



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@santacruzcounty.us
www.sccmmhc.org

Notice of Special Public Meeting and Agenda

DATE: Tuesday, January 3, 2023

TIME: 10:30 AM

IN RESPONSE TO THE COVID-19 PUBLIC HEALTH EMERGENCY AND PURSUANT TO THE PROVISIONS OF AB 361 AND CAL. GOV. CODE 54953, **THIS WILL BE A REMOTE MEETING** WITH NO PHYSICAL LOCATION AVAILABLE, BUT ACCESS AND AN OPPORTUNITY TO COMMENT WILL BE PROVIDED.

VIRTUAL MEETING INFORMATION

TO JOIN BY VIDEO: <https://zoom.us/join>

OR TO JOIN BY PHONE ONLY: +1 (669) 900-6833 (San Jose)

Meeting ID: 998-8815-2083

Passcode: 1850

-
1. Call to Order/Roll Call/Agenda Review
 2. AB-361 Statement of Findings
 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. New Business/Action Items:
 - 4.1. Review Amendments to Santa Cruz County Code Chapter 13.32 and Consider Recommendation
 5. Adjournment

Next Regular Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, January 19, 2023

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 SPECIAL MEETING MINUTES

DATE: January 3, 2023
LOCATION: Meeting held remotely
PRESENT: Jean Brocklebank (*Vice Chair - 1st District*), Henry Cleveland (*Chair - 2nd District*), Richard Valdez (*4th District*), Rick Halterman (*5th District*), Carol Lerno (*GSMOL*), Charlene Garza (*WMA*)
EXCUSED: None
ABSENT: David Allenbaugh (*3rd District*)
STAFF: Kaite McGrew (*Commissions Manager*)
GUESTS: Jamie Sehorn (*1st District Supervisor's Analyst*), Shane McKeithan (*1st District Supervisor's Analyst*), Will Constantine (Attorney) and 2 members of the public attended.

1. Call to Order/Roll Call/Agenda Review
Meeting was convened at 10:30 AM.
2. AB 361 Statement of Findings
Motion to approve statement of findings authorizing the Commission meet remotely under the provisions of Assembly Bill 361
Motion/Second: Lerno/Valdez
Motion passed unanimously.
3. Public Comment: None
4. New Business/Action Items:
 - 4.1. Review Amendments to Santa Cruz County Code Chapter 13.32 and Consider Recommendation Commission
Motion to approve letter recommending that the Board adopt the proposed amendments to Santa Cruz County Code Chapter 13.32
Motion/Second: Brocklebank/Lerno
Ayes: Brocklebank, Cleveland, Valdez, Halterman, Lerno
No: Garza
Motion passed.
5. Adjournment
Meeting was adjourned at 10:48 AM.

Submitted by: Kaite McGrew, *Commissions Manager*



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Notice of Public Meeting and Agenda

DATE: Thursday, January 19, 2023

TIME: 9:30 AM to 11:00 AM

LOCATION: Sheriff's Office Community Room, (5200 Soquel Avenue, Santa Cruz, CA 95062)

****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 17, 2022 Meeting Minutes*
3. Approve *January 3, 2023 Special Meeting Minutes*
4. 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.*
5. New Business/Action Items:
 - 5.1. Review of Commission Website
6. County Supervisor Report
7. Commissioner Reports
 - 7.1. District 1 (*Brocklebank*)
 - 7.2. District 2 (*Cleveland*)
 - 7.3. District 3 (*Allenbaugh*)
 - 7.4. District 4 (*Valdez*)
 - 7.5. District 5 (*Halterman*)
 - 7.6. Golden State Manufactured Homeowners League (*Lerno*)
 - 7.7. Western Manufactured Housing Communities (*Garza*)
8. Central Coast Resident-Owned Parks Report
9. Legislative Report
10. County Counsel Report
11. Staff Report
12. Correspondence
13. Adjournment

Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, March 16, 2023

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MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: January 19, 2023
LOCATION: Meeting held remotely
PRESENT: Jean Brocklebank (*Vice Chair - 1st District*), Henry Cleveland (*Chair - 2nd District*), David Allenbaugh (*3rd District*), Richard Valdez (*4th District*), Rick Halterman (*5th District*),
EXCUSED: Carol Lerno (*GSMOL*), Charlene Garza (*WMA*)
ABSENT: None
STAFF: Kaite McGrew (*Commissions Manager*)
GUESTS: Shane McKeithan (*1st District Supervisor's Analyst*) and 14 members of the public attended.

1. Call to Order/Roll Call/Agenda Review
Meeting was convened at 9:31 AM.
2. Approve November 17, 2022 Meeting Minutes
Motion to approve November 17, 2022 minutes as written.
Motion/Second: Brocklebank/Halterman
Motion passed unanimously.
3. Approve January 3, 2023 Special Meeting Minutes
Motion to approve January 3, 2023 minutes as written.
Motion/Second: Brocklebank/Halterman
Motion passed unanimously.
4. Public Comment: 3 members of the public provided public comment.

Valdez arrived.
5. New Business/Action Items:
 - 5.1. Review Commission Website
Brocklebank suggested updates to the Commission's website. Commissioners and members of the public are encouraged to submit suggested updates by email.
6. County Supervisor Report
McKeithan provided an update on County flood recovery efforts including placement of dumpsters, deployment of County volunteers to assist with cleanup, and assistance with application for available resources. The Old Mill MHP has formed a residents' association, and County Counsel is preparing correspondence to the park's property management company to clarify elements of the local MHP ordinance and encourage them to apply for FEMA assistance. Next steps will include mold inspections and working with local agencies and community stakeholders to develop early warning strategies and prepare for possible future flooding events.

7. Commissioner Reports

7.1. District One (Brocklebank)

Brocklebank provided an update on flood recovery efforts in Old Mill Estates MHP and additional resources available.

7.2. District Three (Allenbaugh)

Allenbaugh reported minor drainage issues resulting from flooding in De Anza MHP.

7.3. District Four (Valdez)

Valdez reported minor flooding.

7.4. District Five (Halterman)

Halterman encouraged the Commission to consider further amendments to the Board's recent amendments to SCCC Chapter 13.32 requiring that experts contracted to review special rent adjustment petitions be certified public accountants. Commission will consider making an additional recommendation.

7.5. Golden State Manufactured Homeowners League (Lerno): No Report

7.6. Western Manufactured Housing Communities (Garza): No Report

7.7. District Two (Cleveland)

Cleveland reported no flooding in District 2 MHPs. He is working with HCD representatives to host a virtual meeting in February to educate the public and encourage resident participation in the Mobilehome Residency Law Protection Program (MRLPP). The program is scheduled to sunset unless substantial participation occurs. Additional information will be provided to the Commission's email notification list.

8. Central Coast Resident-Owned Parks Report

Cleveland reported that the next scheduled meeting on February 4th will feature a guest speaker on Community Emergency Resource Training (CERT) program training. Cleveland provided a brief overview of the issues involved with solar power installations in MHPs.

9. Legislative Report

Halterman reported that February 17 is the deadline for new legislation. Halterman is no longer on GSMOL's Legislative Committee, but he will continue to provide updates on legislative priorities impacting mobile home residents in California.

10. County Counsel Report: None

11. Staff Report: No Report

12. Correspondence:

Commission discussed potential correspondence procedures going forward. Staff will forward unresolved written correspondence to the Commission via email between meetings.

13. Adjournment

Meeting was adjourned at 10:54 AM.

Submitted by: Kaite McGrew, *Commissions Manager*



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Notice of Public Meeting and Agenda

DATE: Thursday, March 16, 2023

TIME: 9:30 AM to 11:00 AM

LOCATION: Sheriff's Office Community Room, (5200 Soquel Avenue, Santa Cruz, CA 95062)

****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 *January 19, 2023 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. New Business/Action Items:
 - 4.1. Consider Letter Regarding Amendment to SCCC Chapter 13.32.060(B)(4)(a)
 - 4.2. Consider GSMOL Supported Legislation
5. County Supervisor Report
6. Commissioner Reports
 - 6.1. District 1 (*Brocklebank*)
 - 6.2. District 3 (*Allenbaugh*)
 - 6.3. District 4 (*Valdez*)
 - 6.4. District 5 (*Halterman*)
 - 6.5. Golden State Manufactured Homeowners League (*Lerno*)
 - 6.6. Western Manufactured Housing Communities (*Garza*)
 - 6.7. District 2 (*Cleveland*)
7. Central Coast Resident-Owned Parks Report
8. Legislative Report
9. County Counsel Report
10. Staff Report
11. Correspondence
12. Adjournment

Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, May 18, 2023

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MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: March 16, 2023
LOCATION: Sheriff's Office Community Room, (5200 Soquel Avenue, Santa Cruz, CA 95062)
PRESENT: Jean Brocklebank (*Vice Chair - 1st District*), Henry Cleveland (*Chair - 2nd District*), David Allenbaugh (*3rd District*), Richard Valdez (*4th District*), Rick Halterman (*5th District*), Carol Lerno (*GSMOL*)
EXCUSED: Charlene Garza (*WMA*)
ABSENT: None
STAFF: Kaite McGrew (*Commissions Manager*)
GUESTS: Shane McKeithan (*1st District Supervisor's Analyst*) and 3 members of the public attended.

1. Call to Order/Roll Call/Agenda Review
Meeting convened at 9:30 AM.
2. Approve January 19, 2023 Meeting Minutes
Motion to approve the January 19, 2023 meeting minutes as written.
Motion/Second: Brocklebank/Halterman
Motion passed unanimously.
3. Public Comment: 1 member of the public provided public comment.
4. New Business/Action Items:
 - 4.1. Consider Letter Regarding Amendment to SCCC Chapter 13.32.060(B)(4)(a)
Letter amended to include additional clarifying language regarding Dr. Barr's expertise.
Motion to approve advocacy letter as amended.
Motion/Second: Brocklebank/Halterman
Motion passed unanimously.
 - 4.2. Consider GSMOL Supported Legislation
Motion to send letters in support of AB-318 to both the State Legislature and the Board of Supervisors.
Motion/Second: Halterman/Lerno
Aye: Cleveland, Allenbaugh, Valdez, Halterman, Lerno
Abstain: Brocklebank
Motion passed.

Motion to send letters in support of AB-604 to both the State Legislature and the Board of Supervisors.

Motion/Second: Halterman/Lerno

Aye: Cleveland, Allenbaugh, Valdez, Halterman, Lerno

Abstain: Brocklebank

Motion passed.

Motion to send letters in support of AB-1035 to both the State Legislature and the Board of Supervisors.

Motion/Second: Halterman/Lerno

Aye: Cleveland, Allenbaugh, Valdez, Halterman, Lerno

Nay: Brocklebank

Motion passed.

5. County Supervisor Report

McKeithan provided an update on County flooding impacts and recovery efforts after eleven atmospheric river events in the last eight weeks and shared information about available resources. Supervisor Koenig and his staff are working with Old Mills MHP to determine financial responsibility for recovery efforts in the park. Supervisor Koenig has been in Sacramento advocating for additional disaster relief funding as well as advocating for additional public transit funding with other representatives from the Central Coast Coalition.

6. Commissioner Reports

6.1. District One (Brocklebank)

Brocklebank reported on a variety of matters related to four MHPs since the last meeting including Bell Harbor MHP, Rodeo Mobile Estates MHP, Soquel Gardens MHP, and Shoreline MHP.

6.2. District Three (Allenbaugh)

Allenbaugh reported on a variety of matters in De Anza MHP including resolution of a drainage issue and clarification of a recent rent increase.

6.3. District Four (Valdez)

Valdez reported working with both Meadows Manor and Rancho Cerritos MHPs to form homeowners associations and Rancho Cerritos is under new management. Valdez is promoting GSMOL membership in both parks.

6.4. District Five (Halterman)

Halterman provided an update on an MRLPP utilization data report available on the HCD website and encouraged MHP residents to submit any complaints related to water bill readiness to serve charges to the program. Cleveland stated that a significant percentage of complaints have been dismissed for not being "serious" enough.

6.5. Golden State Manufactured Homeowners League (Lerno):

Lerno reported her ongoing support for GSMOL's recent legislative report.

6.6. Western Manufactured Housing Communities (Garza): No Report

6.7. District Two (Cleveland)

Cleveland reported on a variety of matters including two Pinto Lakes mobile homes tagged for unoccupancy as a result of recent storms, the upcoming HCD inspection of Town & Country MHP which is the only park in Santa Cruz County that is scheduled for inspection. Factors that may influence whether a park is selected for inspection could include the length of time since the last inspection, the volume of complains, and the volume (or lack thereof) of home modification permit requests, the recent publication of the 2023 MRLA, and an upcoming GSMOL virtual event.

7. Central Coast Resident-Owned Parks Report:

Cleveland reported that the same vendor that provided CERT training for the Resident-Owned Parks group is also available to provide training at investor-owned parks and shared contact information.

8. Legislative Report: No Report

9. County Counsel Report: No Report

10. Staff Report:

Staff reported on County Disaster Service Worker deployment and shared information about the County being in the process of standardizing County Commission procedures, including a requirement for all Commissioners to swear an oath. Oaths will be administered during an upcoming meeting. Additional resources are being developed. The May meeting may be located at an alternate venue or held on an alternate date. Members of the public are encouraged to watch their email notifications for current information .

11. Correspondence:

Commission reviewed flier promoting an informational virtual event on the MRLPP hosted by GSMOL on March 18.

12. Adjournment

Meeting adjourned at 10:54 AM.

Submitted by: Kaite McGrew, *Commissions Manager*



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Notice of Public Meeting and Agenda

DATE: Thursday, May 25, 2023

TIME: 9:30 AM to 11:00 AM

LOCATION: Sheriff's Office Community Room, (5200 Soquel Avenue, Santa Cruz, CA 95062)

****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 *March 16, 2023 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. Administration of the Oath of Office
5. New Business/Action Items:
 - 5.1. Election of Commission Officers
 - 5.2. Commission Powers and Duties
 - 5.3. Commission Meeting Location
6. County Supervisor Report
7. Commissioner Reports
 - 7.1. District 1 (*Brocklebank*)
 - 7.2. District 3 (*Walker*)
 - 7.3. District 4 (*Valdez*)
 - 7.4. District 5 (*Halterman*)
 - 7.5. Golden State Manufactured Homeowners League (*Lerno*)
 - 7.6. Western Manufactured Housing Communities (*Garza*)
 - 7.7. District 2 (*Cleveland*)
8. Central Coast Resident-Owned Parks Report
9. Legislative Report
10. County Counsel Report
11. Staff Report
12. Correspondence
13. Adjournment

Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, July 20, 2023

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MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: May 25, 2023
LOCATION: Sheriff's Office Community Room, (5200 Soquel Avenue, Santa Cruz, CA 95062)
PRESENT: Jean Brocklebank (*Vice Chair - 1st District*), Henry Cleveland (*Chair - 2nd District*), Candi Walker (*3rd District*), Richard Valdez (*4th District*), Rick Halterman (*5th District*), Carol Lerno (*GSMOL*), Charlene Garza (*WMA*)
EXCUSED: None
ABSENT: None
STAFF: Kaite McGrew (*Commissions Manager*), Juliette Burke (*Chief Deputy Clerk of the Board*)
GUESTS: Jamie Sehorn (*1st District Supervisor's Analyst*) and 3 members of the public attended.

1. Call to Order/Roll Call/Agenda Review
Meeting convened at 9:30 AM.
Commission welcomed new District 3 Commissioner Candi Walker
2. Approve March 16, 2023 Meeting Minutes
Motion to approve the March 16, 2023 meeting minutes as written.
Motion/Second: Lerno/Valdez
Motion passed unanimously.
3. Public Comment: None
4. Administration of the Oath of Office
Burke administered the oath to all Commissioners
5. New Business/Action Items:
 - 5.1. Election of Officers
Motion to elect Brocklebank as Chair
Motion/Second: Brocklebank/Garza
Ayes: Brocklebank, Garza
Nays: Cleveland, Walker, Valdez, Halterman, Lerno
Motion failed.

Motion to re-elect Chair Cleveland as Chair
Motion/Second: Halterman/Lerno
Ayes: Cleveland, Walker, Valdez, Halterman, Lerno
Nays: Brocklebank, Garza
Motion passed.

Motion to re-elect Brocklebank as Vice Chair

Motion/Second: Brocklebank/Valdez

Ayes: Cleveland, Valdez

Nays: Brocklebank, Walker, Halterman, Lerno, Garza

Motion failed.

Motion to elect Garza as Vice Chair

Motion/Second: Garza/Halterman

Ayes: Brocklebank, Walker, Halterman, Lerno, Garza

Nays: Cleveland, Valdez

Motion passed.

5.2. Commission Powers and Duties

Commission discussed the scope of their mandated powers and duties. Brocklebank reported that County Counsel advised that the Commission is only authorized advocate in support of legislation with the Board of Supervisors and not directly with the State legislature going forward.

5.3. Commission Meeting Location

Commission discussed options for meeting locations going forward and determined to continue meeting at the Sheriff's Community Room with the United Way Facility as a backup. If a suitable centrally located, ADA-compliant MHP recreation room can be located and becomes available, the Commission will consider meeting there occasionally in an effort to fulfill their mandated duties related to SCCC Chapter 2.64.050(E).

6. County Supervisor Report

Sehorn confirmed that the Board of Supervisors send letters of support for AB 1035, AB 318 and AB 604 to State legislators and reported on a variety of County government activities impacting MHP residents including a possible new assessment fee for the CSA 9E service area to pay for the maintenance of sidewalks, street trees, medians, and bulbouts in the CSA 9E area, an update on the Zone 5 Master plan County stormwater management to prevent flooding and protect water supplies, an update on the Soquel Drive congestion buffered bike lane and mitigation project, and an update on the status of the proposed medical office project at 5940 Soquel Avenue which has been withdrawn. The parcel remains zoned for 100 units of housing but there are now no planned infrastructure improvements for the Soquel Avenue/Gross Road corridor.

7. Commissioner Reports

7.1. District One (Brocklebank)

Brocklebank reported on a variety of matters related to six MHPs since the last meeting including Cabrillo Estates, Homestead MHP, Osocales MHP, Rodeo Mobile Estates MHP, Shangri-La MHP and Soquel Gardens MHP.

7.2. District Three (Walker)

Walker provided some information about her background and experience with GSMOL.

7.3. District Four (Valdez)

Valdez continues to work with Meadows Manor establishing GSMOL membership and plans to continue working with residents at Rancho Cerritos MHP to form a homeowners association and promote GSMOL membership in both parks.

- 7.4. District Five (Halterman)
Halterman provided a further update on publication of the MRLPP utilization data report and reported that the Manufactured Housing Opportunity & Revitalization Program (MORE) program is accepting applications until June 30th, though applicants will need to email to schedule a pre-application technical meeting with HCD staff before submitting their applications.
- 7.5. Golden State Manufactured Homeowners League (Lerno):
Lerno reported her ongoing support for GSMOL's positive impact on MHP residents.
- 7.6. Western Manufactured Housing Communities (Garza):
Garza reported that the WMA's Frank J. Evans Scholarship Program is now accepting applications for \$2000 scholarships for college (or college-bound) students residing in mobile home parks. Commissioners are encouraged to promote participation with their communities. WMA will host an insurance webinar open to both members and non-members. Staff will forward the details.
- 7.7. District Two (Cleveland)
Commission discussed Capitola City Council's upcoming consideration of an urgency ordinance stabilizing space rents in MHPs within city limits. Cleveland reported on a variety of matters including developing Pinto Lake MHP resident impacts under the new management of Harmony Homes, the potential unintended financial impact on MHP residents with local rent control ordinances if WMA prevails in their ongoing lawsuit against AB 2782, and the availability of free CERT training for MHP residents in both resident and investor-owned parks.
8. Central Coast Resident-Owned Parks Report:
Cleveland reported that the two major issues being discussed are rules enforcement differences between parks under the MRLA and Davis-Stirling parks, and how to fund the replacement of outdated water systems. The current list of Santa Cruz County MHP parks accepted into Phase 2 of the CPUC Master meter conversion program and those pending acceptance is now available. Acceptance criteria is largely opaque, though Garza reports that parks must have current permits to operate to be accepted.
9. Legislative Report:
Halterman reported that AB 604 has passed the Assembly and moved on to the Senate, AB 318 has extended the MRLPP sunset date by three years to allow for an audit of the program, and AB-1035 has been withdrawn pending the addition of fair rate of return language which it currently lacks.
10. County Counsel Report: No Report
11. Staff Report: No Report
12. Correspondence: None
13. Adjournment
Meeting adjourned at 10:47 AM.

Submitted by: Kaite McGrew, *Commissions Manager*



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Notice of Public Meeting and Agenda

DATE: Thursday, July 20, 2023

TIME: 9:30 AM to 11:00 AM

LOCATION: Sheriff's Office Community Room, (5200 Soquel Avenue, Santa Cruz, CA 95062)

****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 25, 2023 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. New Business/Action Items:
 - 4.1. Consider Reasonable Rate of Return on Capital Improvements Recommendation
 - 4.2. Consider Space Fee Recommendation
 - 4.3. Consider Recommending Board Support for AB 1334 (Pellerin)
 - 4.4. Consider Housing Element Affordable Housing Protection Recommendations
 - 4.5. County Code Chapter 13.32 Amendments Update
 - 4.6. CPI Adjustment Letters Update
5. County Supervisor Report
6. Commissioner Reports
 - 6.1. District 1 (*Brocklebank*)
 - 6.2. District 3 (*Walker*)
 - 6.3. District 4 (*Valdez*)
 - 6.4. District 5 (*Halterman*)
 - 6.5. Golden State Manufactured Homeowners League (*Lerno*)
 - 6.6. Western Manufactured Housing Communities (*Garza*)
 - 6.7. District 2 (*Cleveland*)
7. Central Coast Resident-Owned Parks Report
8. Legislative Report
9. County Counsel Report
10. Staff Report
11. Correspondence
12. Adjournment

Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, September 21, 2023

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MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: July 20, 2023

LOCATION: Sheriff's Office Community Room, (5200 Soquel Avenue, Santa Cruz, CA 95062)

PRESENT: Jean Brocklebank (*Vice Chair - 1st District*), Henry Cleveland (*Chair - 2nd District*), Candi Walker (*3rd District*), Richard Valdez (*4th District*), Rick Halterman (*5th District*), Carol Lerno (*GSMOL*), Charlene Garza (*WMA*)

EXCUSED: None

ABSENT: None

STAFF: Kaite McGrew (*Commissions Manager*), Mitsuno Baurmeister (*EEO Officer*), Suzanne Yang, Esq. (*County Counsel*)

GUESTS: Manu Koenig (*1st District Supervisor*) and 6 members of the public attended.

1. Call to Order/Roll Call/Agenda Review
Meeting convened at 9:30 AM.
Item 4.4 was moved to the top of the New Business/Action Items section of the agenda.
2. Approve *May 25, 2023 Meeting Minutes*
Motion to approve *May 25, 2023 Meeting Minutes* as written.
Motion/Second: Brocklebank/Halterman
Motion passed unanimously.
3. Public Comment:
1 member of the public provided public comment.
4. New Business/Action Items:
 - 4.1. Consider Housing Element Affordable Housing Protection Recommendations
Will Constantine, attorney for Bay Federal Credit Union, summarized Bay Federal Credit Union's proposals to restore the strong mobile home park affordable housing preservation provisions which had been eliminated in the County's 2023 draft Housing Element.
Motion to send a letter to the Board of Supervisors expressing the Commission's support for Bay Federal's proposed restorations to the County's Draft 2023 Housing Element, including restoration of the Affordable Housing Preservation Goal, the Affordable Mobile Home Park Preservation Policy, and the Affordable MHP Preservation Program in Program H-2B.
Motion/Second: Brocklebank/Halterman
Motion passed unanimously.
 - 4.2. Consider Reasonable Rate of Return on Capital Improvements Recommendation
Brocklebank expressed concern that ambiguities in SCCC Chapter 13.323.030 allow for implementation potentially resulting in capital improvement overpayment by residents.

Motion to approve recommendation to the Board of Supervisors that the rate of return on capital improvements remain at 12%.

Motion/Second: Garza/Lerno

Ayes: Cleveland, Walker, Halterman, Lerno, Garza

Nays: Brocklebank, Valdez

Motion passed.

4.3. Consider Space Fee Recommendation

Motion to approve recommendation to the Board of Supervisors that the space fee remain at \$38

Motion/Second: Cleveland/Lerno

Motion passed unanimously.

4.4. Consider Recommending Board Support for AB 1334 (Pellerin)

Commission discussed several problematic elements and impacts of the proposed legislation including language removing local zoning jurisdiction, initiating a 15-year suspension of rent control for new spaces, and the detrimental potential impact that increasing the number of residents without increasing the infrastructure that supports them would have on parking and existing electrical, sewage and water systems. Yang confirmed that this bill is in the suspense file of the Appropriations Committee indefinitely.

Motion to send a letter to the Board of Supervisors expressing the Commission's opposition to AB-1334 as written.

Motion/Second: Brocklebank/Cleveland

Ayes: Brocklebank, Cleveland, Walker, Valdez, Halterman

Nays: Garza, Lerno

Motion passed.

4.5. County Code Chapter 13.32 Amendments Update

Commission discussed their recent recommendation regarding criteria for qualified experts in Special Rent Adjustment petition procedures. Yang confirmed that clean-up language is being drafted for consideration by the Board.

4.6. CPI Adjustment Letters Update

Staff reported that the 2023 CPI letters to park owners specifying the allowable 2024 space rent adjustments for mobile homes and recreational vehicles have been mailed and posted online.

5. County Supervisor Report

Supervisor Koenig confirmed that revisions to SCCC 13.32 related to expert qualifications are being developed. He is monitoring the situation at Shangri-la MHP and will advise the current owners of potential tax credits that may be available if they sell to residents rather than to another investor owner. A recent walk-thru at Soquel Gardens MHP indicated that efforts to come into compliance are underway and they may be issued a conditional permit to operate soon.

6. Commissioner Reports

6.1. District One (Brocklebank)

Brocklebank reported on a variety of matters related to five MHPs since the last meeting including Shangri-La MHP, Soquel Gardens MHP, Old Mill Estates, Snug Harbor MHP, and Pinto Lake Estates MHP. There may be a potential purchase of Soquel Gardens if it is brought into compliance.

6.2. District Three (Walker): No Report

- 6.3. District Four (Valdez)
Valdez reported on a variety of matters related to Meadows Manor MHP including garbage service and ADA-accessibility for both parking and shared spaces. HOA and GSMOL memberships are both growing steadily.
- 6.4. District Five (Halterman)
Halterman provided information related to an upcoming GSMOL virtual town hall.
- 6.5. Golden State Manufactured Homeowners League (Lerno):
Lerno reported on the increasing difficulty that mobile home owners are having getting insurance for their homes.
- 6.6. Western Manufactured Housing Communities (Garza):
Garza confirmed recent difficulty in obtaining mobile home insurance and reported connecting with Harmony Communities regarding Pinto Lake Estates. Garza discussed appropriate storm recovery pass-throughs with several park owners. An Ocean Breeze MHP resident was awarded WMA Frank J. Evans Scholarship for the fourth year in a row.
- 6.7. District Two (Cleveland)
Cleveland connected with Waterhouse regarding the upcoming Pinto Lake MHP general rent adjustment petition hearing and a matter related to clearing storm drainage at Palm Terrace MHP.
7. Central Coast Resident-Owned Parks Report:
Cleveland reported that the next quarterly meeting will be held in-person on August 5th regarding supporting new members.
8. Legislative Report:
Halterman reported that AB 604 has passed Senate Committees and is expected to move forward. AB 318 also passed Senate Committees but will need to be reviewed again by the Assembly because it has been amended to remove language excluding less severe cases and adjust the reporting period. AB-1035 has been completely eliminated in the wake of effective WMA opposition and recent lawsuits related to rent caps.
9. County Counsel Report: No Report
10. Staff Report:
Staff reported responding to two separate Freedom of Information Act (FOIA) requests for records pertaining to prior special rent increase petitions. Special Rent Adjustment petitions are expected in the wake of recent flood recovery efforts and a new qualified expert list is being assembled in anticipation. A general rent adjustment petition hearing process is underway for Pinto Lake Estates MHP. The petition form has been translated to Spanish and posted on the website. Staff is exploring options related to translating SCCC Chapter 13.32 in its entirety.
11. Correspondence: None
12. Adjournment
Meeting adjourned at 10:56 AM.

Submitted by: Kaite McGrew, *Commissions Manager*



Santa Cruz County Mobile and Manufactured Home Commission

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Santa Cruz, CA 95060
(831) 454-2772 Fax (831) 454-2411 TTY/TDD: 711
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www.sccmmhc.org

Notice of Public Meeting and Agenda

DATE: Thursday, September 21, 2023

TIME: 9:30 AM to 11:00 AM

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 20, 2023 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. New Business/Action Items:
 - 4.1. Consider Commission Bylaws Revision to Update Regular Meeting Location
 - 4.2. Consider 2023 Jan Beautz Award Nominees
5. County Supervisor Report
6. Commissioner Reports
 - 6.1. District 1 (*Brocklebank*)
 - 6.2. District 3 (*Walker*)
 - 6.3. District 4 (*Valdez*)
 - 6.4. District 5 (*Halterman*)
 - 6.5. Golden State Manufactured Homeowners League (*Lerno*)
 - 6.6. Western Manufactured Housing Communities (*Garza*)
 - 6.7. District 2 (*Cleveland*)
7. Central Coast Resident-Owned Parks Report
8. Legislative Report
9. Staff Report
10. Correspondence
11. Adjournment

Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, November 16, 2023

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MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: September 21, 2023
LOCATION: United Way Community Room, (4450 Capitola Road, Ste 106, Santa Cruz, CA 95010)
PRESENT: Jean Brocklebank (*1st District*), Henry Cleveland (*Chair - 2nd District*), Candi Walker (*3rd District*), Rick Halterman (*5th District*), Carol Lerno (*GSMOL*), Charlene Garza (*Vice Chair - WMA*)
EXCUSED: Richard Valdez (*4th District*)
ABSENT: None
STAFF: Kaite McGrew (*Commissions Manager*)
GUESTS: Manu Koenig (*1st District Supervisor*) and 5 members of the public attended.

1. Call to Order/Roll Call/Agenda Review
Meeting convened at 9:30 AM.
2. Approve *July 20, 2023 Meeting Minutes*
Motion to approve July 20, 2023 Meeting Minutes as written.
Motion/Second: Brocklebank/Lerno
Motion passed unanimously.
3. Public Comment:
2 members of the public provided public comment.
4. New Business/Action Items:
 - 4.1. Consider Commission Bylaws Revision to Update Regular Meeting Location
Commission discussed revising bylaws to reflect a new permanent location at the United Way. There were concerns expressed related to lack of adequate ventilation post-COVID. Alternative venues were discussed. No changes are being made to the bylaws at this time.
 - 4.2. Consider 2023 Jan Beautz Award Nominees
Cleveland nominated John Hakin to receive the 2023 Jan Beautz Award posthumously. Mr. Hakin is a local resident who was instrumental in getting a rental control ordinance re-established in Capitola. As President of the Cabrillo Estates Mobile Home Owner's Association and the league chapter of the GSMOL, Mr. Hakin provided the leadership needed to mobilize the community in support of the ordinance. Mr. Hakin passed away in August and his award will be presented to his surviving spouse.
Motion to Award John Hakin with the 2023 Jan Beautz Award.
Motion/Second: Cleveland/Brocklebank
Motion passed unanimously.

5. County Supervisor Report

Supervisor Koenig reported that County Counsel is considering putting out an RFP for legal service representation alternatives to be available to residents in rent adjustment hearings. A letter was sent to Shangri-La MHP investor-owners about the merits of working with residents to allow them to purchase the park instead of selling to another investor owner. Efforts to address service reductions at Blue and Gold and Snug Harbor MHPs are being discussed. The Board held the first formal hearing of the Housing Element. Additionally, an initiative for a slight increase in the CSA-9E Fund fee (which is currently part of the property tax pass-thru to mobile home residents.) to offset reduced purchasing power will appear on the November ballot. Commissioners are asked to raise awareness among residents, who can express their views to investor owners. Significant road construction is also in progress.

6. Commissioner Reports

6.1. District One (Brocklebank)

Brocklebank reported on a variety of matters related to several issues at the Blue and Gold MHP. Brocklebank will be meeting with residents to discuss how best they can proceed. She will invite someone from County Weights and Measures to present at the November meeting. Brocklebank expressed concerns about the recent Pinto Lake decision and about mobile homes being used as second homes for people not living locally. Brocklebank and Walker have been invited to present a course for realtors on best practices related to mobile home space rents and realty. Garza may join them to present information from the investor-owner perspective. Cleveland gave a similar presentation recently.

6.2. District Three (Walker): No Report

6.3. District Four (Valdez): No Report

6.4. District Five (Halterman)

Halterman reported that the HCD released two reports (one on park inspections and the other on the MRLPP). Currently the MRLPP still has \$8.5M in unspent funds. Only about 10% of the complaints received were provided with legal counsel because of the language requiring that only the most “egregious” cases be provided with counsel. New legislation is being considered that would remove that criteria and increase access to legal counsel by January 1, 2024. Copies of the reports can be found at www.hcd.ca.gov.

6.5. Golden State Manufactured Homeowners League (Lerno): No Report

6.6. Western Manufactured Housing Communities (Garza):

Garza reported on upcoming conference – teaching a seminar on insurance in CA will be held in Reno. The Frank J. Evans Foundation has awarded 36 scholarships statewide totaling almost \$1M.

6.7. District Two (Cleveland)

Cleveland reported that the BOS approved the Commission’s recommendations on Space Fees and Reasonable Rate of Return on Capital Improvements. Koenig updated the Commission that the County Code has been updated to reflect revised criteria for financial experts in Special Rent Adjustment Hearings. Cleveland reported that Palm Terrace MHP residents are working with local agencies to advocate for fixing drainage ditches on public property adjacent to the park. Supervisor Koenig will contact District 2 to get an update.

7. Central Coast Resident-Owned Parks Report:

Cleveland reported that the November meeting will feature guest speakers from the HCD including permitting concerns (e.g., bringing new homes into mobile homes, park property updates etc.).

8. Legislative Report:

Halterman reported that both AB-318 and AB-604 are awaiting signatures on the Governor's desk. AB-1334 has been suspended. Lerno reported that John Laird spoke locally recently advocating for local services. Cleveland reported that Dawn Addis will be speaking at an upcoming Aptos Chamber of Commerce meeting.

9. County Counsel Report: No Report

10. Staff Report: No Report

11. Correspondence: None

12. Adjournment

Meeting adjourned at 10:36 AM.

Submitted by: Kaite McGrew, *Commissions Manager*



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Notice of Public Meeting and Agenda

DATE: Thursday, November 16, 2023

TIME: 9:30 AM to 11:00 AM

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 *September 21, 2023 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. New Business/Action Items:
 - 4.1. Overview of Weights & Measures and MHPs – Andrew Kimura (*Deputy Agricultural Commissioner/Sealer*)
5. County Supervisor Report
6. Commissioner Reports
 - 6.1. District 1 (*Brocklebank*)
 - 6.2. District 3 (*Walker*)
 - 6.3. District 4 (*Valdez*)
 - 6.4. District 5 (*Halterman*)
 - 6.5. Golden State Manufactured Homeowners League (*Lerno*)
 - 6.6. Western Manufactured Housing Communities (*Garza*)
 - 6.7. District 2 (*Cleveland*)
7. Central Coast Resident-Owned Parks Report
8. Legislative Report
9. Staff Report
10. Correspondence
11. Adjournment

Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, January 18, 2024

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MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: November 16, 2023

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

PRESENT: Jean Brocklebank (*1st District*), Henry Cleveland (*Chair - 2nd District*), Candi Walker (*3rd District*), Richard Valdez (*4th District*), Rick Halterman (*5th District*), Charlene Garza (*Vice Chair - WMA*)

EXCUSED: None

ABSENT: Carol Lerno (*GSMOL*)

STAFF: Kaite McGrew (*Commissions Manager*)

GUESTS: Shane McKeithen (*1st District Analyst*), Andrew Kimura (*Deputy Agricultural Commissioner/Sealer*) and 10 members of the public attended.

1. Call to Order/Roll Call/Agenda Review
Meeting convened at 9:30 AM. Agenda revised to place the presentation first.
2. New Business/Action Items:
 - 2.1. Overview of Weights and Measures and MHPs Commission
Kimura provided an overview of Weights and Measures equipment that could be found in mobile home parks and provided insight into how utilities are measured and charged.
3. Approve *September 21, 2023 Meeting Minutes*
Motion to approve September 21, 2023 Meeting Minutes as written.
Motion/Second: Brocklebank/Halterman
Motion passed unanimously.
4. Public Comment:
4 members of the public provided public comment.

Walker arrived.
5. County Supervisor Report
McKeithen provided an update on several issues impacting mobile home residents, including financial issues at Alimur (a resident-owned park), erosion issues at Old Mill MHP that could result in relocation of the park, public works maintenance efforts along Soquel Creek, submission of the housing element to the state, including Policy H-2.1 Preservation of Mobile Home Parks. The County will continue to implement state and local codes supporting affordable housing in Santa Cruz County.
6. Commissioner Reports
 - 6.1. District One (Brocklebank)
Brocklebank reported on a variety of matters related to several issues 4 MHPs including Old Mill MHP, Blue and Gold MHP, Pinto Lake Estates and Castle. County Code 2.38 has been amended

including adding term limits for officers. The MMHC website can be translated using Google translate. Brocklebank would like to add the topic of “Timing of Special Rent Adjustments and General Rent Adjustments” to the next agenda.

6.2. District Three (Walker): Walker reported that residents in her park have asked the owners to make ADA-accessibility adjustments to park elements that include the Coastal Trail which is open to the public.

6.3. District Four (Valdez):

Valdez reported that the issue related to garbage can sizes is progressing and may be resolved in 2024. Brocklebank provided additional information about GreenWaste services.

6.4. District Five (Haltermann)

Haltermann reported that MRLPP program sunset has been extended for three years and the severity of cases requirement will be eliminated in January. The program has a lot of reserves.

6.5. Golden State Manufactured Homeowners League (Lerno): No Report

6.6. Western Manufactured Housing Communities (Garza): No Report

6.7. District Two (Cleveland)

Cleveland reported that the Jan Beautz Award was presented posthumously to John Hakin’s widow. Mr. Hakin was instrumental in leading the effort to re-establish rent control for MHPs in the City of Capitola. Supervisor Friend presented a certificate of recognition as well. Cleveland read an acceptance speech from his surviving spouse.

7. Central Coast Resident-Owned Parks Report:

Cleveland reported that Matthew Weis (*HCD Inspection Unit Director*) spoke to the group recently about trends in MHP housing and provided additional detail about the HCD’s subject matter jurisdiction and permitting requirements, specifically water heaters.

8. Legislative Report: No Report

9. County Counsel Report: Not Present

10. Staff Report: No Report

11. Correspondence: None

12. Adjournment

Meeting adjourned at 10:56 AM.

Submitted by: Kaite McGrew, *Commissions Manager*