



JEFF GORELL
Supervisor, 2nd District

ISRAEL RODRIGUEZ
Field Representative
Supervisor Jeff Gorell

REGULAR MEETING

MEMBERS OF THE BOARD

- PAT RICHARDS, CHAIR
- BOB FULKERSON, VICE CHAIR
- TYLER COBB
- JOHN W. (JACK) FOSS
- PATRICIA MARTINEZ
- Vacant (Alt)

AGENDA

June 13, 2024

7:00 PM

**Municipal Advisory Council
Somis, California**

**Somis Elementary School
Multipurpose Room
5268 North Street
Somis, CA 93066**

WEB ACCESS

At: <https://ventura.org/somismac>
MAC Calendar, Agenda, and Minutes

Welcome to the meeting of the Somis Municipal Advisory Council (MAC) an advisory council for the unincorporated area of Somis to Ventura County Supervisor Jeff Gorell.

LEGAL NOTICES

Persons who require accommodation for any audio, visual, language, or other disability to review an agenda or to participate in a meeting of the Somis Municipal Advisory Council per the American Disabilities Act (ADA), may obtain assistance by requesting such accommodation by calling (805) 214-2510 or e-mailing Israel.Rodriguez@ventura.org. Any such request for accommodation should be made at least 48 hours prior to the scheduled meeting for which assistance is requested.

All agenda reports and supporting data, including those filed in accordance with Government Code Section 54957.5 (b) (1) and (2) are available from Ventura County Supervisor Jeff Gorell's office at 2100 E Thousand Oaks Blvd, Suite E, Thousand Oaks, CA 91362. The same materials will be available and attached with each associated agenda item, when received, at the following website: <https://ventura.org/somismac>

Documents including staff materials, comment emails and letters, photos, etc., distributed to the Somis Municipal Advisory Council regarding any agenda item during an open session or after the meeting concluded, are posted online and made available for public inspection at <https://ventura.org/somismac>

PUBLIC COMMENT

Public comment is the opportunity for members of the public to participate in meetings by addressing the Somis Municipal Advisory Council in connection with one or more agenda or non-agenda items. Public comments by a member of the public at a single meeting are limited to a cumulative total of five minutes at such meeting unless the time allotment is increased or decreased by the Chair depending on the number of speakers. The public comment period during the opening part of the meeting to address non-agenda items is limited to 30 minutes total for all speakers; this 30-minute limit does not apply to items on the agenda.

To maintain a public meeting environment conducive and welcoming to receiving public comments from all members of the public, the audience is discouraged from engaging in displays of support or opposition to staff reports or public comments, including clapping, yelling, booing, hissing or cheering, that may create a disruptive environment for members of the public wishing to participate. Any person who disrupts or impedes the orderly conduct of a meeting will be instructed to cease the disruptive conduct. Failure to do so may result in that person being removed from the meeting.

Members of the public who would like to augment their comments with visual or audio

presentations must submit their materials to the Israel.Rodriguez@ventura.org for review at least 48 hours before the meeting. The review will be conducted to determine only whether the materials are on matters within the jurisdiction of the Municipal Advisory Council, would be disruptive of the meeting, or would foster illegality, such as identity theft. If it is determined that materials are about matters not within the Municipal Advisory Council's jurisdiction, or would be disruptive of the meeting, or would foster illegality, use of County-provided equipment will not be allowed.

Email or Mail Public Comment in Advance of the Meeting

If you wish to make a comment on a specific agenda item by email or mail, please submit your comment by 12:00 p.m. on the day prior to the meeting. Indicate in the Subject Line the Agenda item number (e.g., Item No. 9) on which you are commenting. Your email or written comment will be distributed to the Municipal Advisory Council and placed into the item's record for the minutes of the meeting. Public Comments submitted in writing are public records and subject to disclosure. An unredacted version is made available when records are requested by a Public Records Act request. Please do not submit personal contact information if you do not want it to be made public. Please submit your comment to Israel.Rodriguez@ventura.org or mail to:

Somis Municipal Advisory Council
Ventura County Supervisor Jeff Gorell
2100 E Thousand Oaks Blvd Suite E
Thousand Oaks, CA 91362

In-Person Public Comment

If you would like to provide a verbal comment **in person** during the meeting, upon arrival at the meeting location, check in with staff and complete a comment card. When your name is called for public comment, please proceed to the podium. If you do not wish to pre-register but would like to provide in-person comments at the meeting, you must check in with the staff prior to the agenda item being called.

OPENING

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance to the Flag of the United States of America.
4. Approval of the Minutes from the Somis Municipal Advisory Council held on April 11, 2024
5. Agenda Review

6. Consent Agenda Items (10 through 12)
7. Public Comments – Citizen presentations regarding Somis Municipal Advisory Council related matters NOT appearing on this agenda. (See Guidelines above).
8. Office of Ventura County Supervisor Jeff Gorell’s Comments – Brief announcements and report on County activities.
9. Council Comments – Comments by Council members on matters they deem appropriate. A Council member may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. A Council member may also provide a reference to staff or other resources for information, or request staff to report back to the body at a subsequent meeting concerning any matter. The Council may also direct staff to place a matter of business on the future agenda.

CONSENT AGENDA

Consent Agenda items are routine and non-controversial. Items are reviewed and approved together by the Council as recommended and without discussion unless an item is pulled for separate action by the Board on the Regular Agenda. Consent items are heard at the Council’s discretion and may be heard at any time during the meeting.

10) California Highway Patrol Safety Report

Report will be provided at the Somis MAC meeting on June 13, 2024.

11) Ventura County Fire Department

Peak fire season will officially start June 30, based on moisture measurements in vegetation. A second year with heavy early rains supported more new growth across the county. As grass dries out, all that extra growth could provide fuel for fast moving wildfires if there is an ignition.

The deadline for completing fire hazard reduction measures was June 1. Inspections have started for enforcement. Ventura County has a long history of great participation by residents. If anyone has not completed brush clearance or other measures, now is the time to get it done. This could be another year of continuing brush growth, so property owners should be prepared to manage vegetation throughout the summer and fall.

VCFD will be prepared for wildfires with three hand crews, our aviation unit and the CH-47 heavy helitanker based in Camarillo as part of a regional quick reaction force VCFD supports.

As we prepare to celebrate our nation's independence next month, the fire department reminds residents that fireworks are illegal outside the City of Fillmore. If you enjoy celebrating with a bang, do so at one of the permitted shows in Thousand Oaks, Camarillo, Ojai, Channel Islands Harbor and Ventura. You can also check out drone shows in Santa Paula and Agoura Hills.

12) Update Ventura County Sheriff Department

Recently, we have experienced some thefts of farm implements, tractors and other large pieces of equipment in our unincorporated areas. As with any piece of equipment left out, we recommend recording the serial numbers and having them accessible in the event of a theft. Fortunately, we have been able to recover some of the tractors, but not all of them. Please register for VC Alert as soon as possible if you have not done so already.

With summer being just around the corner, I recommend putting landscape maintenance as a high priority especially on properties that are large and that back up to open space, streams or field areas. Keep landscaping trimmed down to 2' or less around buildings, and tree canopies trimmed up to a height of 6'. This is one of the first of many things we look at during a Crime Prevention through Environmental Design (CPTED) site assessment, and it is also one way to protect your residence from wildfire. We conduct these assessments at no charge for anyone in the county areas surrounding the city of Camarillo. Feel free to contact Senior Deputy John Meeker 805-388-5130 or john.meeker@ventura.org for more information or to schedule an assessment of your property.

REGULAR AGENDA

Regular Agenda items are heard at the Council's discretion and may be heard at any time during the meeting. (Continue to the Next page for the items under the Regular Agenda)

13) Updates to the Resolution & Area Map for the Somis Municipal Advisory Council & Creation of Municipal Advisory Council Policies

In an effort to improve operation of MACs countywide, the need for clearly defined roles, responsibilities, processes, and procedures has been made apparent. Accordingly, a new Resolution and Municipal Advisory Councils Policies document has been created to help standardize MAC operations. Both the policies manual and Resolution for Somis will be covered.

14) Continuation of the Somis 3-5 Year Plan, Completion of Vision Statement, and Creation of Goals & Objectives

The MAC will complete the Somis Vision Statement and discuss Goals and Objectives that will help guide the scope and direction of the 3-5 Year Plan.

- Field Representative Israel Rodriguez will provide a worksheet for MAC Members and the public to participate in developing Goals & Objectives.

15) Update on the New Ordinance Regarding ADUs and JADUs

- A brief report will be provided on the Non-Coastal Zoning Ordinance Amendments for Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU). Link to the presentation made by Resource Management Agency- Planning made on June 4th, 2024 – Item 66, Ordinance to Amend Regulations for Accessory Dwelling Units and Junior Accessory Dwelling Units Consistent with Government Code Section 66310. The link below will direct you to the agenda item and the attached documents presented to the Ventura County Board of Supervisors.

Link: <https://ventura.primegov.com/portal/item?id=268478>

CLOSING

17) Adjournment of the Somis Municipal Advisory Council meeting to the next meeting, August 8, 2024, at Somis Elementary School, 5268 North Street, Somis, CA 93066



REGULAR MEETING

MEMBERS OF THE BOARD

- PAT RICHARDS, CHAIR
- BOB FULKERSON, VICE CHAIR
- TYLER COBB
- JOHN W. (JACK) FOSS
- PATRICIA MARTINEZ
- JENNIFER AMODEI (ALT)

MINUTES

April 11, 2024

7:00 PM

**Municipal Advisory Council
Somis, California**

**Somis Elementary School
Multipurpose Room
5268 North Street
Somis, CA 93066**

WEB ACCESS

At: <https://ventura.org/somismac>

MAC Calendar, Agenda, and Minutes

Welcome to the meeting of the Somis Municipal Advisory Council (MAC) an advisory council for the unincorporated area of Somis to Ventura County Supervisor Jeff Gorell.

OPENING

1. Call to Order.
 - a) **Chair Pat Richards** called the meeting to order at 7:02 PM.
2. Roll Call.
 - Members Present: **Pat Richards, Bob Fulkerson, Tyler Cobb, Patty Martinez, Jack Foss**. Quorum attained.
 - Members not Present: **Jennifer Amodei**
3. Pledge of Allegiance to the Flag of the United States of America.
4. Approval of the Minutes from the Somis Municipal Advisory Council held on February 22, 2024
 - Motion to approve made by **Jack Foss** and seconded by **Patty Martinez**. Motion Passes
5. Agenda Review
 - No Changes
6. Consent Agenda Items (10 through 13)
 - Motion to approve made by **Jack Foss** and seconded by **Bob Fulkerson**. Motion Passes
7. Public Comments – Citizen presentations regarding Somis Municipal Advisory Council related matters NOT appearing on this agenda. (See Guidelines above).
 - **Jim Pellerino**: Question on the Somis property regarding a possible second farm housing property and on the waterline. Request Joe Pope come out for the next meeting.
8. Office of Ventura County Supervisor Jeff Gorell's Comments – Brief announcements and report on County activities. (Comment were made as part of Item #16 on the agenda)
 - **Supervisor Gorell** spoke on the farmworker housing project. The farmworker housing was already approved and being built as I was being sworn in. I also understand that the community had little chance to provide input or have a say in this project and the frustration that has resulted. The Supervisor let the audience know that he wrote a letter to the Planning Department, the CEO for the County and other leaders that he wants to be informed of any projects earmarked for the Somis community. The Director of Planning agreed to inform the Supervisor in the future. I do not want this community to be surprised again. Any plans for development will be placed on the Somis MAC agenda where you will have a chance for public input and a say.
 - **Supervisor Gorell** also spoke about parcel # Parcel Lot # 161-0-040-04 that is in question for a second farmworker housing project. He reported that he was able to investigate it and that it was confirmed that there are no plans for any development on that parcel or any other property at this time. No fees for development have been paid on parcel #161-0-040-04 for a decade.

- The Supervisor re-stated that...I want the people of Somis to know that on my watch this will not happen again. In the future, we can place an item on the agenda, get the item before the community and organize the best we can to address any concerns.

9. Council Comments

- **Bob Fulkerson** asked about the railroad fence and where we are replacing it. **Field Representative Israel Rodriguez** provided an update indicating that the railroad has it scheduled for the Fall of 2024 but trying to move it to Summer of 2024.

CONSENT AGENDA

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10) California Highway Patrol Safety Report

- CHP Moorpark and the Moorpark Police Department (Ventura County Sheriff) will be hosting an open house on April 13th at our station, located at 610 Spring Road, Moorpark, CA 93021. This event will give the public a chance to see our station and check out our patrol and special enforcement vehicles. We will also be holding a "bike rodeo" for new, young bicycle riders which will include a skills course and a helmet fitting station. We look forward to seeing you and your families at this fun event.
- The CHP Moorpark Area continues to send Special Enforcement Units (SEU) to conduct targeted patrol in Somis, specifically targeting unsafe driving in the area surrounding the school, Somis Road, and SR-118. Citations were issued for unsafe turns, unsafe passing, posted signage violations, unsafe speed, and various parking violations. Targeted patrols help saturate an area where multiple violations are known to be happening at once so multiple violations can be addressed in the area simultaneously.
- April is National Distracted Driving Awareness month. Studies show that texting on a cell phone is by far the most hazardous distraction which often leads to crashes. CHP officers will be on the lookout for enforcement of these violations.
- The California Highway Patrol is hiring 1,000 officers to help make California's roadways safer. If you or someone you know would like to join the CHP, visit www.betheCHP1000.com for more information and to speak with a local recruiter. We are currently looking to fill 165 dispatcher vacancies across the state and are also looking for Commercial Vehicle Inspection Specialists to inspect the growing number of commercial vehicles on California highways. The CHP will provide you

with the training for all three of these positions. More details and applications can be found at www.chp.ca.gov.

Received and Filed

11) Ventura County Fire Department

- The Ventura County Fire Department is supporting Caltrans and County Public Works as they work to clear debris from roadways closed by mudslides, including Highway 150. VCFD is working with county Emergency Medical Service (EMS) on a coverage plan for cut off areas.
- Fire Marshal Massoud Araghi retired after more than 35 years with the department. VCFD is interviewing finalists to succeed Araghi. Deputy Chief Chad Cook is serving as the interim Fire Marshal until a permanent successor is hired.
- Construction of the new Fire Station 34 located at 555 E. Avenida De Los Arboles in the city of Thousand Oaks is expected to be complete in late June or early July.
- Construction of two new burn buildings and a ladder prop at VCFD's Regional Training Center is underway. That project is expected to be completed in March of 2025.
- Construction of a new Fire Station 29 in Santa Paula will go out to bid March 13. A contract is scheduled to be awarded April 23 and the tentative start for construction is May 21.
- **Received and Filed**

12) Update Ventura County Sheriff Department

- Farm properties have seen theft of utility carts and farm equipment in unincorporated areas of Somis, Camarillo and Oxnard. As a tool to assist in recovering stolen tractors, utility carts or other equipment, the Sheriff's Office recommends you record the serial number, or product identification numbers of all your farm vehicles and equipment. If unable to find serial number or PIN, the owner can engrave or paint their own. Photographs of the equipment, including the serial number or PIN, are very helpful in the search as well as identifying the owner of such property when the property is found.
- **Received and Filed**

13) Update Caltrans on Safety Enhancement for Balcom Canyon & Hwy 118

- Caltrans completed safety enhancements on Balcom Canyon and Highway 118 on April 4, 2024. Diagonal yellow striping along with reflective dots were placed between the existing double yellow lines to help prevent north bound traffic from crossing the double yellow lines into southbound traffic. This project was initiated by a concerned constituent and supported by the efforts of Supervisor Gorell to work with Caltrans to accommodate the request outside of the normal project schedule. The enhancements are designed to help prevent accidents and save lives. Additional enhancement for this intersection will take place in 2027.

Received and Filed

REGULAR AGENDA

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14) Update for Public Works Requests for March – Somis

- In March a total of 15 requests were received using the Public Works, VCPWA Connect App. Out of the 15 requests a total of 15 were closed out. Nine of the requests were for customer service or general questions, three were for water services/requests, and three were for road maintenance including the cracks and bump that was starting to form on Balcom Canyon.
Received and Filed

15) Update From Caltrans on Project EA 35590 Pavement Rehabilitation - Traffic Mitigation for State 34 Somis Farm Housing

- **Field Representative Israel Rodriguez** reported that the date for this project has been moved from 2028 to Fall of 2024. This will help mitigate traffic when the Somis Ranch project opens.

16) Reported Concerns About Potential Development Contemplated on Somis Parcel Lot # 161-0-040-04

- a) **Supervisor Gorell** researched the concerns of potential development of a second farmworker's housing project and reported the following:
- On August 24, 2016, a request for a Pre-Application Review was submitted to Ventura County Planning Department by a previous owner.
 - As part of that review, under the 2016 regulations, it was confirmed that a Farmworker Housing Complex would be an "allowed use" on the subject property. However, no application was ever submitted and no approval or entitlement to proceed was provided.
 - The property has since been sold and is under new ownership. Should they wish to consider any development, a new proposal and application would be required.
- b) On March 25th, **Supervisor Gorell** sent a memo to the Directors of RMA Planning, Public Works, and the CEO of the County requesting immediate notification of any requests for development of any kind in the Somis area. He "will work to stand by the Somis community to ensure the look and feel of the region is maintained to their expectations, while ensuring complete transparency and advanced notification of any applicant's intentions."

c) Additional comments concerning this agenda item by the Supervisor can be seen on Item # 8, Office of Ventura County Supervisor Jeff Gorell's Comments.

17) Update from Supervisor Gorell's Office on MAC Legislative Sub-Committee

- **Pat Richards and Robert Fulkerson** reported on the recent training for the Legislative Committee and their first meeting. **Bob Fulkerson** stated his concern about only being able to talk with **Pat Richards** and the limitations regarding the Brown Act.

18) Creating a Vision Statement and the Future of Somis

Developing a vision statement that serves as an inspirational declaration for the community of Somis and is a critical first step in the 3–5-year plan.

- **Field Representative Israel Rodriguez** provided a worksheet for MAC Members and the public to participate in developing the statement.
- The audience broke into workgroups and worked on creating a vision statement. There were a number of excellent comments and suggestions provided including:
 - Focus on agriculture so we don't go the way of Los Angeles and Orange County.
 - Preserve the rural and agricultural nature of Somis, and the sense of community.
 - Protect farming and ag-land, keep traffic under control, keep development and homelessness at bay, maintain a close-knit family-oriented community, no food, grocery stores, or hotels. Strong representation from Police, Fire, and the County.
 - Retain Somis as a rural small town. Retain Somis as a safe community. Permit development only where infrastructure exists.
 - Maintain our rural community and foster agriculture. Live within infrastructural limits. Keep Somis a safe place for our children.
 - Somis is a self-governing agricultural community dedicated to preserving the land for growing crops.
 - The vision of Somis is to preserve the rural community, maintaining the love of nature and continuing to support agriculture and the sense of community.

CLOSING

19) Adjournment of the Somis Municipal Advisory Council meeting to the next meeting, June 13, 2024, at Somis Elementary School, 5268 North Street, Somis, CA 93066

- Motion to approve made by **Tyler Cobb** and seconded by **Jack Foss**. Motion Passes. The meeting adjourned at 9:12 PM.



Website: **VCFD.org**
Twitter: **@VCFD**
Facebook: **@VenturaCountyFire**
Instagram: **@VenturaCountyFire**

Contact: Scott Thomsen
Director of Communications and Public Affairs
Phone: **(805) 914-8502**
Email: **scott.thomsen@ventura.org**

June 5, 2024

Attn: Supervisor Jeff Gorell and Municipal Advisory Committees

- Peak fire season will officially start June 30, based on moisture measurements in vegetation. A second year with heavy early rains supported more new growth across the county. As grasses dry out, all that extra growth could provide fuel for fast moving wildfires if there is an ignition.
- The deadline for completing fire hazard reduction measures was June 1. Inspections have started for enforcement. Ventura County has a long history of great participation by residents. If anyone has not completed brush clearance or other measures, now is the time to get it done. This could be another year of continuing brush growth, so property owners should be prepared to manage vegetation throughout the summer and fall.
- VCFD will be prepared for wildfires with three hand crews, our aviation unit and the CH-47 heavy helitanker based in Camarillo as part of a regional quick reaction force VCFD supports.
- As we prepare to celebrate our nation's independence next month, the fire department reminds residents that fireworks are illegal outside the City of Fillmore. If you enjoy celebrating with a bang, do so at one of the permitted shows in Thousand Oaks, Camarillo, Ojai, Channel Islands Harbor and Ventura. You can also check out drone shows in Santa Paula and Agoura Hills.

Sincerely,

Scott Thomsen
Director of Communications and Public Affairs
Ventura County Fire Department

June Safety Report – Somis MAC

Recently, we have experienced some thefts of farm implements, tractors and other large pieces of equipment in our unincorporated areas. As with any piece of equipment left out, we recommend recording the serial numbers and having them accessible in the event of a theft. Fortunately, we have been able to recover some of the tractors, but not all of them.

Please register for VC Alert as soon as possible if you have not done so already.

With summer being just around the corner, I recommend putting landscape maintenance as a high priority especially on properties that are large and that back up to open space, streams or field areas. Keep landscaping trimmed down to 2' or less around buildings, and tree canopies trimmed up to a height of 6'. This is one of the first of many things we look at during a Crime Prevention through Environmental Design (CPTED) site assessment, and it is also one way to protect your residence from wildfire. We conduct these assessments at no charge for anyone in the county areas surrounding the city of Camarillo. Feel free to contact Senior Deputy John Meeker 805-388-5130 or john.meeker@ventura.org for more information or to schedule a assessment of your property.

Respectfully:

John Meeker



John Meeker

Senior Deputy, Camarillo Community Resources Unit

☎ [805-388-5130](tel:805-388-5130)

📍 [3701 Las Posas Road, Camarillo CA 93010](https://www.google.com/maps/place/3701+Las+Posas+Road,+Camarillo+CA+93010)

🌐 venturasheriff.org

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County of Ventura

Municipal Advisory Council (MAC) Policies

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Introduction

California Government Code section 31010 allows the Board of Supervisors to establish a Municipal Advisory Council (“MAC”) for any unincorporated area in the County to advise the Board on matters that relate to the designated MAC area concerning services which are or may be provided to the area by the County or other local governmental agencies, including but not limited to advice on matters of public health, safety, welfare, public works and planning. When established, a MAC is an advisory body of local citizens with the purpose of representing the community to the Board of Supervisors. As an advisory body, a MAC has no fiscal or administrative authority. Nor does a MAC have any final decision-making authority. Because a MAC lacks authority to implement the MAC’s position directly, it must seek to accomplish its goals through County government. As advisory bodies to facilitate input from the community to the Board of Supervisors, MACs hold public meetings, receive community input, survey community opinion, and speak for the community to the Board of Supervisors on matters under Government Code section 31010 and matters of interest specific to the MAC designated area when requested by the District Supervisor.

This Policy seeks to establish a framework to manage the County’s Municipal Advisory Councils more effectively across all Supervisorial Districts. While some variances may appropriately reflect the inherent differences in the communities served and the priorities of the District Supervisor, a general framework for the operating rules and procedures of MACs will ensure that MACs are effectively serving their advisory purpose to the Board of Supervisors, and more specifically to their District Supervisor, and are successfully representing the concerns and recommendations of their respective communities.

Purpose of Municipal Advisory Councils

Ventura County’s MACs advise their representative District Supervisor on matters concerning services which are or may be provided to the MAC area by the County or other local governmental agencies, including but not limited to advice on matters of public health, safety, welfare, public works, and planning. MACs do not establish government policy or objective. Rather, MACs provide valuable input and advisement from their community that may help their representative District Supervisor make policy decisions, provide necessary resources, or inform the Board of Supervisors on potential opportunities, risks, or issues that affect their community. MACs should strive to govern and work together in an effective, efficient, ethical, and courteous manner in the highest tradition of public service and in the best interest of the County of Ventura and its residents.

Applicability of this Municipal Advisory Council Policy Document

Government Code section 31010, subdivision (f) recognizes the ability for the Board of Supervisors to adopt rules, regulations and procedures as may be necessary in connection with the establishment and operation of MACs. Consistent with that authority, this policy document was

created with the best intentions to assist the Board of Supervisors and their respective Municipal Advisory Councils. This policy document can be changed from time to time by majority vote of the Board of Supervisors. Finally, this policy document shall only be applicable to a municipal advisory council if the resolution for the municipal advisory council explicitly recognizes adoption of this policy document.

These policies are procedural only. Except as otherwise provided by law, the failure to strictly observe the application of these policies shall not affect the jurisdiction of the MAC or invalidate any action taken at a MAC meeting that is otherwise held in conformity with law.

Board Member MAC Assignment

From time to time, Municipal Advisory Council designated unincorporated areas may in whole or in part shift from being entirely in one supervisorial district’s boundaries or within the area of multiple districts. This generally occurs due to redistricting. In order to streamline MAC operations, one specific District Supervisor’s district office team will be considered responsible for administration of each MAC. Should something of interest to the MAC reside in another Supervisorial District’s area, the responsible District Supervisor will communicate with the other District Supervisor to invite that District Supervisor to participate and/or communicate back the concerns of the MAC.

As of the adoption of this policy in May 2024, below is a current list of MACs in the unincorporated areas of the County:

Municipal Advisory Council	Assigned County Supervisor District
Casa Conejo	2
El Rio/Del Norte	3
Oak Park	2
Ojai Valley	1
Santa Rosa Valley	2
Saticoy	1
Somis	2

Scope and Designated Powers & Duties

The scope, under California Government Code section 31010, indicates that Municipal Advisory Councils shall “advise the Board on such matters which relate to [the territorial area of the MAC] concerning services which are or may be provided to the area by the County or other local governmental agencies, including but not limited to advice on matters of public health, safety, welfare, public works, and planning.” More specifically, items to be considered by the MAC are ultimately determined by the District Supervisor in whose district the MAC is located. Some MAC members may also be called upon by their respective District Supervisor to provide input on various topics that the Supervisor has requested. Examples include committees that work on the

MAC's Annual Plan, Legislative Committees and Area Plans. MACs have the authority to review and approve oversized vehicle parking permits in areas where an oversized vehicle ordinance requires a MAC to do so.

MAC Member Appointments & Elections

Depending upon how the MAC was established by the Board of Supervisors, MAC members are either appointed by the Board of Supervisors or elected by voters within a MAC's designated boundaries. Whether or not a MAC is an elected body, or an appointed body, is determined by Board of Supervisors' resolution. Unless otherwise specified, MAC Members, whether elected or appointed, serve four-year terms. Terms should be staggered to limit the number of scheduled vacancies at any one time. The resolution establishing the MAC shall specify the number of members on the MAC. Additionally, MACs shall be composed and serve as provided herein.

Appointed MAC Member Policies

1. Should a member of the public wish to be considered for an appointed role on a MAC, the individual must reside in, and be registered to vote in, the MAC's designated area. A completed County of Ventura Application for Appointment to Boards, Commissions, and Committees must also be received.
2. The District Supervisor for the MAC will receive all applications and conduct interviews as necessary. Upon selection of a candidate, the District Supervisor must submit a board letter to the Board of Supervisors recommending appointment to the MAC.
3. For a scheduled vacancy, the appointment term shall be four years unless removed earlier by the Board of Supervisors. For an unscheduled vacancy, the appointment term shall be for the remainder of the existing unexpired term unless removed earlier by the Board of Supervisors.
4. MAC members are required to review, be familiar with, and comply with the open meeting provisions of the Ralph M. Brown Act (Government Code section 54950 et seq.).
5. MAC members are required to review the County's Conflict of Interest code, complete training and abide by the requirements of the Conflict-of-Interest code.
6. MAC members are required to abide by the rules set forth in the Ventura County Municipal Advisory Council Policies.
7. MAC members shall serve without compensation of any kind, and the Board of Supervisors shall not provide funds for the payment of Council meeting stipends or reimbursement of Council members' expenses.
8. MAC members shall be cognizant of any perceived conflict of interest pertaining to items scheduled for MAC review and input, and should recuse themselves from deliberations and from voting on such matters.
9. There shall be no automatic re-appointment or holdover of MAC members upon expiration of a member's term.
10. The District Supervisor may choose whether to re-nominate an incumbent member or nominate a new member. Any re-nomination or nomination must be approved by the Board of Supervisors.

11. MAC member terms shall be coterminous to the term of office of the District Supervisor managing the MAC. Appointments need to be made within 60 days of the beginning of the District Supervisor's term.
12. In the case of newly elected Supervisors, MAC members can carry over their positions for a period not to exceed 90 days, to allow time for the District Supervisor to recruit, interview, make position selections and nominations to the Board of Supervisors.

Elected MAC Member Policies (Currently Oak Park and Santa Rosa Valley MACs Only)

Qualification for and election to the MAC and all proceedings incidental to and connected with the election shall be performed in accordance with the California Uniform District Election Law and California Elections Code except as specifically provided herein.

1. The MAC shall be composed of five members. All members shall be elected at large by registered voters residing within the MAC area.
2. All candidates for MAC Member positions must be registered voters residing within the MAC's area.
3. Elections shall be held on scheduled election days determined by the County Clerk-Recorder & Registrar of Voters presiding over elections according to the following:
 - a. The term of office for elected MAC members shall be four years.
 - b. Elections shall be held in November of even numbered years for as long as the MAC exists.
 - c. Elected MAC members shall take office upon the first MAC meeting following the election.
 - d. In April of an election year, elected MACs must consider and approve a
4. MAC members are required to review, be familiar with, and comply with the open meeting provisions of the Ralph M. Brown Act (Government Code section 54950 et seq.).
5. MAC members are required to review the County's Conflict of Interest code, complete training and abide by the requirements of the Conflict-of-Interest code.
6. MAC members are required to abide by the rules set forth in the Ventura County Municipal Advisory Council Policies.
7. MAC members shall serve without compensation of any kind, and the Board of Supervisors shall not provide funds for the payment of MAC meeting stipends or reimbursement of MAC members' expenses.

Appointed MAC Member Termination

Each appointed member of a MAC serves at the pleasure of the Board of Supervisors and may be removed, at will, by a majority vote of the Board. Removal by the Board is rare. However, policies should be in place in the event that a MAC member acts inappropriately toward other MAC members, staff, or the public; acts outside the authority of the MAC; or has persistent problems with attendance.

Termination Policies

1. Appointed MAC members may be removed from their appointments at will upon recommendation by the District Supervisor and a majority vote of the Board of Supervisors.
2. MAC members should express their concerns about any inappropriate behavior by a member to their District Supervisor.
 - a. If an issue arises, a District Supervisor may meet with or send a letter to the MAC member advising the member of the concern and indicating that a failure to correct the inappropriate behavior may lead to removal from the MAC.
3. The MAC member should receive written notice of a recommendation for removal, the date and time of the meeting at which the Board of Supervisors will consider the removal, and of the opportunity for public comment to the Board before action on the removal.
4. If a MAC member or alternate has been absent from two consecutive meetings, the secretary or Executive Officer should advise the member or alternate that absence from three consecutive regular meetings of the MAC may result in a recommendation of removal to the Board of Supervisors.
5. Where it appears that there will be sufficient members to hold a meeting but, at the actual time of the meeting a quorum cannot be reached and the meeting is canceled, those members or alternates who are absent will have an absence counted against them.

Management of Unscheduled Vacancies

A MAC position shall become vacant on the occurrence of the events specified in Government Code section 1770. This section may be amended from time to time.

In the event there is an unscheduled vacancy on the MAC, the Board of Supervisors shall fill such a vacancy by appointment for the remainder of the unscheduled vacancy term. The following is a partial list of events triggering Government Code 1770 that apply:

1. Death of an incumbent.
2. An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident, and there is reasonable cause that the incumbent will not be able to perform the duties of his or her office for the remainder of their term.
3. His or her resignation.
4. His or her removal from office.
5. His or her ceasing to be a resident of the designated MAC area.
6. His or her ceasing to discharge the duties of his or her office for a period of three consecutive months, except when prevented by sickness, or absent from the state with permission required by law.
7. His or her conviction of a felony or of any offense involving a violation of his or her official duties.
8. The decision of a competent tribunal declaring void his or her election or appointment.

MAC Alternate Positions

For appointed MACs, appointed alternate positions may be established. Alternates can serve a useful purpose by assisting with the achievement of a quorum. However, a policy of automatic appointment of the alternate in the event of a vacancy may discourage other interested individuals from applying for appointment. Moreover, appointments should not be made automatically, in respect of District Supervisor responsibility for member nominations. Accordingly, the following policy has been set forth:

1. Alternate positions do not automatically assume a member position when a vacancy arises. Alternates, however, may be nominated to fill a member vacancy to the Board of Supervisors by the District Supervisor.
2. The establishment of an alternate position (or positions) on a MAC is at the discretion of the District Supervisor.

Powers and Duties of MAC Officers

Each calendar year, at the first meeting of the year of the MAC, officers of the MAC are appointed by motion and formal vote for each officer position.

Chair (selected by MAC)

The Chair shall serve as presiding officer of the MAC, shall rule on questions of procedure, shall sign official documents approved by the MAC, shall preserve order and decorum and shall decide all questions of order. Decisions of the Chair may be overruled by a majority vote of the MAC. The Chair, in their capacity, can only act on behalf of items formally voted on and agreed to by the MAC and approved by the District Supervisor.

Vice Chair (selected by MAC)

The Vice Chair shall have and exercise all the powers of the Chair at the meeting over which he or she is called on to preside. In the event of nonappearance by the Chair at any regular or special meeting, the Vice Chair shall call the MAC meeting to order and shall serve as presiding officer.

Chair Pro Tempore

If neither the Chair nor the Vice Chair is present at a meeting, the MAC members present shall, by a motion and vote select one of their members to act as the Chair Pro Tempore. The Chair Pro Tempore shall have and exercise all the powers and duties of the Chair for that particular meeting only.

Secretary

A recording secretary is responsible for documenting the motions, votes, comments, and other official actions of the MAC. The secretary shall take meeting minutes during the MAC meeting and e-mail a draft copy of the minutes to the assigned staff member from the District Supervisor's office at the end of the MAC meeting. The District Supervisor's office will include the draft minutes in the next meeting's agenda packet for formal MAC approval of the minutes.

District 1 MACs (Ojai Valley and Saticoy MAC) do not have a Secretary Officer position. Rather, the Executive Officer (Supervisory Office Staff) is tasked with taking meeting minutes during the MAC meeting and provides a draft at the subsequent MAC meeting for review and approval.

MAC Meetings

The frequency and length of meetings increase the cost and requirements of administrative support for the MACs. The annual meeting calendar will be developed and posted annually by the Supervisor's office. Any scheduled meeting may be canceled upon order of the Chair or a majority of the members of the MAC.

Regular Meetings

1. MACs shall establish a standard meeting schedule for the year and meet no less than quarterly at an established time and place.
2. MAC meetings should be held at a time and place convenient and accessible to MAC members, the community, and administrative support staff within the adopted designated area of the MAC.
3. MAC meetings should not exceed three (3) hours in length.
4. MAC meetings shall be fully compliant with the Brown Act.
5. The MACs shall agendaize and respond to items that are referred to them in a timely manner (at the next regularly scheduled meeting or sooner, if needed) such that their review does not delay the County Board of Supervisors' consideration of the matter.
6. The agenda should reflect, and the MAC Chair should remind the public at the start of each meeting that the MAC is an advisory body to their representative District Supervisor.
7. Should a MAC member be unable to attend a meeting, all reasonable effort shall be made to notify the Chair and the designated District Supervisor's office in writing as soon as possible.
8. For each MAC, a quorum sufficient to transact business shall be a majority of the MAC membership, both filled and vacant positions. A valid action must reflect the consent of at least a majority of the MAC membership, both filled and unfilled positions.

Special Meetings

1. Special Meetings to discuss a specific topic(s) may be called. No other business shall be considered at the special meeting. Rules for posting are outlined in the Brown Act.

Order of Business

The order of business at each regular meeting, except for such times as may be set apart for consideration of special items, shall be as follows:

1. Meeting Called to Order

The Chair shall open the meeting by calling the meeting to order. The officer shall state the name of

the MAC and further state that the MAC is an advisory body to the Board of Supervisors on matters that relate to the MAC's designated area.

2. Roll Call

The Chair, at the commencement of a meeting of the MAC, shall call the roll and the Secretary or Executive Officer shall record by name all members present or absent. If the Chair has been notified prior to the meeting that a member will be absent, the Secretary or Executive Officer shall record in the minutes that the absence of said member is by prearrangement (excused). Should a quorum of three members of the MAC not be met, the meeting must be adjourned to the next scheduled meeting of the MAC.

3. Pledge of Allegiance to the Flag of the United States of America

The Chair shall designate a member of the MAC to lead the meeting in reciting the Pledge of Allegiance.

4. Minutes

The minutes of previous meetings of the MAC shall be considered and any corrections, alterations, or additions may be made by the MAC.

5. Agenda Review

The Chair will announce any agenda amendments and/or revisions, and requests for items to be continued or removed from the Consent agenda. The MAC will consider and approve, by majority vote, such revisions to MAC agenda items and any item added to, or removed/continued from, the MAC agenda. Any addition of items to the agenda after it is posted must comply with the provisions of the Brown Act.

6. Consent Agenda Items

Consent agenda items are routine in nature and do not require individual consideration. All consent items are approved by a single vote as recommended without discussion unless an item is pulled and considered during the Regular agenda for separate action at the request of a MAC member, staff member, or a member of the public.

7. Public Comment

The rules relating to public comment are as follows:

Addressing the MAC

1. Prior to the meeting, or during the meeting prior to the time the agenda item to be addressed begins, a person wishing to address the MAC should fill out a speaker card or equivalent and submit it to the Chair. While completion of a speaker card is helpful for the minutes of the meeting, a speaker is not precluded from speaking if the speaker does not complete a speaker card or does not give the speaker's name.
2. When called upon, the person should come to the podium, state his or her name and city of residence for the record, and, if speaking for an organization or other group, identify the

organization or group represented. The Secretary or Executive Officer shall enter in the minutes the names of the individual(s) speaking.

3. All remarks should be addressed to the MAC as a whole, not to individual members thereof. Each person speaking from the floor shall obtain permission from the Chair.
4. Questions, if any, should be addressed to the Chair of the MAC who will determine whether, or in what manner, an answer will be provided.
5. Public Comment is that period of time set aside at MAC meetings for members of the public to address the MAC on items not listed on the agenda or on matters that are listed under the Consent Agenda. If the matter is listed on the Consent Agenda, the item will be moved to the Regular Agenda for consideration following the approval of the remainder of the Consent Agenda, at which time the speaker will be heard, or the speaker will be allowed his or her time before the MAC's consideration of the Consent agenda.
6. Public Comment shall be limited to no more than 30 minutes total for all speakers, with each speaker given no more than three minutes. If there are more than six speakers, the Chair may reduce the time each speaker is allowed to (3) three minutes or any other period less than five minutes. At the discretion of the Chair, the time allotment for speakers may be adjusted above or below five minutes relative to the number of speakers present. Persons wishing to speak under Public Comment should submit a speaker card prior to the commencement of the item.
7. Presentations under Public Comment are limited to items within the subject matter jurisdiction of MAC and are limited to no more than five minutes.
8. The Public Comment portion of the MAC meetings shall be deemed to constitute the opportunity for members of the public to address the MAC in compliance with Government Code section 54954.3.
9. Members of the public making public comments to the MAC in connection with one or more agenda or non-agenda items at a single meeting are limited to a cumulative total of five minutes for all of their oral presentations at such meeting unless otherwise provided.
10. If a matter has been presented orally before the MAC, whether the MAC has taken action, or determined to take no action, the same or substantially same matter may not be presented orally by the same person at the same meeting any further. Nothing in the foregoing precludes submission of comments to the MAC in writing for such action or non-action as the MAC, in its discretion, may deem appropriate.
11. Any of the foregoing rules may be waived by the presiding officer or by a majority vote of the MAC members present when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved.

Comments in Writing Encouraged

12. Members of the public may submit, and are encouraged to submit, comments in writing to the MAC relating to any items in the MAC's scope and designated area, whether on the MAC agenda or otherwise. When written materials are provided to the MAC during a meeting, 10 copies are required to be submitted. Such written comments will be distributed to members of the MAC and considered and acted upon, or not acted upon, as the MAC in its judgment may deem appropriate. Written comments made on agenda items will become part of the record of the agenda proceeding.

8. Comments by Representative of the District Supervisor or the District Supervisor Responsible for the MAC

This is the time for the District Supervisor or the Supervisor’s designee to provide feedback or updates pertinent to the MAC’s scope and area or feedback and updates as it pertains to the County.

9. Comments by MAC Members

Comments by MAC members on matters they deem appropriate within the MAC’s scope and area. Consistent with the Brown Act, a MAC member may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. A MAC member may also provide a reference to staff or other resources for information or request staff to report back to the body at a subsequent meeting concerning any matter. The MAC may also direct staff to place a matter of business on a future agenda.

10. Regular Agenda Items

Items not included in the Consent agenda or items that are not time certain are taken up for consideration as part of the Regular agenda. They will be heard at the MAC’s discretion, either before or after scheduled appointments and hearings.

11. Adjournment

The last item on the agenda shall always be an adjournment item indicating the date, time, and location for the next scheduled meeting. (Government Code section 54955)

Official Actions in a Meeting

1. Motions

- a. Action of the MAC shall be taken by motion. Any action of the MAC may be proposed by the motion of any MAC member. Such a motion, if seconded by a member, shall be on the floor and must be considered. If a motion is not seconded, the motion fails for lack of a second, shall be so declared by the Chair, and shall not be further considered.
- b. A motion may be withdrawn by its maker at any time before adoption or rejection, with the consent of the second. Absent the consent of the second, the motion shall remain on the floor. The second to a motion may be withdrawn by the second at any time before adoption or rejection of the motion. Upon withdrawal of the second, the motion will be lost for lack of a second and so declared by the Chair unless seconded by another member.
- c. When a question or “original motion” is under debate, no motion shall be received unless:
 - i. To adjourn
 - ii. To lay on the table
 - iii. To consider the previous question
 - iv. To continue to a certain date
 - v. To amend
 - vi. To remove These motions shall have preference in the above order.

- d. A motion on the floor may be amended by motion at any time before adoption or rejection. If the motion to amend fails, the original motion will be voted upon. If the motion to amend passes, the amendment is adopted and, thereafter, the original motion, as amended, will be voted upon. After a motion has been seconded, any member may discuss the subject of the motion. When no member wishes to discuss the motion further, the Chair shall call for the vote on the motion. At any time after a motion has been seconded, any member who has the floor may call for a question. The Chair may call for the vote if it appears that further discussion will be repetitious or that a majority of the Members present concur in the call.
- e. A motion to consider the previous question shall preclude all amendment from debate to the main question and shall be put in the form “shall the main question be put to a vote.”
- f. A member called to order shall relinquish the floor unless permitted to explain, and the MAC, if appealed to, shall decide on the case, but without debate. If there is no appeal, the decision of the Chair shall be final.
- g. A Motion to Reconsider Made at the Same Meeting – Upon motion by a MAC member who voted with the prevailing side of the matter previously considered, and seconded by any MAC member, the MAC may, by majority vote of the entire MAC (at least three votes in favor), reconsider any matter dealt with previously by the MAC at the same meeting. The motion may be made either during the same session or at any recessed or adjourned session of that same meeting.
- h. A Motion to Reconsider Made at a Subsequent Meeting – Upon request of and a motion by a MAC member who voted with the prevailing side of the matter previously considered, and seconded by any MAC member, the MAC may, by majority vote of the entire MAC (at least three votes in favor), reconsider any matter dealt with previously by the Board at a previous meeting of the MAC. All such requests for reconsideration that appear on the agenda shall contain both the recommendation to reconsider and a recommendation on the matter previously considered and are subject to standard agenda requirements. All decisions made after consideration at a public hearing shall be reconsidered only at a public hearing, which is noticed in the same manner as the original hearing.

2. Votes

- a. Voting shall be by roll call. Each roll call vote shall be made in an order determined by the Chair but shall first include the maker of the motion and the member who seconded the motion, followed by the balance of the members present, with the Chair called last, unless the Chair made, or seconded, the motion.

MAC Subcommittees

MACs may establish subcommittees to address subject areas considered by the MAC. It is important that subcommittees adhere to the Brown Act, and County’s policies and ordinances. Unless these policies and procedures are followed, the MAC, the public and the Board of Supervisors may not be well served by the committees.

- 1. MACs may establish a limited, single-purpose committee (or subcommittee) when needed. The committee (or subcommittee) shall be composed of less than a quorum of

the MAC and chaired by one of its members. Members of the public who are not MAC members may serve on a committee or subcommittee to allow broad-based input from the community.

2. A specific charge or outline of responsibilities shall be established for the committee (or subcommittee) by the MAC.
3. The committee (or subcommittee) shall operate in accordance with MAC operating procedures, the Brown Act, the County's Conflict of Interest Code, and the County's Municipal Advisory Council policies.
4. Meeting agendas for committees (or subcommittees) shall be posted and records of action should be maintained and posted as well.
5. A report on the status of the committee (or subcommittee) is to be provided in the regular agenda of the MAC complete with copies of any agendas, minutes or other materials created since the last MAC meeting.

Procedure for Rules of Debate

During a MAC meeting, it is possible that differences in opinion or views may occur. Accordingly, regardless of debate, MAC members shall follow the following procedures to ensure a clear record and ensure that all MAC members that wish to speak are heard in a respectful manner.

Recognition to Speak

Every MAC member desiring to speak shall first address the Chair and be recognized by such. The member shall solely discuss the question under debate, avoiding personalities and indecorous language.

Questions to Staff

Every MAC member desiring to question County staff, after recognition by the Chair, shall address the questions to the Supervisor's representative who may either to answer or designate a member of staff for that purpose.

Interruption

A MAC member, once recognized, shall not be interrupted by other MAC members when speaking unless called to order by the Chair or a point of order or personal privilege is raised by another MAC member. If a MAC member, while speaking, is called to order, the member shall cease speaking until the question of order is determined. Members of the Supervisor's staff, after recognition by the Chair, shall hold the floor until the completion of their remarks or until recognition is withdrawn by the Chair.

Points of Order

The Chair shall determine all "points of order" subject to the right of any MAC member to appeal the Chair's decision to the full MAC. If an appeal is taken, the question shall be, "Shall the decision of the Chair be sustained?" A majority vote of those MAC members present shall conclusively determine such question of order.

Point of Personal Privilege

The right of a MAC member to address the MAC on a question of personal privilege shall be limited to cases in which the member's integrity, character or motives are questioned. A MAC member raising a point of personal privilege may interrupt another MAC member who has the floor only if the Chair recognizes the personal privilege.

Privilege of Closing the Debate.

The MAC member moving the item shall have the privilege of making the closing remarks during debate prior to the vote by the MAC.

Limitation of Debate.

To encourage the full participation of all members of the MAC, no MAC member(s) shall be permitted to monopolize the discussion of the question. If a MAC member has already spoken and other MAC Members wish to speak, the latter MAC Member(s) should be recognized in preference to the MAC Member who has already spoken. However, if no other MAC Members seek recognition, the Chair may recognize the MAC Member who has already spoken.

Rules and Guidelines of Decorum

In order to maintain a public meeting environment conducive to receiving public testimony from all sides of any issue, and to ensure that all persons have an equal opportunity to see, hear and participate in the public meeting, the following rules of decorum shall be used during MAC meetings:

To minimize distractions during public meetings, all personal communication devices must be turned off or put in a non-audible mode during meetings.

Chair and MAC Members

While the MAC is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings nor disturb any member while speaking nor refuse to obey the orders of the Chair.

Persons Addressing the MAC

Speakers are prohibited from using profane or vulgar language, making true threats of physical violence, and from engaging in such other conduct that disrupts, disturbs, or impedes the orderly conduct of the meeting. Any person who becomes disruptive while addressing the MAC, shall be called to order by the Chair and, if such conduct continues, may, at the discretion of the Chair, be ordered removed from the premises during that meeting. Nothing herein shall preclude a member of the public from commenting on, questioning, or criticizing the policies, procedures, programs, or services of the County, the acts or omissions of the MAC, or the positions, statements, votes, actions, or omissions of members of the MAC.

Members of the Audience

Audience members are prohibited from engaging in audible displays such as shouting, yelling, whistling, foot stomping, clapping, booing, hissing, and cheering in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting. Any person who becomes disruptive while in the audience shall be called to order by the Chair and, if such conduct continues, may, at the discretion of the Chair, be ordered removed from the premises during that meeting.

Signs, placards, or posters shall not be brought into the meeting room if the presence of such an item disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting. The Chair may direct that all signs, placards, and posters be placed in the back of the meeting room where they will still be visible by members of the MAC but will not block or otherwise obstruct the view or participation of other members of the public attending the meeting.

Maintaining Order and Decorum

1. The Chair shall be responsible for maintaining the order and decorum at public meetings and uniformly enforcing the provisions of this policy.
2. In the event any person violates a provision of this policy in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting, the Chair may order that person to cease the offending conduct.
3. If any person continues to violate the provision in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting following an order from the Chair to cease the offending conduct, the Chair may order that person to leave the meeting.
4. If any person refuses to leave the meeting following an order from the Chair to do so, the Chair may order any law enforcement officer on duty to remove that person from the meeting.
5. Any person removed from the meeting shall be excluded from further attendance at the meeting from which the person has been removed unless permission to attend has been granted by the presiding officer or by majority vote of the MAC.

MAC Training Requirements

MAC members should be trained in meeting operating procedures, the Brown Act, and County policies. Training provides MAC members with resources and knowledge to operate efficiently and effectively. When offered, MAC members are expected to attend any relevant training by County Counsel or other County staff related to the scope, operations, and applicable law for MAC meetings. MAC members should receive an orientation on MAC member duties and responsibilities by Supervisorial District and/or County staff before their first meeting.

1. If applicable, within three months of appointment, each MAC member shall complete the prescribed training on compliance with conflict of interest, Form 700, and shall certify that he or she has completed such training. Training certificates and compliance shall be maintained by the Clerk of the Board of Supervisors.

Administrative Support of MACs

To ensure effectiveness, all MACs need some level of administrative support services provided by the responsible supervisorial district staff.

Supervisorial District Staff Shall:

1. Identify and manage the securing and setup of a location for MAC meetings.
2. Annually develop a draft calendar for the consideration and approval by the MAC.
3. Develop an optional draft agenda that is shared with the public no fewer than three days prior to the finalization of the agenda to allow time for community preparation and participation.
4. Develop agenda packages complete with the draft minutes created by the MAC-appointed Secretary or Executive Officer and any other materials planned to be presented.
5. In adherence to the Brown Act, posting the agenda at the location of the meeting no later than 72 hours prior to the meeting.
6. Post the agenda on the corresponding MAC website.
7. E-mail the agenda package to the e-mail list for the MAC.
8. Maintain the MAC website.
9. Prepare responses to inquiries made during public comment.
10. Prepare responses to requests from MAC members.

Advisement on County Service Areas and Other Taxation Districts

The designated area of MACs may coincide with funding districts such as County Service Areas. A MAC may review and provide advisory recommendations concerning the financing and operation of such areas. Where a separate board or entity exists to manage a taxation district, the MAC shall give deference to that entity for all official advisement matters.

MAC External Communications and Representations

In accordance with Government Code section 31010, MACs, where optionally established, advise the Board of Supervisors on such matters that relate to their designated area. In Ventura County, MACs advise their representative District Supervisor on items of import. Accordingly, it is understood that the Board of Supervisors is the final decision-making authority with respect to issues concerning the community and that the MAC shall serve solely in an advisory capacity.

Policies Regarding External Communication and Representations

1. Except when expressly authorized by the majority of the Board of Supervisors, the MAC and its individual members acting on behalf of the MAC, may not represent the community to any

- federal, state, other county, city, special district or school district, agency or commission, or any other organization on any matter concerning the community.
2. Should a MAC member wish to opine on any matter that has not been expressly authorized by the MAC or the Ventura County Municipal Advisory Council Policies, they must indicate that while they are a member of the MAC, their opinion does not reflect the official opinion of the MAC or the County of Ventura.
 3. The MAC may not, as a body, take positions on candidates for any public office.
 4. Any letterhead or printed material from the MAC should identify the MAC as an advisory body to their representative Supervisor, and the contact information for the District Supervisor should be included.

MAC Annual Reports, Including Work Plans

Each MAC shall create an annual report regarding MAC activities, accomplishments, membership attendance, records of required training, and a proposed Work Plan or objectives for the following year.

1. Before the last MAC meeting of the calendar year, the MAC shall review and provide feedback on a draft of their annual report and work plan for the following year created by the Chair and Vice Chair.
2. At the last MAC meeting of the calendar year, the MAC shall finalize their annual report and work plan for submission to the representative District Supervisor.
3. Failure to submit an annual report and work plan may result in consideration of MAC dissolution.

MAC Boundaries

Municipal Advisory Council boundaries are required to be within the unincorporated area of Ventura County and within the commonly accepted known area that could have impact on the designated area of the MAC. The designated area will be defined by an official map that accompanies the Board of Supervisors resolution forming the MAC. The resolution of the MAC shall explicitly define the precincts and/or specific parcel numbers for the designated area of the MAC.

When an unincorporated community of interest is adjacent to industrial areas or facilities (e.g., refineries, power plants, gas fields) that are also in the unincorporated area, these industrial areas or facilities should be included in the MAC boundaries if there are known or anticipated matters of public health, safety, welfare, public works, and/or planning. When an unincorporated community of interest is adjacent to government-owned lands (e.g., airports, special district lands, transitional military bases, etc.) that are also in the unincorporated area, these government owned lands should be included in the MAC boundaries only if there are known or anticipated matters of public health, safety, welfare, public works, and/or planning.

From time to time, MAC boundaries may be updated by review and advisement approval by the MAC and consideration and approval by the Board of Supervisors. The Board of Supervisors is the sole authority for the ultimate determination of MAC boundaries. Any action to update the MAC

boundaries must comply with the resolution and mapping requirements of Government Code section 31010.

Should a MAC's boundaries incorporate more than one Supervisorial District, please refer to the Board Member MAC Assignment section of the Ventura County Municipal Advisory Council Policies.

Termination of a MAC

The Board of Supervisors may, at its sole discretion, take action to terminate and dissolve a Municipal Advisory Council at a regular meeting of the Board of Supervisors. Such termination will be effective after giving 30 days written notice to the MAC after the Board's action at a regular Board meeting.

April 4, 2024

Planning Commission Hearing

**Non-Coastal Zoning Ordinance Amendments
for Accessory Dwelling Units and Junior
Accessory Dwelling Units (PL24-0014)**

**Resource Management Agency, Planning Division
Ruchita Kadakia, Manager,
Housing and State Mandates**



Intent for Today's Presentation

1. Background
2. Proposed Amendments to the Non-Coastal Zoning Ordinance
3. CEQA Exemption and Findings
4. Public Outreach and Comments
5. Recommended Actions





Background

2021 -2029 Housing Element Sites Inventory (6th Cycle RHNA)

ADUs and JADUs:

- ~44% of overall RHNA
- Consist of almost half of all low-income units

ADU/JADU Progress:

- 2021-22 : 108 units
- 2023 : 170 units
- Total : 278 units (50%)**

TABLE 5-41
HOUSING INVENTORY SUMMARY
FOR LOWER, MODERATE, AND ABOVE MODERATE-INCOME CATEGORIES

	Lower Income (less than 80% of median)	Moderate Income (80-120% of median)	Above-Moderate Income (greater than 120% of median)	TOTAL
RHD Zoned Sites	220	-	30	250
ADUs and JADUs	258	235	67	560
Farmworker and Animal Caretaker Dwelling Units	8	-	-	8
Approved Residential Projects				
CSUCI University Glen Phase 2	170	310	120	600
Somis Ranch Farmworker Housing Complex ³³	200	-	-	200
Rancho Sierra Supportive Housing	50	-	-	50
Reider Tract (Piru)	5	44	-	49
Finch Tract (Piru)	-	113	62	175
Vacant Sites in Existing Communities				
Camarillo Heights/Las Posas Estates	-	-	51	51
Bell Canyon	-	-	62	62
Santa Rosa Valley	-	-	12	12
Lake Sherwood	-	-	76	76
Total	911	702	490	2,093
2021-2029 RHNA Target	544	250	468	1,262
Surplus (percent of RHNA)	367 (67%)	452 (181%)	12 (3%)	831 (66%)

Purpose of Amendment to ADU/JADU Regulations

February 7, 2023: Ord. No 4615 Adopted by Board of Supervisors

April 5, 2023: Ordinance Submitted to HCD for certification

September 5, 2023: Response received from HCD

- Included 10 revisions

September 28, 2023: County response to HCD

October 11, 2023: Meeting with HCD

- Provided an overview of Ordinance structure
- HCD agreed that only four (4) revisions need to be included in revised ordinance



Proposed Amendments to the Non-Coastal Zoning Ordinance (Article 7)

ADU Definition (Sec. 8102-0)

Dwelling Unit, Accessory (ADU) -

An attached or a detached residential dwelling unit, or a unit within the existing space of a primary dwelling unit, which provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary dwelling. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same lot as the proposed or existing single-family or multifamily dwelling. An accessory dwelling unit also includes the following:

- (a) An efficiency unit, as defined in section 179581 of the Health and Safety Code; and
- (b) A manufactured home, as defined in section 18007 of the Health and Safety Code.

Governed by Government Code 65852.2

Junior Accessory Dwelling Units (Sec. 8107-1.7.6)

Dwelling Unit Junior Accessory (JADU) –

A dwelling unit that is no more than 500 square feet in size and contained entirely within an existing or proposed single-family dwelling. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure.

Governed by Government Code 65852.22

Proposed Amendments (Section 8107-1.7 – ADUs and JADUs)

8107-1.7.1: Purpose

8107-1.7.2: Definitions (specific to this Section)

8107-1.7.3: Types of ADUs

8107-1.7.4: ADUs allowed with a Building Permit
(Building Permit ADUs)

8107-1.7.5: Development Standards for ADUs Not Authorized
under Section 8107-1.7.4 (ADUs allowed by Zoning Clearance)

8107-1.7.6: JADU requirements

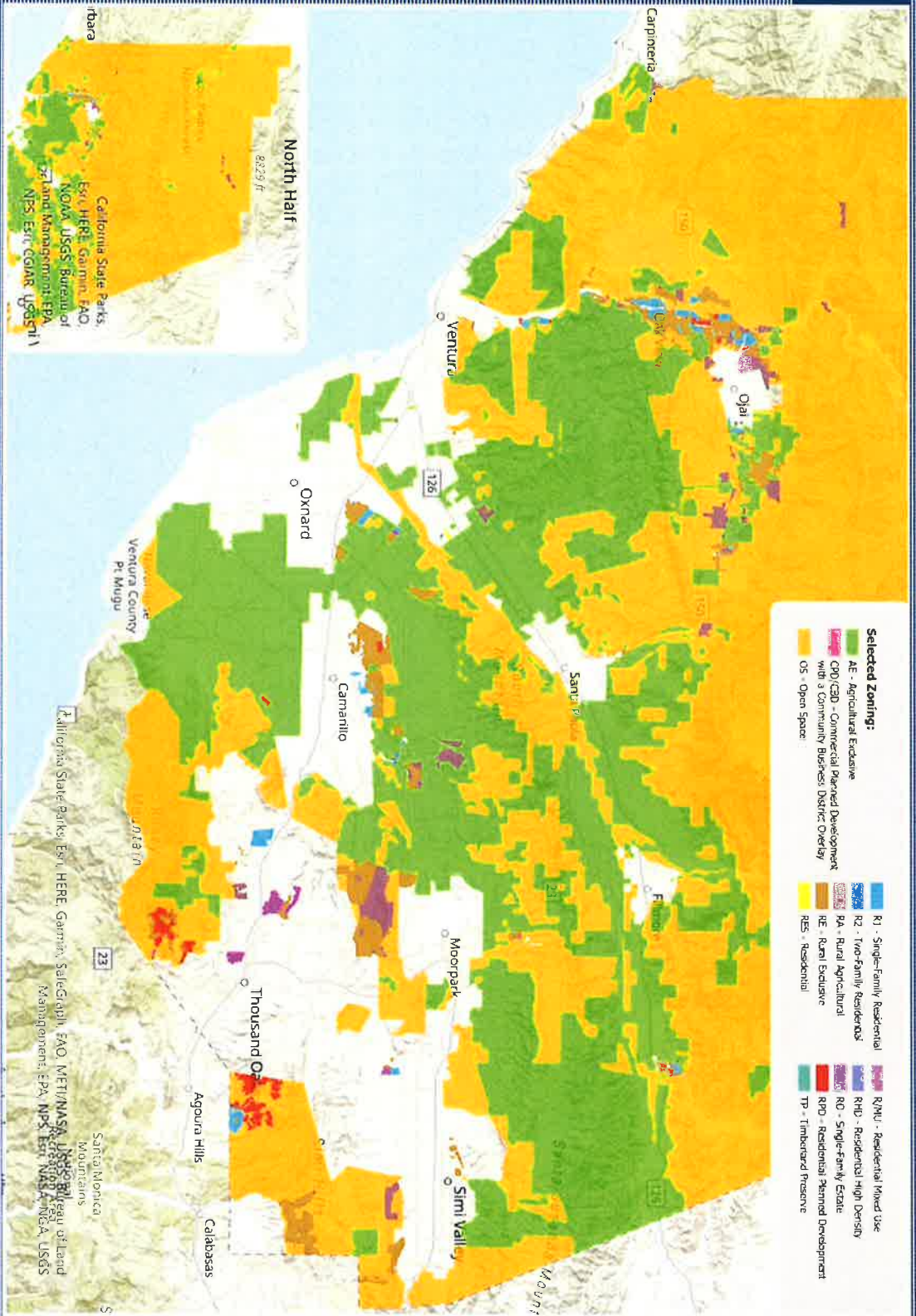
8107-1.7.7: Application Processing and General Requirements

ADUs Allowed by Permit and Zone

TYPE OF ADU	ZONING CLASSIFICATION												
	R1	R2	RES	RFD	RMD	RHD	RA	RE	RO	CPD/ CBD	OS	AE	TP
Building Permit ADUs (8107-1.7.4) Within Space of Single-Family Dwellings and Accessory Structures (Sec. 8107-1.7.4(a)) New Detached ADU with an Existing or Proposed Single-Family Dwelling (Sec. 8107-1.7.4(b)) ADUs in Existing Multifamily Dwelling Structures (Sec. 8107-1.7.4(c)) Detached ADUs with Existing Multifamily Dwelling (Sec. 8107-1.7.4(d))	BP	BP	BP	BP	BP	X	BP	BP	BP	BP	X	X	X
	BP	BP	BP	BP	BP	X	BP	BP	BP	BP	X	X	X
	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	X	X	X
	BP	BP	BP	BP	BP	BP	BP	BP	BP	BP	X	X	X
All other ADUs not authorized under Sec. 8107-1.7.4(c) through (d) (Sec. 8107-1.7.5)	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC
	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC	ZC
ADUs (can be combined with an attached or detached ADU) in a single-family dwelling (Sec. 8107-1.7.6)	BP	BP	BP	BP	BP	X	BP	BP	BP	X	X	X	X
	BP	BP	BP	BP	BP	X	BP	BP	BP	X	X	X	X
BP - Building Permit Only				ZC - Zone Clearance				X - Not Allowed					
													10

Location of Allowable

Zones for ADUs and JADUs



Summary of Proposed Amendments

1. **HCD recommended revisions** (Sections 8107-1.7.4 and 1.7.6)
2. **Revisions to incorporate new state legislation** (AB 976 and AB 1033)
3. **Staff recommended Revisions for Consistency and Clarification**
(Sections 8107-1.7.5 and 1.7.7)





Revisions to Number of ADUs on residential/mixed-use lots (Sec. 8107-1.7.4(a) and (b))



1. HCD recommended revision

- Allow 2 ADUs with a Building Permit on residential and mixed-use lots with an existing or proposed single family dwelling

2. Staff recommended revision for consistency

- Allow 2 ADUs on all residential and mixed-use zones, if they meet criteria

	Building Permit ADUs (Sec. 8107-1.7.4)	Zoning Clearance ADUs (Sec. 8107-1.7.5)
(a) Within Space of Single-Family Dwelling and Accessory Structure (Conversion)		
(b) New Detached ADU		

What is being revised?

Example:

Parcel zoned RA

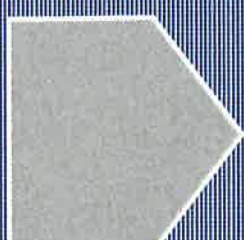
Lot size: 2 acres

Existing single-family dwelling on lot

Options Available with Current Ordinance



A. Conversion ADU



B. Detached ADU

Building Permit
ADUs (8107-1.7.4)

Zoning Clearance
ADUs (8107-1.7.5)

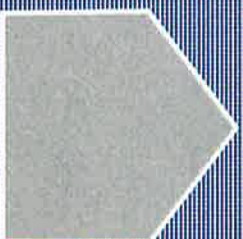
Pick **One** ADU option from

A, B, C, or D

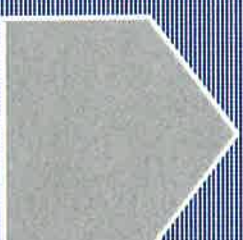


One JADU

(Per 8107-1.7.6)



C. Attached ADU



D. Larger Detached ADU

What is being revised?

Example:

Parcel zoned RA,

Lot size: 2 acres

Existing single-family dwelling on lot

Can build **Two ADUs** on the lot from

following options:

A and B (both with BP), or

A and C or D (one BP, one ZC), or

B and C (one BP, one ZC)

+ **One JADU**
(Per 8107-1.7.4)

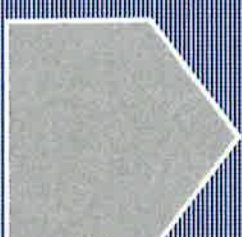
BP = Building Permit

ZC = Zone Clearance

Options Available with **Proposed** Ordinance

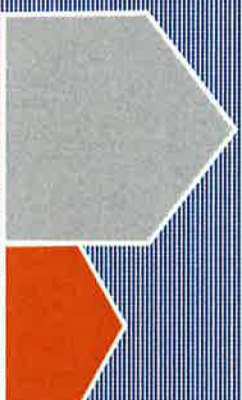


A. Conversion ADU



B. Detached ADU

Building Permit
ADUs (8107-1.7.4)



C. Attached ADU

OR



D. Larger Detached ADU

Zoning Clearance
ADUs (8107-1.7.5)

Example 1: Residential or Mixed-Use Parcel with existing SFD+ADU

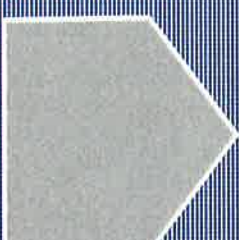
Example 1:

Parcel zoned RA, Lot size 2 acres
Existing single-family dwelling on lot
Existing Detached ADU = 1,200 sq. ft.
(Per 1.7.5)

Options Available with Proposed Ordinance



A. Conversion ADU



B. Detached ADU



Building Permit
ADUs (8107-1.7.4)

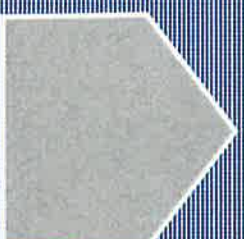
Can build one more ADU:

A. Conversion ADU

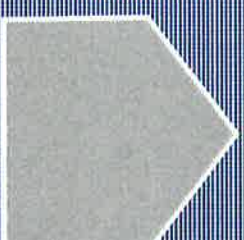


One JADU

(Per 8107-1.7.6)



C. Attached ADU



 D. Larger Detached ADU

Zoning Clearance
ADUs (8107-1.7.5)

Example 2: Open Space Parcel with existing SFD+ADU

Example 2:

Parcel zoned OS, Lot size: 20 acres
Existing single-family dwelling on lot
Existing Detached ADU = 1,800 sq. ft.
(Per 1.7.5)

Options Available with Proposed Ordinance



A. Conversion ADU



B. Detached ADU

Building Permit
ADUs (8107-1.7.4)

Zoning Clearance
ADUs (8107-1.7.5)

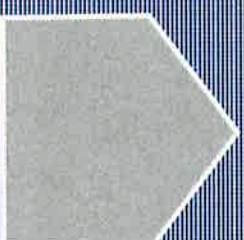
Cannot build any more ADUs

OS, AE and TP are not residential or
mixed-use zones

No JADU allowed



C. Attached ADU



D. Larger Detached ADU

HCD Revisions to Detached ADUs on multifamily lots (Sec. 8107-1.7.4(d)(5))

- Detached ADUs on lots with an existing or proposed multifamily dwelling
 - **Must be detached from the primary structure;**
 - **Can be attached to each other; and**
 - **Can be attached to accessory structures**

HCD Revisions to JADUs (Sec. 8107-1.7.6)

- Allowable zones for JADUs:
 - R1, R2, RES, ~~RFD~~, RA, RL, or RO
- One JADU is allowed on a lot with multiple detached single-family dwellings
 - HCD Handbook revision anticipated in 2024 to reflect this change

Lot with Two Single-Family Dwellings



Other Revisions

- Incorporate new state law provisions, effective January 1, 2024
 - AB 976
 - AB 1033
- Minor revisions for consistency and clarifications



CEQA Exemption and Ordinance Amendment Findings

CEQA Exemption

The Proposed Ordinance (**Exhibit 5**) is exempt from CEQA review pursuant to Public Resources Code section 21080.17, which provides, in pertinent part, that CEQA does not apply to the adoption of an ordinance to implement the provisions of Government Code section 65852.2.

NCZO Amendment Findings

Pursuant to NCZO Section 8115-0, the proposed NCZO Amendment to Article 7 (**Exhibit 5**):

- **Would not be detrimental to the public health, safety or general welfare;**
- **Represents good zoning practice; and**
- **Is consistent with the Yemura County General Plan**



Public Outreach and Public Comments Received

Public Information

- Updates to websites providing most recent information
- Legal Notice published in VC Star and Vida
- Email to Interested parties list
- ADU Homeowner Tools guidebook in progress

<https://www.org/en/essential-dwelling-unit-permits>
<https://www.org/en/essential-dwelling-unit-permits>

REGULATIONS FOR ADUS AND JADUS

Note: Zoning designations and their abbreviations used below refer to the following zones. See the **Non-Covered Zoning Ordinance** for all other requirements (excluding the zone).

Single-Family Detached (SF1)	Residential Medium-Density (RM2)
Two-Family Residential (2F2)	Residential Single-Family (RS1)
Residential Medium-Density (RM2)	Residential Single-Family (RS1)
Residential Medium-Density (RM2)	Residential Single-Family (RS1)
Residential Medium-Density (RM2)	Residential Single-Family (RS1)
Residential Medium-Density (RM2)	Residential Single-Family (RS1)
Residential Medium-Density (RM2)	Residential Single-Family (RS1)
Residential Medium-Density (RM2)	Residential Single-Family (RS1)

A. ADUS and JADUS allowed with a Building Permit

The new state regulations allow for the development of an ADU or JADU to apply directly for a building permit, for **detached** or **attached** structures.

1. ADUS Within Scope of Single-Family Dwellings and Accessory Structures

One ADU and one JADU, either within a proposed or existing single-family dwelling, with existing access or created by converting existing space of a residential accessory structure. Structures must comply with building and fire codes, and all existing setbacks and height limitations.

Zones allowed: R1, R2, RS1, RFD, RAU, RA, RE, R0 Zones, or Commercial Planned Development within a Community Enterprise District overlay zone (CPD-CED).



ADUs within Scope of Single-Family Dwellings and Accessory Structures

Standardized Floorplan Options

Three layouts are available to use for 1, 2, and 3-bedroom units. Click on the image for each option below to see the floor plan (with a furniture layout) and an illustrative rendering of that plan. Construction drawings for each option are available below the image.

The illustrative rendering directly represents the construction drawings reviewed and pre-approved by the Building and Safety Division. While you cannot change the size or location of features included in the plans (such as location of doors, air vents, plumbing connections, etc.), you can personalize the look of your unit by changing the appearance of some features! This includes paint, siding and other facade materials, trims and frames for doors and windows, outdoor light fixtures, etc. Please note that some of the changes in features may require approval from the Building and Safety Division.

You can also add a patio cover to any of these standardized plans as long as it meets the requirements in Building and Safety Handout 917.

Click on the images below for more details on each option.

		
1 Bedroom 700 sq. ft.	2 Bedroom 900 sq. ft.	3 Bedroom 1,188 sq. ft.
		
700 sq. ft. Construction drawings	900 sq. ft. Construction drawings	1,188 sq. ft. Construction drawings

Proposed Single-Family Dwelling

One ADU and one JADU, either within a proposed or existing single-family dwelling, with existing access or created by converting existing space of a residential accessory structure. Structures must comply with building and fire codes, and all existing setbacks and height limitations.

Zones allowed: R1, R2, RS1, RFD, RAU, RA, RE, R0 Zones, or Commercial Planned Development within a Community Enterprise District overlay zone (CPD-CED).

ADUs within Scope of Single-Family Dwellings and Accessory Structures



ADUs within Scope of Single-Family Dwellings and Accessory Structures



Recommended Actions

Recommended Actions

1. **CERTIFY** that your Commission has reviewed and considered this staff report and all exhibits hereto, and has considered all comments received during the public comment and hearing process;
2. **ADOPT** a Resolution (**Exhibit 3**) recommending that the Board of Supervisors take the following actions regarding the Proposed Ordinance:
 - a. **CERTIFY** that the Board of Supervisors has reviewed and considered the Board letter, the Planning Commission staff report and all exhibits thereto and has considered all comments received during the public comment and hearing process; and

Recommended Actions

- b. **FIND**, on the basis of the entire record and as set forth in Section B of the Planning Commission staff report, that the adoption of the Proposed Ordinance amending Article 7 of the Non-Coastal Zoning Ordinance to amend regulations for accessory dwelling units and junior accessory dwelling units consistent with Government Code Sections 65852.2 and 65952.22 (**Exhibit 5**) is exempt from CEQA review pursuant to Public Resources Code section 21080.17, which provides, in pertinent part, that CEQA does not apply to the adoption of an ordinance by a city or county to implement the provisions of Government Code section 65852.2; and
- c. **FIND** on the basis of the entire record and as set forth in Sections A, B, C and D of the Planning Commission staff report, that the Proposed Ordinance amending Article 7 of the Non-Coastal Zoning Ordinance (**Exhibit 5**) is consistent with the goals, policies and programs of the Ventura County General Plan and good planning practices and is in the interest of public health, safety and general welfare; and

Recommended Actions

- d. **ADOPT** the Proposed Ordinance amending Article 7 of the Non-Coastal Zoning Ordinance (**Exhibit 5**) and
- e. **SPECIFY** the Clerk of the Board of Supervisors at 800 S. Victoria Avenue, Ventura, CA 93009 as the custodian and location of the documents and materials that constitute the record of proceedings upon which these decisions are based.

The Board of Supervisors hearing for adoption of the Proposed Ordinance is tentatively scheduled for June 4, 2024



Questions?

Planning Commission Public Comments (Zoom) Comentarios Públicos de la Comisión de Planificación (Zoom)

CASE NUMBER PL24-0014

Agenda Item # **6A**

NÚMERO DE CASO PL24-0014

Punto del Orden del Día # **6A**

FOR PARTICIPANTS ON ZOOM

<https://ventura.org>:

https://www.ventura.org/zoom/register/VN_CDIS/EVEEQOKANZYRWCXSHAM/registration

PARA PARTICIPANTES EN ZOOM

<https://ventura.org>:

https://www.ventura.org/zoom/register/VN_CDIS/EVEEQOKANZYRWCXSHAM/registracion

Members of the public who wish to speak, please press the raise hand button on Zoom now and you will be connected at the appropriate time.

This is for agenda item # **6A**

Miembros del público que deseen hablar, presionen el botón de levantar la mano en Zoom ahora y se conectarán en el momento apropiado.

Esto es para el tema de la agenda # **6A**