



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, September 18, 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 *July 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 Amendment to the Space Fee Recommendation
 - 5.2. HCD Updates for Mobile and Manufactured Homeowners
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, November 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.



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

www.sccmmhc.org

MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: July 17, 2025

LOCATION: United Way Community Room, (4450 Capitola Road, Ste 106, Santa Cruz, CA 95010)

PRESENT: Jean Brocklebank (*Chair - 1st District*), Jeanette Lloyd-Jones (*2nd District*), Candi Walker (*3rd District*), Richard Valdez (*4th District*), Richi Personeni (*GSMOL*), Charlene Solymán (*Vice Chair - WMA*)

EXCUSED: None

ABSENT: None

STAFF: Kaite McGrew (*Commissions Manager*), Suzanne Yang (*County Counsel*)

GUESTS: Manu Koenig (*District One Supervisor*), Bella Kressman (*RTC Real Property Specialist*), Sarah Christensen (*RTC Executive Director*) and 30 members of the public attended.

1. Call to Order/Roll Call/Agenda Review

Meeting convened at 11:33 AM.

Commission welcomed new Commissioners Jeanette Lloyd-Jone (District 2) and Richi Personeni.

2. Approve *May 15, 2025 Meeting Minutes*

Motion to approve *May 15, 2025 Meeting Minutes*.

Motion/Second: Brocklebank/Walker

Motion passed unanimously.

3. Public Comment: None

4. County Supervisor Report

Supervisor Koenig reported meeting with Alimur and Soquel Gardens regarding easement access for Alimur residents and expressed optimism about the parks reaching a resolution. He noted that the County passed a placeholder budget in June and expects revisions this Fall as state and federal impacts become clearer, cautioning that maintaining safety net services will be increasingly challenging. He congratulated the RTC for securing \$128M in state transportation funding—nearly 20% of available funds despite the County's small population share—supporting Highway 1 expansion, bus improvements, the Rail Trail, bus signal priority, and expanded bike lanes—and crediting the County's multi-modal approach as a key to this success.

5. New Business/Action Items:

5.1. Consider Reasonable Rate of Return on Capital Improvements

Motion to approve memo to the Board of Supervisors recommending that the rate of return remain at 12%

Motion/Second: Brocklebank/Lloyd Jones

Ayes: Lloyd Jones, Walker, Valdez, Personeni

Abstentions: Brocklebank

Motion passed.

5.2. Consider Space Fee Recommendation

Commission discussed the increased activity and new expenses. Yang expressed her concerns that an increase in the space fee could result in a surplus that exceeds Prop 26 restrictions and therefore may ultimately not be permissible. The Commission reviewed current Space Fee Trust Fund financial data as compared to historical data.

Motion to increase the annual space fee from \$38 per year to \$50 per year per space

Motion/Second: Brocklebank/Personeni

Motion passed unanimously.

5.3. RTC Mobile Home Encroachments Status Update

Kressman reported that the encroachment project is scheduled for construction in Spring 2027, with timing driven by grant funding deadlines. The next step is an onsite survey; residents received notice and a confidential questionnaire on July 7. Surveyors may need limited access to private property and will attempt to coordinate in advance. The questionnaire will help identify needed resident assistance, which is generally directed to unit owners but may involve park owners and HCD, with no assumptions about cost responsibility. Supervisor Koenig emphasized minimizing resident impacts and noted that further action will be determined by the RTC Board.

5.4. CPI Update – CPI Adjustment Letters Update

Staff reported that the CPI was not released this year until Monday, July 14th. The CPI letters are scheduled to go out this week.

6. Commissioner Reports

6.1. District One (Brocklebank)

Brocklebank reported ongoing communication with residents on various MHP issues, including attending three General Rent Adjustment Hearings (Blue & Gold, Old Mill, Soquel Gardens) and two Special Rent Adjustment Petition hearings (Pinto Lake Estates). She sent six encroachment project updates to 40 residents in Blue & Gold and Castle MHPs and consulted with residents in Soquel Glen, Soquel Gardens, and Cabrillo Mobile Estates. She also requested County Counsel's review of sewer fee billing procedures as provided for in SCCC Chapter 13.32, with Yang to provide an analysis at the September meeting.

6.2. District Two (Lloyd Jones)

Lloyd Jones reported receiving reimbursement following a recently settled General Rent Adjustment case, while a Special Rent Adjustment Petition hearing remains ongoing. He noted continued flood damage issues, park owner miscommunications regarding lot items and structures, and changes in park ownership staff.

6.3. District Three (Walker): No Report

6.4. District Four (Valdez):

Valdez congratulated Personeni and Lloyd Jones on their Commission appointments and reported issues with his park's HOA, noting that Harmony has purchased new units. Solymann reminded the Commission that current legislation no longer exempts long-term leases.

6.5. District Five (Seat Vacant): No Report

6.6. Golden State Manufactured Homeowners League (Personeni): No Report

6.7. Western Manufactured Housing Communities (Solyman):

Solyman reported that WMA has submitted educational materials for required manager trainings to HCD for approval, noting she authored some of the content. The courses will be available to anyone for a fee.

7. Legislative Report: No Report

8. County Counsel Report: No Report

9. Staff Report:

Staff shared additional information about recent Rent Adjustment proceedings:

- Blue & Gold: General Rent Adjustment Hearing was concluded with the Hearing Officer ruling in favor of the park owner.
- Soquel Gardens: Hearing concluded with a split decision. The Hearing Officer acknowledged that residents were double billed for sewer fees but considered the matter outside the scope of the hearing; residents prevailed on the finding that rent adjustment notices were invalid and must be re-issued.
- Pinto Lake Estates: 2024–2025 Special Rent Adjustment (SRA) proceedings are ongoing with the next hearing scheduled for July 31. A new 2025–2026 SRA petition has been submitted and is under review by the financial expert.
- Soquel Glen: The referred resident declined to pursue a petition. However, much was resolved in communications between the residents’ attorney, David Ramsey, and the park owner and most of the residents’ concerns were ultimately addressed.
- Old Mill: General Rent Adjustment decision largely favored residents but did not address the refunding of improperly charged funds. Petitioners’ motion for reconsideration was denied but the park owner subsequently refunded the monies without an order to do so.

10. Correspondence: None

11. Adjournment

Meeting adjourned at 1:05 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

www.sccmmhc.org

MEMORANDUM

To: Santa Cruz County Board of Supervisors
From: The Mobile and Manufactured Home Commission
Date: September 18, 2025
Re: Accept and Adopt the Recommendation of the Mobile and Manufactured Home Commission that the Mobile Home Space Fee Increase to \$50 Per Space Per Year

Pursuant to Santa Cruz County Code section 13.32.110, on an annual basis, the Board of Supervisors sets the space fee charged to mobile home parks for spaces subject to SCCC Chapter 13.32. Pursuant to its role as advisor to the Board of Supervisors on issues related to mobile homes in Santa Cruz County, the Mobile and Manufactured Home Commission annually reviews and recommends an appropriate space fee during its July meetings.

On July 17, 2025, the Commission reviewed the *2024–2025 Space Fee Fund Report*, which included financial information on the Space Fee Trust Fund and historical data on rent adjustment petition hearings, to inform their annual recommendation to the Board on the Space Fee amount. Space fee funds collected are held in trust to support the Commission’s administrative functions, provide legal consultation related to SCCC Chapter 13.32, cover dispute hearing proceedings, and address unplanned costs, including litigation under the Rent Adjustment Ordinance.

The Commission based their recommendation on the following factors:

- The Space Fee Trust Fund opened the 2024–2025 fiscal year with a balance of \$241,766.66. During the year, income from space fees, interest, and deposits totaled \$97,769.85. After expenses, the fund closed the fiscal year on July 1, 2025, with a balance of \$169,982.76.
- Trust fund expenses for the 2024–2025 fiscal year were higher than in previous years due to an unprecedented increase in referrals, petitions filed, and hearing proceedings, also detailed in the attached *2024–2025 Space Fee Fund Report*.
- On January 10, 2023, the Board of Supervisors amended SCCC Chapter 13.32 to require a County-contracted financial expert to review all Special Rent Adjustment Petitions. The effect of this change became clear in FY 2024–2025, when the rise in dispute proceedings, including Special Rent Adjustment Petitions, drew substantially more on reserves than in previous years.

RECOMMENDATION: To address these factors, it is recommended that your Board approve and adopt the Mobile and Manufactured Home Commission’s recommendation to increase the annual Space Fee from \$38 to \$50 per space per year as part of the 2026 Unified Fee Schedule subject to an evaluation to confirm that the increase is permissible under the restrictions set forth in Proposition 26.

This \$12 per space annual increase—equivalent to an increase of \$1 per month, per space (from \$3.17 to \$4.17)—would generate an estimated \$23,976 in additional annual income for the Space Fee Trust Fund, based on the 1,998 spaces currently reported to be eligible for rent control under the SCCC Chapter 13.32.

Revising Unified Fee Schedule

Unified Fee Schedule (UFS) Updates

User fees and charges for services are generally provided by statutory authority throughout the many California State Codes. Under Article X111B of the State Constitution, Section 8(c) (1) states that regulatory licenses, user charges, and such fees should not exceed the costs reasonably borne by that entity in providing the regulation, product, or services. The Unified Fee Schedule is adopted by resolution, which is appropriate for most fees. However, State law requires that some fees be adopted by ordinance. It is the responsibility of each department to review the statutory provisions authorizing each fee and to ensure that each fee is legally adopted.

If you are recommending changes to existing fees and/or adding new fees:

1. Review your department's fees on the public facing County Unified Fee Schedule site <http://unifiedfeeschedule.co.santa-cruz.ca.us/index.html>
2. Review your proposed fee changes with County Counsel to ensure that the proposed fee changes are not affected by the passage of Proposition 26. This review should be completed for all your proposed changes and new fees before they are submitted to the County Executive Office.
3. Make your changes in the online UFS updates system (see attached UFS Updates Guide). You will be working in the new UFS updates site <http://ufs/index.html>. Each department can request access to the site for up to three staff members. However, ONLY ONE STAFF MEMBER PER DEPARTMENT SHOULD BE WORKING ON THE SYSTEM AT A TIME. MULTIPLE FOLKS MAKING UPDATES AT THE SAME TIME WILL CAUSE ISSUES WITH THE SYSTEM. To make changes to staff access to the UFS updates site, please submit an IT Support ticket.
4. Submit the following to Gina De Martini-Kuhns and your CEO analyst:
 - A PDF of your departments Updated Items Only in Print View from the UFS updates system (see attached UFS Updates Guide).
 - Memo summarizing your recommended changes (see sample attached).

The public facing County Unified Fee Schedule is available at <http://unifiedfeeschedule.co.santa-cruz.ca.us/index.html>

The County Unified Fee Schedule Updates Site is available at <http://ufs/index.html>



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

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.