

# City of Capitola

## City Council Meeting Agenda

### Thursday, November 13, 2025 – 6:00 PM



City Council Chambers

420 Capitola Avenue, Capitola, CA 95010

**Mayor:** Joe Clarke

**Vice Mayor:** Margaux Morgan

**Council Members:** Gerry Jensen, Melinda Orbach, Susan Westman

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### Closed Session – 5:30 PM

*Closed Sessions are not open to the public and held only on specific topics allowed by State Law (noticed below). An announcement regarding the items to be discussed in Closed Session will be made in the City Hall Council Chambers prior to the Closed Session. Members of the public may, at this time, address the City Council on closed session items only. There will be a report of any final decisions in City Council Chambers during the Open Session Meeting.*

- i. CONFERENCE WITH LEGAL COUNSEL—LIABILITY CLAIMS (Gov. Code § 54956.95)  
Claims Against the City of Capitola  
1) Syd J.

### Regular Meeting of the Capitola City Council – 6 PM

#### 1. Roll Call and Pledge of Allegiance

*Council Members Gerry Jensen, Melinda Orbach, Susan Westman, Vice Mayor Margaux Morgan, and Mayor Joe Clarke*

#### 2. Additions and Deletions to the Agenda

#### 3. Report on Closed Session

#### 4. Additional Materials

*Additional information related to an agenda item on this agenda and submitted to the City after distribution of the agenda packet pursuant to Government Code §54957.5. All correspondence received prior to 5:00 p.m. on the Wednesday preceding a Council Meeting will be distributed to Councilmembers to review prior to the meeting. Information submitted after 5 p.m. on that Wednesday may not have time to reach Councilmembers, nor be read by them prior to consideration of an item.*

A. Item 5 - Correspondence Received

B. Item 7H - Correspondence Received

#### 5. Oral Communications by Members of the Public

*Oral Communications allows time for members of the Public to address the City Council on any "Consent Item" on tonight's agenda, or on any topic within the jurisdiction of the City that is not on the "General Government/Public Hearings" section of the Agenda. Members of the public may speak for up to three minutes, unless otherwise specified by the Mayor. Individuals may not speak more than once during Oral Communications. All speakers must address the entire legislative body and*

*will not be permitted to engage in dialogue. A maximum of 30 minutes is set aside for Oral Communications.*

## 6. Staff / City Council Comments

*Comments are limited to three minutes.*

## 7. Consent Items

*All items listed as “Consent Items” will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Council votes on the action unless members of the City Council request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government. Note that all Ordinances which appear on the public agenda shall be determined to have been read by title and further reading waived.*

**A.** City Council Meeting Minutes

Recommended Action: Approve minutes from the regular meeting on October 23, 2025, and the special meeting on October 28, 2025.

**B.** 2025 City Council Regular Meeting Schedule

Recommended Action: Adopt a resolution amending the 2025 City Council regular meeting schedule to cancel the November 20<sup>th</sup> meeting.

**C.** 2026 Holidays and City Hall Closures

Recommended Action: Adopt a resolution designating the holidays and City Hall closures in calendar year 2026.

**D.** Amendment to Capitola Municipal Code Chapter 15.04 Pertaining to Building and Fire Code

Recommended Action: Adopt an ordinance amending Chapter 15.04 and 15.18 of the Capitola Municipal Code pertaining to adoption of California Building Codes and the California Fire Code, 2005 Edition and portions of the 2024 International Fire Code, as amended by the Central Fire Protection District and ratified by the Capitola City Council.

**E.** Surplus Vehicle

Recommended Action: Adopt a resolution to declare one Police Department vehicle as surplus property and authorize Public Works to dispose of the vehicle through public auction, in accordance with Administrative Policy III-8 – Surplus Property.

**F.** Phase 1 Conceptual Design – Grand Avenue Pathway

Recommended Action: Authorize the City Manager to execute a professional services agreement with SSA Landscape Architects, Inc. for Phase 1 Conceptual Design of the Grand Avenue Pathway in an amount not to exceed \$13,000, with funding from the Capital Improvement Program (CIP) Fund.

**G.** Liability Claims

Recommended Action: Deny a liability claim from Syd J.

**H.** 3720 Capitola Road Request for Support of Grant Application

Recommended Action: No action.

## 8. General Government / Public Hearings

*All items listed in “General Government / Public Hearings” are intended to provide an opportunity for public discussion of each item listed. The following procedure pertains to each General Government item: 1) Staff explanation; 2) Council questions; 3) Public comment; 4) Council deliberation; 5) Decision.*

**A.** Annexation Feasibility Study Analysis Report

Recommended Action: Receive a presentation from RSG, Inc. on the results of the annexation feasibility study and authorize the City Manager to submit the analysis to the Santa Cruz Local Agency Formation Commission for analysis and revision of the City's sphere of influence.

**B.** 41st Avenue Corridor Plan – Public Outreach Summary and Draft Goals

Recommended Action: Provide direction on the proposed goals for the 41st Avenue Corridor Plan based on the results of initial community outreach.

**C.** Rispin Reflecting Pool Public Art Project

Recommended Action: Adopt a resolution amending the FY 2025-26 Adopted Budget to allocate an additional \$25,000 from the Public Art Fund, for a total project budget of \$50,000.

**D.** Mandatory Organic Waste Disposal Reduction Ordinance

Recommended Action: Introduce for first reading, by title only, waiving further reading, an ordinance amending Chapter 8.04 "Solid Waste Management" of the Capitola Municipal Code, establishing a Mandatory Organic Waste Disposal Reduction Ordinance consistent with Senate Bill 1383 regulations.

**E.** 2026 City Council Meeting Schedule

Recommended Action: Adopt a resolution establishing the regular meeting schedule for 2026.

## 9. Adjournment

*The City Council will hold a special meeting on November 20, 2025, at 6:00 PM at the New Brighton Middle School Performing Arts Center.*

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### How to View the Meeting

Meetings are open to the public for in-person attendance at the Capitola City Council Chambers located at 420 Capitola Avenue, Capitola, California, 95010.

#### Other ways to Watch:

Spectrum Cable Television channel 8

City of Capitola, California YouTube Channel

#### To Join Zoom Application or Call in to Zoom:

Meeting

link: <https://us02web.zoom.us/j/83328173113?pwd=aVRwcWN3RU03Zzc2dkNpQzRWVXAydz09>

Or dial one of these phone numbers: **1 (669) 900 6833, 1 (408) 638 0968, 1 (346) 248 7799**

Meeting ID: **833 2817 3113**

Meeting Passcode: **678550**

### How to Provide Comments to the City Council

Members of the public may provide public comments to the City Council in-person during the meeting. If you are unable to attend in-person, please email your comments to [citycouncil@ci.capitola.ca.us](mailto:citycouncil@ci.capitola.ca.us) and they will be included as a part of the record for the meeting. Please be aware that the City Council will not accept comments via Zoom.

**Notice regarding City Council: The City Council meets on the 2nd and 4th Thursday of each month at 6:00 p.m. in the City Hall Council Chambers located at 420 Capitola Avenue, Capitola.**

**Agenda and Agenda Packet Materials:** The City Council Agenda and the complete Agenda Packet are available for review on the City's website and at Capitola City Hall prior to the meeting. Need more information? Contact the City Clerk's office at 831-475-7300.

**Agenda Materials Distributed after Distribution of the Agenda Packet:** Pursuant to Government Code §54957.5, materials related to an agenda item submitted after distribution of the agenda packet are available for public inspection at the Reception Office at City Hall, 420 Capitola Avenue, Capitola, California, during normal business hours.

**Americans with Disabilities Act:** Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individuals with hearing impairments at the meeting in the City Council Chambers. Should you require special accommodations to participate in the meeting due to a disability, please contact the City Clerk's office at least 24 hours in advance of the meeting at 831-475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.

**Si desea asistir a esta reunión pública y necesita ayuda - como un intérprete de lenguaje de señas americano, español u otro equipo especial - favor de llamar al Departamento de la Secretaría de la Ciudad al 831-475-7300 al menos tres días antes para que podamos coordinar dicha asistencia especial o envíe un correo electrónico a [jgautho@ci.capitola.ca.us](mailto:jgautho@ci.capitola.ca.us).**

**Televised Meetings:** City Council meetings are cablecast "Live" on Charter Communications Cable TV Channel 8 and are recorded to be rebroadcasted at 8:00 a.m. on the Wednesday following the meetings and at 1:00 p.m. on Saturday following the first rebroadcast on Community Television of Santa Cruz County (Charter Channel 71 and Comcast Channel 25). Meetings are streamed "Live" on the City's website by clicking on the Home Page link "Meeting Agendas/Videos." Archived meetings can be viewed from the website at any time.



**Gautho, Julia**

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**From:** w35t0n <w35t0n@proton.me>  
**Sent:** Wednesday, November 12, 2025 9:22 AM  
**To:** City Council  
**Subject:** Flock Cameras in Capitola

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

*Please have this read into the record at the next meeting:*

Dear City Council,

As a frequent driver throughout Capitola and a resident of Santa Cruz County I request that the City Counsel schedule a Public Hearing on the ongoing use of Flock Cameras throughout Capitola.

Recent reporting indicates that the City and/or Flock has violated Ca. Civil Code 1798.90.5 et seq. due to its sharing of information in violation of California law and the City's own regulations. These violations of the law raise serious concerns about the continuation of this program and the ability to trust the Capitola police department with this type of 24/7 surveillance system.

Secondly, the persistent and inescapable use of these cameras appear to be a violation of the U.S. Constitution Art. 4 regarding unreasonable searches. This type of full-time tracking of vehicles movements creating a searchable database can reasonable be considered an illegal warrantless search.

Another public hearing is therefore necessary to determine if the ongoing use of this program is in the best interest of the people of Capitola and its many visitors. Otherwise, violations of the law and people's rights will continue and lawsuits will be inevitable.

Sincerely,

Dan

Sent with [Proton Mail](#) secure email.

**Gautho, Julia**

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**From:** Vig Kamath <vkamath@crpaffordable.com>  
**Sent:** Wednesday, November 12, 2025 3:39 PM  
**To:** City Council  
**Cc:** Herlihy, Katie (kherlihy@ci.capitola.ca.us)  
**Subject:** [PDF] 3720 Capitola  
**Attachments:** 3720 Capitola\_Letter of Support\_11.12.25.docx; 2025-1014\_3720 Capitola\_Yield study and imagery board - 4 story option.pdf; 3720 Capitola\_SB 330 preliminary application.pdf

Dear City of Capitola Council Members,

We respectfully request that the attached materials be included in the agenda attachments for the City of Capitola City Council meeting scheduled for November 13, 2025, under Consent Item #7.H: *3720 Capitola Road – Request for Support of Grant Application*.

As you may be aware, CRP intends to apply for CDBG-DR funding to develop a 100% affordable housing project at 3720 Capitola Road. For the application to be considered complete by HCD, we require a letter of support from the City of Capitola or a member of City Staff endorsing CRP's pursuit of this funding. With CDBG-DR funding, we can proceed with a 4-story, 43-unit affordable housing development on this site.

If we are unable to submit a complete CDBG-DR application, our only remaining viable path forward would be to pursue a higher-density project that can fiscally support development. In parallel, CRP has submitted an SB 330 application for a 6-story, 88-unit project.

CRP's strong preference is to move forward with the CDBG-DR-funded 43-unit project. We sincerely hope the City will support this effort and provide the necessary letter of support to complete our CDBG-DR funding application. Please note that this letter of support does not constitute City approval or resolution of the project in any manner. It simply expresses the City's support for CRP's pursuit of CDBG-DR funding to deliver affordable housing at the 3720 Capitola Road site.

Thank you

**Vig Kamath**

CRP Affordable Housing and Community Development

[vkamath@crpaffordable.com](mailto:vkamath@crpaffordable.com)

(702) 595-8995



# CITY OF CAPITOLA

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420 Capitola Avenue, Capitola, CA, 95010  
Phone (831) 475-7300 Fax: (831) 479 8879 Website: [www.cityofcapitola.org](http://www.cityofcapitola.org)

November XX, 2025

Gustavo Velasquez Director  
Department of Housing and Community Development (HCD) 651 Bannon Street  
Sacramento, CA 95811

RE: Letter of Support on behalf of the City of Capitola — 3720 Capitola

3720 Capitola ("Project") is a proposed 100% affordable, new construction development located at 3720 Capitola Road in the City of Capitola.

We support this Project's pursuit of funding under the 2023/2024 CDBG-DR program that is being administered by the California Housing and Community Development Department.

This letter of support shall not be construed as an approval nor resolution of any sort on behalf of the City of Capitola.

Sincerely,

[SIGNATURE]

[NAME]

[TITLE]



# 3720 CAPITOLA RD., CAPITOLA, CA

## CONTEXT MAP



## PROJECT OVERVIEW

**Location**  
3720 Capitola Rd, Capitola, CA

**Site Area**  
27, 094 SF

**Vision Statement**  
The proposed development is designed to provide 100% affordable housing that supports both individual residents and the broader community. The vision for the project emphasizes livability, inclusivity, and long-term neighborhood value. A key goal of the design is to create a welcoming and family-friendly environment. Features such as children’s play area, shared community spaces, and landscaped open areas are intended to foster interaction among residents, strengthen community bonds, and provide safe, active environments for children and families.

The project also places importance on everyday convenience and quality of life. On-site laundry facilities, resident/ bike parking, and thoughtfully designed apartment layouts are planned to meet the practical needs of households while ensuring comfort and efficiency.

At the street level, ground-floor retail spaces will contribute to a lively and pedestrian-friendly environment, activating the street frontage along Capitola Road and offering services that benefit both residents and neighbors. By prioritizing active street engagement, the project not only enhances safety and walkability but also strengthens connections between the housing community and its surrounding urban fabric.

Overall, the intent is to create an affordable housing community where residents can thrive, families can grow, and the broader community can benefit from a thoughtfully designed development.

## ELEVATION INSPIRATION/ PRECEDENT IMAGERY

All images shown are for reference and inspiration purpose only. These are not final project renderings and have been sourced from public online sources



## INSPIRATION/ PRECEDENT IMAGERY FOR COMMUNITY SPACES AND CHILDREN PLAY AREA

All images shown are for reference and inspiration purpose only. These are not final project renderings. The visuals include photos from CRP’s past projects.



<b>DRAWN BY :</b> AURA ARCHITECTURE INC.	<b>CLIENT :</b> CRP AFFORDABLE HOUSING & COMMUNITY DEVELOPMENT	<b>PROJECT NAME :</b> 3720 CAPITOLA ROAD, CAPITOLA, CA	<b>JOB NUMBER :</b> 2025-02	<b>SHEET DESCRIPTION :</b> 3720 CAPITOLA ROAD CONCEPT SHEET	<b>DATE :</b> 10-14-2025	<b>SCALE :</b>	<b>SHEET NUMBER :</b> A100
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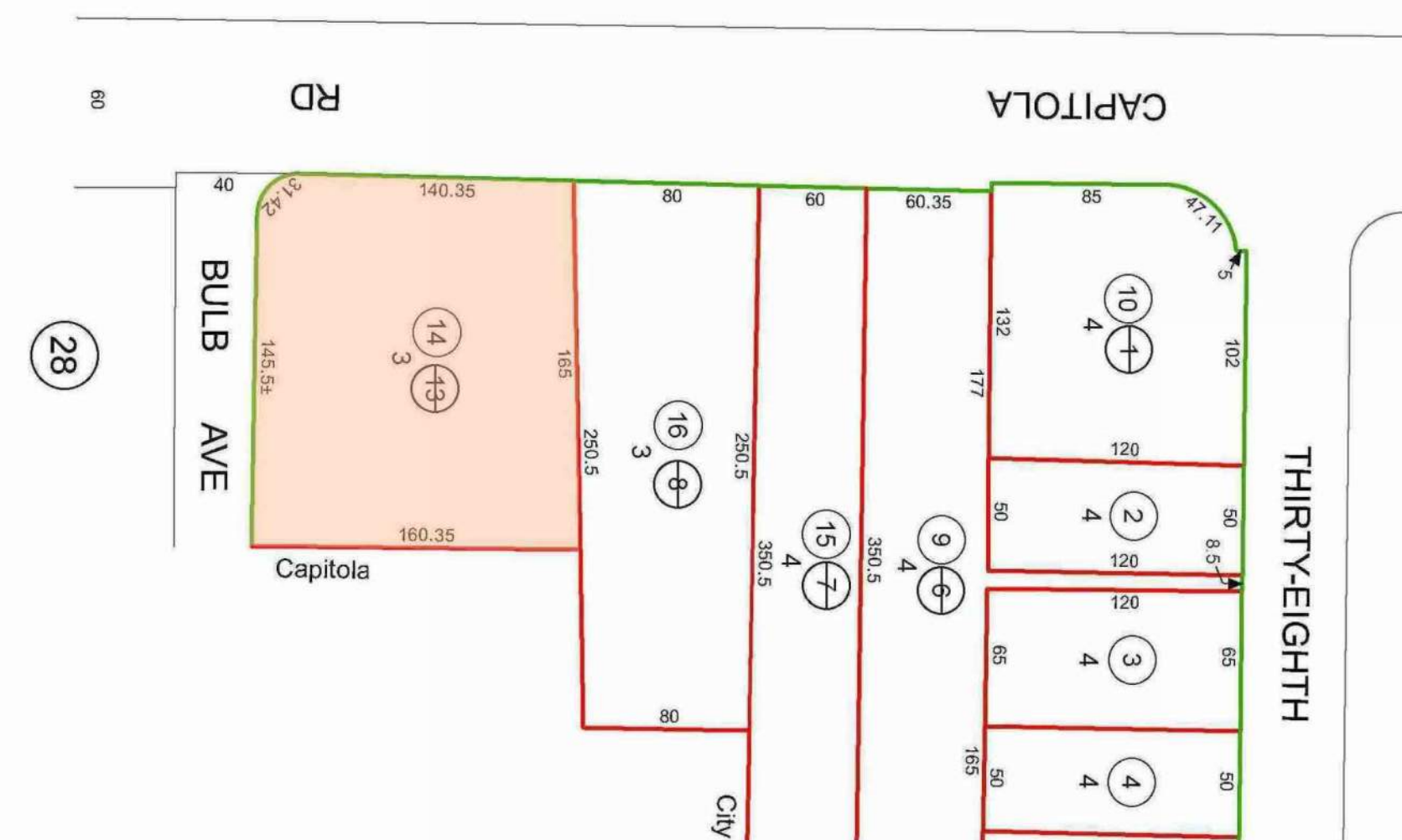


3720 CAPITOLA RD., CAPITOLA, CA

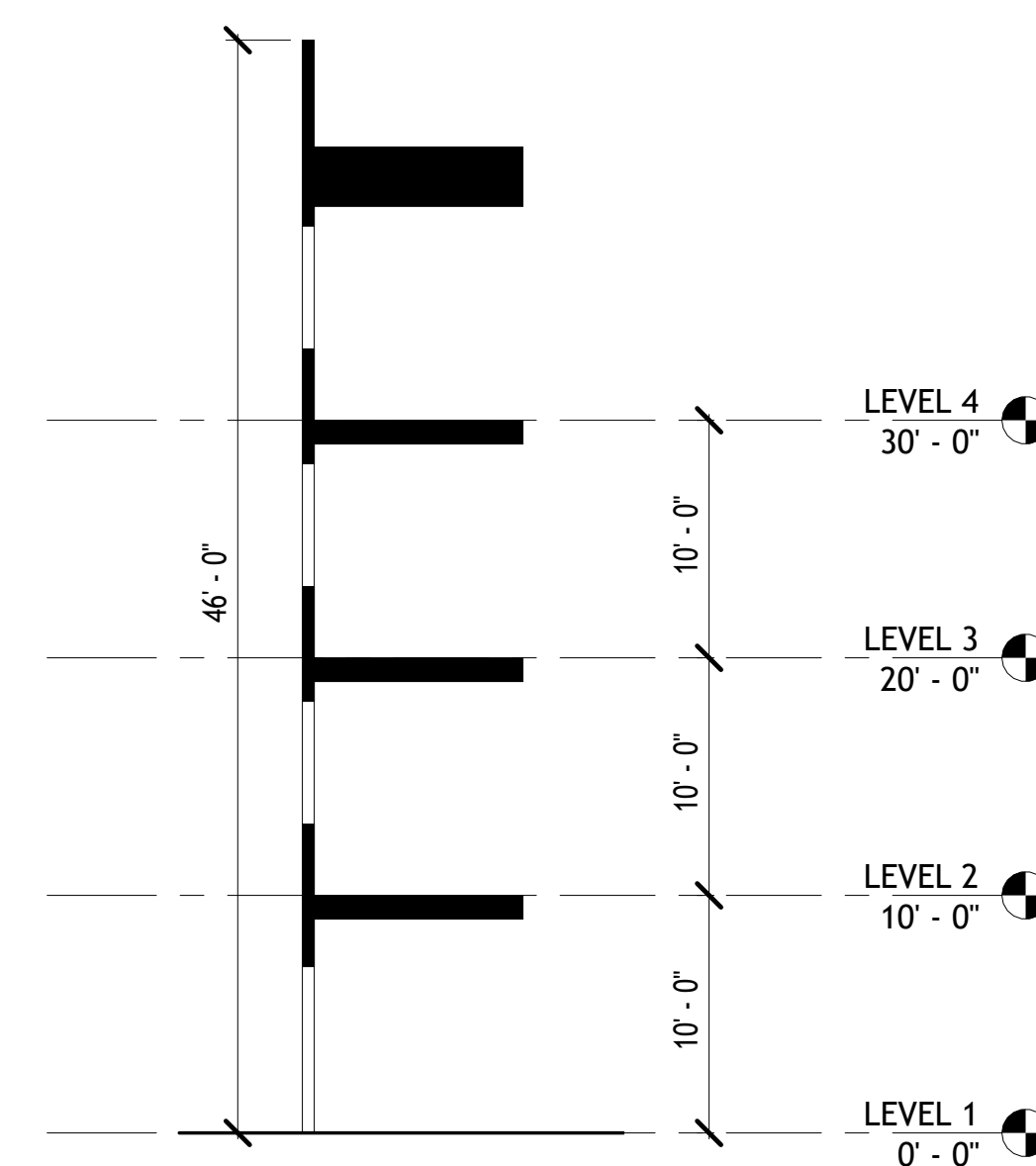
The proposed 43-unit development will provide 100% affordable housing with a focus on livability, inclusivity, and long-term neighborhood value. Family-friendly features like play areas, shared open space, and community amenities will support residents' daily needs, while ground-floor retail along Capitola Road will create a vibrant, pedestrian-friendly street presence that benefits both residents and neighbors.

UNIT SUMMARY				
4 STORY BUILDING : 3 LEVELS OF TYPE 5 CONSTRUCTION OVER 1 LEVEL OF TYPE 1 CONSTRUCTION				
UNIT TYPE	UNIT COUNT	% OF UNITS	UNIT AREA	TOTAL AREA
TWO BEDROOM UNIT	25 UNITS	58%	772 SQ. FT.	19,300 SQ. FT.
THREE BEDROOM UNIT	18 UNITS	42%	988 SQ. FT.	17,784 SQ. FT.
<b>TOTAL</b>	<b>43 UNITS</b>	<b>100%</b>		<b>37,084 SQ. FT.</b>

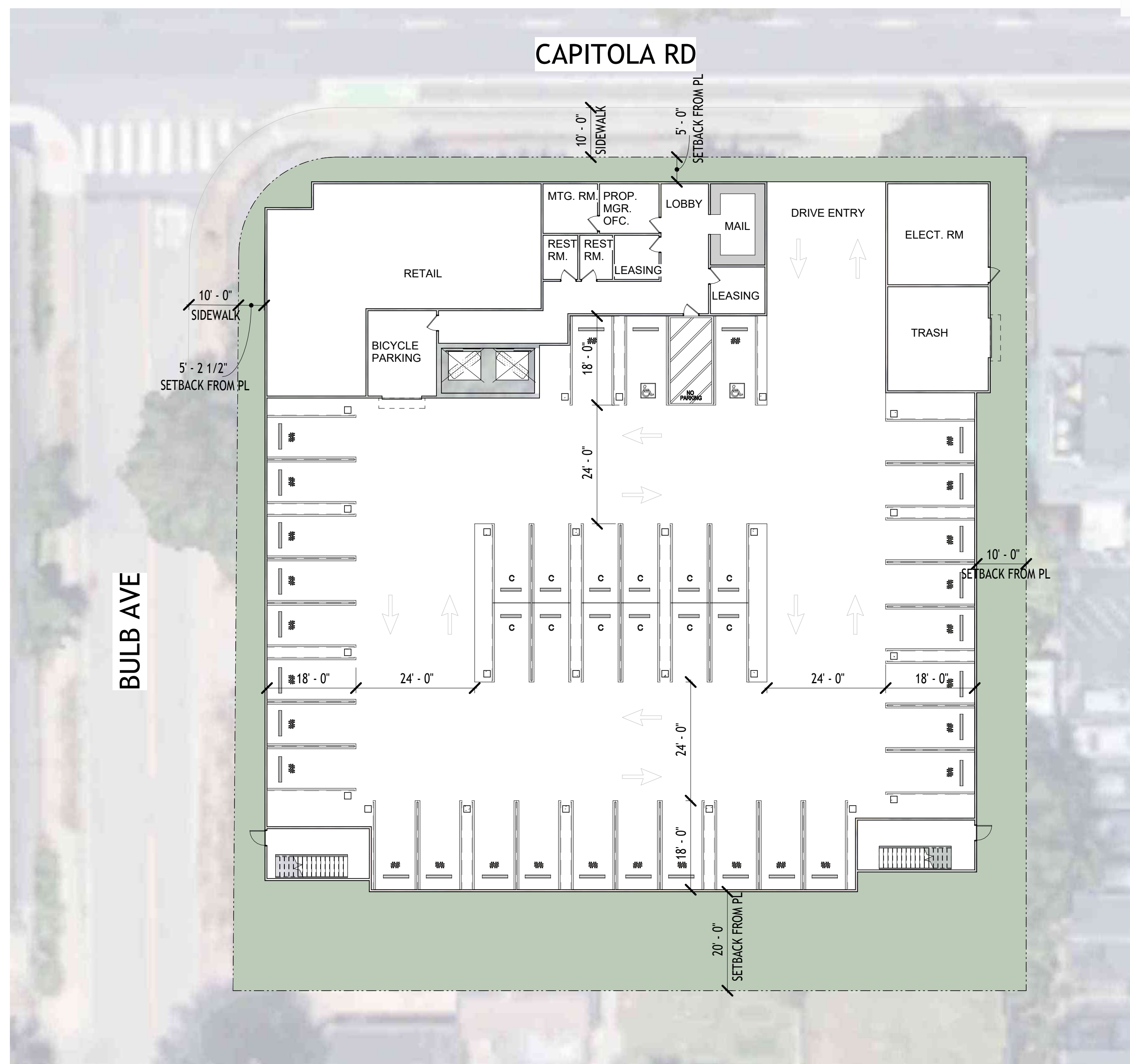
RETAIL AND PARKING SUMMARY	
TOTAL RETAIL AREA	1702 SQ. FT.
TOTAL COMMUNITY AREA	1090 SQ. FT.
STANDARD SIZE PARKING STALLS	29 STALLS
COMPACT PARKING STALLS	12 STALLS
TOTAL PARKING STALLS	41 STALLS



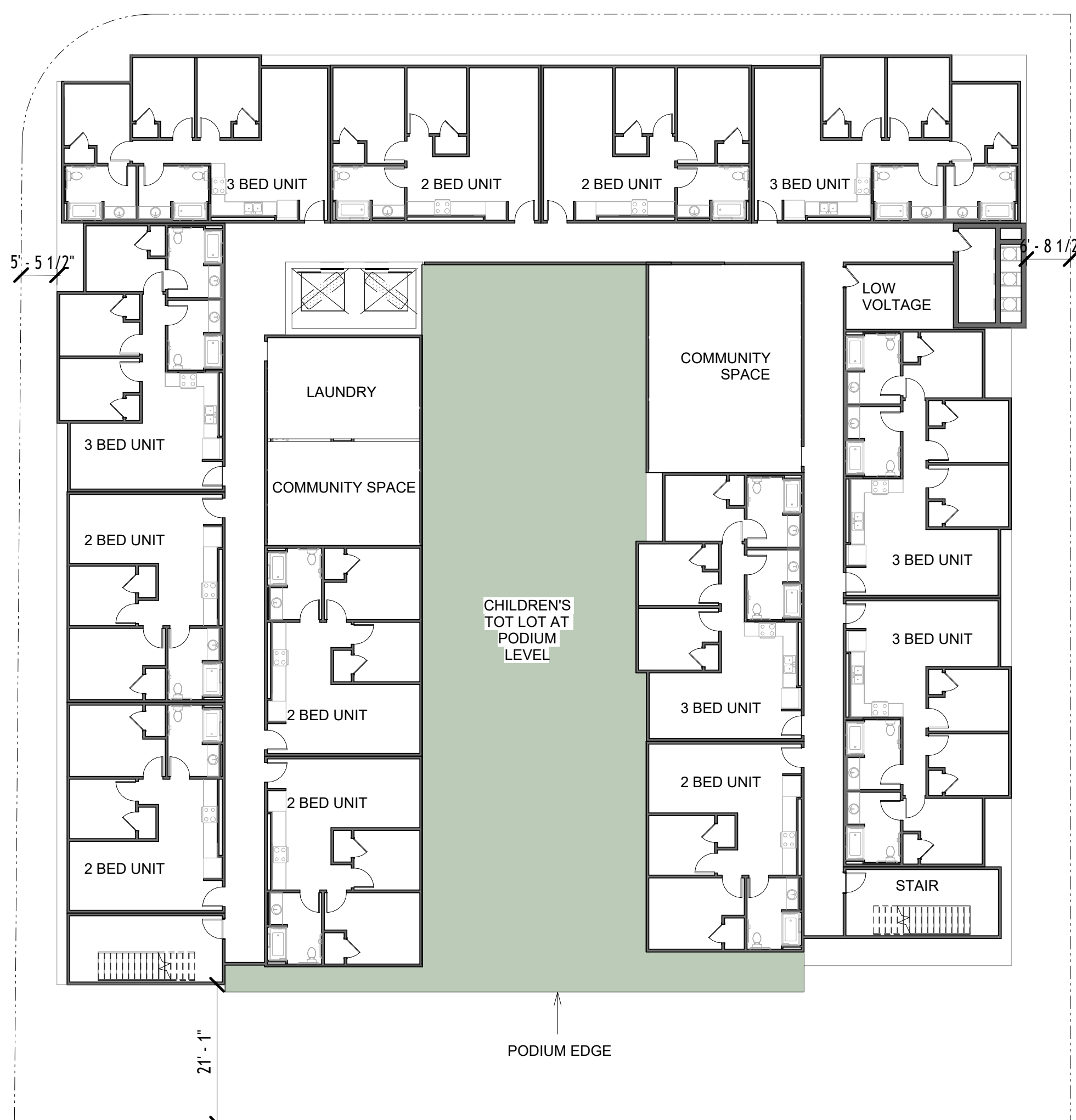
5 LOT ASSESSOR'S MAP



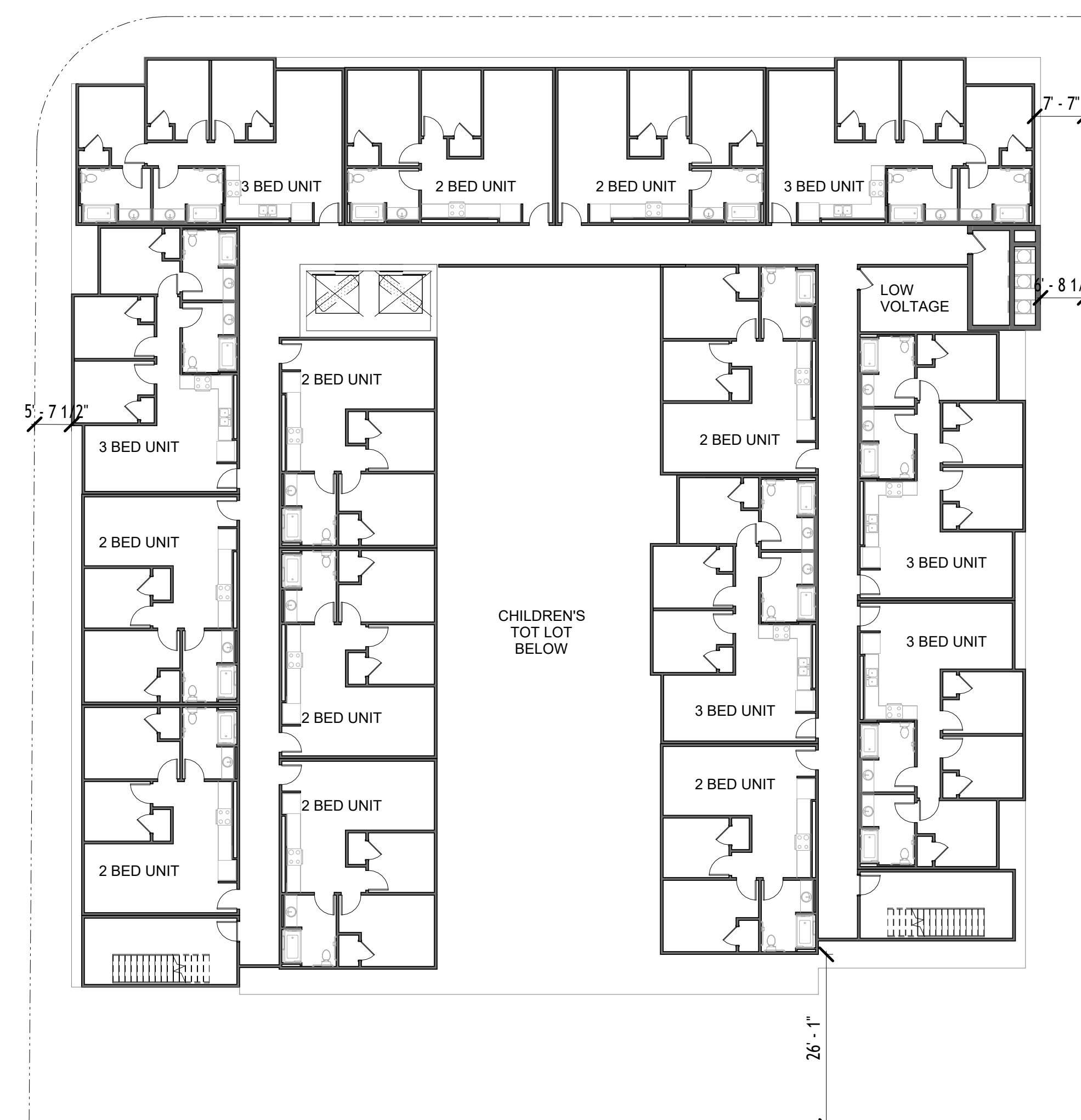
④ SECTION AT 4 STORY BUILDING  
1/8" = 1'-0"



1 GROUND LEVEL PLAN  
1/16" = 1'-0"



② LEVEL 2 (PODIUM LEVEL PLAN)  
1/16" = 1'-0"



③ LEVEL 3 AND ABOVE  
1/16" = 1'-0"

**DRAWN BY :**  
AURA ARCHITECTURE INC.

**CLIENT :**  
CRP AFFORDABLE HOUSING &  
COMMUNITY DEVELOPMENT

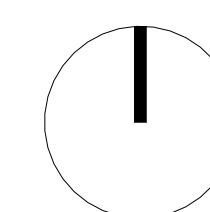
**PROJECT NAME :**  
3720 CAPITOLA ROAD,  
CAPITOLA, CA

**JOB NUMBER :**  
2025-02

**SHEET DESCRIPTION :**  
3720 CAPITOLA ROAD YIELD  
STUDY

DATE :  
10-14-2025

**SCALE :**



**SHEET NUMBER :**  
**A101**

## HOUSING CRISIS ACT of 2019 – SB 330

### PRELIMINARY APPLICATION FORM - TEMPLATE

#### PURPOSE

This form serves as a template for the preliminary application for housing development projects seeking vesting rights pursuant to SB 330, the Housing Crisis Act of 2019.

Although this Preliminary Application is not required for housing development projects, an agency must accept it if submitted. Agencies may customize this application; however, any revised form must include only the 17 provisions as required by the Housing Crisis Act. The Preliminary Application must be made available in print and on the agency's website.

#### GENERAL INFORMATION

An applicant for a housing development project that includes (1) residential units (2) a mix of commercial and residential uses with two-thirds of the project's square footage used for residential purposes; or (3) transitional or supportive housing, shall be deemed to have submitted a preliminary application upon provision of all of the information listed in this Preliminary Application form and payment of the permit processing fee to the agency from which approval for the project is being sought.

After submitting this Preliminary Application to the local agency, an applicant has 180 days to submit a full application or the Preliminary Application will expire.

#### Submittal Date Stamp<sup>\*1,2</sup>:

<sup>\*1</sup>Submittal of all the information listed and payment of the permit processing fee freezes fees and development standards as of this date, unless exceptions per Government Code § 65889.5(o) are triggered.

<sup>\*2</sup>Note: Record keeping pertaining to which standards and fees apply at date of submittal is imperative, as **penalties may apply for imposing incorrect standards**

#### Notes:

1. California Environmental Quality Act (CEQA) and Coastal Act standards apply.
2. After submittal of all of the information required, if the development proponent revises the project to change the number of residential units or square footage of construction changes by 20 percent or more, excluding any increase resulting from Density Bonus Law, the development proponent must resubmit the required information so that it reflects the revisions.

## SITE INFORMATION

Item 4 B.

1. **PROJECT LOCATION** - The specific location, including parcel numbers, a legal description, and site address, if applicable.

Street Address 3720 Capitola Road, Capitola, CA Unit/Space Number \_\_\_\_\_

Legal Description (Lot, Block, Tract)

Attached? YES ☒ NO ☐

See attached Exhibit A

Assessor Parcel Number(s) 034-151-14; 031-121-39

2. **EXISTING USES** - The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located.

The project site consists of an existing residential structure. The proposed project will involve the demolition of the existing structure.

3. **SITE PLAN** - A site plan showing the building(s) location on the property and approximate square footage of each building that is to be occupied.

Attached? YES ☒ NO ☐

4. **ELEVATIONS** - Elevations showing design, color, material, and the massing and height of each building that is to be occupied.

Attached? YES ☒ NO ☐

5. **PROPOSED USES** - The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance.

The proposed project is a 100% affordable housing project proposing 88 dwelling units, including 1 manager's unit. The project will propose 62,720 SF of residential space, 1,770 SF of retail, 1,467 SF of community area, and 42 vehicular parking spaces.



**a. RESIDENTIAL DWELLING UNIT COUNT:**

Please indicate the number of dwelling units proposed, including a breakdown of levels by affordability, set by each income category.

	Number of Units
Market Rate	
Managers Unit(s) – Market Rate	1
Extremely Low Income	
Very Low Income	
Low Income	87
Moderate Income	
Total No. of Units	88
Total No. of Affordable Units	87
Total No. of Density Bonus Units	37

Other notes on units:

6. **FLOOR AREA** - Provide the proposed floor area and square footage of residential and nonresidential development, by building (attach relevant information by building and totals here):

	Residential	Nonresidential	Total
<b>Floor Area (Zoning)</b>	62,720 SF	3,237 SF	65,957 SF
<b>Square Footage of Construction</b>	62,720 SF	3,237 SF	65,957 SF

7. **PARKING** - The proposed number of parking spaces:

42

8. **AFFORDABLE HOUSING INCENTIVES, WAIVERS, CONCESSIONS and PARKING REDUCTIONS** - Will the project proponent seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915?

YES ☒ NO ☐

If "YES," please describe:

The project proponent will utilize State Density Bonus Law to increase density and seek allowable waivers and concessions including but not limited to, parking, FAR, step backs.

9. **SUBDIVISION** – Will the project proponent seek any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a vesting or tentative map, or a condominium map?

YES ☐ NO ☒

If “YES,” please describe:

10. **POLLUTANTS** – Are there any proposed point sources of air or water pollutants?

YES ☐ NO ☒

If “YES,” please describe:

11. **EXISTING SITE CONDITIONS** – Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied. Provide attachment, if needed.

	Occupied Residential Units	Unoccupied Residential Units	Total Residential Units
Existing	1	0	1
To Be Demolished	1	0	1

12. **ADDITIONAL SITE CONDITIONS** –

- a. Whether a portion of the property is located within any of the following:

- i. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection, pursuant to Section 51178?

YES ☐ NO ☒

- ii. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)?

YES ☐ NO ☒

- iii. A hazardous waste site that is listed pursuant to Section 65962.5, or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code?

YES ☐ NO ☒

- iv. A special flood hazard area subject to inundation by the 1 percent annual flood (100-year flood) as determined by any official maps published by the Federal Emergency Management Agency?

YES ☐ NO ☒

- v. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2?

YES ☐ NO ☒

- vi. A stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code?

YES ☐ NO ☒

If "YES" to any, please describe:

- b. Does the project site contain historic and/or cultural resources?

YES ☐ NO ☒

If "YES," please describe:

- c. Does the project site contain any species of special concern?

YES ☐ NO ☒

If "YES," please describe:

- d. Does the project site contain any recorded public easement, such as easements for storm drains, water lines, and other public rights of way?

YES ☐ NO ☒

If "YES," please describe:

- e. Does the project site contain a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code? Provide an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.

YES ☐ NO ☒

If "YES," please describe and depict in attached site map:

**13. COASTAL ZONE** - For housing development projects proposed to be located within the coastal zone, whether any portion of the property contains any of the following:

- a. Wetlands, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations.

YES ☐ NO ☒

- b. Environmentally sensitive habitat areas, as defined in Section 30240 of the Public Resources Code.

YES ☐ NO ☒

- c. A tsunami run-up zone.

YES ☐ NO ☒

- d. Use of the site for public access to or along the coast.

YES ☐ NO ☒

**14. PROJECT TEAM INFORMATION** - The applicant's contact information and, if the applicant does not own the property, consent from the property owner to submit the application.

**Applicant's Name** Vignesh Kamath

**Company/Firm** CRP Affordable Housing & Community Development

**Address** 4429 Morena Blvd. **Unit/Space Number** Suite A

**City** San Diego **State** CA **Zip Code** 92117

**Telephone** 702-595-8995 **Email** vkamath@crpaffordable.com

Are you in escrow to purchase the property?

YES ☒ NO ☐

**Property Owner of Record**☐ Same as applicant☒ Different from applicant

Item 4 B.

Name (if different from applicant) Frank DeBernardoAddress 140 DeBernardo Lane Unit/Space Number \_\_\_\_\_City Aptos State CA Zip Code 95003Telephone 831-901-2324 Email frank.portfolio46@gmail.com**Optional: Agent/Representative Name** \_\_\_\_\_

Company/Firm \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Optional: Other** (Specify Architect, Engineer, CEQA Consultant, etc.) \_\_\_\_\_

Name \_\_\_\_\_

Company/Firm \_\_\_\_\_

Address \_\_\_\_\_ Unit/Space Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Primary Contact for Project: ☐ Owner ☒ Applicant ☐ Agent/Representative ☐ Other

## PROPERTY OWNER AFFIDAVIT

Before the application can be accepted, the owner of each property involved must provide a signature to verify the Preliminary Application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts, the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service of process or an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25 percent interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the Preliminary Application form may be provided if the property is owned by a partnership, corporation, LLC or trust, or in rare circumstances when an individual property owner is unable to sign the Preliminary Application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized to file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items 1-3 below. In the case of partnerships, corporations, LLCs or trusts, the LOA must be signed by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
- **Grant Deed.** Provide Copy of the Grant Deed if the ownership of the property does not match local records. The Deed must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g., John and Jane Doe, or Mary Smith and Mark Jones) signatures are required of all owners.

1. I hereby certify that I am the owner of record of the herein previously described property located in City of Capitola which is involved in this Preliminary Application, or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC, or trust as evidenced by the documents attached hereto.
2. I hereby consent to the filing of this Preliminary Application on my property for processing by the Department of Community Development for the sole purpose of vesting the proposed housing project subject to the Planning and Zoning ordinances, policies, and standards adopted and in effect on the date that this Preliminary Application is deemed complete.
3. Further, I understand that this Preliminary Application will be terminated and vesting will be forfeited if the housing development project is revised such that the number of residential units or square footage of construction increases or decreases by 20 percent or more, exclusive of any increase resulting from the receipt of a density bonus, incentive, concession, waiver, or similar provision, and/or an application requesting approval of an entitlement is not filed with Capitola Community Development Department within 180 days of the date that the Preliminary Application is deemed complete.
4. By my signature below, I certify that the foregoing statements are true and correct.

<p>Signature <u></u></p> <p>Printed Name <u>Frank DeBernardo</u></p> <p>Date <u>11/10/2025</u></p>	<p>Signature _____</p> <p>Printed Name _____</p> <p>Date _____</p>
---	--

**EXHIBIT A**  
Legal Description

Item 4 B.

For **APN/Parcel ID(s):** **034-181-14**

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THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF CAPITOLA, COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

PARCEL 1:

THAT PORTION OF THAT CERTAIN PARCEL OF LAND AS CONVEYED TO HENRY J. MORIN, ET UX, BY DEED RECORDED DECEMBER 13, 1946 IN [BOOK 695 PAGE 491](#) OFFICIAL RECORDS AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE POINT OF INTERSECTION OF THE EASTERN LINE OF BULB AVENUE AND THE SOUTHERLY LINE OF CAPITOLA ROAD FORMERLY KNOWN AS LOWER SOQUEL ROAD; THENCE EASTERLY ALONG SAID LINE OF CAPITOLA ROAD 160.35 FEET TO THE NORTHWEST CORNER OF THAT CERTAIN PARCEL OF LAND AS CONVEYED TO DAVID DONALD, ET UX, BY DEED RECORDED FEBRUARY 24, 1955 N [BOOK 903 PAGE 591](#) OFFICIAL RECORDS; THENCE SOUTH 00 DEG. 15 MIN. EAST ALONG THE WESTERLY LINE OF SAID LANDS OF DONALD 177.5 FEET TO THE NORTHEAST CORNER OF THAT CERTAIN PARCEL OF LAND AS CONVEYED TO EDMUND G. RUTHERFORD, ET UX, BY DEED RECORDED NOVEMBER 21, 1961 IN [BOOK 1437 PAGE 228](#) OFFICIAL RECORDS; THENCE SOUTH 89 DEG. 42 MIN. EAST ALONG THE NORTH LINE OF SAID LANDS OF RUTHERFORD, 160.35 FEET TO THE NORTHWEST CORNER THEREOF ON THE EASTERLY LINE OF BULB AVENUE; THENCE NORTH 00 DEG. 15 MN. WEST ALONG THE EASTERLY LINE OF BULB AVENUE 177.5 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM SO MUCH OF THE HEREIN DESCRIBED PROPERTIES AS WAS CONVEYED IN ME DEED FROM KATHLEEN M. GALE TO THE CITY OF CAPITOLA RECORDED NOVEMBER 17, 1983 IN [BOOK 3652 PAGE 726](#) OFFICIAL RECORDS OF SANTA CRUZ COUNTY.

[APN: 034-181-14](#)

**THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE UNINCORPORATED AREA OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:**

PARCEL 2:

BEGINNING AT A STATION ON THE EASTERLY LINE OF BULB AVENUE, DISTANT THEREON SOUTH 00° 15' EAST 177.5 FEET FROM THE SOUTHERLY SIDE OF THE LOWER SOQUEL ROAD; THENCE ALONG THE EASTERLY SIDE OF BULB AVENUE SOUTH 00° 15' EAST 85.00 FEET, THENCE LEAVING SAID AVENUE, NORTH 89° 43' EAST 160.35 FEET TO A STATION; THENCE PARALLEL WITH BULB AVENUE NORTH 00° 15' WEST 85.00 FEET TO A STATION AND THENCE SOUTH 89° 43' WEST 160.35 FEET TO THE PLACE OF BEGINNING.

[APN: 031-121-39](#)



**EXCEPTIONS**

At the date hereof, items to be considered and exceptions to coverage in addition to the printed exceptions and exclusions in said policy form would be as follows:

1. Property taxes, which are a lien not yet due and payable, including any assessments collected with taxes to be levied for the fiscal year 2025-2026.
2. Supplemental assessment for 2023-2024:  
  
1st Installment      \$2,573.48, Paid  
2nd Installment:    \$2,573.48, Open  
Must be Paid By:    August 31, 2025  
Bill No.:              Not Shown
3. Prior to close of escrow, please contact the Tax Collector's Office to confirm all amounts owing, including current fiscal year taxes, supplemental taxes, escaped assessments and any delinquencies.
4. The lien of supplemental or escaped assessments of property taxes, if any, made pursuant to the provisions of Chapter 3.5 (commencing with Section 75) or Part 2, Chapter 3, Articles 3 and 4, respectively, of the Revenue and Taxation Code of the State of California as a result of the transfer of title to the vestee named in Schedule A or as a result of changes in ownership or new construction occurring prior to Date of Policy.
5. Any liens or other assessments, bonds, or special district liens including without limitation, Community Facility Districts, that arise by reason of any local, City, Municipal or County Project or Special District.
6. A deed of trust to secure an indebtedness in the amount shown below,  
  
Amount:              \$900,000.00  
Dated:                August 20, 2021  
Trustor/Grantor    Frank M DeBernardo and Shana S DeBernardo, husband and wife as  
                             Community property with right of survivorship  
Trustee:              First American Title  
Beneficiary:        PCMA, Inc.  
Loan No.:            Not Shown  
Recording Date:    August 24, 2021  
[Recording No.:](#)    [2021-0044013, of Official Records](#)  
  
Affects:              Parcel 2
7. The search did not disclose any open mortgages or deeds of trust of record, therefore the Company reserves the right to require further evidence to confirm that the property is unencumbered, and further reserves the right to make additional requirements or add additional items or exceptions upon receipt of the requested evidence.  
  
Affects:              Parcel 1
8. The transaction contemplated in connection with this Report is subject to the review and approval of the Company's Corporate Underwriting Department. The Company reserves the right to add additional items or make further requirements after such review.

**END OF EXCEPTIONS**

**PLEASE REFER TO THE "INFORMATIONAL NOTES" AND "REQUIREMENTS" SECTIONS WHICH FOLLOW FOR INFORMATION NECESSARY TO COMPLETE THIS TRANSACTION.**

**REQUIREMENTS**

1. The Company will require the following documents for review prior to the issuance of any title insurance predicated upon a conveyance or encumbrance from the entity named below.

Limited Liability Company: 3720 Capitola Rd LLC, a California limited liability company

- a. A copy of its operating agreement, if any, and any and all amendments, supplements and/or modifications thereto, certified by the appropriate manager or member.
- b. If a domestic Limited Liability Company, a copy of its Articles of Organization and all amendment thereto with the appropriate filing stamps.
- c. If the Limited Liability Company is member-managed a full and complete current list of members certified by the appropriate manager or member.
- d. A current dated certificate of good standing from the proper governmental authority of the state in which the entity was created
- e. If less than all members, or managers, as appropriate, will be executing the closing documents, furnish evidence of the authority of those signing.
- f. If Limited Liability Company is a Single Member Entity, a Statement of Information for the Single Member will be required.
- g. Each member and manager of the LLC without an Operating Agreement must execute in the presence of a notary public the Certificate of California LLC (Without an Operating Agreement) Status and Authority form

2. The Company will require the following documents for review prior to the issuance of any title insurance predicated upon a conveyance or encumbrance from the entity named below.

Limited Liability Company: CRP Affordable Housing & Community Development CA LLC (Buyer)

- a. A copy of its operating agreement, if any, and any and all amendments, supplements and/or modifications thereto, certified by the appropriate manager or member.
- b. If a domestic Limited Liability Company, a copy of its Articles of Organization and all amendment thereto with the appropriate filing stamps.
- c. If the Limited Liability Company is member-managed a full and complete current list of members certified by the appropriate manager or member.
- d. A current dated certificate of good standing from the proper governmental authority of the state in which the entity was created
- e. If less than all members, or managers, as appropriate, will be executing the closing documents, furnish evidence of the authority of those signing.
- f. If Limited Liability Company is a Single Member Entity, a Statement of Information for the Single Member will be required.
- g. Each member and manager of the LLC without an Operating Agreement must execute in the presence of a notary public the Certificate of California LLC (Without an Operating Agreement) Status and Authority form

3. The Company will require either (a) a complete copy of the trust agreement and any amendments thereto certified by the trustee(s) to be a true and complete copy with respect to the hereinafter named trust, or (b) a Certification, pursuant to California Probate Code Section 18100.5, executed by all of the current trustee(s) of the hereinafter named trust, a form of which is attached.

Name of Trust: The DeBernardo Family 2014 Revocable Trust dated January 28, 2014

4. The Company will require that an Owner's Affidavit be completed by the party(s) named below before the issuance of any policy of title insurance.

Party(ies): Vestee(s) herein

The Company reserves the right to add additional items or make further requirements after review of the requested Affidavit.

5. The Company will require an ALTA/NSPS LAND TITLE SURVEY. If the owner of the Land that is the subject of this transaction is in possession of a current ALTA/NSPS LAND TITLE SURVEY, the Company will require that said survey be submitted for review and approval; otherwise, a new survey, satisfactory to the Company, must be prepared by a licensed land surveyor and supplied to the Company prior to the close of escrow.

The Company reserves the right to add additional items or make further requirements after review of the requested documentation.

#### END OF REQUIREMENTS

3720 CAPITOLA RD., CAPITOLA, CA

Item 4 B.



PROJECT OVERVIEW

Location  
3720 Capitola Rd, Capitola, CA

Site Area  
27,094 SF

Vision Statement

The proposed development is designed to provide 100% affordable housing that supports both individual residents and the broader community. The vision for the project emphasizes livability, inclusivity, and long-term neighborhood value. A key goal of the design is to create a welcoming and family-friendly environment. Features such as children's play area, shared community spaces, and landscaped open areas are intended to foster interaction among residents, strengthen community bonds, and provide safe, active environments for children and families.

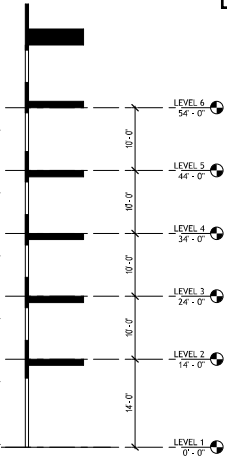
The project also places importance on everyday convenience and quality of life. On-site laundry facilities, resident/ bike parking, and thoughtfully designed apartment layouts are planned to meet the practical needs of households while ensuring comfort and efficiency.

At the street level, ground-floor retail spaces will contribute to a lively and pedestrian-friendly environment, activating the street frontage along Capitola Road and offering services that benefit both residents and neighbors. By prioritizing active street engagement, the project not only enhances safety and walkability but also strengthens connections between the housing community and its surrounding urban fabric.

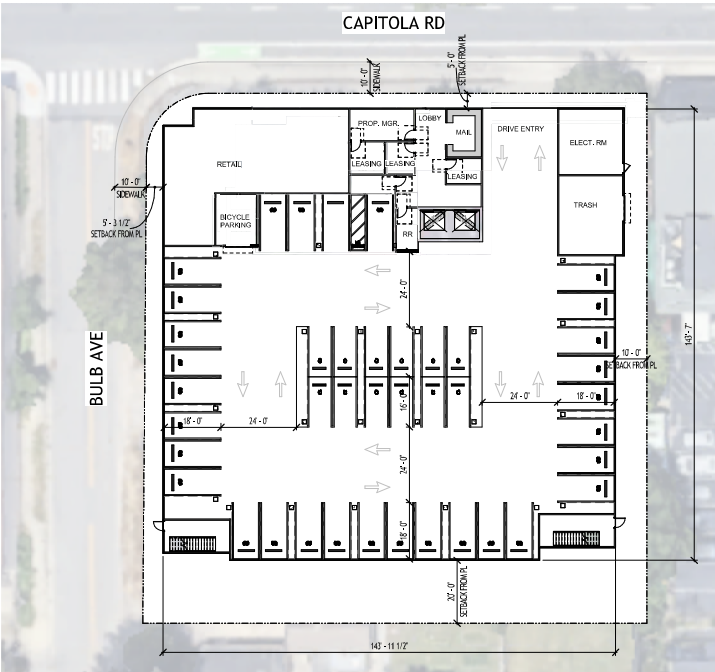
Overall, the intent is to create an affordable housing community where residents can thrive, families can grow, and the broader community can benefit from a thoughtfully designed development.

UNIT SUMMARY				
8 STORY BUILDING 5 LEVELS OF TYPE 3 CONSTRUCTION OVER 1 LEVEL OF TYPE 1 CONSTRUCTION				
UNIT TYPE	UNIT COUNT	% OF UNITS	UNIT AREA	TOTAL AREA
ONE BEDROOM UNIT	40 UNITS	49%	512 SQ. FT.	20,480 SQ. FT.
TWO BEDROOM UNIT	24 UNITS	27.5%	772 SQ. FT.	18,528 SQ. FT.
THREE BEDROOM UNIT	24 UNITS	27.5%	988 SQ. FT.	23,712 SQ. FT.
TOTAL	88 UNITS	100%		62,720 SQ. FT.
AVERAGE UNIT SIZE	712 SQ. FT.			

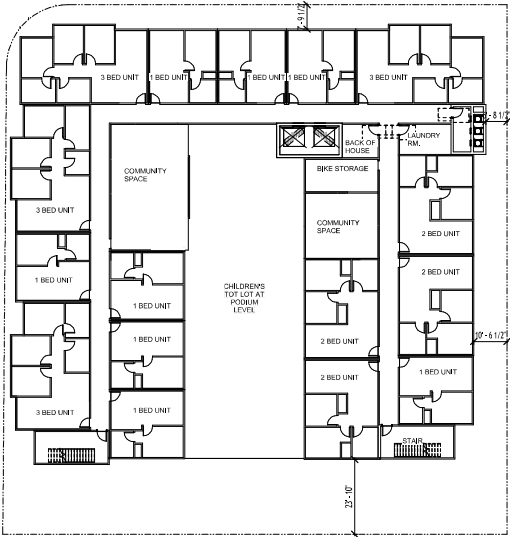
RETAIL AND PARKING SUMMARY	
TOTAL RETAIL AREA	1770 SQ. FT.
TOTAL COMMUNITY AREA	1987 SQ. FT.
STANDARD SIZE PARKING STALLS	30 STALLS
COMPACT PARKING STALLS	12 STALLS
TOTAL PARKING STALLS	42 STALLS



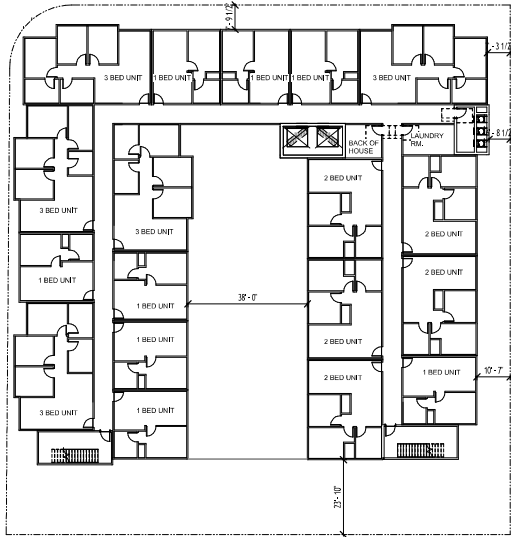
SECTION AT 6 STORY BUILDING  
1/8" = 1'-0"



GROUND LEVEL PLAN  
1/16" = 1'-0"



LEVEL 2 (PODIUM LEVEL PLAN)  
1/16" = 1'-0"



LEVEL 3 AND ABOVE  
1/16" = 1'-0"

DRAWN BY :  
AURA ARCHITECTURE INC.

CLIENT :  
CRP AFFORDABLE HOUSING &  
COMMUNITY DEVELOPMENT

PROJECT NAME :  
3720 CAPITOLA ROAD,  
CAPITOLA, CA

JOB NUMBER :  
2025-02

SHEET DESCRIPTION :  
3720 CAPITOLA ROAD YIELD  
STUDY

DATE :  
11-10-2025

SCALE :



SHEET NUMBER :  
A104

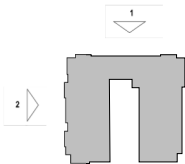


② WEST ELEVATION  
1" = 10'-0"



① NORTH ELEVATION  
1" = 10'-0"

- KEYNOTES
- 1 LIGHT GRAY STUCCO
  - 2 MEDIUM GRAY STUCCO
  - 3 DARK GRAY STUCCO
  - 4 RED STUCCO
  - 5 SCREED LINE
  - 6 RED FOAM TRIM
  - 7 VINYL WINDOW
  - 8 STOREFRONT
  - 9 SIGNAGE



DRAWN BY :  
AURA ARCHITECTURE INC.

CLIENT :  
CRP AFFORDABLE HOUSING &  
COMMUNITY DEVELOPMENT

PROJECT NAME :  
3720 CAPITOLA ROAD,  
CAPITOLA, CA

JOB NUMBER :  
2025-02

SHEET DESCRIPTION :  
3720 CAPITOLA ROAD  
ELEVATIONS

DATE :  
11-10-2025

SCALE :

SHEET NUMBER :  
**A105**  
23

# Capitola City Council

## Agenda Report

**Meeting:** November 13, 2025

**From:** City Manager Department

**Subject:** City Council Meeting Minutes



Recommended Action: Approve minutes from the regular meeting on October 23, 2025, and the special meeting on October 28, 2025.

Background: Attached for City Council review and approval are the draft minutes from the regular and special meetings.

Attachments:

1. Regular Meeting 10/23/2025
2. Special Meeting 10/28/2025

Report Prepared By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager

# City of Capitola

## City Council Meeting Minutes

### Thursday, October 23, 2025 – 6:00 PM



City Council Chambers  
420 Capitola Avenue, Capitola, CA 95010

**Mayor:** Joe Clarke  
**Vice Mayor:** Margaux Morgan  
**Council Members:** Gerry Jensen, Melinda Orbach, Susan Westman

#### Closed Session – 5 PM

- i. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov't Code §54957(b))  
City Council's Performance Evaluation of the City Attorney

#### Regular Meeting of the Capitola City Council – 6 PM

1. **Roll Call and Pledge of Allegiance** – *The meeting was called to order at 6:00 PM. In attendance: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke.*
2. **Additions and Deletions to the Agenda** – *None*
3. **Presentations**
  - A. *Presentation from Lucia Medina Ortiz, the 2025 "Mayor for a Day" Youth Essay Contest Winner*
  - B. *Presentation from Erica Padilla-Chavez, the Director of the Second Harvest Food Bank of Santa Cruz County*
4. **Report on Closed Session** – *The City Council met and discussed one item on the Closed Session agenda. No reportable action was taken.*
5. **Additional Materials**
  - A. *Item 9A – Three emails received after publication of the agenda packet.*
  - B. *Item 9F - One email received after publication of the agenda packet.*
  - C. *Item 9G - Staff memorandum with updated attachment.*
  - D. *Item 9H - One email received after publication of the agenda packet.*
6. **Oral Communications by Members of the Public**
  - *Goran Klepic*
  - *Damon Meyer*
7. **Staff / City Council Comments**
  - *Community and Economic Development Director Herlihy reminded the Council and the public of a survey currently available requesting input on the 41<sup>st</sup> Avenue Corridor Plan; and reminded the public of a special Planning Commission meeting on October 30<sup>th</sup> to discuss the Capitola Mall Zoning Code updates.*



- Council Member Westman provided updates from her attendance at a recent Senior Advisory Council meeting; and advised the public to look into the “Fraud Notify” program launched by the Santa Cruz County Recorder’s Office.
- Vice Mayor Morgan reminded the public of the annual Halloween Parade happening on October 25<sup>th</sup>.
- Council Member Jensen provided updates from his attendance at the “Think Local First” event; provided updates from his attendance at a recent MBARD meeting; provided updates from his attendance at a recent RTC retreat; and commended the recently held “Women on Waves” event.
- Council Member Orbach provided updates from her attendance at a recent METRO meeting; requested that a resident application for appointment to a METRO Advisory Committee be shared on the City website or social media accounts; and provided updates from her attendance at a recent Children’s Network Board meeting.
- Mayor Clarke reminded the public of the Halloween Parade and commended the recently held “Women on Waves” event.

## 8. Consent Items

- A. City Council Meeting Minutes  
Recommended Action: Approve minutes from the special meeting on October 9, 2025, and the regular meeting on October 9, 2025.
- B. 2025 Holiday Parking  
Recommended Action: Authorize the suspension of parking meter and pay station operation to allow free three-hour parking in the Village Parking Meter Zone A (1) from November 27, 2025, through December 25, 2025.
- C. Donations Report Fiscal Year 2024-25  
Recommended Action: Receive the Annual Donations and Contributions Report.
- D. Contract for Arbitration Services  
Recommended Action: Adopt a resolution authorizing the City Manager to execute a professional services agreement with Signature Resolution to provide arbitration services for mobile home rent increase petitions pursuant to Capitola Municipal Code Chapter 2.18. **(Resolution No. 4457)**
- Motion to approve the Consent Calendar: Vice Mayor Morgan**  
**Second: Council Member Orbach**  
**Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke**

## 9. General Government / Public Hearings

- A. Grand Avenue Pathway  
Recommended Action: Receive a report on the Grand Avenue Pathway and provide direction to staff as needed.
- Public Works Director Kahn presented the staff report. Erik Zinn, Pacific Crest Engineering, provided additional information.**
- Public Comment:**
- **Paul Estey**
  - **Keith Bloom, representing the Depot Hill Bluff Committee**
  - **Dave Fox**
  - **Connie Welch**

- **Sue Campbell**
- **Speaker**

***The City Council discussed the importance of the Depot Hill Bluff Path; discussed the merits of proceeding with a phased approach to undertake a topographical and drainage study and design for path relocation, beginning with a \$20,000 budget allocation; and discussed the funding source for the relocation planning efforts. Staff will return to the City Council to amend the FY 2025-26 budget.***

B. Economic Development Presentations and Department Update

Recommended Action: Receive presentations from local business organizations and receive a presentation from the Community and Economic Development Department on current and upcoming economic development initiatives.

***Community and Economic Development Director Herlihy introduced presentations from the Capitola Village and Wharf Business Improvement Area, the Capitola Soquel Chamber of Commerce, and Visit Santa Cruz; then presented the staff report.***

**Public Comment: None**

***The City Council took a recess at 8:24 PM and reconvened at 8:29 PM.***

C. 2021 CDBG Grant Closeout

Recommended Action: Conduct the duly noticed public hearing and receive a report summarizing the accomplishments performed under State CDBG Agreements 21-CDBG-NH-20008, 21-CDBG-NH-20009, and 21-CDBG-NH-20010; solicit citizen input regarding expenditures and accomplishments of the funding received under these contracts; and direct staff to proceed with submitting required documents for closeout to the State.

***Community and Economic Development Director Herlihy introduced Paul Ashby, Adams Ashby Group, who presented the staff report.***

**Public Comment: None**

D. 2025 Community Development Block Grant Program

Recommended Action: Receive staff report, conduct public hearing, and discuss. No action is required.

***Community and Economic Development Director Herlihy introduced Paul Ashby, Adams Ashby Group, who presented the staff report.***

**Public Comment: None**

E. Award of Construction Contracts for the Treasure Cove Playground and Jade Street Park Restroom Renovation Projects

Recommended Action: Adopt a resolution awarding the construction contracts for the Treasure Cove Playground Project to SSB Construction, Inc. in the amount of \$2,446,238, and for the Jade Street Park Restroom Renovation Project to CWS Construction Group, Inc. in the amount of \$484,000, authorizing the City Manager to execute both contracts, and authorizing staff to issue notices to proceed upon final execution.

***Public Works Director Kahn presented the staff report.***

**Public Comment:**

- **Dan Haifley**

- **Mariah Roberts**
- **Tricia Wiltshire**

**Motion to adopt Resolution No. 4458 and authorize staff to issue notices to proceed:**  
**Council Member Orbach**

**Second: Vice Mayor Morgan**

**Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke**

F. Administrative Policy I-42: Code of Conduct

Recommended Action: Approve revisions to Administrative Policy I-42: Council and Board Code of Conduct.

**City Attorney Zutler presented the staff report.**

**Public Comment:**

- **TJ Welch**

**The City Council discussed the policy and provided direction on desired changes.**

**Motion to approve revisions to Administrative Policy I-42 with the changes read into the record by the City Attorney: Council Member Westman**

**Second: Council Member Jensen**

**Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke**

G. Introduce an Ordinance Amending Chapter 15.04 of the Capitola Municipal Code Pertaining to Building and Fire Code

Recommended Action: Introduce for first reading, by title only, waiving further reading, an ordinance amending Chapter 15.04 and 15.18 of the Capitola Municipal Code pertaining to adoption of California Building Codes and the California Fire Code, 2005 Edition and portions of the 2024 International Fire Code, as amended by the Central Fire Protection District and ratified by the Capitola City Council.

**Community and Economic Development Director presented the staff report.**

**Public Comment: None**

**Motion to introduce Ordinance No. 1071: Vice Mayor Morgan**

**Second: Council Member Orbach**

**Voting Yea: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke**

H. November 20 Meeting

Recommended Action: Provide direction for the November 20, 2025, City Council meeting.

**City Manager Goldstein presented the staff report.**

**Public Comment: None**

**The City Council directed staff to cancel the regularly scheduled November 20<sup>th</sup> meeting and to schedule a special meeting in a Town Hall format at New Brighton Middle School on November 20<sup>th</sup> at 6:00 PM and engage Community Television to record the meeting.**

## 10. Adjournment

*The meeting adjourned at 10:02 PM. The next regularly scheduled City Council meeting is on November 13, 2025, at 6:00 PM.*

**ATTEST:**

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Joe Clarke, Mayor

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Julia Gautho, City Clerk

# City of Capitola

## Special City Council Meeting Agenda

### Tuesday, October 28, 2025 – 10:00 AM



Jade Street Park

4400 Jade Street, Capitola, CA 95010

**Mayor:** Joe Clarke

**Vice Mayor:** Margaux Morgan

**Council Members:** Gerry Jensen, Melinda Orbach, Susan Westman

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### Special Meeting of the Capitola City Council – 10 AM

**1. Roll Call** – The meeting was called to order at 10:10 AM. In attendance: Council Members Jensen, Orbach, Westman, Vice Mayor Morgan, and Mayor Clarke.

**2. General Government**

- A.** Treasure Cove Playground at Jade Street Park Project Celebration & Community Event  
Recommended Action: None. No Council Action will be taken.

***Public Comments: None.***

**3. Adjournment** – *The meeting adjourned at 10:40 AM. The next regularly scheduled City Council meeting is on November 13, 2025, at 6:00 PM.*

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Joe Clarke, Mayor

**ATTEST:**

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Julia Gautho, City Clerk

# Capitola City Council

## Agenda Report

**Meeting:** November 13, 2025

**From:** City Manager Department

**Subject:** 2025 City Council Regular Meeting Schedule



**Recommended Action:** Adopt a resolution amending the 2025 City Council regular meeting schedule to cancel the November 20<sup>th</sup> meeting.

**Background:** Regular City Council meetings are usually held on the second and fourth Thursday of each month, with the exception of July, August, November, and December.

On December 12, 2024, the City Council adopted Resolution No. 4410, establishing the regular meeting schedule for 2025. On February 13, 2025, the City Council adopted Resolution No. 4417, amending the 2025 schedule to correct the August meeting date.

On September 25, 2025, the City Council directed staff to repurpose the November 20<sup>th</sup> regularly scheduled City Council meeting to discuss a variety of topics. On October 23, 2025, the City Council further directed staff to hold the November 20<sup>th</sup> meeting at New Brighton Middle School (NBMS) Performing Arts Center.

**Discussion:** Capitola Municipal Code Section 2.04.110.B requires regular meetings of the Council to be held in Council Chambers at City Hall. Council's direction to hold the November 20<sup>th</sup> meeting at NBMS requires an amendment to the 2025 meeting schedule. Attachment 1 includes a resolution which removes the November 20<sup>th</sup> date as a regularly scheduled meeting. Staff will publish an agenda for the Special Meeting in accordance with the Brown Act in advance of the November 20<sup>th</sup> meeting.

**Fiscal Impact:** There is no fiscal impact associated with the recommended action.

### Attachments:

1. Resolution

**Report Prepared By:** Julia Gautho, City Clerk

**Reviewed By:** Marc Tran, City Attorney

**Approved By:** Jamie Goldstein, City Manager

**RESOLUTION NO. XXXX**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA**  
**AMENDING THE REGULAR CITY COUNCIL MEETING SCHEDULE FOR**  
**CALENDAR YEAR 2025**

**WHEREAS**, the City Council shall set an annual City Council meeting calendar to establish dates and times for the City Council to conduct the peoples' business; and

**WHEREAS**, on December 14, 2024, the City Council adopted Resolution No. 4410 establishing the regular meeting schedule for 2025; and

**WHEREAS**, on February 13, 2025, the City Council adopted Resolution No. 4417, amending the 2025 schedule to correct the August meeting date; and

**WHEREAS**, on September 25, 2025, the City Council directed staff to hold a Town Hall/Special Meeting on November 20, 2025, at 6:00 PM at New Brighton Middle School Performing Arts Center; and

**WHEREAS**, pursuant to the Capitola Municipal Code Section 2.04.110.B, regular meetings of the Council must be held in Council Chambers at City Hall; and

**WHEREAS**, the City Council is cancelling the regularly scheduled November 20<sup>th</sup> meeting and will renote it as a Special Meeting with a different location; and

**WHEREAS**, pursuant to the Capitola Municipal Code, the following calendar is adopted, notwithstanding the scheduling of additional meetings as required upon proper notice under the Brown Act; and

**WHEREAS**, the City Council may set aside additional time periods for closed session before the open session portion of each regular meeting.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CAPITOLA HEREBY RESOLVE AS FOLLOWS:**

SECTION 1: The City Council establishes the amended 2025 Regular Meeting Schedule as listed in Exhibit A.

SECTION 2: With proper notice during the year, meetings may be cancelled, rescheduled, or added as necessary pursuant to California law.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 13<sup>th</sup> day of November, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
 Joe Clarke, Mayor

**ATTEST:**

\_\_\_\_\_  
 Julia Gautho, City Clerk



## EXHIBIT A

**2025 CITY OF CAPITOLA  
City Council Regular Meeting Dates  
Meetings Begin at 6:00 PM**

<b>MEETING DATES</b>
JANUARY 9
JANUARY 30
FEBRUARY 13
FEBRUARY 27
MARCH 13
MARCH 27
APRIL 10
APRIL 24
MAY 8
MAY 22
JUNE 12
JUNE 26
JULY 24
AUGUST 28
SEPTEMBER 11
SEPTEMBER 25
OCTOBER 9
OCTOBER 23
NOVEMBER 13
DECEMBER 11

Items received less than two weeks prior to the meeting date may be scheduled for the next available agenda.

*\*\*May be cancelled depending on agenda forecast.*

# Capitola City Council

## Agenda Report

**Meeting:** November 13, 2025

**From:** City Manager Department

**Subject:** 2026 Holidays and City Hall Closures



Recommended Action: Adopt a resolution designating the holidays and City Hall closures in calendar year 2026.

Background: Ordinance No. 497 allows the City Council to designate holidays and closures for City offices by resolution.

Discussion: A draft resolution for the 2026 calendar year holidays is attached. As has been the practice for the past several years and consistent with employee Memoranda of Understanding, the proposed resolution also identifies the December holiday closure of City Hall and Recreation offices.

Fiscal Impact: None

Attachments:

1. Resolution

Report Prepared By: Rosie Wyatt, Deputy City Clerk

Approved By: Jamie Goldstein, City Manager

**RESOLUTION NO. \_\_\_\_**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA**  
**ESTABLISHING DAYS FOR CLOSURE OF CITY OFFICES**  
**DURING THE 2026 CALENDAR YEAR**

**WHEREAS**, Ordinance No. 497 provides that days for closure of City offices may, from time to time, be set by Council Resolution; and

**WHEREAS**, it is the desire of the City Council of the City of Capitola to establish days for closure of City offices during the 2026 calendar year.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Capitola as follows: City Offices, except for essential City services such as the Police Department, shall be closed on the following days occurring in calendar year 2026, unless otherwise noted:

Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King, Jr. Day
Monday, February 9	Lincoln's Birthday (observed)
Monday, February 16	Presidents' Day
Monday, May 25	Memorial Day
Friday, June 19	Juneteenth
Friday, July 3	Independence Day (observed)
Monday, September 7	Labor Day
Monday, October 12	Indigenous Peoples Day
Wednesday, November 11	Veterans' Day
Thursday & Friday, November 26 & 27	Thanksgiving Holiday
Friday, December 25	Christmas Day
Friday, December 25 – Friday, January 1	Holiday Closure

The foregoing does not preclude the scheduling of any City Council or Planning Commission meetings on such days. For purposes of Government Code Section 6704, Saturdays and Sundays are also days for closure of the City business office.

The foregoing is not in any sense intended to define holidays, for which employees do or do not receive additional compensation. Employees' paid holidays are defined in relevant Memoranda of Understanding.

**I HEREBY CERTIFY** that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 13th day of November, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Joe Clarke, Mayor

ATTEST: \_\_\_\_\_  
Julia Gautho, City Clerk

# Capitola City Council

## Agenda Report

**Meeting:** November 13, 2025

**From:** Community and Economic Development Department

**Subject:** Amendment to Capitola Municipal Code Chapter 15.04 Pertaining to Building and Fire Code



**Recommended Action:** Adopt an ordinance amending Chapter 15.04 and 15.18 of the Capitola Municipal Code pertaining to adoption of California Building Codes and the California Fire Code, 2005 Edition and portions of the 2024 International Fire Code, as amended by the Central Fire Protection District and ratified by the Capitola City Council.

**Background:** Every three years, the Building, Plumbing, Mechanical, Electrical, Energy, Green Building, Fire Code, and other building codes and standards are updated to include the most current construction and engineering principles and practices. Under the purview of the California Building Standards Commission, the newly revised California Building Standards Codes are published for required local adoption. This process ensures that the latest construction, engineering, and life safety techniques become standard practice throughout the State.

Under applicable provisions of the California Government Code and Health and Safety Codes, when a city is part of a fire protection district, the district adopts the local amendments to the Fire Code. Capitola is part of the Central Fire District (the "District"). The District has forwarded to the City a copy of the District's proposed ordinance adopting local amendments to the 2025 Fire Code, accompanied by findings supporting the amendments, for Council consideration.

The City last adopted updated versions of these codes in 2022. The mandatory effective date of the 2025 California Building Standards Code, including the Fire Code, is January 1, 2026. On October 23<sup>rd</sup>, the City Council unanimously voted to introduce these amendments. Since the first reading, staff made clerical changes to update the title of the ordinance and the effective date, to comply with state law.

**Discussion:** The proposed ordinance is included as Attachment 2. Notable changes to the code are outlined below.

### *Part 2: California Building Code*

- Amendments were made to the permit expiration provisions of the code.
- There were no significant updates to the California Historical Building Code. The State Historical Building Safety Board adopted the 2025 California Historical Building Code by carrying forward existing provisions from the 2022 edition without further amendment.

### *Part 2.5: California Residential Code*

- Amendments were made to the permit expiration provisions of the code.
- Amendments include increased fire resistance between units in a duplex.

### *Part 4: California Mechanical Code*

- Amendments were made to the permit expiration provisions of the code.

### *Part 5: California Plumbing Code*

- Amendments were made to the permit expiration provisions of the code.
- Amendments include stricter flow requirements for showers, faucets, and toilets.
- Amendments include new greywater alternative water reuse systems.
- Amendments include higher efficiency water heaters.

- Amendments include ADU-specific requirements around plumbing fixture flow rates, hot water delivery times, and a separate shut-off for ADU water supply.

#### *Part 6: California Energy Code*

- Amendments include tighter requirements on the thermal envelope, requiring better insulation.
- Amendments include more stringent infiltration/envelope sealing requirements.
- Amendments include increased minimum efficiencies for heat pumps.
- Amendments include increased controls for lighting.
- Amendments include more requirements for PV systems.

#### *Part 11: California Green Building Standards Code (CALGreen)*

- Amendments include expanded EV charging requirements for the installation of EV charging receptacles and EV chargers (EVSE).
- Amendments include a stronger emphasis on material reuse and water diversion.
- Amendments include enhanced site development vegetation, landscaping, and minimizing heat islands.

#### Fire Codes

Central Fire District amended the Fire Code by adding section 903.2.4 concerning fire sprinklers in new accessory dwelling units (ADUs). The State Fire Code does not require automatic sprinkler systems for ADUs that are detached from the primary residence and less than 1,200 square feet if the primary residence does not have sprinklers. (California Residential Code, Title 24, Part 2.5, Section R309.2 (2025).) The District has added Section 903.2.4, which sets the following fire protection standards for newly constructed ADUs:

1. All newly constructed ADUs must meet the standards for water supply for firefighting in Section 507.3 and fire department vehicle access in Section 503.1.1. If these cannot be met, the owner can install an automatic residential sprinkler system as an alternative.
2. If the primary residence has fire sprinklers, the ADU must also have fire sprinklers. If the primary residence does not have sprinklers, sprinklers are not required in the ADU if the ADU is attached to the primary residence and 50% or less of the square footage of the primary residence, or if the ADU is detached from the primary residence.

The District is required to provide a copy of its proposed ordinance and adopted findings to the city where the ordinance will apply at least 30 days before adopting the proposed ordinance. The District sent a copy of the proposed ordinance and adopted findings to the City following the District's Special Meeting on September 25, 2025. The District is scheduled to consider adoption of the ordinance on November 13, 2025.

After the District adopts the ordinance, it will transmit the adopted ordinance to the City. The Council may then ratify, modify or deny the ordinance, and must transmit its determination back to the District within 15 days. The Fire Code amendments become effective in Capitola when ratified by the City Council.

Fiscal Impact: None.

#### Attachments:

1. Draft Ordinance

Report Prepared By: Julia Gautho, City Clerk

Reviewed By: Marc Tran, City Attorney

Approved By: Jamie Goldstein, City Manager

## ORDINANCE NO. 1071

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAPITOLA AMENDING CHAPTER 15.04 AND 15.18 OF THE CAPITOLA MUNICIPAL CODE PERTAINING TO ADOPTION BY REFERENCE OF THE 2025 CALIFORNIA BUILDING CODES

THE CITY COUNCIL OF THE CITY OF CAPITOLA HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Section 15.04.010 of the Capitola Municipal Code is amended to read as follows:

15.04.010 Adoption of California Building Codes. The City of Capitola adopts the following Codes or designated portions thereof:

- A. The California Building Code and appendices, 2025 edition.
- B. The California Electrical Code, 2025 edition.
- C. The California Mechanical Code, 2025 edition.
- D. The California Plumbing Code, 2025 edition.
- E. The California Fire Code, 2025 edition as amended by the Central Fire Protection District.
- F. The California Residential Code, 2025 edition.
- G. The California Referenced Standards Code. 2025 edition.
- H. The California Energy Code, 2025 edition.
- I. The California Green Building Standards Code, 2025 edition.
- J. The California Administrative Code, 2025 edition.
- K. The California Historical Building Code, 2025 edition.
- L. The California Existing Building Code, 2025 edition.
- M. The California Wildland-Urban Interface Code, 2025 edition.

The International Building Codes may be used as an alternative to the California Codes, when submitted, reviewed, and approved by the City's Building Official.

SECTION 2. Section 15.04.050 Modifications to the California Building Code.

The following modifications apply to the California Building Code:

- A. Section 105.5 is deleted and replaced with the following:

Every permit issued shall become invalid unless the work authorized by such permit

is commenced within 180 days after its issuance or after commencement of work if more than 180 days pass between inspections. The building official is authorized to grant, in writing, one or more extensions of time, for periods of not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Section 105.5.1 is Deleted

**SECTION 3 Section 15.04.060 Modification to the California Residential Code.**

The following modification applies to the California Residential Code

- A. Section R105.1 is Deleted

**SECTION 4 Section 15.04.070 Modifications to the California Mechanical Code.**

The following modifications apply to the California Mechanical Code

- A. Section 104.4.3 is deleted and replaced with the following:

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or after commencement of work if more than 180 days pass between inspections. The building official is authorized to grant, in writing, one or more extensions of time, for periods of not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Section 104.4.3.1 is Deleted

**SECTION 5 Section 15.04.080 Modifications to the California Plumbing Code.**

The following modifications apply to the California Plumbing Code

- A. Section 104.4.3 is deleted and replaced with the following:

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or after commencement of work if more than 180 days pass between inspections. The building official is authorized to grant, in writing, one or more extensions of time, for periods of not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Section 104.4.3.1 is Deleted

**SECTION 6 Section 15.04.090 Modification to the California Wildland-Urban Interface Code.**

The following modification applies to the California Wildland-Urban Interface Code

- A. Section 105.8 is deleted and replaced with the following:

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or after commencement of work if more than 180 days pass between inspections. The building official is authorized to grant, in writing, one or more extensions of time, for periods of not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

SECTION 7 Section 15.04.100 Modifications to the California Green Building Standards Code.

The following modifications apply to the California Green Building Standards Code

A. Add Section 101.12 Creation of Green Building Fund:

Building Permits which are required to comply with the California Green Building Standards Code shall be assessed a fee equal to 0.0025 times the overall valuation of the project. Revenues collected shall be maintained by the Finance Department as a revolving green building fund and shall be used only for program management, training, publications, public educational purposes, incentive programs and materials and supplies necessary to promote sustainable development, water conservation, storm water pollution prevention and climate action planning activities.

SECTION 8 Section 15.18 Green Building Regulations is deleted.

SECTION 9. This Ordinance shall take effect and be in full force upon the date the California Building Standards Commission (CBSC) accepts the ordinance for filing, but in no event before January 1, 2026.

This Ordinance was introduced on the 23rd day of October, 2025, and was passed and adopted by the City Council of the City of Capitola on the 13th day of November, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Joe Clarke, Mayor

ATTEST:

\_\_\_\_\_  
Julia Gautho, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Marc Tran, City Attorney



# Capitola City Council

## Agenda Report

**Meeting:** November 13, 2025

**From:** Police Department

**Subject:** Surplus Vehicle



**Recommended Action:** Adopt a resolution to declare one Police Department vehicle as surplus property and authorize Public Works to dispose of the vehicle through public auction, in accordance with Administrative Policy III-8 – Surplus Property.

**Background:** City Council authorization is required for the sale or transfer of all City vehicles. Staff recommends that Vehicle #161, a 2016 Ford Explorer (VIN #1FM5K8AR3GGA47192), be declared surplus and disposed of through public auction.

This vehicle was used as a patrol unit by the Police Department and has been removed from service due to mechanical issues. After inspection by the City Mechanic, the vehicle was found to be non-operational and no longer suitable for use. It has reached the end of its service life for the Police Department fleet. The current odometer reading is 95,662 miles.

**Discussion:** The Police Department routinely reviews its fleet for operational efficiency and safety. Vehicle #161 has been deemed inoperable and is no longer viable for department use. In accordance with Administrative Policy III-8, Section IV(A), surplus property that no longer meets the needs of the City may be sold through public auction.

Staff recommends that Public Works be authorized to coordinate the disposal of the vehicle through this method, which is the most practical and cost-effective option for removing the vehicle from the City's inventory.

**Fiscal Impact:** None. The vehicle is surplus and will be sold at auction.

**Attachments:**

1. Resolution

**Report Prepared By:** Leo Moreno, Police Captain

**Reviewed By:** Julia Gautho, City Clerk; Sarah Ryan, Chief of Police; Marc Tran, City Attorney

**Approved By:** Jamie Goldstein, City Manager

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA  
DECLARING A POLICE VEHICLE AS SURPLUS PROPERTY AND AUTHORIZING PUBLIC  
WORKS TO DISPOSE OF THE VEHICLE THROUGH PUBLIC AUCTION**

**WHEREAS**, the City of Capitola adopted Administrative Policy III-8 on April 13, 2006, which governs the declaration and disposal of surplus city property, including police vehicles; and

**WHEREAS**, Section IV(D) of Administrative Policy III-8 states that surplus property with an original purchase price of \$1,000 or greater shall be sold at public auction or by sealed bid, except in cases where the City Manager determines that such property is needed for public use by another public agency, in which case it may be transferred with City Council approval; and

**WHEREAS**, the City of Capitola's Police Department has identified a surplus police vehicle that is no longer suitable for law enforcement use and would otherwise be disposed of through auction; and

**WHEREAS**, the Capitola Police Department has identified Vehicle #161, a 2016 Ford Explorer (VIN #1FM5K8AR3GGA47192), as surplus property due to mechanical issues rendering it non-operational and no longer suitable for law enforcement use; and

**WHEREAS**, the vehicle has reached the end of its service life with a current odometer reading of 95,662 miles and is no longer viable for use in the City's police fleet.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the City Council of the City of Capitola declares Vehicle #161, a 2016 Ford Explorer (VIN #1FM5K8AR3GGA47192), as surplus property and authorizes the Public Works Department to dispose of the vehicle through public auction in accordance with Administrative Policy III-8.

**I HEREBY CERTIFY** that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 13<sup>th</sup> day of November, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Joe Clarke, Mayor

**ATTEST:**

\_\_\_\_\_  
Julia Gautho, City Clerk

# Capitola City Council

## Agenda Report

**Meeting:** November 13, 2025

**From:** Public Works Department

**Subject:** Phase 1 Conceptual Design – Grand Avenue Pathway



**Recommended Action:** Authorize the City Manager to execute a professional services agreement with SSA Landscape Architects, Inc. for Phase 1 Conceptual Design of the Grand Avenue Pathway in an amount not to exceed \$13,000, with funding from the Capital Improvement Program (CIP) Fund.

**Background:** On October 23, 2025, the City Council reviewed the findings of the Pacific Crest Engineering report and discussed options for restoring a safe pedestrian route along Grand Avenue. The report confirmed that ongoing bluff retreat and drainage issues continue to threaten the existing pathway but indicated a relocated and narrower alignment, set as far inland as possible, could provide an interim public access solution with an expected usable life of several years.

Following that discussion, Council directed staff to move forward with the first step in developing engineered design concepts for a relocated pathway, with an approximate \$20,000 budget, and to return with a contract for approval.

**Discussion:** To advance this effort, staff obtained a proposal from SSA Landscape Architects, Inc. a firm experienced in public access projects, including pathway design that integrates grading and drainage coordination. SSA's proposal (Attachment 1) includes a phased scope for design, permitting, and construction support.

Phase 1 – Conceptual Design will include the following:

- Kick-off meeting with staff to review goals and site conditions
- Topographic survey and preparation of a base map
- Development of initial pathway alignment, configuration, and materials
- Consideration of existing safety fencing and drainage improvements
- Final Conceptual Site Plan and Construction Cost Estimate

The consultant's fee for Phase 1 is \$13,000, inclusive of reimbursable expenses. Work under this phase is anticipated to take approximately 8–10 weeks from the date of authorization.

Future phases (construction documents, permitting support, and construction administration) are identified in SSA's proposal for reference but would return to Council future consideration once the conceptual design is complete.

**Fiscal Impact:** Funding for this work will come from the Capital Improvement Program Fund, using reallocations from several existing projects identified as Council priorities during the FY 2025–26 budget development. No General Fund impact is anticipated.

Staff is proposing the existing Rectangular Rapid Flashing Beacon (RRFB) project at the west end of Stockton Bridge will remain unchanged, as it is a capital purchase. The Park Avenue project funds have been fully expended to cover a \$98,069.25 change order for bicycle safety striping under the annual Pavement Management Project.

Reallocations are proposed as summarized below:

<b>Funding Source</b>	<b>Current Budget</b>	<b>Proposed Amendment</b>	<b>Net Difference</b>
RRFB	\$10,000	No Change	---
Esplanade Park	\$50,000	\$39,200	(-) \$10,800
Park Avenue	\$60,000	No Change	---
Monterey Park Playground	\$10,000	\$7,800	(-) \$2,200
Economic Development	\$20,000	No Change	---
Grand Avenue Pathway (NEW)	\$0	\$13,000	(+) \$13,000
<b>Total</b>	<b>\$150,000</b>		

Attachments:

1. SSA Landscape Architects Proposal – Grand Avenue Pathway Renovation (November 3, 2025)

Report Prepared By: Jessica Kahn, Public Works Director

Reviewed By: Julia Gautho, City Clerk; Marc Tran, City Attorney

Approved By: Jamie Goldstein, City Manager

**EXHIBIT A****LANDSCAPE ARCHITECTURAL SERVICES FOR GRAND AVE PATHWAY RENOVATION****PROJECT UNDERSTANDING**

This scope of work is based on a site meeting, with the goals and extent of work, and findings from Geotechnical memo from Pacific Crest Engineering dated April 3, 2025. The scope of this Project includes design for a new pedestrian pathway in compliance with ADA standards and codes and the recommendations by the Geotech. SSA Landscape Architects, Inc. (hereafter referred to as SSA) will prepare plans for the Project based on input and approval from the City of Capitola (hereafter referred to as the CLIENT). The extent of work is limited to Grand Avenue pathway between Oakland Avenue to Central Avenue.

Future phases of work will occur under a separate contract and have been included herein for CLIENT reference only. The outline for future phases of work will be revisited once the first phase has been completed. SSA will develop Construction Documents in compliance with the City of Capitola's design guidelines, regulations and requirements.

**SCOPE OF WORK****PHASE ONE –CONCEPTUAL DESIGN**

1. Attend a kick-off meeting with the CLIENT to review the program and goals.
2. Collect and review all available existing conditions and design information including City of Capitola design standards.
3. Initiate land surveyor to proceed with topographic survey
4. Prepare a base file in AutoCAD format
5. Prepare initial conceptual site plan to include the following program elements
  - a. Pathway location, configuration and material selections
  - b. Preliminary grades
  - c. Location of safety fence, previously designed and installed by community
6. Prepare initial probable construction Cost Estimate.
7. Present Conceptual Site Plan to CLIENT in one meeting.
8. Update Conceptual Site Plan based on CLIENT comments.
9. Update Cost Estimate based on CLIENT comments.

10. Publish Final Conceptual Site Plan to CLIENT.
11. Coordinate and liaise with CLIENT via phone conference and emails.

### **Conceptual Design Phase Deliverables:**

1. Preliminary Conceptual Site Plan
2. Final Conceptual Site Plan
3. One (1) project kick-off meeting with CLIENT
4. One (1) presentation meeting with CLIENT

## **PHASE TWO –CONSTRUCTION DOCUMENTS**

1. Prepare 95% Construction Documents: Based on approved plans from the Conceptual Design phase and conditions of approval, begin the preparation of Construction Documents. Note, sheets may be combined as feasible or added to as necessary.

Construction Document set is anticipated to include:

- a. Existing Conditions and Demolition Plan
  - b. Site Plan
  - c. Grading Plan (prepared by Civil Engineer)
  - d. Drainage and Utility Plan (Prepared by Civil Engineer)
  - e. Construction Details
  - f. Technical Specifications (book form)
2. Conduct in-house plan check prior to CLIENT submittal
3. Conduct one page turn with CLIENT of the 95% set
4. Incorporate all in-house and page turn comments to meet all applicable law, regulations, City standards and other applicable requirements into the 100% Construction Documents and Technical Specifications.
5. Publish one electronic copy of the 100% Construction Document and Technical Specifications to the CLIENT for Building Department submittal.
6. After review period by the CLIENT, incorporate plan check comments and feedback into Construction Documents. Excessive CLIENT comments or changes at this phase will be handled as an additional service.
7. Publish one electronic copy to the CLIENT for Building Department resubmittal and approval.
8. Allow three (3) coordination meetings with project team and CLIENT.
9. Coordinate and liaise with the CLIENT via phone conferences and emails.

### **Construction Documents Phase Deliverables:**

1. 95% Plan Set (1 pdf set)
2. 100% Plan Set (1 pdf set)
3. Three (3) coordination meetings with CLIENT

### **PHASE THREE –CONSTRUCTION ADMINISTRATION**

1. Visit the site three (3) times for observation and verification of compliance with the plans at key milestones during construction. Site visits shall be coordinated with the CLIENT as identified during construction meetings. Should additional site visits be required, they will be provided as an additional service to the original agreement.
2. Provide plan clarification via the Request for Information (RFI) process through written response, up to (4) hours.
3. Review submittals and provide written approval, rejection, or correction directives.
4. Perform one pre-final acceptance walkthrough and prepare punchlist, if necessary.
5. Conduct final acceptance walkthrough and provide written report of conditions or any warranty work that may be necessary.

#### **Construction Administration Phase Deliverables:**

1. Three (3) site visits
2. Limited Construction Administration support via RFI and Submittal review
3. One (1) Pre-acceptance walkthrough & punch list
4. One (1) Final acceptance walkthrough & written report if required

### **PHASE FOUR – ADD ALTERNATES**

1. Attend Neighborhood Meeting to assist the CLIENT in outreach efforts. Presentation materials to be prepared by CLIENT.
2. Attend Planning Commission Meetings to assist the CLIENT. Presentation materials to be prepared by CLIENT.

### **ADDITIONAL SERVICES**

SSA may provide additional services, as requested in advance by CLIENT. Additional services will be negotiated separately based on the billing rates contained in the attached Exhibit B "SSA Rate Schedule". Additional services may include, but are not limited to:

1. Providing cost estimating or value engineering.
2. Revisions or re-submittals beyond those included above.
3. Submitting drawings for or any fees associated with permitting other than what is described within this Scope of Work.
4. Evaluation reports for work by others such as, but not limited to, Geotechnical Engineer.
5. Providing cost estimating services or value engineering.
6. 3d modeling or illustrative renderings.
7. SWPP, erosion control or stormwater management plans.
8. Design of any features to be located on neighboring private properties.

9. Attendance at any meetings not listed above.
10. Additive or deductive alternates beyond what is provided for in the Scope of Work.
11. Planting, irrigation, or any other service not described within this Scope of Work.

## FEE PROPOSAL

The fees for the above Scope of Work phases are as follows:

Phase One: Conceptual Design	\$ 12,290.00
Phase Two: Construction Documents	\$ 28,475.00
Phase Three: Construction Administration	\$ 3,114.00
Reimbursable Expenses	\$ 550.00

**Total Proposed Fees** **\$ 12,840.00**

Phase Four: Add Alternates \$2,932.00  
Community Outreach

These services are proposed to be provided on a LUMP SUM basis. Fees will be billed monthly based on the actual percentage of completion in each phase

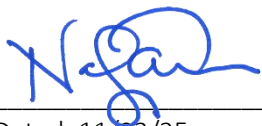
## SERVICES TO BE PROVIDED BY THE CLIENT

1. Coordination with and approval by Coastal Commission
2. Slope stabilization
3. All Project related drawings, and reports, including, but not limited to, those requested in this Scope of Work
4. CLIENT review, comment and directives as requested by SSA
5. Procurement of any subconsultant that may be identified as necessary during the Project
6. Submittals and fees
7. Permits and fees

## REIMBURSABLE EXPENSES

Included in the FEE PROPOSAL is an allowance for expenses such as mileage, plotting, printing and reproduction, shipping, and postage. Billings for reimbursable expenses will be submitted on or around the 25<sup>th</sup> of each month based on the actual cost for the previous month, per the attached "SSA Rate Schedule".

**SSA Landscape Architects, Inc.**  
Natalie Tan  
Landscape Architect PLA #5995



Dated: 11/03/25



Detailed Breakdown of Landscape Architectural Services									
for									
Grand Ave Pathway Renovation									
for									
City of Capitola									
Proposal No. P250044.00									
Date: 11/03/25									
BASIC SERVICES	Principal	Associate Principal	Project Manager	Senior Landscape Architect	Job Captain/Landscape Architect II	Landscape Architect I	Landscape Designer III/AutoCAD Tech	Landscape Designer I/AutoCAD Tech	Administrative Assistant
Phase One: Conceptual Design									
Attend kick-off meeting with CLIENT		1		1					
Collect and review site documentation and conditions				2					
Prepare base file in AutoCAD		1		1					
Prepare initial Conceptual Site Plan		1		8				8	
Prepare initial Cost Estimate		2		2					
Present Conceptual Site Plan to CLIENT		1		1					
Revised and update Conceptual Site plan based on comments from CLIENT				2				6	
Update Cost Estimate				1					
Publish Final Conceptual Site plan to CLIENT				1				3	
Coordinate and liaise with CLIENT via phone and email		1		4					
Phase One SSA Subtotal	0	7	0	23	0	0	0	17	0
Sub Consultants							Multiplier 1.10		
Alpha Land Surveyors									
							4200		
Phase One Total									
Phase Two: Construction Documents									
Prepare 95% Construction Documents				12			24		
Prepare 95% Technical Specifications		2		6					
Conduct in-house plan check of 95% CD set		6							
Conduct page turn with CLIENT		3		3					
Incorporate comments from in-house plan check and page turn into 100% set				4			8		
Publish electronic 100% CD set for CLIENT submittal				1			3		
Incorporate plan check comments into CD set, limited to one round of comments.				8			12		
Publish electronic revised 100% CD set for CLIENT re-submittal				1			3		
Allow for three (3) coordination meetings with CLIENT		3		6					
Coordinate and liaise with CLIENT via phone and email		1		4					
Phase Two SSA Subtotal	0	15	0	45	0	0	50	0	0
Sub Consultants							Multiplier 1.10		
RI Engineering									
							9800		
Phase Two Total									
Phase Three: Construction Administration									
Site visits				6					
RFI responses				4					
Submittal review(s)				2					
Pre-final acceptance walkthrough and punch list				3					
Final acceptance walkthrough and written report of conditions				3					
Phase Three SSA Subtotal	0	0	0	18	0	0	0	0	0
Phase Three Total									
Phase Four: Add Alternates									
Attend neighborhood meetings to assist CLIENT in outreach efforts		2		6					
Attend Planning Commission meetings to assist CLIENT		2		6					
Phase Four SSA Subtotal	0	4	0	12	0	0	0	0	0
Phase Four Total									
Project Totals for In-house Staff									
Hours:	0	26	0	98	0	0	50	17	0

\$7,670

\$4,620

\$12,290

\$17,695

\$10,780

\$28,475

\$3,114

\$3,114

\$2,932

\$2,932

BASIC SERVICES	Principal	Associate Principal	Project Manager	Senior Landscape Architect	Job Captain/Landscape Architect II	Landscape Architect I	Landscape Designer III/AutoCAD Tech	Landscape Designer II/AutoCAD Tech	Administrative Assistant	
Rate:	\$223	\$214	\$192	\$173	\$148	\$139	\$134	\$129	\$104	
Extension:	\$0	\$5,564	\$0	\$16,954	\$0	\$0	\$6,700	\$2,193	\$0	
Subtotal Project Fees for Services										31411
Reimbursable Expenses										
Estimated Reimbursable Expenses										
Mileage and plotting	\$500									
	\$500			Multiplier		1.10				
Total Project Compensation										

The above breakdown represents our best estimate at this time and may change subject to future developments during the project. It is possible that some of the estimated manpower requirements for specific task items may increase, while others may not require the entire anticipated effort. This provides us a greater degree of confidence in the overall project estimate, rather than in any given task.

\$46,811

\$550

\$47,361

**EXHIBIT B****STANDARD BILLING RATE SCHEDULE**

Effective through December 31, 2025

**PROFESSIONAL SERVICES**

Principal Landscape Architect	\$223.00/Hour
Associate Principal	\$214.00/Hour
Senior Project Manager	\$208.00/Hour
Project Manager II	\$206.00/Hour
Project Manager I	\$192.00/Hour
Senior Landscape Architect	\$173.00/hour
Job Captain/Landscape Architect II	\$148.00/Hour
Landscape Architect I	\$139.00/Hour
Landscape Designer III	\$138.00/Hour
Landscape Designer II/AutoCAD Technician	\$134.00/Hour
Landscape Designer I	\$129.00/Hour
Staff Clerical/Administrative	\$104.00/Hour

**REIMBURSABLE EXPENSES****Subconsultants**

Direct Billing x 1.10

**In-House Office Services: As listed below x 1.10****Plotting:**

Color Bond	\$4.65/sf
Black & White Bond	\$2.95/sf
Vellum	\$4.55/sf
Mylar	\$10.50/sf

**Transparencies:**

Color	\$3.25/each
Black and White	\$2.25/each

**Color Laser Prints:**

8.5 x 11	\$.65/each
11 x 17	\$.95/each

**Blueprints:**

24 x 36	\$2.00/each
30 x 42	\$2.50/each

**Black & White Laser Prints:**

8.5 x 11	\$.10/each
11 x 17	\$.15/each

**CD Media:**

CDR	\$6.00/each
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**Outside Reimbursable Expenses:**Reproduction, photography, shipping and postage,  
miscellaneous expenses

Direct Cost x 1.10

**Travel:**

Mileage Round Trip from SSA office

Current IRS Rate

Other travel expenses

Direct Cost x 1.10

# Capitola City Council

## Agenda Report

**Meeting:** November 13, 2025

**From:** Community and Economic Development Department

**Subject:** 3720 Capitola Road Request for Support of Grant Application



Recommended Action: No action.

Background: In September 2025, CRP Affordable Housing and Community Development (“CRP”) met with City staff to introduce a potential 100% affordable multifamily housing project at 3720 Capitola Road. CRP discussed potential density scenarios for the site, streamlined ministerial processing, and the need for a letter of support from the City to make CRP eligible for the Community Development Block Grant Disaster Recovery Multifamily Housing Program (CDBG-DR MHP). On October 17, 2025, CRP submitted a formal request for City Council support of their grant application.

Following that request, City staff conducted noticing of an upcoming City Council agenda item to consider support for their grant application. As part of staff’s noticing, a notice was posted at 3720 Capitola Road and a notice was mailed to nearby residents at least 10 days in advance of the Council meeting date.

On November 7, 2025, staff and CRP agreed to remove the request for support for grant funding from City Council consideration.

Fiscal Impact: None.

Report Prepared By: Katie Herlihy, Community and Economic Development Director

Reviewed By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager

# Capitola City Council

## Agenda Report

**Meeting:** November 13, 2025

**From:** City Manager Department

**Subject:** Annexation Feasibility Study Analysis Report



**Recommended Action:** Receive a presentation from RSG, Inc. on the results of the annexation feasibility study and authorize the City Manager to submit the analysis to the Santa Cruz Local Agency Formation Commission for analysis and revision of the City's sphere of influence.

**Background:** The City of Capitola's current sphere of influence (SOI), as defined by the Santa Cruz Local Agency Formation Commission (LAFCO), includes approximately 2,200 parcels totaling 622 acres located outside the existing city limits. For reference, the City of Capitola's incorporated area includes about 4,489 parcels and approximately 1,600 acres (two square miles).

In 2022, LAFCO completed a service and sphere review for the City, reaffirming Capitola's existing SOI and recommending the City develop a plan to assess the potential future annexation of these parcels. LAFCO also set a May 2027 deadline for the City to submit this analysis.

As part of the Fiscal Year 2024–25 Goals and Priorities, and in alignment with LAFCO's recommendation, the City Council identified the need to evaluate the fiscal, operational, and service impacts of potentially annexing portions of unincorporated Santa Cruz County into the City. This evaluation is intended to help determine if, when, and how annexation could occur.

To fund the study, the City Council allocated \$30,000 in the FY 2024–25 budget. LAFCO provided an additional \$15,000; the total project budget was \$45,000.

**Discussion:** On August 14, 2024, City staff issued a Request for Proposals (RFP) for consultant services to perform an annexation feasibility study. The City received two proposals, both from highly qualified firms but each initially exceeding the City's available budget. Staff worked with both firms to refine their scopes of work and reduce costs.

Following evaluation of the amended proposals and consultation with LAFCO staff, the City selected RSG, Inc. based on their detailed understanding of the project scope and LAFCO processes and strong experience with similar annexation feasibility studies.

On September 26, 2024, the City Council authorized a contract with RSG, Inc. The agreement's scope of work included data collection and stakeholder interviews and analysis of fiscal, service, and other impacts of possible annexation. Due to the size of the City's current SOI, City staff and RSG spent time and consideration on how to effectively study the area, ultimately determining to split the SOI into two sections: the North (around Capitola Mall and the 'keyhole' area, and including Opal Cliffs) and the South (Pleasure Point). A map indicating these two areas is included as Attachment 1. The study is therefore divided into three possibilities: the annexation of the North, the South, or both areas.

RSG, Inc. gathered data from City and Santa Cruz County staff to analyze the financial impacts of potential annexation. One important revenue source challenging to research due to confidentiality requirements was the Transient Occupancy Tax (TOT) revenue within the County. Staff ultimately relied on the number of short-term rentals in the SOI, and their exact locations, and evaluated them against comparable short-term rentals within the City of Capitola's to estimate revenue.

At the November 13 meeting, RSG staff will provide a presentation summarizing their findings and recommendations regarding the feasibility, potential impacts, and strategic considerations of annexation.

Because current analysis does not point to annexation being financially feasible or advantageous, City staff asked that RSG pause their work to present their initial findings before conducting time-consuming

interviews with City Departments to begin estimating projected new City costs, though this was initially part of their scope of work.

Staff suggest the study be submitted to LAFCO and the City's sphere of influence be adjusted by LAFCO. Before approving a revised Capitola SOI, the LAFCO Board will receive options from LAFCO staff, who have offered to partner with Capitola City staff on this endeavor. The City of Capitola's LAFCO representative will also have the opportunity to make comments and vote on the revised SOI before it is approved.

Fiscal Impact: None.

Attachments:

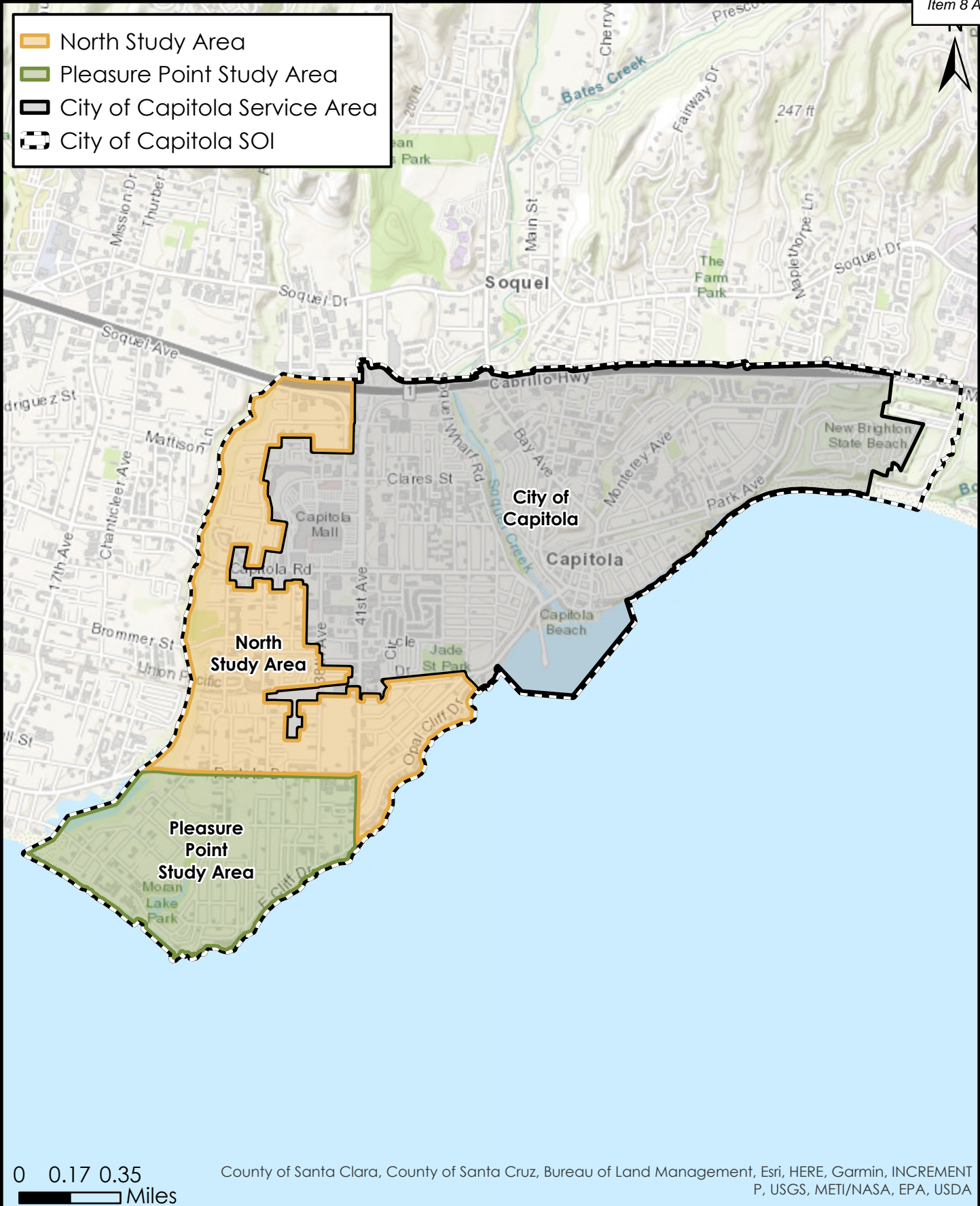
1. Study Area Map
2. RSG Preliminary Findings Presentation

Report Prepared By: Chloé Woodmansee, Assistant to the City Manager

Reviewed By: Julia Gautho, City Clerk; Marc Tran, City Attorney

Approved By: Jamie Goldstein, City Manager





## City of Capitola Annexation Study Areas

Source: RSG Inc., ESRI, City of Capitola

# Preliminary Findings

Annexation Plan Development for Capitola

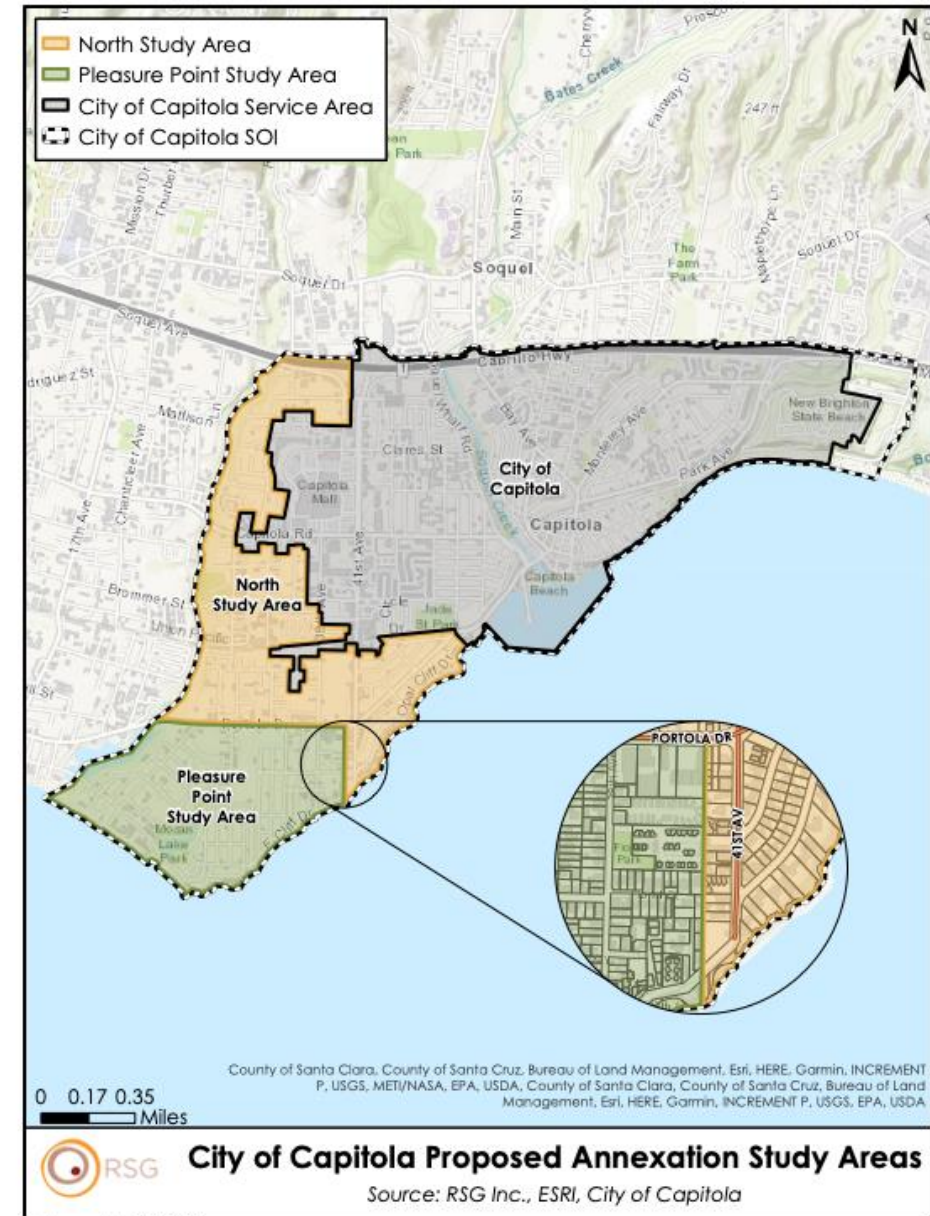
RSG, City of Capitola

November 13, 2025



# Study Areas - Updated

Study Area	Size	Parcels	Population
North	0.63	1,526	4,857
Pleasure Point	0.45	1,430	3,342
Combined	1.08	2,956	8,199
<b>City</b>	<b>1.72</b>	<b>4,500</b>	<b>9,598</b>



Item 8 A.

# Service Providers

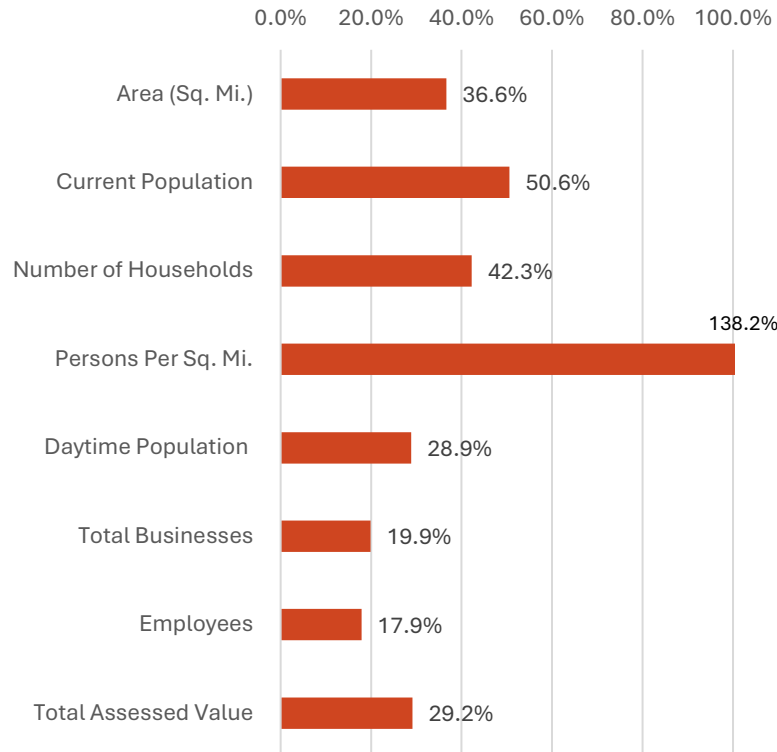
The following service providers will detach from their current providers and annex into the City:

- Law Enforcement
- Parks and Recreation
- Lighting
- Streets/Road Maintenance
- Solid Waste

Service	Current Service Provider to Study Area	Service Provider to Study Area After Annexation	Impact
Law Enforcement	County Sheriff's Office	Capitola Police Department	Annexation
Fire & Emergency Medical	Central Fire District	Central Fire District	No Change
Parks and Recreation	Parks and Recreation CSA-11	Public Works Parks Department/ Community Services and Recreation	Detachment /Annexation
Lighting	Santa Cruz County Residential Lighting CSA-09A	Capitola Public Works Department	Detachment /Annexation
Streets/Road Maintenance	CSA-09D/E	Capitola Public Works Department	Detachment /Annexation
Solid Waste	Refuse Disposal CSA-09C (GreenWaste)	Capitola Public Works Department (GreenWaste)	Detachment /Annexation
Water	Soquel Creek Water District City of Santa Cruz DPW Small Water District	Soquel Creek Water District City of Santa Cruz DPW Small Water District	No Change
Wastewater	Santa Cruz County Sanitation District	Santa Cruz County Sanitation District	No Change
Transportation	Santa Cruz Metropolitan Transit District	Santa Cruz Metropolitan Transit District	No Change

# Demographic Data

North Study Area Percent Increase Pre to Post-Annexation



	City	Combined Study Area	North Study Area	Pleasure Point Study Area
Area (Sq. Mi.)	1.72	1.08	0.63	0.45
Current Population	9,598	8,199	4,857	3,342
Number of Households	4,572	3,451	1,932	1,519
Persons Per Sq. Mi.	5,580	7,592	7,710	7,427
Daytime Population	13,127	5,978	3,790	2,188
Total Businesses	846	208	168	40
Employees	7,745	1,792	1,384	408
Total Assessed Value	\$3.5 billion	\$2.2 billion	\$1.0 billion	\$1.2 billion
As of July 1, 2025				
Sources: Esri, Santa Cruz County Assessment Roll 2023-24				

# Revenues

Annexation Plan Development for Capitola

# Property Tax Revenues

City of Capitola will collect **5.94%** of property taxes in Combined Study Area based on Master Tax Agreement unless renegotiated

## Projected Annual Property Tax Revenue (2025-26)

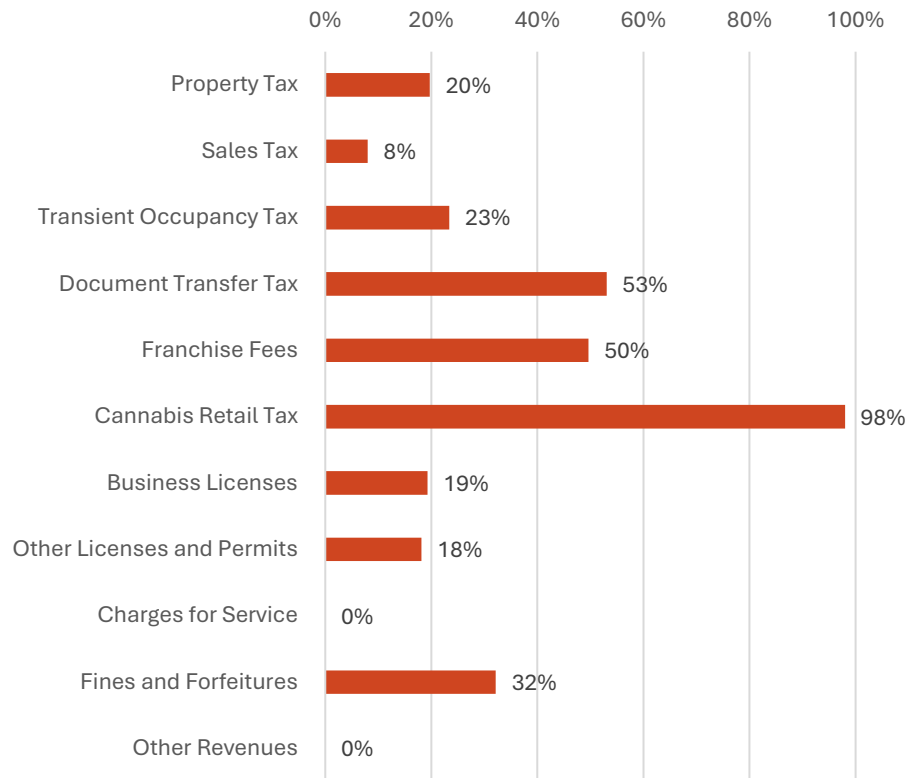
- North Study Area                      \$ 686,162
- Pleasure Point Study Area    \$ 772,622
- Combined Study Area            \$ 1,458,788
  
- City    \$ 3,277,120

Based on 2024-25 AV with 2% growth

Base Tax	Combined Study Area	North Study Area	Pleasure Point Study Area
A: Co. Base Tax Pre-Tax Share	23.76%	24.08%	23.48%
B: CSA 9	0.21%	0.21%	0.22%
C: CSA 9-A	0.48%	0.76%	0.24%
D: CSA 11	0.30%	0.37%	0.24%
Share of County GF	24.00%	24.00%	24.00%
Co. Base Tax to City	5.70%	5.78%	5.64%
Co. Base Tax to Co.	18.06%	18.30%	17.85%
CSA Shares to City	0.24%	0.32%	0.17%
<b>Total City Share</b>	<b>5.94%</b>	<b>6.10%</b>	<b>5.81%</b>
As of July 1, 2025			
Sources: Esri, Santa Cruz County Assessment Roll 2023-24			

# Net New Revenues – North Study Area

North Study Area Percent Revenue Increase  
Pre to Post Annexation  
(17% Total)



	City	North Study Area	City + North Study Area
General Fund Revenues			
Property Tax	\$ 3,477,706	\$ 686,162	\$ 4,163,868
Sales Tax	9,029,447	721,732	9,751,179
Transient Occupancy Tax	2,358,004	551,500	2,909,504
Document Transfer Tax	106,121	56,300	162,421
Franchise Fees	741,254	367,800	1,109,054
Cannabis Retail Tax	318,362	312,100	630,462
Business Licenses	338,260	65,257	403,517
Other Licenses and Permits	447,468	81,200	528,668
Charges for Service	Omitted from Analysis		
Fines and Forfeitures	644,684	207,300	851,984
Other Revenues	439,086	-	439,086
<b>Total</b>	<b>\$ 17,900,393</b>	<b>\$ 3,049,351</b>	<b>\$ 20,949,743</b>

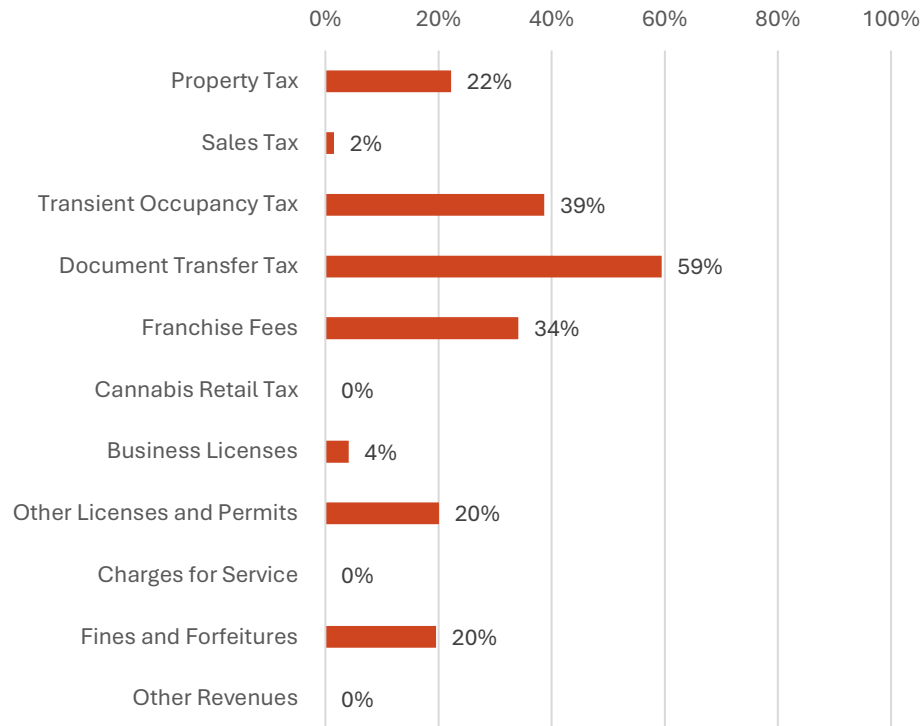
\* This table excludes charges for services which are off-setting expenses

As of July 1, 2025. Sources: Esri, Santa Cruz County Assessment Roll 2023-24

# Net New Revenues

## Pleasure Point Study Area

Pleasure Point Study Area Percent Revenue Increase Pre to Post Annexation (13% Total)

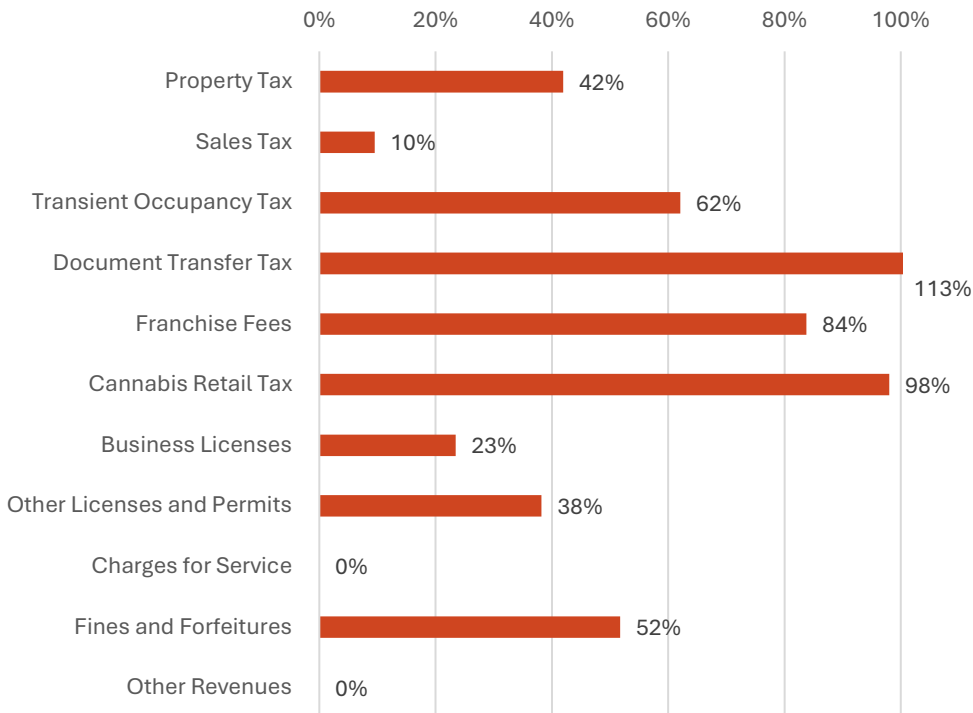


	City	Pleasure Point Study Area	City + Pleasure Point Study Area
General Fund Revenues			
Property Tax	\$ 3,477,706	\$ 772,622	\$ 4,250,328
Sales Tax	9,029,447	136,525	9,165,972
Transient Occupancy Tax	2,358,004	912,700	3,270,704
Document Transfer Tax	106,121	63,100	169,221
Franchise Fees	741,254	253,000	994,254
Cannabis Retail Tax	318,362	-	318,362
Business Licenses	338,260	13,977	352,237
Other Licenses and Permits	447,468	89,800	537,268
Charges for Service	Omitted from Analysis		
Fines and Forfeitures	644,684	126,200	770,884
Other Revenues	439,086	-	439,086
<b>Total</b>	<b>\$ 17,900,393</b>	<b>\$ 2,367,924</b>	<b>\$ 20,268,317</b>
* This table excludes charges for services which are off-setting expenses			
As of July 1, 2025. Sources: Esri, Santa Cruz County Assessment Roll 2023-24			



# Net New Revenues – Combined Study Area

Combined Study Area Percent Revenue Increase Pre to Post Annexation (30% Total)



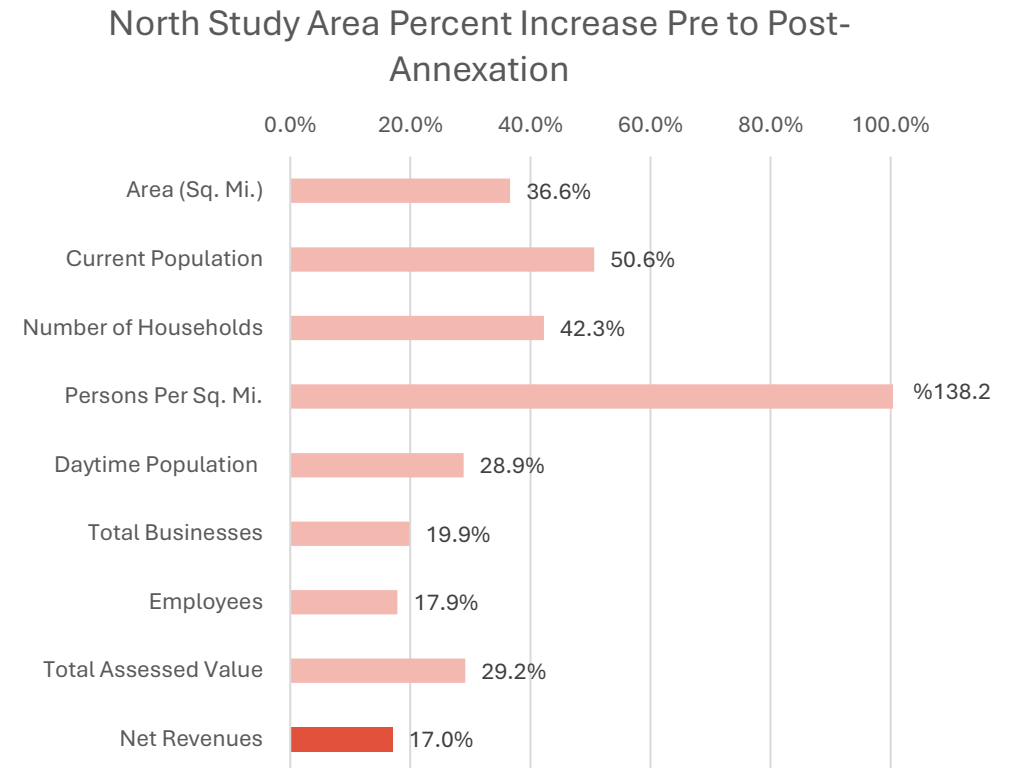
	City	Combined Study Areas	City + Combined Study Areas
General Fund Revenues			
Property Tax	\$ 3,477,706	\$ 1,458,784	\$ 4,936,490
Sales Tax	9,029,447	858,257	9,887,704
Transient Occupancy Tax	2,358,004	1,464,200	3,822,204
Document Transfer Tax	106,121	119,400	225,521
Franchise Fees	741,254	620,800	1,362,054
Cannabis Retail Tax	318,362	312,100	630,462
Business Licenses	338,260	79,234	417,494
Other Licenses and Permits	447,468	171,000	618,468
Charges for Service	Omitted from Analysis		
Fines and Forfeitures	644,684	333,500	978,184
Other Revenues	439,086	-	439,086
<b>Total</b>	<b>\$ 17,900,393</b>	<b>\$ 5,417,275</b>	<b>\$ 23,317,668</b>
* This table excludes charges for services which are off-setting expenses			
As of July 1, 2025. Sources: Esri, Santa Cruz County Assessment Roll 2023-24			



# Revenues Takeaways

- Despite increasing population by 51%, the North study area will increase total revenues by 17%.

<u>Percent Increase in</u>	<u>Revenues</u>	<u>vs</u>	<u>Population</u>
Combined SA	30%	vs	85%
North Study Area	17%	vs	51%
Pleasure Point Study Area	13%	vs	35%



# Expenditure Considerations

Annexation Plan Development for Capitola

# Key Impacts to Expenses

Percentage Increase in Need	<u>Combined Study Area</u>	<u>North Study Area</u>	<u>Pleasure Point Study Area</u>
• Police Department – Calls for Service	22%	12%	11%
• Public Works Department – Streets	58%	36%	22%
• Parks and Recreation – Number of Parks	124%	59%	65%

## Further Considerations

- One-time capital public works projects
- Increase in personnel per department

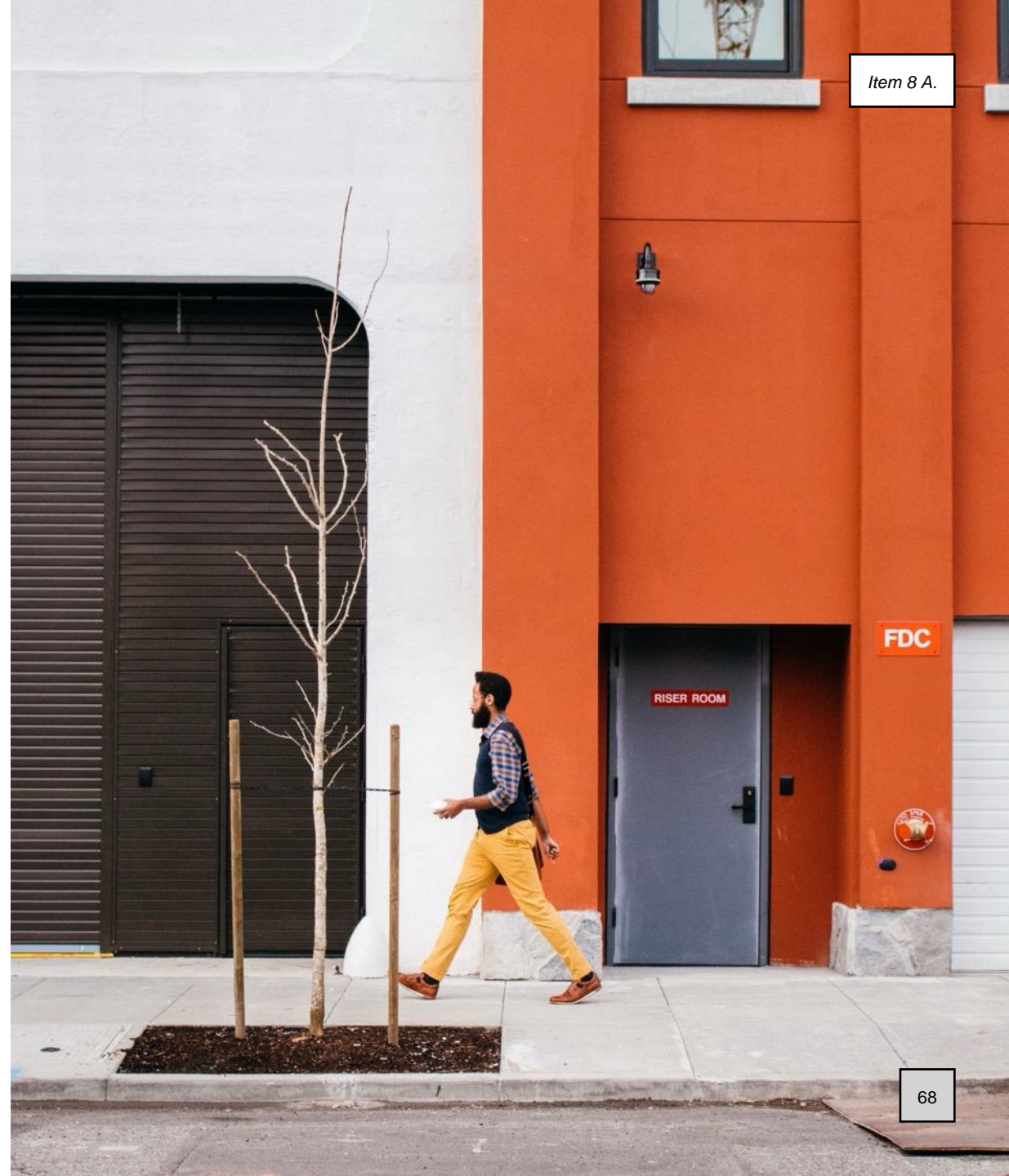


**Thank you! Any Questions?**

**Jim Simon, Principal**  
[jsimon@rsgsolutions.com](mailto:jsimon@rsgsolutions.com)

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Item 8 A.

# Capitola City Council

## Agenda Report



**Meeting:** November 13, 2025

**From:** Community and Economic Development Department

**Subject:** 41st Avenue Corridor Plan – Public Outreach Summary and Draft Goals

**Recommended Action:** Provide direction on the proposed goals for the 41st Avenue Corridor Plan based on the results of initial community outreach.

**Background:** On March 27, 2025, the City Council authorized an agreement with SWA Group to prepare the 41st Avenue Corridor Plan. The Plan will establish a long-term vision for 41st Avenue to help it transition into a more vibrant, multimodal corridor that supports economic vitality, future housing opportunities, and improved public spaces.

Since project initiation, SWA Group has completed background analysis and community engagement activities to identify existing conditions, opportunities, and community priorities. This report summarizes the results of the first phase of public outreach and presents draft goals for City Council discussion and direction.

The 41st Avenue Corridor Plan is currently in the visioning phase, focusing on defining community goals and priorities that will guide future corridor improvements. To inform this phase, City staff and SWA Group conducted initial public outreach to gather input on how residents, business owners, and visitors experience the corridor today and what changes they would like to see in the future.

Feedback from the online survey and community workshop has been used to shape a set of five draft goals that reflect community values related to mobility, safety, economic vitality, and design character. These goals will form the foundation for concept development in the next phase of the Plan.

To gather community input on corridor priorities and desired improvements, the City and SWA Group used three complementary outreach methods:

- **Online Community Survey:** An online survey was distributed through the City's website and social media platforms. The survey asked respondents to identify priorities related to mobility, safety, public spaces, and future development. The survey was available for 45 days and there was a total of 197 survey respondents.
- **Community Workshop:** On October 8, 2025, the City hosted an in-person community workshop. SWA Group prepared six interactive poster boards summarizing the draft corridor goals and proposed actions. Participants provided feedback through stickers, written comments, and discussion with staff and the consultant team. There were 50 – 60 participants.
- In addition to the online survey and community workshop, the City hosted a stakeholder meeting with local and regional agencies on September 30, 2025, and a stakeholder meeting with local businesses, property owners, and business associations on November 5, 2025. On November 7, at the request of the Dakota Apartments, staff hosted an in-person briefing on-site for residents.

**Discussion:** Feedback from these outreach efforts has been used to shape a set of five draft goals that reflect community values related to mobility, safety, economic vitality, and design character. The intent of the draft goals is to form the foundation for the concepts developed in the next phase of the 41<sup>st</sup> Avenue Corridor Plan.

Goal 1 – Multi-Modal Street: Overall, public input strongly supports creating a corridor that enhances connectivity for all users, without compromising vehicle circulation. Participants overwhelmingly endorsed a corridor that accommodates walking, biking, driving, and transit. According to the survey, 86% of respondents prioritized improving traffic efficiency and reducing congestion, while 63% called for safer pedestrian facilities and 54% supported enhanced bicycle infrastructure. Comments frequently noted that 41st Avenue currently feels dominated by vehicles and walking or biking is often uncomfortable due to narrow sidewalks, inconsistent bike lanes, and fast traffic. Workshop participants supported redesigning the corridor as a complete street with defined zones for different users, improved transit stops, and safer intersections, particularly near the freeway and Clares Street.

Goal 2 – Safe and Healthy Street: Public feedback strongly validates this goal, with broad agreement that a safe and healthy street is foundational to all other corridor improvements. Safety and traffic operations were dominant topics during outreach. In addition to the 86% of survey respondents prioritizing traffic efficiency, 63% highlighted the need for safer pedestrian crossings, and approximately 34% reported feeling “somewhat unsafe” traveling along the corridor, with another 7% indicating “very unsafe.” Comments emphasized challenges at key intersections near the freeway and Clares Street, along with concerns about speeding and signal timing.

Goal 3 – Memorable and High-Quality Public Realm: The public strongly supports transforming 41st Avenue into a high-quality public realm where design, landscaping, and community activity reinforce a shared sense of place. Residents and visitors want 41st Avenue to evolve from a purely functional commercial corridor into a welcoming, memorable street. Survey results show 74% support for landscaping and street trees, 56% for public art, and 51% for outdoor gathering areas or events. Workshop feedback emphasized the importance of shade, benches, and human-scale design. Participants described the current environment as “generic” or “uninviting” and encouraged consistent materials, lighting, and coordinated signage to enhance the overall street experience.

Goal 4 – Activate Businesses Through the Public Realm: Community feedback aligns with this goal, emphasizing support for public realm improvements that energize business activity while maintaining accessibility. Participants recognized that an attractive, walkable public realm directly supports local businesses. Survey comments noted difficulties entering and exiting driveways, congestion near commercial nodes, and a desire for more places to linger, such as sidewalk cafés, shade structures, and small plazas. Workshop discussions reinforced the idea that beautification and public amenities could help transform 41st Avenue into an active street that encourages people to visit, shop, and stay longer.

Goal 5 – Design for Future Residential: Feedback on this goal indicated residents are open to new housing if it aligns with Capitola’s small-town identity and includes tangible improvements to safety, mobility, and sustainability. Participants acknowledged the potential for new housing near the Capitola Mall and surrounding parcels but stressed that residential growth must be supported by safe mobility options, thoughtful design, and compatibility with existing commercial uses. Many respondents viewed the future residential goal as an opportunity to introduce green infrastructure, enhance streetscape character and a stronger sense of neighborhood identity, provided that congestion and access issues are proactively addressed.

Next Steps: Based on Council direction, SWA Group will refine the goals for the 41<sup>st</sup> Avenue Corridor Plan and develop conceptual design alternatives. A second round of community engagement will be conducted, followed by presentation of refined concepts to the Council for review in early 2026.

Fiscal Impact: No additional fiscal impact is associated with this update. The contract with SWA Group for the 41st Avenue Corridor Plan, in an amount not to exceed \$105,000, remains funded through the FY 2024–25 budget allocation and REAP 2.0 Grant funding.

#### Attachments:

1. Public Outreach Summary

Report Prepared By: Katie Herlihy, Community and Economic Development Director

Reviewed By: Julia Gautho, City Clerk, and Marc Tran, City Attorney

Approved By: Jamie Goldstein, City Manager

## 41st Avenue Corridor Plan – Public Outreach Findings Report

### Introduction

This document summarizes findings from public outreach activities conducted as part of the 41st Avenue Corridor Plan. The purpose of the outreach was to gather community input on priorities, concerns, and opportunities related to the corridor’s streetscape improvements. Engagement methods included an in-person community workshop featuring 6 poster boards and an online survey providing opportunities for community feedback and comments on the goals and vision for the Corridor Plan.

### Outreach Methods

Two methods were used to engage the public:

- Online Survey: An online community survey was distributed via the City’s website and social media.
- Community Workshop: The City of Capitola hosted an in-person community workshop on October 8. SWA provided 6 interactive poster boards summarizing the draft corridor goals and proposed actions. Participants were invited to provide input through stickers and written comments.

### Participation Summary

- Total survey respondents: 197
- Workshop participants: -
- Majority of survey respondents (60%) were Capitola residents; 34% lived elsewhere in Santa Cruz County, and 6% were local employees or business owners.

### Key Findings by Goal

Findings are organized into the 5 proposed Goals of the Corridor Plan.



#### Multi-Modal Street

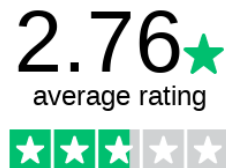
Overall, public input supports the goal of a multi-modal corridor that enhances connectivity for all users without compromising vehicle circulation.

Participants overwhelmingly supported creating a corridor that accommodates all modes of travel—walking, biking, driving, and transit. According to the survey, **86 %** of respondents prioritized improving traffic efficiency and reducing congestion, while **63 %** called for safer pedestrian facilities and **54 %** supported enhanced bicycle infrastructure. Comments frequently noted that 41st Avenue feels dominated by vehicles and that walking or biking is often uncomfortable due to narrow sidewalks, inconsistent bike lanes, and fast traffic. Workshop participants endorsed re-designing the corridor as a

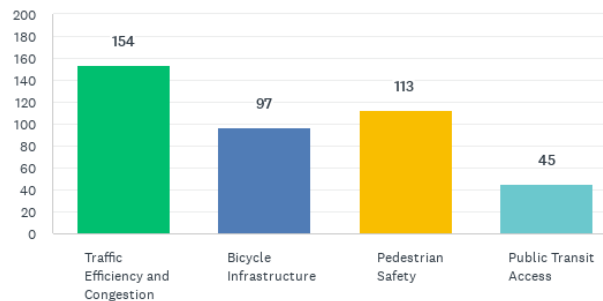


complete street with defined zones for different users, improved transit stops, and safer intersections near the freeway and Clares Street.

Q4 On a scale from 1–5 (1 being terrible, 5 being excellent), how would you rate your transit experience along 41st Avenue?



Q5 What improvements would you like to see on 41st Avenue? (Select all that apply)



### Workshop Board Responses

1. Should Multi-Modal Street be a goal?

Yes – 9

No – 0

2. Do you agree with the actions?

Yes – 8

No – 0

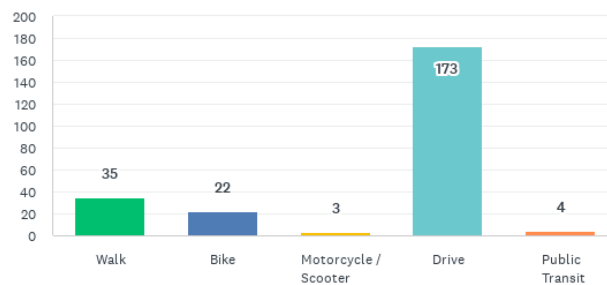


### Safe and Healthy Street

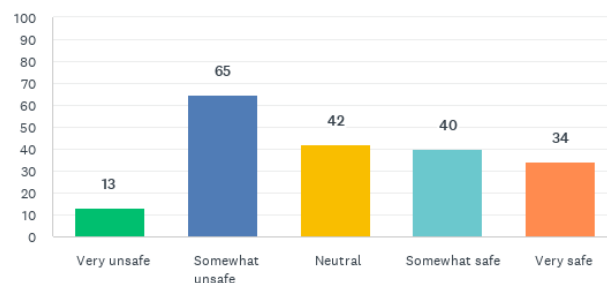
Public feedback strongly validates this goal, with broad agreement that a safe and healthy street is foundational to all other corridor improvements.

Safety and traffic operations were dominant topics throughout the outreach process. A total of 86% of survey respondents prioritized improving traffic efficiency and reducing congestion, while 63% highlighted the need for safer pedestrian crossings. Roughly one-third of participants (34%) described feeling 'somewhat unsafe' traveling along the corridor, with another 7% reporting 'very unsafe.' Comments emphasized challenges at intersections near the freeway and Clares Street, as well as concerns about speeding and signal timing.

Q2 Which mode of transportation do you typically use when traveling along 41st Avenue?



Q3 Following the previous question, how safe do you feel when traveling along 41st Avenue?



#### Workshop Board Responses

1. Should Safe and Healthy Street be a goal?

Yes – 9

No – 0

2. Do you agree with the actions?

Yes – 7

No – 0



### Memorable and Quality Public Realm

The public strongly supports the goal of transforming 41st Avenue into a high-quality public realm where design, landscaping, and community activity reinforce a shared sense of place.

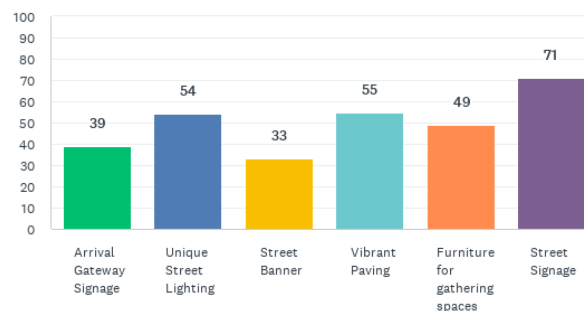
Residents and visitors want 41st Avenue to evolve from a purely functional commercial corridor into a welcoming, memorable public realm. In the survey, **74 %** of participants supported adding landscaping and street trees, **56 %** favored incorporating public art, and **51 %** wanted outdoor gathering areas or events. Workshop feedback echoed these desires, emphasizing the importance of shade, benches, and human-scale design. Participants described the current environment as “generic” or “uninviting” and encouraged consistent materials, lighting, and coordinated signage to elevate the overall quality of the street experience.

Q8 On a scale of 1–5 (1 being "Anywhere, USA" and 5 being "memorable commercial neighborhood"), how would you rate the current identity along 41st Avenue?

**2.10**★  
average rating



Q9 What kind of signage and branding improvements would you like to see to create a stronger identity of 41st Avenue?(Select all that apply)



### Workshop Board Responses

#### 1. Should Memorable and Quality Public Realm be a goal?

Yes – 6

No – 1

2. Do you agree with the actions?

Yes – 4

No – 0



#### 4 Activate Businesses Through Public Realm

Community feedback was in alignment with this goal, reflecting strong support for public realm improvements that energize business activity while preserving accessibility.

Participants recognized that an attractive, walkable public realm directly supports local business vitality. Many respondents highlighted the need for a balance between improved pedestrian comfort and maintaining convenient vehicular access and parking. Survey comments pointed to difficulties entering and exiting driveways, congestion near commercial nodes, and a desire for more places to linger—such as sidewalk cafés, shade structures, and small plazas. Workshop discussions reinforced the idea that beautification and public amenities could help transform 41st Avenue into an “active street” that invites people to visit, shop, and stay longer.

Q6 On a scale from 1–5 (1 being terrible, 5 being excellent), how would you rate your overall experience accessing businesses along 41st Avenue?

3.25★  
average rating



#### Workshop Board Responses

1. Should Activate Businesses Through Public Realm be a goal?

Yes – 8

No – 0

2. Do you agree with the actions?

Yes – 6

No – 1

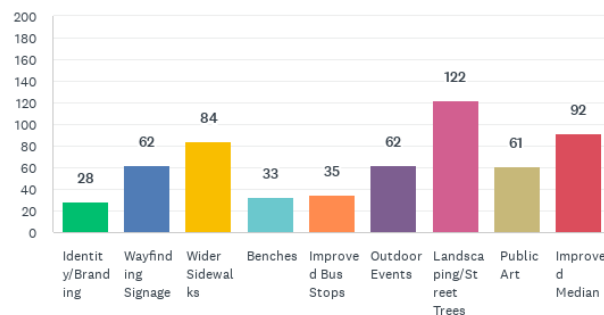


## Design for Future Residential

Feedback on this goal underscored that residents are open to change if it aligns with Capitola's small-town identity and includes tangible improvements to safety, mobility, and sustainability.

Participants acknowledged the potential for new housing near the Capitola Mall and surrounding parcels but stressed that residential growth must be supported by safe mobility options and thoughtful design. Comments emphasized maintaining efficient traffic flow, enhancing pedestrian and bicycle connectivity, and ensuring compatibility between new housing and existing commercial uses. Many respondents viewed the future residential goal as an opportunity to introduce green infrastructure, improved streetscape character, and a stronger sense of neighborhood identity—provided that congestion and access issues are proactively addressed.

Q7 What public space and streetscape improvements would you like to see along 41st Avenue? (Select all that apply)



### Workshop Board Responses

1. Should Design for Future Residential be a goal?

Yes – 8

No – 0

2. Do you agree with the actions?

Yes – 4

No – 0

### Quantitative Survey Highlights

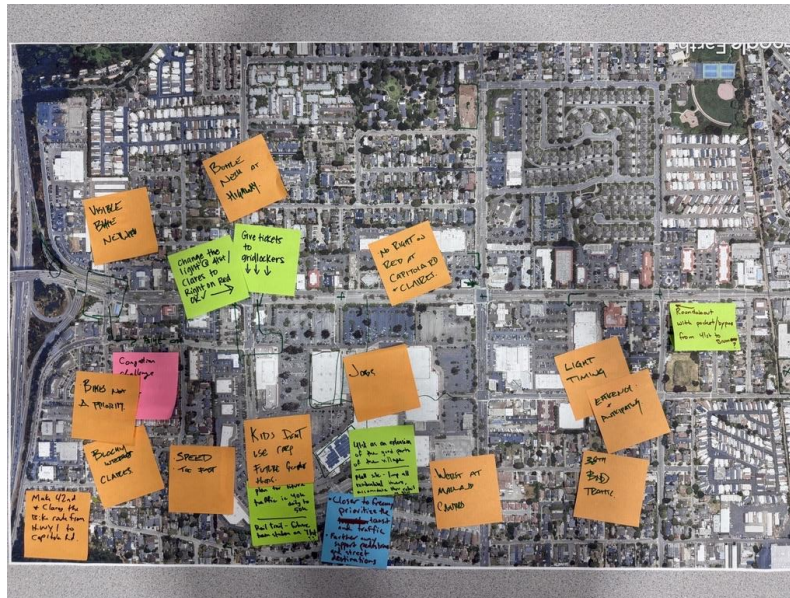
- 90% typically drive when traveling along 41<sup>st</sup> Avenue.
- 34% feel “somewhat unsafe” when traveling along 41<sup>st</sup> Avenue.
- Transit experience along 41<sup>st</sup> Avenue was rated 2.76 out of 5.

- 86% would like to see Traffic Efficiency and Congestion improvements.
- Experience accessing businesses along 41<sup>st</sup> Avenue was rated 3.25 out of 5.
- 74% would like to see Landscaping/Street Tree improvements, followed by Improved Median and Wider Sidewalks.
- Current identity of 41<sup>st</sup> Avenue was rated 2.1 out of 5.
- 63% would like to see better Street Signage for a stronger identity, followed by Vibrant Paving and Unique Street Lighting.
- 46% think a “Coastal” theme best represents 41<sup>st</sup> Avenue.

## Qualitative Feedback Summary

Participants emphasized the following recurring themes:

- Improve intersection safety and signal timing, particularly near Highway 1 and Clares Street.
- Enhance pedestrian comfort with shaded sidewalks and safe crossings.
- Provide dedicated or protected bicycle facilities to separate cyclists from fast-moving traffic.
- Reduce visual clutter and introduce cohesive corridor branding.
- Encourage landscaping and greening to soften the commercial character of the street.
- Maintain sufficient vehicle access and parking for local businesses



Comment Map from 10/8 Workshop

# Capitola City Council

## Agenda Report

**Meeting:** November 13, 2025

**From:** Community Services and Recreation Department

**Subject:** Rispin Reflecting Pool Public Art Project



**Recommended Action:** Adopt a resolution amending the FY 2025-26 Adopted Budget to allocate an additional \$25,000 from the Public Art Fund, for a total project budget of \$50,000.

**Background:** The City began planning the Rispin Mansion Park project in 2014 through extensive community outreach and collaboration. The project aims to create a public park and event space on the historic Rispin Mansion property, integrating nature, history, and community engagement. In July 2022, the City Council approved the project's plans, specifications, and construction budget. A public bid opening was held in February 2023, but no bids were received due to cost concerns from potential contractors. In response, City staff worked with a local contractor to refine the scope to fit the available budget.

One element not included in the construction budget is the park's historic reflecting pool. Currently, the pool basin is filled for safety reasons, but it remains an important feature of the site. The City's Public Works Director has submitted a grant application to the National Endowment for the Arts (NEA) FY 2026 Grants for Arts Projects (GAP) Program to support the design and installation of a public art mosaic within the historic reflecting pool. The NEA's Visual Arts category requires a 1:1 funding match. On February 27, 2025, Council adopted Resolution No. 4418 to amend the FY 2024-25 Budget to allocate \$25,000 from the Public Art Fund toward to match that potential grant, as recommended by the Art & Cultural Commission. The City anticipates notification of the grant award in December 2025.

**Discussion:** The proposed Rispin Mansion Reflecting Pool Public Art Project seeks to transform the 800-square-foot fountain basin into an artist-designed mosaic that reflects Capitola's natural beauty, cultural heritage, and community identity. Community members have expressed strong interest in restoring the reflecting pool in the near term as a cultural feature of the park, emphasizing the value of integrating art into this historic site.

On October 14, 2025, the Art & Cultural Commission recommended developing a Call to Artists and recommended the Council allocate an additional \$25,000 from the Public Art Fund to the project budget, bringing the total budget to \$50,000.

In March 2025, City staff applied for grant funding from the NEA GAP Program in the amount of \$75,000. The NEA's grant funding requirements include a 1:1 funding match, which can include in-kind staff time. If the City is awarded grant funds from the NEA GAP Program, the City's required 1:1 match would consist of \$50,000 in in-kind staff time and \$25,000 from the Public Art Fund. The Art and Cultural Commission recommended allocating an additional \$25,000 to the project, as it would not be counted toward the NEA match, as it would be expended before the grant award date.

The artist contract budget for this Public Art Project is contingent upon the NEA grant award. If the grant is secured, the total budget will be \$125,000 (\$50,000 from the Public Art Fund and \$75,000 from the NEA grant). Should the grant not be awarded, the budget will be \$50,000, funded solely by the Public Art Fund allocation. The Call to Artists (Attachment 1) will clearly stipulate this range, requiring applicants to submit design proposals scalable to both the minimum and expanded funding levels.

Following City Council action on November 13<sup>th</sup>, the Art and Cultural Commission will review the draft Call to Artists (Attachment 1) on November 18<sup>th</sup>. After obtaining Commission feedback, it will be available on the City website.

Fiscal Impact: The Public Art Fund currently holds a balance of \$125,200, with approximately \$60,000 committed to current projects, including \$25,000 already allocated for this project. Allocating an additional \$25,000 would leave approximately \$40,200 available for future public art initiatives.

Attachments:

1. Call to Artists
2. Resolution

Report Prepared By: Nikki Bryant, Community Services and Recreation Director

Reviewed By: Julia Gautho, City Clerk; Jessica Kahn, Public Works Director; Jim Malberg, Administrative Services Director; Marc Tran, City Attorney

Approved By: Jamie Goldstein, City Manager



# CITY OF CAPITOLA – CALL TO ARTISTS

## **Rispin Mansion Reflecting Pool Mosaic Project**

**Issued by:** City of Capitola, Community Services & Recreation Department

**Deadline:** *To be determined upon Council approval*

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## **PROJECT OVERVIEW**

On behalf of the City of Capitola, the Art & Cultural Commission invites professional artists or artist teams to submit qualifications for the design, fabrication, and installation of a mosaic artwork within the historic reflecting pool at Rispin Mansion Park.

This public art project will transform the existing 800-square-foot fountain basin into a permanent, artist-designed mosaic that reflects Capitola's cultural heritage, natural beauty, and sense of community. The project seeks to honor the site's historic significance while creating an engaging visual centerpiece for visitors.

The City will award one contract for design, fabrication, and installation services.

---

## **BACKGROUND**

The Rispin Mansion is one of Capitola's most significant historical landmarks. Constructed in 1922 by San Francisco businessman Henry Allen Rispin, the Mediterranean-style estate originally served as a private residence overlooking Soquel Creek and the Village below. Over the decades, the property transitioned through multiple owners and fell into disrepair before the City of Capitola purchased it in 1986. The surrounding site has since been restored through a multi-year effort to create The Park at Rispin Mansion, envisioned as a public gathering space that celebrates Capitola's history, environment, and community spirit.

In 2022, the City Council approved plans and specifications for park improvements, including pathways, native landscaping, and event areas. A key feature of the original design, a Public Art Mosaic Reflecting Pool within the mansion's historic fountain. The proposed project will transform the existing 800-square-foot fountain into a vibrant mosaic centerpiece that reflects the natural beauty and cultural heritage of Capitola.

The City has applied for grant funding and if awarded, additional funding will expand the scope of the project, including community workshops, interpretive signage, and accessibility improvements. The Call to Artists reflects this potential range in funding, and artists are encouraged to submit two (2) proposals that can be scaled appropriately depending on the final project budget.

---

## PROJECT GOALS

The selected artist or artist team will design, fabricate, and oversee the installation of a durable, site-specific mosaic within the historic Rispin Mansion reflecting pool. The artwork should honor the site's history, its natural setting along Soquel Creek, and Capitola's cultural identity as a coastal community. The City seeks a mosaic artwork that:

- Enhances the historic fountain structure and complements its architectural features.
  - Reflects Capitola's cultural and environmental identity.
  - Incorporates high-quality, durable materials suitable for long-term outdoor installation in a coastal environment.
  - Invites community pride and participation in the creative process.
  - Meets all structural, maintenance, and safety standards established by the City.
- 

## SITE DESCRIPTION

The Rispin Mansion property is located at 2200 Wharf Road in Capitola, California. The reflecting pool is situated near the upper terrace of the park, visible from multiple vantage points. The existing concrete basin measures approximately 800 square feet and approximately 3 feet deep.

The reflecting pool is intended to be a dry element in the park and, with installation of the public art mosaic, will be brought to a depth of eighteen (18) inches. Proposals for the expanded project budget could include a central raised element that may be integrated into the design that should be under four (4) feet in height and under four hundred (400) pounds.

---

## BUDGET

The total available budget for the project will either be \$50,000 or \$125,000, depending on the outcome of the NEA grant application.

- Base Budget: \$50,000 (funded through the Public Art Fund)
- Expanded Budget (if NEA grant awarded): \$125,000 total

The total budget must cover all costs associated with the project, including but not limited to: artist design fees, materials, fabrication, transportation, insurance, installation, documentation, and travel. The City will provide project management support and coordinate installation logistics with Public Works staff.

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## ELIGIBILITY

This opportunity is open to professional artists and artist teams residing in the United States. Artists must demonstrate experience designing, fabricating, and installing exterior public art works of comparable scale and budget. Artists based in California or the greater Central Coast region are strongly encouraged to apply.

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## ARTIST SELECTION PROCESS

A Selection Panel composed of representatives from the City's Art & Cultural Commission, City staff, and community stakeholders will review submissions. The process will include:

1. Review of artist qualifications and past work.
2. Selection of up to three finalists to prepare detailed design proposals.
3. Final interviews and selection of one artist or team.

Finalists will receive a modest stipend of \$XXX for design proposal development if requested to present before the selection panel.

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## PROPOSAL REQUIREMENTS

Interested artists shall submit the following materials:

- **Letter of Interest** (1–2 pages) describing concept, artistic approach, relevant experience, and connection to the project goals.
- **Professional Resume or CV** (for each team member, if applicable).
- **Portfolio of Work** (minimum of 5, maximum of 10 images of completed projects).
- **References** (minimum of two, maximum of three).

All materials must be submitted electronically in PDF format.

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## PROJECT TIMELINE

Milestone	Estimated Date
Call to Artists Released	December 1, 2025
Qualifications Due	February 1, 2026
Finalists Selected	February 10, 2026

<b>Milestone</b>	<b>Estimated Date</b>
Final Proposals Presented	March 10, 2026
Artist Selected / Contract Executed	April 23, 2026
Fabrication & Installation	Summer 2026
Dedication Event	Fall 2026

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## SELECTION CRITERIA

Submissions will be evaluated on the following criteria:

- Artistic excellence and originality.
  - Demonstrated experience with mosaic or large-scale public art.
  - Ability to complete projects on time and within budget.
  - Understanding of Capitola's character, history, and environment.
  - Strength of references and community engagement experience.
- 

## SUBMISSION INSTRUCTIONS

All materials must be submitted electronically to:

**City of Capitola – Community Services & Recreation Department**

Email: [nbryant@ci.capitola.ca.us](mailto:nbryant@ci.capitola.ca.us)

Subject Line: *Rispin Mansion Reflecting Pool Mosaic – Call to Artists*

Incomplete or late submissions will not be considered.

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*Appendices included:*

- **Appendix 1 – Photos of Reflecting Pool (site)**
  - **Appendix 2 – Location Map**
- 

## CONTACT INFORMATION

For questions or additional information, contact:

**Nikki Bryant**

Director of Community Services & Recreation

City of Capitola

[nbryant@ci.capitola.ca.us](mailto:nbryant@ci.capitola.ca.us) | (831) 475-7300

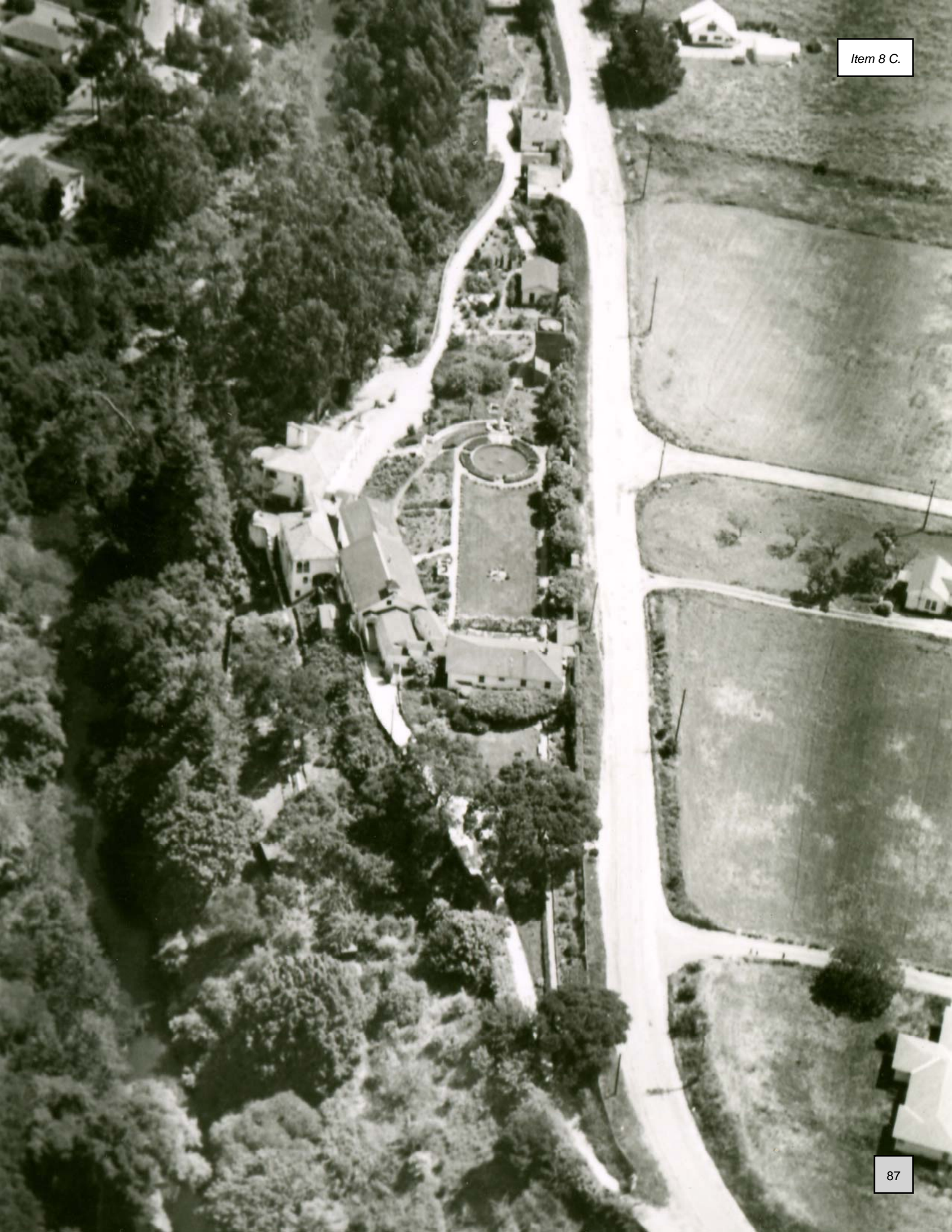














# THE PARK AT RISPIN MANSION

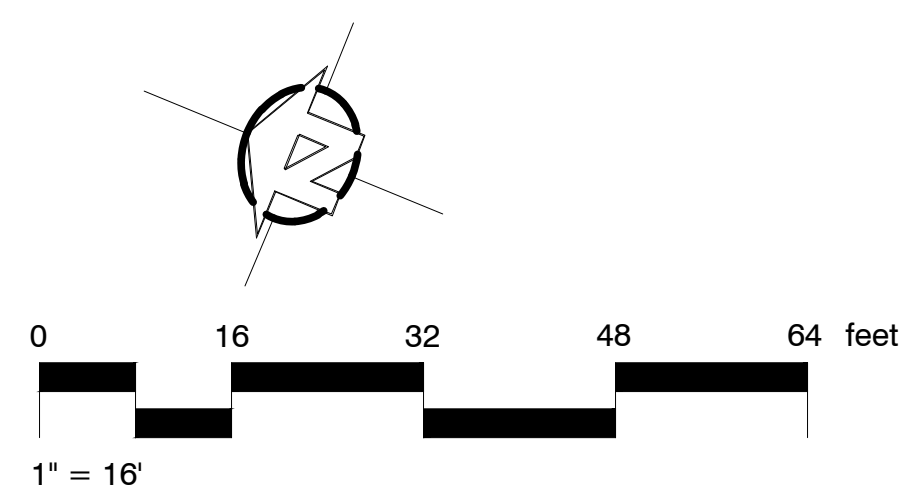
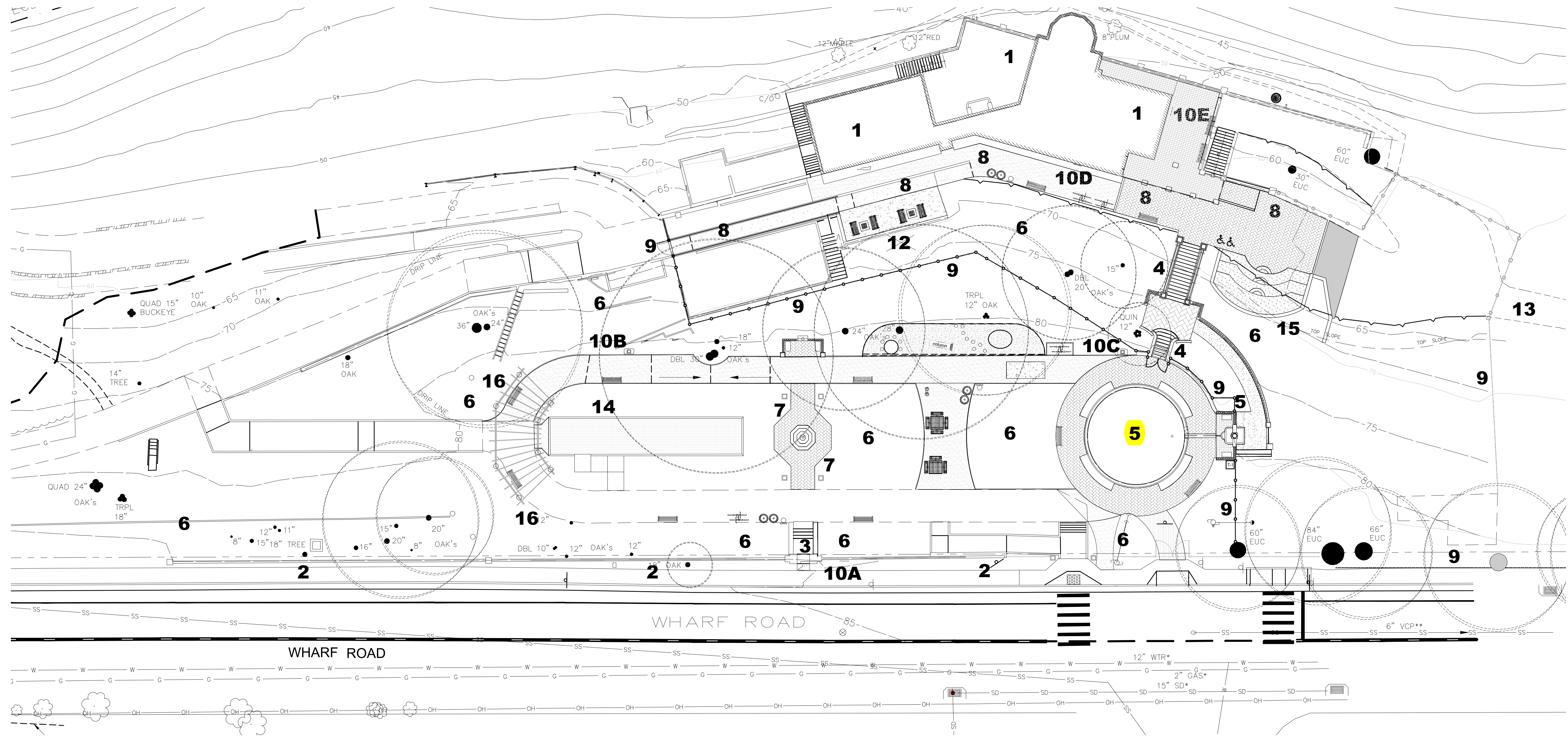
## Wharf Road and Clares Street

### Capitola, California

© Michael Arnone Landscape Architect - 2023

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#### EXISTING FEATURES AND PROPOSED AMENITIES

(N) denotes new element  
(H) denotes existing element found on site

1. RISPIN MANSION BUILDING (H)
2. WHARF ROAD WALL (H)
3. WHARF ROAD ENTRY STEPS (H)
4. GRAND STAIRCASE AND BALUSTRADE (H)
5. FOUNTAIN AND REFLECTION POOL (H)
6. PLANTS AND LANDSCAPE (N)
7. SUNDIAL (H) AND SCULPTURE GARDEN (N)
8. UNIVERSAL ACCESS PATH OF TRAVEL (N)
9. FENCING AND GATES (N)
10. SIGNAGE (N)
11. IMPROVE STRIPING AND CROSSWALKS AT CLARES/WHARF ROAD INTERSECTION (N)
12. MURAL ON CONCRETE WALL OF SAINT CLARES BUILDING (N)
13. INFORMAL SERVICE DRIVE/PEDESTRIAN PATH FROM MANSION TERRACE TO SOUTH ENTRANCE AT WHARF ROAD (H)
14. BOCCIE BALL COURT (N)
15. AMPHITHEATER (N)
16. ARBOR (H)

#### Summary of Historic Elements found on Rispin Site and Proposed Renovations

##### Discussion of Intent.

The project goals for Rispin Park are to create a community park that provides passive recreation and focuses on the cultural, historical, and open space resources that are unique to the Rispin Mansion Site. The intent of the restoration is to provide examples of the architectural style of the mansion and to create a public awareness of the significance of the Mansion building and grounds as part of the history of the City of Capitola. It should be stated that the park is not intended to be an exact replication of the mansion grounds during the time it was the residence of Henry Rispin. A summary of the existing historic elements and the proposed modifications are explained below and noted on the Site Plan.

##### Wharf Road Wall, Entry Arch and Entry Staircase:

- Portions of the Existing wall along Wharf Road will remain unchanged, while some sections of the existing wall height will be reduced to 30" with a 30" decorative metal fence on top. One portion of the wall at the southern end of the road frontage will be removed to allow a new universally accessible entrance to the park. The section to be removed will incorporate a new column to match the existing last column at the southern terminus of the wall. Bollards and metal fencing will be added to the new park entrance.
- Steps and side walls of the staircase at the entry will be rebuilt and repaired. The Arch and side walls will be painted to match the Mansion.
- Existing wood gate to be removed and stored for display with other artifacts

##### Arbor:

- New columns will match historic columns found on site in height and architectural detail.
- Spacing of columns and location will be changed to accommodate new universally accessible path, and mature oaks on site.
- New vine species compatible with native oaks will be selected.

##### Sundial:

- Existing sundial base will remain in its present location. Pedestal will be rebuilt according to archive photographs. New, contemporary sundial/compass will be chosen, no archive photos are available that show the sundial piece.

##### Overlook:

- Existing overlook columns and base wall to remain. All caps and balustrades to be rebuilt according to archive photographs and existing artifacts on-site.
- New benches in same location as historical shown in archive photographs, architectural details not discernable in photos. New benches will be simple without ornamentation.

##### Reflecting Pool:

- Existing location and size of pool will remain unchanged. Depth of pool will be reduced to maximum of 6 inches. Repairs will be made to coping, pool sides and bottom. Plumbing and bottom of pool will be retrofitted to incorporate rainwater harvesting system.
- Brick path around pool will be installed, consistent with archive photos.
- New sculpture in center of pool will replace water feature(s) shown in archive photos. New sculpture will be distinctly different in style than those of the Rispin period.
- A tile mosaic is proposed for the bottom of the fountain. Mosaic will be commissioned by Capitola Arts Commission.

##### Wall Fountain and Lower Sitting Area behind Wall Fountain:

- Existing fountain will be repaired to working condition. Missing parts will be reconstructed using archive photographs and site artifacts.
- Urn will be selected to match historic using archive photographs.
- New fountain spout will be selected, historical fountain spout style not discernable in photos. New fountain spout will be simple without ornamentation.
- Lower seating area behind fountain and balustrade wall from grand staircase will be repaired according to archive photographs and existing artifacts on-site. Pathway from brick landing to seating area will be rebuilt.

##### Grand Staircase:

- All walls, columns, column caps, brick landings, to be repaired according to archive photographs and existing artifacts on-site. Steps to be rebuilt.
- A new metal handrail as per code will be added on each side, mounted in ground outside of cheek wall.

##### Miscellaneous Garden Features

- 12" high concrete wall along old walkway at northwest corner of park to remain.
- Rock fossil walls by staircase to remain.
- Stone wall at north end of park by new ramp to remain.
- Existing 18" wide red concrete steps north of arbor to remain; add handrail as per code
- Existing 4' wide concrete steps by Game Table area to remain; add chain barricade and sign to close off

#### REVISIONS



#### SITE PLAN & PHASING PLAN

JOB NO. 201503

SCALE 1/16" = 1' - 0"

DRAWN MA

CHECK JC/MA

DATE 2.22.2023

SHEET

L- 1.0

SHEET 2 OF 20



## RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA  
AMENDING THE 2025-26 FISCAL YEAR CITY BUDGET AND CAPITAL IMPROVEMENT  
PROGRAM BUDGET**

**WHEREAS**, it is necessary to adopt the 2025-26 Fiscal Year Budget for all City funds and the Capital Improvement Program; and

**WHEREAS**, the City Council conducted budget study sessions, heard and considered public comments, had modified and proposed a budget accordingly, and on June 26, 2025, adopted such budget for the Fiscal Year July 1, 2025, through June 30, 2026; and

**WHEREAS**, since the adoption of the budget, the City's Art and Cultural Commission has recommended the City Council increase the project budget for the Park at Rispin Mansion Reflection Pool from \$25,000 to \$50,000;

**WHEREAS**, the Public Art Fund currently holds a balance of \$125,200, with approximately \$60,000 committed to current projects, and allocating these funds would leave approximately \$40,200 available for future public art initiatives; and

**WHEREAS**, it is necessary to amend the Fiscal Year 2025-26 Adopted Budget to allocate \$25,000 to establish a competitive artist contract.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Capitola that the 2025-26 Fiscal Year Budget is hereby amended, including Exhibit A (Budget Amendment) to this Resolution; and

**BE IT FURTHER RESOLVED** that the Finance Director is directed to enter the budget into the City's accounting records in accordance with appropriate accounting practices, and the City Manager, with the Finance Director's assistance, shall assure compliance therewith.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 13<sup>th</sup> day of November, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Joe Clarke, Mayor

ATTEST:

\_\_\_\_\_  
Julia Gautho, City Clerk



Budget Adjustment Request

Item 8 C.

Date

11/05/2025

Requesting Department \*

Type of Adjustment

- ☐ Administrative
- ☒ Council

Item #

Council Date

11/13/2025

Council Approval

Revenues

Search

Account Number	Account Description	Increase/Decrease
1315-00-00-000-3460.053	Comm dev Public Art Fee	\$ 25,000.00

Total Revenues

\$ 25,000.00

Expenditures

Search

Account Number	Account Description	Increase/Decrease
1315-00-00-000-4305.900	Admin Contracts - general	\$ 25,000.00

Total Expenditures

\$ 25,000.00

Net Impact

\$ 0.00

Purpose

To establish a artist contract budget for the Rispin Reflecting Pool Public Art project Call to Artist.

Department Head Approval

Nikki Bryant

Finance Director Approval

Jamie Goldstein

Item 8 C.

City Manager Approval

Jamie Goldstein

Comments:

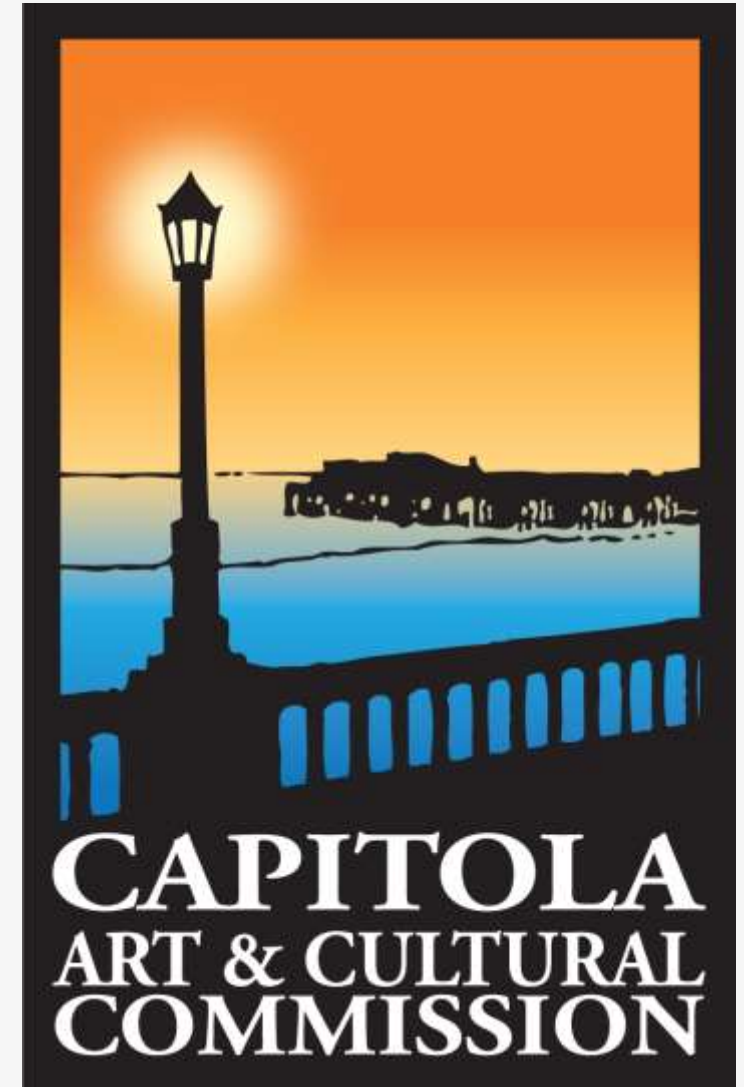


# Rispin Reflecting Pool Public Art Project

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## Recommended Action

Adopt a resolution amending the FY 2025-26 Adopted Budget to allocate an additional \$25,000 from the Public Art Fund, for a total project budget of \$50,000





# BACKGROUND

- Art & Cultural Commission's responsibility is to administer the Public Art Fund
- Rispin Mansion Park project scope was refined to fit within available budget
- February 2025, City Council approved a \$25,000 allocation to support a National Endowment for the Arts (NEA) grant
  - Anticipated notification of award December 2025
- Strong interest in restoring the reflecting pool
- In response, the Commission decided to release a Call to Artists for the project



# Discussion

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- To progress project, the Art & Cultural Commission recommends City Council allocate an additional \$25,000 from the Public Art Fund and staff develop a Call to Artist
- The draft Call to Artist requests proposals at the different funding levels
  - The Public Art Fund Budget of \$50,000
  - NEA grant the budget will be \$125,000
- The draft suggest a “raised central element” at the grant budget level as suggested by the original design
- Following Council Action, the Art & Cultural Commission will review the draft Call to Artist on 11/18/2025

# FISCAL IMPACT

- Current project budget is \$25,000; proposed budget increased to \$50,000 using Public Art Funds
- The Public Art Fund holds a balance of \$125,200 with approximately \$60,000 committed to current projects
- Approximately \$40,200 would be available for future public art initiatives





Reflecting Pool Location



## Recommended Action

Adopt a resolution amending the FY 2025-26 Adopted Budget to allocate an additional \$25,000 from the Public Art Fund, for a total project budget of \$50,000



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# Questions



**CAPITOLA**  
COMMUNITY SERVICES &  
RECREATION

# Capitola City Council

## Agenda Report

**Meeting:** November 13, 2025

**From:** Public Works Department

**Subject:** Mandatory Organic Waste Disposal Reduction Ordinance



**Recommended Action:** Introduce for first reading, by title only, waiving further reading, an ordinance amending Chapter 8.04 “Solid Waste Management” of the Capitola Municipal Code, establishing a Mandatory Organic Waste Disposal Reduction Ordinance consistent with Senate Bill 1383 regulations.

**Background:** In alignment with California’s statewide effort to reduce methane emissions from landfilled organic waste, Senate Bill (SB) 1383 requires all jurisdictions implement mandatory organic waste reduction, edible food recovery, and recovered organic product procurement programs.

SB 1383 is a California law adopted in 2016 as part of the state’s broader effort to combat climate change and reduce greenhouse gas emissions. The law aims to reduce short-lived climate pollutants, such as methane, by requiring diversion of organic waste from landfills and the recovery of edible food from commercial generators.

The primary goal of SB 1383 was to reduce organic waste disposal in landfills by 75% by the year 2025, using 2014 levels as the baseline. In addition, the law requires at least 20% of surplus edible food be recovered in 2025, such as through the assistance of Food Recovery Organizations like Second Harvest Food Bank.

To achieve these objectives, SB 1383 establishes statewide regulations to be followed and implemented by residents, businesses, and local governments. The City currently complies with SB 1383 requirements through a variety of enforceable programs, such as the City’s Solid Waste and Edible Food Recovery programs (Capitola Municipal Code Chapter 8.04).

The California Department of Resources, Recycling and Recovery (CalRecycle) is the state-level regulatory agency responsible for overseeing and enforcing compliance with SB 1383. In November 2020, CalRecycle adopted regulations pursuant to SB 1383 to divert organic waste from landfills. One of the regulations included that beginning on January 1, 2022, cities and counties are required to procure recovered organic waste products to meet an annual procurement target.

Eligible types of recovered organic waste products counting towards each jurisdiction’s annual procurement target may include compost, mulch, renewable energy, and electricity from biomass conversion. The City procures mulch for landscaping and maintenance projects at public facilities, parks, and open spaces to meet its annual procurement target.

To incorporate procurement requirements required by SB 1383 regulations and to assist in citywide implementation, the City adopted a Recovered Organic Waste Product Procurement Policy on November 4, 2025. The policy was included as an amendment to the City’s Environmental Policy Statement and Procurement Guidelines (Attachment 1), originally adopted on October 2, 2024. Following the adoption of the policy, staff prepared a draft ordinance using CalRecycle’s Model Mandatory Organic Waste Disposal Reduction Ordinance, for consideration by City Council as a mandatory tool for enforcing the procurement policies citywide (Attachment 2).

**Discussion:** The City routinely procures mulch for use at City facilities, public parks, and open spaces to comply with SB 1383 Regulations and to meet annual procurement targets enforced by CalRecycle. CalRecycle requires an ordinance, or other enforceable mechanism, must be adopted if a jurisdiction plans to procure mulch to comply with its procurement obligations under SB 1383. The ordinance must require the mulch procured by the jurisdiction comply with specific land application standards. This is important to prevent the application of contaminated material and to ensure that the mulch procured meets public health and safety standards.

The City already uses recovered mulch at parks and public facilities to meet its annual SB 1383 procurement targets. Adoption of this ordinance will formalize existing practice in Municipal Code and ensure continued compliance with CalRecycle's procurement and land application standards. Following adoption, staff will file the ordinance with CalRecycle to document the City's compliance.

Fiscal Impact: None. The City already procures compliant mulch using existing maintenance budgets; adoption of the ordinance will not result in additional costs.

Attachments:

1. Environmental Policy Statement and Procurement Guidelines
2. Draft Ordinance

Report Prepared By: Erika Senyk, Environmental Projects Manager

Reviewed By: Jessica Kahn, Public Works Director; Julia Gautho, City Clerk; Marc Tran, City Attorney

Approved By: Jamie Goldstein, City Manager



**City of Capitola City Hall**  
420 Capitola Ave, Capitola, CA 95010

***Environmental Policy Statement & Procurement Guidelines***

Adopted: October 2, 2024

Amended: November 4, 2025

The City of Capitola's City Hall is committed to minimizing environmental impact and promoting sustainable practices. Our environmental policy encompasses waste reduction, responsible energy consumption, pollution prevention, and a purchasing policy prioritizing less-toxic products and services. By adhering to these principles, we strive to create a greener future for our business and the community we serve.

**Waste Reduction**

- Provide labeled bins for landfill waste, recycling, and compost where appropriate. Keep these bins co-located.
- Recycle all paper, bottles, and cans, especially during office events.
- Obtain or donate previously used furniture, supplies, or materials.
- Purchase office/copy paper that is either: 100% recycled \*or\* FSC Certified with at least 50% post-consumer waste recycled content.
- Make two-sided printing and copying standard practice in your business.
- Continue your efforts to digitize all processes. Continue your requests for third-party paperwork to be shared digitally or printed double-sided.

**Energy Conservation**

- Replace non LED bulbs with LED lightbulbs in fixtures and lamps as they burn out.
- Ensure that future equipment purchases, including printers, credit card readers, and computer monitors are Energy Star Certified.
- Ensure your computer is set to hibernate/sleep in under 15 minutes.

**Pollution Prevention**

- Bring dumpsters that have holes in them to the attention of your hauler to protect storm drains. Keep lids closed at all times or consider an overhead enclosure.
- Properly recycle waste lamps, batteries, aerosol cans, and other universal waste.
- Limit the use of disinfectants to only surfaces in restrooms or on door handles. Use a hydrogen peroxide-based disinfectant product when necessary.
- Request vegetable-based inks, including soy or linseed oil, when using a commercial printer.

- Continue purchasing Certified Green janitorial cleaning products. Look for EPA Safer Choice Certified labels, see the purchasing policy on the reverse page.
- Encourage employees to utilize bicycle racks and electric bicycles available beside the building.

### Miscellaneous

- Consider sustainability-themed Lunch and Learns for employees.
- Include this Environmental Policy in employees' onboarding.
- Post this Environmental Policy somewhere visible.

## PROCUREMENT GUIDELINES

- [Energy Star](#) office equipment, appliances, printers, computers, laptops, monitors, and mobile phones.
- [BPI compostable](#) or **reusable food ware**: Coffee lids, cups, plates, utensils, straws, etc., should always be BPI certified and preferably fiber-based.
- **Disinfectants should always be hydrogen peroxide, thymol, alcohol, or citric acid-based** (no bleach nor mystery chemicals as active ingredients). Try to use sprays instead of single-use wipes when possible.
- **Cleaning products:** [Green Seal](#) certified, [US EPA Safer Choice](#), or [EcoLogo](#).

### CLEANING PRODUCT CERTIFICATION LABELS

EPA Safer Choice, UL EcoLogo, GreenSeal



### COMPOSTABLE PRODUCT CERTIFICATION LABEL

BPI Compostable



**PAPER PROCUREMENT GUIDELINES**  
*IN LINE WITH SB 1383*

**1. Definitions**

- a. "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling.
- b. "Printing and Writing Papers" include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications.
- c. "Recyclability" means that the Paper Products and Printing and Writing Paper offered or sold to the City are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12 (2013).
- d. "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" means such products that consist of at least thirty percent (30%), by fiber weight, postconsumer fiber, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as amended.

**2. Paper Product Category/Subcategories and minimum recycled content requirements**

- a. Other Paper Products – 30% minimum post-consumer recycled content (PCRC), except as specified below:
  - i. Toilet Paper – 45% PCRC
  - ii. Paper Towels – 40 % PCRC
  - iii. Facial Tissue – 10% PCRC
  - iv. Toilet Seat Covers – 20% PCRC
  - v. General Purpose Paper Wipes – 40% PCRC
  - vi. Food serveware – 40% PCRC
  - vii. Printing and Writing Paper – 30% minimum post-consumer recycled content (PCRC)

- 3. Price preference:** If fitness and quality of Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper are equal to that of non-recycled items, all departments and divisions of the City shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of a specified percentage of post-consumer content - see the list above in 4.1 (A), by fiber weight, postconsumer



fiber, whenever the total cost is the same or a lesser total cost than non-recycled items or whenever the total cost is no more than 10 percent (10%) of the total cost for the non-recycled items, consistent with the requirements of the Public Contract Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended.

#### **4. Requirements for Vendors**

- a.** All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the City shall:
  - i.** Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of a specified percentage of post-consumer content - see the list above in 4.1 (A), by fiber weight, postconsumer fiber, if fitness and quality are equal to that of non-recycled item, and available at equal or lesser price or available at no more than 10 percent (10%) of the total cost for non-recycled Paper Products.
  - ii.** Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
  - iii.** Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the City. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
  - iv.** Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the City is eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
  - v.** Provide records to the Recordkeeping Designee of all Paper Products and Printing and Writing Paper purchased from the vendor within thirty (30) days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by a division or department or employee of the City. Records shall include a copy of the invoice or other documentation of purchase, written certifications as required in Section 4.2.A.3-4 for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non- Recycled-Content Printing and Writing Paper are provided, include a description of

why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.

- vi. All vendors providing printing services to the City via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.

## **RECOVERED ORGANIC WASTE PROCUREMENT GUIDELINES**

### *IN LINE WITH SB 1383*

#### **1. Purpose**

- a. It is the policy of the City, applicable to all departments and divisions, to incorporate environmental considerations including recycled-content and recovered Organic Waste product use into purchasing practices and procurement. This Recovered Organic Waste Product Procurement Policy (Policy) will help the City to:
  - 1. Protect and conserve natural resources, water, and energy;
  - 2. Minimize the City's contribution to climate change, pollution, and solid waste disposal; and,
  - 3. Comply with State requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383 procurement regulations) to procure a specified amount of Recovered Organic Waste Products to support Organic Waste disposal reduction targets and markets for products made from recycled and recovered Organic Waste materials.

#### **2. Definitions**

- a. "Annual Recovered Organic Waste Product Procurement Target" means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the City is required to procure annually under 14 CCR Section 18993.1. This target shall be calculated by multiplying the per capita procurement target, which shall be 0.08 tons of Organic Waste per California resident per year, times the City's residential population using the most recent annual data reported by the California Department of Finance. Annually, CalRecycle will provide notice to each City of its Annual Recovered Organic Waste Product Procurement Target by posting such information on CalRecycle's website and providing written notice directly to the City.
- b. "Compost" means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4). Compost eligible for meeting

the Annual Recovered Organic Waste Product Procurement Target must be produced at a compostable material handling operation or facility permitted or authorized under 14 CCR Chapter 3.1 of Division 7 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Chapter 3.2 of Division 7. Compost shall meet the State's composting operations regulatory requirements.

- c. "Direct Service Provider" means a person, company, agency, district, or other entity that provides a service or services to the City pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).
- d. "City" and "town" each mean the city of Capitola, California, or the area within the territorial limits of the city of Capitola, California, and such territory outside of the City over which the City has jurisdiction or control by virtue of any constitutional or statutory provision.
- e. "Organic Waste" means solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a)(16.5), respectively.
- f. "Procurement of Recovered Organic Waste Products" shall mean purchase or acquisition (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract), and end use by the City or others. The City's Annual Recovered Organic Waste Product Procurement Target can be fulfilled directly by the City or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the City's behest.
- g. "Publicly-Owned Treatment Works" or "POTW" has the same meaning as in Section 403.3(r) of Title 40 of the Code of Federal Regulations. For the purposes of this Policy, the POTW shall be 110 California St, Santa Cruz, CA 95060.
- h. "Recordkeeping Designee" means the public employee appointed by the City Manager or their designee to track procurement and maintain records of Recovered Organic Waste Product procurement efforts both by the City and others, if applicable, as required by 14 CCR, Division 7, Chapter 12, Articles 12 and 13.
- i. "Recovered Organic Waste Products" means products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section

18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include Compost, SB 1383 Eligible Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.

- j. “SB 1383” means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.
- k. “SB 1383 Regulations” or “SB 1383 Regulatory” means or refers to, for the purposes of this policy, the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.
- l. “SB 1383 Eligible Mulch” means mulch eligible to meet the Annual Recovered Organic Waste Product Procurement Target, pursuant to 14 CCR Chapter 12 of Division 7. This SB 1383 Eligible Mulch shall meet the following conditions for the duration of the applicable procurement compliance year, as specified by 14 CCR Section 18993.1(f)(4):
  - i. Produced at one of the following facilities:
    - 1. A compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10); SB 1383 Eligible Mulch excludes mulch from chipping and grinding operations.
    - 2. A transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or,
    - 3. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.
  - ii. Meet or exceed the physical contamination, maximum metal concentration, and pathogen density standards for land application specified in 14 CCR Sections 17852(a)(24.5)(A)1 through 3.
- m. “State” means the State of California.

### 3. RECOVERED ORGANIC WASTE PROCUREMENT

#### 3.1 PROCUREMENT TARGET

- a. City will annually procure for use or giveaway a quantity of Recovered Organic Waste Products that meets or exceeds its Annual Recovered Organic Waste Product Procurement Target through the implementation of Sections 3 through 6 of this Policy.
- b. To be eligible to meet the Annual Recovered Organic Waste Product Procurement Target, products that may be procured include the following (provided that each product meets the criteria included in their respective definition in Section 2 of this Policy):
  - i. SB 1383 Eligible Compost
  - ii. SB 1383 Eligible Mulch
  - iii. Renewable Gas
  - iv. Electricity Procured from Biomass Conversion

#### 3.2 REQUIREMENTS FOR CITY DEPARTMENTS

Divisions and departments responsible for landscaping maintenance, renovation, or construction shall:

- a. Use Compost and SB 1383 Eligible Mulch produced from Recovered Organic Waste for landscaping maintenance, renovation, or construction, as practicable, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
  - i. When the City uses Compost and SB 1383 Eligible Mulch and the applications are subject to the City's Water Efficient Landscaping Ordinance (WELO), pursuant to City Code Section 17.72.030, comply with one of the following, whichever is more stringent, (i) the City's WELO, City Code Section 17.72.030, if more stringent than the State's Model Water Efficient Landscape Ordinance (MWELo), or (ii) Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's Model Water Efficient Landscape Ordinance, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section" to include the following:
  - ii. For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a

depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.

- iii. Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.
- iv. Procure organic mulch materials made from recycled or post- consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan Guidelines or other applicable local ordinances.
- v. For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
- vi. Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to the Recordkeeping Designee, upon completion of project. Records shall include:
  - 1. General description of how and where the product was used and applied, if applicable;
  - 2. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
  - 3. Type of product;
  - 4. Quantity of each product; and,
  - 5. Invoice or other record demonstrating purchase or procurement.
- vii. For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to the Recordkeeping Designee.
- viii. For procurement of SB 1383 Eligible Mulch, maintain an updated copy of the ordinance or enforceable mechanism(s) requiring that the mulch procured by the City or Direct Service Provider meets the land application

standards specified in 14 CCR Section 18993.1, as it may be amended from time to time, as currently reflected in City Code Section 8.04.140.

- ix. When Procurement of Recovered Organic Waste Products occurs through a Direct Service Provider, enter into a written contract or agreement or execute a purchase order with enforceable provisions that includes:
  1. definitions and specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and,
  2. an enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.

### 3.3 REQUIREMENTS FOR DIRECT SERVICE PROVIDERS

Direct Service Providers of landscaping maintenance, renovation, and construction shall:

- a. Use Compost and SB 1383 Eligible Mulch, as practicable, produced from recovered Organic Waste, for all landscaping renovations, construction, or maintenance performed for the City, whenever available, and capable of meeting quality standards and criteria specified. SB 1383 Eligible Mulch used for land application shall comply with 14 CCR, Division 7, Chapter 12, Article 12 and must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
  - i. If Direct Service Provider is subject to the City's WELO pursuant to City Code Section 17.72.030, comply with one of the following, whichever is more stringent: (i) the locally-adopted WELO that is more stringent than the State's MWELO, or (ii) Sections 492.6 (a)(3)(B), (C), (D), and (G) of the State's MWELO, Title 23, Division 2, Chapter 2.7 of the CCR, as amended September 15, 2015, which requires the submittal of a landscape design plan with a "Soil Preparation, Mulch, and Amendments Section" to include the following:
    1. For landscape installations, Compost at a rate of a minimum of 4 cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.
    2. Apply a minimum three- (3-) inch layer of mulch on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch



is contraindicated. To provide habitat for beneficial insects and other wildlife, leave up to five percent (5%) of the landscape area without mulch. Designated insect habitat must be included in the landscape design plan as such.

- b. Procure organic mulch materials made from recycled or post-consumer materials rather than inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local Fuel Modification Plan.
- c. For all mulch that is land applied, procure SB 1383 Eligible Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified in 14 CCR Section 17852(a)(24.5)(A)(1) through (3).
- d. Keep and provide records of Procurement of Recovered Organic Waste Products (either through purchase or acquisition) to Recordkeeping Designee, upon completion of projects. Information to be provided shall include:
  - i. General description of how and where the product was used and if applicable, applied;
  - ii. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
  - iii. Type of product;
  - iv. Quantity of each product; and,
  - v. Invoice or other record demonstrating purchase or procurement.

#### **4. RECORDKEEPING RESPONSIBILITIES**

- a. The Public Works department will be the responsible department and will select an employee to act as the Recordkeeping Designee that will be responsible for obtaining records pertaining to Procurement of Recovered Organic Waste Products and Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.
- b. The Recordkeeping Designee will do the following to track Procurement of Recovered Organic Waste Products:
  - i. Collect and collate copies of invoices or receipts or documentation evidencing procurement from all departments and divisions procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the City to develop evidence of the City meeting its Annual Recovered Organic Waste Product



Procurement Target. These records must be kept as part of the City's documentation of its compliance with 14 CCR Section 18993.1.

- ii. Collect, collate, and maintain documentation submitted by the City, Direct Service Providers, and/or vendors, including the information reported to the Recordkeeping Designee.
- iii. Compile an annual report on the City's direct procurement, and vendor/other procurement on behalf of the City, of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, consistent with the recordkeeping requirements contained in 14 CCR Section 18993.2 for the Annual Recovered Organic Waste Product Procurement Target and 14 CCR Section 18993.4 for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement. This report shall be made available to the City's responsible entity for compiling the annual report to be submitted to CalRecycle (which will include a description of compliance on many other SB 1383 regulatory requirements) pursuant to 14 CCR Division 7, Chapter 12, Article 13. The procurement report shall also be shared with City Council as evidence of implementing this Policy.

NAME:

Janie Goldstein

SIGNATURE:



DATE:

11/4/25

## ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF CAPITOLA AMENDING CHAPTER 8.04 ("SOLID WASTE MANAGEMENT") OF THE CAPITOLA MUNICIPAL CODE TO ESTABLISH A RECOVERED ORGANIC WASTE PRODUCT PROCUREMENT POLICY**

WHEREAS, State law, including Senate Bill 1383 (2016) and the implementing regulations in Title 14, California Code of Regulations (CCR), Division 7, Chapter 12, require each jurisdiction to procure a specified quantity of products made from recovered organic waste to reduce methane emissions and support markets for recycled-content materials;

WHEREAS, the City of Capitola (City) previously adopted Ordinance No. 1049 on December 9, 2021 to create its local Solid Waste and Edible Food Recovery Program and codify the same in Chapter 8.04 of the City's Municipal Code;

WHEREAS, the City adopted its Environmental Policy Statement and Procurement Guidelines on October 2, 2024;

WHEREAS, the City adopted its Recovered Organic Waste Product Procurement Policy on November 4, 2025; and

WHEREAS, the City seeks to revise Chapter 8.04 of the City's Municipal Code to continue complying with organic waste requirements and promote the use of recycled and recovered organic materials in City operations.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CAPITOLA DOES ORDAIN AS FOLLOWS:**

**Section 1.** The above-listed recitals are true and correct and incorporated herein by this reference.

**Section 2.** Section 8.04.140 (*Enforcement and Penalties*) of Chapter 8.04 of the Capitola Municipal Code is hereby repealed in its entirety.

**Section 3.** Section 8.04.010 of the Capitola Municipal Code is hereby amended to add a new subsection (DD) to read as follows:

DD. "Recovered Organic Waste Products" means products made from California landfill-diverted recovered organic waste processed in a permitted or otherwise authorized facility, or as otherwise defined in 14 CCR Section 18982(a)(60).

**Section 4.** Chapter 8.04 of the Capitola Municipal Code is hereby amended to add Sections 8.04.140 and 8.04.150, to read as follows:

**8.04.140 Recovered organic waste product procurement.**

A. City departments and direct service providers to the city, as applicable, must comply with the City's Recovered Organic Waste Product Procurement policy adopted on November 4, 2025.

1. The city shall annually procure or utilize sufficient recovered organic waste products, such as compost, mulch, renewable gas, or electricity derived from biomass, to meet or exceed the procurement targets established by the State under SB 1383.
2. City departments and contractors are required to utilize compost and mulch produced from recovered organic waste in landscaping and construction projects whenever feasible, in accordance with local water-efficient landscaping standards.
3. The Public Works Department shall maintain records of all purchases and usage of compost, mulch, renewable gas, electricity, and recycled-content paper, including invoices and related documentation, to demonstrate compliance.

#### **8.04.150 Enforcement and penalties.**

- A. Any enforcement officer as defined in Section 4.02.021 shall have the duty and authority to enforce the provisions of this chapter.
- B. No person shall deny or obstruct the making of any inspection or collection or removal.
- C. Any person violating the provisions of this chapter shall be deemed to be guilty of an infraction. Any violation of this chapter shall be public nuisance and may be punished or enforced in accordance with the provisions of Chapters 4.16 and 4.18 of this code. Three or more subsequent violations of this chapter by the same person or persons within a twelve-month period may be charged and prosecuted as a misdemeanor. Any violation shall be subject to administrative citation and imposition of civil penalties under Chapter 4.14 of this code in the following amounts:
  1. A fine not exceeding one hundred dollars for a first violation;
  2. A fine not exceeding two hundred dollars for a second violation of the same provision of this code within any twelve-consecutive-month period;
  3. A fine not exceeding five hundred dollars for each additional violation of the same provision of this code within any twelve-consecutive-month period.

#### **Section 3. Effective Date.**

This Ordinance shall be in full force and effect thirty (30) days from its passage and adoption.

#### **Section 4. Severability.**

The City Council hereby declares every section, paragraph, sentence, cause, and phrase of this ordinance is severable. If any section, paragraph, sentence, clause, or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses, or phrases.

**Section 5.** Certification.

The City Clerk shall cause this ordinance to be posted and/or published in the manner required by law.

This Ordinance was introduced at the meeting of the City Council on the 13<sup>th</sup> day of November, 2025, and was adopted at a regular meeting of the City Council on the 11<sup>th</sup> day of December, 2025, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Joe Clarke, Mayor

Attest: \_\_\_\_\_  
Julia Gautho, City Clerk

Approved as to form:

\_\_\_\_\_  
Marc Tran, City Attorney





# Mandatory Organic Waste Reduction Ordinance

City Council  
November 13, 2025







# Statewide Regulations

## Senate Bill 1383

- Adopted in 2016
- Aims to combat climate change and reduce short-lived climate pollutants (e.g., methane) by requiring the diversion of organic waste from landfills.

## The law set targets for 2025:

- 75% less organic waste in landfills
- 20% of unsold, edible food sent to food recovery organizations.







# SB 1383 Compliance

Who is required to comply?

- Residents, businesses, and local governments are required to follow and implement SB 1383 regulations.



The City complies through a variety of enforceable programs:

- Solid waste
- Edible food recovery
- Mulch and recycled paper procurement



## SB 1383 Enforcement

CalRecycle is the state-level regulatory agency which oversees and enforces SB 1383 compliance.

January 1, 2022 – CalRecycle enforces that cities and counties procure organic waste products to meet an annual procurement target.

Eligible types of recovered organic waste products (ROWP) include:

- Compost
- Mulch
- Renewable energy
- Electricity from biomass conversion





# Mandatory ROWP Ordinance



The City routinely procures mulch for use at City facilities, public parks, and open spaces to meet its annual procurement target.

CalRecycle requires that a jurisdiction adopt an ordinance if it plans to procure mulch to meet its annual target.

- Ensures the mulch meets land application, public health & safety standards



# Mandatory ROWP Ordinance

November 4, 2025: Staff amended the Environmental Policy and Procurement Guidelines to include a Recovered Organic Waste Product Procurement Policy (ROWP Policy) consistent with SB 1383 requirements.

Adoption of the proposed ordinance would:

- Revise Chapter 8.04 (“Solid Waste Management”) of the City’s Municipal Code
- Formalize the ROWP Policy
- Guarantee that mulch meets CalRecycle’s land application standards
- Ensure continued compliance with SB 1383 Regulations



## Recommended Action

Introduce for first reading, by title only, waiving further reading, an ordinance amending Chapter 8.04 “Solid Waste Management” of the Capitola Municipal Code, establishing a Mandatory Organic Waste Disposal Reduction Ordinance consistent with Senate Bill 1383 regulations.

# Capitola City Council

## Agenda Report

**Meeting:** November 13, 2025

**From:** City Manager Department

**Subject:** 2026 City Council Meeting Schedule



Recommended Action: Adopt a resolution establishing the regular meeting schedule for 2026.

Background: At the end of each calendar year, staff prepares the regular City Council meeting schedule for the following year. Regular meetings of the City Council are held on the second and fourth Thursday of the month. The City Council has traditionally held only one meeting in July, August, and December. The second November meeting has been moved to the third Thursday of the month in consideration of the Thanksgiving holiday.

Discussion: Attachment 1 features staff's recommendation for the 2026 regular meeting schedule of the City Council. Meetings are scheduled to begin at 6:00 PM.

Historically, due to the City's annual cycle of activity and the reduced number of meetings in summer, the second June meeting, the July meeting, and the August meeting have begun earlier than standard to accommodate larger agendas. Council could consider adopting an earlier meeting start time for the summer meetings as a part of the Regular Schedule.

Upon approval, the meeting schedule will be posted on the City's website and at City Hall. It will also be distributed to newspapers and interested parties.

Fiscal Impact: None.

Attachments:

1. Resolution
  - a. Exhibit A - 2026 Meeting Schedule

Report Prepared By: Rosie Wyatt, Deputy City Clerk

Approved By: Jamie Goldstein, City Manager



**RESOLUTION NO. XXXX**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA**  
**ESTABLISHING THE CITY COUNCIL MEETING SCHEDULE FOR CALENDAR YEAR 2026**

**WHEREAS**, the City Council shall set an annual City Council meeting calendar to establish dates and times for the City Council to conduct the peoples' business; and

**WHEREAS**, pursuant to the Capitola Municipal Code, the following calendar is established, notwithstanding the scheduling of additional meetings as required upon proper notice under the Brown Act; and

**WHEREAS**, the City Council may set aside additional time periods for closed session before the open session portion of each regular meeting.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CAPITOLA HEREBY RESOLVES AS FOLLOWS:**

SECTION 1: The City Council establishes the 2026 Regular Meeting Schedule as listed in Exhibit A.

SECTION 2: With proper notice during the year, meetings may be cancelled, rescheduled, or added as necessary pursuant to California law.

SECTION 3: Only closed sessions may be held before a regular meeting. No closed session of the regular meeting will be held unless the posted agenda of the regular meeting indicates that such closed session will take place at a particular time. In the absence of such notification on the agenda, the open session portion of the regular meeting shall commence at 6:00 PM.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 13<sup>th</sup> day of November, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Joe Clarke, Mayor

**ATTEST:**

\_\_\_\_\_  
Julia Gautho, City Clerk

**EXHIBIT A**  
**2026 CITY OF CAPITOLA**  
**City Council Regular Meeting Dates**  
**Meetings Begin at 6:00 PM**

MEETING DATES
JANUARY 8
JANUARY 22
FEBRUARY 12
FEBRUARY 26
MARCH 12
MARCH 26
APRIL 9
APRIL 23
MAY 14
MAY 28
JUNE 11
JUNE 25
JULY 23
AUGUST 27
SEPTEMBER 10
SEPTEMBER 24
OCTOBER 8
OCTOBER 22
NOVEMBER 12
NOVEMBER 19
DECEMBER 10

Items received less than two weeks prior to the meeting date may be scheduled for the next available agenda.



# 2026 CITY COUNCIL MEETING SCHEDULE

November 13, 2025

# Background

- Meetings are held 2<sup>nd</sup> and 4<sup>th</sup> Thursdays at 6 PM
- Traditionally, one meeting held in:
  - July
  - August
  - December
- November meeting moved to 3<sup>rd</sup> Thursday due to Thanksgiving holiday
- The June, July, August, and December meetings typically have earlier start times to accommodate larger agendas

# Proposed Schedule

January 8

January 22

February 12

February 26

March 12

March 26

April 9

April 23

May 14

May 28

June 11

June 25\*

July 23\*

August 27\*

September 10

September 24

October 8

October 22

November 12

November 19

December 10\*





# Seeking Council Feedback

- Summer Meeting Schedule:
  - ▣ July
  - ▣ August
  
- Formalizing the earlier start time for summer meetings



# Recommended Action

Adopt a resolution establishing the regular meeting schedule for 2026.

## Shared Services

While the City is financially stable, it faced a budget shortfall in 2020 due to the coronavirus-related economic pressure that all local agencies endured. The City was able to balance the budget by cutting certain spending, including a lifeguard contract with the City of Santa Cruz's Marine Safety Division. Plans to reinstate this and other cut programs and contracts have been a challenge. LAFCO encourages the City to continue exploring cost-saving opportunities and ways to improve the overall delivery of services. One option is considering the formation of a joint powers agreement (JPA) for marine safety with the County and other local agencies. The City is already in multiple JPAs with the County, cities, and other municipalities for library and animal services.

## SPHERE OF INFLUENCE

### Cortese-Knox-Hertzberg Act

City and special district spheres of influence define the probable physical boundaries and service area of a local agency, as determined by the Commission (Government Code Section 56076). The law requires that spheres be updated at least once every five years either concurrently or subsequent to the preparation of Municipal Service Reviews. Spheres are determined and amended solely at the discretion of the Commission. In determining the sphere of influence for each local agency, the Commission is required by Government Code Section 56425(e) to consider certain factors, as analyzed on page 24.

### Current & Proposed Sphere Boundary

Santa Cruz LAFCO adopted the City's first sphere of influence on June 18, 1975. The current sphere includes areas outside the City's jurisdictional boundary. The last sphere update occurred in August 2017 as part of a previous service and sphere review cycle. **Figure 6** on page 20 shows the 2,200 parcels (totaling 622 acres) within the City's sphere.

### Police Services Within Sphere Boundary

It was determined that approximately 6,200 incidents were responded by the Santa Cruz County Sheriff's Department within the sphere boundary during the 2021 calendar year. This information was provided in collaboration with the City and the Santa Cruz Regional 9-1-1 (also known as NetCom). Based on the number of calls and the close proximity to the City, it is staff's determination that it may be more efficient for the City to provide police services within the sphere boundary following annexation(s). This transfer of responsibility will allow the County Sheriff's Department to focus its resources in other unincorporated areas.

### Annexation Plan

The City should develop a plan to determine when the areas within its sphere boundary should be annexed into Capitola. If no plan is submitted prior to their next service review cycle (May 2027), then the Commission should consider reducing the sphere boundary to better reflect the City's future growth. In the interim, LAFCO staff is recommending that the sphere boundary be reaffirmed, as shown in **Figure 7** on page 21.

## City's Past Boundary Changes

Project Number	Proposal Title	Action Date
N/A	City Incorporation	1/11/1949
7	41st Ave. No. 11 Annexation	2/18/1964
61	41st Ave. No. 12 Annexation	11/17/1965
153	38th Ave. Annexation No. 3	4/16/1969
193	41st Ave. Annexation	12/17/1969
225	38th Ave. Annexation	7/15/1970
275	38th Ave. Annexation	4/21/1971
291	Capitola Heights No. 4 Annexation	9/15/1971
308	42nd Ave. Annexation	2/16/1972
326	Clares St. Annexation	7/21/72 & 2/21/73
339	Clares St. Annexation	9/20/1972
414	Resolution acknowledging receipt of Capitola General Plan	3/5/1975
417	Capitola SOI Determination	6/18/1975
421	Sutter Hill Annexation	6/18/1975
435	Clares St. Annexation	9/3/1975
447-A	Capitola Rd. Annexation	3/3/1976
448-A	Brommer St. Annexation	5/5/1976
450	Capitola Heights Annexation	1/7/1976
526	Derby / Trotter Annexation	7/12/1978

Project Number	Proposal Title	Action Date
541	Derby Trotter Detachment of Special Districts	2/7/1979
570	Capitola City SOI Revision	3/5/1980
618	41st Ave./Clares Reorganization	6/2/1982
632	Capitola Reorganization	12/19/1983
674	McGregor Dr. Reorganization	6/6/1984
676	Deanes Lane Reorganization (Clares & 40th)	8/1/1984
683	38th Ave. Reorganization	12/5/1984
684	Deanes Lane II Reorganization (Clares St.)	12/5/1984
686	47th Ave. / Surf & Sand Reorganization	12/5/1984

