



Santa Cruz County Mobile and Manufactured Home Commission

701 Ocean Street, Fifth Floor, Room 510
Santa Cruz, CA 95060
(831) 454-2772 Fax (831) 454-2411 TTY/TDD: 711
commissions@santacruzcountyca.gov
www.sccmmhc.org

Notice of Public Meeting and Agenda

DATE: Thursday, January 16, 2025

TIME: 11:30 AM to 1:00 PM

LOCATION: United Way of Santa Cruz County, 4450 Capitola Road, Ste 106, Capitola, CA 95010

****As a courtesy to those who are affected, kindly attend the meeting *scent-free* and *smoke-free*.****

1. Call to Order/Roll Call/Agenda Review
2. Approve *November 21, 2024 Meeting Minutes*
3. Public Comment: *Any person may address the Commission for a period not to exceed 3 minutes on matters within the Commission's jurisdiction. The Commission will not take action but may choose to follow up at a subsequent meeting.*
4. County Supervisor Report
5. New Business/Continuing Business/Action Items:
 - 5.1. District One Mobile Home RTC Encroachment Update
 - 5.2. Consider Commission By-Law Revision
6. Commissioner Reports
 - 6.1. District 1 (*Brocklebank*)
 - 6.2. District 2 (*Cleveland*)
 - 6.3. District 3 (*Walker*)
 - 6.4. District 4 (*Valdez*)
 - 6.5. District 5 (*Halterman*)
 - 6.6. Golden State Manufactured Homeowners League (*Lerno*)
 - 6.7. Western Manufactured Housing Communities (*Solyman*)
7. Central Coast Resident-Owned Parks Report
8. Legislative Report
9. Staff Report
10. Correspondence
11. Adjournment

Next Meeting Scheduled for: 11:30 to 1:00 PM on Thursday, March 20, 2025

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. If you are a person with a disability and require assistance to participate in the virtual meeting, please call (831) 454-2772 or TTY/TDD:711 at least 72 hours in advance to make arrangements.



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MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: November 21, 2024
LOCATION: United Way Community Room, (4450 Capitola Road, Ste 106, Santa Cruz, CA 95010)
PRESENT: Jean Brocklebank (*Chair - 1st District*), Henry Cleveland (*2nd District*), Rick Halterman (*5th District*), Charlene Solyman (*Vice Chair - WMA*),
EXCUSED: Candi Walker (*3rd District*), Richard Valdez (*4th District*)
ABSENT: Carol Lerno (*GSMOL*)
STAFF: Kaite McGrew (*Commissions Manager*), Suzanne Yang (*County Counsel*)
GUESTS: Jamie Sehorn (*District One Analyst*) and 7 members of the public attended.

1. Call to Order/Roll Call/Agenda Review
Meeting convened at 9:31 AM.
Agenda revised to correct the spelling of “Beautz”.
2. Approve *September 19, 2024 Meeting Minutes*
Motion to approve *September 19, 2024 Meeting Minutes*.
Motion/Second: Garza/Halterman
Motion passed unanimously.
3. Public Comment:
1 member of the public provided public comment.
4. County Supervisor Report
 - Sehorn reported that the Board voted to allocate CORE funding at Tuesday’s Board of Supervisors. Recipients included Meals on Wheels, (\$300K per year (25% decrease), and Grey Bears, (\$150K per year (a 23% increase)) for senior food services. Supervisor Koenig and Supervisor Cummings moved for more time to analyze awards and ensure that prioritization was given to basic needs, however the majority of the Board wanted to approve the recommended awards. Supervisor Koenig will continue working to reform the CORE process.
 - The RTC has not yet received the report on mobile home relocation costs and Supervisor Koenig is working to determine when this will happen so the MHP community can be informed and provide input.
5. New Business/Action Items:
 - 5.1. Follow-up on Amended County Parking Standards for New Manufactured Home Installations
Brocklebank gave an overview of how the new County parking requirements for new manufactured home installations may impact residents. The Commission discussed a variety of scenarios, including whether removal of guest parking might qualify as a reduction in services, guests using resident parking spaces, and residents parking in front of their homes in violation of fire lane requirements. Solyman reported that park owners are meeting with State authorities to discuss the County’s ordinances exceeding State requirements. Halterman reported that recent legislation

prohibits local oversight for use permits which may impact the County's ability to deny permits to transport new manufactured homes if parking space are insufficient to meet County requirements. Brocklebank expressed concern that park owners may not be enforcing Title 25 and allowing residents to use guest parking spaces because their carports are being used for storage. This topic may be revisited in 2025.

5.2. District One Mobile Home RTC Encroachment Update

Brocklebank shared developments related to the draft report. So far, draft report has not been presented to the RTC members yet, so presumably no final report available yet. Halterman says there may be one-on-one meetings with homeowners and RTC staff.

5.3. Consider Jan Beautz Award Candidates

Solyman suggested the late HOA President Clay Butler who worked to advance the interests of residents at Alimur Park. Brocklebank seconded the nomination. Although Alimur MHP is a resident-owned park, 42 spaces remain under the jurisdiction of Santa Cruz County Code 13.32. Cleveland will assist with drafting the award letter and Chairs will arrange to present the award.

Motion to award the 2024 Jan Beautz Award to Clay Butler

Motion/Second: Solyman/Halterman

Motion passed unanimously.

6. Commissioner Reports

6.1. District One (Brocklebank)

Brocklebank reported communicating with residents on a variety of matters in 8 MHPs including Blue and Gold, Castle, Country Villa, Carriage Acres, Old Mill, Ocean Breeze, Shangri-la, and Shoreline. Two issues may be good agenda topics for future meetings including how to calculate property taxes when there are private park-owned residences included in the valuation, and whether an HOA Board is allowed to vote on acceptance of a new residents. Yang will research issues related to Soquel Gardens and provide an update.

6.2. District Two (Cleveland)

Cleveland reported hearing that the expert's financial analysis of the Pinto Lake Estates Special Rent Adjustment Petition has been completed and Staff confirmed.

6.3. District Three (Walker): Not Present

6.4. District Four (Valdez): Not Present

6.5. District Five (Halterman):

Halterman reported that the MRLPP annual report is now available on www.hcd.ca.gov. The report indicated that although \$14.4 M was collected, there was an \$8M surplus resulting in difficulty securing continued funding. To ensure that the program is continued, residents are encouraged to participate in the program if they have need. There is a current lawsuit related to long-term lease eligibility for rent control and a hearing is expected to be held next year.

6.6. Golden State Manufactured Homeowners League (Lerno): Not Present

6.7. Western Manufactured Housing Communities (Solyman):

Solyman reported that Evans Management has been issuing notices about rent increases as they relate long-term leases pending legislative changes. Obtaining affordable insurance continues to be challenging as inspections are being conducted by insurance inspectors unfamiliar with mobile home ownership status and the responsibilities of the park owners in these situations.

7. Central Coast Resident-Owned Parks (ROP) Report:
Cleveland reported that the last ROP meeting featured representation from the Central Coast Fire Department to speak on fire prevention and safety regulations. Because of AB-2022, all parks would have had to draft new emergency plans with additional requirements in 2025, however, Governor Newsom vetoed it. Recent corporate responsibility legislation could cause problems for small HOAs in resident-owned parks who will now have to provide personally identifying information to the State.
8. Legislative Report:
Halterman reported that negotiations are underway for new legislation that could be introduced as early as December 2, 2024.
 - **(AB-2022) Mobilehome Emergency Preparedness Act** The bill passed but was vetoed by the Governor.
9. County Counsel Report: No Report
10. Staff Report:
Staff provided an update on venue scheduling for 2025. Three meetings have scheduling conflicts which would be remedied by starting at 11:30 AM. Staff will schedule all 2025 meetings with a start time of 11:30 pending confirmation from Commissioners not present.
11. Correspondence:
Commission reviewed correspondence from a resident in Castle Estates MHP.
12. Adjournment
Meeting adjourned at 10:44 AM.

Submitted by: Kaite McGrew, *Commissions Manager*

**SANTA CRUZ COUNTY
MOBILE AND MANUFACTURED HOME COMMISSION**

BYLAWS

1. DUTIES AND RESPONSIBILITIES

As set forth in Santa Cruz County Code, Chapter 2.64, the Commission shall perform the following duties:

- A. Study proposed state and federal legislation relating to mobile and manufactured home living and make recommendations regarding such legislation to the Board of Supervisors;
- B. Assess the needs of persons living in mobile and manufactured homes and make recommendations to the Board on matters under the Board's jurisdiction;
- C. Consider and advise the Board of Supervisors no later than September 1st of each year pursuant to Section 13.32.092 of the Santa Cruz County Code;
- D. Consider and advise the Board of Supervisors on other matters related to mobile and manufactured home living;
- E. Hold meetings in mobile and manufactured home parks within the County, to increase the ability of interested citizens to participate in the work of the Commission; and
- F. Accept public input on any matter within the jurisdiction of the Commission.

2. MEMBERSHIP

The Commission shall consist of seven (7) persons, residents of the County, appointed by the Board of Supervisors:

- A. One member shall be nominated by the Golden State Manufactured-Home Owners League (GSMOL) to represent mobile and manufactured home residents;
- B. One member shall be nominated by the Western Manufactured Housing Communities Association (WMA) to represent mobile and manufactured home park owners, managers, and operators;
- C. Each Supervisor shall nominate one (1) person, who may reside within the Supervisor's district, and who shall possess a knowledge of the mobile and manufactured home community and the issues affecting mobile and manufactured home parks and residents.

3. TERM OF OFFICE

Each member representing a supervisorial district shall serve for a term of four (4) years, commencing on April 1st of the year in which the member's nominating supervisor begins a full term.

Each at-large member shall serve for a term of four (4) years staggered in accordance with Subsection (a)(2) of Section 2.38.100 of the Santa Cruz County Code, with such staggering determined by lot or until replaced by the nominating body.

The unexcused absence of any member from three consecutive regular meetings as recorded in the meeting minutes of the Commission, shall be considered a vacancy and shall be reported in writing by the Mobilehome Commission to the Board of Supervisors, the Clerk of the Board, and the member vacating their seat.

4. OFFICERS

The officers of the Commission are the Chairperson and the Vice-Chairperson. Both officers shall be elected by the Commission at the May meeting to serve in such capacity for one (1) year.

Duties of the Chairperson are to preside over meetings, review and approve agendas, represent the Commission, and communicate with the Board of Supervisors. The Vice-Chairperson shall assume these same duties in the absence of the Chairperson.

5. REGULAR MEETINGS

Regular meetings of the Commission shall be held every other month on the third Thursday of the month at 9:30 AM at the ~~Sheriff's Office~~ United Way of Santa Cruz County Community Room (5200 Soquel Avenue, Santa Cruz, CA, 95062-4450 Capitola Road, Ste 106, Capitola, CA 95010) unless otherwise specified in the meeting agenda. When the Chair and/or County Staff determine that meeting on the regularly scheduled day or location is not practicable, the meeting may be rescheduled to an alternate date and/or location within the same month and a meeting agenda shall be posted and distributed at least 72 hours before the meeting in accordance with regular meeting agenda procedures discussed herein.

No meeting of this Commission shall be held in any facility that prohibits the admittance of any person or persons on the basis of race, religion, color, national origin, ancestry, sex, disability, sexual orientation, gender identity, gender expression, age or any other protected characteristic. Meetings shall not be held in any facility that is inaccessible to persons with disabilities or where members of the public may not be present without making a payment or purchase.

6. SPECIAL MEETINGS

Special meetings may be called by a majority vote of the Commission or by the Chair and one other Commissioner at any time.

At least twenty-four (24) hours prior to each special meeting, written notice for the meeting shall be posted and mailed or emailed to each member of the Commission, and to each person or organization that has submitted a written request to the Commission for notification of such meetings. The notice shall be posted on the Commission website and in a location that is freely accessible to the public. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed.

No business other than that listed on the written notice shall be considered at a special meeting.

7. QUORUM

A majority of voting members shall constitute a quorum. All official acts of the Commission shall comply with Santa Cruz County Code Section 2.38.150.

8. REGULAR MEETING AGENDAS

At least seventy-two (72) hours prior to each regular meeting, an agenda for the meeting shall be mailed or emailed to each person or organization that has submitted a written request to the Commission for notification of such meetings. The agenda shall be posted on the Commission website and in a location that is freely accessible to the public.

The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not

appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to County Staff or to other resources for factual information, or request County Staff to report back at a subsequent meeting concerning any matter.

Notwithstanding the foregoing, the Commission may take action on items of business not appearing on the posted agenda under the conditions stated in subsections (a) – (c) below.

- (a) Upon a determination by a majority vote of the Commission that an emergency situation exists, or;
- (b) Upon a determination by a two-thirds vote of the members of the Commission present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Commission subsequent to the agenda being posted, or;
- (c) The item was posted for a prior meeting of the Commission occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

Public participation in Commission meetings shall be allowed as follows:

- (a) An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission’s consideration of that item.
- (b) The agenda will provide time at the beginning of each regular meeting for public comment on items not on the agenda which are within the subject matter jurisdiction of the Commission.
- (c) The Chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public comment on a particular item or the total amount of time allotted for public comment. When further discussion is required, the Commission may vote to allot time on the agenda of the following meeting.

9. SUBCOMMITTEES

Subcommittees may be appointed, as needed, by majority approval of the Commission. The Commission may terminate a subcommittee by majority approval when its function is deemed no longer necessary.

10. AMENDMENTS

Amendments to these Bylaws may be recommended to the Board of Supervisors by a majority vote of the Commission.

11. APPROVAL OF BYLAWS

These Bylaws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to the Santa Cruz County Code Section 2.38.140.

DATE ADOPTED BY COMMISSION: November 18, 2021 January 16, 2025

DATE APPROVED BY BOARD OF SUPERVISORS: March 8, 2022



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Scheduled Meetings

Unless otherwise specified, regularly scheduled Mobile and Manufactured Home Commission meetings are generally held as follows:

DAY: Third (3rd) Thursday*
MONTH: Every other month (January, March, May, July, September, and November)
TIME: 11:30 AM –1:00 PM
LOCATION: United Way of Santa Cruz County Community Room*
4450 Capitola Road, Ste 106, Capitola, CA 95010

***Changes to the schedule**, including special meetings, changes of location/date, or meeting cancellations, **will be listed on the website** at www.sccmmhc.org as soon as the information becomes available. Agendas will be posted 72 hours in advance of each meeting.

2025 MEETING DATES		
DATE	TIME	LOCATION
January 16, 2025	11:30 AM –1:00 PM	United Way
March 20, 2025	11:30 AM –1:00 PM	United Way
May 15, 2025	11:30 AM –1:00 PM	United Way
July 17, 2025	11:30 AM –1:00 PM	United Way
September 18, 2025	11:30 AM –1:00 PM	United Way
November 20, 2025	11:30 AM –1:00 PM	United Way

Public Participation

- Please check the meeting agenda to learn details about how to participate in the commission meeting.
- If you need special accommodation, please call 454-2935 or TDD: 711 (California Relay Service) at least 48 hours before the meeting.