



## 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, July 17, 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 *May 15, 2025 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. Consider Reasonable Rate of Return on Capital Improvements
  - 5.2. Consider Space Fee Recommendation
  - 5.3. RTC Mobile Home Encroachments Status Update – Bella Kressman (*RTC Real Property Specialist*)
  - 5.4. CPI Update CPI Adjustment Letters Update
6. Commissioner Reports
  - 6.1. District 1 (*Brocklebank*)
  - 6.2. District 2 (*Lloyd Jones*)
  - 6.3. District 3 (*Walker*)
  - 6.4. District 4 (*Valdez*)
  - 6.5. District 5 (*Seat Vacant*)
  - 6.6. Golden State Manufactured Homeowners League (*Personeni*)
  - 6.7. Western Manufactured Housing Communities (*Solyman*)
7. Legislative Report
8. County Counsel Report
9. Staff Report
10. Correspondence
11. Adjournment

**Next Meeting Scheduled for: 11:30 to 1:00 PM on Thursday, September 18, 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.*



# Santa Cruz County Mobile and Manufactured Home Commission

701 Ocean Street, Fifth Floor, Room 510, Santa Cruz, CA 95060

P: (831) 454-2772 F: (831) 454-2411 TTY/TDD: 711

[commissions@santacruzcountyca.gov](mailto:commissions@santacruzcountyca.gov)

[www.sccmmhc.org](http://www.sccmmhc.org)

## MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: May 15, 2025  
LOCATION: United Way Community Room, (4450 Capitola Road, Ste 106, Santa Cruz, CA 95010)  
PRESENT: Jean Brocklebank (*Chair - 1<sup>st</sup> District*), Jeanette Lloyd-Jones (*2<sup>nd</sup> District*), Candi Walker (*3<sup>rd</sup> District*), Richi Personeni (*GSMOL*), Charlene Solyman (*Vice Chair - WMA*)  
EXCUSED: Richard Valdez (*4<sup>th</sup> District*)  
ABSENT: None  
STAFF: Kaite McGrew (*Commissions Manager*), Suzanne Yang (*County Counsel*)  
GUESTS: Manu Koenig (*District One Supervisor*) and 9 members of the public attended.

1. Call to Order/Roll Call/Agenda Review  
Meeting convened at 11:28 AM.  
Commission welcomed new Commissioners Jeanette Lloyd-Jone (District 2) and Richi Personeni
2. Approve *March 20, 2025 Meeting Minutes*  
**Motion to approve *March 20, 2025 Meeting Minutes*.**  
Motion/Second: Personeni/Lloyd-Jones  
**Motion passed unanimously.**
3. Public Comment: None
4. County Supervisor Report  
Supervisor Koenig reported that the RTC has an agreement in place to delay taking any legal action over Castle MHP encroachments for the next few months and is working on establishing one with Blue and Gold as well. They anticipate groundbreaking projects to begin around January 2027. Soquel Gardens MHP (recently acquired by Harmony) is in communication with the County regarding the requirements of County Ordinances. The park has concerns about the CPI restrictions and is threatening to close the park, which would ultimately need to be approved by the Board of Supervisors. Solyman asked about the conflict between Alimur and Soquel Gardens regarding an easement that had historically allowed Alimur park residents to use the throughway to access local businesses. Koenig will follow up to find out more about the terms of the easement. Brocklebank asked about the timeline for Soquel to get sidewalks. It would be cost prohibitive at this time and therefore is not in the plans.
5. New Business/Action Items:
  - 5.1. Officer Elections  
Brocklebank nominated Solyman to serve as Commission Chair and Brocklebank to serve as Vice Chair  
**Motion to elect Solyman to serve as Commission Chair and Brocklebank to serve as Vice Chair**  
Motion/Second: Personeni/Walker  
**Motion passed unanimously.**

5.2. Consider the 2026 Regular Meeting Schedule

**Motion to approve and adopt the 2026 Regular Meeting Schedule**

Motion/Second: Solyman/Brocklebank

**Motion passed unanimously.**

5.3. District One Mobile Home RTC Encroachment

Brocklebank provided an update . There is no activity in the corridor, no work by either the RTC or the residents, and no resident has an active request for a variance from the HCD. Brocklebank communicated with a resident and RTC staff regarding the upcoming June deadline. The RTC did not respond, but Koenig provided the update he shared earlier in this meeting. The expectation is that there will most likely need to be legal action between the RTC and the park owners before any action is taken if collaborative efforts are unsuccessful.

6. Commissioner Reports

6.1. District One (Brocklebank)

Brocklebank reported communicating with residents on a variety of matters in 8 MHPs including Alimur MHP, Blue & Gold MHP, Cabrillo Estates MHP, Castle Mobile Estates, Soquel Gardens MHP, Soquel Glen MHP, Old Mill MHP and Snug Harbor MHP as well as answering queries from two real estate agents. She has also been working with District 5 staff to support their recruitment efforts for the District 5 vacancy.

6.2. District Two (Lloyd Jones)

Lloyd Jones shared additional detail about the Pinto Lake Estates settlement agreement in the General Rent Adjustment proceedings; however, the Special Rent Adjustment proceedings did not settle. Pinto Lake and Rancho Cerritos MHPs are considering becoming a GSMOL super chapter.

6.3. District Three (Walker): No Report

6.4. District Four (Valdez): No Report

6.5. District Five (Seat Vacant):

Staff provided a list of District 5 MHPs with contact information for the two largest parks highlighted and shared some background about District 5 representation on the Commission to the District 5 staff who are actively recruiting to fill the vacancies.

6.6. Golden State Manufactured Homeowners League (Personeni):

Personeni reported improvements to the GSMOL website that make renewing membership easier and provide additional resources. There will be a second roundtable for residents of Harmony-owned parks to consider forming a multi-park panel to liaise with GSMOL.

6.7. Western Manufactured Housing Communities (Solyman):

Solyman consulted with the owner of Soquel Glen MHP. WMA is the approved training provider for HCD's manager certification program. Solyman is in the process of preparing course materials as she is an instructor. Personeni requested information about possibly attending the prerecorded online training.

7. Central Coast Resident-Owned Parks (ROP) Report: No Report

Item will be removed from future agendas.

8. Legislative Report: No Report

9. County Counsel Report

Yang reported that County Counsel sent a letter to Soquel Gardens MHP confirming that they were double billing of the sewer fee, but the park was not inclined to adjust the rent statements. The matter now resides with the County's Code Compliance Division along with several other code violations that have been identified.

10. Staff Report:

Staff shared additional information about the Pinto Lake Special Rent Adjustment proceedings.

11. Correspondence: None

12. Adjournment

Meeting adjourned at 12:52 PM.

Submitted by: Kaite McGrew, *Commissions Manager*



# 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](mailto:commissions@santacruzcountyca.gov)

[www.sccmmhc.org](http://www.sccmmhc.org)

## MEMORANDUM

**To:** Santa Cruz County Board of Supervisors  
**From:** The Mobile and Manufactured Home Commission  
**Date:** July 17, 2025  
**Re:** Accept and Adopt the Recommendation of the Mobile and Manufactured Home Commission that the Reasonable Rate of Return for Qualified Mobile Home Park Capital Improvements Remain at Twelve Percent (12%)

This is to submit the Mobile and Manufactured Home Commission's recommendation to your Board concerning the reasonable rate of return on capital improvements.

Subsection 13.32.030 of the Rental Adjustment Procedures for Mobile Home Parks ordinance provides that the annual automatic general rent adjustment for a mobile home park may, subject to specified exceptions, include a pass-through to residents of 50 percent (50%) of the cost of a capital improvement, amortized over a ten-year period, pursuant to Subsection 13.32.030(D)(5)(g).

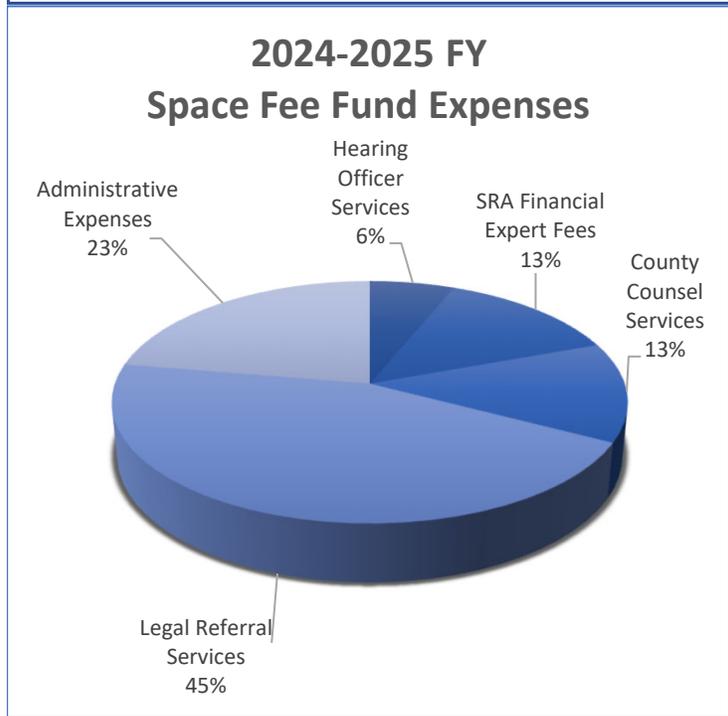
The park owner is allowed a reasonable rate of return on the other 50 percent (50%) of the cost of a capital improvement at a percentage established annually, pursuant to subsection 13.32.030(D)(4). The ordinance further provides that any park owner contending that the general rent adjustments do not provide a fair and reasonable return on investment may file a petition for a special rent adjustment.

Pursuant to Subsection 13.32.092 of the ordinance, your Board, acting upon an annual recommendation from the Mobile and Manufactured Home Commission, sets the rate of return. Since 1980, the rate of return has been established at twelve percent (12%).

After a public hearing at its meeting of July 17, 2025, the Mobile and Manufactured Home Commission voted to recommend that the reasonable rate of return remain at the existing rate of twelve percent (12%).

IT IS THEREFORE RECOMMENDED that your Board accept and adopt the recommendation of the Mobile and Manufactured Home Commission that the reasonable rate of return for qualified mobile home park capital improvements remain at twelve percent (12%).

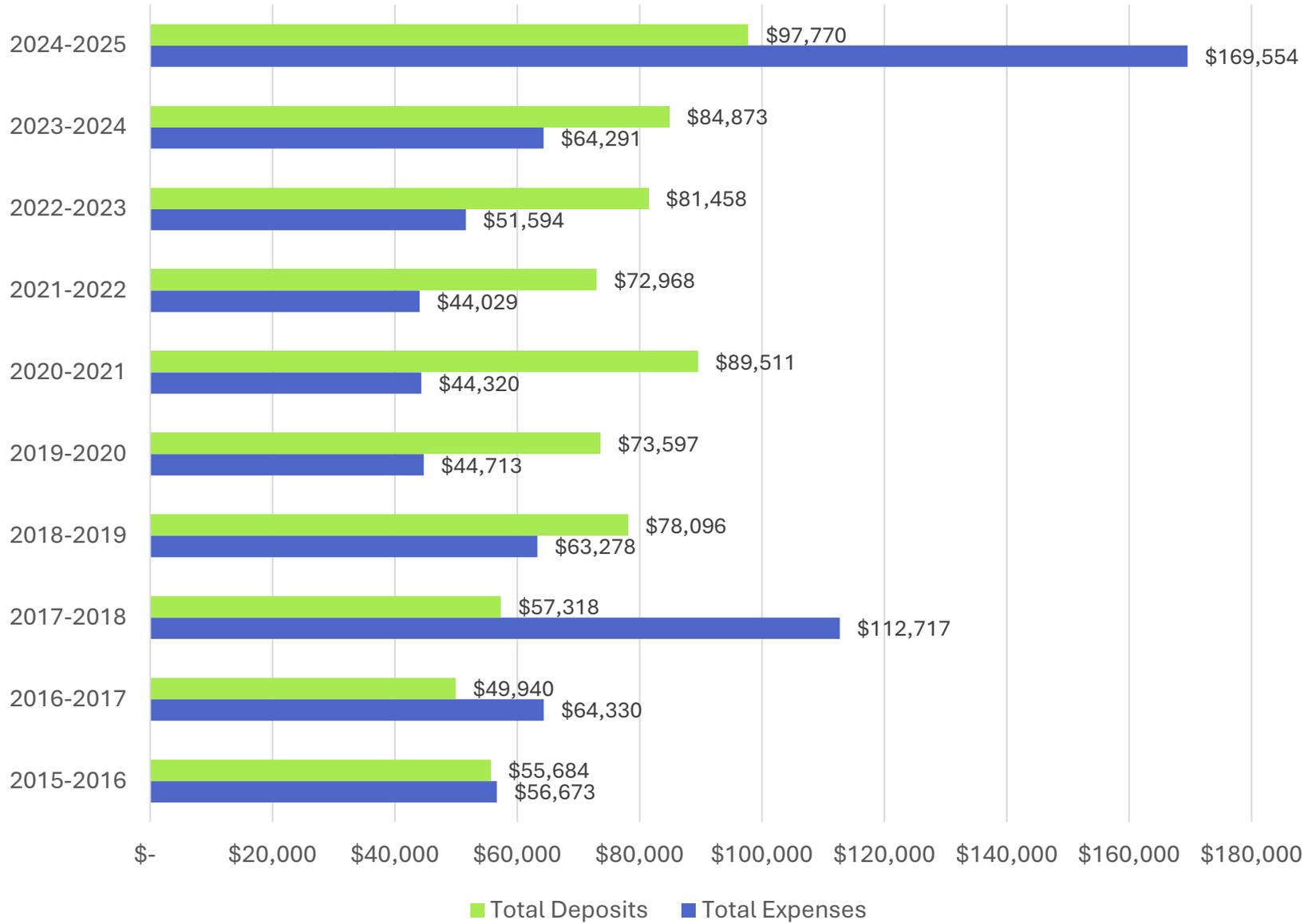
2024-2025 FY Space Fee Fund Report	
<b>Starting Balance</b>	<b>\$ 241,766.66</b>
Deposits	
Space Fees Collected	\$ 76,750.00
Expert Fees Collected	\$ 11,250.00
Interest	\$ 9,769.85
<b>Total Deposits</b>	<b>\$ 97,769.85</b>
Expenses	
Hearing Officer Services	\$ 10,442.50
SRA Financial Expert Fees	\$ 22,500.00
County Counsel Services	\$ 22,487.00
Legal Referral Services	\$ 76,226.25
Administrative Expenses	\$ 37,898.00
<b>Total Expenses</b>	<b>\$ 169,553.75</b>
<b>Closing Balance*</b>	<b>\$ 169,982.76</b>
<p><i>*Does not include fees that have not yet been submitted for payment, or outstanding space fees not yet collected or collected after 6/30/2025.</i></p>	



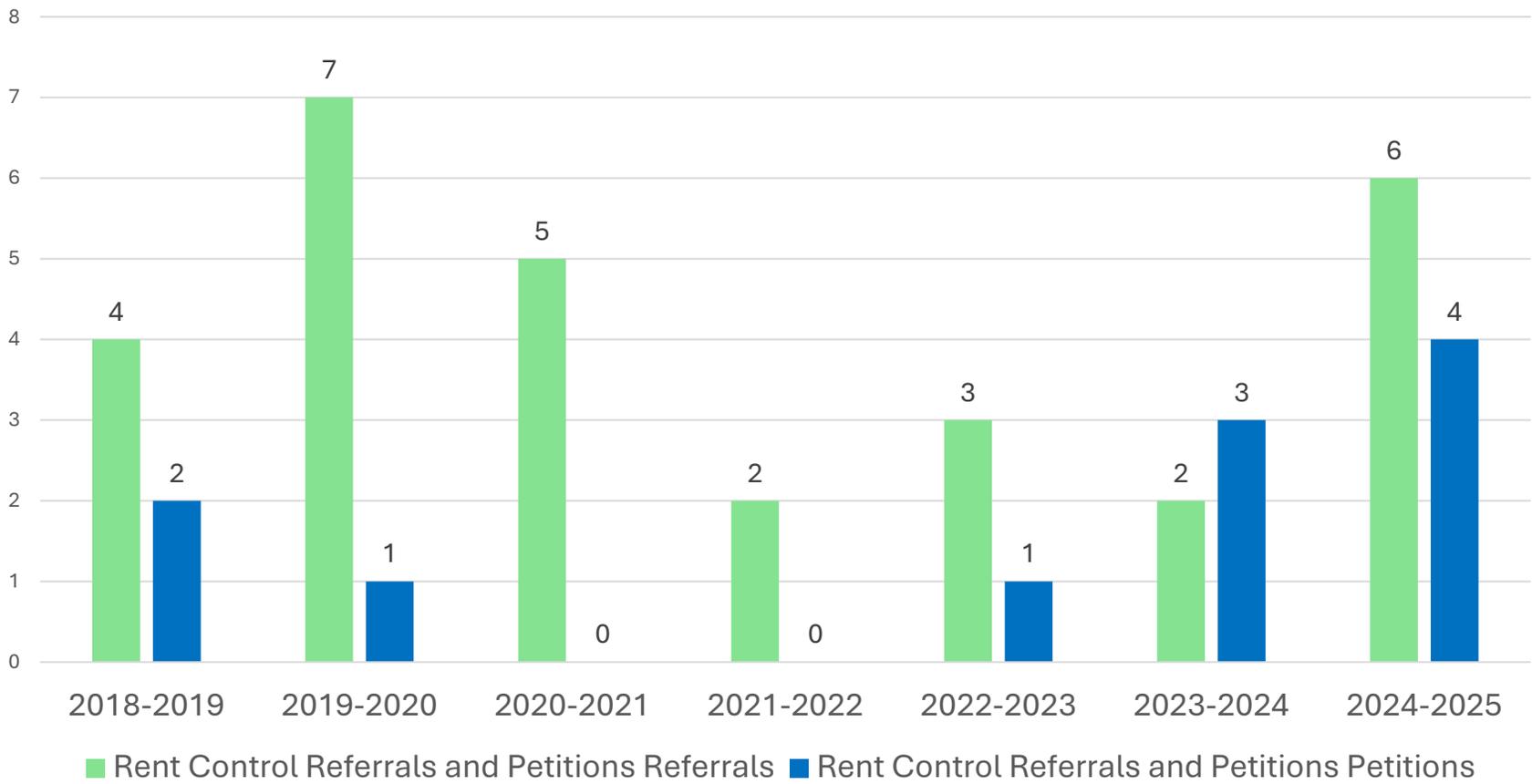
**MOBILE AND MANUFACTURED HOME COMMISSION SPACE FEE FUND EXPENSES ITEMIZED  
FISCAL YEARS 2015 -2025**

<b>Fiscal Year</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>% Diff</b>	<b>Hearing Officers</b>	<b>SRA Financial Expert Fee</b>	<b>County Counsel Services</b>	<b>Legal Referral Services</b>	<b>Admin Expenses</b>	<b>Total Expenses</b>	<b>Space Fees Collected</b>	<b>Interest Collected</b>	<b>Total Deposits</b>	<b>Space Fee</b>
2015-2016	\$ 162,517	\$ 161,528	-1%	\$ 2,064	N/A	\$ -	\$27,472	\$27,137	\$ 56,673	\$ 54,530	\$ 1,154	\$55,684	\$ 26
2016-2017	\$ 189,883	\$ 175,494	-8%	\$ 10,345	N/A	\$25,288	\$ -	\$28,697	\$ 64,330	\$ 48,363	\$ 1,577	\$49,940	\$ 26
2017-2018	\$ 122,201	\$ 66,802	-45%	\$ 1,888	N/A	\$69,263	\$10,000	\$31,567	\$112,717	\$ 56,233	\$ 1,085	\$57,318	\$ 38
2018-2019	\$ 77,596	\$ 92,414	19%	\$ 375	N/A	\$33,000	\$ 5,990	\$23,913	\$ 63,278	\$ 76,494	\$ 1,602	\$78,096	\$ 38
2019-2020	\$ 98,779	\$ 127,663	29%	\$ 3,269	N/A	\$16,188	\$ -	\$25,257	\$ 44,713	\$ 71,630	\$ 1,967	\$73,597	\$ 38
2020-2021	\$ 120,633	\$ 165,825	37%	\$ -	N/A	\$17,063	\$ -	\$27,257	\$ 44,320	\$ 88,622	\$ 890	\$89,511	\$ 38
2021-2022	\$ 162,380	\$ 191,319	18%	\$ -	N/A	\$14,813	\$ -	\$29,216	\$ 44,029	\$ 72,200	\$ 768	\$72,968	\$ 38
2022-2023	\$ 191,319	\$ 221,184	16%	\$ -	N/A	\$18,000	\$ 1,363	\$32,231	\$ 51,594	\$ 78,014	\$ 3,444	\$81,458	\$ 38
2023-2024	\$ 221,184	\$ 241,767	9%	\$ 3,065	N/A	\$14,863	\$12,073	\$34,291	\$ 64,291	\$ 76,627	\$ 8,246	\$84,873	\$ 38
2024-2025	\$ 241,767	\$ 169,983	-30%	\$ 10,443	\$ 22,500	\$22,487	\$76,226	\$37,898	\$169,554	\$ 76,750	\$ 9,770	\$97,770	\$ 38

### Fiscal Year Expenses Compared to Fees Collected



### Rent Control Referrals and Petitions



# Santa Cruz Branch Rail Line

## Mobile Home Encroachments Status & Next Steps

RTC Presentation to the  
County of Santa Cruz Mobile Home Commission  
*July 17, 2025*

# Santa Cruz Branch Rail Line Property Boundary Survey

- Property boundary survey of the Santa Cruz Branch Rail Line in 2023
- Encroachments identified and conflicts with the Coastal Rail Trail project
- RTC must address encroachments to ensure:
  - No gift of public funds
  - Remove conflicts with planned transportation uses
  - RTC Encroachment Policies (2020)
- Project construction scheduled for Spring 2027



# Noticing & Outreach

Public agencies are required to provide written notice of encroachments on public property.

- *January 2024*, Initial notice sent to residents and park owners
- *February 2024*, Open House for residents
- *September 2024*, Draft Removal Analysis presented to this Commission
- *December 2024*, Second notice to residents
- *March 2025*, Capitola Town Hall

# Next Steps

- Notices sent on July 7 regarding topographic surveying
- Additional surveying is necessary to:
  - Finalize the draft removal analysis
  - Help evaluate options for removal
- Surveying will be minimal and non-disruptive
- Land surveying will occur the week of July 21<sup>st</sup>

# Next Steps

- Resident questionnaire included with July 7 Notice
- The RTC is forming an ad-hoc committee to explore potential assistance programs with key partners
- We continue to seek a collaborative path forward with park owners to minimize disruption for park residents

# Questions

Please direct follow-up questions to Bella Kressman at [bkressman@sccrtc.org](mailto:bkressman@sccrtc.org)

QR Code for Confidential Mobile Home Resident Questionnaire



*Please complete by July 27*



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
1101 Pacific Avenue, Suite 250, Santa Cruz, CA 95060-4418 • (831) 460-3200 • [info@sccrtc.org](mailto:info@sccrtc.org)

July 7, 2025



Santa Cruz, CA 95062

RE: Notice of SCCRTC Consultant Access to Castle Estates Mobile Home Park; Civil Code Section 846.5(a)

Dear Resident of Castle Estates Mobile Home Park,

I am reaching out on behalf of the Santa Cruz County Regional Transportation Commission (SCCRTC) regarding steps that our agency is taking to resolve unauthorized encroachments on the Santa Cruz Branch Rail Line (SCBRL). In January 2024, SCCRTC identified that encroachments from Castle Estates Mobile Home Park within the SCBRL right-of-way are in conflict with the Segment 10 and 11 Coastal Rail Trail Project and must be removed by June 30, 2025. To date these encroachments have not been removed and the SCCRTC must move forward with collecting on-site information to inform options for removing or relocating unauthorized encroachments.

To collect the information that SCCRTC needs to address options for removal, a surveyor will be accessing the Castle Estates Mobile Home Park property the week of July 21 to survey individual lots and mobile home park facilities. Surveyors will be collecting exterior measurements of mobile home coaches and the location of certain site fixtures and property markers. Under Civil Code section 846.5(a), land surveyors are afforded the right of entry to a property to investigate and to perform surveys. The SCCRTC is taking all precautions to make sure that the work is conducted safely and efficiently with as little disruption to residents as necessary.

Additionally, we have enclosed a voluntary household questionnaire. The information collected through this questionnaire will be used to evaluate whether residents are eligible for assistance programs related to the encroachment removal. We kindly ask that you complete the attached survey and return by July 27. If you are in need of translation services, please advise by indicating at the top of the form.

It is a priority for the SCCRTC to work collaboratively on a path forward to address the removal of these encroachments and staff will be addressing questions from residents at the July 17 Santa Cruz Mobile Home Commission Meeting.

Sincerely,

*Bella Kressman*

Bella Kressman, Real Property Specialist

**CONFIDENTIAL – Mobile Home Park Resident Questionnaire**

Please complete and return to:

SCCRTC Attn: Bella Kressman

1101 Pacific Avenue, Suite 250, Santa Cruz, CA 95060

or [Bkressman@sccrtc.org](mailto:Bkressman@sccrtc.org)



Alternatively please use this QR code to complete the survey electronically

¿Necesita servicios de traducción? Por favor, marca esta casilla

- Date Completed:
- Name and relation to park unit (owner, resident, family member, other):
- Contact Information (mobile number and/or email):
- Coach Unit Space #:
- Age of mobile home (coach) and year purchased or rented:
- Number of people in household:
- Number of people living in coach (if different):
- Number of pets in coach and type:
- If owned, are there existing liens and/or loans recorded on title? (If so, please describe)

To help identify potential assistance program funding please provide this additional information:

- Self-reported annual household income:
- Is this your primary residence?
- Do you own or rent any other residential property?
- Do you have a copy of the Certificate of Title or a copy of the Registration Card for your coach?
- To the best of your ability, please describe any special accommodations or assistance required by your household



# 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](mailto:commissions@santacruzcountyca.gov)  
[www.sccmmhc.org](http://www.sccmmhc.org)

## Scheduled Meetings

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

DAY: Third (3<sup>rd</sup>) 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](http://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.