

# City of Santa Paula

## *City Council*

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



## CITY COUNCIL REGULAR MEETING OF THE SANTA PAULA CITY COUNCIL

WEDNESDAY, NOVEMBER 5, 2025

6:30 PM - City Council Regular Meeting

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

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

## CITY COUNCIL REGULAR MEETING

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

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

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

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

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

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

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

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

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

## **REGULAR MATTERS - COUNCIL CHAMBERS**

### **1. CALL TO ORDER**

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

### **2. INVOCATION**

### **3. FLAG SALUTE**

### **4. ROLL CALL**

### **5. CLOSED SESSION REPORT - Special Meeting October 15, 2025 and Special Meeting November 5, 2025**

### **6. PUBLIC COMMENT**

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

### **7. PRESENTATIONS**

7.A      ATHEN'S 2025 RECYCLING ALL-STAR AWARDS

7.B      **POLICE DEPARTMENT REPORT**

**RECOMMENDATION:**

Receive and File Police Department Report

Prepared by Don Aguilar, Police Chief

7.C MEASURE T OVERSIGHT COMMITTEE YEAR END PRESENTATION

8. **CITY COUNCIL REPORTS**

9. **CITY MANAGER REPORTS**

10. **CONSENT CALENDAR**

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

10.A **APPROVAL OF MINUTES**

- City Council Special Meeting September 3, 2025
- City Council Regular Meeting September 3, 2025
- City Council Special Meeting September 8, 2025
- City Council Special Meeting September 11, 2025
- City Council Special Meeting September 17, 2025
- City Council Regular Meeting September 17, 2025
- City Council Special Meeting October 1, 2025
- City Council Regular Meeting October 1, 2025
- City Council Special Meeting October 14, 2025
- City Council Special Meeting October 15, 2025
- City Council Regular Meeting October 15, 2025

**RECOMMENDATION:**

Staff recommends Council approve minutes.

10.B

**SECOND READING AND ADOPTION OF ORDINANCE NO. 1350 AMENDING CHAPTERS 16.200 (ADMINISTRATION – GENERAL PROVISIONS), 16.202 (APPLICATIONS, PROCESSING, FILING AND FEES), 16.204 (PUBLIC HEARINGS), 16.206 (APPEALS AND REVOCATIONS), 16.208 (DEVELOPMENT CODE AMENDMENTS), 16.210 (ZONE CHANGE), 16.212 (GENERAL PLAN AMENDMENTS), 16.214 (AGRICULTURAL PRESERVE AND LAND CONSERVATION CONTRACTS), 16.216 (SPECIFIC PLANS), 16.218 (CONDITIONAL USE PERMITS), 16.220 (VARIANCES), 16.222 (MINOR MODIFICATIONS), 16.224 (ZONING CLEARANCE), 16.227 (ACCESSORY DWELLING UNITS), 16.228 (TEMPORARY USE PERMIT), 16.230 (HOME OCCUPATION PERMIT), 16.234 (DEVELOPMENT AGREEMENTS), 16.236 (ANNEXATIONS), 16.237 (81 ACRE INITIATIVE IMPLEMENTATION), AND 16.238 (SITE DEVELOPMENT PERMIT) OF TITLE XVI: DEVELOPMENT CODE OF THE SANTA PAULA MUNICIPAL CODE IN ORDER TO**

**CORRECT INCONSISTENCIES, OUTDATED LANGUAGE AND FORMATTING AND FINDING THE ACTION TO BE STATUTORILY EXEMPT FROM CEQA UNDER SECTION 15061(B)(3) OF THE PUBLIC RESOURCES CODE**

**RECOMMENDATION:**

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

10.C **2025 HOLIDAY PARADE REQUEST FOR FEE WAIVER**

**RECOMMENDATION:**

Staff recommends City Council:

1. Waive and sponsor up to 50% of the costs for City services for the 2025 Santa Paula Holiday Parade.

10.D **SOLAR-POWERED STREET LIGHT PILOT PROJECT (SSLPP) FUNDING & RELEASE OF RFB AUTHORIZATION**

**RECOMMENDATION:**

Staff recommends that the City Council:

Authorize the use of \$150,000 in Measure T funds recommended by the Measure T Committee for the Solar-Powered Street Light Pilot Project (SLPP).

10.E **PURCHASE OF CRAFTCO SUPER SHOT 125 DIESEL CRACKSEAL TRAILER**

**RECOMMENDATION:**

Staff recommends that the City Council:

Authorize the purchase of one (1) Craftco Super Shot 125 Diesel Crackseal Trailer for use in the City's pavement maintenance program through Sourcewell, a cooperative purchasing program, for a total cost of \$79,497.13.

10.F **PURCHASE OF A GRACO THERMOLAZER AND DTC 1000LB PREMELTER**

**RECOMMENDATION:**

Staff recommends that Council:

1. Authorize purchase of one (1) Graco Thermolazer 200TC Thermal Plastic Application Machine and one (1) DTC 1000lb Premelter through Sourcewell, a cooperative purchasing program, for a total cost of \$83,158.38.

10.G

**RATIFICATION OF SPECIFIED SECTIONS OF VENTURA COUNTY FIRE PROTECTION DISTRICT ORDINANCE NO. 34**

**RECOMMENDATION:**

Staff recommends that the City Council

1. Adopt Resolution No. 7596 ratifying Article 3, Section 903; Article 3, Appendix B; and Article 4, Section 604.11 as set forth in Ventura County Fire Protection District (VCFPD) Ordinance No. 34.

**11. PUBLIC HEARING**

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

11.A **ORDINANCE NO. 1349 ADOPTING BY REFERENCE THE CALIFORNIA BUILDING STANDARDS CODE, 2025 EDITION (CALIFORNIA CODE OF REGULATIONS, TITLE 24), THE 2024 INTERNATIONAL PROPERTY MAINTENANCE CODE, AND THE 2024 INTERNATIONAL SWIMMING POOL AND SPA CODE**

**RECOMMENDATION:**

Staff recommends that the City Council:

1. Open the public hearing, receive comment, close the public hearing.
2. Adopt Ordinance No. 1349, entitled "An Ordinance of the City Council of the City of Santa Paula amending Sections 150.001, 150.015, 150.025, 150.045, 150.055, 150.075, 150.085, 150.150, 150.160, 150.170, 150.180, 150.190, and adding 150.200 and 150.210, of Chapter 150 of the Santa Paula Municipal Code to adopt by reference the California Building Standards Code, 2025 Edition, (California Code of Regulations, Title 24) including the 2025 California Administrative Code; Volumes 1 and 2 of the 2025 California Building Code; the 2025 California Residential Code including Appendices AH Patio Covers, AJ Existing

Structures, and AX Swimming Pool Safety Act; the 2025 California Electrical Code; the 2025 California Mechanical Code; the 2025 California Plumbing Code including Appendix M Peak Water Demand Calculator; the 2025 California Energy Code; the 2025 California Wildland-Urban Interface Code; the 2025 California Historical Building Code; the California Existing Building Code; the 2025 California Green Building Standards Code; the 2025 California Referenced Standards Code; the 2024 International Property Maintenance Code; and the 2024 International Swimming Pool and Spa Code"

**Presented by: James Mason, Community & Economic Development Director**

## **12. ACTION ITEMS**

### **12.A    AGREEMENT WITH THE SANTA PAULA CHAMBER OF COMMERCE RECOMMENDATION:**

Staff recommends that the City Council:

1. Review the proposed engagement agreement with the Chamber of Commerce, and
2. Authorize the City Manager to enter into a professional services agreement with the Chamber of Commerce for fiscal year 2025-26.

**Presented by:** City Manager Dan Singer

### **12.B    2025 CITY COUNCIL & LEGISLATIVE BODY MANUAL OF PROCEDURAL GUIDELINES RECOMMENDATION:**

Staff recommends the City Council:

1. Adopt Resolution No. 7593 approving the "Manual of Procedural Guidelines for the Conduct of City Council and Constituent Body/Commission Meetings for the City of Santa Paula"

**Presented by: Monica Castillo, City Attorney**

### **12.C    2024/2025 YEAR END FISCAL REPORT & Q1 FY 2025/26 UPDATE RECOMMENDATION:**

Staff recommends that the City Council:

1. Adopt the recommended budget adjustments as noted in the fiscal impacts of this report.

**Presented by:** Finance Director Christy Ramirez

## **13. ITEMS FOR FUTURE AGENDAS**

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

Staff recommends City Council review future agenda items.

**14. CLOSED SESSION**

**15. ADJOURNMENT**

State of California        )-

County of Ventura        )- ss

City of Santa Paula        )-

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

On \_\_\_\_\_ at \_\_\_\_\_ Signed: \_\_\_\_\_

Julie Latshaw

City Clerk