



# Santa Cruz County Mobile and Manufactured Home Commission

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## MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: November 21, 2019  
LOCATION: Simpkins Family Swim Center, 979 17<sup>th</sup> Avenue, Santa Cruz, CA 95062  
PRESENT: Jean Brocklebank (*Vice Chair - 1<sup>st</sup> District*), Henry Cleveland (*Chair - 2<sup>nd</sup> District*), David Allenbaugh (*3<sup>rd</sup> District*), Rick Halterman (*5<sup>th</sup> District*), Charlene Garza (*WMA*)  
EXCUSED: Carol Lerno (*GSMOL*)  
STAFF: Ryan Thompson (*County Counsel*), Kaite McGrew (*Commissions Coordinator*)  
GUESTS: John Leopold (District 1 Supervisor), William Constantine, Esq., and 4 Community Members

1. Call to Order/Roll Call/Agenda Review  
Meeting was convened at 9:30 AM.
2. **Approve *September 18, 2019 Meeting Minutes***  
Motion/Second: Halterman/Brocklebank  
**Motion passed unanimously.**
3. Public Comment
4. CRLAF – Bay Federal Mobile Home Park Closure Study  
William Constantine, Esq., reported on the results of the study which indicated that California mobile home park owners have been closing parks before filing for development permits in an effort to circumvent conversion requirements that protect affordable housing.
5. New Business/Action Items
  - 5.1. Proposed Mobile Home Park Closure Ordinance Review  
Commission reviewed proposed ordinance designed to protect affordable housing stock and mobile and manufactured homeowners in the event of a park closure. Officers and Staff will draft a letter of recommendation to the Board of Supervisors in support of the proposed ordinance.  
**Motion to authorize a recommendation letter in support of the proposed ordinance**  
Motion/Second: Brocklebank/Halterman  
Ayes: Brocklebank, Cleveland, Allenbaugh and Halterman  
Nays: Garza  
**Motion passed.**
6. County Supervisor Report  
Leopold reported on a new family health care center in Live Oak providing affordable health care for low-income families, including a new Dientes facility.
7. Commissioner Reports  
Brocklebank read the Jan Beautz Award Letter to former Commissioner Mardi Brick commending her for her contributions to the mobile and manufactured home community. The letter and award certificate will be presented to her in her home on November 23, 2019.

- 7.1. 5<sup>th</sup> District Report: No Report
- 7.2. 3<sup>rd</sup> District Report:  
Allenbaugh reported that retaining wall improvements are ongoing, as well as solar panel installation and the addition of drought-resistant landscaping. The proposed development at the corner of Bay Street and Westcliff Drive is still being contested.
- 7.3. Western Manufactured Housing Communities Association (WMA) Report:  
Garza distributed a summary of 2020 industry legislation. Murphy Bank, a new lender for mobile home properties, is working to resolve supplemental property tax issues. WMA continues to work on proposed revisions for the Mobilehome Residency Law (MRLA).
- 7.4. Golden State Manufactured Homeowner's League (GSMOL) Report: No Report
- 7.5. 1<sup>st</sup> District Report  
Brocklebank reported that the Pleasure Point petition hearing was decided in favor of the residents, although there may yet be an appeal.
- 7.6. 2<sup>nd</sup> District Report  
Cleveland suggested that the Commission invite a representative from the *Santa Cruz County Realtors Association* to present on mobile home ownership transfers. The HCD's *Mobile Home Registration Tax and Fee Waiver Program* has been extended through December 2020 and Cleveland is coordinating a mobile registration event in early 2020. Garza reports that there have been changes to the program for 2020, including disallowing park owners from receiving amnesty when they purchase units in their parks.
8. Central Coast Resident-Owned Parks Report  
Cleveland reported that Spring Lake has a project management firm redesigning their water system. The firm also handles reserves and maintenance manuals.
9. Legislative Report  
Halterman reported on the following bills of interest to the mobile home community:
  - *AB-3066* implementation planning of continues. Policies are expected to be available for review on the website in early 2020.
  - *AB-1482 Statewide Rent Control Bill* excludes mobile home parks.
  - *SB-50 "MORE Homes Act"*: Consideration of the two-year zoning bill has been postponed until 2020. The bill addresses the housing crisis by increasing density in cities and counties. The Board of Supervisors will be conducting study session in January to review new housing legislation that has passed committee. An environmental review is in progress and new data is expected. Leopold emphasized that greater density does not always indicate greater availability of affordable housing.
10. County Counsel Report:  
Thompson reported on the following legal queries:
  - *Capital Improvement Pass-through Cost limits (13.32.030(D)(H))*: The aggregate amount of all pass-throughs cannot exceed 10% of the monthly rent unless agreed to by the residents of 50% plus 1 of the mobile home spaces. The cost pass-through of a single capital improvement cannot exceed 5% of the monthly rent unless agreed to by residents of 50% plus 1 of the mobile home spaces.

- *Fair Rate of Return on Capital Improvements:* The code states a 120-month amortization period but uses a 12-month amortization period in the sample calculations. County Counsel indicated that whether the park owner distributes the pass-through cost over a 12-month or a 120-month period, the amount collected by the end of the amortization period should be no more than 12% of the cost that was not passed through to residents. Thompson will review whether past fees charged erroneously can be recouped.

11. County Supervisor Report: No Report

12. Staff Report

Staff reported on the following items:

- The Space Fee recommendation was accepted by the Board of Supervisors.
- Additional detail on space fee fund expenditures will be distributed via email.
- A resident of Old Mill Mobile Home Park was referred to Senior Legal Services regarding a general rent increase which may not be using the correct base rent year.
- New EEO Officer, Mitsuno Baurmeister, started with the County on September 30<sup>th</sup> and will attend the January meeting.
- A new, abbreviated Commission URL ([www.sccmmhc.org](http://www.sccmmhc.org)) was set up and business cards with QR codes were distributed to facilitate community outreach efforts.
- Two Hearing Officers have current contracts and a third is in the process of renewing. Staff is in communication with the CAO's office to address the matter.
- July 2020 meeting will be in a different Simpkins Community Room and the November 2020 meeting will be in a different ADA-accessible facility. The Sheriff's Community Room or the Capitola City Council Chambers are both being considered.

13. Correspondence: None

14. Adjournment

Meeting was adjourned at 10:45 AM.

Submitted by: Kaite McGrew, *Commissions Coordinator*