Infrastructure Investment and Jobs Act.

Major Expenditures: None.

Feedback Received:

- Staff received letters of support from Carpinteria Unified School District and Downtown "T" Business Advisory Board for a potential Downtown Carpinteria Sidewalk Project.

Response to Feedback:

- Submitted letters of support with grant application.

VI. Conclusion

Summary of Overall Progress

- A combination of staff and consulting grant services are being utilized in pursuing grant opportunities.

Acknowledgment of Contributions from Departments, Staff, and Community Members

- Engineering Technician, Assistant Engineer, Management Analyst, Environmental Program Manager, and Public Works Director primary worked on the program's goal.

Program: Transportation, Parking and Lighting

Department: Public Works

Funding Source(s): Capital Improvement Projects, Local Transportation, Measure A, Parking and Business Improvement Area, R-O-W Assessment District, and Street Lighting Funds

I. Executive Summary

The Transportation, Parking and Lighting Program provides for the administration of the services for transit service contracts, public parking lots, and street lights. This program's goal is to increase availability of alternative transportation. There is one (1) quantifiable objective, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights

Major Milestones Achieved:

- At its meeting of June 11, 2024, the Transportation Committee received a status report about The Wave microtransit service.

Significant Issues or Challenges Encountered:

- According to SBMTD General Manager Jerry Estrada, there is a shortage of qualified transit drivers.

Upcoming Priorities for the Next Quarter:

- Schedule another Transportation Committee Meeting within the 3rd quarter of the City's fiscal year for status reporting by SBMTD.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
Transportation Committee – Resolution No. 5928
GOALS AND STATUS

Goal: To increase availability of alternative transportation.

Status

✚ **Current Progress:** *Delayed*

✚ **Actions Take This Quarter:**

- Objective. Implement microtransit service to reach no less than 30% of population.
 - ✓ At its meeting of June 11, 2024, the Transportation Committee received a status report about The Wave microtransit service.

✚ **Challenges:**

- According to SBMTD General Manager Jerry Estrada, there is a shortage of qualified transit drivers.

✚ **Next Steps:**

- Schedule another Transportation Committee Meeting within the 3rd quarter of the City's fiscal year for status reporting by SBMTD.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 411 - Transportation, Parking, & Lighting				
Revenue				
41 - Taxes	\$ 234,450	\$ 234,450	\$ -	0%
44 - Fines & Forfeitures	800	800	-	0%
46 - Interest	5,000	5,000	3,241	65%
Revenue Total:	\$ 240,250	\$ 123,150	\$ 3,241	3%
Expenditure				
51 - Personnel Services	\$ 123,150	\$ 123,150	\$ 23,633	19%
52 - Professional Services	268,500	268,500	78,417	29%
53 - Contract Services	8,000	8,000	-	0%
54 - Utilities	151,000	151,000	12,810	8%
55 - Other Operating Expenses	7,000	7,000	1,074	15%
Expenditure Total:	\$ 557,650	\$ 557,650	\$ 115,934	21%

✚ **Budget Overview**

- Major Expenditures: None.
- Variance: None.

✚ **Major Financial Changes or Concerns**

- None.

V. Community Engagement and Outreach

✚ **Engagement Activities:** None.

✚ **Major Expenditures:** None.

✚ **Feedback Received:** None.

 **Response to Feedback:** None.

VI. Conclusion

Summary of Overall Progress

- No update is yet provided by SBMTD to date.

Acknowledgment of Contributions from Departments, Staff, and Community Members

- Public Works Director primarily worked on the program's goal.

Program: Resource Conservation

Department: Public Works

Funding Source(s): General and Measure X Funds

I. Executive Summary

The Resource Conservation Program provides for renewable energy development, energy efficiency, and strategic energy planning. This program's goal is to reduce greenhouse gas emissions. There is one (1) quantifiable objective, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights

Major Milestones Achieved:

- At its meeting of October 7, 2024, the Planning Commission approved the Corporation Yard Carport and associated electric vehicle charging station for a future electric street sweeping equipment.

Significant Issues or Challenges Encountered:

- Fiscal Year 2024/25 Capital Improvements Program Budget did not appropriate funds for the City Hall Solar Generation and Storage Project.

Upcoming Priorities for the Next Quarter:

- Complete construction of Corporation Yard Carport.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
Sustainability Community Policy – Resolution No. 5500	
GOALS AND STATUS	
Goal: To reduce greenhouse gas emissions. Status  Current Progress: <i>On Track</i>  Actions Take This Quarter: - Objective. Develop 100% energy sustainable and resilient City facilities. ✓ At its meeting of October 7, 2024, the Planning Commission approved the Corporation Yard Carport and associated electric vehicle charging station for a future electric street sweeping equipment. ✓ Staff is planning for the purchase of a new electric tractor that will replace a diesel tractor for use on parks and open spaces. Incentive program amounts of ≈\$65K and ≈\$45K are being researched from the Santa Barbara County Air Pollution Control	

District and Central Coast Community Energy, respectively, for the purchase of the electric tractor.

 Challenges:

- On September 23, 2024, the City Council directed staff to purchase a preowned street sweeping equipment, discontinue street sweeping equipment rental, and void the purchase order of the electric street sweeping equipment due to delays related to the power system of the electric street sweeping equipment.

 Next Steps:

- Staff will continue to research and pursue any grant and/or incentive program for eligible public facility electrification projects and fleet electrification.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 461 - Resource Conservation				
Revenue				
48 - Miscellaneous Revenue	\$ 4,000	\$ 4,000	\$ 4,685	117%
Revenue Total:	\$ 4,000	\$ 4,000	\$ 4,685	117%
Expenditure				
51 - Personnel Services	\$ 36,150	\$ 36,150	\$ 7,450	21%
53 - Contract Services	2,000	2,000	-	0%
55 - Other Operating Expenses	4,750	4,750	29	1%
Expenditure Total:	\$ 42,900	\$ 42,900	\$ 7,479	17%

 Budget Overview

- Major Expenditures: None.
- Variance: None.

 Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach

 Engagement Activities:

- Community review by the Planning Commission was engaged for the Corporation Yard Carport.

 Major Expenditures: None.

 Feedback Received:

- Planning Commission inquired whether more electric vehicle charging stations are planned for

 Response to Feedback:

- Staff affirmed the City's commitment to alternative fuel facilities including electric vehicle charging stations.

VI. Conclusion

Summary of Overall Progress

- Funding for the replacement of gas-powered equipment with electric-powered equipment has been procured utilizing a mix of grant funds and incentive programs. Grant funds procured to date have been those distributed by the Santa Barbara County Air Pollution Control District, and incentive funding has been from the Central Coast Community Energy's programs.

Acknowledgment of Contributions from Departments, Staff, and Community Members

- Engineering Technician, Assistant Engineer, Management Analyst, Environmental Program Manager, Public Works Supervisor, Parks and Facilities Supervisor, and Public Works Director primarily worked on the program's goal.

Program: Solid Waste

Department: Public Works

Funding Source(s): AB 939, Revolving, and Solid Waste Franchise Fee Funds

I. Executive Summary

The Solid Waste Program provides for solid waste collection including handling, disposal, and recycling operations; and street sweeping. The City contracts with E.J. Harrison and Sons, Inc. under a franchise agreement. The program also provides for the collection of antifreeze, batteries, oil, and paint (ABOP); and the annual household hazardous waste and household goods including electronic waste (E-Waste).

This program's goal is to increase landfill diversion. There are two (2) quantifiable objectives, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights

Major Milestones Achieved:

- 2,576 of 2,578 residential customers in curbside organic waste collection program.
- 53 businesses in curbside organic waste collection program. 50 of 300 commercial accounts are required to comply.
- All 86 multi-family in green waste program.

Significant Issues or Challenges Encountered:

- Restaurants and retail sale locations experience high-turnover.

Upcoming Priorities for the Next Quarter:

- Obtain staff capacity or consulting services with bilingual capabilities to continue public education.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
Sustainability Community Policy – Resolution No. 5500
GOALS AND STATUS

Goal: To increase landfill diversion.

Status

 **Current Progress:** *On Track*

 **Actions Take This Quarter:**

- Objective 1. Attain 100% of resident and business participation in curbside organic collection service.
 - ✓ 2,576 of the 2,578 residential customers (defined as properties with 4 or fewer units) in Carpinteria have curbside organic waste collection. Only 50 of the 300 commercial accounts are required to comply with these requirements; 53 businesses participate in the program. All 86 multi-family (those properties with 5 or more units) participate in a green waste program. The City issues waivers for organic waste service based on several factors. Customers must submit a waiver application, which triggers a waste audit to determine if a waiver should be granted or not.
- Objective 2. Attain 100% of food and beverage provider participation in the regulation of single-use plastic take-out food ware, as well participation in retail sale regulations related to single-use plastic food ware and mylar balloons.
 - ✓ This measure is ongoing, and it is unlikely for 100% compliance will be met in FY 2024/25. This is a multi-year implementation project that will require repeated site visits and education.

 **Challenges:**

- Restaurants and retail sale locations experience high-turnover. So, regularly visiting businesses is necessary for these regulations to be successful. One of the primary functions of the Environmental Program Specialist will be outreach for regulations related to solid waste, which includes this measure. One additional challenge is language and cultural barriers. The types of businesses that are required to comply with the above measures often employ staff that are non-English speaking and may have other cultural barriers to understanding the regulations.

 **Next Steps:**

- Staff will be visiting restaurants and food-ware retail locations throughout the fiscal year to educate their staff and begin enforcement activities.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 421 - Solid Waste				
Revenue				
43 - Intergovernmental	\$ 99,000	\$ 99,000	\$ -	0%
45 - Charges for Services	296,500	296,500	-	0%
48 - Miscellaneous Revenue	-	-	2,843	0%
Revenue Total:	\$ 395,500	\$ 395,500	\$ 2,843	1%
Expenditure				
51 - Personnel Services	\$ 357,200	\$ 357,200	\$ 56,914	16%
52 - Professional Services	22,000	22,000	5,298	24%
53 - Contract Services	105,000	105,000	2,843	3%
55 - Other Operating Expenses	69,350	69,350	33,741	49%
Expenditure Total:	\$ 553,550	\$ 553,550	\$ 98,796	18%

Budget Overview

- Major Expenditures: None.
- Variance: None.

Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach

Engagement Activities:

- Outreach was on hold for these measures for much of this quarter due to insufficient staff capacity.

Major Expenditures: None.

Feedback Received: None.

Response to Feedback: None.

VI. Conclusion

Summary of Overall Progress

- Staff visited 113 of the 122 identified businesses that must comply with the single-use plastics regulations. Those businesses that were not visited were primarily due to language barriers. The City is exploring options for outreach in other languages. Solid waste collection outreach is conducted in partnership with E.J. Harrison & Sons, who has exceeded contract expectations in their diligence to enroll those customers required to comply with organic waste diversion requirements.
- Maintenance staff in partnership with E.J. Harrison and Sons have both been critical to meeting these accomplishments. For the most part, the community has been receptive to the requirements, which is likely partially due to the large amount of outreach that was done via the Coastal View News, City Newsletter,

website, and waste billing inserts. Staff also had conducted in-person outreach to businesses and has started hosting composting workshops for residents.

 Acknowledgment of Contributions from Departments, Staff, and Community Members

- Maintenance staff and Environmental Program Manager primarily worked on the program's goal.

Program: Watershed Management

Department: Public Works

Funding Source(s): Development Impact Fee, Gas Tax, General, Measure A, and Revolving Funds

I. Executive Summary

The Watershed Management Program provides for the public outreach and education of stormwater quality; tracking of illicit discharges; water quality testing at storm drain outfalls or discharge areas; implementation and enforcement of stormwater quality best management practices (BMPs) for development, redevelopment, and City operations; regional coordination; and the overall stewardship of local watersheds by regulating stormwater runoff into creeks and salt marsh. The program was created in response to a need to comply with the National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Separate Storm Sewer System (MS4) Permit.

This program's goal is to protect local watersheds. There is one (1) quantifiable objective, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights

Major Milestones Achieved:

- None.

Significant Issues or Challenges Encountered:

- The draft Phase II MS4 Permit has multiple new requirements incorporated that go above the Trash Amendment in the Ocean Plan, which is the driver behind the Trash Implementation Plan and other trash provisions.

Upcoming Priorities for the Next Quarter:

- Obtain staff capacity or consulting services with bilingual capabilities to continue public education.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
Sustainability Community Policy – Resolution No. 5500	
National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Separate Storm Sewer System (MS4) Permit	
GOALS AND STATUS	
Goal: To protect local watersheds.	
Status	

 Current Progress: *On Track*
 Actions Take This Quarter:

- Objective. Implement Trash Implementation Plan regulations.
 - ✓ Expansion of this measure is currently on hold. Measures that were identified in the draft Trash Implementation Plan, which was submitted in 2018 to the State Water Resources Control Board, have been met as of 2022. Since these plans have not been accepted by Regional Water Quality Control Board, it is unknown at this time for what the final permit requirements will be and further implementation above what the City is already doing is on hold.
 - ✓ Staff continues to implement the regulations in the current NPDES Phase II Small MS4 Permit.

 Challenges:

- The draft Phase II MS4 Permit has multiple new requirements incorporated that go above the Trash Amendment in the Ocean Plan, which is the driver behind the Trash Implementation Plan and other trash provisions.

 Next Steps:

- Staff continues to coordinate with SWRCB staff.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 451 - Watershed Management				
Expenditure				
51 - Personnel Services	\$ 117,200	\$ 117,200	\$ 21,810	19%
53 - Contract Services	95,000	95,000	-	0%
55 - Other Operating Expenses	23,100	23,100	1,196	5%
Expenditure Total:	\$ 235,300	\$ 235,300	\$ 23,006	10%

 Budget Overview

- Major Expenditures: None.
- Variance: None.

 Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach

 Engagement Activities: None.

 Major Expenditures: None.

 Feedback Received: None.

 Response to Feedback: None.

VI. Conclusion

Summary of Overall Progress

- Staff continues to implement the regulations in the current NPDES Phase II Small MS4 Permit as well as coordinate with SWRCB staff in update of the NPDES Phase II Small MS4 Permit.

Acknowledgment of Contributions from Departments, Staff, and Community Members

- Maintenance staff and Environmental Program Manager primarily worked on the program's goal.

Program: Street, Fleet, and Parks and Facilities Maintenance

Department: Public Works

Funding Source(s): Capital Improvement, Gas Tax, General, Library, Local Transportation, Measure A, Measure X, Park Maintenance, Recreation Services, R-O-W Assessment District, and Tidelands Trust Funds

I. Executive Summary

The Street Maintenance Program provides for the maintenance of all City streets including rights-of-way. The Fleet Maintenance Program provides for the maintenance of all City fleet including vehicles and equipment. The Parks and Facilities Maintenance Program provides for the maintenance of all City parks and open spaces.

This program's goal is to increase and diversify maintenance operations capabilities. There is one (1) quantifiable objective, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights

Major Milestones Achieved:

- None.

Significant Issues or Challenges Encountered:

- Due to injuries, half of the Street Maintenance Program staff are unable to attend any training.

Upcoming Priorities for the Next Quarter:

- Attain 100% healthy Maintenance staff.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.	
GOALS AND STATUS	
Goal: To increase and diversify maintenance operations capabilities. Status	
 Current Progress: <i>On Track</i>	
 Actions Take This Quarter:	
• Objective. Possess at least one (1) special skill, e.g. carpentry, mechanical, electrical, plumbing, concrete finishing, equipment operation, etc.	

- ✓ Two (2) maintenance staff, one from the Street Maintenance Program and the other from the Parks and Facilities Maintenance Program, are scheduled to attend landscape irrigation skills training in November.

Challenges:

- Due to injuries, half of the Street Maintenance Program staff are unable to attend any training.

Next Steps:

- Continue on with training.
- Diversify maintenance operations capabilities with special event hospitality skills from part-time Parks and Facilities Attendant staff for public facility rentals (e.g. Veterans Memorial Building).

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 431 - Street Maintenance				
Revenue				
43 - Intergovernmental	\$ 1,810,350	\$ 1,810,350	\$ 99,062	5%
45 - Charges for Services	-	-	9,065	0%
46 - Interest	15,150	15,150	7,016	46%
Revenue Total:	\$ 1,825,500	\$ 1,825,500	\$ 115,143	6%
Expenditure				
51 - Personnel Services	\$ 221,850	\$ 221,850	\$ 41,903	19%
52 - Professional Services	48,000	48,000	35,316	74%
53 - Contract Services	229,000	229,000	950	0%
54 - Utilities	25,550	25,550	1,669	7%
55 - Other Operating Expenses	160,500	160,500	25,445	16%
57 - Capital Outlay	819,500	819,500	85,982	10%
Expenditure Total:	\$ 1,504,400	\$ 1,504,400	\$ 191,266	13%
Program: 441 - Right-of-Way Maintenance				
Revenue				
44 - Fines & Forfeitures	\$ 50	\$ 50	\$ -	0%
47 - Special Assessments	198,400	198,400	-	0%
Revenue Total:	\$ 198,450	\$ 198,450	\$ -	0%
Expenditure				
51 - Personnel Services	\$ 124,100	\$ 124,100	\$ 24,560	20%
53 - Contract Services	293,500	293,500	123,571	42%
54 - Utilities	63,400	63,400	9,791	15%
55 - Other Operating Expenses	61,500	61,500	6,919	11%
Expenditure Total:	\$ 542,500	\$ 542,500	\$ 164,840	30%

Budget Overview

- Major Expenditures: None.
- Variance: None.

 Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach **Engagement Activities:** None. **Major Expenditures:** None. **Feedback Received:** None. **Response to Feedback:** None.**VI. Conclusion** **Summary of Overall Progress**

- Training of maintenance staff is continuing.

 Acknowledgment of Contributions from Departments, Staff, and Community Members

- Public Works Supervisor, Parks and Facilities Supervisor, and Public Works Director primarily worked on the program's goal

Parks, Recreation & Community Services Department
First Quarter Reports for the Fiscal Year 2024/25 Budget

Program: Parks, Recreation & Community Services Administration

Department: Parks, Recreation, and Community Services

Funding Source(s): General, Measure X, Tidelands, Recreation, Parks, and Revolving Funds

I. Executive Summary

The department successfully migrated BBQ/Picnic and Veterans Hall rentals to an online platform, RecDesk. The department is actively pursuing administrative efficiencies and improvements, including the integration of sports field rentals and special events into RecDesk. Additionally, the department is working to establish comprehensive, department-wide policies to streamline operations.

II. Key Highlights



Major Milestones Achieved:

- Migrated BBQ/Picnic and Vets Hall rentals to RecDesk
- 200 AgeWell participants
- 95 AgeWell programs per month
- Created 3 new AgeWell programs geared towards senior men
- Hosted the first Spanish speaking AgeWell Event
- 26 AgeWell Volunteers
- 104 community gardeners
- Transitioned all garden registration and payments online



Significant Issues or Challenges Encountered:

- New staff throughout the Department



Upcoming Priorities for the Next Quarter

- Continue to migrate all PRCS Rentals to the online platform (field rentals, special events, etc.)
- Finalize department wide cancellation and refund policies
- Draft "Sponsorship, Donation and Fundraising" Policy

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.
GOALS AND STATUS

1. **Goal:** Streamline administration and maintain adherence to all relevant policies and standards. Provide exceptional services, foster a culture of accountability, and support sustainable growth within the organization.

Status

 **Current Progress:** *On Track*

 Actions Taken This Quarter:

- A series of 'how to' guides have been created for the use of RecDesk, the online platform for recreation management.
- Training materials have been created for new staff regarding departmental policies and procedures.
- Weekly department management meetings occur on an ongoing basis and have proven to be extremely beneficial for the team.

 **Challenges:** None

 Next Steps:

- Meet with Risk Management to review policies and procedures that need to be included in the staff handbook.
- Plan the first all-staff department meeting.
- Continue to draft employee handbook and collect relevant and necessary materials.

2. **Goal:** Revise the mission statement for the Parks, Recreation, & Community Services Department.

Status

 **Current Progress:** *Not Started* (planned to begin in Q2)

 **Actions Taken This Quarter:** None

 **Challenges:** None

 Next Steps:

- Solicit ideas from staff for a mission statement
- Begin drafting a mission statement

3. **Goal:** Implement meeting & training schedule.

Status

 **Current Progress:** *On Track*

 Actions Taken This Quarter:

- Established weekly PRCS 'management' staff meeting

 **Challenges:** None

**Next Steps:**

- Schedule a department wide all staff meeting

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #1: Enhance Public Outreach, Education and Transparency.

GOALS AND STATUS

1. **Goal:** Modernize Operations and Improve Customer Experience. Enhance Customer Engagement and Satisfaction through Modern Communication channels.

Status


Current Progress: *Completed*


Actions Taken This Quarter:

- Reservations for BBQ/Picnic rentals and Veterans Hall Rentals have been moved to the online platform RecDesk.


Challenges:

- Past policies and procedures were too complicated and cumbersome for RecDesk and needed to be revised which added time to the project.


Next Steps:

- Continue to monitor reservations, seek feedback on the process from users and make improvements and changes as needed.
- Expand reservation options in the portal which will include aquatics programming, special events and field rentals.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #4: Strengthen Community Institution and Collaboration.

GOALS AND STATUS

1. **Goal:** Enhance the quality of life for seniors in Carpinteria by creating inclusive socialization and relationship-building opportunities that foster a strong sense of community and belonging, while simultaneously promoting holistic health through physical, mental, and emotional wellness initiatives.

Status


Current Progress: *On Track*

**Actions Taken This Quarter:**

- Presented to Morning Rotary and Noon Rotary
- Hosted 3 male programming focus group meetings
- Hosted Veterans Commission quarterly meeting
- Started Veterans weekly meet up
- Hosted an outdoor storytelling event on September 24, 2024
- Hosted “Dia de los Abuelos” event August 28, 2024
- Met with Family Services Agency to begin a Spanish PEARL program (Program to Encourage Active, Rewarding Lives)
- Collaborating with Children’s Project and Las Promotoras
- Held first support group with Hospice Compassionate Care
- Hosted Hopenet for presentation and discussion

**Challenges:**

- Behavioral issues by some of the attendees. Staff implemented and reinforced AgeWell’s Codes of Conduct to ensure that all attendees to the City’s senior programming can feel safe, and enjoy a pleasant environment.

**Next Steps:**

- Continue developing engaging programming and foster diverse engagement with our community.
- Continue to pursue funding opportunities

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Enhance Public Outreach, Education and Transparency.

GOALS AND STATUS

2. **Goal:** Create a vibrant, inclusive community garden that fosters food security, promotes healthy living, and cultivates a strong sense of place for all community members.

Status

Current Progress: *On Track*

**Actions Taken This Quarter:**

- Started monthly garden e-newsletter
- Connected with gardeners



Challenges: None

**Next Steps:**

- Begin work on establishing a volunteer recognition program for garden volunteers. Collaborate with gardeners to establish workshops and educational sessions.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 501 - Parks & Recreation Administration				
Revenue				
45 - Charges for Services	\$ 96,700	\$ 96,700	\$ 20,486	21%
48 - Miscellaneous Revenue	45,600	45,600	-	0%
Revenue Total:	\$ 142,300	\$ 142,300	\$ 20,486	14%
Expenditure				
51 - Personnel Services	\$ 588,200	\$ 588,200	\$ 125,894	21%
52 - Professional Services	33,000	33,000	250	1%
53 - Contract Services	47,700	47,700	7,233	15%
54 - Utilities	23,800	23,800	3,269	14%
55 - Other Operating Expenses	112,900	112,900	3,031	3%
57 - Capital Outlay	15,000	15,000	-	0%
Expenditure Total:	\$ 820,600	\$ 820,600	\$ 139,677	17%



Budget Overview

- Major Expenditures: None
- Variance: None



Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach



Engagement Activities:

- Participated in July 4th parade
- Participated in National Night Out
- AgeWell presented to Morning and Noon Rotary
- Community Garden hosted several school visits



Feedback Received: None



Response to Feedback: None

VI. Conclusion



Summary of Overall Progress

- The first quarter of FY 2024/25 has been marked by significant achievements and growth for AgeWell. AgeWell will continue to seek funding opportunities, expand partnerships, and develop innovative programs that meet the diverse needs of the community.

- The Carpinteria Community Garden remains a thriving hub for gardening enthusiasts, fostering a sense of community and promoting sustainable practices. With a growing membership base and a commitment to providing a positive and welcoming environment, the garden is excited to continue supporting the gardeners and contributing to the vibrant fabric of Carpinteria.



Acknowledgment of Contributions from Departments, Staff, and Community Members

- The Public Works staff for their dedicated care and maintenance of the parks, community garden, and Veterans Memorial Building.
- Ryan Benson, for his key role in transitioning BBQ/Picnic and Veterans Memorial Building rentals to the online platform, RecDesk.
- The Carpinteria Community Library for its exceptional partnership and commitment to serving the senior community. The collaborative efforts between AgeWell and the Library have been instrumental in delivering enriching programs and resources.
- The AgeWell Team, including Jena Jenkins and Amy Stanfield, along with the dedicated volunteers, instructors, and guest lecturers, whose passion and expertise have made a profound impact on the senior community.
- The City's Communications team and Public Works for their ongoing collaboration and valuable support.
- Joe Gottwald, for his outstanding contributions to the Carpinteria Community Garden.

Program: Community Pool Services

Department: Parks, Recreation, and Community Services

Funding Source(s): Measure X and Recreation Funds

I. Executive Summary

Carpinteria Community Pool had a safe and busy summer, holding swim lessons, hosting outside groups and providing recreational and lap swim time for the community.

II. Key Highlights

Major Milestones Achieved:

-  Over 300 youth participated in summer swim lessons
-  1375 Adult Lap Swim entries
-  496 Aqua Aerobics entries
-  308 Masters Swim entries
-  204 Youth Recreational swim entries
-  Hosted multiple groups including Boys & Girls Club and Fun In the Sun

Significant Issues or Challenges Encountered:

-  None

Upcoming Priorities for the Next Quarter

-  Draft comprehensive Policies & Procedures staff handbook
-  Create public facing annual calendar

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #1: Enhance Public Outreach, Education and Transparency.

GOALS AND STATUS

- Goal:** Establish and maintain a comprehensive program planning and communication framework.

Status

 **Current Progress:** *On Track*

Actions Taken This Quarter:

- The creation of an annual program calendar for Community Pool activities and programs has begun. Working on inputting all key program dates, closures due to outside pool use and holidays as well as planning out Spring and Summer 2025 dates.

- The PRCS Department has purchased a subscription to an online survey platform for future survey distribution and feedback collection.

 **Challenges:** None

 **Next Steps:**

- Finalize the annual calendar and ensure it is visually appealing and optimized for public viewing and online posting.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.

GOALS AND STATUS

1. **Goal:** Develop and implement a comprehensive staff development and operations program.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Work has begun on the creation of a Staff Policy and Procedures Handbook. Past policies and procedures have been inputted and updated and staff are working on formalizing and memorializing policies and procedures that are best practice but have not been documented in the past.

 **Challenges:** None

 **Next Steps:**

- Continue working on Staff Policy & Procedures Handbook with the target completion of the end of Q2.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 521 - Community Pool Services				
Revenue				
42 - Licenses & Permits	\$ 300	\$ 300	\$ 90	30%
43 - Intergovernmental	3,000	3,000	-	0%
45 - Charges for Services	299,000	299,000	70,677	24%
48 - Miscellaneous Revenue	44,000	44,000	-	0%
Revenue Total:	\$ 346,300	\$ 346,300	\$ 70,767	20%
Expenditure				
51 - Personnel Services	\$ 419,200	\$ 419,200	\$ 115,693	28%
52 - Professional Services	2,500	2,500	300	12%
53 - Contract Services	40,000	40,000	-	0%
54 - Utilities	136,950	136,950	14,176	10%
55 - Other Operating Expenses	29,000	29,000	2,256	8%
Expenditure Total:	\$ 627,650	\$ 627,650	\$ 132,425	21%

Budget Overview

-  Major Expenditures: None
-  Variance: None

Major Financial Changes or Concerns

-  None

V. Community Engagement and Outreach

Engagement Activities:

-  Staff have met with staff from CUSD to discuss and plan out 2024-2025 school use of the Community Pool.
-  Participated in the National Night Out
-  Participated in Girls Inc. Career Day

Feedback Received: None

Response to Feedback: None

VI. Conclusion

Summary of Overall Progress

-  Overall, it was a successful and safe summer at the Community Pool. Staff are making good progress on their workplan goals while still operating the community pool with year-round programming.

Acknowledgment of Contributions from Departments, Staff, and Community Members

-  The Community Pool staff would like to thank the Public Works team, especially Manny Gonzalez for their hard work and dedication to keep the pool in great shape.
-  PRCS Department would like to thank Kalyn and John, Aquatics Coordinators, for their hard work and continued leadership.

Program: Ocean Beach Services

Department: Parks, Recreation, and Community Services

Funding Source(s): General, Measure X, and Tideland Trust Funds

I. Executive Summary

Ocean beach services had a busy summer season including the end of the 7-week Junior Lifeguard program. Staffing provided to be an ongoing challenge at the beach, the team is already working on ways to improve recruitment techniques for the next season.

II. Key Highlights



Major Milestones Achieved:

- 201 Junior Lifeguard participants
- 14 Water Rescues
- 59 First Aid incidents
- 7 Lost Person incidents
- 317 Safety Contacts
- 28 Sting Ray stings
- 3 Major Incidents (911 called)



Significant Issues or Challenges Encountered:

- Limited Ocean Beach Lifeguard staff



Upcoming Priorities for the Next Quarter

- Planning and scheduling for next season
- Create recruitment and training plan for next season
- Clean, inventory and restock all equipment and supplies

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Primary Goal #3: Take Steps to Address the Fiscal Sustainability of the City.
GOALS AND STATUS
1. Goal: Streamline and Improve Customer Service for Boathouse Operations. Status Current Progress: Completed Actions Taken This Quarter: • Point of Sale (POS) system launched • All operations were out of the Boathouse on Ash Ave.



 **Challenges:** None

 **Next Steps:** None

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Carpinteria Municipal Code (CMC) 2.20.080 establishing Ocean Beach Services.

GOALS AND STATUS

1. **Goal:** Develop and implement a comprehensive staff development and operations program for the City of Carpinteria Beach Lifeguard Program.

Status

 **Current Progress:** *On Track*

Actions Taken This Quarter:

- Work has begun on the creation of a Staff Policy and Procedures Handbook.
- Past policies and procedures have been inputted and updated.
- Working on formalizing and memorializing policies and procedures that are best practice but have not been documented in the past.

 **Challenges:** None

Next Steps:

- Continue working on Staff Policy & Procedures Handbook with the target completion of the end of February 2025.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Carpinteria Municipal Code (CMC) 2.20.080 - Establishing Ocean Beach Services

GOALS AND STATUS

1. **Goal:** Ensure the continuation and success of the Junior Lifeguard program.

Status

 **Current Progress:** *On Track*

Actions Taken This Quarter:

- Enrollment of 201 participants
- End of program survey distributed to participant parents
- Staff debrief session and brain storming for next season completed

 Challenges: None

 Next Steps:

- Revise participant survey for Summer 2025 to allow for data collection vs. open ended questions which cannot be quantified.
- Planning for next season.
- Inventory and purchasing of equipment and supplies.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 531 - Ocean Beach Services				
Revenue				
43 - Intergovernmental	\$ 8,750	\$ 8,750	\$ -	0%
45 - Charges for Services	496,900	496,900	48,816	10%
46 - Interest	5,000	5,000	2,456	49%
48 - Miscellaneous Revenue	-	-	8,376	0%
Revenue Total:	\$ 510,650	\$ 510,650	\$ 59,649	12%
Expenditure				
51 - Personnel Services	\$ 311,350	\$ 311,350	\$ 93,362	30%
53 - Contract Services	40,000	40,000	3,425	9%
54 - Utilities	7,750	7,750	1,334	17%
55 - Other Operating Expenses	48,000	48,000	6,434	13%
Expenditure Total:	\$ 407,100	\$ 407,100	\$ 104,556	26%

 Budget Overview

- Major Expenditures: None
- Variance: None

 Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach

 Engagement Activities:

- Participated in July 4th Parade
- Weekly Junior Lifeguard highlight in the Coastal View News

 Feedback Received: None

 Response to Feedback: None

VI. Conclusion

 Summary of Overall Progress

- Ocean Beach services had a busy summer season and staff continue to plan for next season.

**Acknowledgment of Contributions from Departments, Staff, and Community Members**

- Lexi Persoon, for her outstanding leadership in planning and running the Junior Lifeguard program.
- Jason Rodriguez, for his organization of the Junior Lifeguard Bike Rack Fundraiser, as well as gratitude to all those who generously contributed.
- All donors who supported the Junior Lifeguard “Swim, Paddle, Run Triathlon” fundraiser.
- The community volunteers who provided essential assistance during the Carpinteria Competition (Carp Comp) event.
- The Beach Lifeguard and Junior Lifeguard staff for their dedication and hard work throughout another successful summer season.

Program: Library Services

Department: Parks, Recreation, and Community Services

Funding Source(s): Measure X Fund

I. Executive Summary

Carpinteria Community Library had a busy summer with the 10-week Summer Reading Program titled “I Larv-A Good Book” and basic computer classes added to the program schedule.

II. Key Highlights



Major Milestones Achieved:

- 2,639 Program participants
- 2 Citizenship Class series
- Friends of the Library received \$50,000 gift for Literacy



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter:

- Create job description for .25FTE Literacy Coordinator
- Begin patio refresh project with Public Works
- Create digital newsletter

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Primary Goal # 1: Enhance public outreach, education, and transparency.
GOALS AND STATUS
1. Goal: Enhance community engagement and literacy to reach a wider audience, promote lifelong learning, and foster a sense of community through shared literary experiences. Status Current Progress: <i>Delayed</i> Actions Taken This Quarter: None Challenges: • Team bandwidth limitations – With summer over, the team will be prioritizing this goal in Q2.



**Next Steps:**

- Collaborate with Human Resources to establish job description for literacy coordinator and connected with California State Library Literacy Coordinator to gain valuable information on setting up a program.
- Hire and train Literacy Coordinator
- Schedule new tutor trainings

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.

GOALS AND STATUS

1. **Goal:** Prioritize staff training and development initiatives to ensure a skilled and motivated workforce capable of delivering high-quality services and programs.

Status


Current Progress: *On Track*


Actions Taken This Quarter:

- City Librarian attended Association of Rural and Small Libraries Conference
- Held Q1 Library staff training



Challenges: None


Next Steps:

- Participate in FEMA & County of SB EOC training
- Participate in City provided staff training
- Full time staff will attend the California Library Association conference in October

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #1: Enhance Public Outreach, Education, and Transparency.

GOALS AND STATUS

1. **Goal:** Boost Library Utilization and Program Participation.

Status


Current Progress: *On Track*


Actions Taken This Quarter:

- Hosted Library Card month with a proclamation

- Researched books for a community reads program
- Participated in outreach programs
- Added more than half of projected new library accounts
- Increased circulation overall by 7.6%

**Challenges:**

- Coordinating with CUSD for Library staff participate in teacher training

**Next Steps:**

- Create paper calendar
- Mock up a digital newsletter
- Collection ordering
- Determine a title for One Community, One Book read for February and March

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 550 - City Library				
Revenue				
43 - Intergovernmental	\$ 161,500	\$ 161,500	\$ -	0%
45 - Charges for Services	3,000	3,000	829	28%
48 - Miscellaneous Revenue	106,500	106,500	12,500	12%
Revenue Total:	\$ 271,000	\$ 271,000	\$ 13,329	5%
Expenditure				
51 - Personnel Services	\$ 456,250	\$ 456,250	\$ 90,532	20%
52 - Professional Services	96,200	96,200	20,384	21%
53 - Contract Services	4,500	4,500	2,325	
55 - Other Operating Expenses	138,500	138,500	15,442	11%
57 - Capital Outlay	25,000	25,000	-	0%
Expenditure Total:	\$ 720,450	\$ 720,450	\$ 128,683	18%

**Budget Overview**

- Major Expenditures: None
- Variance: None

**Major Financial Changes or Concerns**

- None

V. Community Engagement and Outreach**Engagement Activities:**

- Monthly book review in the Coastal View News
- Added a new quarterly column
- Participated in HopeNet Mental Health Fair
- Participated in Girls Inc Extern Program and Completion Event

- National Night Out with SB County Sheriff Department
- Holds monthly Library Advisory Commission Meetings
- Participates in bi-monthly Black Gold meetings
- Participates in monthly Friends of the Library meetings

**Feedback Received:**

- Citizenship class and success and computer classes highlighted in the Coastal View News as well as several “halos” with appreciations.

**Response to Feedback: None****VI. Conclusion****Summary of Overall Progress**

- The Library is on track to meet expectations and continues to increase card holders and program participants.
- The Library is averaging 250 people in the library each day and is currently at the limit of what staff can accomplish and manage.

**Acknowledgment of Contributions from Departments, Staff, and Community Members**

- Partners in Education were remarkable partners in Q1, providing an excellent computer class series for 40 adult students.
- The Library appreciates all its volunteers who work with the literacy students and the who help us keep the library organized, a special thanks to Tony Seagal and Deborah Dentler for supporting the citizenship class and providing extra support to those about to interview for naturalization.
- Brenda Robinson has been extremely helpful to the Library in keeping all accounts organized and budget up to date.

The seal of the City of Carpinteria, California, is a circular emblem. It features a central landscape with a body of water, mountains, and a sun. The text "CITY OF CARPINTERIA, CALIFORNIA" is inscribed around the top half of the inner circle, and "INCORPORATED 1965" is inscribed around the bottom half. The seal is surrounded by a decorative, scalloped border.

GENERAL GOVERNMENT DEPARTMENT

General Government Department

I. Executive Summary

The General Government Department continues to make significant progress in implementing the City's Annual Work Plan for Fiscal Year 2024-2025. Throughout Quarter 2, the department focused on enhancing transparency, streamlining operations, improving community engagement, improving cost recovery, and strengthening internal administrative processes. Notably, several program areas have successfully completed key milestones, including legislative actions, policy development, and program implementation. Still, staff vacancies and competing priorities have contributed to delays in certain initiatives. Looking ahead, the department remains committed to addressing these challenges while advancing its strategic goals for the next quarter.

II. Key Highlights



Major Milestones Achieved:

- **Legislative and Policy:** Adoption of Resolution No. 6346, formalizing the appointment process for City Advisory Groups and approving the City Advisory Group Handbook and Code of Conduct.
- **Elections:** Successful completion of the November 5, 2024, General Municipal Election, including certification of results and City Council reorganization.
- **Risk Management:** Completed audit of all City of Carpinteria contracts and agreements to ensure all vendors meet insurance requirements, including verification of "Additional Insured" status.
- **Law Enforcement:** Welcomed a new Chief of Police, introduced written monthly law enforcement reports, and increased participation in community events.
- **City Administration:** Completed and entered into an agreement with Willdan to commence the AB 939 and Assessment District cost-recovery efforts, and completed data gathering phase of the project.
- **City Administration / Communication & Community Promotions:** For both the Strategic Planning process, coordinated and executed a robust public outreach campaign in cooperation with the City's communications firm, Two Trumpets, including a community survey (English and Spanish) and community workshops (English, Spanish, and Bilingual/Virtual), as well as strategic placement of posters, messaging A-frames, advertisements in the Coastal View News, direct engagement via the Library and local non-profits, attendance at community events, and utilization of the Promotoras de Salud program.



Significant Issues or Challenges Encountered:

- Staffing vacancies in key positions, particularly in emergency preparedness and communications, have delayed progress in several initiatives.

- Barriers to engagement with Carpinteria's Spanish-speaking community, requiring further assessment of outreach strategies.
- Increased competition from neighboring agencies has made recruitment for specialized and senior-level positions more challenging.
- The need for improved tracking systems and compliance processes in risk management and training initiatives.



Upcoming Priorities for the Next Quarter

- Strengthen communication and community engagement efforts by assessing and improving outreach, including seniors, youth, and Spanish-speaking residents.
- Finalize the update to the Injury Illness Prevention Plan (IIPP) and strengthen safety training programs for City staff.
- Procure and implement agenda management software to streamline the legislative process and reduce reliance on paper records.
- Implement the City's strategic plan for Diversity, Equity, and Inclusion (DEI), including the finalization of the Strategic Equity Plan.
- Complete the Preliminary Engineer's Reports for the Assessment Districts update.

The General Government Department remains focused on executing its strategic initiatives while addressing challenges to ensure continued progress in serving the Carpinteria community effectively.

III. Financial Summary

	Current Budget	Fiscal Activity	Remaining Budget	Percentage Used
Revenue				
41 - Taxes	\$ 125,000	\$ 30,797	\$ 94,203	75%
43 - Intergovernmental	140,000	134,085	5,915	4%
44 - Fines & Forfeitures	500	900	(400)	-80%
45 - Charges for Services	1,500	1,414	86	6%
48 - Miscellaneous Revenue	300	1,178	(878)	-293%
48 - Miscellaneous Revenue	15,300	14,962	338	2%
48 - Miscellaneous Revenue	3,000	7,817	(4,817)	-161%
Revenue Total:	\$ 285,600	\$ 191,154	\$ 94,446	33%
Expenditure				
51 - Personnel Services	\$ 2,098,450	\$ 962,798	\$ 1,135,652	54%
52 - Professional Services	7,419,200	3,371,515	4,047,685	55%
53 - Contract Services	58,200	21,146	37,054	64%
54 - Utilities	1,400	616	784	56%
55 - Other Operating Expenses	685,700	338,290	347,410	51%
56 - Non-Operating Expenses	186,550	56,136	130,414	70%
Expenditure Total:	\$ 10,449,500	\$ 4,750,499	\$ 5,699,001	55%



Budget Overview

- Major Expenditures:
 - Professional Service Contracts with Strategic Planning Consultant Tripepi Smith (\$35,275) and engineering firm Willdan (\$40,335).
- Variance:
 - None

 Major Financial Changes or Concerns

- Significant deviations from the budget
 - None
- Upcoming financial challenges or adjustments
 - None

IV. Community Engagement and Outreach **Engagement Activities:**

- Community survey (English and Spanish).
- Community workshops (English, Spanish, and Bilingual/Virtual).
- Strategic plan development community engagement via survey and workshops, as well as a robust promotional campaign.
- Tabling at Avocado Festival.
- Social media engagement.
- Solicitation of applications for Boards, Commissions, and Committees.

 Feedback Received:

- City staff and City Council received several comments regarding development of the City's strategic plan and potential revisions to the City's vision and mission statements. Safety, maintaining a small beach town, transportation, and economic vitality were just a few of the items discussed.

 Response to Feedback:

- City Council received feedback and incorporated public comment into their discussions and revisions to the strategic plan for fiscal years 2025-2027, as well as to draft revisions to the City's Vision and Mission statements.

Legislative & Policy

Funding source(s): General Fund

AUTHORITY

Carpinteria Municipal Code: Chapter 2.04¹ – Sections 2.04.630 and 2.04.640

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: N/A



Status: N/A



Actions Taken This Quarter:

- Adopted Ordinance No. 786, amending Carpinteria Municipal Code Section 8.20 pertaining to public sleeping and camping.²
- Continued work on General Plan/Coastal Plan Update
- Council adopted Resolution No. 6346 in November 2024, adopting the appointment process of public members to the City's Advisory Groups and approved the City Advisory Group Handbook and Code of Conduct.
- Continued work on the City's Housing Element, including, but not limited to, adoption of Ordinance Nos. 788, 789, 790, and 791³
- Introduced new City Council member Julia Mayer



Challenges:

- None



Next Steps:

- Continue work on the General Plan/Coastal Plan Update
- Approve City Council Goals and Priorities for fiscal years 2025-2027
- Approve City Council Norms and Values
- Begin drafting updates to City Vision and Mission
- Consider addition of City Value Statements
- Boards, Commissions, and Committee Appointments
- Onboard new Council member Julia Mayer

¹https://library.municode.com/ca/carpinteria/codes/code_of_ordinances?nodeId=TIT2ADPE_CH2.04CICO_2.04.630LE_POESSOCO

² https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1524&meta_id=96588

³ https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1544&meta_id=97900

Commissions, Boards, and Committees

Funding source(s): General and Library Funds

AUTHORITY

Best Practice: City Council-established “City Council Boards, Commissions, and Committees Review Committee”

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Engage the City Council Boards, Commissions, and Committees Review Committee to review and revise program standards, procedures, and processes.



Status: *On Track*



Actions Taken This Quarter:

- Ad Hoc Appointment Process Committee met in October 2024 and reviewed the City Advisory Group Handbook, Code of Conduct, and procedures for the appointment and re-appointment process to the City’s Advisory Groups.
- Council adopted Resolution No. 6346 in November 2024, adopting the appointment process of public members to the City’s Advisory Groups and approved the City Advisory Group Handbook and Code of Conduct.
- In December 2024 staff promoted the new public member appointment process, City Advisory Group Handbook, and the upcoming biennial recruitment process for City Advisory Groups on City’s website, social media, the Coastal View News, and on A-frame signs placed strategically throughout town.



Challenges:

- None



Next Steps:

- Culminate all applications received and present to City Council to consider making appointments at a special meeting on February 3, 2025.

City Administration

Funding source(s): General Fund

AUTHORITY

City Council Goal #1: Enhance Public Outreach, Education, and Transparency

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance public participation in the Annual Work Plan development process.



Status: *Complete*



Actions Taken This Quarter:

- Conducted community survey and three community workshops to gather feedback for consideration in development of the City's Strategic Plan for fiscal years 2025-2027.
- Coordinated and executed a robust public outreach campaign in cooperation with the City's communications firm, Two Trumpets, including the aforementioned survey and workshops, as well as strategic placement of posters, messaging A-frames, advertisements in the Coastal View News, direct engagement via the Library and local non-profits, attendance at community events, and utilization of the Promotoras de Salud program.



Challenges:

- Engagement of the Spanish-speaking community.



Next Steps:

- N/A

Strategic Goal: Assist the City Council to review and revise, or develop, City Vision, Mission, Goals/Priorities, and Values for inclusion in the Annual Work Plan.



Status: *On Track*



Actions Taken This Quarter:

- Selected and coordinated with strategic planning consultant firm
- Scheduled City Council Retreat (public meeting) for January 18, 2025, to discuss and draft City Council Goals and Priorities, and Norms and Values, as well as to begin drafting revised City Vision and Mission statements and consider the addition of Value statements.



Challenges:

- None



Next Steps:

- Conduct City Council Retreat/Strategic Planning Session (Q3).
- Adopt City Council Goals and Priorities, and Norms and Values (Q3).
- Discuss potential addition of drafted Value Statements and possible next steps for updates to the City's Vision and Mission statements (Q3).

- Work with Two Trumpets to begin drafting the City's Strategic Plan document for fiscal years 2025-2027 (current fiscal year example [here](#)¹) (Q3/Q4).

Strategic Goal: Enhance community awareness and knowledge of the City's budget and related activities.



Status: *On Track*



Actions Taken This Quarter:

- Posted Budget Brief to City Website



Challenges:

- Limited staff capacity due to vacancies of the Management Assistant and Program Manager positions within General Government, resulting in delays to scheduling and provision of City budget presentations.



Next Steps:

- Presentations to educate community members on the City's budget and related activities (Q3/Q4).

AUTHORITY

City Council Goal #3: Take Steps to Address the Fiscal Sustainability of the City

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Take steps to address subsidies of City assessment districts to make the districts fiscally stable and sustainable.



Status: *On Track*



Actions Taken This Quarter:

- Completed and entered into an agreement with Willdan to commence the AB 939 and Assessment District cost-recovery efforts.
- Admin Services, General Government, and Public Works staff, in coordination with Willdan consultants, completed the data gathering phase and began analyzing the information to develop the engineer's reports for updating the Assessment Districts.
- Draft of the AB 939 fee notice completed.



Challenges:

- Berm Assessment District requiring additional analysis previously not identified that is extending timeline.



Next Steps:

- Complete proposition 218 notice process and prepare for and complete City Council public hearing to adopt new AB 939 rate (Q3).
- Complete preliminary Engineer's Reports for Assessment Districts.

Strategic Goal: Improve City's cost recovery to reduce program subsidies where appropriate.

¹ <https://carpinteriaca.gov/wp-content/uploads/2024/11/City-Work-Plan-Draft-Final-11.27.24.pdf>

 **Status:** *On Track* **Actions Taken This Quarter:**

- In coordination with Parks, Recreation and Community Services, continued to develop updated fees and rates to ensure cost recovery for use of parks facilities.

 **Challenges:**

- None

 **Next Steps:**

- In coordination with PRCS bring the cost recovery analysis and plan to City Council for review and adoption (Q3).

Strategic Goal: Research options to increase revenues and present to Council

 **Status:** *On Track* **Actions Taken This Quarter:**

- At the January 18, 2025, City Council Strategic Planning Retreat, the City Manager initiated discussions with the City Council and the public regarding revenue options to address funding needs for public safety, pavement, the community pool, and parks maintenance—referred to as the "4 P's."

 **Challenges:**

- None

 **Next Steps:**

- Bring item to Finance Committee to discuss next steps for addressing the funding needs for public safety, pavement, the community pool, and parks maintenance.

Records Management

Funding source(s): General Fund

AUTHORITY

City Council Goal 1: Enhance Public Outreach, Education, and Transparency

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Streamline agenda packet process.



Status: *Not Started*



Actions Taken This Quarter:

- None



Challenges:

- None



Next Steps:

- Procure agenda management software. (Anticipated Quarter 3 or 4)
- Develop electronic routing and review of staff reports. (Anticipated Quarter 3 or 4)

Strategic Goal: Reduce use of paper records and increase public's access to official City documents and adopt an electronic signature policy for official City documents.



Status: *Not Started*



Actions Taken This Quarter:

- None



Challenges:

- None



Next Steps:

- Purchase an Electronic Records Management System for the efficient retention and retrieval of official City documents. (Anticipated Quarter 3 or 4)
- Adopt an electronic signature policy for official City documents. (Anticipated Quarter 3 or 4)

Strategic Goal: Establish a formalized process for appointing members to City Advisory Groups.



Status: *On Track*



Actions Taken This Quarter:

- Ad Hoc Appointment Process Committee met in October 2024 and reviewed the City Advisory Group Handbook, Code of Conduct, and procedures for the appointment and re-appointment process to the City's Advisory Groups.
- Council adopted Resolution No. 6346 in November 2024, adopting the appointment process of public members to the City's Advisory Groups and approved the City Advisory Group Handbook and Code of Conduct.

- In December 2024 staff promoted the new public member appointment process, City Advisory Group Handbook, and the upcoming biennial recruitment process for City Advisory Groups on City's website, social media, the Coastal View News, and on A-frame signs placed strategically throughout town.

**Challenges:**

- None

**Next Steps:**

- Culminate all applications received and present to City Council to consider making appointments at a special meeting on February 3, 2025.

Elections

Funding source(s): General Fund

AUTHORITY

Best Practice: To Collaborate with the County of Santa Barbara Elections Division to Manage and Oversee the November 5, 2024 General Municipal Election on Behalf of the City.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Ensure legal and efficient elections process is conducted. Request Consolidation Services from the County of Santa Barbara Elections Division.

-  **Status:** *Completed*
-  **Actions Taken This Quarter:**
 - None
-  **Challenges:**
 - None
-  **Next Steps:**
 - None

Strategic Goal: Assist Council Candidates in Filing Nomination Papers.

-  **Status:** *Completed*
-  **Actions Taken This Quarter:**
 - Processed documents for the TOT Measure.
-  **Challenges:**
 - None
-  **Next Steps:**
 - None

Strategic Goal: Process Documents for Transient Occupancy Tax (TOT) Measure on the Ballot.

-  **Status:** *Completed*
-  **Actions Taken This Quarter:**
 - Prepared for certification of the election results.
-  **Challenges:**
 - None
-  **Next Steps:**
 - None

Strategic Goal: Certification of Election and City Council Reorganization. **Status:** *Completed* **Actions Taken This Quarter:**

- Received certified results from County Elections Division.
- Council adopted resolution declaring the results of the November 5, 2024 General Municipal Election.
- City Clerk swore in newly elected or reelected Councilmembers.
- City Council selected Mayor and Vice Mayor for the next two years.

 Challenges:

- None

 Next Steps:

- None

Staff Recruitment, Retention, and Development

Funding source(s): General Fund

AUTHORITY

City Council Goal #5: Invest in a High-Performance Team at City Hall

Best Practice: Organizations that prioritize employee retention and professional development create a more engaged workforce, improve institutional knowledge retention, and enhance overall organizational performance. Investing in professional growth opportunities leads to higher job satisfaction, increased productivity, and reduced turnover (Society for Human Resource Management, 2024).

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Optimize recruitment process.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Initiated pre-screen interviews of applicants who meet minimum qualifications to streamline the recruitment process.
- Expanded targeted specialized recruitment channels, including professional associations and niche job boards, to attract candidates for senior-level and specialized positions.
- Streamlined collaboration with hiring managers by implementing structured recruitment timelines and improving communication.
- Continued refining hiring processes through the utilization of the applicant tracking system.

 **Challenges:**

- Difficulty attracting candidates for specialized or senior-level positions.
- Increased competition from neighboring agencies has made recruitment for specialize and senior-level positions more challenging.

 **Next Steps:**

- Complete the Employee Handbook (Q3).
- Work with hiring managers to further streamline the selection process by setting clear timelines, developing position-specific supplemental and interview questions, and determining assessments prior to opening the recruitment (Q4).
- Develop internal procedures and checklists for part-time and full-time recruitments (Q4).

Strategic Goal: Enhance employee benefits program.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- Conducted open enrollment to ensure employees were informed of benefit updates.

- Hosted a retirement planning workshop for employees at different stages of retirement (early and mid-career employees, as well as those nearing retirement).
- In coordination with Community Development Department, assisted in the creation and implementation of the Employee Social Committee to explore employee staff engagement events.
- Drafted telework and pet policies for review by the Executive Management team.
- Human Resources and Payroll staff received training on the Human Resources module in the City's finance system (Tyler) to improve benefit processing of timeliness and accuracy.

**Challenges:**

- Limited staffing and resources.
- Budget constraints.
- Complexity in coordinating benefit changes across employee units, multiple benefit providers, and the City's payroll system.
- Difficulty maintaining competitive benefits amid rising healthcare costs and evolving benefit expectations.

**Next Steps:**

- Explore cost-effective benefit enhancements, such as mental health programs offered through the Employee Assistance Program (EAP) or tuition reimbursement (Q3).
- Conduct an employee benefits survey to assess satisfaction and identify priority areas for improvement (Q4).
- Incorporate wellness topics in at least two of the all-staff quarterly meetings (Q4).
- Upon final approval, implement telework and pet policies (Q3).
- Convert the City's wellness plan to cover benefit options cafeteria plan by June 2025.
- Consider increase to employer-paid tuition (Q4).
- Expand the deferred compensation program to include a 403(b) and a payroll deduction Roth IRA (Q4).

Strategic Goal: Enhance employee development**Status:** *Delayed***Actions Taken This Quarter:**

- Human Resources staff continued researching and identifying development opportunities.

**Challenges:**

- Limited resources and availability for training due to the staffing constraints.

**Next Steps:**

- Expand leadership opportunities for staff through project or committee involvement and the development of employee goals in the evaluation process (Q4).
- Develop a structured professional development plan for all employees, ensuring equal opportunities for growth across departments (Q4).

- Explore online learning platforms and webinars to provide flexible training options (Q4).
- Encourage cross-training to build institutional knowledge and reduce dependency on individual staff members (Q4).

Strategic Goal: Empower staff leaders to oversee department personnel matters.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- Provided HR support for all personnel issues to Department Directors.

 **Challenges:**

- Limited staff availability.
- Difficulty identifying training programs targeted to our organization's needs.

 **Next Steps:**

- Research and identify webinars or trainings focused on personnel management and leadership development (Q4).
- Establish regular HR check-ins with department leaders to provide ongoing support, address concerns, and share best practices (Q4).

Risk Management

Funding source(s): General Fund

AUTHORITY

City Council Resolution: No. 5435, Adopting Injury and Illness Prevention Program, California Tort Claims Act, Cal/OSHA standards, and the Americans with Disabilities Act.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Ensure comprehensive risk management practices to minimize the City's liability exposure.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Made progress auditing all City of Carpinteria contracts and agreements to ensure all vendors meet insurance requirements, including verification of "Additional Insured" status.
- Initiated the development of a centralized Certificate of Insurance (COI) database to streamline insurance verification processes for all City staff.
- Collaborated with the California Joint Powers Insurance Authority (CJPIA) to conduct a comprehensive audit of all past and current City claims.
- Continued to work with CJPIA to timely report and address outstanding claims and bring them to resolution; achieved 100% compliance rate for Q2.
- Maintained confidential DMV pull-notice driving reports for all eligible employees, with reports updated monthly and maintained securely in compliance with privacy regulations.

 **Challenges:**

- A comprehensive review of all vendor contracts and Certificates of Insurance requires meticulous analysis of each vendor's documentation, which can be time-consuming and resource-intensive.

 **Next Steps:**

- Complete the Risk Management Evaluation under LossCAP with CJPIA (Q3).
- Continue work to verify certificates of insurance (Q3).
- Finalize the audit of contracts and insurance requirements (Q3).
- Work across department to establish a system for insurance verification for all current and future vendors (Q3).
- Schedule and take insurance verification training through CJPIA (Q3).
- Advise staff of changes in safety regulations and provide loss prevention information and direction to all City departments (Q4).
- Work with City Clerk and Department Heads to incorporate appropriate risk transfer elements in developing contract documentation and tracking procedures to monitor contractor compliance as recommended by CJPIA (Q4).

Strategic Goal: Improve workplace safety and reduce the incidents of Workers' Compensation claims.

 On Track

 Actions Taken This Quarter:

- Made significant progress on the Injury Illness Prevention Plan (IIPP) update with CJPIA support.
- Completed the first round of workplace harassment trainings for half of City staff.
- Identified mandatory trainings for all staff and begun analyzing training needs for each position.
- Continued to address open workman's compensation cases and bring to a resolution.

 Challenges:

- System development of accurately tracking employee training records requires already-limited staff time.

 Next Steps:

- Complete the mandatory workplace harassment training for all staff (End of Q3).
- Schedule CJPIA-identified mandatory and extracurricular trainings to reduce Workers' Compensation claims (End of Q3/Q4).
- Act as liaison with CJPIA in reporting and monitoring workers' compensation claims and transitional return-to-work policies (End of Q4).
- Work with Parks, Recreation & Public Facilities Department and Public Works Departments to monitor a maintenance and inspection program and schedule staff training to meet safety guidelines established by the U.S. Consumer Product Safety Commission as recommended by CJPIA (End of Q4).

Strategic Goal: Ensure the safety, regulatory compliance, and maintenance of City facilities and public spaces.

 On Track

 Actions Taken This Quarter:

- Initiated the update for Americans with Disability Acts (ADA) transition database, DACTrak. This is a progress tracker important for grant and other state and federal funding reporting requirements.
- Initiated research and planning for the establishment of a Safety Committee to unify departments in risk management communications.

 Challenges:

- Updating DACTrak is a time-consuming and complex undertaking that spans across General Government and Public Works departments.

 Next Steps:

- Continue strengthening collaboration between General Government and Public Works specifically in the realm of rights-of-ways risk management and ADA compliance tracking (End of Q3).
- Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions (End of Q4).

- Schedule meetings with the Health and Safety Committee for facility inspections and analysis of loss control, in compliance with Injury, Illness and Prevention Policy (End of Q4).

Strategic Goal: Maintain comprehensive insurance coverage and monitor risk management resources.



Status: *On Track*



Actions Taken This Quarter:

- Initiated an asset audit to identify insurance coverage gaps, including the discovery of uninsured bridges.
- Contacted the Assessor's Office to ensure all city-owned parcels are accounted for in insurance coverage.
- Completed all mid-year insurance policy updates.
- Monitored Risk Management Program funds and identified staff training needs, including Certification of Insurance verification training.
- Identified unused risk management funds for General Government department training purposes.



Challenges:

- None at this time.



Next Steps:

- Finalize the asset audit and update all databases for general oversight and insurance purposes (End of Q3).
- Explore CJPIA's offering of risk program management trainings (End of Q3)
- Use Council-approved budgeted funds to attend more CJPIA trainings (end of Q3).
- Prepare and monitor budget for Risk Management Division to ensure sufficient funds available for comprehensive insurance coverage (End of Q3).
- Continue to Maintain Vehicle Schedules and property inventory (End of Q4).
- Ensure complete renewal application forms for All Risk Property Insurance, Crime Prevention Program, Environmental Insurance, and Property Insurance (End of Q4).

Emergency Preparedness

Funding source(s): General and Revolving Funds

AUTHORITY

City Council Resolution: No. 5559 – Emergency Operations Plan

Strengthen community outreach to enhance emergency preparedness, aligning with FEMA's Whole Community Approach and the California Governor's Office of Emergency Services' Strategic Plan (2019-2023) to promote community resilience and involvement.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during, and after they occur.



Status: *Delayed*



Actions Taken This Quarter:

- City staff participated in the Girls Inc. Carpinteria Resiliency Event, promoting City programs and gathering community interest
- County Office of Emergency Management meeting participation – First Wednesday of each month. Resilience Hub Emergency Preparedness meeting participation – occurs the third Tuesday of every month



Challenges:

- Vacancy of Program Manager position in General Government assigned to Emergency Management.



Next Steps:

- Kinderkirk – Annual presentation (Q4).
- San Roque Mobile Home Park – Annual presentation, and resident engagement fair (Q4).
- Ongoing recruitment efforts for Program Manager in General Government to lead the City's emergency preparedness initiatives (Q3).
- Engage the public through creative means, such as, tabling at festivals and City events, as well as, putting on Emergency-preparedness workshops for the public (Q4).

Strategic Goal: Ensure residents are offered the tools and training to endure, and respond to emergency events.



Status: *Delayed*



Actions Taken This Quarter:

- Basic LISTOS trainings have been successfully conducted in both Spanish and English, enhancing community preparedness knowledge.
- Conducted initial conversations with the Fire Captain of Summerland Fire District regarding the revitalization of the Community Emergency Response Team (CERT) program.

**Challenges:**

- Vacancy of Program Manager position in General Government assigned to Emergency Management.

**Next Steps:**

- Continue to engage with the Summerland Fire Department to revitalize the CERT program and to Host at least 1 CERT training this fiscal year (Q4).
- Engage the Carpinteria public through creative means, such as, tabling at festivals and City events, as well as, putting on Emergency-preparedness workshops for the public (Q4).

AUTHORITY

State and Federal Mandates: Develop and update emergency response plans and coordinate staff training to comply with federal mandates, including the Stafford Act, HSPD-5 for NIMS, and the California Emergency Services Act, ensuring effective local preparedness.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Evaluate existing emergency plans and prioritize need and update.



Status: *Delayed*

**Actions Taken This Quarter:**

- Created an extensive list of lessons-learned from the all-staff Emergency Operations Center (EOC) event for emergency plans updates.
- Worked with CalOES for grant quarterly reporting purposes.

**Challenges:**

- Vacancy of Program Manager position in General Government assigned to Emergency Management.

**Next Steps:**

- Work with CalOES to close out the LHMP grant and ensure that all invoices and backing is accounted for in case of Federal Emergency Management Agency audit (Q4).
- Update the EOC Activation Handbook (Q4).
- Update the Emergency Operations Plan (Q4).
- Update the Employee Notification and Reporting Plan (Q4).

Strategic Goal: Work with emergency shelter owners to develop working relationships prior to disaster requests.



Status: *Delayed*

**Actions Taken This Quarter:**

- Coordinated with Red Cross for the upcoming Shelter training at the Veterans Memorial Building.

**Challenges:**

- Vacancy of Program Manager position in General Government assigned to Emergency Management.

 Next Steps:

- Host 1 Red Cross Sheltering Training (Q3).
- Identify organizations that the City can establish Memorandums of Understandings (MOUs) with for Sheltering and general partnerships in the event of an emergency.

Strategic Goal: Start internal Safety Committee Meetings.

 **Status:** *Delayed* **Actions Taken This Quarter:**

- The risk management team has been in contact with California Joint Powers Insurance Authority regarding the implementation of internal safety meetings.

 Challenges:

- None

 Next Steps:

- Risk Management team to implement a cross-departmental Safety Committee that incorporates emergency responsiveness (Q4).

Strategic Goal: Start external Safety Committee Meetings.

 **Status:** *Delayed* **Actions Taken This Quarter:**

- Talks with Santa Barbara County Office of Emergency Management (OEM), Carpinteria School District, Fire and Sheriff's Departments, as well as, with other non-profit organizations have been ongoing in the area of emergency management.
- Continued coordination with Summerland Fire District to establishing a new digital platform, Genesys, to increase communications to the Carpinteria public in the event of an emergency.

 Challenges:

- Vacancy of Program Manager position in General Government assigned to Emergency Management.

 Next Steps:

- Weekly meetings with Genesys consultants and Summerland Fire District to ensure a smooth and comprehensive implementation (Q3).

AUTHORITY

State and Federal Mandates: Train City staff and elected officials to maintain FEMA certifications and enhance Emergency Operations Center effectiveness, aiming for all personnel to complete FEMA's ICS 100 and IS-700 courses, specific EOC training, and participate in an emergency exercise by June 30, 2025.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: All staff and elected officials to complete ICS 100, and 700 online by Dec 31, 2024.

 **Status:** *Delayed* **Actions Taken This Quarter:**

- Made progress towards achieving all-staff ICS 100 and ICS 700 compliance.

 **Challenges:**

- Vacancy of Program Manager position in General Government assigned to Emergency Management.

 **Next Steps:**

- Ensure all staff have taken the ICS 100 and ICS 700 training (End of Q4).

Strategic Goal: All staff to complete their assigned EOC section training by May 31, 2025.

 **Status:** *On Track* **Actions Taken This Quarter:**

- Coordination with Santa Barbara OEM and Summerland Fire District for future EOC trainings.

 **Challenges:**

- Vacancy of Program Manager position in General Government assigned to Emergency Management.

 **Next Steps:**

- Train new hires in EOC responsibilities (Q4).

Strategic Goal: All staff and elected officials to participate in one City-wide exercise in June 2025.

 **Status:** *Delayed* **Actions Taken This Quarter:**

- Coordination with Santa Barbara OEM and Summerland Fire District for future EOC trainings.

 **Challenges:**

- Vacancy of Program Manager position in General Government assigned to Emergency Management.

 **Next Steps:**

- Conduct an all-staff, elected officials, and CERT volunteer City-wide emergency exercise (Q4).

Communication and Community Promotions

Funding source(s): General, PBIA, and PEG Fee Funds

AUTHORITY

City Council Goal #1: Enhance public outreach, education, and transparency.

Compliance with Dymally-Alatorre Bilingual Services Act (California Government Code § 7290-7299.8) and Executive Order 13166, which mandates meaningful access to services for individuals with limited English proficiency

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Provide multilingual closed-captioning on City broadcasted meetings (City Council, Planning Commission, and Architectural Review Board).

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- None.

 **Challenges:**

- Vacancy of Program Manager position in General Government assigned to Communications.

 **Next Steps:**

- Configure the GATV broadcast system to provide Spanish closed-captioning to all City-broadcasted meetings (Q4).

AUTHORITY

City Council Goal #1: Enhance public outreach, education, and transparency

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance community engagement.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- Assisted with promotions and solicitation of applications for City Boards, Commissions, and Committees, including content, graphic development, and advertising.
- Assisted City Administration to execute a robust public outreach campaign for development of the City's strategic plan. Outreach included strategic placement of posters, messaging A-frames, advertisements in the Coastal View News, direct engagement via the Library and local non-profits, attendance at community events, and utilization of the Promotoras de Salud program.
- Reorganized and rerecorded the phone tree to engage with the public more efficiently.

**Challenges:**

- Engagement of Spanish-speaking community

**Next Steps:**

- Ongoing recruitment for Program Manager in General Government to lead the City's communications efforts (Q3).

Strategic Goal: Strengthen partnership with key non-profits and organizations within the Latino Community.

**Status:** *Delayed***Actions Taken This Quarter:**

- Collaborated with LISTOS and engaged with other Latino groups in the city for emergency preparedness purposes and Strategic Plan updates.

**Challenges:**

- Vacancy of Program Manager position in General Government assigned to Communications.

**Next Steps:**

- Identify and reach out to at least five key non-profits and organizations within the Latino community (Q3).
- Establish bi-annual collaborative meetings to discuss mutual goals and initiatives (Q4).
- Develop joint outreach programs or events that promote community services and resources (Q4).

Strategic Goal: Develop and implement effective policies and procedures for communication.

**Status:** *Delayed***Actions Taken This Quarter:**

- Piloted a city branding program with Two Trumpets Communications, incorporating key style guidelines into the City Scroll and social media platforms. This initiative aims to establish a consistent and professional visual identity for the City.

**Challenges:**

- Vacancy of Program Manager position in General Government assigned to Communications.

**Next Steps:**

- Complete draft of the communication plan by Q3 and present it to department heads for review (Q3).
- Establish a Social Media policy (Q4).

Strategic Goal: Optimize communication tools and methodologies for improved outreach.

**Status:** *Delayed***Actions Taken This Quarter:**

- Worked with website contractor, Right Now Media, to have access to analytics page to assess website effectiveness.
- Performed basic analysis of website mapping to assess the number of pages associated with Carpinteria website.

**Challenges:**

- Vacancy of Program Manager position in General Government assigned to Communications.

**Next Steps:**

- Create a standardized reporting template utilizing metrics (Q4).
- Implement a monthly review process to analyze engagement data and adjust strategies accordingly (Q4).
- Share engagement reports interdepartmentally to ensure transparency and accountability (Q4).

Strategic Goal: Assess the value of investing in an ongoing polling tool to gauge community sentiment.



Status: *Delayed*

**Actions Taken This Quarter:**

- None.

**Challenges:**

- Vacancy of Program Manager position in General Government assigned to Communications.

**Next Steps:**

- Research available polling tools and their features, costs, and user feedback (Q4)
- Conduct a pilot poll to measure community sentiment on a specific issue and analyze the results (Q4).
- Develop a recommendation report on the feasibility of ongoing polling based on pilot results and community needs (Q4).

AUTHORITY

City Council Goal #1: Strengthen Community Institution Collaboration

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Evaluate and update existing volunteer materials.



Status: *Delayed*

**Actions Taken This Quarter:**

- None.

**Challenges:**

- Vacancy of Program Manager position in General Government assigned to Communications.

**Next Steps:**

- Review, update, and consolidate all Volunteer-related forms (Q4).

Strategic Goal: Revisit and enhance volunteer training.



Status: *Delayed*

**Actions Taken This Quarter:**

- None.

**Challenges:**

- Vacancy of Program Manager position in General Government assigned to Communications.

 Next Steps:

- Revisit, audit, and enhance volunteer trainings (Q4).

Strategic Goal: Improve communication methods with volunteers and prospective volunteers.

 Status: *Delayed* **Actions Taken This Quarter:**

- None.

 Challenges:

- Vacancy of Program Manager position in General Government assigned to Communications.

 Next Steps:

- Establish a clear system of communication between volunteers and the City (Q4).
- Work to develop a volunteer newsletter (Q4).

Strategic Goal: Develop new ways to recognize volunteer contributions.

 Status: *Delayed* **Actions Taken This Quarter:**

- None.

 Challenges:

- Vacancy of Program Manager position in General Government assigned to Communications.

 Next Steps:

- Establish a metrics-based system to monitor the effectiveness of the volunteer program (Q4).
- Initiate a Volunteer Recognition event (Q4).

Strategic Goal: Implement improved support initiatives for volunteers.

 Status: *Delayed* **Actions Taken This Quarter:**

- None.

 Challenges:

- Vacancy of Program Manager position in General Government assigned to Communications.

 Next Steps:

- Distribute a volunteer feedback survey by June 2025 (Q4).
- Create a robust metrics-based system for onboarding, monitoring, and managing volunteers (Q4).

Economic Vitality

Funding source(s): General Fund and Measure X

AUTHORITY

City Mission Statement: Government shall strive to enhance the City's economic base in a manner that is consistent with the needs and preferences of the community.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Engage and support the Economic Vitality Committee

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- Appointment of new Council member, Julia Mayer, to the Economic Vitality Committee.

 **Challenges:**

- Limited staff capacity due to vacancies in the General Government Department.
- Strategic delay due to anticipated departure of then Council member Roy Lee (one of two members of the Economic Vitality Committee).

 **Next Steps:**

- Schedule Economic Vitality Committee meeting (Q3/Q4).

Strategic Goal: Provide annual Economic Vitality Program report to City Council.

 **Status:** *Not Started*

 **Actions Taken This Quarter:**

- None

 **Challenges:**

- Limited utility for report as designed.

 **Next Steps:**

- Focus on reporting of economic vitality activities via these quarterly reports and future Economic Vitality Committee reports (Q3/Q4).

Community Services Support Grants

Funding source(s): Measure X and Measure A Funds

AUTHORITY

Other City Policy: The goal of the City's Community Services Support Program is to establish a clear and efficient process with a well-defined timeline for completing this vital and sensitive initiative.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Develop a structured process based on the guidelines established for FY 2024-2025 and beyond.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Received City Council directive to establish an end-of-year reporting presentation requirement.

 **Challenges:**

- Undertaking a comprehensive program review to address recent staff turnover while also preparing for the next fiscal year's grant cycle.

 **Next Steps:**

- Implement Council's Directive for End of Year Reporting (End of Q4).

Strategic Goal: Develop a structured process based on the guidelines established for FY 2024-2025 and beyond.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Conducted a budget audit of the program and ensured that money was allocated correctly.
- Established a tracking system that manages the status of each applicant.
- Initiated an analysis of the entire grant process, beginning to end.
- Strengthened communication between the City and grant awardees.
- Mid-year reports received for most awardees, awaiting mid-year reports for a few organizations.

 **Challenges:**

- Undertaking a comprehensive program review to address recent staff turnover while also preparing for the next fiscal year's grant cycle.

 **Next Steps:**

- Complete the program analysis and break it down into phases, from beginning to end (End of Q3).
- Ensure all organizations received City-issued checks for their grant funds (End of Q3).
- Conduct surveys of current grantees, past applicants, and other grant program directors, to improve our grant program (End of Q3).

- Expand the program by establishing and maintaining a list of contacts in the area who can qualify for funding (End of Q3).
- Establish clear communication expectations in the grant process (End of Q3).
- Implement a system of metrics in the grant program management process, e.g. number of applicants each year, type of organizations, etc. (End of Q3).

Law Enforcement

Funding source(s): General Fund and Measure X

AUTHORITY

Executed Agreement: Fulfillment of terms per contract with Santa Barbara County Sheriff's Office for law enforcement services (fiscal years 2023-2027)

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance local law enforcement communication and community policing efforts.



Status: *On Track*



Actions Taken This Quarter:

- Introduced new Chief of Police, Lieutenant Rich Brittingham
- Addition of written monthly law enforcement reports to the City Council (previously provided only verbally).
- Provision of monthly law enforcement report for August – November 2024.
- Addition of stats related to Criminal Investigations conducted within the city of Carpinteria added to monthly reports.
- Participation by multiple deputies in numerous community events in October¹, November², and December³.



Challenges:

- None



Next Steps:

- Continue communications and engagement efforts.
- Consider development of formal city-wide engagement efforts (Q3/Q4).

¹ https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1538&meta_id=97446

² https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1550&meta_id=98507

³ https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1565&meta_id=99422

Racial Equity and Social Justice

Funding source(s): Measure X

AUTHORITY

City Council Resolution: No. 5981¹

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Conduct an internal audit of the City organization.



Status: *On Track*



Actions Taken This Quarter:

- None



Challenges:

- None



Next Steps:

- The City's Diversity, Equity, and Inclusion (DEI) consultant, Equity Praxis Group (EPG) staff will meet with the City's internal DEI Committee on February 11th to review and prioritize the actions and strategies outlined in the City's Strategic Equity Plan. After prioritizing the items, we will discuss the scope of the internal DEI audit for the City of Carpinteria. This audit will cover the following areas: public policy review, budgeting and resource allocation, policy evaluation, and staff diversity (Q3/Q4).

Strategic Goal: Continue DEI education for application in City practices, policies, and procedures.



Status: *On Track / Delayed*



Actions Taken This Quarter:

- Conducted meeting with new Chief of Police Services, Lt. Rich Brittingham, to discuss community safety, diversity in law enforcement, and trust building between the Sheriff's Office and community members.



Challenges:

- Limited staffing capacity due to vacancy of the Program Manager position in the General Government Department.



Next Steps:

- Review the draft Strategic Equity Plan with our consultants from EPG and provide final report (Q3/Q4).

Strategic Goal: Provide a comprehensive program report to the City Council and community.



Status: *On Track*



Actions Taken This Quarter:

- None

¹ https://carpinteriaca.gov/wp-content/uploads/2020/09/Resolution-No.-5981_Committments.pdf



Challenges:

- None



Next Steps:

- The City's DEI consultants, EPG, are targeting a presentation date in spring (Q4).



ADMINISTRATIVE SERVICES DEPARTMENT

Administrative Services Department

I. Executive Summary

The Administrative Services Department continues to make progress on several City Council Primary Goals, including enhancing public outreach, ensuring fiscal sustainability, and investing in a high-performance team.

Key initiatives include:

- Preparing for the FY 2025/26 budget adoption by June 30, 2025, though this process has not yet started.
- Maintaining financial transparency, with the FY 2024/25 Budget submitted for the CSMFO Operating Budget Award and plans to submit the FY 2023/24 ACFR for the GFOA Certificate of Achievement.
- Progress has been made in evaluating revenue streams, with consultant services engaged for assessment districts and AB939. Upcoming efforts include analysis of Measure B revenue estimates, solid waste fees, and district assessments to ensure financial sustainability and alignment with the City's fiscal goals.

Progress is being made on updating city policies and staff training, including drafting a Cash Handling Policy and planning policies for travel and credit card use. However, limited staffing has caused delays, slowing the pace of these efforts.

Efforts to support remote work have also experienced delays, though a Remote Work Policy has been drafted. Next steps focus on finalizing the policy and procuring necessary resources.

Despite these challenges, the department remains committed to fiscal responsibility, operational efficiency, and workforce development, ensuring the City stays on track toward its strategic goals.

II. Key Highlights



Major Milestones Achieved:

- Completed the Annual Audit.
- Finalized the Annual Comprehensive Financial Report FY 2023/24.



Significant Issues or Challenges Encountered:

- Unforeseen staffing challenges have affected the progress of projects.



Upcoming Priorities for the Next Quarter

- Annual benefit implementations
- Proposed Midyear adjustments.
- FY2025/26 Budget Kickoff.

III. Financial Summary

	Current Budget	Fiscal Activity	Remaining Budget	Percentage Used
Revenue				
42 - License & Permits	\$ 10,000	\$ 5,572	\$ 4,428	44%
44 - Fines & Forfeitures	7,500	1,194	6,306	84%
45 - Charges for Services	30,000	21,532	8,468	28%
Revenue Total:	\$ 47,500	\$ 28,297	\$ 19,203	40%
Expenditure				
51 - Personnel Services	\$ 704,300	\$ 328,021	\$ 376,279	53%
52 - Professional Services	199,550	52,335	147,215	74%
53 - Contract Services	169,850	63,175	106,675	63%
54 - Utilities	94,000	41,083	52,917	56%
55 - Other Operating Expenses	79,050	30,525	48,525	61%
Expenditure Total:	\$ 1,246,750	\$ 515,139	\$ 731,611	59%



Budget Overview

- Major Expenditures:
 - None
- Variance:
 - None



Major Financial Changes or Concerns

- Significant deviations from the budget
 - None
- Upcoming financial challenges or adjustments
 - None

IV. Community Engagement and Outreach



Engagement Activities:

- None



Feedback Received:

- None



Response to Feedback:

- None

Financial Management Services

Funding source(s): General Fund

AUTHORITY

City Council Goal #1: Enhance public outreach, education and transparency.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Ensure the preparation and adoption of a balanced FY 2025/26 budget by June 30, 2025, that aligns with strategic priorities and promotes fiscal responsibility.

 **Status:** *Not Started*

 **Actions Taken This Quarter:**

- None

 **Challenges:**

- None

 **Next Steps:**

- **Budget Kickoff and Timelines** – Communicate key budget deadlines and expectations to department heads to ensure a smooth and timely process.
- **Capital Improvement Budget Meeting** – Conduct a meeting to review planned capital projects, assess funding availability, and prioritize infrastructure investments.
- **Revenue Projections and Financial Forecasting** – Analyze current revenue trends and develop multi-year projections to guide budget decisions.
- **Department Budget Submissions** – Establish guidelines and provide departments with instructions for submitting their budget requests.
- **One-on-One Budget Meetings** – Schedule meetings with department heads to review budget proposals, discuss adjustments, and align requests with strategic priorities.
- **Preliminary Budget Development** – Compile initial budget figures, incorporating department requests and revenue projections for further review.

Strategic Goal: Demonstrate compliance with best practices for budgeting and financial reporting.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Submitted State Controller Report
 - Streets Report

**Challenges:**

- None

**Next Steps:**

- Submission of State Controller Reports
 - City Financial Report
 - Carpinteria Public Improvement Corporation
 - Carpinteria Street Lighting District
- Submit the FY 2023/24 Annual Comprehensive Financial Report (ACFR) for the GFOA Certificate of Achievement for Excellence in Financial Reporting.

Strategic Goal: To evaluate current revenue streams.



Status: *On Track*

**Actions Taken This Quarter:**

- Measure B passed and was certified by City Council.
- In coordination with General Government and Public Works staff, completed and entered into an agreement with Willdan to commence the AB 939 and Assessment District revenue generation efforts.
- Admin Services, General Government, and Public Works staff, in coordination with Willdan consultants, completed the data gathering phase and began analyzing the information to develop the engineer's reports for updating the Assessment Districts.
- Draft of the AB 939 fee notice completed.

**Challenges:**

- None

**Next Steps:**

- Estimate Measure B revenue to understand its financial impact and adjust projections accordingly.
- Complete proposition 218 notice process and prepare for and complete City Council public hearing to adopt new AB 939 rates.
- Complete preliminary Engineer's Reports for Assessment Districts.

Central Services

Funding source(s): General Fund

AUTHORITY

City Council Goal #5: Invest in a High-Performance Team at City Hall.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

1. **Strategic Goal:** Update outdated City policies and provide staff with training on the new policies.



Status: *Delayed*



Actions Taken This Quarter:

- None



Challenges:

- Limited staff capacity due to vacancy of Finance Manager position.



Next Steps:

- Review Cash Handling Policy
- Draft Travel Policy
- Draft Credit Card Policy

Management Information Services

Funding source(s): General Fund, Library Fund, and Recreation Fund

AUTHORITY

City Council Goal #5: Invest in a High-Performance Team at City Hall.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Provide resources to all staff to accommodate remote work.



Status: *Delayed*



Actions Taken This Quarter:

- None



Challenges:

- General Government has made progress on developing a Remote Work Policy to establish guidelines for necessary resources and accommodations, ensuring effective implementation.



Next Steps:

- Finalize Remote Work Policy.
- Order equipment/software needed to support remote work.

The seal of the City of Carpinteria, California, is a circular emblem. It features a central landscape with a body of water, mountains, and a small building. The text "CITY OF CARPINTERIA, CALIFORNIA" is inscribed around the top inner edge, and "INCORPORATED 1965" is at the bottom. The seal has a decorative, scalloped outer border.

COMMUNITY DEVELOPMENT DEPARTMENT

Community Development

I. Executive Summary

The second quarter of the current fiscal year saw Community Development Department (CDD) staff reach several important milestones towards its advance planning goals: In October, the final two remaining administrative draft Elements of the General Plan/Coastal Land Use Plan update were released to the General Plan Update Committee for public review. In December, following successful preceding meetings with the Architectural Review Board and Planning Commission, the City Council adopted the Housing Element Zoning Amendments package, thereby completing the final local jurisdiction step needed to address the City's Regional Housing Needs Assessment (RHNA) shortfall and obtain Housing Element certification by the Department of Housing and Community Development (HCD). Next steps for these efforts during the upcoming third quarter include releasing a complete public draft of the General Plan/Coastal Land Use Plan update, and receiving the respective certifications for the Housing Element Zoning Amendments package from HCD and the California Coastal Commission (CCC).

Other important achievements completed during the second quarter include: The successful launch of the "SolarApp+" online permitting platform for residential rooftop solar projects, thereby successfully complying with a state-required mandate. Community Development Department staff continued to prioritize efforts to expand job-relevant training and certifications. Code Compliance staff have initiated efforts to develop outreach and education materials for the City's upcoming effectuation of the multifamily residential smoking ban, and adoption of Code Compliance Officer Safety Standards to meet another required state mandate.

Despite the varied successes, this quarter was not without its challenges. Two key departmental staff, the Chief Building Inspector/Plans Examiner and Principal Planner, announced their departures from the City. Efforts to recruit for and fill these vacancies are underway and will continue into the next quarter. In the meantime, the City temporarily transitioned to a 100% contractor-supported Building and Safety Services program, which has resulted in expending nearly the entire annual allocation for building plan check and inspection consultant services at the halfway point of the fiscal year. Staff will be requesting approval to redirect or allocate additional funds to this professional services contract to help support staff needs through the end of the fiscal year. Finally, Animal Medical Clinic (AMC) who provides contract animal control services to the City, including kenneling of impounded animals, is undertaking a multi-month remodel and expansion of their facilities which will temporarily preclude AMC from providing kenneling services for large breed dogs. City staff has worked with County Animal Control Services and Santa Barbara Humane Society to secure interim kenneling services and seeks to formalize an arrangement with Santa Barbara Humane Society during the third quarter to maintain ongoing back-up kenneling support for animal control purposes. Both of these challenges illustrate and reinforce the

need for planning and building in an appropriate level of redundancies into CDD programs to ensure the ability to continue to deliver key services to the community.

II. Key Highlights



Major Milestones Achieved:

- Adoption of Housing Element Zoning Amendments package (establishment of Residential/Mixed Use (RMU) zoning district; establishment of Objective Design Standards; rezoning of ~20 acres to RMU district) by City Council in December, and submittal of Housing Element Zoning Amendments package to Department of Housing and Community Development (HCD) and California Coastal Commission (CCC) for their respective certifications.
- Released final two administrative draft Elements (Community Design & Land Use) to General Plan Update Committee (GPUC) in October.
- Worked with New Beginnings staff, the Land Trust for Santa Barbara County staff, and Carpinteria Open Space Management Advisory Board (COSMAB) members to finalize path for extending the Safe Parking Program beyond the end of the initial two-year pilot term and expand the program from six vehicles maximum to 12 vehicles.
- Successfully launched SolarApp+ online permitting software for residential rooftop solar installations in October. 10 permits issued since launch.



Significant Issues or Challenges Encountered:

- Vacancy of Chief Building Inspector/Plans Examiner and Principal Planner positions resulted in reduced capacity in the Development Review and Building Program.
- Expended annual budget for building plan check and inspection consultant services in effort to temporarily backfill vacant Chief Building Inspector/Plans Examiner position.
- Temporary loss of large breed dog kenneling facilities during multi-month planned remodel and expansion of Animal Medical Clinic veterinary facilities.



Upcoming Priorities for the Next Quarter

- Achieve respective HCD and CCC certification of Housing Element Zoning Amendments package.
- Release complete public draft of General Plan/Coastal Land Use Plan update.
- Successfully recruit for and fill vacant CDD positions.

III. Financial Summary

	Current Budget	Fiscal Activity	Remaining Budget	Percentage Used
Revenue				
42 - License & Permits	\$ 265,850	\$ 212,699	\$ 53,151	20%
43 - Intergovernmental	200,000	18,450	181,550	91%
44 - Fines & Forfeitures	87,000	42,827	44,173	51%
45 - Charges for Services	347,000	361,128	(14,128)	-4%
46 - Interest	8,000	10,356	(2,356)	-29%
48 - Miscellaneous Revenue	2,500	626	1,874	75%
Revenue Total:	\$ 910,350	\$ 646,085	\$ 264,265	29%
Expenditure				
51 - Personnel Services	\$ 1,611,175	\$ 735,986	\$ 875,189	54%
52 - Professional Services	498,250	112,767	385,483.05	77%
54 - Utilities	1,500	637	863.08	58%
55 - Other Operating Expenses	32,600	6,808	25,791.54	79%
Expenditure Total:	\$ 2,143,525	\$ 856,198	\$ 1,287,327	60%



Budget Overview

- Major Expenditures: None
- Variance: Realized revenues continue to outperform anticipated revenues in adopted budget, primarily due to updated permit fees and several large projects submitted for permitting.
 - License and Permit fees, and Charges for Services are well ahead of anticipated revenues at end of Q2. Charges for Services, in particular, have already exceeded anticipated revenues for the entire fiscal year.



Major Financial Changes or Concerns

- Significant deviations from the budget
 - \$100,000 budgeted for the entire fiscal year for building plan check and inspection professional services has been nearly fully expended as of the end of Q2 due to increased permit activity and temporary transition to 100% consultant-provided Building and Safety services following vacancy in Chief Building Inspector and Plans Examiner position.
- Upcoming financial challenges or adjustments
 - CDD will request additional funds be redirected or allocated to building plan check and inspection professional services to cover ongoing use of consultant services through the end of the fiscal year. These additional funds can be largely offset by temporary salary savings realized by vacant Chief Building Inspector and Plans Examiner position, and by increased permit revenues.

IV. Community Engagement and Outreach



Engagement Activities:

- Tabling during “locals’ night” at annual Avocado Festival in October.
- Attended City-County Joint Affordable Housing Task Force meeting in October.

- Attended General Plan Update Committee (GPUC) meetings in October and December.
- Attended Architectural Review Board (ARB) meetings in October, November and December.
- Attended Planning Commission hearings in October, November and December.
- Attended City Council meetings in October, November and December.
- CDD staff attended annual Coastal Housing Coalition conference in December.

**Feedback Received:**

- Public input and GPUC comments received on the draft Land Use and Community Design Elements at GPUC meetings.
- Public input received during ARB, Planning Commission and City Council hearings for the Housing Element Zoning Amendments package.
- Community requests for staff augmentation of Code Compliance services.
- Generally positive feedback from the builder community concerning the interim consultant-provided building plan check and inspection services.
- Community input concerning need to prioritize construction of affordable housing.

**Response to Feedback:**

- Public feedback on draft General Plan Elements will be incorporated into the complete public draft targeted to be released in Q3.
- Public comments received during the course of the Housing Element Zoning Amendments package informed subsequent revisions and refinements to the proposed ordinance, and have prompted consideration of additional sites for future rezones.
- CDD staff will request consideration of budgeting for additional Code Compliance Officer position as part of next fiscal year budget.
- CDD staff exploring options for additional funding to maintain consultant building plan check and inspection services in support of CDD staff.
- CDD staff continuing to explore strategies for promoting and facilitating affordable housing with the intent to provide City Council with a menu of possible strategies for further consideration at a future date (Q4).

Administration

Funding source(s): General Fund, Measure X, State-Awarded Grants

AUTHORITY

City Council Goal #5: Invest in a High-Performance Team at City Hall.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Invest in staff learning through conferences and other learning tools.



Status: *On Track*



Actions Taken This Quarter:

- Assistant Planner, Megan Musolf, attended the annual Coastal Housing Coalition's Conference and the Association of Environmental Professionals (AEP) California Environmental Quality Act (CEQA) Basics webinar in December.
- Code Compliance Supervisor, David Hernandez, attended the annual California Association of Code Enforcement Officers (CACEO) conference in November.
- Principal Planner, Mindy Fogg, attended a leadership retreat in October for the California chapter of the Association for Environmental Professionals (AEP) (for which she is the CA chapter president).
- Community Development Department (CDD) staff attended a training in October put on by the Tri-County Regional Energy Network (3C-REN) concerning recent changes to the CA Green Code.



Challenges:

- AEP CEQA Essentials Workshop cancelled in October due to the Mountain Fire in Ventura County. Assistant Planner Megan Musolf and Associate Planner Marysol Smith were enrolled to attend.
- Loss of staff this past quarter (i.e., Chief Building Inspector/Plans Examiner and Principal Planner) impairs department capacity, results in loss of institutional memory, and redirects staff resources to cover staffing shortfall until positions can be filled.



Next Steps:

- CDD staff to attend webinar on Multifamily Housing Inspection and Enforcement in January 2025 (Q3).
- CDD staff to attend AEP conference in May 2025 (Q4)
- Senior Planner, Syndi Souter, to attend Subdivision Map Act training in May 2025 (Q4).
- Successfully complete recruitment for new Chief Building Inspector/Plans Examiner and Principal Planner (Q3).

Strategic Goal: Integrate software tools to increase staff capability and productivity.



Status: *On Track*



Actions Taken This Quarter:

- CDD staff attended a demo from GovWell software sales representatives in December.
- SolarApp+ software successfully launched in October. Since the launch, CDD has issued 10 building permits via the online permitting platform.



Challenges: None



Next Steps:

- Continue evaluation and ranking of software platforms (Q3).
- Obtain current quotes for top software platform vendors (Q3).
- Select vendor and execute contract for new permit platform (Q4).

AUTHORITY

City Council Goal #3: Take Steps to Address the Fiscal Sustainability of the City.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Evaluate new revenue sources to assist with funding local initiatives.



Status: *On Track*



Actions Taken This Quarter:

- Continued to collect “building technology” surcharge on all issued building permits. The Surcharge generated approximately \$11,000 in Q2 (~\$21,000 year-to-date) that will help pay for annual costs for the City’s new online permitting platform.
- Worked with the City’s plan check consultants to update building permit fee calculators to reflect the current adopted fee schedule.



Challenges:

- Discovered City’s plan check consultants were relying on out-of-date and/or incorrect building permit fee calculators, resulting in some building permits being undercharged by ~15%.
- Despite recent citywide efforts to update the City fee schedule, building permit fees remain out of date and have not kept pace with inflation over the years since the last comprehensive update.



Next Steps:

- Continue collecting “building technology” surcharge on issued building permits (Q3 and Q4).
- Monitor building permit fees calculated by city consultants to ensure correct fees are charged (Q3).
- Explore options for completing a comprehensive building permit fee study for next fiscal year (Q4).

Advance Planning

Funding source(s): General Fund, Measure X, State-Awarded Grants

AUTHORITY

City Council Goal #2: Accommodate city growth while maintaining the small beachside town character.

State Mandate: California Planning and Zoning Law requires local jurisdictions to adopt and maintain a General Plan and Housing Element consistent with the requirements of Government Code section 65302.¹

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Pursue Implementation of the adopted Housing Element.



Status: *On Track*



Actions Taken This Quarter:

- Multifamily Residential Objective Design Standards recommended for approval by Architectural Review Board in October.
- Housing Element Zoning Amendments package (Establishment of Residential/Mixed Use (RMU) zone district; Objective Design Standards; Rezoning of ~20 acres of City land to RMU) recommended for approval by Planning Commission in November and adopted by City Council in December.
- Submitted Housing Element Zoning Amendments package to the CA Department of Housing and Community Development (HCD) and the California Coastal Commission (CCC) for respective certifications in December.
- Met with CCC and HCD staff to resolve potential inconsistencies with state guidance re: Accessory Dwelling Unit (ADU) Ordinance updates.



Challenges:

- Scope and complexity of Housing Element rezones is staff/labor intensive. Paused or delayed other work efforts to prioritize this effort.
- CCC certification of ADU ordinance update delayed by new coordinated review requirements with HCD. City staff working with CCC and HCD staff to complete review and resolve any required revisions. Will carry over into Q3.
- Density Bonus ordinance update paused pending outcome of state legislative cycle triggering potential for additional required updates. Staff will recommence work on this effort in Q3.



Next Steps:

- Complete respective certifications of Housing Element Zoning Amendments Package with HCD and CCC (Q3).

¹ Authority for and scope of General Plans:

https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=65302

- Resolve pending comments from CCC- HCD coordinated review of ADU ordinance updates and proceed with re-adoption and CCC certification (Q3).
- Recommence work on Density Bonus Ordinance updates. Schedule for City Council first reading and submit Local Coastal Plan Amendment (LCPA) application to CCC (Q3).
- Initiate work on Zoning Code amendments to address Special Needs and Supportive Housing legislation to comply with current state law (Q3).

Strategic Goal: Continued Progress Toward Adoption of General Plan/Coastal Land Use Plan (GP/CLUP) Update.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Released remaining administrative drafts of Community Design and Land Use Elements to City's General Plan Update Committee (GPUC) for public review in October and held a second meeting to continue review of these Elements in December.
- Initiated work in the preparation of the Programmatic Environmental Impact Report (PEIR) for the General Plan/Coastal Land Use Plan update.

 **Challenges:**

- Limited consultant capacity to devote to this project. Staff and consultant have worked together to establish timelines and schedule to keep project on track going forward.
- Extended pause in General Plan update effort (~2020- 2023) resulted in out-of-date analysis and data, requiring additional staff and consultant resources to refresh data and revise analyses.
- Grant funding supporting this effort will expire at end of 2025, despite work effort likely carrying into 2026 and beyond. Staff will work with grantor to explore options for an extension and/or additional funding to help support ongoing work efforts.

 **Next Steps:**

- Release of complete public draft of the GP/CLUP update (Q3).
- Release Notice of Preparation (NOP) and hold scoping hearing(s) in support of the preparation of PEIR (Q3/Q4)

Strategic Goal: Continued Implementation of Anti-displacement Legislative Package.

 **Status:** *Not Started*

 **Actions Taken This Quarter:** None

 **Challenges:**

- Initiation of updates to Short-term Rental (STR) Ordinance delayed due to complexity and scope of higher priority projects (e.g., Housing Element rezones).

 **Next Steps:**

- Begin work on STR Ordinance updates (Q4).

Strategic Goal: Continued Progress Toward Completion of the Downtown Design Overlay.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- Some of the draft design standards developed for this project have been repurposed for use in support of the Housing Element Zoning Amendments package (i.e., RMU Objective Design Standards), which were recommended for approval by the ARB in October and by the Planning Commission in November, and adopted by the City Council in December.
- Objective Design Standards submitted to CCC for certification as part of Housing Element Zoning Amendments package in December.

 **Challenges:**

- Project timeline for completion is overdue and grant funding awarded for project has been fully expended despite project not yet completed. Completion of project will require additional allocation of staff resources and/or funds for additional consultant services.
- Project focus has evolved over time from downtown-specific design standards to instead initially focus on Housing Element rezone sites and ministerial (“by right”) multifamily housing projects allowed under state housing laws. Objective Design Standards for Housing Element rezone sites currently moving forward as part of the larger Housing Element Zoning Amendments package (discussed above).

 **Next Steps:**

- Recommence work on objective design standards for other City districts and neighborhoods (Q4).

Strategic Goal: Engage in County Land Use Decisions Affecting Carpinteria Sphere of Influence.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Participated in an additional meeting with Santa Barbara County Local Agency Formation Commission (LAFCO) and County of Santa Barbara staff in December re: formation of Memorandum of Agreement (MOA) to formalize communication between City and County concerning pending projects in City Sphere of Influence and/or Planning Area.
- Engage in ongoing dialog with CCC staff re: County Housing Element rezones in Carpinteria Valley.
- Remain engaged in County planning processes re: cannabis land use ordinance amendments and Bailard Multifamily Project.

 **Challenges:**

- Limited staff capacity to devote to ongoing in-depth engagement with the County re: cannabis land use matters.

 **Next Steps:**

- Review draft MOA with LAFCO and County of Santa Barbara (Q3).

- Continue engagement with CCC re: County Housing Element rezones (Q3/Q4).
- Continue engagement with County of Santa Barbara re: cannabis ordinance amendments and Bailard Multifamily Housing Project (Q3/Q4).

Housing

Funding source(s): Affordable Housing Fund

AUTHORITY

City Council Goal #2: Accommodate City Growth while Maintaining a Small Beachside Town Character.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Explore options for the development of affordable housing.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- CDD staff attended quarterly City-County Joint Affordable Housing Task Force Meeting in October.
- Assistant Planner, Megan Musolf, attended the Coastal Housing Coalition conference in December.

 **Challenges:**

- Funds allocated to Workforce Homebuyer Down Payment Loan Program have been fully expended until either existing outstanding loans are repaid and/or additional funds are allocated to the Program.

 **Next Steps:**

- Continue research of successful affordable housing strategies (Q3/Q4).
- Attend next quarterly Joint Affordable Housing Task Force meeting (Q4).

AUTHORITY

City Council Goal #4: Strengthen Community Institution Collaboration.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Increase Community Awareness of Rental Housing Mediation Program (RHMP) services.

 **Status:** *Not Started*

 **Actions Taken This Quarter:**

- Staff continues to refer interested parties to the RHMP services. Use of RHMP services by Carpinteria tenants and landlords remains on pace with previous year's numbers (37 instances at end of Q2).

 **Challenges:**

- Staff capacity to develop and implement outreach efforts has been limited due to other work priorities. Will consider re-assigning tasks and/or breaking down into smaller tasks to facilitate incremental progress toward completion.

**Next Steps:**

- Update “Housing” page of City website with expanded information re: RHMP services.
- Develop and provide public outreach materials for use on City social media platforms.
- Distribute RHMP pamphlets at key City locations (e.g., library, etc.).

Strategic Goal: Explore options for the Continuation and Expansion of the Safe Parking Program.

**Status:** *On Track***Actions Taken This Quarter:**

- Staff has continued dialogue with New Beginnings staff concerning possible continuation and expansion of services. New Beginnings staff has confirmed willingness and ability to continue services and expand capacity from six to 12 vehicles.
- Reported on planned continuation and expansion of Safe Parking Program to Carpinteria Open Space Management Advisory Board (COSMAB). No objections from COSMAB to proposed continuation/expansion.

**Challenges:**

- Limited available properties/sites available in the City to accommodate additional or expanded Safe Parking Program location. Exploring option for expansion of capacity at existing site instead.
- Seeking second site for large vehicles (RVs, etc.).

**Next Steps:**

- Return to Council with update on Safe Parking Program and to request expansion of program from six to 12 vehicles (Q3).
- Return to Council with proposed contract extension to continue Safe Parking Program past initial two-year pilot phase (Q4).
- Continue to search for secondary sites for large vehicle Safe Parking Program (Q3/Q4).

Strategic Goal: Seek opportunities to expand and support housing needs for unhoused individuals.

**Status:** *On Track***Actions Taken This Quarter:**

- City Council adopted Ordinance to amend public camping regulations to reflect current “Grants Pass” Supreme Court decision in October.
- Staff finalized update to Public Camping Administrative Policy in October.

**Challenges:** None**Next Steps:**

- Continue efforts with Dignity Moves to identify prospective sites for tiny home village (Q3/Q4).
- Initiate Ordinance updates for Special Needs and Supportive Housing (Q3).

Development Review and Building

Funding source(s): General Fund

AUTHORITY

City Council Goal #3: Take Steps to Address the Fiscal Sustainability of the City.

City Council Goal #4: Strengthen Community Institution Collaboration.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Implement Improvements to the Business Licensing Process.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- Ongoing coordination efforts with third-party business licensing contractor to identify problems, and improve review process workflow and efficiency.
- Continue to attempt to work through Business License review backlog and provide guidance to customers/applicants.

 **Challenges:**

- Volume of pending business license applications and deviations from adopted workflows in review processes continue to overwhelm staff capacity and delay application review and approval timelines.

 **Next Steps:**

- Finalize and launch updated applications (Q3).
- Establish regularly-scheduled staff working group to ensure timely review of applications in queue and troubleshoot discrete application issues (Q3).
- Prepare and publish applicants guide for licensing (Q4).
- Work towards workflow and process improvements in application review and processing (Q4).

Strategic Goal: Implement Efficiency Improvements for Building Permit Review.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Continuing to utilize existing building plan check and inspection services consultant for part-time permit technician assistance to address building permit backlogs, and to help implement process improvements, including but not limited to, transition to digital permitting.
- Temporarily transitioned to 100% contract-based Building and Safety services following Chief Building Inspector and Plans Examiner vacancy in October. Contract inspector provides inspection services for Carpinteria three days per week. Contract Building Official used on an “as-needed” basis.
- Initiated recruitment process for new Chief Building Inspector and Plans Examiner. Made employment offer to candidate in December.

- Continued research and evaluation of new permit tracking platforms (see Community Development Department (CDD) Administration Program for more details).
- Officially launched online permitting platform, SolarApp+, for residential rooftop solar permits (see CDD Administration Program for more details) in October.

**Challenges:**

1. Volume of building permit applications continues to be higher than historic volumes. Exploring options to further leverage consultant services to increase capacity and improve service levels.
2. Allocated fiscal year budget for building plan check and inspection consultant services has nearly been expended due to temporary transition to 100% consultant-based Building and Safety services necessitated by Chief Building Inspector and Plans Examiner vacancy as of October. Will need to redirect funds and/or request additional allocation at upcoming mid-year budget adjustment.
3. Limitations of outdated permit software constrain building permit process improvement efforts. Transition to new improved software will resolve this impediment.

**Next Steps:**

- Complete hiring process and onboarding for new Chief Building Inspector and Plans Examiner (Q3).
- Request mid-year budget adjustment to allocate additional funds to building plan check and inspection services contracts to support CDD staff (Q3).
- Continue to research and evaluate online permitting platforms (Q3) and make selection for awarding of contract (Q4).

AUTHORITY

City Council Goal #5: Invest in High-Performance Team at City Hall.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Achieve Certified Accessibility Specialist (CASP) for Chief Building Inspector and Plans Examiner.



Status: *Delayed*



Actions Taken This Quarter: None

**Challenges:**

- Vacancy of Chief Building Inspector and Plans Examiner position has stalled this effort. Once new Chief Building Inspector and Plans Examiner is successfully hired and onboarded, a new timeline to pursue this goal can be set.

**Next Steps:**

- Work with new Chief Building Inspector and Plans Examiner to establish realistic plan and timeframe to pursue completion of this goal (Q3/Q4).

Strategic Goal: Continue work towards Master Code Professional designation.



Status: ***Not Started***



Actions Taken This Quarter: None



Challenges:

- Vacancy of Chief Building Inspector and Plans Examiner position as of October has stalled this effort. Plan to work with newly hired replacement Chief Building Inspector and Plans Examiner to reevaluate this goal.



Next Steps:

- Work with new Chief Building Inspector and Plans Examiner to reevaluate ability to complete this goal, or consider realigning goal to a revised target to better align with new hire's level of experience (Q3).

Code Compliance

Funding source(s): General Fund

AUTHORITY

City Council Goal #4: Strengthen Community Institution Collaboration.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Multi-family Smoking Ordinance Implementation and Outreach.



Status: *Delayed*



Actions Taken This Quarter:

- Drafting of outreach/education materials have begun by Code Compliance staff.



Challenges:

- Lack of staff capacity and competing priorities has delayed ability to make more extensive progress on this effort. Working with Code Compliance and Long Range Planning staff to reevaluate timelines and deliverables.



Next Steps:

- Develop and launch outreach and educational materials for multifamily residential smoking ban (Q4).
- Ban takes effect (end of Q4).

Strategic Goal: Entertainment Licensing Monitoring.



Status: *On Track*



Actions Taken This Quarter:

- Continued monitoring and gathering sound level readings for live music performances at Island Brewing Company in October.
- Licensed one additional business (Sunburst Winery) in October.



Challenges:

- Live entertainment (and resultant noise complaints) often occurs after hours when no Code Compliance staff is on duty. Purchased second sound reader to provide to law enforcement to allow for sound level readings to be logged when responding to noise complaints. Will continue to periodically reschedule Code Compliance officer shifts to allow for weekend evening noise monitoring of live entertainment events.



Next Steps:

- Provide live entertainment program status update to City Council (Q3).
- Continue periodic sound monitoring of live music events (Q3/Q4).

Strategic Goal: GoGov Code Compliance Activity Tracking.



Status: *On Track*

**Actions Taken This Quarter:**

- Continued logging and tracking of code compliance cases in GoGov and provided quarterly Code Compliance report to City Council in October.

**Challenges:**

- Incomplete logged data from past years limits the ability to provide meaningful long-term trends analysis until additional years of complete data is captured. Data accuracy, including staff time devoted to different tasks, has improved as Code Compliance staff has become better at inputting data.

**Next Steps:**

- Continue to improve reporting and trend analysis as part of quarterly reports (ongoing).
- Provide City Council with next quarterly report (Q3).

AUTHORITY

City Council Goal #5: Invest in High-Performance Team at City Hall.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Develop and Adopt Code Compliance Officer Safety Standards.



Status: *On Track*

**Actions Taken This Quarter:**

- Code Compliance staff have gathered examples from other jurisdictions and begun preparation of an administrative draft.



Challenges: None

**Next Steps:**

- Complete administrative draft Code Compliance Officer Safety Standards and circulate for internal staff review (Q3).

Animal Control

Funding source(s): General Fund

AUTHORITY

Other City Policy: Enhance public safety through animal control-related education, outreach, and enforcement.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Increase compliance with dog leash and pet clean-up laws.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Continued periodic weekly patrols of open space areas and contacts with off-leash dog owners. 1 off-leash contact made in Q2.

 **Challenges:**

- Limited staffing capacity for regular patrols. Staff encouraged to prioritize random periodic patrols during weekly shifts.

 **Next Steps:**

- Ramp up public outreach/education efforts regarding leash laws through social media, Coastal View News, etc. (Q3).
- Advocate for reinstatement of additional Code Compliance Officer as part of next fiscal year budget (Q4) to allow for assignment of Code Compliance staff to regular park patrol duties.

AUTHORITY

Best Practice: Promote animal welfare and safety.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Obtain Animal Control Officer Training / Certification.

 **Status:** *Not Started*

 **Actions Taken This Quarter:** None

 **Challenges:**

- Animal Control Officer certification will incur an additional expense not anticipated in current fiscal year budget. Review training budget and consider mid-year budget adjustment to redirect funds to this training.

 **Next Steps:**

- Pursue training / certification for at least one Code Compliance Officer (Q4).

Strategic Goal: Enhance Effectiveness of, and Participation in, Dog Licensing Program.

 **Status:** *Delayed*

**Actions Taken This Quarter:**

- Research for new permit platform includes consideration for licensing modules in support of migrating various City licensing programs, including dog licensing, to the new online platform.
- Continuing to work with local veterinary offices and businesses to support City in dog licensing efforts.

**Challenges:**

- Limited staff capacity. Working with other City staff to complete simple website updates, and to develop and launch social media materials.
- Current dog licensing software is difficult to maintain and keep current. Annual licensing renewals not readily supported by current software.

**Next Steps:**

- Update website information (Q4).
- Develop social media materials (Q4).
- Continue research into online permitting and licensing platforms (Q3/Q4) with aim to be ready to recommend awarding of contract to new vendor for next fiscal year.

Strategic Goal: Improve Effectiveness of Pet Adoption Program.



Status: *On Track*

**Actions Taken This Quarter:**

- Two dogs successfully adopted/rehomed during Q2.
- Outreach via City newsletter regarding dog foster/volunteer opportunities in October
- Coordinated advertising re: adoptable pets via city website and social media platforms in October.
- Establishing arrangements with County Animal Control Services and Santa Barbara Humane Society to support City staff with kenneling of impounded animals and adoption in December.

**Challenges:**

- Planned remodel and expansion of Animal Medical Clinic (AMC) facilities temporarily resulted in closure of kenneling facilities for large dogs forcing City staff to seek temporary alternative arrangements. City has reached out to County Animal Control Services and Santa Barbara Humane Society, and received commitments from both to support and assist City with both temporary and ongoing kenneling needs.
- Limited dog foster volunteers; particularly for large breed dogs.

**Next Steps:**

- Prepare administrative policy re: pet adoption outreach and advertising (Q4).
- Continue outreach efforts to build animal foster/volunteer corps (Q3/Q4).
- Finalize and execute Service Agreement with Santa Barbara Humane Society for kenneling support services (Q3).



PUBLIC WORKS

Public Works Department

I. Executive Summary

In the Engineering Division, each of the three programs (Public Works Administration Program; Capital Improvements Program; and Transportation, Parking and Lighting Program) are currently assigned goals by the City Council. The Public Works Administration Program goal is to enhance departmentwide operational and production efficiency. Within this reporting period, the three (3) Parks and Facilities Attendant positions are outfitted with mobile smart phones to utilize GoGov and for use during rental events at Veterans Memorial Building. Review of customer satisfaction surveys continue to be conducted in weekly Department staff meetings, and adjustments of operational efficiency are made as needed. There are no major challenges to date in implementing the goal.

The Capital Improvements Program goal is to increase capital project revenues. Within this reporting period, Department staff researched California Department of Parks and Recreation grant opportunities such as the Land and Water Conservation Fund Grant Cycle and Outdoor Recreation Legacy Partnership Program, respectively, for both parks and alternative transportation (e.g., trails) capital projects in the Capital Improvement Plan. The City's grant applications were able to demonstrate a technical need; however, the applications were scored low in the critical area of *disadvantaged communities* (due to distance formulas utilized when determining the City's status), negatively impacting the City's ability to secure grant funds. This remains the major challenge to date in advancing the goal.

The Transportation, Parking and Lighting Program goal is to increase availability of alternative transportation. No actions were taken within this reporting period because there is a shortage of qualified transit drivers resulting in delays to anticipated microtransit service, The Wave.

In the Sustainability and Environment Division, each of the three programs (Resource Conservation Program, Solid Waste Program, Watershed Management Program) are currently assigned goals by the City Council. The Resource Conservation Program goal is to reduce greenhouse gas emissions. Within this reporting period, a funding application was accepted for replacement of one of the Maintenance Division tractors with an all-electric tractor. Under Central Coast Community Energy's Feel Electrification Incentive Program, Department staff developed a fleet electrification roadmap for City vehicles. However, work is delayed toward development of 100% energy sustainable and resilient City facilities. Funding for solar and battery storage projects is oversubscribed and faces some uncertainty for future cycles. Department staff continues to monitor funding opportunities. Further, procurement of all-electric maintenance equipment and vehicles is still in progress; however, technological advances could cause delays in delivery of some products.

The Solid Waste Program goal is to reduce waste and increase landfill diversion. Within this reporting period, all four (4) commercial accounts for curbside organic collection service that previously were not in compliance were contacted and brought into compliance. Department staff continued outreach to food and beverage providers to reach full compliance with City regulations related to single-use plastic take-out foodware and retail sale regulations regarding single-use plastic foodware and mylar balloons. Further, Department staff continued work with the General Government Department toward full cost recovery (i.e., elimination of general fund subsidies) for solid waste programming, specifically through proposed revisions to AB 939 fees on residential and commercial solid waste rates.

The Watershed Management Program goal is to protect local watersheds, and there is one (1) quantifiable objective. Within this reporting period, a revision was made to the development and construction tracking database as well as associated documents. Further, an evaluation of cost reporting was conducted in compliance with new State Water Resources Control Board (SWRCB) regulations. The major challenge to date is new requirements for cost reporting, as well as those in the draft Phase II MS4 Permit, which are expected to require significant staff resources and additional funding.

In the Maintenance Division, the overarching goal of the three programs (Street Maintenance Program, Fleet Maintenance Program, and Parks and Facilities Maintenance Program) is to increase and diversify maintenance operations capabilities. Within this reporting period, two (2) maintenance staff, one from the Street Maintenance Program and the other from the Parks and Facilities Maintenance Program, completed landscape irrigation skills training in November 2024. Further, the part-time Parks and Facilities Attendant staff were trained in special event hospitality skills for public facility rentals (e.g., Veterans Memorial Building rentals). The major challenge to date is the limited staff capacity to complete service requests.

II. Key Highlights

Major Milestones Achieved:

- Maintenance staff are outfitted with at least one mobile workspace device (i.e. rugged tablet and/or mobile smart phone)
- All thirteen (13) Fiscal Year 2024/25 programmed capital projects are in progress.
- The construction phase of three (3) capital projects are complete or substantially complete:
 - 2022 Pavement Rehabilitation
 - Former Venoco Oil Pipeline #0470 Abandonment Project
 - Via Real Stormwater Project
- Ten (10) capital projects are under design.
- All four (4) commercial accounts that previously were not in compliance were contacted and brought into compliance.

Significant Issues or Challenges Encountered:

- The City's Capital Improvement Program grant applications were able to demonstrate a technical need, however, critical evaluation points are awarded

to disadvantaged communities (for which Carpinteria does not qualify) making it difficult to secure needed grant funding.

- Shortage of qualified transit drivers has resulted in delays to anticipated microtransit service.
- Funding for solar and battery storage projects is oversubscribed and faces some uncertainty for future cycles. Staff continues to monitor funding opportunities.
- Restaurants have a high turnover rate, so regular site visits will be necessary for continued compliance. Additionally, some foodware items do not have non-plastic alternatives.
- New requirements for cost reporting as well as those in the draft Phase II MS4 Permit are expected to require significant staff resources and funding. The true impacts of this are unknown at this time.
- Limited capacity to complete projects due to staffing constraints.



Upcoming Priorities for the Next Quarter

- Continue to research and pursue any grant program for eligible pavement improvement projects as well as for other infrastructure project needs.
- Continue to transition equipment to all-electric as funding and equipment availability allows.
- Approval of proposed 5% AB 939 fee increase to fully fund solid waste programming.
- Continue engagement with the SWRCB about the draft Phase II MS4 Permit.
- Continue revision of construction inspections and development project tracking, as required by the Phase II MS4 Permit.

III. Financial Summary

	Current Budget	Fiscal Activity	Remaining Budget	Percentage Used
Revenue				
41 - Taxes	\$ 234,450	\$ 140,224	\$ 94,226	40%
42 - License	8,300	14,765	(6,465)	-78%
43 - Intergovernmental	11,900,300	994,397	10,905,903	92%
44 - Fines & Forfeitures	2,050	478	1,572	77%
45 - Charges for Services	299,000	173,053	125,947	42%
46 - Interest	20,150	28,635	(8,485)	-42%
47 - Special Assesments	198,400	117,926	80,474	41%
48 - Miscellaneous Revenue	25,000	57,058	(32,058)	-128%
Revenue Total:	\$ 12,687,650	\$ 1,526,536	\$ 11,161,114	88%
Expenditure				
51 - Personnel Services	\$ 1,927,900	\$ 918,913	\$ 1,008,987	52%
52 - Professional Services	379,050	263,703	115,347	30%
53 - Contract Services	1,248,350	399,969	848,381	68%
54 - Utilities	422,100	167,640	254,460	60%
55 - Other Operating Expenses	548,100	168,438	379,662	69%
57 - Capital Outlay	19,506,150	6,252,690	13,253,460	68%
Expenditure Total:	\$ 24,031,650	\$ 8,171,353	\$ 15,860,297	66%

**Budget Overview**

- Major Expenditures: None.
- Variance: None.

**Major Financial Changes or Concerns**

- None.

IV. Community Engagement and Outreach**Engagement Activities:**

- A majority of the activities were conducted in the Capital Improvements Program (e.g., public workshops and construction notices) and Solid Waste Program (e.g., educational outreach of new solid waste laws).

**Feedback Received:**

- No major exceptions to said activities.

**Response to Feedback:**

- None to date.

Public Works Administration

Funding source(s): Gas Tax, General Fund, and Measure A

AUTHORITY

City Council Goal #5: Invest in a High-Performance Team at City Hall.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To enhance departmentwide operational and production efficiency.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- The three (3) Parks and Facilities Attendant positions are outfitted with mobile smart phones to utilize GoGov, as needed, and for use during rental events at Veterans Memorial Building.
- Continuing to review customer satisfaction surveys in weekly Department staff meetings and adjusting operational efficiency, as needed.
- Department is currently coordinating with the General Government Department in drafting telework policy.

 **Challenges:**

- None.

 **Next Steps:**

- Finalize and implement telework policy, including development of hybrid work schedules to improve staffing flexibility while maintaining excellent customer service and departmental productivity.

Capital Improvements

Funding source(s): Capital Improvement Fund, Development Impact Fee, Gas Tax, General Fund, Local Transportation Fund, Measure A, Parking and Business Improvement Area Assessment, Revolving Fund, and Road Maintenance Rehabilitation Fund

AUTHORITY

City Council Goal #3: Take Steps to Address the Fiscal Sustainability of the City.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To increase capital project revenues.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Researched California Department of Parks and Recreation grant opportunities such as the Land and Water Conservation Fund Grant Cycle and Outdoor Recreation Legacy Partnership Program, respectively, for both parks and alternative transportation (e.g., trails) capital projects in the Capital Improvement Plan.

 **Challenges:**

- The City's grant applications were able to demonstrate a technical need; however, the applications were scored low in the critical area of *disadvantaged communities* (due to distance formulas utilized when determining the City's status), negatively impacting the City's ability to secure grant funds.

 **Next Steps:**

- Continue to research and pursue any grant program for eligible pavement improvement projects as well as for other infrastructure project needs.

Street, Fleet, and Parks and Facilities Maintenance

Funding source(s): Capital Improvement Fund, Gas Tax, General Fund, Library Fund, Local Transportation Fund, Measure A, Measure X, Park Maintenance Fund, Recreation Services Fund, R-O-W Assessment District, and Tidelands Trust

AUTHORITY

City Council Goal #5: Invest in a High-Performance Team at City Hall.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To enhance departmentwide operational and production efficiency.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Two (2) maintenance staff, one from the Street Maintenance Program and the other from the Parks and Facilities Maintenance Program, completed landscape irrigation skills training in November 2024.
- Trained part-time Parks and Facilities Attendant staff in special event hospitality skills for public facility rentals (e.g., Veterans Memorial Building rentals).

 **Challenges:**

- Limited staff capacity to complete service requests.

 **Next Steps:**

- Conduct annual equipment operation training.

Transportation, Parking and Lighting

Funding source(s): Capital Improvement Projects Fund, Local Transportation Fund, Measure A, Parking and Business Improvement Area Assessment District, R-O-W Assessment District, and Street Lighting Assessment District

AUTHORITY

Transportation Committee – Resolution No. 5928

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To increase availability of alternative transportation.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- None.

 **Challenges:**

- According to the Santa Barbara Metropolitan District (SBMTD) General Manager Jerry Estrada, there is a shortage of qualified transit drivers resulting in delays to anticipated microtransit service, The Wave.

 **Next Steps:**

- Schedule a Transportation Committee Meeting for Q3 to include status reporting by SBMTD.

Solid Waste

Funding source(s): AB 939, Revolving, and Solid Waste Franchise Fees

AUTHORITY

Sustainability Community Policy – Resolution No. 5500

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To enhance departmentwide operational and production efficiency.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- All four (4) commercial accounts for curbside organic collection service that previously were not in compliance were contacted and brought into compliance.
- Continued outreach to food and beverage providers to reach full compliance with City regulations related to single-use plastic take-out foodware and retail sale regulations regarding single-use plastic foodware and mylar balloons.
 - ✓ Staff is currently conducting a second round of outreach to all businesses. Businesses are allotted 60 days from the date of the second visit to become compliant before enforcement begins.
- Continued work with the General Government Department toward full cost recovery (i.e., elimination of general fund subsidies) for solid waste programming, specifically through proposed revisions to AB 939 fees on residential and commercial solid waste rates.

 **Challenges:**

- Restaurants have a high turnover rate, so regular site visits will be necessary for continued compliance. Additionally, some foodware items do not have non-plastic alternatives.

 **Next Steps:**

- Schedule outreach events to educate the community on organic waste diversion, including residential composting workshops.
- Continue outreach to all businesses subject to Carpinteria Municipal Code Chapter 8.50.
- Approval of proposed 5% AB 939 fee increase to fully fund solid waste programming.

Watershed Management

Funding source(s): Development Impact Fees, Gas Tax, General Fund, Measure A, and Revolving Funds

AUTHORITY

Sustainability Community Policy – Resolution No. 5500; National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Separate Storm Sewer System (MS4) Permit

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To enhance departmentwide operational and production efficiency.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Revision of development and construction tracking database as well as associated documents.
 - ✓ A new tracking sheet was developed and is in utilization, and associated documents for inspections and maintenance agreements will be updated in Q3.
- Evaluation of cost reporting in compliance with new State Water Resources Control Board (SWRCB) regulations.
 - ✓ This action is ongoing. The SWRCB recently adopted a cost reporting requirement for all municipalities, which will be implemented under the new draft Phase II MS4 Permit. This requirement is expected to take significant staff resources to meet. In anticipation of that, staff began preparing for this in Q2. Tracking will eventually include all departments that work on any element of Phase II MS4 Permit implementation and will be due in the fifth year of that permit. Estimated time spent on this by agencies involved in the pilot program were 1 full-time employee for 3 months per year.

 **Challenges:**

- New requirements for cost reporting as well as those in the draft Phase II MS4 Permit are expected to require significant staff resources and funding. The true impacts of this are unknown at this time.
- Trash Implementation Plan regulations. This action is delayed, as the permit has not yet been adopted and draft provisions could require updates to the Trash Implementation Plan. Additionally, these plans require Regional Water Quality Control Board Executive Officer Approval, which has not been obtained.

 **Next Steps:**

- Continue engagement with the SWRCB about the draft Phase II MS4 Permit.
- Continue revision of construction inspections and development project tracking, as required by the Phase II MS4 Permit.

Resource Conservation

Funding source(s): General Fund and Measure X

AUTHORITY

Sustainability Community Policy – Resolution No. 5500

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To reduce greenhouse gas emissions.

 **Status:** *On Track* / *Delayed*

 **Actions Taken This Quarter:**

- A funding application was accepted for replacement of one of the Maintenance Division tractors with an all-electric tractor.
- Under Central Coast Community Energy's Feel Electrification Incentive Program, staff developed a fleet electrification roadmap for City vehicles.
- The City opted to delay purchase of an all-electric street sweeper due to changing technology.

 **Challenges:**

- Work is *delayed* toward development of 100% energy sustainable and resilient City facilities. Funding for solar and battery storage projects is oversubscribed and faces some uncertainty for future cycles. Staff continues to monitor funding opportunities.
- Procurement of all-electric maintenance equipment and vehicles is still in progress; however, technological advances could cause delays in delivery of some products.

 **Next Steps:**

- Continue to transition equipment to all-electric as funding and equipment availability allows.

PARKS, RECREATION & COMMUNITY SERVICES



Parks, Recreation and Community Services

I. Executive Summary

The Parks, Recreation, and Community Services Department continues to enhance community engagement, streamline operations, and expand services. This quarter, key accomplishments included launching new AgeWell initiatives, hosting the first AgeWell Community Forum, and improving accessibility to BBQ/Picnic and Veterans Hall rentals through our online platform, RecDesk. Progress continues on development of key policies related to cancellations, refunds, sponsorships, and fundraising.

The Carpinteria Community Pool remains a community resource, supporting local athletics, swim lessons, and senior programs. A newly published annual program calendar has improved transparency, and work continues on a Staff Policy & Procedures Handbook. Ocean Beach Services is preparing for its 2025 season, focusing on equipment readiness and operational planning.

The Carpinteria Library made significant strides in literacy and outreach, serving 1,938 program participants and hosting a well-attended Know Your Rights forum. Priorities for the next quarter include training a new Literacy Coordinator, launching a digital newsletter, and expanding community programs.

Staff development remains a priority across all divisions, with ongoing training and professional development opportunities. The department remains focused on improving efficiency, expanding programs, and strengthening community partnerships to better serve Carpinteria residents.

II. Key Highlights



Major Milestones Achieved:

- Coast Guard inspection and approval of all kayaks and stand-up paddleboards.
- Hosted 658 Adult Lap Swims, 1,338 Senior Lap Swims, 157 Aqua Aerobics classes, 289 Masters Swims, and 10 Youth Rec Swim entries at the Community Pool.
- Hosted the first AgeWell Community Forum Meeting.
- Launched a monthly AgeWell WISE column in Coastal View News.
- Organized a Veterans Storytelling Hour.
- Started a weekly Lotería program for Spanish-speaking seniors.
- 1,938 Library Program participants
- Library hosted the first “Know Your Rights” forum.



Significant Issues or Challenges Encountered:



Limited staff capacity due to key Program Manager position vacancy.

Upcoming Priorities for the Next Quarter

- Planning and scheduling for upcoming summer season.
- Finalize comprehensive Policies & Procedures staff handbook.
- Finalize department wide cancellation and refund policies.
- Draft “Sponsorship, Donation and Fundraising” Policy.
- Select the Library’s “One Community, One Book” title and program schedule.
- Begin recruitment for the new City Librarian.

III. Financial Summary

	Current Budget	Fiscal Activity	Remaining Budget	Percentage Used
Revenue				
41 - Taxes	\$ 159,100	\$ 92,676	\$ 66,424	42%
42 - License & Permits	300	120	180	60%
43 - Intergovernmental	238,250	6,060	232,190	97%
45 - Charges for Services	910,600	629,070	281,530	31%
46 - Interest	5,000	10,407	(5,407)	-108%
47 - Special Assessments	20,400	13,382	7,018	34%
48 - Miscellaneous Revenue	200,100	80,107	119,993	60%
Revenue Total:	\$ 1,533,750	\$ 831,822	\$ 701,928	46%
Expenditure				
51 - Personnel Services	\$ 1,788,500	\$ 799,201	\$ 989,299	55%
52 - Professional Services	131,700	40,663	91,037	69%
53 - Contract Services	134,350	47,033	87,317	65%
54 - Utilities	168,500	62,606	105,894	63%
55 - Other Operating Expenses	328,200	61,861	266,339	81%
57 - Capital Outlay	40,000	9,760	30,240	76%
Expenditure Total:	\$ 2,591,250	\$ 1,021,124	\$ 1,570,126	61%



Budget Overview

- Major Expenditures:
 - None
- Variance:
 - None



Major Financial Changes or Concerns

- Significant deviations from the budget
 - None
- Upcoming financial challenges or adjustments
 - None

IV. Community Engagement and Outreach



Engagement Activities:

- Participated in Avocado Festival.
- Hosted a booth at Girls Inc. Trunk or Treat event.
- Hosted an AgeWell community forum meeting.
- Started monthly AgeWell WISE column for Coastal View News (CVN).
- Monthly book review in the CVN and quarterly column from the Library.
- Partnered with Carpinteria Children’s Project and hosted the first “Know Your Rights” Forum in Spanish with English translation.
- Hosted Aliso Elementary second graders at the Library.

- Librarians spoke at a Head Start Parent meeting and attended a Canalino Parent Meeting.
- Participated in the Carpinteria Children's Project Health Fair.
- Held monthly Library Advisory Commission Meetings, Ad Hoc Harbor Seal Advisory Committee Meetings and Carpinteria Open Space Management Advisory Body Committee meetings.
- Participated in bi-monthly Black Gold Cooperative Library System.
- Participated in monthly Friends of the Library meetings.

**Feedback Received:**

- The Library's "Know Your Rights" forum in partnership with the Carpinteria's Children's Project was well attended and provided important information to attendees. Library staff have received many inquiries about resources for immigrants and several community members have offered to volunteer to support related activities.
- AgeWell's Forum received positive feedback from participants.

**Response to Feedback:**

- Plans are underway for several events, including two scheduled outreach events designed to connect people with opportunities to support immigrants in the community.
- AgeWell incorporated programming and ideas suggested by forum participants, an example of which is a monthly column in the CVN to keep the community informed and engaged.

Parks, Recreation & Community Services

Administration

Funding source(s): General Fund, Measure X, Tidelands Fund, Recreation Fund, and Revolving Funds

AUTHORITY

City Council Goal #5: Invest in a High-Performance Team at City Hall.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Streamline administration and maintain adherence to all relevant policies and standards. Provide exceptional services, foster a culture of accountability, and support sustainable growth within the organization.

 **Status:** *On Track* / *Delayed*

 **Actions Taken This Quarter:**

- Hired a part time Recreation Leader to work at the front counter of City Hall to provide in person customer service.
- Continue to create 'how to guides' for various workflows within the department.

 **Challenges:**

- The vacancy of the Program Manager position has *delayed* progress on this goal.

 **Next Steps:**

- Meet with Risk Management to review policies and procedures that need to be included in the staff handbook (Q3).
- Plan the first all-staff department meeting (Q3).
- Continue to draft employee handbook and collect relevant and necessary materials (Q3).

Strategic Goal: Revise the mission statement for the Parks, Recreation & Community Services Department.

 **Status:** *Not Started*

 **Actions Taken This Quarter:**

- None.

 **Challenges:**

- None.

 **Next Steps:**

- Solicit ideas from staff for a mission statement (Q3).
- Begin drafting a mission statement (Q3).

Strategic Goal: Implement meeting & training schedule.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Weekly meetings have been established and are ongoing.

 **Challenges:**

- None

 **Next Steps:**

- Schedule a department wide all staff meeting.

AUTHORITY

City Council Goal #1: Enhance Public Outreach, Education and Transparency.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Modernize operations and improve customer experience. Enhance customer engagement and satisfaction through modern communication channels.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Reservations for BBQ/Picnic rentals and Veterans Hall Rentals have been moved to the online platform, 'RecDesk'.
- Aquatics and AgeWell programs continue to be migrated over to the online calendar for internal planning and scheduling purposes.

 **Challenges:**

- Updating outdated policies and procedures to simplify and improve workflows.

 **Next Steps:**

- Continue to monitor reservations, seek feedback on the process from users and make improvements and changes as needed.
- Expand reservation options in the portal which will include aquatics programming, special events, and field rentals.

Strategic Goal: Create a vibrant, inclusive community garden that fosters food security, promotes healthy living, and cultivates a strong sense of place for all community members.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Continued monthly garden e-newsletter.
- Connected with gardeners to encourage volunteer participation in the community garden and foster a sense of community among participants.

 **Challenges:**

- None

 **Next Steps:**

- Collaborate with gardeners to establish workshops and educational sessions.

AUTHORITY

City Council Goal #4: Strengthen Community Institution and Collaboration

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance the quality of life for seniors in Carpinteria by creating inclusive socialization and relationship-building opportunities that foster a strong sense of community and belonging, while simultaneously promoting holistic health through physical, mental, and emotional wellness initiatives.



Status: *On Track*



Actions Taken This Quarter:

- Attended non-profit collaborative council meeting.
- Held first planning meeting with Cottage Hospital Trauma Services for fall-prevention course.
- Held an AgeWell community forum meeting.
- Started monthly AgeWell WISE column for Coastal View News.
- Hosted Veterans Storytelling Hour event.
- Met with New Beginnings Clinical Director about Veterans mental health services.
- Started weekly Lotería program for Spanish speakers.
- Started weekly Spanish PEARL group with FSA.
- Hosted bi-weekly Compassion Club lectures.
- Hosted HICAP training.
- Hosted Legal Aid Foundation presentation.



Challenges:

- None.



Next Steps:

- Continue developing engaging programming and foster diverse engagement with our community.
- Continue to pursue funding opportunities.

Community Pool Services

Funding source(s): Measure X and Recreation Funds

AUTHORITY

City Council Goal #1: Enhance Public Outreach, Education and Transparency

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Establish and maintain a comprehensive program planning and communication framework.



Status: *On Track*



Actions Taken This Quarter:

- Created an annual program calendar for Community Pool activities and programs has been completed and posted online. The annual calendar will undergo updates as programming changes may occur.



Challenges:

- None.



Next Steps:

- Maintain and update calendar as needed.

AUTHORITY

City Council Goal #5: Invest in a High-Performance Team at City Hall.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Develop and implement a comprehensive staff development and operations program.



Status: *Delayed*



Actions Taken This Quarter:

- Work continues on the creation of a Staff Policy and Procedures Handbook.
- Staff continue work on formalizing and memorializing existing policies and procedures and implementing new policies and procedures as needed.



Challenges:

- Staff must balance handbook development with their daily responsibilities in operating the Community Pool, limiting the time and capacity available to dedicate to this project.



Next Steps:

- Continue working on Staff Policy & Procedures Handbook (Q3).

Ocean Beach Services

Funding source(s): General Fund, Measure X, and Tideland Trust Funds

AUTHORITY

City Council Goal #3: Take Steps to Address the Fiscal Sustainability of the City

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Streamline and Improve Customer Service for Boathouse Operations



Status: *Completed*



Actions Taken This Quarter:

- None.



Challenges:

- None.



Next Steps:

- None.

AUTHORITY

Carpinteria Municipal Code (CMC) 2.20.080 establishing Ocean Beach Services.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Develop and implement a comprehensive staff development and operations program for the City of Carpinteria Beach Lifeguard Program.



Status: *Delayed*



Actions Taken This Quarter:

- Work continues on the creation of a Staff Policy and Procedures Handbook.
- Past policies and procedures have been inputted and updated.
- Working on formalizing and memorializing policies and procedures that are best practice but have not been documented in the past.



Challenges:

- Staff must balance handbook development with their daily responsibilities in operating the Community Pool, limiting the time and capacity available to dedicate to this project.



Next Steps:

- Continue working on Staff Policy & Procedures Handbook (Q3).

Strategic Goal: Ensure the continuation and success of the Junior Lifeguard Program.



Status: *On Track*



Actions Taken This Quarter:

- Scheduled Junior Guard (JG) Swim Test dates.
- Creating the 2025 JG calendar including competition dates and field trips
- Inventoried and ordered supplies.



Challenges:

- None.



Next Steps:

- Revise participant survey for Summer 2025 to allow for data collection vs. open ended questions which cannot be quantified.
- Continue planning and scheduling for upcoming spring and summer seasons.
- Continue inventorying and purchasing of equipment and supplies.

Library Services

Funding source(s): Measure X

AUTHORITY

City Council Goal #1: Enhance public outreach, education, and transparency.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance community engagement and literacy to reach a wider audience, promote lifelong learning, and foster a sense of community through shared literary experiences.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Conditional offer of employment sent to Literacy Coordinator candidate in December 2024.

 **Challenges:**

- None.

 **Next Steps:**

- Onboard and train the Literacy Coordinator (Q3)
- Schedule new tutor meetings (Q3)
- Organize literacy materials (Q3)

Strategic Goal: Boost Library Utilization and Program Participation.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Researched books for a “community reads” program.
- Quarterly Library Column in the Coastal View News (CVN).
- Provided monthly book recommendations in CVN.
- Offered a new book club program in December.

 **Challenges:**

- Staff capacity to create a digital newsletter.

 **Next Steps:**

- Create a paper Library calendar.
- Begin the process of creating a digital newsletter.
- Select the title for the “One Community, One Book” read for March and April.

AUTHORITY

City Council Goal #5: Invest in a High-Performance Team at City Hall.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Prioritize staff training and development initiatives to ensure a skilled and motivated workforce capable of delivering high-quality services and programs.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Held Q2 Library staff training.
- Fulltime Library staff attended the California Library Association conference.
- Participated in the County of Santa Barbara Emergency Operations Center (EOC) training.

 **Challenges:**

- None.

 **Next Steps:**

- Participate in City provided anti-harassment staff training.
- Community Outreach Library staff will attend the upcoming Creando Enlaces conference.

EXHIBIT 6



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Annual Progress Report on General Plan Implementation

STAFF RECOMMENDATION

Accept the 2024 General Plan Annual Progress Report and direct the Community Development Director to submit the Report to the Governor's Office of Land Use and Climate Innovation (LCI) and the Department of Housing and Community Development.

Sample Motion: I move to accept the 2024 General Plan Annual Progress Report and to direct the Community Development Director to submit the Report to the Governor's Office of Land Use and Climate Innovation and the Department of Housing and Community Development.

BACKGROUND

Pursuant to California State law (Government Code § 65400), each City and County is required to prepare and present an annual report to its legislative body on the status of the General Plan and progress on its implementation. The law requires that a copy of this General Plan Annual Progress Report (GP APR) be submitted to both the Governor's Office of Land Use and Climate Innovation (LCI)¹ and the California Department of Housing and Community Development (HCD). The Community Development Department (CDD) will send the GP APR to LCI and HCD, and post the document on the City's website, pursuant to the Council's direction.

The GP APR is submitted separately from, but is related to, the Housing Element Annual Progress Report, which the Council discussed at its March 10, 2025 meeting. The Housing Element Annual Progress Report is included as an exhibit to the GP APR.

DISCUSSION

The General Plan identifies the central goal of the community as follows:

To preserve the essential character of our small beach town, its family-oriented residential neighborhoods, its unique visual and natural resources and its open, rural surroundings while enhancing recreational, cultural and economic opportunities for our citizens.

¹ Formerly known as the Governor's Office of Planning and Research (OPR).

Implementation of this central goal is described through the General Plan objectives and policies, organized into eight elements: Land Use; Housing; Community Design; Circulation; Open Space, Recreation & Conservation; Safety; Noise; and Public Facilities & Services. The Housing Element, unlike the other elements, is updated every eight years— the current Housing Element’s planning period runs from 2023 to 2031.

The 2024 GP APR consists of the following sections:

1. Introduction, including the history of and background on the City’s General Plan/Coastal Land Use Plan.
2. Development Activities/Projects and Program Review, which summarizes planning and building permits issued in 2024, Code Compliance cases, City Council actions, and Planning Commission actions.
3. General Plan Elements and Implementation, which details the progress made on new and existing projects and programs throughout the City that implement each element of the General Plan.
4. Amendments to the General Plan/Coastal Land Use Plan and Zoning Code, summarizes the adopted changes to both documents and proposed changes to be brought before decisionmakers in the foreseeable future.
5. Goals, Priorities, and Objectives, which highlights how the goals of the General Plan are intertwined with other City efforts, including the City’s Annual Work Plan.

Community Development Department staff collaborated with the Public Works and Parks, Recreation, and Community Services Departments to assemble the information provided.

POLICY CONSISTENCY

As a requirement of Government Code (Section 65400(a)(2)), the GP APR serves as evidence of the City implementing its General Plan goals, objectives and policies. By submitting the required GP and Housing Element APRs to LCI and HCD each year, the City fulfills statutory requirements to report on the status of City programs and efforts in meeting its share of regional housing needs. The GP APR is also a tool for understanding where General Plan implementation work remains and how related resources may need to be focused to address General Plan objectives and policies.

FINANCIAL CONSIDERATIONS

No Additional Funding Requested. Staff time to prepare the report is included in the Adopted FY 2024-2025 Budget. Other than the cost of staff time for preparation, there is no anticipated financial impact to the City as a result of submitting this report. Preparation of the annual General Plan Report is an unfunded state mandate.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

Preparation and presentation of the GP APR to the City Council, followed by the submittal of the GP APR to LCI and HCD, fulfills the City's statutory obligations pursuant to the requirements of Government Code § 65400.

OPTIONS

1. Direct the CDD Director to submit the GP APR to the Governor's Office of Land Use and Climate Innovation and the Department of Housing and Community Development.
2. Recommend changes be incorporated into the GP APR and authorize the Community Development Director to submit the revised GP APR to the Governor's Office of Land Use and Climate Innovation and the Department of Housing and Community Development.
3. Recommend changes and direct staff to return a revised GP APR for further review.

PRINCIPAL PARTIES EXPECTED AT MEETING

Interested members of the public.

ATTACHMENTS

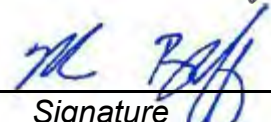
Attachment A 2024 General Plan Annual Progress Report.

Staff contact: Megan Musolf, Assistant Planner
(805) 755-4438, MeganM@carpinteriaca.gov



Signature

Reviewed by:
Nick Bobroff, Community Development Director
(805) 755-4407, NickB@carpinterica.gov



Signature

Reviewed by: Ryan Kintz, Assistant City Manager
(805) 755-4400, RyanK@carpinteriaca.gov



Signature

Reviewed by: Michael Ramirez, City Manager
(805) 755-4450, MichaelR@carpinteriaca.gov



Signature