



# *City Council Agenda*

City of Campbell, 70 N. First St., Campbell, California

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**NOTE:** To protect our constituents, City officials, and City staff, the City requests all members of the public follow the guidance of the California Department of Health Services', and the County of Santa Clara Health Officer Order, to help control the spread of COVID-19. Additional information regarding COVID-19 is available on the City's website at [www.campbellca.gov](http://www.campbellca.gov).

This Study Session and Regular City Council meeting will be conducted via telecommunication and is compliant with provisions of the Brown Act and Executive Order N-29-20 issued by the Governor.

The following Councilmembers of the Campbell City Council are listed to permit them to appear electronically or telephonically at the Study Session/Regular City Council meeting on September 1, 2020: Councilmember Rich Waterman, Councilmember Anne Bybee, Councilmember Paul Resnikoff, Vice Mayor Elizabeth "Liz" Gibbons, and Mayor Susan M. Landry.

Members of the public will not be able to attend meetings at the Campbell City Council Chamber physically. The City Council meeting will be live-streamed on Channel 26, the City's website, and YouTube (<https://www.youtube.com/user/CityofCampbell>).

Those members of the public wishing to participate are asked to register in advance at: [https://us02web.zoom.us/webinar/register/WN\\_dYX0yvqpQSmh1dDB9SxIFQ](https://us02web.zoom.us/webinar/register/WN_dYX0yvqpQSmh1dDB9SxIFQ)

After registering, you will receive a confirmation email containing information about joining the meeting.

Public comment for the City Council meetings will be accepted via email at [ClerksOffice@campbellca.gov](mailto:ClerksOffice@campbellca.gov) prior to the start of the meeting. Written comments will be posted on the website and distributed to the Council. If you choose to email your comments, please indicate in the subject line "FOR PUBLIC COMMENT" and indicate the item number.

## **CAMPBELL CITY COUNCIL STUDY SESSION**

**Tuesday, September 1, 2020 – 5:30 p.m.**

**City Hall – 70 N. First Street**

**NOTE:** No action may be taken on a matter under Study Session other than direction to staff to further review or prepare a report. Any proposed action regarding items on a Study Session must be agendaized for a future Regular or Special City Council meeting.

## **CALL TO ORDER**

## **ROLL CALL**

## **PUBLIC COMMENT**

Those members of the public wishing to participate are asked to register in advance at: [https://us02web.zoom.us/webinar/register/WN\\_dYX0yvqpQSmh1dDB9SxIFQ](https://us02web.zoom.us/webinar/register/WN_dYX0yvqpQSmh1dDB9SxIFQ) After registering, you will receive a confirmation email containing information about joining the meeting. Speakers may be allotted up to two (2) minutes.

## **AGENDA ITEMS**

1. **City Council Study Session to Consider the Administrative Draft General Plan**  
Recommended Action: Conduct the study session.

## **ADJOURN**

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## **REGULAR MEETING OF THE CAMPBELL CITY COUNCIL**

Tuesday, September 1, 2020 7:30 p.m.

City Hall – 70 N. First Street

## **CALL TO ORDER**

## **ROLL CALL**

## **PLEDGE OF ALLEGIANCE**

## **SPECIAL PRESENTATIONS AND PROCLAMATIONS**

## **COMMUNICATIONS AND PETITIONS**

## **ORAL REQUESTS**

NOTE: This portion of the meeting is reserved for persons wishing to address the City Council on any matter not on the agenda. Those members of the public wishing to participate are asked to register in advance at

[https://us02web.zoom.us/webinar/register/WN\\_dYX0yvqpQSmh1dDB9SxIFQ](https://us02web.zoom.us/webinar/register/WN_dYX0yvqpQSmh1dDB9SxIFQ) After registering, you will receive a confirmation email containing information about joining the meeting. Speakers may be allotted up to two (2) minutes. The law generally prohibits the Council from discussion or taking action on such items. However, the Council may instruct staff accordingly regarding Oral Requests.

## **COUNCIL ANNOUNCEMENTS**

## **CONSENT CALENDAR**

NOTE: All matters listed under consent calendar are considered by the City Council to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a request is made by a member of City Council, City staff, or a member of the public. Any person wishing to speak on any item on the consent calendar should ask to have the item removed from the consent calendar prior to the time the Council votes to approve. If removed, the item will be discussed in the order in which it appears.

1. **Minutes of City Council Regular Meeting of August 18, 2020**

Recommended Action: Approve the regular meeting minutes of August 18, 2020.

2. **Minutes of City Council Executive Session Meeting of August 19, 2020**

Recommended Action: Approve the executive session meeting minutes of August 19, 2020.

3. **Approving Bills and Claims**

Recommended Action: Approve the bills and claims in the amount of \$2,600,410.73.

4. **Approval and Authorization to Purchase a National Incident Based Reporting System (NIBRS) Module to Allow for Statistical Reporting to the FBI in Compliance with New Federal Mandates (Resolution/Roll Call Vote)**

Recommended Action: That the City Council adopt a resolution authorizing the Chief of Police to execute a purchase agreement for the National Incident Based Reporting System (NIBRS) module from our current records management system (RMS) vendor, Central Square.

5. **Destruction of Certain City Records (Resolution/Roll Call Vote)**

Recommended Action: That the City Council adopt a resolution authorizing the destruction of certain City records pursuant to the California Government Code Section 34090.

6. **Second Reading of Ordinance 2266 Amending Title 21 and Title 5 of Campbell Municipal Code (Ordinance/Roll Call Vote)**

Recommended Action: That the City Council approve the second reading and adopt Ordinance 2266 to amend Title 21 and Title 5 of the Campbell Municipal Code.

7. **Reopen the Recruitment for the Bicycle and Pedestrian Advisory Committee and Extend the Application Deadline**

Recommended Action: It is recommended that the City Council approve reopening the recruitment for the Bicycle and Pedestrian Advisory Committee and extend the application deadline until a sufficient number of applications has been received.

8. **Acceptance of Donation from Sean' S K9s**

Recommended Action: That the City Council accept the donation of a police K9 from Sean's K9s for the Campbell Police Department.

**PUBLIC HEARINGS AND INTRODUCTION OF ORDINANCES**

**NOTE:** Members of the public may be allotted up to two (2) minutes to comment on any public hearing item. Applicants/Appellants and their representatives may be allotted up to a total of five (5) minutes for opening statements and up to a total of three (3) minutes maximum for closing statements. Items requested/recommended for continuance are subject to Council's consent at the meeting.

9. **Public Hearing to Consider a City-Initiated Text Amendment Amending the**

**Campbell Municipal Code by Adding Chapter 8.42 "Graffiti Abatement", to Title 8 "Public Peace, Safety and Morals", and Amending 6.10.020 "Nuisance Violations" (Ordinance/Roll Call Vote)**

Recommended Action: That the City Council take first reading and introduce an Ordinance adding Chapter 8.42 "Graffiti Abatement", to Title 8 "Public Peace, Safety and Morals", of the Campbell Municipal Code and amend section 6.10.020 "Nuisance Abatement."

**UNFINISHED BUSINESS**

10. **Receive an Update on the Status of the Campbell Avenue Street Closure and Adopt a Resolution Authorizing the Establishment of Parklets Within Downtown Campbell Necessary to Allow Expanded Outdoor Dining for Six Months (Resolution/Roll Call Vote)**

Recommended Action: Adopt a Resolution authorizing the establishment of parklets within Downtown Campbell necessary to allow expanded outdoor dining for six months.

**NEW BUSINESS**

11. **Santa Clara County Planning Collaborative - Update and Ongoing Participation**

Recommended Action: That the City Council take the following action(s): Decline the funding request for continued participation in the Planning Collaborative.

12. **Consider Funding Agreement with County of Santa Clara for Isolation and Quarantine Program**

Recommended Action: It is recommended that the City Council consider entering into an agreement with the County of Santa Clara for the administration and execution of a countywide isolation and quarantine support program.

13. **Designation of Voting Delegate and Alternate for 2020 League of California Cities Annual Conference**

Recommended Action: That the City Council designate a Voting Delegate and Alternate(s) for the League of California Cities Annual Conference General Business Meeting to be held on October 9, 2020.

**COUNCIL COMMITTEE REPORTS**

14. **Approve Appointments to Civic Improvement Commission**

Recommended Action: It is recommended that the City Council approve the recommendation of the Advisory Commissioner Appointment Interview Subcommittee regarding appointments to the Civic Improvement Commission for two four-year terms expiring August 2024.

15. **Council Committee Reports**

Recommended Action: Report on committee assignments and general

comments.

## **ADJOURN**

**IMPORTANT NOTICE:** Materials related to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection with the agenda packet in the lobby of City Clerk's Office, 70 N. First Street, Campbell, CA 95008, during normal business hours. These materials will also be available on the City website at <https://www.ci.campbell.ca.us/agendacenter> with the agenda packet following the last item of the agenda, subject to staff's ability to post the documents prior to the meeting. All documents not posted prior to the meeting will be posted the next business day.

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council meeting, please contact the City Clerk's office at 408-866-2117.



*City  
Council  
Report*

Item: SS.1

Meeting Date: September 1, 2020

**TITLE: City Council Study Session to Consider the Administrative Draft General Plan**

**RECOMMENDED ACTION**

Conduct the study session.

**BACKGROUND**

The Draft General Plan was completed on May 26, 2020 and distributed to the City Council and General Plan Advisory Committee (GPAC). It was also placed within the City's dedicated website for public review. On July 8, 2020, the GPAC conducted their last scheduled meeting to review and comment on the draft document.

**DISCUSSION**

The study session will include a discussion between the City Council and GPAC on the status of the Draft General Plan document. Several questions will be asked of the GPAC in order to obtain an informed understanding of the GPAC's satisfaction of the draft document (Attachment A). Also included with this report is the preferred land use map (Attachment B), with only the parcels that are proposed to change in designation being highlighted.

Prepared by:

Brian Loventhal, City Manager

**Attachment:**

- a. Administrative Draft General Plan Questions for GPAC
- b. Preferred Land Use Map

# MEMORANDUM



## CITY OF CAMPBELL City Manager's Office

**To:** Mike Bangs  
Chris Bracher  
Barry Shilman  
Gerry Uenaka  
Jim Moffett  
Sheldon Ah Sing  
Navneet Rao  
Vikki Essert

**Date:** August 25, 2020

**From:** Brian Loventhal, City Manager

**Subject:** Administrative Draft General Plan

The City Council will be conducting a virtual Study Session at 5:30 pm on Tuesday, September 1 related to the Administrative Draft General Plan (Plan). You are encouraged to attend and participate in the ZOOM meeting. A link to the meeting will be provided to you via separate email.

The City Council has received the Plan for their consideration. However, prior to the Council's consideration of the Plan, the Council would like to hear from the GPAC members. Specifically, the City Council would like to hear what individual GPAC members think about the Plan.

In preparation for the meeting, the Mayor has posed the following questions for the GPAC to consider and provide their input at the Study Session:

1. Does the Plan reflect the Input of the GPAC?
2. Is it complete and ready for Council's consideration? If not, what issues remain to be discussed and resolved prior to Council's consideration?
3. Is there any additional information about the Plan you would like to share with the Council?

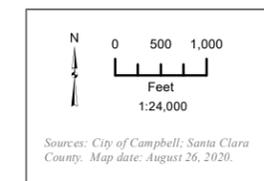
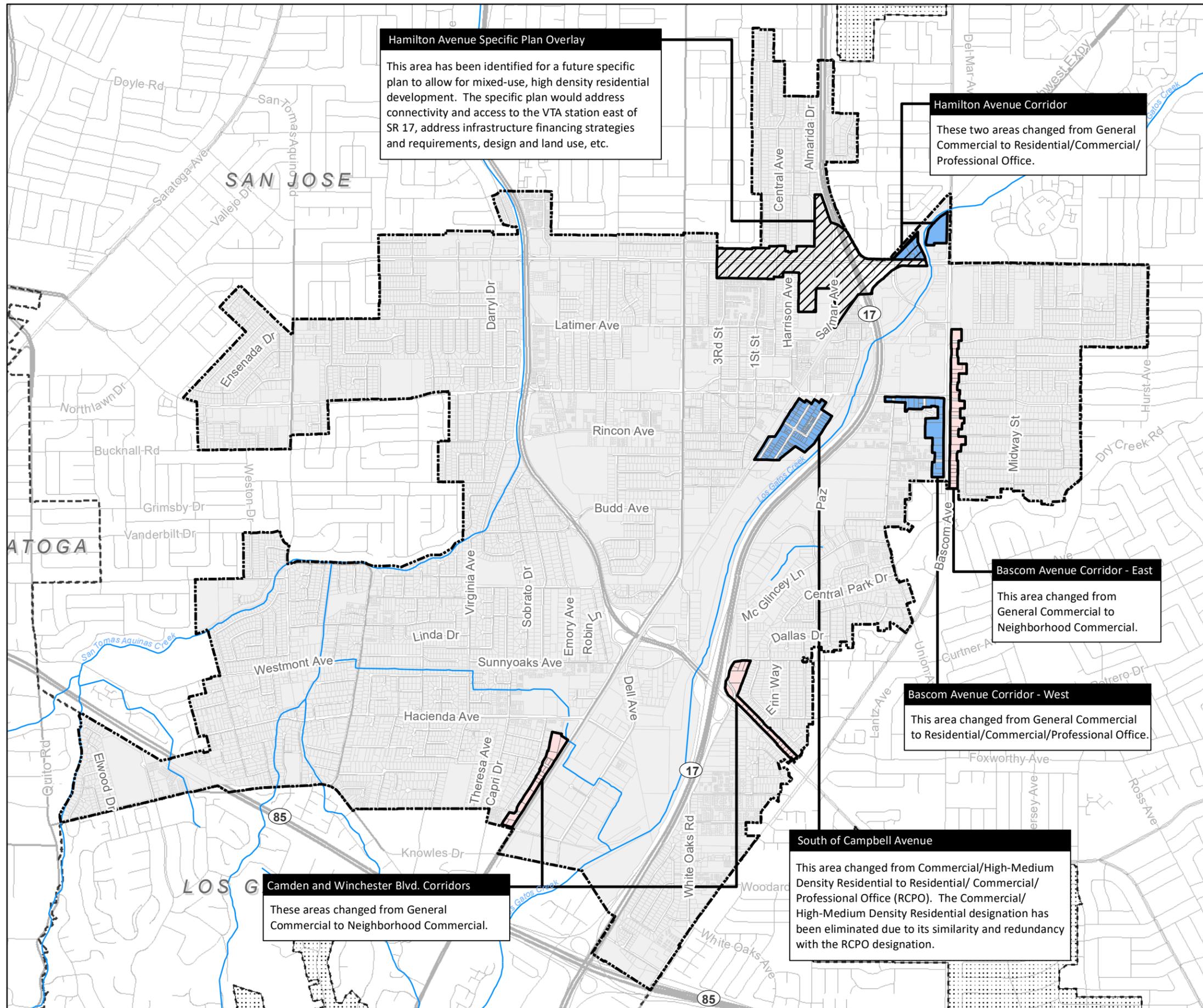
Each GPAC member will be provided 3-5 minutes to provide their insights at the meeting. It is also expected that the City Council may have additional questions of the GPAC members following their comments.

If you have any questions about the meeting please let me know. I can be reached at 408-866-2125 or by email at [brianl@campbellca.gov](mailto:brianl@campbellca.gov).

CITY OF CAMPBELL  
GENERAL PLAN UPDATE

Preferred Land Use Map  
Changed Areas

January 14, 2020



# CITY COUNCIL MINUTES

City of Campbell, 70 N. First St., Campbell, California



## CITY COUNCIL EXECUTIVE SESSION

Tuesday, August 18, 2020 – 6:45 p.m.

City Hall – 70 N. First Street

This City Council meeting was conducted pursuant to the Governor's Executive Order N-29-20.

- A. Personnel
- B. Litigation
- C. **Real Property** - Conference with Real Property Negotiators – Campbell Community Center, 1 West Campbell Avenue, Campbell CA 95008  
City Negotiator: City Manager, Brian Loventhal  
Negotiating Parties: Delphi Academy  
Under Negotiation: Lease
- D. **Labor Negotiations**

The City Council met in Executive Session to discuss Item C. City Attorney Bill Seligmann; City Manager Brian Loventhal; and Acting Director of Recreation and Community Services Natasha Bissell were in attendance via teleconference. Executive Session adjourned at 7:17 p.m.

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## REGULAR MEETING OF THE CAMPBELL CITY COUNCIL

Tuesday, August 18, 2020 7:30 p.m.

City Hall – 70 N. First Street

This City Council meeting was conducted pursuant to the Governor's Executive Order N-29-20.

This meeting was recorded and can be viewed in its entirety at [www.cityofcampbell.com/agendacenter](http://www.cityofcampbell.com/agendacenter).

### CALL TO ORDER

The City Council of the City of Campbell convened on the regularly scheduled day of August 18, 2020, via telecommunication.

Mayor Landry stated that the City Council meeting was conducted pursuant to provisions of the Brown Act and an Executive Order issued by the Governor to facilitate

teleconferencing to reduce the risk of COVID-19 transmission at public meetings.

### **ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Susan M. Landry	Mayor	Remote
Elizabeth 'Liz' Gibbons	Vice Mayor	Remote
Rich Waterman	Councilmember	Remote
Anne Bybee	Councilmember	Remote
Paul Resnikoff	Councilmember	Remote

### **PLEDGE OF ALLEGIANCE**

Mayor Landry led the Pledge of Allegiance.

### **SPECIAL PRESENTATIONS AND PROCLAMATIONS**

There were no special presentations and proclamations.

### **COMMUNICATIONS AND PETITIONS**

There were no communications and petitions.

### **ORAL REQUESTS**

There were no oral requests.

### **COUNCIL ANNOUNCEMENTS**

The City of Campbell continues to work closely with our partnering agencies to monitor how the coronavirus is impacting our communities. We are actively monitoring the information provided by the U.S. Centers for Disease Control and reviewing guidance provided by the County's Public Health Department. We continue to take proactive steps to prioritize the health and safety of our employees and community members. Our focus is to maintain essential services and keep you informed.

California is expanding "Friendship Line California" to support lonely and isolated older Californians across the state. "Friendship Line California" provides emotional support to older Californians facing loneliness, isolation and anxiety. "Friendship Line California" is a toll-free number at 1-888-670-1360.

If you need assistance finding food, paying household bills, seeking available resources or other essential services, please visit [211.org](http://211.org) or dial 211 from your phone. 211 is completely confidential and is accessible 24 hours a day, 7 days a week.

The Bay Area has seen record temperatures reach well over 100 degrees. During these critical times of "Sheltering in Place," it is important that you take the necessary

precautions including: drinking plenty of water, even if you don't feel thirsty; avoiding physical activity during the hottest time of the day from 10:00 a.m. to 3:00 p.m.; taking care to not leave people or pets in a closed, parked car; wearing light colored, loose fitting, or lightweight clothing; and checking on your furry friends to make sure they have enough water and that they are safe in the heat.

Should temperatures reach 95 degrees, the Campbell Community Center will open its cooling center. Capacity will be limited. Residents are required to maintain a physical distance of 6 feet from others, wear a face mask, and stay home if they are sick. For the safety of staff and other cooling center visitors, a simple health screen will be performed. For more information about the Campbell Community Center cooling center, please visit [Campbellca.gov](http://Campbellca.gov).

The Santa Clara County Aging Services Collaborative - Caregiver Team is proud to present the 10th Annual "Caregivers Count" Conference. The annual conference educates and supports families who are caring for elderly loved ones. This will be a virtual four-part series event from 10:00 a.m. to 12:00 p.m. on Sept. 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup> and Oct. 3<sup>rd</sup>. Topics include: Emotional Well-Being, Paying for Care, Technology Tools, Reducing Stress, and Dealing with Parents and Resistance. Free event registration is available at [caregiverscount.net](http://caregiverscount.net).

The City of Campbell has partnered with the County of Santa Clara to offer COVID-19 testing. Community testing is available at the Community Center's Orchard City Banquet Hall the first and third Thursday of each month thru September. Testing sites are not designated to test individuals with symptoms of COVID-19. For more information about testing requirements and testing sites, please visit [sccfreetest.org](http://sccfreetest.org).

The DMV is providing an automatic one-year extension to Californian's age 70 and older with a noncommercial driver license with an expiration date between March 1 and December 31, 2020. While the new extensions are automatic, drivers will not receive a new card or paper extension in the mail. For more information about this and other DMV services, please visit [dmv.ca.gov](http://dmv.ca.gov).

Clipper START is an 18-month pilot program initiated by Bay Area Transit agencies and the Metropolitan Transportation Commission, that uses the Clipper transit fare payment system to reduce the cost of transportation for adults with limited income. To learn more about Clipper START and apply online, visit [clipperstartcard.com](http://clipperstartcard.com).

Please continue to visit the city's website at [campbellca.gov](http://campbellca.gov) for up to date information on COVID-19, adjusted City services, cancelled events, Police Department services, the Campbell Community Center, and Business Resources.

## **CONSENT CALENDAR**

Mayor Landry asked if there was anyone who wished to pull an item off consent.

Vice Mayor Gibbons asked to pull items 10 and 11.

Councilmember Resnikoff recused himself from item 10 due to the proximity of his home to the potential project site.

The Consent Calendar was considered as follows:

1. **Minutes of City Council Study Session Meeting of July 7, 2020**  
Recommended Action: Approve the study session meeting minutes of July 7, 2020.  
  
This action approves the study session meeting minutes of July 7, 2020.
2. **Minutes of City Council Regular Meeting of July 7, 2020**  
Recommended Action: Approve the regular meeting minutes of July 7, 2020.  
  
This action approves the regular meeting minutes of July 7, 2020.
3. **Minutes of City Council Study Session Meeting of July 21, 2020**  
Recommended Action: Approve the study session meeting minutes of July 21, 2020.  
  
This action approves the study session meeting minutes of July 21, 2020.
4. **Minutes of City Council Executive/Regular Meeting of July 21, 2020**  
Recommended Action: Approve the executive/regular meeting minutes of July 21, 2020.  
  
This action approves the executive/regular meeting minutes of July 21, 2020.
5. **Minutes of City Council Special Meeting of July 24, 2020**  
Recommended Action: Approve the special meeting minutes of July 24, 2020.  
  
This action approves the special meeting minutes of July 24, 2020.
6. **Approving Bills and Claims**  
Recommended Action: Approve the bills and claims in the amount of \$2,505,528.20.  
  
This action approves the bills and claims in the amount of \$2,505,528.20 as follows: bills and claims checks dated July 3, 2020, in the amount of \$184,629.43; bills and claims checks dated July 6, 2020, in the amount of \$141,097.25; payroll checks dated July 9, 2020, in the amount of \$71,527.13; bills and claims checks dated July 10, 2020, in the amount of \$579,131.73; bills and claims checks dated July 13, 2020, in the amount of \$300,533.31; bills and claims checks dated July 17, 2020, in the amount of \$191,986.75; bills and claims checks dated July 20, 2020, in the amount of \$13,983.21; payroll checks dated July 23, 2020, in the amount of \$30,898.26; bills and claims checks dated July 24, 2020, in the amount of \$908,467.29; and bills and claims checks dated

July 27, 2020, in the amount of \$83,273.84.

- 7. **Investment Report- Quarter Ending, June 2020**  
Recommended Action: That the Investment Report for the quarter ending June 2020, be noted and filed.

This action is to note and file the Investment Report for the quarter ending June 2020.

- 8. **Approval of the FY 2020-21 City of Campbell Investment Policy Update (Resolution/Roll Call Vote)**  
Recommended Action: It is recommended that City Council adopt a resolution approving the annual review of the City’s Investment Policy.

Resolution 12625 approves the annual review of the City’s Investment Policy.

- 9. **Resolution Approving an Updated Salary Schedule Effective June 29, 2020 (Resolution/Roll Call Vote)**  
Recommended Action: That the City Council adopt by resolution an updated Salary Schedule effective June 29, 2020.

Resolution 12626 adopts an updated Salary Schedule effective June 29, 2020.

**M/S: Resnikoff/Gibbons – That the City Council approve the consent calendar with the exception of items 10 and 11. The motion was adopted by the following roll call vote:**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Resnikoff
<b>SECONDER:</b>	Gibbons
<b>AYES:</b>	Landry, Gibbons, Waterman, Bybee, Resnikoff

**ITEMS PULLED FROM CONSENT**

- 10. **Authorize the Issuance of a Request for Proposals for the Measure O – Civic Center Improvements Environmental Services, and Authorize the City Manager to Negotiate and Execute a Consultant Services Agreement (Resolution/Roll Call Vote)**

Recommended Action: That the City Council adopt a resolution to authorize staff to issue a Request for Proposals (RFP) for environmental consultant services for the Measure O - Civic Center Improvements, and authorize the City Manager to negotiate and execute a consultant services agreement.

Vice Mayor Gibbons discussed mandatory attendance at the preproposal conference.

**M/S: Gibbons/Bybee - That the City Council adopt resolution 12627 to**

Minutes Acceptance: Minutes of Aug 18, 2020 5:00 PM (CONSENT CALENDAR)

authorize staff to issue a Request for Proposals (RFP) for environmental consultant services for the Measure O - Civic Center Improvements, and authorize the City Manager to negotiate and execute a consultant services agreement with the clarification that the preproposal conference is mandatory. The motion was adopted by the following roll call vote:

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gibbons
<b>SECONDER:</b>	Bybee
<b>AYES:</b>	Landry, Gibbons, Waterman, Bybee
<b>RECUSE:</b>	Resnikoff

11. **Approve Vehicle Miles Traveled (VMT) Policy to Evaluate Transportation Impacts Under the California Environmental Quality Act (CEQA) (Resolution/Roll Call Vote)**

Recommended Action: That the City Council adopt a Resolution to Approve a Vehicle Miles Traveled Policy to evaluate transportation impacts under CEQA.

Vice Mayor Gibbons discussed the previous Chick-Fil-A project and why that would not trigger the VMT.

Gary Black, consultant from Hexagon Transportation stated that Chick-Fil-A was considered retail use and the OPR guidelines state that retail development would have a less significant impact on VMT.

Vice Mayor Gibbons discussed retail use and locations of drive-thru establishments and their VMT impact.

Vice Mayor Gibbons made a motion that the City Council adopt a resolution to approve a Vehicle Miles Traveled (VMT) Policy to evaluate transportation impacts under CEQA and to direct staff at an appropriate time to come back with a policy recommendation on drive-thru establishments.

The motion failed due to lack of second.

**M/S: Resnikoff/Waterman – That the City Council adopt Resolution 12628 to approve a Vehicle Miles Traveled Policy to evaluate transportation impacts under CEQA. The motion was adopted by the following roll call vote:**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Resnikoff
<b>SECONDER:</b>	Waterman
<b>AYES:</b>	Landry, Gibbons, Waterman, Bybee, Resnikoff

**PUBLIC HEARINGS AND INTRODUCTION OF ORDINANCES**

12. **Public Hearing to Consider the Application of Trojan Storage for a**

Minutes Acceptance: Minutes of Aug 18, 2020 5:00 PM (CONSENT CALENDAR)

**Modification (PLN-2020-30) of a Previously Approved Conditional Use Permit (PLN2018-337) to Amend the Approved Self-Storage Facility Hours of Operation of 7:00 a.m. to 8:00 p.m. Monday through Friday and 8:00 a.m. to 7:00 p.m. Saturday and Sunday to 6:00 a.m. to 9:00 p.m., Daily, on Property Located at 680 E. McGlincy Lane in the M-1 (Light Industrial) Zoning District. (Resolution/Roll Call Vote)**

Recommended Action: The Planning Commission recommends that the City Council take the following action: Adopt a Resolution approving a Modification (PLN-2020-30) of a previously approved Conditional Use Permit (PLN2018-337) to amend the hours of operation of an approved self-storage facility to 6:00 a.m. to 9:00 p.m. Monday through Friday and 8:00 a.m. to 7:00 p.m. Saturday and Sunday.

This is the time and place for a public hearing to consider a Modification (PLN-2020-30) of a previously approved Conditional Use Permit (PLN2018-337) to amend the hours of operation of an approved self-storage facility to 6:00 a.m. to 9:00 p.m. Monday through Friday and 8:00 a.m. to 7:00 p.m. Saturday and Sunday.

Senior Planner Fama presented a staff report dated August 18, 2020.

Mayor Landry declared the public hearing open and asked if there was anyone from the public wishing to be heard.

Sandeep Deshmukh, Campbell resident stated that the hours of operation would be disturbing to the residential neighborhood located near the facility and requested that the Council approve the weekday operation hours of 7:00 a.m. to 8:00 p.m.

Francisco Jimenez, Campbell resident expressed his support for staff's original recommended hours of operation.

Timothy Franklin, Campbell resident expressed his support for staff's original recommended hours of operation.

Gaurawa Kumar, Campbell resident spoke of concerns for the newly proposed hours of operation and requested Council adopt the originally recommended hours of operation.

Applicant Brett Henry, Trojan Storage, spoke about the hours of operation for his other facilities and provided information about the proposed project on McGlincy Avenue.

There being no one else wishing to speak, Mayor Landry closed the public hearing.

Council discussed the hours of operation.

Councilmember Bybee made a motion that the City Council adopt a Resolution approving a Modification (PLN-2020-30) of a previously approved Conditional Use Permit (PLN2018-337) to amend the hours of operation of an approved self-storage facility to 7:00 a.m. to 9:00 p.m. Monday through Friday and 8:00 a.m. to 7:00 p.m. Saturday and Sunday.

The motion failed due to lack of a second.

Vice Mayor Gibbons made a motion to approve the recommendation of staff for the originally approved hours based on the findings of that action.

The motion failed due to lack of a second.

**M/S: Waterman/Resnikoff – That the City Council adopt a resolution approving a Modification (PLN-2020-30) of a previously approved Conditional Use Permit (PLN2018-337) to amend the hours of operation of an approved self-storage facility to 6:00 a.m. to 9:00 p.m. Monday through Friday and 8:00 a.m. to 9:00 p.m. Saturday and Sunday.**

Councilmember Resnikoff made a friendly amendment to adopt the hours of 6:00 a.m. to 9:00 p.m. Monday through Friday and 8:00 a.m. to 7:00 p.m. Saturday and Sunday.

Councilmember Waterman accepted the friendly amendment.

Councilmember Bybee made a friendly amendment to adopt the hours of the hours of 7:00 a.m. to 9:00 p.m. Monday through Friday and 8:00 a.m. to 7:00 p.m. Saturday and Sunday.

Councilmember Resnikoff and Councilmember Waterman accepted the friendly amendment.

The motion was as follows: **M/S: Waterman/Resnikoff - That the City Council adopt Resolution 12629 approving a Modification (PLN-2020-30) of a previously approved Conditional Use Permit (PLN2018-337) to amend the hours of operation of an approved self-storage facility to 7:00 a.m. to 9:00 p.m. Monday through Friday and 8:00 a.m. to 7:00 p.m. Saturday and Sunday. The motion was adopted by the following roll call vote:**

<b>RESULT:</b>	<b>ADOPTED [4 TO 1]</b>
<b>MOVER:</b>	Waterman
<b>SECONDER:</b>	Resnikoff
<b>AYES:</b>	Landry, Waterman, Bybee, Resnikoff
<b>NAYS:</b>	Gibbons

13. **Public Hearing to Consider a City-Initiated Zoning Code Text Amendment**

Minutes Acceptance: Minutes of Aug 18, 2020 5:00 PM (CONSENT CALENDAR)

**to Amend Title 21 and Title 5 of the Campbell Municipal Code to Establish a New List of Allowable Land Uses for the C-3 (Central Commercial District) Zoning District, Including Related Text Corrections and Revisions. (Ordinance / Roll Call Vote)**

Recommended Action: The Planning Commission recommends that the City Council take the following action: Take first reading and introduce an ordinance to amend Title 21 and Title 5 of the Campbell Municipal Code.

This is the time and place for a public hearing to consider a City-Initiated Zoning Code Text Amendment to amend Title 21 and Title 5 of the Campbell Municipal Code to establish a new List of allowable land uses for the C-3 (Central Commercial District) Zoning District, including related text corrections and revisions.

Senior Planner Fama presented a staff report dated August 18, 2020.

Mayor Landry declared the public hearing open and asked if there was anyone from the public wishing to be heard.

There being no one wishing to speak Mayor Landry closed the public hearing.

After discussion, **M/S: Resnikoff/Waterman – That the City Council take first reading and introduce Ordinance 2266 to amend Title 21 and Title 5 of the Campbell Municipal Code including the desk item. The motion was adopted by the following toll call vote:**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Resnikoff
<b>SECONDER:</b>	Waterman
<b>AYES:</b>	Landry, Gibbons, Waterman, Bybee, Resnikoff

Deputy City Clerk Sanders ready the title of Ordinance 2266.

**M/S: Waterman/Bybee - That the City Council waive further reading of Ordinance 2266. The motion was adopted by the following roll call vote:**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Waterman
<b>SECONDER:</b>	Bybee
<b>AYES:</b>	Landry, Gibbons, Waterman, Bybee, Resnikoff

**UNFINISHED BUSINESS**

- 14. **Consider Update on East Campbell Avenue Downtown Street Closure and Adopt a Resolution to Allow Permitted Business Establishments Located Within the Downtown Area to Expand Their Ability to Operate Outdoors on Private Property and the City Sidewalk During the COVID-19 Pandemic**

Minutes Acceptance: Minutes of Aug 18, 2020 5:00 PM (CONSENT CALENDAR)

**(Resolution/Roll Call Vote)**

Recommended Action: Consider update and provide direction to staff on the East Campbell Avenue Downtown street closure and adopt a Resolution authorizing the City Manager authority to extend operational allowances to permitted business establishments in order to allow expansion of their ability to operate outdoors in the Downtown Area (C-3) during the COVID-19 pandemic and involving temporary relaxation of development standards, permit processes, and waiving of application fees for all outdoor business operations in support of economic recovery of Campbell businesses.

Economic Development Specialist Thomas presented a staff report dated August 18, 2020.

Ken Johnson, Campbell Chamber of Commerce, spoke about what the Chamber and the Downtown Campbell Business Association (DCBA) are doing to assist businesses and bring people to the downtown.

Council discussed concerns experienced by the various business types and options to assist them.

Council directed staff to continue to keep the street closed; continue to survey and work closely with businesses; look at ways to enhance the downtown experience; and report back to Council in two weeks.

**M/S: Bybee/Gibbons – That the City Council adopt Resolution 12630 setting forth enforcement priorities affecting all businesses in the downtown area during COVID-19 emergency. The motion was adopted by the following roll call vote:**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bybee
<b>SECONDER:</b>	Gibbons
<b>AYES:</b>	Landry, Gibbons, Waterman, Bybee, Resnikoff

15. **Approval of Campbell Park Improvement Project Final Conceptual Design and Authorize the Public Works Director to Amend the Consultant Services Agreement (Resolution/Roll Call Vote)**

Recommended Action: That the City Council adopt a resolution to approve the Final Conceptual Design for the Campbell Park Improvement Project 17-DD; and, authorize the Public Works Director to amend the Consultant Services Agreement and the Finance Director to perform a corresponding budget adjustment.

City Engineer Olay presented a staff report dated August 18, 2020.

Mayor Landry discussed the proposed restroom facility and the concrete sidewalk with three benches.

Minutes Acceptance: Minutes of Aug 18, 2020 5:00 PM (CONSENT CALENDAR)

After discussion, **M/S: Gibbons/Waterman - That the City Council adopt Resolution 12631 to approve the Final Conceptual Design for the Campbell Park Improvement Project 17-DD; and, authorize the Public Works Director to amend the consultant services agreement and the Finance Director to perform a corresponding budget adjustment with the two points the Mayor noted. The motion was adopted by the following roll call vote:**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gibbons
<b>SECONDER:</b>	Waterman
<b>AYES:</b>	Landry, Gibbons, Waterman, Bybee, Resnikoff

**NEW BUSINESS**

- 16. **Receive an Update on the Economic Impacts of COVID-19 and Authorize Budget Adjustments in Fiscal Year (FY) 2020-21**  
Recommended Action: That the City Council receive an update on the economic impacts of COVID-19 and authorize budget adjustments in Fiscal Year (FY) 2020-21.

Finance Director Fuentes presented a staff report dated August 18, 2020.

After discussion, **M/S: Resnikoff/Waterman – That the City Council receive an update on the economic impacts of COVID-19 and authorize budget adjustments in Fiscal Year (FY) 2020-21. The motion was adopted by the following roll call vote:**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Resnikoff
<b>SECONDER:</b>	Waterman
<b>AYES:</b>	Landry, Gibbons, Waterman, Bybee, Resnikoff

**COUNCIL COMMITTEE REPORTS**

- 17. **Council Committee Reports**  
Recommended Action: Report on committee assignments and general comments.

Due to the late hour, this item was not heard.

**ADJOURN**

Mayor Landry adjourned the meeting at 11:44 p.m.

APPROVED:

Minutes Acceptance: Minutes of Aug 18, 2020 5:00 PM (CONSENT CALENDAR)

ATTEST:

\_\_\_\_\_  
Susan M. Landry, Mayor

\_\_\_\_\_  
Andrea Sanders, Deputy City Clerk

Minutes Acceptance: Minutes of Aug 18, 2020 5:00 PM (CONSENT CALENDAR)

# CITY COUNCIL MINUTES

City of Campbell, 70 N. First St., Campbell, California



**CITY COUNCIL EXECUTIVE SESSION**  
**Wednesday, August 19, 2020 – 3:00 p.m.**  
**City Hall – 70 N. First Street**

This City Council meeting was conducted pursuant to the Governor's Executive Order N-29-20.

## **CALL TO ORDER**

The City Council of the City of Campbell convened this day in the special meeting place, via telecommunication to discuss Executive Session Items A and D.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Susan M. Landry	Mayor	Remote
Elizabeth 'Liz' Gibbons	Vice Mayor	Remote
Rich Waterman	Councilmember	Remote
Anne Bybee	Councilmember	Remote
Paul Resnikoff	Councilmember	Remote

City Manager Brian Loventhal and consultant from Messina & Assoc., Inc. were in attendance.

## **PUBLIC COMMENT**

There was no public comment.

## **EXECUTIVE SESSION:**

- A. Personnel** - Pursuant to G.C. Section 54957: Public Employee Performance Evaluation - City Manager
- B. Litigation**
- C. Real Property**
- D. Labor Negotiations** - Pursuant to G.C. Section 54957.6: Conference with Labor Negotiator - Agency Designated Representatives: City Manager Performance/ Compensation Subcommittee Members Susan M. Landry and Anne Bybee

The City Council met in Executive Session to discuss Items A and D.

**ADJOURNMENT**

Council adjourned at approximately 4:06 p.m.

APPROVED:

ATTEST:

\_\_\_\_\_  
Susan M. Landry, Mayor

\_\_\_\_\_  
Andrea Sanders, Deputy City Clerk

Minutes Acceptance: Minutes of Aug 19, 2020 3:00 PM (CONSENT CALENDAR)



*City  
Council  
Report*

Item: 3  
Category: CONSENT CALENDAR  
Meeting Date: September 1, 2020

**TITLE: Approving Bills and Claims**

**RECOMMENDED ACTION**

Approve the bills and claims in the amount of \$2,600,410.73.

**DISCUSSION**

The bills and claims that have been audited and approved by staff for payments made as noted below:

<u>Type</u>	<u>Check Date</u>	<u>Amount</u>
Bills & Claims	July 31, 2020	\$127,720.56
Bills & Claims	August 03, 2020	\$165,923.06
Payroll	August 06, 2020	\$72,865.52
Bills & Claims	August 07, 2020	\$1,336,250.74
Bills & Claims	August 10, 2020	\$897,650.85
	<b>Total</b>	<b>\$2,600,410.73</b>

**FISCAL IMPACT**

Adequate funding was available to cover all expenses as listed.

Prepared by:

Roberto Garcia-Acosta, Accounting Clerk  
II

Approved by:

\_\_\_\_\_  
Brian Loventhal, City Manager



*City  
Council  
Report*

Item: 4  
Category: CONSENT CALENDAR  
Meeting Date: September 1, 2020

**TITLE: Approval and Authorization to Purchase a National Incident Based Reporting System (NIBRS) Module to Allow for Statistical Reporting to the FBI in Compliance with New Federal Mandates (Resolution/Roll Call Vote)**

**RECOMMENDED ACTION**

That the City Council adopt a resolution authorizing the Chief of Police to execute a purchase agreement for the National Incident Based Reporting System (NIBRS) module from our current records management system (RMS) vendor, Central Square.

**BACKGROUND**

The FBI announced its intention to retire the Summary Reporting System (SRS) of the Uniform Crime Reporting Program (UCR) as they transition to National Incident Based Reporting System (NIBRS) that becomes mandatory on January 1, 2021. NIBRS was implemented to improve the overall quality of crime data collected by the FBI from law enforcement agencies.

NIBRS captures details on each single crime incident and on separate offenses within the same incident, including information on victims, known offenders, relationships between victims and offenders, arrestees, and property involved crimes. Unlike the SRS (UCR) reporting, additional details regarding circumstances and context for crimes will be captured and will help law enforcement and communities around the country use resources more strategically and effectively.

**DISCUSSION**

For the Campbell Police Department to comply with federal mandates for statistical reporting, our records management system (RMS) must be upgraded to change our reporting method from SRS (UCR) to NIBRS. The current RMS will need the NIBRS module to capture any new NIBRS data. Due to the proprietary nature of our RMS

software, Central Square is the only vendor who can provide us with the module needed to capture NIBRS data. Once the module is implemented, the Department will have the capability to access the data repository and create the required data export files to report crime statistic data to the FBI in compliance with the new mandate.

The NIBRS systems requires agencies to be certified by DOJ with less than a 2% error rate. In order to ensure accurate reporting of statistical data, it is imperative that we purchase this module and allow enough time to test the system to ensure its accuracy. Reporting of statistical data to the FBI/DOJ through NIBRS becomes effective January 1, 2021.

### **FISCAL IMPACT**

Central Square quoted \$52,152.00 for the NIBRS upgrade. This quote includes the module, implementation (including code table creation), and end user training. The implementation costs have been included in the FY 2020-21 budget under the Communications Division (101.602). The ongoing yearly maintenance costs of \$4,500.00 will be included in the FY 2021-22 Proposed Budget.

### **ALTERNATIVES**

Do not approve the attached resolution  
Provide other direction to staff

Prepared by:



Andrea Atkinson, Support Services  
Manager

Reviewed by:



Gary Berg, Police Chief

Approved by:



Brian Loventhal, City Manager

**Attachment:**

- a. NIBRS council report resolution

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL TO PURCHASE A NATIONAL INCIDENT BASED REPORTING SYSTEM MODULE TO ALLOW FOR STATISTICAL REPORTING TO THE FBI IN COMPLIANCE WITH NEW FEDERAL MANDATES**

**WHEREAS**, the FBI is retiring the Summary Reporting System (SRS) of the Uniform Crime Reporting Program (UCR); and

**WHEREAS**, the National Incident Based Reporting System (NIBRS) will be mandatory as of January 1, 2021; and

**WHEREAS**, in order to be compliant with the NIBRS reporting mandate our current RMS needs the NIBRS reporting module; and

**WHEREAS**, due to the proprietary nature of our RMS, Central Square is the only vendor who can provide the module needed to capture and report NIBRS data.

**NOW, THEREFORE, BE IT RESOLVED** that the National Incident Based Reporting System module be purchased from Central Square to accurately report crime statistical data to the FBI.

**PASSED AND ADOPTED** this 1<sup>st</sup> day of September 2020, by the following vote:

- AYES: Councilmembers
- NOES: Councilmembers
- ABSENT: Councilmembers

APPROVED:

\_\_\_\_\_  
Susan M. Landry, Mayor

ATTEST:

\_\_\_\_\_  
Andrea Sanders, Acting City Clerk

Attachment: NIBRS council report resolution (Purchase of NIBRS Reporting)



*City  
Council  
Report*

Item: 5  
Category: CONSENT CALENDAR  
Meeting Date: September 1, 2020

**TITLE: Destruction of Certain City Records (Resolution/Roll Call Vote)**

**RECOMMENDED ACTION**

That the City Council adopt a resolution authorizing the destruction of certain City records pursuant to the California Government Code Section 34090.

**DISCUSSION**

Each department conducts an annual audit of files and submits a list of records which are eligible for destruction consistent with the City's Records Retention Schedule. The City's records retention program, last amended on April 16, 2002, by resolution 9999, establishes the retention period for City records and provides for the destruction of obsolete records. Additionally, permanent records that have been document imaged in accordance with the guidelines stipulated in Administrative Policy #03-50 may also be destroyed. The attached resolution conforms to Government Code Section 34090 allowing the destruction of certain records with the consent of the City Attorney and approval of the City Council.

**FISCAL IMPACT**

There is no fiscal impact associated with this recommendation.

Prepared by:

*Andrea Sanders*

Andrea Sanders, Deputy City Clerk

Approved by:

*Don Lovell*

\_\_\_\_\_  
Brian Loventhal, City Manager

**Attachment:**

- a. RESOLUTION
- b. Exhibit A
- c. Exhibit B

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL  
AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS**

**WHEREAS**, Government Code Section 34090 et seq. authorizes City Department Heads to destroy certain records, documents, instruments, books or paper after the same are no longer required and/or have been digitally imaged, stored on CD/DVD medium and secured off-site in accordance with State law and the City of Campbell's Records Retention Schedule and Document Imaging Administrative Policy and with the approval of the legislative body by resolution and the written consent of the City Attorney; and

**WHEREAS**, the City Council proposes to grant such approval for the destruction of the records, documents, instruments, books, or papers more particularly described in the attached Exhibit A and B, for which have been determined by the respective Department Head that said records are no longer required.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Campbell does hereby authorize City Department Heads to destroy those certain records, documents, instruments, books or paper under their charge as described in the attached Exhibit A and B.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by the following roll call vote:

AYES: Councilmembers:  
NOES: Councilmembers:  
ABSENT: Councilmembers:

**APPROVED:**

\_\_\_\_\_  
Susan M. Landry, Mayor

**ATTEST:**

\_\_\_\_\_  
Andrea Sanders, Deputy City Clerk

Attachment: RESOLUTION (Destruction of Certain City Records)

**CITY MANAGER**

Bulletins (Legislative)	Prior to 7/1/2017
Budget Related Files	Prior to 7/1/2017
Capital Improvement Program - Working Files	Prior to 7/1/2017
City Newsletter (The Profile)	Prior to 7/1/2016
City Calendars	Prior to 7/1/2017
Civic Improvement Commission - Agenda Materials	Prior to 7/1/2017
Correspondence	Prior to 7/1/2015
Position on Legislation	Prior to 7/1/2017
Purchase Orders / Blanket Purchase Orders	Prior to 7/1/2015
Social Service Sub-Grant Applications	Prior to 7/1/2015
Special Projects	Prior to 7/1/2017
Travel Records (Council and City Manager)	Prior to 7/1/2017

**CITY CLERK**

Claims Against City	Prior to 2012
Agenda Postings	Prior to 2017
General Correspondence	Prior to 2017
City Council Meeting Follow-up	Prior to 2017
FPPC - Statement of Economic Interest - Terminated Elected Officials	Prior to 2011
Designated Employees	Prior to 2013
Petty Cash Reimbursement Request	Prior to 2017
Purchase Orders/Blanket P.O.'s (dupl)	Prior to 2017
Check Requests	Prior to 2017

**HUMAN RESOURCES**

I-9: Temporary: I-9's for temporary terminated employees 3 years after the term date.  
I-9: Permanent: I-9's for permanent terminated employees 3 years after term date.  
Temporary Files: T + 6 years per the schedule.  
All Term Files containing Termination year 2013 and prior  
Recruitment/Testing Files: CL + 2

**COMMUNITY DEVELOPMENT**

**FILES IMAGED BY THE COMMUNITY DEVELOPMENT DEPARTMENT  
BETWEEN APRIL 2018 AND NOVEMBER 2018**

Scan Date(s)Location & Type of Document/FilePlanning

April through May 2018  
 May through August 2018  
 August 2018  
 August through September 2018  
 August through September 2018  
 September through October 2018  
 October 2018

Box 77 – Planning Project & General Files\*  
 Box 78 - Planning Project & General Files\*  
 Box 79 - Planning Project & General Files\*  
 Box 80 - Planning Project & General Files\*  
 Box 81 - Planning Project & General Files\*  
 Box 82 – Planning Project & General Files\*  
 Box 83 – Planning Project & General Files\*

Code Enforcement

May through August 2018  
 May through June 2018  
 June through August 2018  
 October through November 2018

Box 1 – Code Enforcement\*  
 Box 2 – Code Enforcement\*  
 Box 3 – Code Enforcement\*  
 Box 5 – Code Enforcement\*

\*(Itemized list attached – Exhibit B)

Building

Correspondence

Prior to 2018

**FINANCE****Accounting****Record Series****Destruction Eligibility Date****Descriptor**

Accounts Payable

Prior to 2015

Invoices, check copies,  
 supporting Documentation  
 Original Documentation

Purchase Orders

Prior to 2015

N/A

Warrant (Check) Register

Prior to 2015

N/A

Accounts Receivable

Prior to 2015

Billing Records

Prior to 2015

Customer name, service  
 address, meter reading,  
 usage, payments,  
 applications / cancellations  
 Paid & reports

Business Licenses

Prior to 2015 only if  
 business is closed

Journal Entries

Prior to 2015

Account Transfers;

Deposits, Receipts

Prior to 2015

Checks, coins, currency

Invoices

Prior to 2015

Billing including monthly  
 activity

Taxes Receivable

Prior to 2015

N/A

**Bank Statements**

<b>Record Series</b>	<b>Destruction Eligibility Date</b>	<b>Descriptor</b>
Account Statements (Bonds)	Prior to 2009	Monthly Statement of Transactions (Investments Supporting Documents Statements, Summaries for Receipts, Disbursements & Reconciliation
Administration (Bonds)	Prior to 2009	Paid / Canceled
Bank Reconciliation	Prior to 2014	Includes A/P, Payroll, Cancelled & Voided Checks
Bonds & Coupons	Prior to 2015	
Checks	Prior to 2014	

**Budget & General**

<b>Record Series</b>	<b>Destruction Eligibility Date</b>	<b>Descriptor</b>
Budget Adjustments	Prior to 2015	Account Transfers
Inventory – Fixed Assets	Prior to 2015	Reflects Purchase Date, Cost Account Number
Inventory – Auction	Prior to 2015	Listing of Property
Inventory – Disposal	Prior to 2015	Reflects Purchase Date, Cost Account Number

**Payroll**

<b>Record Series</b>	<b>Destruction Eligibility Date</b>	<b>Descriptor</b>
Adjustments	Prior to 2015	Audit Purposes
Federal & State Tax Reports	Prior to 2015	Forms 1096,1099, W4's & W-2's,*26 CFR 31.6001.1-4; IRS REG 31.6001-1(e) (2); R&T 19530;296 CRF 516.5-516.6

**Risk Management**

<b>Record Series</b>	<b>Destruction Eligibility Date</b>	<b>Descriptor</b>
Accident Reports – City Assets	Prior to 2012	Reports and related records: * CFR 1904.6
Claims, Damage / Liability Incident Reports	Prior to 2012	Paid / Denied Theft, arson, vandalism property damage or similar occurrence (excluding fire/law enforcement)

**RECREATION AND COMMUNITY SERVICES**

Facility Reservations  
 General Files/Correspondence  
 Rec. Liability Release

Prior to 2017  
 Prior to 2017  
 Prior to 2017

### PUBLIC WORKS SERVICE CENTER

Name of File	Year/Date
<b>1600</b> 2013 Qtrly. & DuAll Safety Mtg. Sign In Sheets	
• HazWop FRA	10/23/13
• Haz Waste Mngmt. Title 22	10/10/13
• Portable Fire Ext.	9/13/13
• Lock Out Tag Out	9/13/13
• Hazcom GHS	8/15/13
• Blood Borne Pathogens	8/5/13
• Hearing Conservation	7/25/13
• Quarterly Meeting	2/7/13
• Concrete Asphalt Safety	4/11/13
• Suspicious Activity in Field	3/21/13
• Quarterly Meeting	2/7/13
<b>1600</b> 2014Qtrly. & DuAll Safety Mtgs. Sign In Sheets	
• Safety Responsibilities for Sup.	12/15/14
• Accident Investigation	12/03/14
• Portable Ladder Safety	12/04/14
• Control Haz. LOTO	12/4/14
• Forklift Certification	11/13/14
• HAZ WOP FRA	10/2/14
• Fall Protection/Ladder Safety	8/7/14
• Hearing Conservation	7/22/14
• Medic First Aid	7/17/14
• Emergency Shut Off Locations	4/10/14
• Concrete Silica Dust Safety	4/7/14
• Aerial Lift Safety	4/2/14
• Defensive Driving	2/5/14
• IIPP	2/5/14
• HAZ COM W/GHS	1/14/14
• Cold Stress	1/14/14
• Traffic/Lane Closure	1/7/14
<b>1600</b> 2014Section Tailgate Meeting Sign in Sheets	
• Streets	2014
• Parks	2014
• Signals & Lighting	2014
• Bldg. Maint.	2014

Attachment: Exhibit A (Destruction of Certain City Records)

<b>1600</b>	2015 Qtly. & Du/All Safety Mtgs. Sign in Sheets	
	• HAZ WOP Awareness	10/20/15
	• Hazardous Waste Mngmt.	0/15/15
	• Cal Line Chipper Training	9/29/15
	• Blood Bourne Pathogens	8/11/15
	• Hearing Conservation	7/14/15
	• Qtrly. Meeting	7/15/15
	• Concrete Silica Dust Safety	4/8/15
	• Traffic Control	2/24/15
	• Qtrly. Meeting	2/11/15
	• Chainsaw Safety	2/5/15
	• Wood Chipper Safety	2/5/15
	• Back Safety	1/21/15
<b>1600</b>	2015 Section Tailgate Meeting Sign in Sheets	
	• Building Maintenance Tailgate Safety	2015
	• Signals & Lighting Tailgate Safety	2015
	• Streets	2015
	• Parks/Trees	2015

### **BUILDING MAINTENANCE**

Supporting documentation for CIP projects closed prior to 2009.

<b>CIP #</b>	<b>Project Name</b>
98-08	PD Remodel Expansion 2008/09
04-07	CCC Bldg B HVAC Upgrade 2007
09-08	CCC Pool Repairs 2008/09
00-12	Ainsley House Re-Roof 2006
00-02	Heritage Theatre Renovation 2002/04
04-05	CCC Fire Alarm System 2006/07

According to the City Records Retention Schedule, Hazardous Waste Disposal records are to be kept for 10 years. The following list includes files dated 1986 thru 2004.

<b>Name of File</b>	<b>Year</b>
1. Uniform Hazardous Waste Manifest	8/87 – 9/02
2. CUHSD Asbestos Inspection Status Report	3/86
3. City Policies, Actions, Meetings	10/87 – 6/93
4. Hazardous Waste Removal	4/98
5. Abatement in Bldg. F Kitchen	7/87 – 8/87
6. Forensic Analytical Study	9/87 – 12/88
7. Summary of Asbestos Activities	8/87 – 5/92
8. Hazardous Waste Tax Return	1/88 – 3/93

9. Asbestos Removal	8/87 – 8/94
10. Collection & Disposal of Hazardous Materials	1986/1988
11. Heritage Theatre – Hazardous Material Abatement	2000/02
12. Air Sample Results	2/91
13. Water Analysis	7/86 – 4/96
14. Indoor Air Quality Investigation	7/2000
15. Indoor Air Quality Bldg. B	1/98 – 11/98

## **POLICE DEPARTMENT**

### **CITIZEN COMPLAINT AND INTERNAL INVESTIGATIONS**

Administrative Investigations: #13-01 (May 2013), #14-01D (March 2014), #14-02D (July 2014), #15-01 (June 2015)

Internal Investigations : #09-03D (April 2009), #09-05D (October 2009), #10-01D (March 2010), #10-02D (March 2010), #10-04D (December 2010), #11-01D (May 2011), #11-03D (August 2011), #11-05D (November 2011), #14-01D (May 2014), #14-02D (September 2014)

Miscellaneous citizen's complaints filed between January 1<sup>st</sup> and December 31<sup>st</sup> 2014.  
#15-01D (January 2015), #15-02C (January 2015), #15-03C (February 2015), #15-04C (June 2015), #15-05D (July 2015), #15-06D (August 2015)

Miscellaneous citizen's complaints filed between January 1<sup>st</sup> and August 31<sup>st</sup> 2015.

### **PURSUIT REPORTS**

#### **2018**

2018-0706

3/3/2018

2018-1488

### **ON-DUTY VEHICLE ACCIDENTS**

On-duty accident reports/documentation dated 3/12/09, 7/4/09, 3/6/10, 8/19/11, 7/14/12, 1/22/14, 2/6/14, 7/15/14, 8/8/14, 9/19/14, 9/14/15, 4/5/16, 4/27/16, 12/6/16, 4/18/17. 3 year purge date, absent any additional accidents by the employee.

### **FORMER EMPLOYEES PERSONNEL FILES**

Personnel and background files of former employees that that have been scanned and a back-up file created and stored off-site.

### **POLICE REPORTS, AND OTHER FILES TO BE PURGED**

Ride-a-long Applications that are more than 2 years old

Background checks that are more than 2 years old

Arrest Logs more than 2 years old

Traffic, parking, and warning citations that are more than 1 year old that have been entered into RMS

Watch Commander Logs that are more than 2 years old

Warrant worksheets that are closed and are more than 2 years old

Police Reports from 2017 and earlier with retention period of 2 years:

- a) Accident Reports- no injury, no arrest
- b) Bench Warrant arrests
- c) Warrant Arrests- Outside Agencies felony and misdemeanor- no local charges
- d) Local Ordinance of Muni Code Violations
- e) Animal Reports
- f) Courtesy Reports for Outside Agencies
- g) Misdemeanor Crime Reports with no related arrests and when the statute of limitations has expired
- h) Missing Persons or Runaways that have returned or been located
- i) Non-Criminal Reports- Lost/Found Property, Stored/ Impounded Vehicles/ Death Reports/ Abated Vehicles/ Injury Reports and other Information Reports/ Recovered Stolen Vehicle Reports/ Suicides/ Mental Disorder Reports ( unless repeated contacts)

Police Reports from 2017 and earlier with a retention period of more than 2 years that have been scanned and a back-up file has been created and stored off-site.

DOJ and Department Statistical Reports from 2017 and earlier that have been scanned and a back -up file has been created and stored off-site.

AVASA paperwork from 2017 or older.

Dispatch audio recordings from 2018.

Daily Observation Reports from 2017 or older that have been scanned and a back-up file has been created and stored off-site

ABC Licenses 2017 or older

Massage Establishment files out of business 2017 or older

POST Reimbursement Reports 2017 or older

Training Packets 2017 or older

DOJ Firearms Sales Approvals 2017 or older

All Permit applications/denials/expired 2017 or older

All Permits issued to businesses that are now out of business.

These include the following permit categories: Arcades/Semi-Arcades, Auctions, Billiard/Pool Halls, Bingo, Block Parties, Filming, Hypnotherapy, Occult Sciences, Private Patrol, Secondhand dealers, Sexually (adult) oriented businesses, Solicitation.

Police Officer/Police Officer Trainee Applications and associated notes and lists 2017 and older

Background files of former police department employees with separation dates of 2017 and older that have been scanned and a back-up file has been created and stored off-site.



Date	Item(s)	Pages
5/17/18	Briarwood Wy, 743 (Unpermitted Const-2018)	25
	Bascom Ave, 1887 S. (Prune Street trees)	31
	Bascom Ave. 1976 S. (Prop Maint 2017)	10
	Bas Ave. 1976 S. (Prop Maint-2014)	63
	Bas Ave. 2000 S. (Prop Maint-2018)	10
	Bas Ave. 3685 S. (Prop Maint-2018)	5
	Bismark E Dr. 1107 (Garbage-2018)	7
	Bucknall Rd, 718 (Prop Maint-2018)	5
	Buddlawn Wy. 695 (Unpermitted Const-18)	17
	Calado Ave. 241 (Illegal Dumping-2017)	5
	Camden Ave. 834 (Nuisance-Dust/Plumes-2018)	5
	Camp Ave. 150 E (Prop Maint-2018)	5
	Camp Ave. 415 E. (Prop Maint-2018)	2
	Camp Ave. 476 E (Prop Maint-2018)	6
	Camp Ave. 486 E. (Prop Maint-2018)	8
	Camp Ave. 479 E (Prop Maint-2018)	12
	Camp Ave. 501 E. (Unpermitted Const-2018)	38
	Camp Ave. 566 E (Prop Maint-2018)	8
	Camp Ave. 1151 E. (Prop Maint-2018)	19
	Corner W Camp & Laverne (Dumping 2018)	2
	Camp Ave. 1125 W. (Prop Maint 2018)	4
	Camp Ave. 1245 W (Prop Maint-2017)	5
	Camp Ave. 1533 W. (Illegal Occ-2015)	16
	Central Ave. 166/168 N (Hsing Violations-18)	13
	Central Ave. 532 N. (Illegal Dumping-18)	5
	Central Ave. 815 N. (Illegal Dumping-18)	4
	Central Ave. 976 N. (Unpermitted Const-18)	12
	Central Park Dr. 2144 (Illegal Occ-2018)	4
	Central Park Dr. 2285 (Garbage-2017)	2
	Central Park Dr. 2286 (Prop Maint-2018)	4
	Connie Dr. 911 (Prop Maint-2017)	10
	Cristich Ln. 165 #6 (Illegal bus use-2017)	25
	Curtner Ave. 161 (Illegal donation bin-15)	45
	Curtner Ave. 418 (Excessive concrete-2017)	78
	Dell Ave b/w Hac & Knowles - 2018	4
	Echo Ave. 178 (Illegal Dumping-2018)	5
	Elam Ave. 1291 (Illegal Dumping-2018)	8
	Erin Wy. 1132 (Unpermitted Const-2017)	39
	Fawn Dr. 1140 (Illegal Dumping-2018)	5
	Fourth St. 78 S. (Illegal occupancy-18)	34
	Friar Wy. 113 (Garbage-2018)	2
	Friar Wy. 220 (Unpermitted Const-18)	5

Attachment: Exhibit B (Destruction of Certain City Records)

Code Enforcement Files - Documents Imaged May-Aug 2018

By Corinne A. Shinn

5/18/18	Friar Wy, 240 (unpermitted const-2018)	5
	Friar Wy, 310 (unpermitted const-2018)	5
	Hac Ave, 700 (Prop Maint. -2018)	6
	Ham Ave, 300 E. (Illegal Sign Corp's-18)	4
	Ham Ave, 262 E. (Illegal Sign Verby-18)	6
	Ham Ave, 330 W (Illegal Sign - Spin (City - Unit 2 -2018)	4
	Ham Ave, 330 W (Illegal Sign - Subway Unit 3-18)	4
	Ham Ave, 330 W (Illegal Sign - Cali Tan -44-2018)	6
	Ham Ave, 330 E PC Noise - Kaizen-2018)	5
	Ham Ave, 337 E. (Illegal Sign - Charon -18)	4
	Ham Ave, 337 E (Illegal OCC - Donation Bin -15)	23
	Ham Ave, 370 E (Illegal Sign - Rahn Lohr-18)	4
	Ham Ave, 371 E (Illegal Signs - Garden Lig-18)	4
	Ham Ave, 371 E (Prop Maint -2018)	5
	Ham Ave, 371 E (Prop Maint -Gratti-18)	5
	Ham Ave, 393 E (Illegal Sign - Via Rapida-18)	4
	Ham Ave, 402 E. (Illegal Signs - Wheelway 18)	6
	Ham Ave, 415 E (Illegal Signs -2018)	4
	Ham Ave, 472 W (Illegal Signs - Yumee-18)	4
5/21/18	Ham Ave, 482 W. (Illegal Signs 18)	4
	Ham Ave, 482 W (Illegal Sign Unit 2 -2018)	4
	Ham Ave, 499 E (Prop Maint -2017)	19
	Ham Ave, 510 W (Illegal Signs -2018)	4
	Ham Ave, 515 E (Donation Bin -2017)	7
	Ham Ave, 525 E. (Prop Maint 2017)	9
	Ham Ave, 100 W. (Donation Bin -2015)	17
	Ham Ave, 101 W (Illegal Signs -2018)	4
	Ham Ave, 525 W (Illegal Signs -18)	4
	Ham Ave, 535 W (Illegal Signs -2018)	4
	Ham Ave, 535 W (Illegal sign Jiffy -2018)	4
	Ham Ave, 591 W (Illegal Sign - Adv Health 2018)	4
	Ham Ave, 700 W. (Illegal Sign ABC Clubs-18)	4
	Ham Ave, 780 W. (Donation Bin -2015)	18
	Ham Ave, 788 W (Illegal Sign -2018)	4
	Ham Ave, 841 W (Illegal Signs -2018)	4
	Ham Ave, 882 W (Illegal Sign -2018)	4
	Ham Ave, 891 W. (Illegal Sign -2018)	4
	Ham Ave, 923 W. (Donation Bin -2017)	2
	Ham Ave, 950/970 W. (Illegal Dumping-18)	2
	Ham Ave, 999 W. (Illegal Signs -2018)	4
	Ham Ave, 1902 E. (Car over sidewalk -2018)	4
	Harrison Ave, 230 (Misc -2017)	10
	Heritage Village Ln, 3 (Noise -2018)	5

Attachment: Exhibit B (Destruction of Certain City Records)

Code Enforcement Files - Documents Imaged May-~~Aug~~ 2018

By Corinne A. Shimm

5/21/18	Hoffman Ln., 1285 (Prop Maint - 2017)	8
	Hollis Ave., 217 (Prop Maint - 2017)	6
	Jeffrey Ave., 682 (Prop Maint - 2018)	5
	Jeffrey Ave., 780 (Illegal Dumping - 2018)	4
	Kennedy Ave., 181 (Illegal Signs - 2018)	8
	Kilmer Ave., 118 (Fence Height - 2018)	9
	Kilmer Ave., 178 (Prop Maint - 2018)	8
	Kuehnis Dr., 315 (Unpermitted Const - 18)	7
	Kuehnis Dr., 445 (Hsing Violations - 18)	30
	Lat Ave., 1466 W. (Unpermitted Const 18)	5
	Laura Dr., 611 (Illegal Dumping - 2017)	5
	Linda Dr., 965 (Garbage/Weeds - 2018)	5
	Linda Dr., 840 (Prop Maint - 2018)	5
	Linda Dr., 975 (Weeds - 2018)	5
	Linda Dr., 978 (Prop Maint 2017)	5
	Linda Dr., 1011 (Weeds - 2018)	5
	Longfellow Ave., 1040 (Prop Maint 2018)	7
	Longfellow Ave., 1198 (Nuisance - BB Hoop - 18)	4
	Llewellyn Ave., 400 (Illegal Sign - 2018)	4
	Lucat Wy., 1018 (Prop Maint - 2018)	12
	Marilyn Dr., 815 (Illegal Dumping - 2018)	4
	Millich Dr., 690 (Prop Maint - 2018)	5
	Millich Dr., 732-A (Garbage - 2018)	7
	Milton Ave., 371 N. (Nuisance - Pigeons - 18)	6
	Millich Dr., 732 B (Garbage - 2018)	22
5/22/18	Mission Wy., 20 (Illegal Occupancy - 2018)	7
	Monica Ln., 851 (Prop Maint - 2017)	22
	Munro Ave., 1286 (Nuisance - Noise - 2018)	4
	Olympia Ave., 1351 (Prop Maint - 2017)	21
	Peggy Ave., 1170 (Garbage - 2018)	4
	Peter Dr., 190 S. (Illegal Tree Removal - 2018)	5
	Pallard Rd., 1243 (Prop Maint - 2017)	19
	Railway Ave., 70156-564 (Hsing Vio - 2018)	11
	Rio Serena., 93 (Prop Maint - 2018)	5
	Rosemary Ln., 133 W. (Unpermut Const - 2018)	16
	STAR, 90-180 N. (Nuisance - 2018)	7
	Shamrock Dr., 364 (Illegal Occ - 2018)	22
	Sharon Palms Ln., 805 (Illegal Occ - 2018)	4
	Smith Ave., 950 (Weeds - 2018)	5
	Smith Ave., 1178 (Illegal Dumping - 2018)	4
	Sobrato Dr., 760 (Illegal Dumping - 2017)	6
	Steinway Ave., 1320 (Garbage - 2017)	6
	Sunnyoaks Ave., 241 W. (Illegal Signs - 2018)	4

Attachment: Exhibit B (Destruction of Certain City Records)

Code Enforcement Files - Documents Imaged May-Aug 2018

By Corinne A. Shinn

5/22/18	Bas Ave, 1845 S. (Hsing Viol - 2018)	4
	Sunnyoaks Ave. 635 W. (Prop Maint - 18)	5
	Sunnyoaks Ave. 787 W Weeds - 2018	4
	Sunnyoaks Ave. 817 W Weeds - 2018	4
	Superior Dr. 183 (Prop Maint - 2018)	19
	Superior Dr. 203 (Noise Unt B - 2018)	8
	Third St. 120/130 N. (Const Noise - 2018)	1
	Union Ave. 35 (Hsing Viol - 2018)	6
	Union Ave. 35 (Unpermit Const - 2017)	6
	Union Ave. 741 (Misc - Goats - 2017)	10
	Vale Ave. 1480 (Prop Maint - 2015)	90
	Valley Forge Way. (Prop Maint - 2018)	7
	Van Dusen Ln. 1451 (Unpermit Const - 2018)	13
	Virginia Ave. 1265 (Prop Maint - 2018)	19
	Walnut Dr. 1252 (Illegal Occup - 2018)	6
	Walnut Dr. 1295 (Unpermit Const - 2017)	13
	West Valley Dr. 715 (Hsing Viol - 2018)	4
	West Valley Dr. 715 (Prop Maint - 18)	6
	Weston Dr. 626 (Illegal OCC - 2017)	10
	Win Blvd. 1660 S. (Prop Maint - 2018)	17
	Win Blvd. 2565 S. (Unpermit Const - 2018)	6
	Win Blvd. 2006 S. (Misc - Feeding Pigeons - 18)	7
	Win Blvd. 3035 S. (Illegal Occupancy - 15)	24
	Win Blvd. 3225 S. (Unpermit Const - 2018)	2
	Win Blvd. 3391 S. (Garbage - 2018)	2
	Win Blvd. 2068 S. (Illegal Signs - 2018)	4
	Win Blvd. 2006 S. (Illegal Signs - 2018)	4
	Win Blvd. 2006 S. (Illegal Signs - 2018)	4
	Win Blvd. 1800 S. (Illegal Signs - 2018)	4
	Win Blvd. 1790 S. (Illegal Signs - 2018)	4
	Win Blvd. 1750 S. (Illegal Signs - 2018)	4
	Win Blvd. 1740 S. (Illegal Signs - 2018)	4
	Win Blvd. 2135 S. (Illegal Signs - Cafe - 18)	4
	Win Blvd. 2470 S. (Illegal Signs - 2018)	4
	Win Blvd. 2325 S. (Illegal Sign & Grill - 18)	4
	Win Blvd. 2331 S. (Illegal Sign - 2018)	4
	Win Blvd. 2235 S. (Illegal Signs - 2018)	4
	Win Blvd. 2145 S. (Illegal Signs - 2018)	4
	Win Blvd. 2125 S. (Illegal Signs - 2018)	4
	Win Blvd. 2105 S. (Illegal Signs - 2018)	4
5/31/18	Backnam Ave 916 (Prop Main - 2018)	6
	Camden Ave 1311 (Illegal Signs - Camden Fire 18)	5
	" " 1404 (Illegal Sign - Lab Tax 18)	5

Attachment: Exhibit B (Destruction of Certain City Records)

Code Enforcement Files - Documents Imaged May-Aug 2018

By Corinne A. Shinn

5/31/18	Camden Ave 1410 (Illegal Sign Subway (8))	5
	Camp Ave 497 W (Weeds S-2018)	4
	Capri Dr 1376 (Illegal Occ - Gar - (7))	8
	Central Ave 290 N. (Prop Maint 2018)	12
	Cennie Dr 892 (Weeds-2018)	4
	Erin Wy 1056 (Nuisance - Car on lawn 18)	4
	Ham Ave. 393 E (Illegal Signs - Rose - 18)	6
	Ham Ave 500 E. (Illegal Signs - Caserta - 18)	9
	Harn Ave. 135 W. (Housing - 2018)	32
	Ham Ave 811 W (Illegal Sign Tapale - 18)	5
	Hawthorne Ave 569 (Weeds - 2018)	6
	Linda Dr 955 (Weeds - 2018)	6
	Mission Wy 38 (Housing Violations - 17)	9
	Monica Ln 851 (Prop Maint - 2018)	5
	Peggy Ave 1143 (Prop Maint - Driveway 17)	18
	Regis Dr 1277 (Prop Maint - 2018)	7
6/1/18	Ripon Ave 807 W (Prop Maint 2018)	5
	5th Ave 290 N. (Nuisance - 2018)	4
	Sharman Palms Ln 805 (Illegal Occ - Car 18)	4
	" " (Prop Maint - 18)	10
	Smith Ave 1076 (Illegal dumping - 2018)	4
	Sunberry Dr. 310 (Misc - Bee Hives - 18)	10
	Third St 235 N. (Prop Maint - 2018)	5
	Union Ave 773 (Noise - Const hrs - 2017)	43
	Villarita Dr. 1681 (Weeds - 2018)	5
	Virginia Ave 586 (Garbage 2018)	11
	Vir 1017 (Weeds - 2018)	5
	Walnut Dr 1223 (Noise - Const Hrs - 18)	11
	" " 1360 (Fence Placement - 2018)	4
	Win Blvd 2260 S. (Noise - 2018)	4
	" " 3225 S (Unpermit Const TRP 18)	19
	Darryl Dr 732 (Nuisance - Odor - 2018)	4
	Central Park Dr 2207 (Unpermit Const 18)	19
	Camden Ave 1408 (Illegal Sign - Laptop - 18)	5
	Curtner Ave 50 (Illegal Signs - 18)	5
	White Oak Rd 1236 (Illegal Signs - Misc - 18)	5
6/1/18	Aram Ave. 660 (Illegal Occ - 2017)	8
	Camp Ave 1581 W (Donation Bin - 2015)	10
	Central Ave 1056 N. (Unpermit Const - 2018)	9
	Central Park Ln 2293 (Prop Maint 2018)	4
	Longfellow Ave 1078 (Prop Maint - 2018)	8
	Bas Ave 1870 S. (Sign - Mangani's Sleep - 18)	5
	Bas Ave 1902 S. (Sign - Petfood Xpress 18)	5

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Code Enforcement Files - Documents Imaged May-Aug 2018

By Corinne A. Shinn

6/11/18	Bas Ave 1950 S. (Sign - Taco Bravo 18)	5
"	" (Sign - Wienerschnitzel 18)	5
	Bas Ave 2020 S. (Sign - The Headache Dr - 18)	5
	Bas Ave 2000 S. (Sign - Habit B - 18)	5
	Bas Ave 2050 S. (Sign Nat Nails - 18)	5
	" " (Sign - LT Day Spa 18)	5
6/21/18	Bas Ave 2060 S (Illegal Signs - Dennis - 18)	5
	Bas Ave 2201 S. (Illegal Sign - Goodies - 18)	4
	Bas Ave 2205 S. (Illegal Sign - 7-11 - 18)	4
	Bas Ave 2223 S (Illegal Signs - 2018)	4
	Apricot Ave 99 S (Illegal Sign - 2018)	4
	Bas Ave 2045 S. (Illegal Signs - 18)	4
	Bas Ave 2089 S. (Illegal Signs 18)	4
	" (Illegal Sign - 2018)	4
6/29/18	Christopher Ave. 317 (Prop Maint - 18)	8
	Hac Ave 700 (Prop Maint - Vac Lot - 18)	6
	Kennedy Ave 203 (Illegal bus - ext car wash 18)	6
	Lafayette Ave 213 W (Weeds - 2018)	4
	Lafayette Ave 593 (Noise - woodwork - 18)	4
	McBain Ave 1087 (Prop Maint - 2018)	6
	McBain Ave 1433 (Prop Maint - Dead tree - 18)	7
	STAR 1164 S. (Illegal Occ - 2018)	7
	Steinway Ave Vacant lot (Weeds - 18)	6
7/6/18	Brynarwood Wy (Weeds - 3 vacant lots - 18)	18
	Bucknam Ave 916 (Prop Maint - Dumped items - 18)	6
	Bucknam Ave 979 (Weeds - 2018)	6
	Burrows Rd. 1420 (Prop Maint - Vacant - 17)	10
	Camden Ave. 1725 (Prop Maint - Dead tree - 18)	21
	Camden Ave 1500 (Weeds - 2018)	16
	Camp Ave 675 E (Prop Maint - Dead tree - 18)	8
	Comme Dr. 891 (Weeds/Prop Maint 18)	6
	Comme Dr 891 (Weeds 2018)	6
	Del Prado Dr 2169 (Order - 2018)	5
	El Camino Ave 2076 (Car leaking oil - 18)	6
	Hac Ave 756 W. (Boat on lawn - 18)	5
	Ham Ave 499 E (Prop Maint - May 18)	27
	Ham Ave 1952 (Garbage - 2018)	4
	Laura Dr. 611 (Illegal dumping - 18)	4
	Lovell Ave 1070 (Illegal storage parking - 18)	2
	McBain Ave 1135 (Prop Maint - Dead tree - 18)	10
	Oak Park Ln 2598 (Prop Maint - vacant house - 18)	17
	Phantom Ave 670 S (Garbage - 2018)	14
	Smith Ave 1036 (Illegal Dumping couch - 18)	4

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Code Enforcement Files - Documents Imaged May-Aug 2018

By Corinne A. Shinn

7/6/18	Third St. 67 S. (Nuisance - AC - 2018)	5
	Van Dusen Ln # (Illegal dumping - 18)	5
	Win Blvd 2345 (Illegal Signs 420/veh - 18)	6
7/20/18	Win Blvd 2910 # 2 (Illegal OCC - 2018)	6
	Bas 2223 S. (Illegal dumping - 18)	5
	Bucknam Ave 916 (Illegal dumping - 18)	5
	Bucknam Ave 938 (Illegal dumping - 18)	4
	Calado Ave 2041 (Prop Maint - 18)	5
	Camp Ave. 1450 W. (Illegal Signs - 18)	5
	Connie Dr. 891 (Prop Maint - 18)	8
	Connie Dr. 892 (Prop Maint - 18)	5
	Dell Ave. 1610-A (Illegal Bus - 18)	11
	Hac Ave 135W (Noise - Recycling - 18)	8
	Harnet Ave 1456 (Prop Maint - 18)	54
	" " 1456 (Illegal OCC - 17)	12
	" " 1456 (Prop Maint - 17)	7
	Ravenscroft Ave 937 (Prop Maint - 18)	7
	" " 961 (Prop Maint - 18)	14
	STAR 180N. (Prop Maint - 18)	9
	" " 1147 S. (Prop Maint - 18)	26
	Smith Ave 978 (Illegal Bus - 18)	8
	Sobrado Dr 690 (Hoarder - 18)	17
7/23/18	Van Dusen # (Prop Maint - 18)	64
	Van Dusen # (Illegal OCC - 17)	27
	Vir Ave. 930 (Weeds - 2018)	4
	Vir Ave 1017 (Weeds - 2018)	4
	Win Blvd 2855 S. (Illegal Signs - 18)	6
8/8/18	Bas Ave 1777 S. (Noise - 2018)	5
	Sunnyoaks Ave 870 W (Prop Maint - 18)	4
	Virginia Ave 1017 (Weeds - Aug 18)	2
	Vacant - behind York (Illegal OCC - Vehs - 18)	35
	Bas Ave. 1845 S. (Hsing Viols - Hot 12/18)	4
	Longellow Rd 1086 (Prop Maint 2018)	4
	Mitchell Dr 690 (Illegal dumping - 2018)	9
	Salerno Dr 1089 (Illegal Gar conversion - 18)	10
	STAR 290 N. (Nuisance Gar lids - 18)	3
	" " 1153 S. (Weeds - 2018)	6
	Shadle Ave 1110 (Unpermit Const - Unfounded)	6
	Sharmon Palms 805/817 (Prop Maint - Jul 18)	7
8/10/18	Albert Wy 690 (Tall Fence w/in front setback - 18)	5
	Alice Ave 167 (Unpermit Cons - Gar ADU - 18)	2
	Hays Ave 382 (Illegal OCC ADU - 18)	14
	STAR 200 N. #3 (Hsing Viols - 18)	4
	Union Ave 157 (Hsing Violations - 18)	5
	Win Blvd 2341 S (Illegal dumping 2018)	7

Attachment: Exhibit B (Destruction of Certain City Records)

8/16/18	Camp Ave 200 E (UP Violations - 2017)	4
	Connie Dr 891 (Weeds - Jul 2018)	6
	Kenneth Ave 559 (Illegal Use Air BnB 18)	24
	Walnut Dr 1223 (Noise - Const - Jun 18)	4
	Dismark Dr 1103 (Garbage - Jul 18)	10
	Campbell Ave 280 E (Misc - Live Ent - 17)	48
	Connie Dr 840 (Prop Maint - Gard Weeds 18)	5
	Elm Ave 1323 (Misc Weekly Gar Sales - 18)	8
8/17/18	AGED FILES BELOW 2015/16	
	Wekiva Ave 1111 (Prop Main 2015)	11
	West Valley Dr 720 (Housing - 2016)	3
	Whitehall Ave 935 (Prop Maint - 2016)	4
	White Oaks Rd 1300 (Illegal Dumping - 15)	13
	" " 1360 (Dumping Storm Drains 15)	58
	" " 1436 (Overflow parking on st - 15)	3
	" " 1436 (Parking on st - 16)	2
	" " 1506 (Buses in res neigh - 15)	11
	" " 1700 (Prop Maint - Appliances - 16)	6
	" " 1945 (Illegal Bus - 16)	14
	" " 1985 (Prop Main Trees - 16)	6
	Whitwood Ln 1705 (Prop Maint - 2015)	4
	Wilton Dr 151 (Storage in carport - 12)	8
	" " 130 (Prop Maint - 2016)	1
	" " 203 (Illeg Occ 2015)	42
	West Valley Dr 740 (Housing Viols - 16)	12
	Win Blvd 1655 S (Hsing 2008)	3
	" " 1745 S (Illegal Sign - Grill - 16)	3
	" " 1790 S (Prop Maint - 16)	9
	" " 2125 S (Extra Sechs 2015)	2
	" " 2125 S (Poss ADA Viols - 1)	27
	" " 2145 S (Homeless Encamp - 16)	4
	" " 2165 S (Prop Maint 2012)	5
	" " 2200 S (Illegal Signs 16)	4
	" " 2260 S (Illegal Occ Bin - 15)	10
	" " 2260 S (Prop Maint tree - 16)	7
	" " 2325 S (Unpermitted Behav - 14)	27
	" " 2527 S (Illegal bus - 15)	7
	" " 2585 S (Prop Maint - Parking - 16)	5
	" " 3175 S (Noise Const - 16)	2
	" " 3175 S (Unpermitted Const - 16)	33
	" " 3275 S (Prop Maint - Parking - 16)	10



Date	Item(s)	Pages	
5/23/18	Adler 139 (Illegal Dumping - 2017)	7	
	Adler 220 (Hsing Violations - 2017)	3	
	Almarida Dr 815 (Illegal Occ - 2017)	8	
	Apricot Ave 924 (Hsing Violations - 17)	40	
	Apricot Ave 961 (Illegal Occupancy 17)	7	
	Arroyo Seco Dr 1095 (Unpermut Const - 17)	8	
	Beethoven Ln 701 (Noise - Leaf blowers - 17)	6	
	Bascorn Ave 1820 S. (Prop Maint. 2017)	6	
	Bas Ave 2050 S. (Illegal Sign - 2017)	8	
	Bas Ave 216 S. (Misc - landscape - 2017)	24	
	Bas Ave 2200 S. (Prop Maint - 2017)	9	
	Bas Ave 2080 S. (Illegal Sign - Mr Pickle - 17)	6	
	Bas Ave 2089 S. (Illegal Bns/Const Yd - 17)	7	
	5/24/18	Beta Ct 603 (Weeds - 2017)	7
		Beta Ct 604 (Illegal Dumping - 2017)	8
		Birch Dr 694 (Illegal Bus - Massage - 2017)	5
		Briarwood Wy 738 (Parking Unpaved Surf. 17)	4
" " (Unpaved Parking - 17)		13	
Bucknam Ave 916 (Prop Maint - 2017)		6	
Bucknam Ave 969 (Illegal Dumping - 2017)		7	
Bucknam Ave 979 (Weeds - 2017)		7	
Bucknam Ave 1100 (Unpermitted Const 17)		14	
Budd Ave 400 (Prop Maint 2017)		9	
Cambrian Dr 816 (Weeds - 2017)		5	
W Camp @ Dot (Illegal bus from Vac Lot - 17)		18	
Camp Ave 175-201 E. (Prop Maint - 2017)		14	
Camp Ave. 368 E (Unpermitted Const - 2017)		13	
Harris 21 N. (Garbage - 2017)		4	
Camp Ave 675 E. (Illegal Dumping - 2017)		6	
Camp Ave 1400 E. (Prop Maint - 2017)		6	
Camp Ave. 790 E (Illegal Occ - 2017)		7	
Camp Ave 939 W. (Noise - Const - 2017)		5	
Camp Ave 1225 W. (Garbage - 2017)		46	
Camp Ave 124 S W. (Garbage - 2017)		8	
Camp Ave 1602 W. (Noise - 2017)		5	
Camp Ave 1651 W. (Prop Maint - 2017)		14	
Calif St 391 (Noise - Const - 2017)		5	
Carlyn Ave 11 (Garbage - 2017)		4	
Carlyn Ave 31 (Misc - Parked on lawn - 17)		6	
Carlyn Ave 42 (Illegal Dumping - 2017)		4	
Carlyn Ave 210 (Illegal Dumping - 2017)		5	
Carlyn Ave 272 (Prop Maint. 2017)		7	

5/24/18	Castro Ct 390 (Weeds - 2017)	7
	Central Ave 261 N. (Prop Maint - 2017)	17
	Central Ave 859 N (Illegal Occ - 2017)	35
	Central Park Dr. 2285 (Garbage 17)	4
	Chapman Dr 457 (Garbage - 2017)	4
	Charmain Dr 720 (Misc - Loss AirBnB - 17)	13
	Connie Dr 912 (Misc - Pots on curb 17)	5
	Connie Dr 924 (Misc - Porta Potties on b/w 17)	4
	" 925 (Misc - Auto Repair etc 17)	7
	" 925 (Garbage - 2017)	5
	Connie Dr 945 (Illegal Bus - Auto - 17)	6
	Connie Dr 948 (Garbage - 2017)	5
	Connie Dr 949 (Prop Maint - 2017)	5
	Connie Dr 949 (Garbage - 2017)	4
	" 982 (Prop Maint 2017)	8
	" 1019 (Garbage 17 2017)	5
	" 1014 (Garbage Nov - 2017)	5
	Coventry Dr 180 (Illegal Occ - Daycare - 17)	7
	Craig Ave 710 (Unperm Const - 2017)	8
	Crockett Ave 663 (Weeds - 2017)	4
	Cushman Ave. 251 (Illegal Occ - Shed - 17)	10
5/25/18	Dallas Dr 385 (Illegal Bus Sales 2017)	5
	" 401 (Prop Maint - 2017)	7
	" 481 (Illegal Occ - Garage - 2017)	7
	" 481 (Illegal Gas Habitation 17)	7
	Dell Ave 1587 (Prop Maint - blight - 2017)	11
	Della Ct 132 (Weeds - 2017)	5
	Del Prado Dr 84 (Illegal Dumping - Fire damage - 17)	5
	Dillon Ave 60 (Illegal dumping - junk - 17)	9
	Ebbets Dr 1706 (Nuisance - Noise Const - 17)	5
	Echo Ave. 164 (Prop Maint - 2017)	7
	Echo Ave 164 (Unperm Const - Wall - 2017)	6
	El Caminito 44 (Prop Maint - 2017)	6
	Ernie Wy 230 (Prop Maint - Dead Tree - 17)	11
	Esther Ave. 347 (Illegal Occ) - 2017)	5
	Estrellita Wy 1381 (Nuisance - Const hrs - 17)	4
	Fairland S Ave 788 (Prop Maint - Graffiti 17)	6
	First St. 186 N. (Illegal Occ - Garage - 2017)	12
	Friar Wy 113 (Unperm Const - 2017)	5
	Hac Ave 331 W (Prop Maint - 2017)	6
	Hac Ave 70 S, W (Nuisance - Const - 2017)	6
	Hac Ave 724/726 (Illegal dumping - 2017)	4
	Hac Ave 852 W (Illegal dumping - sofa - 17)	4

5/25/18	Hac Ave 883 (Illegal dumping - 2017)	6
	Hac Ave 893 (Illegal dumping - 2017)	7
	Hac Ave 1060-62 W. (Illegal dumping - 17)	6
	Hac Ave. 1110 W. (Illegal dumping - 17)	8
	Hac Ave 175 S (Garbage - 2017)	4
	Ham Ave 79 E. (Illegal Occ - illegal units - 17)	5
	Ham Ave 499 E. (Prop Maint - E Bar - 17)	8
	Ham Ave 950/970 W. (Prop Maint - 17)	6
	Ham Ave 480 E. (Noise - Home Depot 17)	65
	Ham Ave 999 W (ASing # 644 - 2017)	5
	Ham Ave 1159 W. (Unpermitted Const - 17)	43
	Harriet Ave 630 (Auto repair from rest 17)	6
	Harriet Ave 880/910 (Noise - Rooster - 17)	7
	Harrison Ave. 421 (Illegal occupancy 17)	28
	Harrison Ave 439 (Prop Maint - 2017)	6
	Harrison Ave 449 (Prop Maint by yard - 17)	5
	Hawthorne Ave 662 (Unpermitted Const - 2017)	5
5/29/18	Heritage Village Ln 6 (Noise - 2017)	7
	Hunt Wy. 412 (Illegal Occ - Gas - 16)	14
	Inwood Ct 1409 (Illegal dumping - 2017)	5
	Jeffrey Ave. 780 (Prop Maint - Graffiti 17)	5
	Jim Elder Dr 87 (Illegal dumping - Street - 17)	5
	Jones Ave 864 (Illegal dumping - 2017)	4
	" 870 (Weeds - 2017)	4
	Kara Wy. 908 (Prop Maint - Weeds - 2017)	7
	Ken Cir 244 (Prop Maint - 2017)	7
	Kenneth Ave 661 (Unpermitted Const 2017)	7
	" 967 (Illegal Occ - living RV - 17)	4
	Robway Ave 1139 (Site not secured - 2017)	6
	Latimer Ave 415 W. (Illegal dumping - Street - 17)	5
	Lat Cir 592 (Noise - Woodworking - 17)	5
	Laura Dr 621 & D. (Housing Violations - 17)	4
	Lavonne Dr 33 (Garbage - 2017)	10
	Lavonne Dr 35 (Garbage - 2017)	12
	" " 36 (Garbage - 2017)	7
	" " 7 (Parking on front lawn - 18)	7
	Leich Ave 121 S. (Prop Maint - 2017)	5
	Linda Dr. 955 (Prop Maint - Weeds - 17)	6
	Linda Dr 965 (Prop Maint - Gard Weeds 17)	4
	Linda Dr. 999 (Garbage - 2017)	4
	" " 1010 (Garbage - 2017)	4
	" " 1134 (Prop Maint - Const Mats 17)	7
	Llewellyn Ave. 492 (Noise - Landscaper - 17)	6

Attachment: Exhibit B (Destruction of Certain City Records)

5/29/18	Longfellow Ave 1113	(Misc - RV Parked - 17)	16
"	" " 1155	(Misc - Weeds, inops - 17)	6
	Lowell Ave 961	(Prop Maint. - 2017)	7
"	" " 1070	(Prop Maint - Cars in BY 17)	1
	Luka Pl 1649	(Prop Maint - Junk - 17)	8
	McCoy Ave 1560	(Prop Maint - Junk Poo - 17)	6
	McG Ln, 439 E	(Illegal Occ - Living - 17)	8
	McG Ln, 710 E #111	(Illegal Bus - Waste - 17)	12
"	" " 786 E	(Prop Maint - Weeds - 17)	8
	Milton Ave, 190 N	(Parked on lawn - 17)	6
"	" " 32 S.	(Prop Maint - Const 17)	5
"	" " 33 S.	(Weeds - 2017)	6
	Monica Ln 1081	(Car on lawn - 17)	4
	Parsons Ave 1521	(Illegal Occ - Fence 17)	14
	Paula Dr 1200	(Illegal Dump - Yard on St 17)	4
	Peggy Ave, 1156	(Garbage - 2017)	9
"	" " 1170	(Garbage 2017)	9
"	" " 1326	(Misc - BB Hoop in St - 17)	6
	Radford Dr 216	(Misc - Lg TRP w/o permit 17)	53
	Railway Ave 282116	(Misc - Car on St - 2017)	119
	Reading Rd 180	(Noise - Const 2017)	5
	Ree Cir 192	(Unpermit Const - 2017)	11
	Ridgeley Dr 1086	(Prop Maint - 2017)	6
	Rincon Ave, 1137	(Unpermit Const - 17)	32
"	" " 202 W	(Veh Storage - 2017)	7
"	" " 290 W #11	(Unpermit Const - 17)	7
	Salerno Dr, 968	(Weeds - 2017)	6
"	" " 1145	(Weeds - 2017)	12
"	" " 1150	(Prop Maint - Trash - 17)	13
	STAR 1108 S.	(Illegal dumping - 2017)	6
	Sharon Palms 781	(Hsing - Low Source - 17)	17
"	" " 858	(Garbage - 2017)	5
"	" " 898	(Garbage - 2017)	5
"	" " 952	(Garbage - 2017)	5
	Sharp Ct 1405	(Weeds - 2017)	16
	Sharp Ave, 1421	(Nuisance - Const Site - 17)	4
	Shelley Ave 50	(Weeds - 2017)	9
	Silacci Dr 957	(Prop Maint - Gaffa 17)	5
"	" " 1549	(Weeds - 2017)	6
"	" " 1159	(Weeds - 2017)	7
	Smith Ave, 973	(Garbage - 2017)	5
"	" " 973	(Garbage - 2017)	5
"	" " 1036	(Garbage - 2017)	5

5/29/18	Smith Ave 1050	(Prop Maint - 2017)	6
5/30/18	Sonuca Ct 1179	(Illegal dumping - 2017)	5
	Steinway Ave 1052	(Misc - Broken fence 17)	6
	" " 1208	(Misc - RV in backyd 17)	6
	Stokes St 647	(Prop Maint - 2017)	4
	Summerfield Dr. 1588	(Prop Maint - Weeds 17)	4
	Sunnybrook Dr 531	(Noise - Const - 2017)	4
	" " 540	(Noise - Const - 2017)	4
	Sunnyoaks Ave 130 E	(Illegal dumping storm-17)	7
	" " 762 W	(Nuisance - Dumpsters 17)	4
	" " 774 W	(Prop Maint 2017)	7
	" " 644 W	(Illegal Bus - After hours 17)	5
	" " 845 W	(Prop Maint - Weeds 17)	6
	" " 845 W	(Prop Maint Yd Waste 17)	5
	" " 864 W	(Weeds - 2017)	5
	" " 870 W	(Prop Maint - Weeds trash cans 17)	8
	" " 875 W.	(Prop Maint Weeds trash cans 17)	9
	" " 875 W.	(Misc - Boyle 17)	6
	Sunnypark Ct 847	(Misc - Graffiti fence 17)	5
	Superior Dr 754	(Prop Maint - Prop/Driveway 17)	4
	Sweetbriar Dr 894	(Prop Maint Green Pod 17)	6
	Theresa Ave. 1369	(Unpermit Const - 2017)	9
	Theresa Ave 1572	(Prop Maint - tree - 17)	6
	Third St 236 N	(Illegal Bus - Daily Rentals 17)	3
	Union Ave. 40	(Illegal dumping - furniture 17)	4
	Van Dusen Ln (vacant lot)	(Illegal Occ - boat 17)	5
	" " 1573	(Unpermit const - Pod - 17)	7
	Victor Ave 172	(Prop Maint - 2017)	6
	" " 196	(Prop Maint - tree - 17)	4
	" " 197	(Nuisance - 2017)	6
	Virginia Ave 320	(Prop Maint - Dead tree 17)	8
	" " 386	(Weeds - 2017)	6
	" " 459	(Prop Maint - 2017)	6
	" " 930	(Weeds - 2017)	5
	" " 944	(Prop Maint - Vacant hse 17)	11
	" " 1017	(Weeds - 2017)	4
	Waldo Rd 862	(Prop Maint - Hoarder 17)	7
	Walnut Dr 1225	(Noise - Const - 2017)	7
	Walters Ave 1581	(Unpermit Const - 2017)	6
	Westmont Ave 1325	(Illegal dumping on st - 17)	5
	" " 1330	(Illegal const - chain fence 17)	8
	" " 1565	(Prop Maint - Hoarder - 15)	7
	" " 1680	(Garbage - 2017)	5

5/30/18	West Valley Dr 740 (Garbage-2017)	6
	Whitehall Ave 945 (Upper Const @ Prop line-17)	14
	Wilton Dr 130 (Illeg Dumping-ouch-17)	4
	Win Blvd 1550 #105/14 (Illegal occ-2017)	6
	" " 1675 S. (Illegal sign-church-17)	7
	" " 1805 S. (Noise-Night Cleaning-17)	10
	" " 1820 S. (Prop Maint-Inops-17)	8
	" " 1850 S. (Illegal Occ-Inops-2017)	5
	" " 1925 S. (Noise-Leaf blowers-17)	6
	" " 2028 (Prop Maint-Graffiti-2017)	5
	" " 2145 S. (Nuisance-Homeless camp-17)	15
	" " 2335 S. (Prop Maint-7-Eleven-17)	7
	" " 2345 (Prop Maint-Freshend-17)	6
	" " 3391 (Prop Maint-2017)	15
	" " 3405 S. (Prop Maint-2017)	11
	York Ave 1422 (Prop Maint-2017)	5
	" " 1435 (Prop Maint-2017)	11
	" " 1424 (Prop Maint-2017)	100
5/31/18	Almerida Dr 1034 (Unpermitted Const-(5))	4
	Bas Ave 1731 S. (Prop Maint-Trees-2017)	7
	Bas Ave 2000 S. (Illegal sign-2017)	4
	Bas Ave 2200 S. (Prop Maint-2016)	4
	Bas Ave 2200 S. (Prop Maint-Graffiti-17)	4
	" " 2210 S. (Prop Maint-2017)	5
	" " 2252 S. (Illegal bus-Massage-16)	26
	Belle Terre Ct 19 (Nuisance-Prop Cond-17)	9
	Bismarck Dr 1091 (Blocking St Parking-2017)	4
	" " 1147 (Illegal business-2017)	5
	Briarwood Wy 738 (Illegal bus-Auto Repair-17)	6
	Budd Ave 400 (Prop Maint-2017)	4
	Calado Ave 116 (Prop Maint-2017)	7
	Calado Ave 116 (Prop Maint-2013)	151
	Calif St 285 (Nuisance-Lights-2016)	27
	Camp Ave 32 E. (Illegal bus-No Lic-16)	8
	Camp Ave 155 E #160 (Illegal signs/landsc-17)	11
	" " #216 (illeg bus w/olic-2016)	6
	Camp Ave, 334 E. (Nuisance-Graffiti-17)	3
	" " 342 E. (Prop Maint-2016)	11
	" " 566 E. (Prop Maint-Weeds-17)	5
	Camp Ave, 866 E. (Prop Maint-illegal TRP-17)	7
	Camp Ave, 950 E. (Illegal Const-Bazowire-17)	4
	" " 1225 W. (Garbage-2017)	4
	" " 1530 W. (Prop Maint-2016)	40

5/31/18	Camp Ave. 1625 W. (Prop Maint - Trunk - 17)	7
"	" " 1651 W (Prop Maint - 17)	5
	Capron Dr. 1376 L (Prop Maint 17)	8
	Carlyn Ave 11 (Garbage Mar 2017)	3
"	" " 384 (Parkings unpaired - 17)	6
	Central Ave 721 N. (Illegal home bus - 17)	6
	Central Park Dr. 2286 (Prop Maint Green Bed 17)	4
	Chapman Ave 450 (Illegal OCC - Gar - 15)	9
	Connie Dr. 911 (Garbage - 2017)	5
"	" " 949 (Garbage - 2017)	5
	Crockett Ave 665/691/711 (Prop Maint - 17)	5
	Cronwell Dr. 1467 (Illegal OCC - 2016)	147
	Curtner Ave 351 (Illegal bus - 2016)	23
"	" " 363 (Illegal sign - 2016)	11
	Curtner Ave 175 (Prop Maint - 2017)	4
	Dell Ave 1680-1700 (Misc 10 TR Pw/Permit 17)	4
	Dillon Ave 180 (Noise - Balloons 15 - 17)	18
	Emory Ave 683 (Prop Maint - Vacant - 17)	5
"	" " 881 (Illegal OCC - Access Sts - 15)	7
"	" " 927 (Prop Maint - 2017)	2
	Esther Ave 355 (Illegal OCC - Tomatoes 17)	5
	Filbert Wy 135 (Prop Maint - Mold - 17)	3
	First St 250 S. (Prop Maint 2014)	19
"	" " (Garbage - 2014)	4
	Gilman Ave 76 B (Illegal Bus - Auto - 16)	8
"	" " 130 (Prop Maint fence falling 16)	9
	Ham Ave 499 E (Prop Maint - E-Bar Site - 17)	11
"	" " (Prop Maint - E-Bar Ap 17)	3
	Ham Ave 1500 E (Replacement trees, not planted 17)	22
	Ham Ave 115 W (Nuisance - Red Curbs - 17)	6
"	" " 171 W. ( " " 17)	6
6/11/18	Harnett Ave 630 (Misc - Auto Repair - 17)	6
	Jones Wy 825 (Misc - Block Sidewalk - 17)	5
	880 (Illegal OCC - Auto Repair - 17)	4
	Lat Ave 482 W. (Prop Maint - Pool - 16)	11
6/2/18	Lavonne Dr 14 (Garbage - 2017)	4
	Lavonne Dr 36 (Garbage - 2017)	4
	Linda Dr 950 E (Misc - Car on lawn - 17)	5
"	" " 955 (Prop Maint - Weed set - 17)	5
"	" " 965 (Weeds - 2017)	5
"	" " 975 E (Misc - Car on lawn - 17)	4
	Sharon Palms Ln 775 (Illegal dumping - 17)	10
	Linda Dr 978 (Garbage 2017)	

6/12/18	Linda Dr 999	(Garbage Apr 2017)	5
	" "	1010 (Garbage Apr 2017)	5
	" "	1030 (Garbage - Apr 2017)	5
	" "	1059 (Garbage - Apr 2017)	5
	" "	1069 (Garbage - Apr 2017)	5
	Lovell Ave 1070	(Prop Maint 9/15-2005)	63
	Lovell Ave 1071	(Misc - Fence (height - 15)	54
	Loyalton Dr 887	(Illegal bus w/traffic - 16)	14
	Mary Ct 819	(Weeds - 2017)	5
	" "	843 (Weeds - 2017)	5
	Milton Ave 111 S.	(Illegal home occ - 17)	14
	Peggy Ave 1143	(Prop Maint - Gas - 16)	9
	Phantom Ave 1670	(Illegal OCC - Motor home 17)	4
	" "	1700 (Prop Maint - 2017)	4
	" "	1830 (Illegal OCC - 2017)	4
	Whitehall (adj 1321 Porgy)	(Prop Maint 2016)	7
	Porgy 1321 (adj. to Whitehall vac parcel	2016)	7
	SPARK 792 N.	(Prop Maint - 17)	4
	Second St 35 S.	(Illegal use w/o OP - 17)	3
	" "	(Illegal occupancy - 17)	31
	Sec St 99 S.	(Prop Maint - 17)	6
	Shannon Palms Ln 805	(Illegal dumping 17)	4
	Shereen Pl 66	(Nuisance - Flood lighting 17)	18
	Smith Ave 973	(Garbage - 2017)	4
	Westmont Ave 1350	(Nuisance - Vac Hse - 17)	10
	Smith Ave 983	(Illegal dumping - 2017)	2
	" "	(Illegal OCC - Air BnB - 16)	75
	" "	(Illegal SU being rented - 15)	25
	Smith Ave 997	(Unpermitted Const - 17)	5
	Smith Ave 1143	(Prop Maint Dead tree 16)	21
	Sobrado Wy 631	(Weeds - 2017)	2
	Springfield Dr 1014	(Weeds - 2017)	9
	Steinway Ave 1077	(Hsing Viols - 17)	26
	Stevens Ct 1391	(Illegal occ - 2017)	78
	Superior Dr 9.	(Garbage 2017)	48
	Superior Dr 15	(Garbage 2017)	3
	Superior Dr 23	(Garbage 2017)	3
	Superior Dr 212	(Hsing Viols - 2017)	66
	Union Ave 185 #27	(Prop Maint - 2016)	3
	Union Ave 215	(Hsing Viols - 2016)	4
	Union Ave 275	(Misc - TRP w/Per M)	5

Date	Item(s)	Pages
6/21/18	Vir Ave 250 (Blocked Parking - 2017)	197
	Vir Ave 126 (Weeds - 2015)	20
	Vir Ave 944 (Weeds - 2017)	5
	Welker Ct 44 (Prop Maint - Harder - 17)	24
	Westmont Ave 1395 (Illegal Occ - Shed - 16)	10
	Whitehall/Porsy (Prop Maint - Junk - 2013)	29
	Win Blvd. 1940 S (Sign - Grill - 2017)	9
	Win Blvd. 1820 S. (Misc - Car Storage - 16)	22
	Win Blvd 2240 S. (Noise - Coach's - 17)	13
6/22/18	Win Blvd 2341 S. (Noise - Goodwill - 2017)	20
	Win Blvd 2389 S. (Illegal bus - 2016)	5
	York Ave 1419 (Illegal - Boosters - 17)	11
6/29/18	Abbey Ln 2142 (MISC - Pods - 2016)	6
	Audrey Ave 998 (Misc - RV Parking - 16)	66
	Abbott Ave 1436 (Prop Maint - 2016)	5
7/6/18	Alpha Ct 601 (Illegal dumping - 2016)	3
	Almarida Dr 1054 (Illegal bus - 2015)	10
	Alpha Ct 602 (Illegal dumping - 2016)	8
	Alpha Ct 607 (Illegal dumping - 2016)	8
	Apricot Ave 973 (Unpermitted Const - 2014)	25
	Alice Ave 51 (Illegal Occ - 2016)	21
	Apricot Ave 816 (Unper Const - 2016)	4
	April Wy 416 (Prop Maint - Sewer - 2016)	9
	Audrey Ave 1197 (Zoning Violation - 15)	4
	Bas Ave. 1737 S. (Noise - Pest Speaker - 2016)	4
	Bas Ave. 1790 S. (Buzzer System Door - 2016)	5
	Bas Ave 1845 S. (Hsing Vio - Bugs - 2016)	13
	Bas Ave 1875 S. (Misc Rock Bottom - 16)	53
	Bas Ave 2000 S. (Nuisance - Odors - 16)	5
	Bas Ave 2020 S. (Nuisance - Exterior Lights - 16)	10
	Bas Ave 2060 S. (Nuisance - Denny's - 17)	11
	Bas Ave 2200 S. (Prop Maint - 2015)	61
	Bas Ave 2203 S. (Unpermitted Const - 16)	3
	Bas Ave 2210 S. (Prop Maint 2015)	9
	Bas Ave 2060 S. (Nuisance - Dumpster/Fence - 16)	4
	Bas Ave 3651 S. (Weeds - 2016)	7
	Bas Ave 3685 S. (Weeds - 2016)	8
	Bas Ave 4651 S. (Misc - Cur Reg'd - 2016)	14
	BR Kom Ct 111 (Unper Const - Fan - 2016)	6
7/9/18	Bent Dr. 1295 (Prop Maint - Vacant - 15)	10
	Bent Dr. 1331 (Prop Maint - Weeds - 16)	5
	Bent Dr. 1410 (Prop Maint - Vacant - 16)	4

7/9/18	Bent Dr 1424 (Unpermitted Lg Daycare 2016)	16
	Beta Ct, 603 (Illegal dumping - 16)	3
	Beta Ct 603 (Const w/o Permits - 16)	4
	Beta Ct 604 (Illegal dumping - fur - 16)	3
	Bismarck Dr, 1117 (Vehs on lawn - 17)	6
	Bismarck Dr, 1133 (Vehs on lawn - 17)	6
	Bracebridge Ct 1246 (Weeds - 2016)	6
	Bucknam Ave, 1114 (Zoning - food trucks/walk)	5
	Bucknam Ave 1135 (Zoning No - Repairs from Res - 16)	5
	Bucknam Ave 1135 (Repairs from Res - 16)	3
	Bucknam Ave 1170 (Unpermitted Const - Patio Cover)	15
	Budd Ave, 400 (Prop Maint - Bags of Garbage - 16)	6
	Budd Ave, 663 (Illegal Home Bus - 2013)	7
	Buddawn Wy, 130 (Illegal dumping - Oil - 16)	10
	Burnham Ct, 205 (Barbecue Dumpsters 16)	5
	Burnham Ct, 205 (Prop Maint - Debris - 2015)	6
	Burnous Sq, 1290 (Hsing - illegal ADU's - 16)	11
	Burnous Rd 1315 (Weeds - 2016)	5
	Calado Ave 116 (Prop Maint - 2017)	3
	Camden Ave 210 (Prop Maint - Open Trench - 15)	13
	Camden Ave 311 (Ulec OCC - TI no bus stop)	16
	Cambrian Dr 715 (Trailer in driveway - 16)	6
	Cameo Dr 1431 (Noise - leaf blowers - 14)	1
	Gilman Ave 150 (Illegal Sign - A-Frame - 16)	6
	Camp Ave, 139 E. (Oct 2006 zoning w/o permit)	6
	Camp Ave 191 E (Prop Maint - Dumpsters 16)	8
	Camp Ave 191 E (Misc - Out Setting not hooked)	15
	Camp Ave 200 E (Illegal Bus Camp Bus - 15)	14
	Camp Ave 267 E (Illegal Signs - 2016)	13
7/23/18	Camp Ave 267 E (Illegal Signs - Oct 2016)	6
	Camp Ave 267 E (Prop Maint - 2016)	10
	Camp Ave 345 E (Weeds - Aug 2016)	11
	Camp Ave 368 E (CUP Violations - 2015)	79
	Camp Ave 415 E (Sidewalk Accessibility - 15)	22
	Camp Ave 471 E (Noise - Forklift - 15)	28
	Camp Ave 509 E (Illegal Signs - Spa - 16)	11
	Camp Ave 531 E (Illegal Sign - Golden Glow - 16)	5
	Camp Ave 621 E #16 (Illegal bus - 2016)	7
	Camp Ave 1 W. (Use Violations - CCC - 2015)	30
	Camp Ave 291 W (Prop Maint - Overgrown - 16)	6
	Camp Ave 555 W (Convex Mirror on City Sign - 16)	7
	Camp Ave 1625 W (Prop Maint - 2015)	20
	Capri Dr 1441 (Prop Maint - 16)	5

Attachment: Exhibit B (Destruction of Certain City Records)

7/29/18	Carllyn Ave. 11 (Prop maint 2016)	4
	Carllyn Ave 98 (Prop maint - 2016)	9
	Catalpa Ln 105 (Prop maint 16)	7
	Central Ave. 1189 (Misc - Parking - 16)	25
	Central Ave 255 (Misc - Parking - 16)	5
	Central Ave 260 N. (Nase - Const - 16)	17
	Central Ave. 532 N. (Illegal Dumping - 16)	5
	Central Ave. 651 N. (Illegal Sign - 15)	11
	Central Ave 677 N. (Prop Maint - 16)	6
7/24/18	Central Ave 771 N. (Protected tree - 16)	5
	Central Park Dr 2285 (Garbage - 15)	3
	Central Park Dr 2287 (Prop Maint - 16)	4
	" " 2297 (Garbage - 15)	2
	Chapman Dr 480 (Garbage - 16)	4
	Chapman Dr 457 (Garbage Oct 16)	10
	Chapman Dr 457 (Garbage - May 2016)	4
	Chapman Dr 509 (Prop Maint - 16)	5
	Chapman Dr 730 (Prop maint - 15)	5
	Christopher Ave 276 (Illegal Dumping 15)	6
	Comme Dr 840 (Prop Maint - 16)	4
	Comme Dr 850 (Illegal Bin - 17)	7
	Comme Dr. 891 (Weeds - 2016)	9
	Comme Dr 911 (Parking on unpaved - 16)	3
	" " 938 (Garbage - 1/2016)	4
	" " 949 (Garbage - Jul 2016)	3
	" " 963 (Garbage - Jul 2016)	4
	" " 987 (Garbage - Jul 2016)	4
	" " 983 (Garbage - Jul 2016)	4
	" " 1039 (Weeds - Jul 2016)	3
	Cristich Ln 783 (Delivery trucks 16)	5
	Crockett Ave 665/681/711 (Prop Maint - 16)	11
	Curtner Ave 251 (Living in sheds - 2015)	12
7/27/18	Dallas Dr 481 (Illegal Occ - Access Str - 15)	4
	Darryl Dr 15 (Undemitted Const - 15)	22
	David Ave 346 (Canopy in side yard - R)	25
	Dell Ave 900 (Misc - Excess Lights - 16)	7
	" " 1011 (Graffiti - 2015)	2
	Dillon Ave 74-B (Illegal business - 12)	7
	Dillon Ave 279 (Graffiti - 2016)	4
	Dillon Ave 293 (Prop Maint Graffiti - 16)	8
	Echo Ave 192 (Illegal Occ - 2015)	15
	Elam Ave 1323 (Prop Maint - Junk Pouch - 16)	6
	El Paso Dr 580 (Prop Maint - 2016)	11

Attachment: Exhibit B (Destruction of Certain City Records)

7/27/18	El Sol Ave 486	(PODS on St-16)	5
	Slam Ave 1475	(Illegal dumping 16)	5
	Emory Ave 662	(Illegal dumping -16)	4
	Emory Ave 669	(Prop Maint - Storage 16)	5
	Emory Ave 680	(Illegal dumping - 2016)	5
	English Rose Ct 124	(Prop Maint - 2016)	3
	Swain Wy 1091	(Prop Maint - Storage -16)	127
	Fewtrell Dr 1160	(Wk Garage Sales -16)	13
	" "	1204 (No W/C R Bin -2017)	4
	First St 198N	(Illegal Ur - Auto Res 16)	3
	" "	198N (Illegal Ur - Apr 2016)	23
	Friar Wy 197	(Misc Boat Storage -16)	2
	" "	265 (Prop Maint 2016)	5
	Gammact 606	(Illegal dumping -16)	4
	Gilman Ave 132-B	(Misc - CU Priols -15)	24
	Ginden Dr 649	(Garbage - 2016)	5
	" "	665 (Garbage - 2016)	6
	" "	688 (Garbage - 2016)	5
	Grant St 250	(Illegal Sign -16)	9
	Hac Ave 700W	(Noise - Const -16)	9
	" "	933 W (Weeds - 2016)	5
	" "	1660 W (Illegal dumping -16)	8
	Ham Ave 95 E	(Weeds - 2016)	3
	" "	525 E (Illegal Occ - Don Bin -15)	9
	" "	600 E (Noise - early - 2016)	3
	" "	981 E (Retail Wash traffic 15)	10
	" "	100 W (Prop Maint - Dumped items 15)	3
	" "	280 W (Illegal Sign 2015)	10
	" "	770 W (Prop Maint - Graffiti 17)	3
	" "	819 W (Illegal Occ - Food Truck -16)	4
	" "	850 W (Illegal dumping -16)	1
	" "	950 W (Noise - later 2015)	58
	" "	950 W (Illegal Occ - Don Bins -15)	10
	" "	1111 W (Prop Maint - Raw Sewage -16)	7
	" "	1135 W (Illegal Occ - Gas -16)	7
	Hardy Ave 62	(Prop Maint Hoarders 15)	5
	Harriet Ave 675	(Prop Maint - Dumpster 16)	8
	" "	7443 (Prop Maint - 14)	55
	Harrison Ave 230	(Misc - Parking offsite -16)	4
	" "	230 (Misc - St Parking Apr 16)	15
	Hazel Ave 941	(Weeds -16)	11
	" "	1045 (Misc - Tall Fence -16)	14
	Hedegard Ave 291	(Unpermitted Const - Shed -16)	6

Attachment: Exhibit B (Destruction of Certain City Records)

Code Enforcement Files - Documents Imaged June-~~July~~ 2018

By Corinne A. Shinn

7/27/18	Hedegard Ave 919 (Prop maint. 16)	6
	Herbert Ln 37 (Illegal OCC - Port-a-potty - 16)	4
	Highland Parks Ln 2243 (83 Hoop Carbs 16)	5
	Hollis Ave 155 (Hsing Viol. - leaks - 16)	8
	Industrial Ave 470 (Prop Maint - Junk 16)	7
	Wisped Dr 671 (Weeds - 16)	5
	Jeffrey Ave 168 (Hsing Violations 16)	22
	Jim Elder Dr 87 (Prop Maint - Green Paint 16)	5
	Juanita Wy 1420 (Illegal OCC - RV Bus - 15)	6
	Kara Wy. 908 (Prop Maint - Weeds - 16)	4
	Kara Wy. 910 (Nuisance - Feeding Crows 16)	1
	Kennedy Ave 203 (Prop Maint - 2016)	19
	Kenneth Ave 529 (MISC - Car Canopy - 16)	19
	Kuehnis Dr 445 (Hsing Vio - 2016)	14
	Lat Ave 567 W (Nuisance - Light 13)	5
	Laura Dr 608 (Prop Maint - Gas 15)	5
	Laura Dr 618 (Prop Maint - Gas - 15)	4
	" 945 (Illegal Dumpers - 16)	15
	Leich Ave 197 S. (Prop Maint Trees 16)	7
	Leigh Ave 1756 N (Illegal Bus Auto - 16)	7
	" " " " (15)	11
8/7/18	Linda Dr 975 (Prop Maint - 2015)	9
	Longfellow Ave 1078 (Prop Maint 2016)	6
	" " 1155 (Prop Maint - 2016)	9
	Mary Ct 819 (Prop Maint - 2016)	14
	" " 820 (Weeds - 2016)	4
	McCoy Ave 1508 (Prop Maint - Fence - 16)	13
	McBlincy Ln 354 E (No Bus Lic or CUR - 16)	13
	" " 420 (Nuisance - Dest - 15)	10
	" " 507 (Donation Bin - 15)	9
	" " 745 (Noise - Deliveries - 15)	9
	" " 911 (Prop Maint Graffiti 13)	1
	Memory Ln 143 (MISC - fence in setback 16)	4
	Michael Dr 916 (Misc - No bus lic 16)	18
	Michael Dr 910 (Weeds - 2016)	4
	Milton Ave 70 N (Illegal OCC - Storage cont. 16)	12
	" 190 N (Prop Maint - Windows - 15)	5
	Monica Ln 800 (Const w/o permits - 16)	3
	Morrene Dr 225 (Prop Maint - 16)	5
	Nadine Dr 1270 (Weeds - 2016)	2
	" " 1280 (Misc - Parking in setback 16)	6
	" " 1290 (Misc - Parking in setback 16)	5
	Nello Dr 600 (Housing Violations - 2012)	6

Attachment: Exhibit B (Destruction of Certain City Records)

8/7/18	Nello Dr 651 (Prop Maint - Junk 1 - 2015)	28
"	" 671 (Illegal dumping - sidewalk - 16)	6
	Oak Park Dr 2594 (Illegal bus - Car Repair 13)	1
	Ohern Ct 1507 (Weeds - 16)	6
	Orch City Dr 300 (Smoking @ entrance 16)	3
	Patio Dr 1279 (Tree blocks STAR sign - 16)	6
	Peggy Ave 1380 (Illegal Occ - ADU - 16)	11
"	" 1143 (Illegal bus - Const - 13)	5
	Peter Ct 36 (Nuisance BB Hoop curb 16)	4
	Peter Dr 9 N. (Prop Maint - vac & weeds - 16)	5
"	" 1430 N. (Nuisance BB Hoop - 16)	4
	Phantom Ave 1670 (Prop Maint 2015)	6
"	" 1700 (Prop Maint 2016)	1
	Phoenix Dr 497 (Prop Maint 2015)	13
	Railway Ave 56 (Housing - 2016)	4
	Railway Ave 300 (Prop Maint - Vac 16)	9
	Railway Ave 508 (Prop Maint ped path 16)	7
"	" 530 (Illegal bus - 16)	11
	Ravenscourt Ave 1006 (Prop Maint - 2016)	6
	Redding Rd 166 (Illegal Occ auto ps - 2016)	18
"	" 180 (Prop Maint 2016)	5
	Ricky Dr 781 (Hsing Violations - 16)	4
	Ridgeley Dr 1159 (Unpermit Const - 2016)	4
"	" 1225 (Illegal Occ - RV - 16)	4
"	" 1349 (Illegal Occ - SHU - 16)	9
"	" 1143 (Unpermit Const - ADU - 16)	10
	Rincon Ave 196 E (Nuisance - Car repair 16)	8
"	" 236 W. (Unpermit Const - 15)	7
"	" 807 W. (Prop Maint 16)	6
	Robin Ln 899 (Unper Const - PBO - 15)	17
	Rose Ct. 135 (Prop Maint - Junk - 16)	5
	Rosemary Ln 125 W. (Prop Maint - 16)	11
"	" 204 W. (Illegal Occ - 15)	13
8/8/18	Rosemary Ln 219 W. (fence ch - f.o.w - 15)	10
"	" 225 W. (block in st parking 15)	8
	Salerno Dr 1080 (Illegal bus - home 16)	2
	Salmar Ave 501 (Prop Maint - Graffiti 16)	7
	STAR 290 N. (Illegal dump - Car ts - 16)	14
	STAR 700 S. (Prop Maint Trash - 15)	11
"	" 944 S. (Prop Maint - Junk - 13)	136
"	" 1147 S. (Weeds - 2016)	2
"	" 1276 W. (Unpermitted Const - 16)	10
	Second St 65 S. (Prop Maint 2016)	1
"	" 235 N. (Prop Maint - 2016)	5

Attachment: Exhibit B (Destruction of Certain City Records)

8/8/18	Second St 235N	(Prop Maint - Weeds - 16)	4
"	"	120 S (Prop Maint - Weeds 5/16)	17
"	"	75 S. (Tent structure front yard)	3
"	"	86 S. (Garbage - 16)	5
"	Shamrock Dr 1128	(Misc Cars - unpaved 16)	10
"	"	1131 (Misc - parked unpaved 16)	8
"	"	1145 (Misc - cars unpaved 16)	8
"	"	1155 (Prop Maint - 2015)	5
"	Sherman Palms 805	(Illegal Dumping alley 16)	10
"	"	855 (Prop Maint - 2016)	4
"	Shelley Ave 131	(Prop Maint - Junk 2011)	12
"	Silacci Dr 1659	(Weeds - 2016)	8
"	Smith 928	(Housing 2012)	6
"	"	984 (Prop Maint - Mattresses - 16)	5
"	"	1050 (Prop Maint - Junk 16)	3
"	"	1113 (Garbage - 2016)	4
8/13/18	"	1143 (Prop Maint - 2010)	9
"	"	(Illegal Occ - tent 16)	5
"	"	(Illegal Occ - 16)	1
"	"	(Garbage - 2008)	40
"	Smith Ave 1179	(Misc - blocking fire - 16)	25
"	"	(Garbage - 2016)	5
"	Smith Ave 1179	(Garbage - 2/16)	5
"	Sobrato Wy 631	(Weeds - 5/2016)	3
"	Sobrato Dr 735	(RV on st 2016)	5
"	Sobrato Dr 738	(Weeds - May 2016)	9
"	Sobrato Dr 850	(Illegal Dumping - Jul 16)	4
"	Sobrato Dr 888	(Unpermitted const - 15)	26
"	Sobrato Dr 954	(Illegal dumping - 15)	8
"	Sobrato Dr 980	(Housing Viol 2/16)	8
"	Springfield Dr 753	(Illegal dumping - 16)	6
"	"	1014 (Prop Maint - trees - 16)	6
"	Steinway Ave 928	(Wire fence top - 16)	10
"	Sunnyoaks Ave 675 W	(Housing Vio - 16)	42
"	Sunnypark Ct 836	(Illegal dumping - 16)	5
"	Superior Dr 32	(Prop Maint - Weeds - 16)	7
"	Sweetbriar Dr 940	(Unper const - 5/4 - 14)	11
"	Theresa Ave 1369	(Illegal dumping - 16)	4
"	Third St 85 S.	(Prop Maint - 16)	4
"	Union Ave 35	(Illegal dumping 16)	8
"	Union Ave 215	(Housing Violations - 16)	9
"	Union Ave 215/225	(Housing - Elec - 16)	6
"	Union Ave 225	(Unper const - 2016)	33

Attachment: Exhibit B (Destruction of Certain City Records)



Date	Item(s)	Pages
10/26/18	Adler Ave 129 (Hsing Violations - 15)	10
	Alice Ave 116 (Weeds - 2015)	6
	Almarida Dr 1034 (Illegal bus - 2015)	19
	Apricot Ave 848 (Unpermit Const - 13)	12
	Apricot Ave 966 (Zoning Violation - 2014)	12
	April Wy 416 (Prop Maint - Yel Waste on St - 15)	5
	Arroyo Seco Dr 1190 (Gravel stored in Prow - 16)	3
	Bas Ave 1690 S. (Noise - out-sid cleaning - 12)	3
	Bas Ave 1825 S. (Donation Bin - 2015)	9
	Bas Ave 2060 S. (Donation Bin - 2015)	13
	Bas Ave 2210 S. (Prop Maint - 2015)	11
	Bas Ave 2210 S. (Prop Maint - Apr 2015)	7
	Bas Ave 3591 S (Hsing Violation - 2014)	62
	Belle Terre Ct 11 (Unpermitted Const - 2014)	8
	Bent Dr 1410 (Prop Maint - Overgrown - 2015)	6
	Bent Dr 1416 (Garbage - 2013)	1
	Bent Dr 1423 (Prop Maint - Overgrown - 15)	6
	Bent Dr 1465 (Tree house & prop line - 15)	8
	Beta Ct 603 (Hsing Vio #A 2015)	11
	Beta Ct 604 (Illegal Dumping - Furniture - 15)	7
	Bucknam Ave 916 (Prop Maint Overgrown - 16)	10
	Bucknall Rd 718 (Unpermit Const - 2012)	16
	Bucknall Rd 738 (RV on St - 2015)	39
	Bucknam Ave 916 (Prop Maint - 2015)	6
	Bucknam Ave 938 (Prop Maint - 2015)	6
	Bucknam Ave 979 (Weeds - 2015)	9
	Budd Ave 400 (Prop Maint - 2015)	23
	Calif St 285 (Tree Removal - 2015)	13
10/29/18	Camden Ave. 1404 (Illegal Signs - 2015)	10
	Camden Ave 1450 (Noise - 2015)	7
	Camden Ave 1546 (No bus tic - 2015)	10
	Campbell Ave 51 E (Unpermit - Landscaping 15)	7
	Camden Ave 1546 (Unpermitted Don. Bin - 15)	14
	Camp Ave 191 E. (No Outdoor Seating Permit - 15)	10
	Camp Ave 175-201 E (Smoking Complaint - 15)	5
	Camp Ave 267 E (Illegal Signs - 2016)	5
	Camp Ave 267 E (Unpermitted Const - Out factors 14)	10
	Camp Ave 275 E (Illegal Signs - 2015)	8
	Camp Ave 501 E (Illegal Dumping - Sidewalk - 16)	6
	Camp Ave 579 E (Unpermitted Const - 13)	1
	Camp Ave 504 E. (Illegal Sign - 2015)	6
	Camp Ave 509 E (Illegal Sign - Spa 15)	8

Attachment: Exhibit B (Destruction of Certain City Records)

10/29/18	Camp Ave 621 E (Misc - illegal lock - 2015)	4
	Camp Ave 950 E (Donation Bin - 2015)	9
	Camp Ave 1176 E (Prop Maint. Pool - 15)	9
	Camp Ave 1176 E. (Noise - Const - 2015)	11
	Camp Ave 1400 E (Storage on public grow 15)	9
	Camp Ave 472 W. (illegal off-site signs - 15)	5
	Camp Ave 1075 W. (Violation of CMP - 2015)	23
	Camp Ave 1400 E. (Garbage - 2015)	3
	Camp Ave 461 W. (Donation Bin - 2015)	7
11/1/18	Camp Ave 1570 W. (Donation Bin - 2015)	8
11/1/18	Camp Ave 1651 W. (Prop Maint. - 2016)	11
	Campus Wy 901 (Illegal dumping - 2015)	11
	Capri Dr. 1145 (Home Bus w/o lic - 2015)	12
	Capri Dr 1390 (Housing Issues - 2014)	9
	Capri Dr 1409 (Weeds - 2015)	7
	Capri Dr 1569 (Prop Maint 2015)	7
	Carlyn Ave 11 (Prop Maint Jun 2015)	4
	Carlyn Ave 11 (Prop Maint - Jan 2015)	3
	Carlyn Ave 132 (Prop Maint - Queen - 14)	6
	Carlyn Ave 163 (Garbage - 2014)	6
	Carlyn Ave 210 (Prop Maint. tree - 2014)	38
	Carlyn Ave 341 (Garbage - 2014)	7
	Carlyn Ave 355 (Unpermit Const - 2014)	16
	Carlyn Ave 425 (Prop Maint - 2014)	7
	Carlyn Ave 441 (Garbage/Address - 14)	5
	Carlyn Ave 452 (Garbage - 2014)	4
	Central Ave 387 N. (Prop Maint - Shed - 15)	9
	Central Ave 399 N. (Prop Maint - 2015)	12
	Central Ave 412 N. (Fence Height - 2015)	5
11/2/18	Central Ave 301 N. (Prop Maint - 2015)	8
	Central Ave 33 S. (Unpermit Const - 2015)	26
	Central Park Dr 2244 (Unpermit Const - 2014)	11
	Central Park Dr 2285 (Illegal Dumping - 15)	2
	Central Park Dr 2285 (Garbage - 2015)	2
	Central Park Dr 2285 (Prop Maint - Fence - 15)	20
	Central Park Dr 2286 (Garbage - 15)	5
	Central Park Dr 2287 (Prop Maint - 2015)	4
	Central Park Dr 2288 (Prop Maint 2015)	1
	Central Park Dr 2288 (Prop Maint - Mar 15)	10
	Central Park Dr 2291 (Misc - 2015)	5
	Central Park Dr 2293 (Garbage - 2015)	5
	Central Park Dr 2297 (Garbage - 15)	7
	Central Park Dr 2297 (Garbage May 2015)	2

11/2/18	Central Park Dr 2297 (Garbage - Feb 2015)	5
	Chapman Dr 457 (Garbage - Feb 15)	5
	Chapman Dr 457 (Prop Maint - Aug 15)	7
	Chapman Dr 480 (Garbage May 15)	6
	Cherry Ln 275 (Misc Code Viols - 15)	5
	Christopher Ave 168 (Prop Maint - May 15)	10
	Christopher Ave 168 (Prop Maint - May 15)	4
	Clover Ave 1264 S. (Prop Maint - Aug 15)	6
	Colleen Wy 1301 (Illegal Occ - 2014)	8
	Connie Dr 891 (Weeds - Jan 2015)	6
	Connie Dr 911 (Garbage - Aug 15)	6
	Connie Dr 925 (Garbage - Aug 15)	6
	Connie Dr 1008 (Weeds Jan - 2015)	4
	Connie Dr 1009 (Misc Work on car - 15)	7
	Carliss Wy 616 (Prop Maint Dead tree - 15)	10
	Craig Ave 609 (Prop Maint Aug 2015)	6
	Curtner Ave 61 (Illegal bus - 2015)	12
	Darryl Dr 430 (Prop Maint - Growth 15)	5
	Dell Ave (vacant) (Prop Maint W & T - 15)	10
	Dell Ave 1190 (Unpermitted Const - Mar 15)	8
	Del Ray Ct 685 (Illegal dumping - 15)	7
	Dell Ave 16104A (Expansion w/ paint - 14)	45
	Dillon Ave 34 (Illegal dumping - 15)	13
	Dry Creek Rd 1663 (Cutting Oak tree - 15)	19
	Echo Ave 166 (Hsing Viols - 15)	13
	Echo Ave 245 (Misc - Dumpster - 15)	5
	Esther Ave 347 (Illegal Occ - Nov 16)	5
	El Moro Dr 1420 (Prop Maint - Weeds 15)	6
	El Patio Dr 580 (Prop Maint - Junk - 14)	11
	Emory Ave 569 (Illegal Occ - Gar - 15)	5
	Emory Ave 878 (Const w/o permits - 15)	8
	Emory Ave 881 (Carp Container - 13)	11
	Emory Ave 910 (Prop Maint - 2009)	63
	Emory Ave 946 (Illegal Dumping 2015)	6
	Ensenada Dr 1893 (Unpermitted Const 15)	15
	Esther Ave 314 (Weeds - 2015)	7
	Estrellita Wy 1361 (Hsing - 2015)	76
	Everett Ave 233/237 (Prop Maint - 2012)	8
	Fewtrell Dr 1065 (Misc - Cars unpared - 2014)	34
	Fewtrell Dr 1160 (Prop Maint - 2015)	3
	First St 121 N (Illegal Occ - 2015)	6
	First St 240 S. (Prop Maint - 2015)	6
	First St 63 N. (Prop Maint - Hedge - 15)	5

Attachment: Exhibit B (Destruction of Certain City Records)

11/2/18	Cryst St 250 N. (PODS on St - 15)	5
	Footc Ave 56 (Illegal dumping - 15)	2
11/5/18	Footc Ave 56 (Illegal dumping - 15)	7
	Gamma Ct 620 (Hsing Viols - A.1 - 2013)	9
	Garrison Dr. 1 (Hsing Viols - A.1 - 2016)	11
	Gilman Ave 164 (Noise - Trucks - 2016)	18
	Ham Ave. 70 W (Prop Maint - Trash Enc - 15)	19
	Ham Ave. 100 W (Prop Maint - Trash Enc - 15)	17
	Ham Ave. 149 W (Hsing Viols - 2013)	7
	Ham Ave. 225 W (Prop Maint - Graft - 14)	19
	Ham Ave 345 E. (Prop Maint - 2015)	11
	Ham Ave 500 E (Prop Maint - Graft - 15)	13
	Ham Ave 515 E (Donation Bin - 15)	10
	Ham Ave 825 E (Nuisance use of Parkway - 15)	8
	Ham Ave 600 E. (Noise - Outside Paper Shred - 14)	1
	Ham Ave 770 W. (Prop Maint - Graft - 15)	4
	Ham Ave 781 W (Unpermit Donation Bin - 15)	7
	Ham Ave 810 W (Prop Maint - 2015)	3
	Ham Ave 850 W (Noise - Const - 15)	1
	Ham Ave 930 W. (Illegal dumping - AG - 15)	4
	Ham Ave 970 W (Illegal dumping - 15)	5
	Ham Ave. 1244 E (Prop Maint - 2015)	10
	Hardy Ave 31 (Car on unpaved - 15)	7
	Hardy Ave 31 (Car on unpaved - Apr 15)	5
	Harrison Ave 401 (Prop Maint - Animal - 15)	13
	Hardy Ave 104 (Missing Hse Numbers - 13)	1
	Harriet Ave 620 (Prop Maint - trees - 15)	10
	Harriet Ave 910 (Unpermit Const ADU - 14)	15
	Harrison Ave 230 (Misc - St Parking - 15)	4
	Harrison Ave 900 (Unpermit Const - 15)	5
	Hazelwood Ave 1000 (Weeds - 2015)	6
	Hazelwood Ave 1001 (Weeds - 2015)	6
	Hollis Dr 237 (Hsing - Unit 4 - 2015)	32
	Hunt Wy 31 (Mis Tree Removal - 13)	5
	Hunt Wy 134 (Noise - Const - 15)	5
	First St 390 N. (Prop Maint - 2015)	12
	Footc Ave 56 (Prop Maint - Trash - 15)	10
	Hacienda Ave 331 W. (Donation Bin - 15)	7
	Hac Ave 501 W. (Unpermit Const - 15)	4
	Hac Ave 535 W. (Prop Maint - Hazard - 13)	5
	Hac Ave 545 W. (Hsing Vio - Water - 15)	12
	Hac Ave 700 W (Illegal Dump - 13)	1
	Hac Ave 1612 W. (Unpermit Const - TRP - 15)	6

Attachment: Exhibit B (Destruction of Certain City Records)

11-6-18	Hac Ave 1631 W (Weeds-2015)	7
	Ham Ave 9 SE. (Weeds - 2015)	6
	Ham Ave 150 E. (Donation Bin-15)	12
	Ham Ave 311 E. (Prop Maint Junk 2015)	8
	Ham Ave 409 E (Prop Maint - Grackles 15)	5
	Ham Ave 480 E (Donation Bin-15)	7
	Ham Ave 480 E (Donation Bin - 15)	7
	Ham Ave 480 E. (Donation Bin - Tex Green-15)	7
	Ham Ave 480 E. (Donation Bin - breast cancer 15)	7
	Ham Ave 500 E. (Donation - Breast Cancer 15)	10
	Ham Ave 49 W. (Donation - Tex Green 15)	7
11-7-18	Jane Ann Wy 136 (Prop Maint 2016)	10
	Juanita Wy 1365 (Redwood Removal 14)	26
	Juanita Wy 1420 (Living in RV - 15)	4
	Kamson Wy 150 (Illegal Dump on st - 15)	3
	Kennedy Ave 205 (Prop Maint & Nuisance 15)	18
	Kenneth St 425 (Prop Maint - Blight - 15)	11
	Kenneth Ave 789 (Misc - Car Canopy - 12)	5
	Kilner Ave 178 (Unpermitted Const 15)	9
	Laf Ave 49 E. (Prop Maint - 15)	4
	Laf Cir 546 (Dead Oak Tree - 15)	4
	Laura Dr 629 (Hsing Violations - Heat - 13)	5
	Lavonne Dr 33 (Illegal dumping - 15)	5
	Linda Dr 890 (Prop Maint - Gar Ser - 15)	7
	Linda Dr 940 (Misc - Tall fence - 13)	9
	Linda Dr 945 (Auto Repair in D/W - 15)	9
	Llewellyn Ave 125 (Prop Maint - Dead tree - 15)	10
	Lorelei Ct 1258 (Prop Maint - 15)	8
	Lovell Ave 961 (Prop Maint Junk - 13)	7
	Marathon Dr 450 (Fence Height Unfenced 12)	5
	Maravilla Ct 26 (Bright Patio Lights 13)	39
	Mary Ct 820 (Prop Maint - Hedge - 2015)	7
	McCoy Ave 1560 (Prop Maint - Junk - 15)	10
	McGlinch Ln 655 E (Illegal dumping Sidewalk - 15)	6
	McGlinch Ln 680-750 (Noise - 2012)	46
	McGlinch Ln 680-750 (Noise - 2015)	94
	McGlinch Ln 710 E (Noise - 2012) #104	15
	McGlinch Ln 765 E (Illegal OCC Living - 15)	5
	McGlinch Ln 781 E (Illegal Dumping - 15)	5
	McGlinch Ln 885 S (Prop Maint Grackles - 13)	2
	McGlinch Ln 941 S (Prop Maint Grackles 15)	7
	Memory Ln 116 (Misc - Comm Veh Parking - 15)	7
	Mitchell Ct., 1054 (Garbage 2015)	6

Attachment: Exhibit B (Destruction of Certain City Records)

11/7/18	Moneta Wy 272 (Prop Maint - Overgrown 15)	7
	Monica Ln 1026 (Prop Maint - Overgrown 15)	5
	Monica Ln 1230 (Misc - Asphalt/Sidewalk 15)	7
	Mozart Ave 16160 E. (Illegal Dumping - 15)	6
	Nadine Dr 1225 (Auto Painting from Res - 13)	6
	Nadine Dr 1250 (Weeds - 2013)	5
	Nello Dr 651 (Illegal Const - Side Yards - 209)	6
	Nido Dr 625 (Hsing Viols - 11 - 15)	19
	Nido Dr 710 (Prop Maint - 15)	4
	Nido Dr 710 (Nuisance - Lights - 15)	9
	Nido Dr 710 (Prop Maint - Bldg E Deds - 15)	15
	Normandy Dr 1184 (Illegal Dumping 16)	8
	Oak Park Ln 2570 (Misc Chickens/Roosters 15)	5
	Palo Santo 1699 (Illegal Dumping - 15)	6
	Patio Ct 1220 (Prop Maint - Tree - 15)	16
	Peter Dr 9 N. (Prop Maint Weeds - 15)	3
	Phantom Ave 1670 ST (Garbage - 2015)	5
	Pope Ct 1727 (Illegal Home Bus - 15)	17
	Pope Ct 1727 (Illegal bus Unbonded 15)	4
	Queens Ct 430 (Garbage - 2014)	6
	Queens Ct 454 (Unpermit Const Access 14)	13
	Radford Dr 216 (Tree Removal - Unbonded 15)	16
	Railway 300 (Noise Rod Equipment 15)	11
	Ravenscourt 961 (Hsing - Unit 3 - 13)	16
	Redding Rd 86-98 (Parking Fire Ln - 13)	48
	Bridgeley Dr 110 (Paint Bus from Res - 12)	7
	Rincon Ave 111 E (Porta Potty on St - 15)	4
	Rincon Ave 233 E (Const Vehs Parking 15)	4
	Rincon Ave 86 W (Hsing Viols - Headers 13)	8
11/12/18	York Ave 1488 (Unpermitted Fence - 12)	10
	Rincon Ave 195 W (Hsing Violations - 11)	9
	Rosemary Ln 125 W (Prop Maint - 15)	11
	Robnick Ct 378 (Misc Arbor Prop Line 15)	6
	Rosemary Ln 167 W. (Misc - block st parking 15)	5
	Rosemary Ln 176 W. (Accessory Structure front 14)	6
	Rosemary Ln 181 W. (Misc - block st parking 15)	5
	Rosemary Ln 192 W. (Hsing Violations - 2012)	6
	Rosemary Ln 198 W. (Misc - block st parking 15)	5
	Rosemary Ln 205 W. (Mis - block st parking 15)	5
	Rosemary Ln 211 W. (Misc block st parking 15)	6
	Salmar Ave 496 (No Bus Lic - 2015)	4
	Salmar Ave 510 (Noise - Trucks & Gate 15)	27
	STAR 90 N. (Prop Maint - Sewer Smell - 15)	3

11/12/18	STAR 1147 S. (Prop Maint - 2014)	15
	Pollard & More (Illegal Signs - P Row - 15)	12
	Sam Cava Ln 472 (Prop Maint - 2009)	12
	STAR 150 N. (Donation Bin - 2015)	4
	STAR 150 N. (Donation Bin - Reuse Clothes 15)	7
	STAR 150 N. (Prop Maint - Hearing Light Pole 15)	4
	STAR 825 S. (Noise Cur on Str - 15)	6
	STAR 150 N. (Prop Maint - 2015)	1
	STAR 1108 S. (Illegal Occ - 2015)	16
	Second St 225 (Illegal Sign - CSR RE-11)	13
	Sharmon Palms Ln 765 (Unperm Const 15)	4
	Sharmon Palms Ln 781 (Housing Vio 15-13)	4
	Sharmon Palms Ln 817 (Housing Vio 15-12)	12
	Sharmon Palms Ln 820 (Illegal Dumping - 15)	6
	Sharmon Palms Ln 841 (Illegal Dumping 15)	2
	Sharmon Palms Ln 841 (Illegal Dumping 15)	8
	Sharmon Palms Ln 992 (Prop Maint - 15)	6
	Shelley Ave 115 (Prop Maint - Tree Trim - 15)	77
	Silacci Dr 1550 (Prop Maint Junk - 2015)	4
	Smith Ave 973 (Garbage - 2015)	6
	Smith Ave 978 (Garbage Aug 2015)	4
	Smith Ave 978 (Garbage - Apr 15)	8
	Smith Ave 1050 (Garbage - Apr 15)	9
	Smith Ave 1143 (Garbage Nov 15)	7
	Smoker Ct 587 (Illegal dump - dirt pile - 15)	5
	Soprato Dr 628 (Garbage - 13)	2
	Soprato Dr 860 (Illegal dump sidewalk - 15)	4
	Springfield Dr 793 (Unperm Const - Car canopy 16)	6
	Steinway Ave 1208 (Home Occ - Puppies 15)	8
	Steinway Ave 1208 (Home bus - Mar 15)	16
	St. Paul Dr 307 (Unpaved surfaces - 2015)	8
	Sunnyoaks Ave 266-272 (Prop Maint tree - 15)	4
	Sunnyoaks Ave 635 W. (Prop Maint 15)	6
	Sunnyoaks Ave 870 S. (Garbage 15)	6
	Sunnyside Ave 148/154 (TRP - UnAnked 15)	8
	Sunnyside Ave 189 S (Illegal Day Care 12)	4
	Sunnyside Ave 226 (Unpaid Park Fee - 15)	13
11/16/18	Superior Dr 144 (Housing Violations - 15)	32
	Superior Dr 214 (Illegal Occ - Gar - 14)	10
	Theresa Ave 1368 (Illegal dumping - 14)	10
	Third St 85 S. (Prop Maint - Porch - 15)	5
	Third St 307/335 (Misc TRP w/o permit 15)	17
	Union Ave 325 (Illegal Donation Bin 15)	12

11/16/18	Van Dusen Ln 1190 (Shed in side setback-14)	10
	Vir Ave 126 (Prop Maint Weeds-15)	4
	Union Ave 377 (Unpermitted lot fence-16)	15
	Union Ave 741 (Illegal occupancy-14)	9
	Victor Ave 1856 (Prop Maint-Weeds-15)	6
	Vir Ave 126 (Prop Maint-Weeds-15)	5
11/20/18	Vir Ave 267 (Cutting Oak - Oct 15)	7
	Third St 194 N. (Illegal Occ-2015)	15
	Vir Ave 1009 (Prop Maint-Ext Storage 15)	2
	Wellington Pl 862 (Prop Maint - 2014)	4
	Westmont Ave 1411 (Prop Maint-2013)	12
	Westchester Dr 520 (Illegal Bus-Unfounded-15)	18
	West Valley Dr 1720 (Hsing Vols -Haiti-15)	9
	White Oaks Rd 1436 (Misc - 2015)	8
	White Oaks Rd 1300 (Zoning-Bus/Lic-12)	2
	White Oaks Rd 1360 (Misc-2015)	6
	White Oaks Rd 1460 (Prop Maint Weeds 13)	5
	White Oaks Rd 1880 (Prop Maint-15)	11
	White Oaks Rd 1955 (Unpermit Structures 12)	8
	Wilton Dr 212 (Unpermit Const -15)	3
	Win Blvd 1550 S (Prop Maint - 2015)	5
	Win Blvd 1850 S. (Donation Bin - 15)	7
	Win Blvd 2006 S. (Misc-Late hrs-15)	15
	Win Blvd 2015 S. (Traffic Impacts TRC-15)	10
	Win Blvd 2028 S. (Donation Bin-2015)	8
	Win Blvd 2082 S. (Bus w/Lic-2016)	20
	Win Blvd 2140 S. (Prop Maint-Tresh-15)	5
	Win Blvd 2145 S. (Prop Maint-Jan 2015)	11
	Win Blvd 2145 S. (Illegal Dumping-15)	4
	Win Blvd 2220 S. (Weeds-Jun 2015)	6
	Win Blvd 2200 S. (Illegal Signs-15)	9
	Win Blvd 2275 S. (Weeds-2015)	5
11/21/18	Win Blvd 2341 S. (Unpermit Donation-15)	7
	Win Blvd 2365 S. (Graffiti-2014)	23
	Win Blvd 2400 S. (Donation-15)	7
	Win Blvd 2470 S. (Prop Maint-14)	19
	Win Blvd 2533 S. (Illegal bus-15)	13
	Win Blvd 2605 S. (Noise-late hr-15)	30
	Win Blvd 2501 S. (Prop Maint-15)	7
	Win Blvd 3035 S. (Donation Bin-15)	7
	Win Blvd 3225 S. (Donation Bin-15)	10
	Whitchell Ave 935 (Prop Maint-Junk-15)	13
	Wren Wy 229 (Garbage-2015)	5
	York Ave 1419 (Chickens 2012)	27
	York Ave 1488 (Prop Maint-2015)	

Attachment: Exhibit B (Destruction of Certain City Records)

Date	Item(s)	Pages
4/5/18	TA - Emer Shelters & Trans (tsinc) - 2014	502
	TA - Tree Protection Ord - 2013	227
	TA - Chapt 21.42 - S & A 2017	362
	TA - Camp Village Neigh Plan 2017	187
	↓	287
	↓	113
	↓	184
4/6/2018	Parking & loading Ord ec 2011 #1	160
	" " PC/CEQA #2	287
	" " SS #3	8
4/18/18	Proj Sentinel 3rd Qtr Rept - 4/15/2018	17
	PC Mins 3/27/2018	14
	Tree Tech Manual	25
	Proj Sentinel FY 12-13 4th Qtr - Jul 2013	15
	Zoning letter - 1670 Whitwood - Feb 2018	12
	Zoning letter - 12 Kim-Lause Dr - Feb 2018	11
	Zoning letter - 1445 Kim Ct - Feb 2018	11
	Zoning letter - 1444 Kim Ct - Feb 2018	11
	Zoning letter - 1671 Whitwood Ln - Feb 18	11
	Zoning letter - 1665 Whitwood Ln - Feb 18	11
	Zoning letter - 1685 Whitwood Ln - Feb 18	14
	Zoning letter - 1815 Bucknall Rd - Feb 18	13
	Zoning letter - 75 Fulton St. - Feb 2018	3
5/3/18	Watson Dr, 297 (Dead TRP - 2018)	3
	Audrey Ave, 993 (New vs Remodel wkshk - 2018)	3
	Mozart Ave, 16146 (EER App - 2018 Spring)	83
	Bas Ave, 1980S (Zoning Def Letter - 2017)	17
	Bas Ave, 1875 (Sign-Var - Rock Est - 2018)	6
	Bas Ave, 1875 S (ABC letter - Public Conv # 560 - 18)	1
	Virginia Ave, 230 (TRP - 2 Propper - 2018)	17
	Bas Ave, 1777B S (Sign-Metro PCS - 2018)	16
5/4/18	Camden Ave 1228 (Dead TRP - 2018)	3
	Cherry Ln, 197 (TRP - Closed - 2018)	11
	Cherry Ln, 197 (TRP - 2 Redwoods - lapp'd Idem'd)	13
	Lahmer Cir (TRP - 6 trees - Valo - 2015)	61
	Lat Cir, (TRP 513/514 - lapp'd Idem'd 2018)	38
	Shelley Ave, 72-90 (TRP - Denied - 2018)	8
	Curtner Ave, 175 (TRP - Struck - 2 yes 3 no - 18)	13
	Bas Ave, 2160 S (TRP - 2 - 2018)	16
5/7/18	Sunnybrook Dr 519 (TRP - 2018)	29
	Ham Ave, 842 W (Temp Banner - 2018)	3
	McG., 700 (Pre Ap - Storage Fac - Withdrawn 18)	52

Attachment: Exhibit B (Destruction of Certain City Records)



Date	Item(s)	Pages
5/9/18	Railway Ave, 300 (Mit Neg Dec-2015) <sup>102</sup>	662
5/10/18	Railway Ave, 300 (Mit Neg Dec 2012-2015) <sup>k</sup>	58
	" " (CPD-St Anton - 2015) #1	382
	" " " #2	274
	" " " #3	294
5/16/18	Mozart Ave, 16146 E (CPUC Filing Sprint-18)	9
	McBain Ave, 1135 (Deed TRP-2018)	2
	Railway Ave, 216-328 (Sign-Camp Railway-15)	5
	Smith Ave, 983 (Reed Restriction-Not ADU-18)	7
	Win Blvd, (Fence Exception-2018) #25	19
5/24/18	Almarida Dr, 601 (Pre App-Apts-2017)	100
6/20/18	Bas Ave 1875 S. (Master Cup 6/1/18)	52
6/21/18	Almarida Dr, 601 (PRR-2018)	2
	Hyde Dr 1654 (Addition Calcs-2018)	2
	Fourth St, 71 S. (Deed TRP-Codac-18)	3
	Theresa Ave 1291 (Add Calcs-2018)	4
	Normandy Dr 1166 (Corres ADU-2017)	15
	Camp Ave 51 E (Deed TRP-2018)	4
	Sunnyoaks Ave 1252 (Corresp-2017)	17
	Central Ave 707 N. (Deed-2018)	4
	Soprato Dr 490 (Deed-ADU-18)	5
	Smith Ave 983 (Deed-2018)	6
	Steinway Ave 1171 (Reed-ADU-18)	4
	21 Camino to Ave, 181 (Deed-ADU-18)	4
	Win Blvd 2041 S. (EFA-AT&T-2018)	134
	Budd Ave 375 (EFA-Sprint-2018)	113
	Win Blvd 2041 S. (EFR-T-Mobile 2018)	100
6/22/18	Sunnybrook Dr 540 (A&M S&A-NeosFR-17)	99
	Bas Ave 1875 S. (Sign #160-Withdrawn-18)	3
7/6/18	Hardy Ave 1717-B (Park Impact-2018)	2
	Emory Ave, 453 (Reed-ADU-2018)	5
	Camp Ave 453 (Reed-ADU-2018)	7
	McBain Ave, 1355 (Add Calc Worksheet-18)	2
	SARC Agendas - Jan-Dec 2017	
	SARC Agendas - Jan-Jul 10, 2018	
7/20/18	Lat Ave, 1171 W (Deed TRP-2018)	3
8/3/18	Bas Ave 1875 S. (Special Event Outdoor Stage-18)	14
	Win Blvd 2006 S. (Temp Banner-Sprint-18)	3
8/7/18	Bas Ave 1875 S. (Privately and MIT 8/7/18)	52





Date	Item(s)	Pages
8/22/18	Bas Ave 1690 S. (Pre App psh - 2017)	98
	Bas Ave 1820 S. (Misc - Kasputin - 96 - 12)	48
	Bas Ave 1875 S. (Enclosure of walkway 40410-11)	32
	Bas Ave 1870 S. (Temp Banner - Mancini's - 18)	6
	Bas Ave 1875 S. (Zone Clear - Out Setting - 2018)	9
8/24/18	Bas Ave 1875 S. (Cond Use Authoriz - Asian Box 18)	28
	Bas Ave 1875 S. (Zone Clear - Out Seat - DETB - 18)	24
	Bas Ave 1976 S. (Sign - Philz Coffee - 18)	9
	Bas Ave 2160 S. (Veno Center - Sign #K - 18)	31
	Bas Ave 2160 S. (TRP - Pine - 2018)	13
	Bas Ave 2200 S. (Sign - Thailandia - 2018)	12
	Bas Ave 3501 S. (TRP - Redwood - 2018)	29
	Briarwood Wy 738 CTPM - 3 lots - 2015	95
	" " 738 (S&A - New SFR - Lot 1 - 15)	272
	736 (S&A - SFR - Lot 2 - 15)	272
	734 (S&A - SFR - Lot 3 - 15)	272
	Bucknam Ave 1114 (Adm S&A - Res Add - 2017)	84
	Bucknall Rd 1685 (Pre App - 2014)	23
	Buddlawn Wy 695 (Adm S&A - Res Add - 17)	91
	Burrows Rd 1411 (Admin S&A - Add - 15)	111
	Camden Ave 870 (2-st Mobile Home - 1998)	62
	Camden Ave 1587 (Sign - Jiffy Lube - 2018)	11
	Campbell Ave 38 (Adm PD - Change of Use - 17)	38
	Camp Ave 197 E. (Sign - Bishop's Cat Color - 18)	7
	Budd Ave 350 (Mod of site / PMP - 2014)	175
	Campbell Ave 200 E (Use Permit - I Signo - 17)	293
	Camp Ave 280 E (Mod of CUP - DJ Booth - 17)	197
	Camp Ave 295 - 329 E (Zoning Utr - 2018)	5
	Camp Ave 379 E. (Outdoor Seating - later 17)	17
	Camp Ave 400 E (Sign - Hist Exempt - Regale 16)	6
	Camp Ave 400 E (Sign - Regale - 2013)	8
	Camp Ave 400 E (Extension - CUP - 2013)	17
	Camp Ave 400 E. (CUP - Regale Wine Bar - 13)	127
9/17/18	Camp Ave 400 E (CUP - Motion & Anal aug 06)	274
	Sunhypoaks Ave 462 (Dead TRP - 18)	3
	Apricot Ave 871-877 (Dead TRP - 18)	4
	Ham Ave 1980 (Cash Deposit - Faithful Per - 18)	2
	Dillon Ave 35 (Mod to APD - Appeal - Granted 17)	169
	Dillon Ave 243 (TRP - Pine - 2018)	17
	Division St. 590 (Sign - Shiba Med - 18)	13
	Ebbetts Dr 1666 (TRP - Cedar - Denied - 17)	17
	Dell Ave 1315 (S&A & TRP - 2015)	237



Box 81 - Planning Files  
 Imaged Aug - Sept 2018

8/31/18	Creekside Wy 675/705 (CEQA-2014)	126
	(Geotech Study-2013)	139
	(Creekside Central Inst Study 2000)	82
	(CORD - 2014)	40
	(C Res - Mt Wg Dec-14)	3
	(CC Rept 5/10/2014)	131
	(PC Rept 4/22/2014)	280
	(SARC Rept 4/8/2014)	8
	(Stamped Plans ofc Bldg - 14)	13
	(Stamped Plans Creekside - 14)	20
	(Application Materials 13)	56
	(Misc Proj File - 2013)	6
	(Notice of Def - 2013)	1

Creekside Wy 675/705

	(Major Mod to PD - 2015)	36
	(Refundable Deposit - 2013)	20
	Creekside Wy, 705 (Zoning Def - 15)	19
	Creekside Wy, 675 (Sign - Creekside @ 17-17)	15
	Creekside Wy 675 (Zoning letter - 2018)	12
	Campbell Ave 400 (Mod of CUP & Hist Exception 15)	1
	" (Mod of CUP - 2014)	7
	Camp Ave 400 E (CUP - Dashc - Denied/Modest/Alphd)	1
	Camp Ave 675 E. (Dead TRP - 2018)	8
	Camp Ave 519 E (Sign Bagel Bar - 2018)	1
	Camp Ave 517 E (Sign - Vision Design - 18)	1
9/5/18	Camp Ave 515 E (Sign - Images Hairc/Nail - 18)	1
	Capri Dr. 1536 (SEA - New SPR - 18)	1
	Central Ave 54 N. (Sign - Magenta 200-2017)	2

Attachment: Exhibit B (Destruction of Certain City Records)

9/5/18	Central Ave 46 S (Zoning letter 2018)	128
	Chapman Dr 600 (S&A - New SFR - 2016)	98
	Creekside Wy 649 (3 yr extension of PD - 2016)	14.
	Cristich Ln 240 (CUP - Mid Pen Main Fac - 17)	16
	Curtner Ave 175 S. (Sign - Public Storage - 18)	1
	Curtner Ave., 175 (TRP - 3 Redwoods - 18)	1
	Curtner Ave., 363 (S&A - Res Add - 16)	8
	Dallas Dr 261 (Fence Exception - 18)	12
	Dallas Dr 415 (TRP - Cedar - 2017)	15
	Dell Ave 1260 S&A - withdrawn - 2015)	2
	Dillon Ave 190 (Sign - Orch City Letts - 17)	2

Attachment: Exhibit B (Destruction of Certain City Records)





Date	Item(s)	Pages
10/9/18	Win Blvd 2135 S. - Adm PD - Salon #110 - 2017	38
	Win Blvd 2135 S. - Admin PD - Cafe #100 - 2017	51
	Win Blvd 2145 S. - Admin PD - ofc/retail - 2017	33
	Win Blvd 2125 S. - Sign - Bot & Bod - 2015	7
	Win Blvd 2041 S. EFR - T-Mobile - 2017	147
	Win Blvd 2006 S. - Sign Bright Pearl Nail Spa 18	9
	Win Blvd 1805 S. - Signs - KFC/LDS - 17	107
	Win Blvd 1675 S. S&A - 2017	158
	Westmont Ave 1430 TRP - 2lots - 2016	112
	Warwick Dr 283 S&A - Res Add - 15	102
	Walters Ave 1655 S&A - New SFR - 16	106
	Vic Ct 830 Admin S&A - Void - 2014	60
	Villarita Dr 1916 TRP - withdrawn - 18	6
	Vandell W 503 Mod to S&A - 2016	87
	Virginia Ave 596 Adm S&A - Res Add 16	77
	Union Ave 225 TRP - 18 trees - 18	47
	Third St., 90 N. (Adm PD Withdrawn - 17)	56
	Theresa Ave 1511 (Adm S&A - Expired - 17)	71
	Salmar Ave 577 CUP/PM P - School - 17	108
	Salerno Dr 1101 S&A - New SFR - 2014	145
	York Ave 1488 Adm S&A - Expired - 2012	65
	York Ave 1377 S&A - Add - remodel 2016	95
	Win Blvd 3225 S. Sign - Daycare - 2018	13
	Win Blvd 3225 S. (fence exception - 2018)	50
10/15/18	Win Blvd 3055 S S&A/CUP - Expired - 16	139
	Win Blvd 3035 S (Sign Exception - 16)	71
	Win Blvd 3035 S (Sign Ex'n - 16)	12
	Win Blvd 3035 S (Pre App - 2016)	28
	Win Blvd 2395 S. (Sign - Bank West 18)	20
	Win Blvd 2345 S. (Sign - Cricket - withdrawn 17)	11
	Win Blvd 2305 S. (Adm PD - Fitness # 120 - 18)	54
	Win Blvd 2291/2305 S. (Pre App - 2017)	22
	Win Blvd 2295 & 2305 S. (PD - Void - 201)	411
10/16/18	Orch City Dr 300 (Signs - Wall & Dir - 2018)	11
	Walnut Dr 1223 (Pre App - 2015)	24
	Walnut Dr 1223 (PD - 2 SFR - 2016)	448
	Proj Sentinel FY 18-19 - 1st Qtr 2018	9
10/19/18	Reed Restriction/Emory Ave, 630 (Reed App - 18)	5
10/23/18	Walnut Dr 1223 (Park Fee Receipt 18)	1
	Bas Ave 1999 S. (EFR - AT&T - 2018)	77

Attachment: Exhibit B (Destruction of Certain City Records)



*City  
Council  
Report*

Item: 6  
Category: CONSENT CALENDAR  
Meeting Date: September 1, 2020

**TITLE:** Second Reading of Ordinance 2266 Amending Title 21 and Title 5 of Campbell Municipal Code (Ordinance/Roll Call Vote)

**RECOMMENDED ACTION**

That the City Council approve the second reading and adopt Ordinance 2266 to amend Title 21 and Title 5 of the Campbell Municipal Code.

**BACKGROUND**

At its regular meeting of August 18, 2020, the City Council held a public hearing to consider Ordinance 2266 to amend Title 21 and Tile 5 of the Municipal Code. This ordinance establishes a new list of allowable land uses for the C-3 (Central Commercial District) Zoning district. The intent of the Ordinance is to encourage a compatible mix of uses in the Downtown and to reinforce East Campbell Avenue as a pedestrian-oriented street. The City Council voted unanimously to approve and take first reading of Ordinance 2266. Ordinance 2266 will become effective 30 days after adoption.

Prepared by:

*Andrea Sanders*

Andrea Sanders, Deputy City Clerk

Approved by:

*Brian Loventhal*

Brian Loventhal, City Manager

**Attachment:**

- a. Ordinance 2266

## Ordinance No. 2266

**BEING AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAMPBELL AMENDING TITLE 21 AND TITLE 5 OF THE CAMPBELL MUNICIPAL CODE TO ESTABLISH A NEW LIST OF ALLOWABLE LAND USES FOR THE C-3 (CENTRAL COMMERCIAL DISTRICT) ZONING DISTRICT, INCLUDING RELATED TEXT CORRECTIONS AND REVISIONS.**

After notification and public hearing, as specified by law and after presentation by the Community Development Director, proponents and opponents, the hearing was closed.

After due consideration of all evidence presented, the City Council of the City of Campbell does ordain as follows:

**SECTION 1.** To encourage a compatible mix of uses in the Downtown, to reinforce East Campbell Avenue as a pedestrian-oriented retail street, and to foster a balance of day and evening activity, the City Council finds it necessary and appropriate to reconsider the allowable land uses within the C-3 (Central Business District) Zoning District in furtherance of the Campbell General Plan and Downtown Development Plan.

**SECTION 2.** The City Council finds and determines that the adoption of the proposed Zoning Code Text Amendment qualifies as Exempt from the California Environmental Quality Act (CEQA) under Section 15061.b.3 which states that a project is exempt if the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA review.

**SECTION 3.** Section 21.30.060 (C-3 (Central Business District) zoning district) of the Campbell Municipal Code is hereby amended as set forth. Additions are indicated by underlined text and deletions are indicated by strikethrough (~~strikethrough~~) text.

**21.10.60 - C-3 (Central Business District) zoning district.**

- A. Purpose of C-3 (Central Business District) zoning district. The C-3 zoning district is applied to the heart of the city including and surrounding parts of Campbell Avenue in downtown Campbell, and by reference to the Winchester Boulevard and East Campbell Avenue Master Plan areas and Sub-Area 1 (Railway Avenue) of the South of Campbell Avenue (SOCA) Plan. The building forms in this zoning district edge the street and include retail commercial uses (e.g., entertainment, shopping, and services) on the ground floor, with either office or residential uses on the upper floors. Residential uses may be allowed where compatible with the general mix of downtown uses. The C-3 zoning district is consistent with the central commercial land use designation of the General Plan. The C-3 zoning district is specifically created to promote the following objectives in the central business area of Campbell:

1. To retain and enhance the Downtown area as a unique and economically viable retail and business center serving local and area wide commercial needs;
2. To reinforce Campbell Avenue as a pedestrian-orientated retail street;
3. To promote ground floor retail use, upper floor commercial and residential uses where appropriate and a suitable mix of uses in the Downtown area.
4. To establish development intensities consistent with the scale of the central business area and the amount of parking which can be accommodated within and adjacent to it;
5. To maintain the pedestrian scale, character, and diversity of a small town business district;
6. To maintain adequate parking and to encourage the joint utilization of parking;
7. To improve pedestrian, visual, and vehicular connections between the Downtown and adjacent areas;
8. To preserve and enhance significant historic structures within the Downtown area; and
9. To ensure that new construction in the Downtown area is of a high architectural design quality while accommodating suitable architectural diversity.

B. Land uses in the C-3 (Central Business District) zoning district. The permissibility of land uses, whether on the ground floor, an upper floor, or on all floors, as applicable, shall be as specified by Table 2-11 (Land Use Table – C-3 Zoning District). Land uses that are listed as (P) are permitted and are approved by issuance of a zoning clearance in compliance with Chapter 21.40 (Zoning clearance). Land uses listed as (C) are conditional and may be allowed subject to approval of a conditional use permit in compliance with Chapter 21.46 (Conditional use permits). Land uses listed as (X) and those not otherwise listed are prohibited and shall not be allowed. Operational requirements for outdoor merchandise display, outdoor seating, alcohol sales for on-site consumption, and live entertainment are provided further in this chapter.

**Table 2-11**  
**Land Use Table – C-3 Zoning District**

<u>LAND USES</u>	<u>GROUND FLOOR</u>	<u>UPPER FLOORS</u>
<u>Apartments<sup>1</sup></u>	<u>P</u>	<u>P</u>
<u>Automated teller machines</u>	<u>P</u>	<u>X</u>
<u>Banks and financial services</u>	<u>C</u>	<u>P</u>
<u>Banquet facilities</u>	<u>X</u>	<u>C</u>
<u>Bed and breakfast inn<sup>2</sup></u>	<u>C</u>	<u>C</u>
<u>Cat and dog day care facilities</u>	<u>P</u>	<u>C</u>
<u>Cat and dog grooming facilities</u>	<u>P</u>	<u>C</u>

**Table 2-11**  
**Land Use Table – C-3 Zoning District**

<u>LAND USES</u>	<u>GROUND FLOOR</u>	<u>UPPER FLOORS</u>
<u>Dancing and/or live entertainment establishments<sup>3</sup></u>	<u>C</u>	<u>C</u>
<u>Hotels</u>	<u>C</u>	<u>C</u>
<u>Incompatible activities<sup>4</sup></u>	<u>X</u>	<u>X</u>
<u>Late night activities</u>	<u>C</u>	<u>C</u>
<u>Liquor establishments<sup>5</sup></u>	<u>C<sup>6</sup></u>	<u>C</u>
<u>Liquor stores<sup>7</sup></u>	<u>C</u>	<u>X</u>
<u>Medical services, clinics</u>	<u>X</u>	<u>C</u>
<u>Offices, professional</u>	<u>C</u>	<u>P</u>
<u>Outdoor retail sales and activities</u>	<u>C</u>	<u>X</u>
<u>Pedestrian-oriented activities<sup>8</sup></u>	<u>P</u>	<u>P</u>
<u>Wireless Communication Facilities</u>	<u>May be allowed in compliance with Campbell Municipal Code Chapter 21.34 (Wireless Communications Facilities)</u>	

Notes:

- (1) The ground floor of an apartment building shall be limited to commercial tenant space, parking facilities, a leasing office and lobby. Residential units and recreation spaces shall be restricted to upper floors.
- (2) Restricted to structures listed on the Historic Resource Inventory and subject to Chapter 21.33 (Historic Preservation)
- (3) Except as specified by Section 21.10.060.F (Standards for live entertainment in the C-3 zoning district), which allows certain pedestrian-oriented activities to incorporate live entertainment without a conditional use permit.
- (4) "Incompatible Activities" means any land use not identified in Table 2-11A (Land Use Table) or that incorporates one or more of the following characteristics, as determined by the community development director in compliance with Section 21.02.020.F (Allowable uses of land).
  - Services offered by a "body art" practitioner as governed by California Health and Safety Code sections 119300-119324 (i.e., tattoo parlors and similar uses);
  - Services offered by a deferred deposit transaction "licensee" as governed by California Financial Code sections 23000-23106 (i.e., payday lenders and similar uses);
  - Services offered by a "check casher" as governed by California Civil Code sections 1789.30-1789.38 (i.e., check cashing and similar uses);
  - Services offered by a "pawnbroker" as governed by California Financial Code sections 21000-21307 (i.e., pawnshops and similar uses);
  - Services offered by a "secondhand dealer" or "coin dealer" as governed by California Business and Professions Code sections 21500-21672 (i.e., secondhand/thrift stores, consignment shops, gold buying, and similar uses);
  - Services offered by a practitioner of hypnotism requiring a permit pursuant to Chapter 5.08;

- Services, goods, or entertainment offered by a sexually oriented business pursuant to Chapter 5.55;
  - Storage of industrial vehicles;
  - Storage or warehousing of merchandise or products unrelated to on-site retail sales;
  - Outdoor storage of merchandise or products;
  - Assembly, compounding, manufacturing or industrial processing of merchandise or products;
  - Breeding, harboring, raising, or training of animals;
  - Repair, maintenance, or sale of motor vehicles;
  - Service to consumers within a motor vehicle (i.e., drive-through lane, drive-up window, or drive-in service);
  - Smoking or vaping of tobacco products (as defined by Chapter 6.11);
  - Cultivation, processing, sale or dispensing of Cannabis ("marijuana" as defined by Chapter 8.38 and 8.40); or
  - Emission of dust, fumes, glare, heat, liquids, noise, odor, smoke, steam, vibrations, or similar disturbance which is obnoxious or offensive or creates a nuisance.
- (5) Liquor establishments are subject to the findings provided in Section 21.46.070 (Special findings for liquor establishments).
- (6) Except as specified by Section 21.10.060.E (Standards for alcohol sales for on-site consumption in the C-3 zoning district), which allows certain pedestrian-oriented activities to incorporate an ancillary liquor establishment without a conditional use permit.
- (7) Liquor stores are subject to the provisions provided in Section 21.36.110 (Liquor Stores).
- (8) "Pedestrian-Oriented Activities" means any land use or combination of land uses that incorporate all of the following characteristics as determined by the community development director in compliance with Section 21.02.020.F (Allowable uses of land). This definition specifically includes retail stores, grocery stores, personal services, spa services/health spa (excluding massage establishments), restaurants, indoor amusement centers, and studios as defined by Chapter 21.72 (Definitions).
- Provides or offers food, beverages, retail goods, services, instruction, and/or entertainment to the general public;
  - Is open to the general public on a regular basis;
  - Is conducted within the interior of a building, except for outdoor displays and outdoor dining areas as allowed by this Chapter;
  - Maintains a transparent storefront open to the interior of the business and/or onto a merchandise display (when on the ground floor); and
  - Is not otherwise classified as an incompatible activity as defined by this Chapter.
- C. Land uses in the Area/Master Plan areas: The permissibility of land uses in the Winchester Boulevard and East Campbell Avenue Master Plan areas and Sub-Area 1 (Railway Avenue) of the South of Campbell Avenue (SOCA) Plan shall be as specified by Table 2-11a (Land Use Table – Master Plan Areas). Land uses listed as (A) are allowable subject to approval of an administrative planned development permit in compliance with Section 21.12.030.H.1 (Administrative planned development permit required). Land uses listed as (C) are conditional and may be allowed subject to approval of a conditional use permit in compliance with Chapter

21.46 (Conditional use permits). Land uses listed as (X) and those not otherwise listed are prohibited and shall not be allowed. The boundaries of the Winchester Boulevard and East Campbell Avenue Master Plans and the SOCA Plan are shown on the City of Campbell Zoning Map, available at the community development department.

**Table 2-11a**  
**Land Use Table – Master Plan Areas**

<u>LAND USES</u>	
<u>Apartments</u>	<u>A</u>
<u>Arcades</u>	<u>A</u>
<u>Banks and financial services</u>	<u>A</u>
<u>Convenience markets/stores</u>	<u>A</u>
<u>Dancing and/or live entertainment establishments</u>	<u>A</u>
<u>Government offices and facilities</u>	<u>A</u>
<u>Grocery stores</u>	<u>A</u>
<u>Incompatible activities<sup>1</sup></u>	<u>X</u>
<u>Late night activities<sup>2</sup></u>	<u>A</u>
<u>Liquor establishments</u>	<u>A + C<sup>3</sup></u>
<u>Liquor stores</u>	<u>A + C<sup>4</sup></u>
<u>Medical services, clinics</u>	<u>A</u>
<u>Nightclubs</u>	<u>A + C<sup>5</sup></u>
<u>Offices, professional</u>	<u>A</u>
<u>Outdoor merchandise display</u>	<u>A</u>
<u>Outdoor seating</u>	<u>A</u>
<u>Parking lots/structures, public</u>	<u>A</u>
<u>Personal services</u>	<u>A</u>
<u>Public assembly uses</u>	<u>A</u>
<u>Restaurants or cafes</u>	<u>A</u>
<u>Restaurants, fast food</u>	<u>A</u>
<u>Restaurants, standard</u>	<u>A</u>
<u>Retail stores, general merchandise</u>	<u>A</u>
<u>Secondhand/thrift stores</u>	<u>A</u>
<u>Spa Services/Health Spa</u>	<u>A</u>
<u>Studios, small and large</u>	<u>A</u>
<u>Theaters, movie or performing arts, and concert halls</u>	<u>A</u>
<u>Tutoring centers (small and large)</u>	<u>A</u>
<u>Wireless Communication Facilities</u>	<u>May be allowed in compliance with Campbell Municipal Code Chapter 21.34 (Wireless Communications Facilities)</u>

Attachment: Ordinance 2266 (Ordinance 2266)

Notes:

- (1) See Table 2-11, Note #4 for the definition of "Incompatible activities," excepting "secondhand dealers" and "coin dealers" as to allow "Secondhand/thrift stores".
- (2) Late night uses in the P-D (Planned Development) zoning district are subject to the findings provided in Section 21.12.030.H.7 (Additional Approval Criteria for Late Night Activities).
- (3) In addition to an administrative planned development permit, liquor establishments also require a conditional use permit pursuant to Section 21.12.030.H.1.a and are subject to the findings provided in Section 21.46.070 (Special findings for liquor establishments).
- (4) In addition to an administrative planned development permit, liquor stores also require a conditional use permit pursuant to Section 21.12.030.H.1.a and are subject to the provisions provided in Section 21.36.110 (Liquor Stores).
- (5) In addition to an administrative planned development permit, a nightclub with a liquor establishment also requires a conditional use permit pursuant to Section 21.12.030.H.1.a and are subject to the findings provided in Section 21.46.070 (Special findings for liquor establishments).

~~B. Permitted uses in C-3 (Central Business District) zoning district. The following uses are permitted with a zoning clearance in compliance with Chapter 21.40 (Zoning Clearances):~~

- ~~1. Retail business, including but not limited to clothing stores, department stores, drugstores, furniture stores, toy stores, jewelry stores, shoe stores, florist shops and gift shops subject to standards for alcohol sales in compliance with paragraph (F) (Standards for alcohol sales in the C-3 zoning district), below. Does not include retail business uses specified in paragraph (C) (Uses permitted with a conditional use permit in the C-3 district).~~
- ~~2. Tutoring centers (small and large), studios (small and large), and professional offices, except on the ground floor of parcels abutting East Campbell Avenue east of Second Street unless the following standards can be met:
 
  - ~~a. The business is located in a separate tenant space that is a minimum of fifty feet from the East Campbell Avenue property line; and~~
  - ~~b. The separate tenant space does not have a door or entrance that takes access from East Campbell Avenue.~~~~
- ~~3. Service commercial establishments including but not limited to barber shops, beauty parlors, dry cleaning, photographic studio, shoe repair shops, and tailors, except on the ground floor of parcels abutting East Campbell Avenue east of Second Street unless the following standards can be met:
 
  - ~~a. The business is located in a separate tenant space that is a minimum of fifty feet from the East Campbell Avenue property line; and~~
  - ~~b. The separate tenant space does not have a door or entrance that takes access from East Campbell Avenue.~~~~
- ~~4. Outdoor seating and merchandise displays, subject to approval of an outdoor seating and merchandise display permit in compliance with paragraph (H)~~

~~(Standards and permit requirements for outdoor seating and merchandise display), below.~~

- ~~5. Restaurants, subject to the provisions of paragraph (F) (Standards for alcohol sales in the C-3 zoning district) and standards for live entertainment in compliance with paragraph (G) (Standards for live entertainment in the C-3 zoning district), below.~~
  - ~~6. Wireless telecommunications facilities – stealth (requires approval of a site and architectural review permit).~~
  - ~~7. Other uses similar to the above in compliance with Chapter 21.02 (Interpretation of Provisions).~~
- ~~C. Uses permitted with conditional use permit in C-3 district. The following uses are permitted subject to approval of a conditional use permit in compliance with Chapter 21.46 (Conditional Use Permits):~~
- ~~1. Arcade (containing amusement devices and games).~~
  - ~~2. Banks and financial services.~~
  - ~~3. Fast-food restaurants.~~
  - ~~4. Government offices and facilities.~~
  - ~~5. Grocery stores and convenience markets.~~
  - ~~6. Health spa, except on the ground floor of parcels abutting East Campbell Avenue east of Second Street, unless the following standards can be met:~~
    - ~~a. The business is located in a separate tenant space that is a minimum of fifty feet from the East Campbell Ave. property line; and~~
    - ~~b. The separate tenant space does not have a door or entrance that takes access from East Campbell Ave.~~
  - ~~7. Late night activities.~~
  - ~~8. Liquor establishments, other than those establishments permitted to sell alcoholic beverages under subsection B of this section.~~
  - ~~9. Liquor store.~~
  - ~~10. Live entertainment (except as permitted under subsection B of this section).~~
  - ~~11. Nightclub.~~
  - ~~12. Public assembly uses.~~
  - ~~13. Residential condominiums or apartments (upper floors only).~~
  - ~~14. Parking lot or structure.~~
  - ~~15. Secondhand/thrift store.~~
  - ~~16. Theater.~~
  - ~~17. Wireless telecommunications facilities – non-stealth.~~

~~18. Other uses similar to the above in compliance with Chapter 21.02 (Interpretation of Provisions).~~

~~D. Prohibited uses in C-3 (Central Business District) zoning district. The following uses are prohibited in the C-3 district:~~

- ~~1. Storage of industrial vehicles, except for the purpose of loading and unloading;~~
- ~~2. The storage or warehousing of merchandise or products in the building or on the premises for sale other than at retail on the premises;~~
- ~~3. The outdoor storage of merchandise or products, unless otherwise approved, in compliance with subsection H of this section;~~
- ~~4. The assembly, compounding, manufacturing or processing of merchandise or products, except such as are customarily incidental or essential to permitted retail commercial and service uses;~~
- ~~5. Any use which is obnoxious or offensive or creates a nuisance to the occupants or commercial visitors of adjacent buildings or premises by reason of the emission of dust, fumes, glare, heat, liquids, noise, odor, smoke, steam, vibrations, or similar disturbance;~~
- ~~6. Auto repair;~~
- ~~7. Any business that includes smoking tobacco on site (e.g., smoking lounges, hookah lounges, etc.);~~
- ~~8. Payday lender;~~
- ~~9. Any use inconsistent with state or federal law.~~

**ED.** General development standards. New land uses and structures, and alterations to existing uses or structures shall be designed, constructed, and/or established in compliance with the requirements in Table 2-11**b** (General Development Standards - C-3 Zoning District), in addition to the general development standards (e.g., landscaping, parking and loading, etc.) in Article 3 (Development and Operational Standards).

**Table 2-11**b****  
**General Development Standards - C-3 Zoning District**

Development Feature	C-3
Maximum floor area ratio	Up to 1.25 The planning commission or City Council may approve an F.A.R. of up to 1.5 if it makes all of the following findings:
	a. The scale and intensity of the development does not create adverse traffic and parking impacts on the Downtown.
	<del>b. The balance of land uses emphasizes retail and restaurant uses consistent with the goals and objectives of the Redevelopment Agency Implementation Plan.</del>

	<u>be.</u> The design, scale, and context of the project are consistent with the goals and objectives established in the Downtown Development Plan.
	<del>d. A finding of community benefit be established stating how the development furthers the goals and objectives of the Redevelopment Agency in the Downtown area that otherwise could not be achieved with a lesser F.A.R.</del>
<u>Maximum allowable density</u>	<u>up to 27 d.u./gross acre</u>
Setbacks Required	
Front	None, except as may be required by <del>the a</del> Site and Architectural Review Permit <u>or the California Building Code</u> .
Side (each)	
Street side	
Rear	
Maximum Height Limit	45 ft.
Fences, Walls, Lattice and Screens	See Section 21.18.060 (Fences, Walls, Lattice and Screens)

~~FE.~~ Standards for alcohol sales for on-site consumption in the C-3 Zoning District. Beer and wine sales for on-site consumption, when clearly ancillary to a pedestrian-oriented activity, is permitted without a conditional use permit, subject to the following restrictions:

~~1. Alcohol sales by retail businesses.~~

- ~~a. Gift shops and florists may include products containing alcohol in gift baskets, flower arrangements or other similar uses as approved by the community development director upon finding that the sale of alcohol would be incidental to the primary activity on the site;~~
- ~~b. Retail businesses permitted to sell alcohol in compliance with this paragraph shall obtain the required licenses or permits from the State Alcoholic Beverage Control Department. Uses meeting the definition of liquor store as defined by Section 21.72.020 ("Liquor Stores") shall not be considered as a florist or gift shop;~~

~~2. Alcohol sales by restaurants.~~

- ~~a. Beer and wine sales for on-site consumption only are permitted in restaurants without a separate bar area.~~

- ~~b. A separate bar area is defined as a separate area, tables, or a room intended primarily for serving alcoholic beverages.~~
- ~~c. Restaurants that serve alcohol may be required to establish a designated driver program.~~
- ~~d. Restaurants shall obtain the required licenses or permits from the State Alcoholic Beverage Control Department.~~
- ~~3. Beer and wine festivals. See also Section 21.36.030 (Beer and Wine festivals).~~
- ~~1. Permitted only for a pedestrian-oriented activity operating as a "bona fide public eating place" as defined by Section 23038 of the California Business and Professions Code (i.e., restaurant or café).~~
- ~~2. The business must be located on a ground floor tenant space.~~
- ~~3. The business shall not incorporate a separate bar area, defined as a separate area, tables, or a room intended primarily for serving alcoholic beverages.~~
- ~~4. The business owner shall obtain and maintain in good standing a Type 41 (On-Sale Beer and Wine for Bona Fide Public Eating Place) licensed issued by the Department of Alcoholic Beverage Control.~~
- GE.** Standards for live entertainment in the C-3 zoning district. Live entertainment, when clearly ancillary to ~~the a pedestrian-oriented activity/restaurant function,~~ is permitted ~~in restaurants without a conditional use permit~~ subject to the following restrictions:
1. Permitted only ~~for pedestrian-oriented activities that are not already subject to a conditional use permit; in standard restaurants without a separate bar area. A separate bar area is defined as a separate area, tables, or a room intended primarily for serving alcoholic beverages;~~
  2. Maximum of four performers;
  3. Hours of nine a.m. to eleven p.m.;
  4. Alcoholic beverage service shall be restricted to a Type 41 (On-Sale Beer and Wine for Bona Fide Public Eating Place) ~~or 47 licenses only issued from by the State Department of~~ Alcoholic Beverage Control ~~Department~~, and at no time shall off-site sales be allowed. Full food service shall be available during entertainment;
  5. Ambient noise levels shall allow normal conversation, and may not be audible more than 50 feet from the businesses tenant space. However, in no case may noise from the live entertainment disrupt neighboring businesses;
  6. No cover charge may be imposed;
  7. Areas for dancing and festival seating are not allowed;
  8. If the police department or community development department find that a business is in noncompliance with any of the above conditions, live entertainment shall be prohibited at the site until a live entertainment permit is issued by the City Council subject to the requirements set forth by Section 5.24.010(a) et seq. (Live entertainment) of this Zoning Code;

**HG.** Standards and permit requirements for outdoor seating and merchandise display within the public right-of-way for a pedestrian-oriented activity. The following standards govern the provision of outdoor seating/dining areas and the outdoor display of merchandise within the public right-of-way (sidewalk) in the C-3 zoning district. These standards are minimum standards and additional requirements may be added through the discretionary review process.

1. Permit required. Outdoor seating and merchandise displays may be allowed subject to approval of an outdoor seating and display permit by the community development director. Approval is subject to the standards provided below and any other conditions as may be deemed necessary by the community development director in order to protect the health, safety, and welfare of the city.
2. Application. Application for an outdoor seating and display permit shall be filed with the community development department. The application shall be accompanied by a plan set, drawn to scale, depicting sidewalk dimensions, the location of seating, tables, umbrellas, and merchandise displays together with other information and exhibits as required by the community development director.
3. General standards.
  - a. A four-foot-wide pedestrian walkway shall be provided at all times along the public sidewalk. This walkway shall provide for pedestrian access to doorways, crosswalks, and along the public sidewalk. No part of the walkway shall be within two feet of the building face or within one foot of the face of curb, and the walkway shall not cross the path of outward-opening doors or windows.
  - b. All tables, seats, and displays shall be placed inside at the end of each business day.
  - c. Material placed on the sidewalk shall be secured so as not to be moved by the wind. However, tables, seats, or displays may not be bolted into the ground or secured to the streetlights, trees, or other street furniture.
  - d. The permit holder is responsible for picking up all litter associated with the outdoor seating or display and shall maintain the area in a clean condition at all times.
4. Outdoor seating.
  - a. Outdoor seating shall be located directly in front of the permit holder's tenant space as set forth in the approved application and accompanying plans.
  - b. Tables, seating, or displays shall not be placed within the area of any disabled ramps, driveways, or doorways.
  - c. Tables or seating shall not be placed in the street, or on the sidewalk within two feet of the face of curb.
  - d. The canopies of umbrellas associated with outdoor tables shall provide a minimum vertical clearance of seven feet, unless the umbrella does not extend beyond the outside edge of the table, and shall not extend past the curb.

- e. Tables, chairs, umbrellas, and other furniture associated with the outdoor seating shall be attractive, made of durable materials, and be maintained in good repair and in a manner to enhance the downtown area.
5. Outdoor Displays.
- a. Outdoor merchandise displays shall be placed against the building face abutting the permit holder's tenant space and shall be limited to fifty percent of the business frontage.
  - b. Tenants on corner lots are permitted displays along one frontage only.
  - c. Merchandise shall be attractively displayed on appropriate racks or other similar stands. Displays using card tables, cardboard cartons, plastic milk cases, or plywood boxes are not permitted. Merchandise too large to be placed on a display may be freestanding.
  - d. Displayed merchandise shall be the same type of merchandise sold in the existing business at the site.
  - e. Displays, including the merchandise placed on them, may not be more than four feet high. The community development director may approve displays greater than four feet if it can be found that the display will not block the visibility of windows of that business.
  - f. One sign, not to exceed one square foot, per display is permitted for pricing. ~~"A" framed signs and other types of signage shall not be considered displays.~~
6. Indemnification/insurance. The permit holder shall indemnify, defend and hold the city, its agents, officers, attorneys, employees, and officials harmless from any and all claims, causes of action, injuries, or damages arising out of any negligent acts on part of the permit holder, its agents, officers, employees, or anyone rendering services on their behalf. This indemnity shall include all reasonable costs and attorney's fees incurred in defending any action covered by this provision.
- a. The permit holder, during the continuance of this permit and at no cost to the city, shall maintain a comprehensive liability policy in the amount of one million dollars and if applicable a workers compensation liability policy each with a minimum coverage of one hundred thousand dollars.
  - b. The policy shall include the city as additional insured and shall apply as primary insurance and shall stipulate that no other insurance effected by the city will be called on to contribute to a loss.
  - c. Before the issuance of a permit, the permit holder shall furnish to the city a certificate of insurance, duly authenticated, evidencing maintenance of the insurance required under this permit.
  - d. If the insurance policy is canceled, terminated, suspended, or materially changed, the outdoor seating and display permit shall be suspended until the time that compliance with the requirements of this subparagraph has been fully satisfied.

H. Standards for parking in the C-3 (Central Business District) zoning district. In addition to other applicable parking requirements in Chapter 21.28 (Parking and Loading), the following requirements shall apply in the C-3 (Central Business District) Zoning District:

1. ~~Shared-Required~~ parking facilities. Required parking facilities for new buildings shall be provided, based on the gross square footage of the building(s), as specified by Table 2-11c, (Parking Requirements by Land Use), except where a parking modification permit has been granted by the City Council in compliance with Section 21.28.050, (Parking modification permit). ~~All new parking spaces shall be provided in shared parking facilities, unless the City Council, upon recommendation of the planning commission, finds that another parking arrangement would better serve the public safety or welfare and would not be detrimental to the overall parking and circulation in the area.~~
2. Parking requirement computation. In computing the total parking requirement, credit shall be allowed for existing on-site parking or for existing shared off-site parking if an agreement, acceptable to the city, which provides for the use and maintenance of shared parking is in effect.
3. Change in use. Legally existing buildings shall be required to meet the current parking standards upon expansion of the building or when there is a change in use which requires more parking than is currently provided, except for ~~retail uses and standard restaurants~~ pedestrian-oriented activities that are not required to provide additional parking unless the building is expanded in compliance with Section 21.28.040.D.2, (Expansion/remodeling of structure, or change in use).
4. ~~Parking ratios. The required shared facility parking ratios, based on gross square footage of a building, unless otherwise indicated, shall be as follows: (parking spaces/square foot):~~
4. Uses not listed. Land uses not specifically listed by Table 2-11c shall provide parking as required by the community development director. The community development director shall use the requirements of Table 2-11c as a guide in determining the minimum number of parking spaces to be provided, based on the similarity of the unlisted use to the uses listed in the table.

<u>Table 2-11c</u> <u>Parking Requirements by Land Use</u>	
<del>Retail</del>	<del>1:345 sq. ft. gross floor area</del>
Office	1:425 sq. ft. gross floor area
<del>Restaurant</del>	<del>1 space per 4 seats</del>
<u>Pedestrian-oriented activities</u>	<u>1:345 sq. ft. gross floor area</u>
Banks	1:350 sq. ft. gross floor area
Residential	2 spaces per unit

Service commercial	1:345 sq. ft. gross floor area
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JJ. Development review regulations for projects in the C-3 (Central Business District) zoning district.

1. Purpose. Downtown Campbell possesses a wealth of small-scale commercial buildings that are architecturally exemplary of the variety of historic periods in which they were constructed. These design standards are intended to both promote the conservation and rehabilitation of buildings and to encourage new building and remodeling which is simultaneously in keeping with existing buildings and architecturally exemplary of contemporary design. In this way the architectural history and richness of downtown will be continued and expanded.

Each new building and remodeling project in the downtown shall adhere both in its large- and small-scale parts to the architectural parts or style adopted for the project. Architectural design shall be of high quality, measured against contemporary standards.

2. Intent. The guidelines below govern building mass; building form and composition; storefronts; materials, colors and finishes; and other elements. They are intended to encourage the relation of specific project aspects to the designated architectural parts or style.
3. Site and Architectural Review required. Buildings and structures in the C-3 (Central Business District) zoning district shall conform to the design standards in paragraphs 4—8 below and are subject to approval in compliance with the provisions of Chapter 21.42 (Site and Architectural Review):
4. Building mass.
  - a. Large building facades shall be divided into smaller elements to complement the intimate scale created by the existing small property divisions.
  - b. Second floor decks or terraces at the rear of buildings for use by adjacent offices or restaurants should be incorporated whenever practical to add a sense of vitality to the rear building facades.
  - c. Roof design shall be consistent with the building's architectural style. Mansard, shed or residential type roofs are prohibited unless it is demonstrated that such a roof style is structurally or architecturally suitable for the particular project or location.
  - d. The existing residential building types of historical significance should retain their character, including features such as landscaped setbacks.
5. Building form and composition.
  - a. Unique and historic building elements such as parapet details and belt courses shall be retained and restored.
  - b. Traditional commercial building forms should be incorporated whenever practical.

- c. Open air dining areas facing Campbell Avenue should be employed to the greatest extent practical. The buildings should not be set back from the street, but should contain the dining areas within their architectural framework.
  - d. Upper stories in multistory buildings are required to have solid surfaces with vertical rectangular windows, augmented with frames. Glass curtain walls should not be approved unless it is demonstrated that such walls are the only structurally or architecturally suitable form of wall for the particular project or location.
  - e. Architecturally exemplary design of high quality shall be employed. Buildings should not be made to look "old time" unless such design would be clearly more appropriate and harmonious with the purpose of this chapter.
  - f. Buildings shall incorporate base, cornice, and other elements appropriate to their architectural style.
6. Storefronts.
- a. First floor frontages shall have an integrated design including display windows, an entry, and signing.
  - b. The design of the building storefront shall be consistent with the building's architectural style.
  - c. Walls facing pedestrian ways should have elements of visual interest, such as fenestration, displays, signing, or landscaping, unless the effect of such elements would be clearly contrary to the purposes of this chapter. Large areas of blank walls should not be permitted unless it is demonstrated that such blank areas are clearly more appropriate and harmonious than would be the case if elements of visual interest were incorporated.
  - d. Buildings facing Campbell Avenue shall have their primary entries along that street.
  - e. Entries should be recessed, as they add depth to storefront, and act as transition areas between the street and shop interiors, unless the effects of such entries would be clearly contrary to the purposes of this paragraph.
  - f. Doors and windows shall be of clear glass. Unglazed wood doors, screen doors and doors or windows of heavily tinted or reflective glass should not be approved unless it is demonstrated that such doors and windows are the only structurally or architecturally suitable form for the particular project or location.
  - g. Storefront windows shall reflect the building's character. For instance, on 1940's and 50's "showcase" buildings, exposed aluminum frame windows are appropriate.
  - h. Ground floor offices facing Campbell Avenue are required to maintain the same storefront character as retail spaces.
  - i. Awnings on building facades should be employed when appropriate, as they add color, weather protection, and opportunities for signing. As in other architectural elements, the awnings should be designed to reflect the building's geometry.

7. Materials, colors, and finishes.

- a. Primary facade materials shall be limited to those that are characteristic of the building's architectural style.
- b. Exterior wall finishes shall be smooth and of finished quality, not deliberately rough in an attempt to look antiqued or used.
- c. Primary building colors shall be characteristic of the building's architectural style. Overly bright, garish, or otherwise offensive colors or color combinations are prohibited.
- d. Accent materials such as tile bases shall be carefully chosen to complement the building style and coordinate with adjacent buildings. The use of shingles, lava rock, sheet metal siding, or any other residential or industrial materials should not be approved unless it is demonstrated that such material would be the only structurally or architecturally suitable materials for the project or location.
- e. Painted trim shall coordinate with primary facade colors to add more depth and interest to the buildings.
- f. A coordinated color scheme that responds to the style of the structure shall be developed for each building. The colors of signing, awnings, planters, accent materials, and primary facade colors should all be considered. The number of colors should be limited.

8. Other elements.

- a. Trash collection and storage areas shall be carefully screened.
- b. Mechanical equipment shall be screened from view. Exhaust louvers shall not be located in the storefront areas.
- c. Colorfully landscaped planters are allowed. These are especially appropriate below second floor windows.
- d. All building maintenance shall be done conscientiously.

**KJ.** Sign regulations for C-3 (Central Business District) zoning district. The following provisions shall apply to the C-3 (Central Business District) zoning district only and shall supersede those listed by Section 21.30.080 (Permanent signs) under Chapter 21.30 (Signs):

1. Intent. The intent of these regulations is to stimulate creative, good quality signing which will complement the intimate scale and architectural character of the area, and which will complement the architectural style of the building to which the signing is fixed.
2. Allowable signs. Each business shall be allowed one square foot of sign area for each one linear foot of business frontage. A minimum of twenty square feet is allowed and a maximum of forty square feet is allowed for each business.
3. Sign materials. Appropriate sign materials include enameled metal, painted wood, cast metal, painted fabric, and similar materials. Plastic signs ~~should shall~~ not be approved. ~~unless it is demonstrated that the use of the plastic signs at the~~

~~proposed location would be more harmonious with the purpose of this paragraph than the foregoing enumerated materials.~~

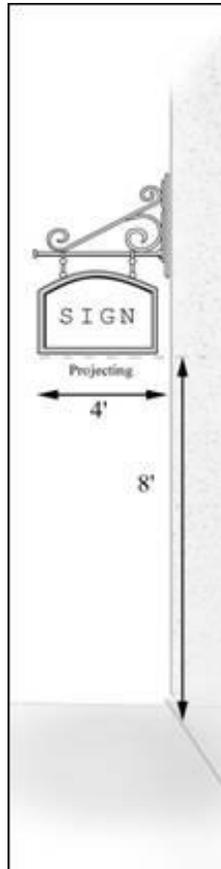
4. Wall signs. Each business may have one wall sign, except corner businesses, which may have two. This sign shall be located below the top of parapet on single story buildings and below the second floor sill on multistoried buildings. It may be painted directly on a wall, a sign panel attached to a parapet wall, or of individually formed letters attached to a wall.
5. Awnings. Awnings may be used in lieu of wall signs. An insignia or name may be painted, silk screened or appliquéd onto the awning. Awnings may project five feet into the public right-of-way on Campbell Avenue and shall maintain a minimum clearance of eight feet from the ground. All other streets shall be limited to a two-foot projection and have a minimum clearance of eight feet. Awnings shall be securely attached to buildings and well maintained. No supports or poles may be located in the public right-of-way. Awning forms shall be carefully chosen to complement the architectural style of the building to which they are fixed.



**Figure 2-1  
Awning**

6. Projecting signs.
  - a. In addition to a wall sign or awning sign, a business is allowed one, non-illuminated, double-sided projecting sign. The projecting sign may be a maximum of six square feet and may serve to identify more than one tenant in the building.
  - b. Signs may project a maximum of four feet over the public right-of-way with a minimum eight-foot clearance from the ground. Signs shall not project above any roofline or facade of the building.
  - c. Projecting signs shaped as symbols depicting the goods or services being sold by the business are encouraged.
  - d. Wood signs, that are carved, painted, stained, or feature raised letters and symbols are specifically encouraged.
  - e. Sign colors should relate to material or paint scheme of the building. Fluorescent colors are not allowed.

- f. Internally or externally illuminated signs are not allowed, nor are can signs, metal signs, neon signs, or flashing signs.
- g. Projecting signs shall be mounted perpendicular to the street and may be hung from coverings over sidewalks or affixed to the building wall.
  - (1) Signs shall be structurally attached to the building with wood, metal brackets, chain, or other similar materials in a manner compatible with the architectural style of the building.
  - (2) Fabric signs shall be anchored to the building from both the top and bottom of the sign.



**Figure 2-2  
Projecting Sign**

- 7. Lighting. Only external illumination of signs is allowed except for backlit individual letter signs.

LK. Nonconforming uses and structures in the C-3 (Central Business District) zoning district. Nonconforming uses and structures shall be governed by the standards set forth in Chapter 21.58 (Nonconforming Uses and Structures), except that whenever a nonconforming use has been abandoned or discontinued for a continuous period of six months, the nonconforming use shall not be reestablished; and the use of the structure and the site shall comply with the regulations for the C-

3 zoning district. Notwithstanding the foregoing provision, an existing use with a conditional use permit that was issued before September 1, 2020 shall be considered a conforming use for purposes of this section.

**SECTION 4.** Section 21.46.070 (Special findings for liquor establishments) of the Campbell Municipal Code is hereby amended as set forth. Additions are indicated by underlined text and deletions are indicated by ~~strikethrough~~ text.

**21.46.070 - Special findings for liquor establishments.**

Whenever a Conditional Use Permit is required for a liquor establishment by this Zoning Code, the planning commission shall first find all the following conditions in addition those findings identified in Section 21.46.040, are satisfied in order to approve the Conditional Use Permit application:

- A. Over concentration of uses. The establishment will not result in an over concentration of these uses in the surrounding area;
- B. Not create a nuisance. The establishment will not create a nuisance due to litter, noise, traffic, vandalism, or other factors;
- C. Not disturb the neighborhood. The establishment will not significantly disturb the peace and enjoyment of the nearby residential neighborhood; and
- D. Not increase demand on services. The establishment will not significantly increase the demand on city services.

E. Downtown Alcohol Beverage Policy. The establishment would be consistent with the Downtown Alcohol Beverage Policy, when applicable.

**SECTION 5.** Section 5.24.010(c)(2) of the Campbell Municipal Code is hereby amended as set forth. Additions are indicated by underlined text and deletions are indicated by ~~strikethrough~~ text.

Live entertainment conducted in a pedestrian-oriented activity standard restaurant (as defined in Section 21.02.335 in a C3-S (central business) the C-3 (Central Business District) zoning district, provided that such entertainment satisfies the requirements stated in Section 21.10.060.F (Standards for live entertainment in the C-3 zoning district).26.020.

**SECTION 6.** Section 21.72.020.D of the Campbell Municipal Code is hereby amended as set forth. Additions are indicated by underlined text and deletions are indicated by ~~strikethrough~~ text.

"Dancing and/or live entertainment establishment" means a commercial facility that offers a venue intended to allow ~~where patrons come~~ to dance and/or listen to live entertainment recorded music or simply enjoy entertainment, as defined by Section 5.24.010(b) performed by live entertainers. Does not include ~~karaoke or juke box~~ non-commercial expressive activity protected by the United States or California constitutions or the listening of recorded music without a dancing venue.

**SECTION 7:** This Ordinance shall become effective thirty (30) days following its passage and adoption and shall be published, one time within fifteen (15) days upon passage and adoption in the Campbell Express, a newspaper of general circulation in the City of Campbell, County of Santa Clara.

**PASSED AND ADOPTED** this 1st day of September, 2020 by the following roll call vote:

AYES: Councilmembers:  
NOES: Councilmembers:  
ABSENT: Councilmembers:

APPROVED:

\_\_\_\_\_  
Susan M. Landry, Mayor

ATTEST:

\_\_\_\_\_  
Andrea Sanders, Acting City Clerk

Attachment: Ordinance 2266 (Ordinance 2266)



*City  
Council  
Report*

Item: 7  
Category: CONSENT CALENDAR  
Meeting Date: September 1, 2020

**TITLE: Reopen the Recruitment for the Bicycle and Pedestrian Advisory Committee and Extend the Application Deadline**

**RECOMMENDED ACTION**

It is recommended that the City Council approve reopening the recruitment for the Bicycle and Pedestrian Advisory Committee and extend the application deadline until a sufficient number of applications has been received.

**BACKGROUND**

Pursuant to Council Policy #1.9b regarding Advisory Commission Reappointments, current commissioners were notified of their term expiration and notices of the upcoming vacancies were posted at City Hall and the City's website. Notices were posted for 30 days. Vacancies were also posted on all City social media platforms.

**Bicycle and Pedestrian Advisory Committee (BPAC):** The terms of committee members Carmen Lynaugh, Paul Tuttle and Laura Smith will expire August 31, 2020. Committee member Lynaugh applied for reappointment. Committee member Smith did not apply for reappointment. Committee member Tuttle has moved outside of the City limits and is not eligible for reappointment.

**DISCUSSION**

In addition to committee member Lynaugh, BPAC staff liaison Matthew Jue received two additional applications. These three applicants were interviewed on July 31 and August 7 to fill three four-year terms.

It was determined at that time that an adequate number of qualified applicants to fill the vacancies was not received. In order to fill this upcoming vacancy and to encourage new applicants to apply, staff recommends reopening the vacancy and extending the application period until a sufficient number of applications are received, to be decided by BPAC staff liaison Jue. At that time, interviews will be conducted to select committee members that guide the development of bicycle and pedestrian planning and policies for the City.

Prepared by:   
Andrea Sanders, Deputy City Clerk

Approved by:   
Brian Loventhal, City Manager



*City  
Council  
Report*

Item: 8  
Category: CONSENT CALENDAR  
Meeting Date: September 1, 2020

**TITLE: Acceptance of Donation from Sean' S K9s**

**RECOMMENDED ACTION**

That the City Council accept the donation of a police K9 from Sean's K9s for the Campbell Police Department.

**BACKGROUND**

The Sean M. Walsh K-9 Memorial Foundation (Sean's K-9) is a 501(c)(3) non-profit organization that has served communities nationwide since 2012. Their mission is to provide grants to law enforcement agencies to establish and maintain their K-9 programs. The Sean M. Walsh Memorial Foundation is named in memory of SPC Sean M. Walsh after his death while serving in Afghanistan.

Sean's K-9 has provided K-9s, through their grants, to numerous agencies regionally, including the Los Gatos Police Department, the Santa Clara Police Department, and the Santa Clara County Sheriff's Office. Sean's K-9s has continued their relationship with many of these agencies to support their K-9 programs' ongoing operations and participate in community events. The support provided by Sean's K-9 directly improves public safety and supports the Police Department's mission.

**DISCUSSION**

Sean's K-9 is offering to purchase a new police K-9 for the Campbell Police Department through Spectrum K-9 who sourced K-9 Lucas for us last year. Spectrum K-9 is acutely aware of the mission of the Campbell Police Department and the role the K-9 program plays in our community. Sean's K-9s would purchase the K-9 for \$10,000 from Spectrum K-9 and would then donate the K-9 directly to the Police Department.

The donated K-9 and handler will be dual-trained in enforcement and explosives detection. The added capability of explosives detection will play an important role for VIP and special events, specifically at the Heritage Theatre, where we have had to outsource this responsibility to other agencies. This will also make the K-9 a regional asset.

Currently, the Police Department only has K-9 coverage for half of the week. The addition of this K-9 will provide K-9 coverage to our patrol teams seven days a week. It

would also allow for an overlapped training day for our K-9s and handlers. The K-9 training is more effective when multiple K-9's and handlers can work together.

The addition of another K-9 will add to the department's service capabilities, and both K-9s will play an important role in our community outreach and partnership capabilities.

## **FISCAL IMPACT**

There will be an initial, one-time, training cost of \$12,000 for the K-9 handler school. The Police Department will be able to absorb this cost in the department's FY 2021 adopted training budget; which should realize expenditure savings related to the cancellation of in-person courses during the COVID-19 pandemic. No additional budgetary appropriations are requested for initial, one-time, training in FY 2021.

There are initial, one-time, miscellaneous equipment and kennel costs of approximately \$2,600 that will be covered by the existing K-9 budget and anticipated donations from the Campbell Police Foundation. Staff also anticipates a difference of approximately \$3,000 in equipping a K-9 vehicle from the cost of a standard patrol vehicle build-out. No additional budgetary appropriations are requested for initial, one-time, miscellaneous equipment, kennel, and vehicle build out costs in FY 2021.

Staff has evaluated the ongoing monthly costs of K-9 care, and believes there will be enough funding in the current K-9 budget for this addition. The monthly training fees for Spectrum K-9 covers the training of up to four K-9's, so there will be no change in those expenses. No additional budgetary appropriations are requested for ongoing monthly costs of K-9 care in FY 2021.

Other ongoing costs include up to \$7,048 annually in K-9 specialty pay for the handler, plus food, veterinary care, and equipment. Based on current budget projections, these other ongoing costs can be absorbed into the current K-9 budget. No additional budgetary appropriations are requested for other ongoing costs in FY 2021.

Prepared by:



Ian White, Police Sergeant

Reviewed by:



Gary Berg, Police Chief

Approved by:



Brian Loventhal, City Manager



*City  
Council  
Report*

**Item:** 9  
**Category:** PUBLIC HEARINGS AND  
 INTRODUCTION OF  
 ORDINANCES  
**Meeting Date:** September 1, 2020

**TITLE:** Public Hearing to Consider a City-Initiated Text Amendment Amending the Campbell Municipal Code by Adding Chapter 8.42 "Graffiti Abatement", to Title 8 "Public Peace, Safety and Morals", and Amending 6.10.020 "Nuisance Violations" (Ordinance/Roll Call Vote)

### **RECOMMENDED ACTION**

That the City Council take first reading and introduce an Ordinance adding Chapter 8.42 "Graffiti Abatement", to Title 8 "Public Peace, Safety and Morals", of the Campbell Municipal Code and amend section 6.10.020 "Nuisance Abatement."

### **ENVIRONMENTAL DETERMINATION**

Modifications to the Campbell Municipal Code are considered a project under the California Environmental Quality Act (CEQA). Staff's analysis of the Initial Study checklist concluded that adoption of the proposed ordinance is exempt from CEQA under Section 15061.b.3 because it has no potential for resulting in a physical change to the environment.

### **BACKGROUND**

Graffiti is detrimental to property values, promotes blight, degrades the quality of life in the community, is inconsistent with the City's property maintenance goals and aesthetic standards, is detrimental to the public health, safety and welfare, is often related to gang activity and may, therefore, lead to an increase in crime, and if not promptly removed may lead to the spread of additional graffiti.

In October of 2014, the Police Department identified an increase in graffiti complaints. Members of the department worked with private property owners with varying degrees of success to clean graffiti from their property. At that time, the City of Campbell Municipal Code did not have any ordinances addressing graffiti or graffiti abatement. This left the City without avenues for collecting fines and fees related to the enforcement and cleanup of graffiti following the cite or arrest of an offender. It also prevented the City from actively engaging property owners in the cleanup of graffiti on their private property.

### **DISCUSSION**

The City Attorney, with input from the Police Department, drafted a new graffiti ordinance (Exhibit A). This will also require amendments to the nuisance ordinance (Exhibit B). The graffiti ordinance is meant to be complimentary to the vandalism crimes enumerated in the California Penal Code. Those caught actively engaged in vandalism to public or private property would be arrested accordingly under one of those codes. The purpose of this ordinance is to allow the City to implement graffiti abatement programs, address cost recovery related to City funded clean up efforts, and to create criminal penalties.

As proposed the ordinance would:

- Declare graffiti a public nuisance
- Prohibits property owners from allowing graffiti to be placed upon or remain for longer than seventy-two (72) hours on their property
- Prohibits the possession of graffiti implements by persons under eighteen (18) years on private property
- Prohibits the possession of graffiti implements by persons in specified public places
- Allows the City Manager to implement graffiti removal programs
- Establishes cost recovery protocols for the removal of graffiti by the City on private property
- Establishes a criminal penalty for violations of the graffiti ordinance.

## ALTERNATIVES

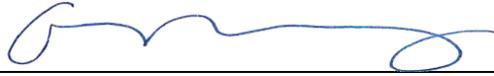
Direct staff to revise the draft ordinance  
Do not adopt the proposed ordinance

Prepared by:



Ian White, Police Sergeant

Reviewed by:



Gary Berg, Police Chief

Approved by:



Brian Loventhal, City Manager

**Attachment:**

- a. Adoptive Ordinance\_final
- b. Exhibit A Graffiti Ordinance\_final
- c. Exhibit B CMC 6.10.200\_final

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

**AN ORDINANCE OF THE CITY OF CAMPBELL AMENDING TITLE 8 “PUBLIC PEACE, SAFETY AND MORALS” ADDING NEW CHAPTER 8.42 “GRAFFITI ABATEMENT” AND AMENDING TITLE 6.10 “NUISANCE ABATEMENT AND ADMINISTRATIVE PENALTIES” TO LIST CHAPTER 8.42 AS A NUISANCE AND AMEND SECTION 6.10.200 “ASSESSMENT OF COSTS AGAINST PROPERTY – LIEN”**

THE CITY COUNCIL OF THE CITY OF CAMPBELL DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Chapter 8.42 “Graffiti Abatement” is added to Title 8 “Public Peace, Safety and Morals” of the City of Campbell Municipal Code as set forth in Exhibit A.

SECTION 2. Subparagraph (Q) of paragraph (6) of subsection (a) of Campbell Municipal Code section 6.10.020 is hereby amended to read as follows, with added text being indicated by underlining:

A violation of any of the provisions of Campbell Municipal Code Chapters 5.24, 5.28, 5.29, 5.30, 5.36, 5.48, 5.58, 6.11, 6.20, 6.30, 6.40, 8.34, 8.38, 8.40, 8.42, 11.04, 11.08, 11.12, 11.16, 11.32, 13.04, or 14.02,

SECTION 3. Section 6.10.200 “Assessment of Costs against Property – Lien” is replaced in its entirety as set forth in Exhibit B.

SECTION 4. The City Council finds, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act in that it is not a project which has the potential for causing a significant effect on the environment.

SECTION 5. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 6. This ordinance shall be in full force and effect thirty (30) days from and after the date of its adoption.

SECTION 7. The City Clerk is directed to cause copies of this ordinance or summaries thereof to be posted and/or published in accordance with Section 36933 of the California Government Code.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020 by the following roll call vote:

AYES: Councilmembers:  
NOES: Councilmembers:  
ABSENT: Councilmembers:

APPROVED:

\_\_\_\_\_  
Susan M. Landry, Mayor

ATTEST:

\_\_\_\_\_  
Andrea Sanders, Deputy City Clerk

Attachment: Adoptive Ordinance\_final (Graffiti Ordinance)

## Exhibit A

### 8.42.010 Council Findings.

The city council of the city of Campbell hereby finds and declares that graffiti is detrimental to property values, promotes blight, degrades the quality of life in the community, is inconsistent with the city's property maintenance goals and aesthetic standards, is detrimental to the public health, safety and welfare, is often related to gang activity and may, therefore, lead to an increase in crime, and if not promptly removed may lead to the spread of additional graffiti. The council also finds that the greatest disincentive to graffiti and its spread to other properties is its prompt eradication. The council further finds and declares that the regulation of graffiti by the city is necessary in order to protect the public health, safety and welfare. It is the intent of the city council, through the adoption of this ordinance to provide notice to all of those who callously disregard the property rights of others, that the law enforcement agencies of the city, including the Police Department and the city Attorney's office, will strictly enforce the law to its maximum extent and severely prosecute those persons engaging in the defacement of public and private properties. This city council further finds that the expense of abatement should be recovered for violations of this Chapter. This Chapter is intended to be complementary to and not in conflict with Penal Code section 594, which provides that any person who maliciously defaces property is guilty of vandalism, and Penal Code section 594.1 which provides that certain activities involving the possession, sales and use of aerosol paint containers are misdemeanors.

### 8.42.020 Declaration of graffiti as a public nuisance.

The city council of the city of Campbell hereby declares that graffiti is obnoxious and is a public nuisance which may be abated and that the expense of abatement and administrative costs may be collected pursuant to the procedures set forth in this Chapter and Chapter 6.10 of the Campbell Municipal Code.

### 8.42.030 Definitions.

"Administrative costs" includes, but is not limited to, the costs incurred by the city for removal of the graffiti or other inscribed material from personal or real property, the costs of repair and replacement of defaced personal or real property; and the costs incurred by the city in administering the graffiti abatement on privately or publicly owned personal or real property.

"Aerosol paint container" means any aerosol container, regardless of the material from which it is made, which is adapted or made for the purpose of spraying paint or other substance capable of defacing property.

“Expense of abatement” includes, but is not limited to, court costs, attorney’s fees, costs of removal of the graffiti or other inscribed material, costs of repair and replacement of defaced personal or real property, the law enforcement costs incurred by the city in identifying and apprehending the minor or person who created, caused, or committed the graffiti or other inscribed material on the publicly or privately owned real or personal property within the city; and, the costs of administering and monitoring the participation of a person, and if a minor, his or her parents or guardians, in a graffiti abatement program.

“Felt tip marker” means any marker or similar implement with a tip which at its broadest width is greater than three-eighths (3/8) of an inch, containing ink or other pigmented liquid which cannot be removed with water after it dries.

“Graffiti” means any unauthorized inscription, writing, lettering, word, drawing, figure, marking, painting or design that is marked, written, etched, scratched, drawn, painted, or otherwise placed on any real or personal property.

“Graffiti implement” means an aerosol paint container, a felt tip marker, a paint stick or graffiti stick.

“Minor” means a person who is under the age of eighteen (18) years old.

“Paint stick” or “graffiti stick” means a device containing a solid form of paint, chalk, wax, epoxy, or other similar substance capable of being applied to a surface by pressure, and upon application leaving a mark at least three-eighths (3/8) of an inch in width, which cannot be removed with water after it dries.

“Property” means real or personal property, whether publicly or privately owned, within the city limits.

“Structure” means the same as defined in the Uniform Building Code.

“Surface” means the exposed area of any object, including but shall not be limited to, walls, fences, signs, retaining walls, driveways, walkways, sidewalks, curbs, street lampposts, hydrant, tree, electric, light, power, telephone or telegraph poles; drinking fountains, and garbage receptacles.

“Responsible minor” means a minor who has confessed to, admitted to, pled guilty to or pled nolo contendere to a violation of this chapter, or to a violation of section 594, 594.1, 594.2, 594.3, 640.5, 640.6, or 640.7 of the Penal Code; or a minor convicted by a final judgment of a violation of this chapter, or to a violation of section 594, 594.1, 594.2, 594.3, 640.5, 640.6, or 640.7 of the Penal Code; or a minor declared a ward of the Juvenile Court pursuant to section 602 of the Welfare and Institutions Code by reason of the commission of an act prohibited by this chapter or by section 594, 594.1, 594.2, 594.3, 640.5, 640.6, or 640.7 of the Penal Code.

“Responsible person” means any person or entity who is the owner or who has primary responsibility for the management, repair or maintenance of the property.

#### **8.42.040 Graffiti prohibited.**

(a) It is unlawful for any person who owns or is otherwise in control of any real property within the city, even if it is located in the city right-of-way, to permit or allow any graffiti to be placed upon or remain for longer than seventy-two (72) hours on any surface located on such property and visible to the public.

(b) This section shall apply to both public and private property in all zoning districts of the city.

#### **8.42.050 Possession of graffiti implement by minors prohibited.**

It is unlawful for any person under the age of eighteen (18) years, to possess any graffiti implement while upon private property, without first having obtained the prior consent of the owner of such property to the minor’s presence and possession of a graffiti implement on the property.

#### **8.42.060 Possession of graffiti implement in public places.**

It is unlawful for any person to have in his or her possession any graffiti implement in any public park, playground, beach, swimming pool or other public recreational facility, or while loitering in or near an underpass, bridge abutment, storm drain, or other similar types of infrastructure not normally used by the public, except as may be authorized by the city. This provision shall not apply to any person who is traveling to or from a school in which he or she is enrolled and attending a class for which the teacher has required the use of the graffiti implement in such person’s possession.

#### **8.42.070 Graffiti removal**

(a) The city manager may from time to time implement one or more programs for the removal of graffiti located on any public or private property within the city, which is visible from any public right-of-way or public or private property, at the city’s expense, and without reimbursement from the owner or other person in control of real or personal property, unless the city elects to recover the expense of abatement and/or administrative costs, from third parties pursuant to section 6.10.200, upon the following conditions:

- (1) The property owner or other person in control of such property should be requested to perform the removal with his/her own resources;
- (2) The city shall not paint or repair a more extensive area than is necessary to remove the graffiti, unless the city manager or his/her designee determines that a more extensive area is required to be repainted or repaired in order to avoid an aesthetic disfigurement to the neighborhood or community, or unless the property owner or other person in control of such property agrees to pay for the cost of repainting or repairing the more extensive area; and
- (3) The removal of the graffiti may be performed only after securing the consent of the property owner or other person in control of such property, and that individual executes a release and right of entry form permitting such graffiti removal.

(b) Use of Public Funds. Whenever the city becomes aware, or is notified and determines, that graffiti is so located on any public or private property within the city which is visible from any public right-of-way or public or private property, the city shall be authorized to use public funds for the removal of same, or for the painting or repairing of same, but shall not authorize or undertake to provide for the painting or repair of any more extensive area than that where the graffiti is located, unless the city manager, or designee, determines that a more extensive area is required to be repainted or repaired in order to avoid an aesthetic disfigurement to the neighborhood or community.

#### **8.42.080 Abatement and cost recovery proceedings**

Notwithstanding the city administrator's right to implement graffiti removal programs pursuant to section 8.42.070, it shall be the primary obligation of all persons who own or are otherwise in control of any real or personal property upon which graffiti has been placed, to cause the removal of such graffiti within seventy-two (72) hours after receiving the notice described in subsection (a) of this section. The city administrator may cause the abatement and removal of graffiti on public or private property in accordance with the following procedure:

(a) Notice. The city administrator or his/her designee shall issue a seventy-two-hour written notice of intention to abate the graffiti as a public nuisance and shall serve such notice by any of the following methods:

1. By personal service on the owner, occupant or person in charge or control of the property;
2. By posting at a conspicuous place on the property or abutting public right-of-way; or

3. By sending a copy of such notice by registered or certified mail addressed to the owner or person in charge or control of the property, at the address shown on the last available assessment roll, or as otherwise known.

(b) Form. The notice of intention shall be in substantially the following form:

**NOTICE OF INTENT TO REMOVE GRAFFITI**

(Name and address of person notified)

Date: \_\_\_\_\_

NOTICE IS HEREBY GIVEN that you are required by Campbell Municipal Code section 8.42.080 at your expense to remove or paint over the graffiti in existence on the property located at (address), which is visible to public view, within seventy-two (72) hours after receipt of this notice; or, if you fail to do so, city employees or private contractors employed by the city will enter upon your property and abate the public nuisance by removal or painting over the graffiti. The administrative costs of abatement by the city employees or private contractors will be assessed against you and your property and such costs will constitute a lien or special assessment upon such property until paid.

At the conclusion of this seventy-two-hour period, without further notice and at your expense, the city may proceed with the abatement of the graffiti inscribed on your property unless you appeal the order of abatement to the city council within the seventy-two-hour period referenced above. Any appeal shall be accompanied by a written statement of reasons and the payment of the filing fee established by the city council.

(c) Appeal.

1. Within seventy-two (72) hours after issuance of the notice described in subsection 8.42.080(a), the owner or person occupying or controlling such property affected may appeal the order of abatement to the council. Appeals shall be filed with the city clerk and shall be accompanied by a letter stating the reasons for the appeal and a fee as required by council resolution. A hearing officer designated pursuant to Section 6.10.210 shall hear such appeals;

2. Within fifteen (15) days after receipt of the appeal application, the city clerk shall notify the applicant of the date, time and location at which the hearing officer shall hear the appeal. The hearing officer designated pursuant to Section 6.10.210 shall hear and consider all relevant evidence, objections or protests, and shall receive testimony from owners, witnesses, city personnel and interested persons relevant to such alleged public nuisance and to proposed abatement measures.

(d) Removal by city. Seventy-two (72) hours after service of the notice, or if appealed, not less than twenty-four (24) hours after the decision of the hearing officer declaring the graffiti to be a public nuisance, the city administrator is authorized and directed to cause the graffiti to be abated by the city or private contractor, and the city or its private contractor is expressly authorized to enter upon the property for such purposes.

(e) Accounting. The city administrator shall keep an account of the cost of abatement and an itemized report to the city council shall be filed with the city clerk. Such report shall refer to each separate lot or parcel of land by description sufficient to identify such lot or parcel, together with the expense proposed be assessed against each separate lot or parcel of land.

(f) Assessment of Costs Against Owner or Other Person in Control of Property. The total administrative costs of abatement shall be a personal obligation of the owner or other person in control of the real or personal property upon which graffiti has been abated, and shall be paid by such owner or other person within thirty (30) days after receiving a demand for such payment from the city. Pursuant to Government Code sections 38773.1 and 38773.5, the total costs of abatement shall constitute a special assessment or a lien against the property subject to the graffiti abatement, if not paid in full within thirty (30) days after demand for such payment has been made by the city. The city shall follow procedures set forth in section 6.10.200 of the Campbell Municipal Code prior to seeking the special assessment or recordation of the lien.

The owner or other person in control of the real or personal property upon which graffiti has been abated shall not be relieved of any of its obligations or liabilities pursuant to this section 8.38.080 by virtue of subsection 8.38.080(7) below or any other provision of this chapter.

(g) Assessment of Costs Against Minor, Parent and/or Guardian.

1. The total expense of abatement, including all administrative costs, shall also be a personal obligation of any minor responsible for the graffiti upon the property subject to the graffiti abatement, and shall be paid for by such minor within thirty (30) days after receiving a demand for such payment from the city. Pursuant to Government Code sections 38773.2 and 38773.6, the total expense of abatement and administrative costs shall constitute a special assessment or a lien against any real property owned by the minor, if such expense of abatement and administrative costs are not paid in full within thirty (30) days after demand for such payment has been made by the city. The city shall follow procedures set forth in section 6.10.200 of the Campbell Municipal Code prior to seeking the special assessment or recordation of the lien.

2. The parent or guardian having custody and control of the minor responsible for the graffiti upon the property subject to the graffiti abatement shall be jointly and

severally liable with the minor and the expense of abatement and administrative costs shall constitute a personal obligation of such parent or guardian. The total expense of the abatement and administrative costs shall be paid for by a parent or guardian having custody or control of the minor within thirty (30) days after receiving a demand for such payment from the city. Pursuant to Government Code section 38773.6, the total expense of abatement, including all administrative costs, shall constitute a special assessment or a lien against any real property owned by the parent or guardian having custody or control of the minor, if such expense of abatement and administrative costs are not paid in full within thirty (30) days after demand for such payment has been made by the city. The city shall follow procedures set forth in section 6.10.200 of the Campbell Municipal Code prior to seeking the special assessment or recordation of the lien.

#### **8.42.090 Cost Recovery**

(a) Any responsible minor or person who created, caused, or committed the graffiti or other inscribed material on publicly or privately owned personal or real property within the city shall be liable to the city for the expense of abatement of such graffiti and administrative costs.

(b) Any responsible minor or person owing money to the city under this section shall be liable in any action brought in the name of the city for the recovery of the expense of abatement of such graffiti and administrative costs.

#### **8.42.100 Parental liability.**

(a) Any parent or other legal guardian who consents to, permits, or otherwise knowingly allows his or her minor to possess a graffiti implement shall be jointly and severally liable for the expense of abatement and administrative costs which are incurred by any person in connection with the graffiti caused by said minor or by the graffiti implement. Liability pursuant to this section shall be in addition to any other liability imposed by law, including without limitation California Civil Code section 1714.1.

(b) Wherever any minor who created, caused, or committed the graffiti or other inscribed material on publicly or privately owned personal or real property within the city, or any minor against whom a fine, levy, expense of abatement and administrative costs are assessed pursuant to this chapter, that minor's parent or legal guardian shall also be liable to the city for the expense of abatement and such fine, levy or administrative cost.

#### **8.42.110 Procedures in this chapter cumulative to other legal remedies.**

The procedures set forth in this Chapter shall be cumulative to, and shall not foreclose the application of, any other existing legal remedies.

### 8.42.120 Criminal penalty

(a) It is unlawful for any person, firm, corporation or other entity to violate any provision, or fail to comply with any mandatory requirement of this chapter. Except as otherwise provided in subsection (d) of this section, any person, firm, corporation or other entity violating any provision, or failing to comply with any mandatory requirement of this chapter is guilty of an infraction, and upon conviction shall be punished by a fine of not more than one hundred dollars.

(b) Notwithstanding any provision to the contrary, any person, firm or corporation committing any act made unlawful pursuant to this chapter shall be guilty of a misdemeanor, and upon conviction shall be punished by a fine of not more than one thousand dollars and/or imprisonment of not more than six months, if any of the following circumstances exists:

- (1) The violation was committed willfully or with knowledge of its illegality;
- (2) The violator does not cease, or otherwise abate the violation after receiving notice of such violation within the time specified in the notice;
- (3) The violator has previously been convicted of violating the same provision of this chapter within two years of the currently charged violation;  
or
- (4) The provision violated specifies that such violation shall be a misdemeanor.

(c) Any person or entity violating any provision of this chapter or failing to comply with any of its requirements shall be deemed guilty of a separate offense for each and every day or any portion thereof during which any violation of this chapter is committed, continued, or permitted by such person or entity and shall be deemed punishable therefor as provided herein.

(d) Community service in and for the city may be imposed by the court, in addition to any penalty imposed pursuant to this chapter, where there has been a conviction or guilty or nolo contendere plea to a violation of this chapter.

(e) Any community service which is required pursuant to subsection (a) of this section for a person under the age of eighteen (18) years may be required by the court to be performed in the presence and under the direct supervision of the person's parent or legal guardian.

(f) If a minor is personally unable to pay any fine or restitution levied for violating this chapter, the parent or legal guardian shall be liable for the payment of the fine or restitution for any intentional acts of the minor.

#### **8.42.130 Suspension or delay of driving privileges**

For each conviction of a person aged thirteen (13) to twenty-one (21) for violation of CMC 8.38.040(a) or any State law pertaining to vandalism of property with a graffiti implement, the city shall petition the sentencing court to suspend existing driving privileges or delay the issuance of driving privileges in accordance with California Vehicle Code Section 13202.6.

## Exhibit B

### 6.10.200 Assessment of costs against property

#### (a) Recovery as lien on property.

1. If a responsible person is an owner of real property and does not pay any part of the enforcement or administrative costs of abating the nuisance within thirty days after the service of notice of these costs, the City Council may adopt a resolution confirming imposition of the debt and approving the filing of a lien against the subject real property.
2. The resolution shall specify the amount of the lien, the name of the agency on whose behalf the lien is imposed (city of Campbell), the date of the abatement order, the street address, legal description and assessor's parcel number of the parcel on which the lien is imposed, and the name and address of the recorded owner of the parcel.
3. A copy of the resolution shall be served on the property owner, along with notice to the property owner that a lien in the amounts stated in the resolution will be filed against the subject property in the Santa Cruz County recorder's office.
4. The notice set forth in paragraph 3 shall be served in the same manner as a summons in a civil action in accordance with the Code of Civil Procedure Section 415.10 et seq. If the owner of record cannot be found after diligent search, then the notice shall be served by posting a copy thereof in a conspicuous place upon the property for a period of ten days and publication thereof in a newspaper of general circulation published in Santa Clara County.

Such notice of lien for recordation shall be in form substantially as follows:

#### NOTICE OF LIEN

#### CLAIM OF CITY OF CAMPBELL, CALIFORNIA

Pursuant to the authority vested by the provisions of Chapter 6.10. of the Campbell Municipal Code, the City of Campbell did on or about the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, undertake to cause the public nuisance on the premises hereinafter described to be abated on the real property described herein; and the City Council of the City of Campbell did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, assess the cost of such abatement upon the real property hereinafter described; and the same has not been paid nor any part thereof; and that said City of Campbell does hereby claim a lien on such abatement in the amount of said assessment, to wit: the sum of \$\_\_\_\_\_; and the same shall be a lien upon said real property until the same has been paid in full and discharged of record.

The real property hereinbefore mentioned, and upon which a lien is claimed, is that certain parcel of land lying and being in the City of Campbell, County of Santa Clara, State of California, commonly known as Assessor's Parcel Number \_\_\_\_\_, located at

the address of \_\_\_\_\_ and particularly described as set forth in Exhibit A (legal description).

The owner of record of the above-described property is \_\_\_\_\_, whose last known address is \_\_\_\_\_.

DATED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

City Manager  
City of Campbell  
(Acknowledgment)

5. The resolution and notice shall be recorded as a lien with the county recorder in the county recorder’s office in the county in which the parcel of land is located and from the date of recording shall have the force, effect, and priority of a judgment lien. Once recorded, the resolution and notice shall have the force and effect and priority of a judgment lien governed by the provisions of Code of Civil Procedure Section 697.340 and may be extended as provided in Code of Civil Procedure Sections 683.110 to 683.220, inclusive.

6. A lien pursuant to this section may be foreclosed by an action brought by the city for a money judgment.

7. In the event that the lien is discharged, released, or satisfied, either through payment or foreclosure, notice of the discharge shall be recorded by the City of Campbell. A nuisance abatement lien and the release of the lien shall be indexed in the grantor-grantee index.

8. The City of Campbell may recover from the property owner any costs incurred regarding the processing and recording of the lien, as well as costs associated with providing notice to the property owner as part of its foreclosure action to enforce the lien.

(b) Recovery of costs by special assessment.

1. As an alternative to the procedure above in this chapter, there is hereby established a procedure for making any nuisance abatement charge or administrative costs imposed by the city in connection with real property a special assessment against the subject real property.

2. If a responsible person is an owner of real property and does not pay any part of the enforcement or administrative costs or expenses of abating the nuisance within thirty

Attachment: Exhibit B CMC 6.10.200\_final (Graffiti Ordinance)

days after the service of notice of these costs, the City Manager may approve the filing of a special assessment against the property pursuant to the provisions of this chapter.

3. Prior to imposing a special assessment lien, the enforcement officer shall schedule a hearing before a designated hearing officer to hold a public hearing on the proposed assessment against the respective lot or parcel of land to which it relates.

4. Notice of the hearing shall be served upon the owner of record of the parcel of land on which the nuisance was maintained, based on the last equalized assessment roll or the supplemental roll, whichever is more current, in the manner provided in Section 6.10.180(g)(1) and (2). The notice shall set forth the following information:

- (i) The date, time and location of the public hearing;
- (ii) The assessor's parcel number and street address of the property on which the assessment is to be imposed;
- (iii) The identity of the owner of record;
- (iv) The last known address of the owner of record;
- (v) That the City of Campbell intends to impose a special assessment against the property for unpaid enforcement costs arising out of the violation of ordinance provisions that constitute a public nuisance or threat to the public health and safety;
- (vi) The date the order to abate the property was issued; and
- (vii) The amount of the proposed assessment.

5. After considering the testimony and evidence presented at the hearing, the hearing officer shall issue a written decision, based on the preponderance of evidence, to uphold, dismiss, or modify the proposed special assessment. The hearing officer shall send a copy of the decision to the cited responsible person and to the enforcement officer.

6. At least ten days prior to imposing an assessment, the City shall serve notice of the special assessment to the property owner, if the property owner's identity can be determined from the county assessor's or county recorder's records. The notice of assessment shall set forth the following information:

- (i) The assessor's parcel number, street address and legal description of the property on which the lien and assessment are to be imposed;
- (ii) The identity of the owner of record;
- (iii) The last known address of the owner of record;
- (iv) The date the order to abate the property was issued;

- (v) The date on which the assessment was ordered;
- (vi) That the lien is being imposed by the City of Campbell;
- (vii) The amount of the proposed assessment and lien; and
- (ix) That the property may be sold after three years by the tax collector for unpaid delinquent assessments or foreclosed at any time by an action brought by the City.

7. The notice set forth in subsection (f) shall be served upon the owner of record as follows:

- (i) In the same manner as summons in a civil action in accordance with Article 3 (commencing with Section 415.10) of Chapter 4 of Title 5 of Part 2 of the California Code of Civil Procedure; and
- (ii) By certified mail to the address set forth in the county assessor's or county recorder's records.
- (iii) Notwithstanding paragraphs (f)(1) and (2) of this subsection, if, after a diligent search, the owner of the record cannot be found, notice may be served by posting a copy of it in a conspicuous place upon the property for 10 days and publishing the notice in a newspaper of general circulation pursuant to California Government Code Section 6062.

8. Such notice of special assessment shall be in form substantially as follows:

#### NOTICE OF SPECIAL ASSESSMENT

#### CLAIM OF CITY OF CAMPBELL, CALIFORNIA

Pursuant to the authority vested by the provisions of Chapter 6.10 of the Campbell Municipal Code, the City of Campbell did on or about the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, undertake to cause the public nuisance on the premises hereinafter described to be abated on the real property described herein; and the City Council of the City of Campbell did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, assess the cost of such abatement upon the real property hereinafter described; and the same has not been paid nor any part thereof; and that said City of Campbell does hereby impose a special assessment in the amount of said assessment, to wit: the sum of \$\_\_\_\_\_; and the same shall be a lien upon said real property until the same has been paid in full and discharged of record. The property may be sold after three years by the tax collector for unpaid delinquent assessments or foreclosed at any time by an action brought by the City.

The real property hereinbefore mentioned, and upon which a lien is claimed, is that certain parcel of land lying and being in the City of Campbell, County of Santa Clara, State of California, commonly known as Assessor's Parcel Number \_\_\_\_\_, located at

the address of \_\_\_\_\_ and particularly described as set forth in Exhibit A (legal description).

The owner of record of the above-described property is \_\_\_\_\_, whose last known address is \_\_\_\_\_.

DATED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

City Manager  
City of Campbell  
(Acknowledgment)

9. The notice of assessment shall be recorded with the County Recorder's Office upon expiration of ten days following service of the notice of assessment, and a copy may be turned over to the tax collector for the city, whereupon it shall be the duty of the tax collector to add the amounts of the respective assessments to the next regular tax bills levied against the respective lots and parcels of land for municipal purposes, and thereafter the amounts shall be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedure under foreclosure and sale in case of delinquency as provided for ordinary municipal taxes.

10. After such recordation, the property may be sold after three years by the tax collector for unpaid delinquent assessments. However, if any real property to which the cost of abatement relates has been transferred or conveyed to a bona fide purchaser for value, or if a lien of a bona fide encumbrancer for value has been created and attaches thereon, prior to the date on which the first installment of the taxes would become delinquent, then the cost of abatement shall not result in a lien against the real property but instead shall be transferred to the unsecured roll for collection.

11. The city may, subject to the requirements applicable to the sale of property pursuant to Revenue and Taxation Code Section 3691, conduct a sale of vacant residential developed property for which the payment of the assessment is delinquent.

(c) The interest rate set for money judgments in Code of Civil Procedure Section 685.010 shall accrue on the principal amount of the lien or special assessment until satisfied pursuant to law.

Attachment: Exhibit B CMC 6.10.200\_final (Graffiti Ordinance)



*City  
Council  
Report*

**Item: 10**  
**Category: OLD BUSINESS**  
**Meeting Date: September 1, 2020**

**TITLE: Receive an Update on the Status of the Campbell Avenue Street Closure and Adopt a Resolution Authorizing the Establishment of Parklets Within Downtown Campbell Necessary to Allow Expanded Outdoor Dining for Six Months (Resolution/Roll Call Vote)**

**RECOMMENDED ACTION**

Adopt a Resolution authorizing the establishment of parklets within Downtown Campbell necessary to allow expanded outdoor dining for six months.

**BACKGROUND**

On July 21, 2020, the City Council authorized the closure of East Campbell Avenue, between Third Street and the Railroad Tracks, to allow all businesses an opportunity to utilize the street in order to operate outdoors. The street closed on July 28 and businesses were allowed to utilize the newly created space on July 31, after Fire District review of barricade placement.

The Council also requested that the street closure be reviewed at their August 18 meeting so they can receive a staff update. Staff provided an update at that meeting which revealed that the surveyed businesses felt that the street closure was working well for restaurants, but not so well for retail businesses. Individual Council members also expressed their observations, and several were disappointed that the street closure was not working as well as anticipated. Rather than discontinue the closure, they decided to allow its continuance with the hope that other businesses would occupy the street to bring back much needed Downtown vitality.

Staff continued with distribution of surveys on August 24 and will also distribute another on August 31, one day prior to the Council's September 1 meeting. Results and analysis of the August 24 survey (Attachment b) are attached. The results of the August 31 survey will be provided in a desk item to the City Council prior to the Council meeting on September 1. Per the August 24 survey, the businesses continue to reveal their position that there is more restaurant activity than retail activity. Respondents prefer to modify the closure in some fashion. One of the alternatives considered was to allow parklets for restaurant businesses and on-street parking for retail business customers throughout the week.

## DISCUSSION

Survey comments received to date have been collected and analyzed by staff to determine potential next steps to the Council's effort to improve downtown business survival. Understanding that the Fall and Winter months are approaching, the need to incorporate long-term changes is increasingly important to achieve a workable solution. What has been conveyed over the course of several weeks includes:

- Restaurants are taking advantage of the closure and retail is not
- Pedestrian and vehicle activity levels have substantially decreased
- The downtown looks empty
- The signs make the downtown look like a construction zone

In order to provide ideas moving forward, staff visited the Cities of Los Altos and Mountain View to understand what measures they have implemented to help business. In both instances, certain sections of their respective downtown streets have been closed.

### Los Altos





Mountain View





Similar to Campbell Avenue, both streets appeared to be empty around lunch time on a Friday afternoon. This arrangement, for the long-term, could be detrimental to the survival of local businesses. Therefore, the Council may desire to alter its complete street closure approach at this point in order to effectuate change that will benefit all downtown businesses for the future months.

In doing so, it is important to understand the history of America's efforts to activate downtowns through conversion to outdoor pedestrian-oriented malls. In other words, there has been historical lessons learned from cities that deliberately closed downtown streets in an effort to stimulate greater pedestrian activity. After World War II, many cities elected to close prominent downtown streets in favor of pedestrians. Between 1959 and 1980 alone, more than 200 cities closed part of their downtown streets to vehicles. Although the closure of downtown streets to vehicles appears favorable at first, cities continued to see less activity than that prior to the closure. By the end of the 1980's, most of the pedestrian malls were converted back to vehicular streets. By 2005, fewer than two dozen pedestrian malls remained in the United States and most of these instances were in university towns. What is important to understand is that both the pedestrian and vehicle are important characteristics necessary to maintain vibrancy for a successful downtown.

In addition to the street closures observed in the cities of Los Altos and Mountain View, Los Altos also incorporated parklet improvements:



In these examples, the restaurant businesses are able to expand their dining areas into street parking stalls while preserving the ability for motorists to drive through the downtown and park at designated areas. Between the complete closure versus the partial “parklet” closure, it is obvious which photos reveal the most activity levels.

The parklet approach appears to be a viable option and it should address the long-term solution of allowing restaurants’ ability to install tent structures necessary for customer protection during inclement weather conditions. Additionally, a parklet design, being a long-term yet temporary solution, would preserve staff resources since the layout would be setup once in the beginning of the program and then dismantled six months from now, unless further extended by the Council. For these reasons, a parklet design appears to be a superior solution for Council implementation.

Staff also received comment that the street closure appurtenances should not appear as “construction zone” devices that create aesthetic distractions. In this regard, Los Altos uses either concrete painted K-rails or planter boxes to provide a balance of customer protection and aesthetically pleasing improvements necessary for an attractive downtown. The K-rails are also narrower than the existing orange barriers for space utilization purposes.



Given the relatively low vehicle speed limit on Campbell Avenue, these types of barrier protection improvements should work well. In addition, allowing parklets on East Campbell Avenue will result in 1) reactivation of the street, 2) restaurants will be able to expand their dining areas further than the storefront width, 3) canopy cover will provide customer protection, 4) barriers will be aesthetically pleasing, 5) creates a long-term solution without compromising circulation or vibrancy, and 6) parking opportunities will remain. Please see below photos which outline the areas of possible future parklets:

Railroad Tracks to Central Avenue



Central Avenue to First Street



### First Street to Second Street



### Second Street to Third Street



### FISCAL IMPACT

The fiscal impact would consist of acquisition of additional barriers necessary to achieve parklet protection. The following costs are anticipated:

1. The K-rails can either be purchased new or used. A preliminary review of the cost from one Northern California company revealed that a 20-foot long used rail would cost approximately \$600. In order to assess the total cost, one would need to

calculate the linear distance of the mapped parklet areas which is approximately 1,153 feet or \$34,590. This cost is for purchase only and does not include delivery or setup costs. 20-foot long k-rails weigh approximately 8,000 pounds each. As such, installation of the K-rails may require contract assistance that would add another \$15,000-\$20,000.

2. An alternative to the K-rail could be the reutilization of the recently purchased orange plastic barriers with the exception of adding covers to improve their appearance. In order to cover the existing 25 orange barriers, the cost is estimated to be approximately \$2,300. Because the length of all 25 barriers equals 150 feet (25 X 6 feet), the City would more than likely need to purchase 166 more orange barriers to achieve the desired linear distance per the mapped areas. The cost would be approximately \$66,000 (166 X \$400).
3. A combination of purchasing used K-rails and utilization of the previously purchased orange barriers could be a hybrid alternative.
4. The City could also rent the barriers to potentially reduce costs. Unfortunately, staff does not have those cost estimates at this time.

\$500,000 is currently appropriated in The FY 2021 Adopted Budget under the COVID-19 budget unit (101.539). These funds have already been utilized for purchase of the existing K-rails for the downtown street closure as well as other COVID-19 related expenses totaling approximately \$52,000 year-to-date in FY 2021. Continued utilization of these funds for downtown street closure and revitalization costs in response to COVID-19 would be an appropriate and intended use of these funds. However, as was presented to Council by staff on August 18, there are also other intended purposes for these limited funds.

Prepared by:



Michael Thomas, Economic Development  
Specialist

Reviewed by:



Paul Kermoyan, Community  
Development Director

Approved by:



Brian Loventhal, City Manager

**Attachment:**

- a. RESOLUTION
- b. Survey Results Analysis Attachment Street Closure 9-1-20

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

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CAMPBELL AUTHORIZING THE ESTABLISHMENT OF PARKLETS WITHIN DOWNTOWN CAMPBELL NECESSARY TO ALLOW EXPANDED OUTDOOR DINING FOR SIX MONTHS AFFECTING DOWNTOWN BUSINESSES DURING THE COVID-19 EMERGENCY**

**WHEREAS**, the Campbell City Council proclaimed a state of emergency on March 17, 2020 in response to COVID-19 following the World Health Organization's escalation of COVID-19 to a pandemic, and declarations of states of emergency have been made at the County, State, and Federal levels to slow the spread of the COVID-19; and

**WHEREAS**, on March 16, 2020, March 31, 2020, and April 29, 2020, the Health Officer of the County of Santa Clara issued subsequent orders directing all individuals living in the County to continue to shelter in their place of residence subject to certain exceptions, thus impacting the revenue and economic stability of many Campbell businesses; and

**WHEREAS**, in response to the strain placed on essential businesses by the County Health Orders, on April 30, 2020, the City Council of the City of Campbell adopted a Resolution authorizing Campbell code enforcement officials to exercise their discretion in a manner that recognizes the need for flexibility by essential services providers, and gave a low priority to code enforcement efforts against businesses providing products or services of the type that were regularly utilized by the business prior to March 16, 2020; and

**WHEREAS**, on June 1, 2020, the Health Officer of the County of Santa Clara issued an order effective June 5, 2020 authorizing the use of outdoor dining, and on May 12, 2020, the State issued COVID-19 Industry Guidance for dine-in restaurants, which prioritizes outdoor seating and curbside pickup to minimize cross flow of customers in enclosed environments; and

**WHEREAS**, on June 2, 2020, the Campbell City Council approved temporary relaxation of the City's land use allowances and permit processes to allow temporary expansion of outdoor dining and retail sales display areas on the city sidewalk, in front of adjacent tenant spaces, private common areas, adjacent private parking lots and adjacent private parcels in advance of the County Health Order of June 5, 2020; and

**WHEREAS**, on July 2, 2020, the Health Officer of the County of Santa Clara issued an order effective July 13 in conjunction with a Variance Attestation Request approved by the California Department of Public Health on July 7, 2020, allowing the County to proceed quicker through Stage Two of the State's Resilience Roadmap and continue outdoor dining; and

**WHEREAS**, East Campbell Avenue is the main thoroughfare in downtown Campbell and an economic and cultural focal point of the City with a variety of ground-floor businesses, including many restaurants, that have been significantly impacted by the COVID-19 pandemic; and

**WHEREAS**, the COVID-19 Emergency has placed an extreme financial burden on businesses and their employees operating under the orders of the County of Santa Clara Public Health Department; and

**WHEREAS**, on July 21, the Campbell City Council authorized temporary closure of East Campbell Avenue between Third Street and the Railroad Tracks for at least 30 days to allow all existing permitted businesses fronting the street an opportunity to utilize the street to conduct outdoor operations during the COVID-19 pandemic consistent with the County of Santa Clara Public Health Order and the State's Industry Guidelines in a safe and responsible manner; and

**WHEREAS**, the street closed July 28 and businesses with approved Encroachment Permits were allowed to utilize the newly created space on July 31, after Fire District review of barricade placement; and

**WHEREAS**, surveys distributed to downtown businesses revealed that the restaurants benefitted from the closure with increased revenue while retail businesses saw a decrease in revenue and did not benefit from the closure; and

**WHEREAS**, the City Council reviewed the status of the street closure at its August 18 meeting and voted to continue the closure as authorized through August 31 to encourage more businesses to operate in the street with adjustments to increase foot traffic; and

**WHEREAS**, the City Council has acquired an understanding of how the street closure has affected business operations and believes an alternative plan remains needed to assist business recovery efforts; and

**WHEREAS**, the East Campbell Avenue street closure be modified to allow placement of parklets to allow restaurant businesses to expand operations outdoors beyond the width of their storefronts to facilitate outdoor dining while both traffic lanes are re-opened to vehicle traffic and on-street parking stalls not converted to parklets shall provide public parking for business customers in an effort to re-establish vitality in Downtown Campbell; and

**WHEREAS**, the placement of parklets should be accomplished in approximately the same location as depicted in the staff report illustrations or as required by the Public Works Director;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Campbell that the East Campbell Avenue street closure be modified to allow placement of barriers to establish parklets in on-street parking stalls to:

1. Allow expansion of outdoor dining operations beyond the width of restaurant storefronts consistent with State and County Health Orders and City Flexible Business Operational Guidelines;
2. Open traffic lanes on East Campbell Avenue in the Downtown Area to vehicle traffic; and
3. Provide on-street parking stalls not converted to parklets as public parking for business customers.

**PASSED AND ADOPTED** this 1<sup>st</sup> day of September 2020, by the following roll call vote:

AYES: Councilmembers:  
 NOES: Councilmembers:  
 ABSENT: Councilmembers:

APPROVED

\_\_\_\_\_  
 Susan M. Landry, Mayor

ATTEST:

\_\_\_\_\_  
 Andrea Sanders, Deputy City Clerk

## Campbell Avenue Street Closure Survey Results and Analysis

Staff distributed the fourth weekly survey to 78 Downtown businesses and property owners in the closure area. Respondents were given until 5:00 PM August 25 to submit responses. Fifteen (15) respondents participated. Of these respondents, six (6) were retailers, seven (7) were restaurants, one (1) was personal service and one (1) was a property owner. All but one business/property owner is located on Campbell Avenue. Eight businesses, six of which are restaurants say they are operating in the street while six businesses, all of which are retailers are not operating in the street. One restaurant (1) did not indicate whether or not it operated in the street.

Staff analyzed average daily sales transactions and average daily sales revenue of downtown businesses during four different time periods:

- February 17 to March 16: One month before County Health Orders took effect
- March 17 to June 4: County Health Order restricts business operations to essential services
- June 5 to July 30: County Health Order allows outdoor business operations and limited indoor retail activity
- July 31 to August 23: Temporary street closure in effect

Before State and County Health Orders took effect March 16, respondents averaged greater than 90 daily sales transactions and nearly \$2,300 in daily sales revenue between February 17 and March 16. This time period and data will serve as baseline data for this analysis. Between March 16 and June 4, when State and County Health Orders restricted business operations to curbside pick-up, deliveries and online sales, downtown businesses saw a decrease in average daily sales transactions by 65% to less than 40 daily transactions when compared to before March 16. This decrease was coupled with a 42% decline in average daily sales revenue when comparing business activity before and after March 16.

Retail businesses saw the deepest decline in average daily revenue by more than 90% while restaurant revenue saw less than a 20% decline. Retailers suffered a steeper decline, especially between March and May due to not being designated essential services, thus reducing revenue opportunities to online sales and deliveries when travel was restricted for essential purposes. At the same time, restaurants benefited from curbside pickup and deliveries by virtue of being an essential service.

Beginning June 5, businesses were allowed to conduct outdoor business operations and serve limited numbers of retail customers indoors. Between June 5 and July 30, before the Campbell Avenue street closure officially began, downtown businesses saw a 19% increase in average daily sales transactions along with an 84% increase in average daily sales revenue when compared to between March 16 and June 4. This increase reflected customers' willingness to be outdoors and patronize businesses in person, fewer reported COVID-19 cases in June, summer weather and a desire by patrons to restore some level of normalcy and social interaction after nearly three months of sheltering in place.

The temporary closure of Campbell Avenue officially began July 31 when businesses with approved Encroachment Permits began business operations in the street. Overall, between July 31 and August 23, restaurants' average daily sales revenue increased 4% while average daily retail sales revenue fell 3%. However, a few retailers reported declines up to 50% during the closure. These declines can be attributed to fewer customers visiting due to the perception that the Downtown area resembles a construction zone customer access is not available. Some restaurants are closed Monday through Wednesday and only provide dinner service beginning at 5:00 PM such as the block between the railroad tracks and Central Avenue.

Retailers, especially those located away from street corners; rely on customer and vendor parking spaces in proximity to their businesses and the current lack of parking fronting their businesses has significantly reduced customer visits and sales revenue. Accessing downtown retail businesses has become inconvenient for customers during the street closure. However, declines in the last two weeks can be attributed to general concerns related to COVID-19, high summer temperatures and unhealthy smoke from the recent wildfires.

Implementing parklets will help re-establish downtown vibrancy and create an equal opportunity for businesses recovery by enabling restaurants to continue expanded outdoor dining service and provide on-street parking for retail customers.

## Downtown Street Closure Survey Data, August 24

Respondents	
Restaurant	7
Retail	6
Personal Services	1
Property Owner	1
<b>Total</b>	<b>15</b>
Survey Recipients	78
Response Rate	19%

Feb 17 - Mar 16 (Baseline Data)		
Business Type	Avg. Daily Transactions	Avg. Daily Sales Revenue
Restaurant	229	\$4,741
Retail	39	\$1,451
Personal Service	12	\$700
<b>Overall</b>	<b>93</b>	<b>\$2,297</b>

Mar 17 - Jun 4				
Business Type	Avg. Daily Transactions	% Change Avg. Daily Transactions Compared to Feb 17 - Mar 16	Avg. Daily Sales Revenue	% Change Avg. Daily Sales Revenue Compared to Feb 17 - Mar 16
Restaurant	90	-61%	\$3,940	-17%
Retail	5	-87%	\$55	-96%
Personal Service	0	-100%	\$0	-100%
<b>Overall</b>	<b>32</b>	<b>-65%</b>	<b>\$1,332</b>	<b>-42%</b>

Jun 5 - July 30				
Business Type	Avg. Daily Transactions	% Change Avg. Daily Transactions Compared to Mar 17 - Jun 4	Avg. Daily Sales Revenue	% Change Avg. Daily Sales Revenue Compared to Mar 16 - Jun 4
Restaurant	191	53%	6,428	63%
Retail	22	340%	\$941	1611%
Personal Service	0	No change	\$0	No change
<b>Overall</b>	<b>38</b>	<b>19%</b>	<b>\$2,456</b>	<b>84%</b>

July 31 - Aug 23				
Business Type	Avg. Daily Transactions	% Change Avg. Daily Transactions Compared to Mar 17 - Jun 4	Avg. Daily Sales Revenue	% Change Avg. Daily Sales Revenue Compared to Mar 16 - Jun 4
Restaurant	179	-6%	\$6,710	4%
Retail	23	-4%	\$917	-3%
Personal Service	3	300%	\$170	17000%
<b>Overall</b>	<b>68</b>	<b>79%</b>	<b>\$2,599</b>	<b>6%</b>



*City  
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Report*

Item: 11  
 Category: NEW BUSINESS  
 Meeting Date: September 1, 2020

**TITLE: Santa Clara County Planning Collaborative - Update and Ongoing Participation**

**RECOMMENDED ACTION**

That the City Council take the following action(s): **Decline** the funding request for continued participation in the Planning Collaborative.

**BACKGROUND**

In 2018, the City Council authorized the City Manager to enter discussions with the Cities Association of Santa Clara County (CASCC) regarding the formation of a 6<sup>th</sup> Cycle Regional Housing Needs Allocation (RHNA 6) subregion to facilitate and implement countywide housing production. Shortly after a taskforce was established, it was determined that forming a RHNA subregion as initially planned was not feasible due to significant cost and time constraints. Instead, the taskforce took the feedback provided by jurisdictions in the County to identify areas where working together collaboratively could save money, time, and resources.

In 2019, the Cities Association Board of Directors approved the formation of a 'Planning Collaborative' with the focus of pooling resources, sharing information and working as a region to address housing challenges. For jurisdictions to participate in the Planning Collaborative, the CASCC collected a fee (\$3,333 dollars) and contracted with Baird + Driskell Community Planning to lead the effort.

In 2020, the City of Campbell paid to join the Planning Collaborative, participated in twelve (12) meetings and made use of various tools and resources available on the dedicated Planning Collaborative website.

**DISCUSSION**

Staff believes it's important to be part of a regional conversation about housing. The Planning Collaborative meetings held to date focused on general discussion of what cities are doing to address housing shortages, how business is being conducted during COVID, and information disclosure of Plan Bay Area 2050, RHNA 6, and the Housing Methodology Committee (HMC) (reference **Attachment B** – Meeting Summaries). Through participation staff has been able to benefit from the perspectives and approaches to issues taken by other cities and stay informed on recent and pending

legislation. In consideration of the \$3,333 spent to date, staff believes the money was well spent and provided a forum to receive valuable information.

The current agreement between the CASCC and Baird + Driskell Community Planning is funded through the end of August 2020. While the agreement technically runs until February 2021, the period between September 2020 and February 2021 is currently unfunded. To continue participation in the Planning Collaborative, Cities will need to pay for the 'Collaboration' package which has an annual fee of \$8,500<sup>1</sup> (reference **Attachment A – Package Summaries**). There are two other packages offered (i.e. Site Strategies & Foundations) which would provide expanded service at an additional cost as summarized below:

	<b>Collaboration</b>	<b>Site Strategies</b>	<b>Foundations</b>
<b>Why?</b>	<i>Continues and expands the Planning Collaborative. Makes it easier to complete updates and improves outcomes.</i>	<i>Prepares cities for their site inventory, including market-based analysis by economics firm.</i>	<i>Completes key background sections of the Housing Element.</i>
<b>What You Get</b>	<ul style="list-style-type: none"> <li>✓ Group website with HE tools, products, etc.</li> <li>✓ Collaboration meetings + focused work sessions</li> <li>✓ Countywide and city-specific analyses</li> <li>✓ Data templates, best practice reports</li> <li>✓ ADU affordability survey</li> <li>✓ Educational tools and resources</li> <li>✓ Engagement with HCD and lawmakers</li> </ul>	<ul style="list-style-type: none"> <li>✓ Site inventory baselines and gap analyses</li> <li>✓ Analysis of market-supportive site inventory strategies and summary of fiscal impacts</li> <li>✓ "Missing middle" housing analysis</li> <li>✓ Recommendations on priority policy and program strategies to meet RHNA</li> </ul>	<ul style="list-style-type: none"> <li>✓ Evaluation of existing housing element</li> <li>✓ Drafts of key sections: background, housing needs, constraints (governmental and non-governmental)</li> <li>✓ Refined work plan and schedule to complete the update</li> <li>✓ Tailored educational and outreach materials</li> </ul>
<b>When It Happens</b>	Aug 2020 – Jan 2023 <i>(30 months)</i>	Sept 2020 – June 2021	Oct 2020 – Oct 2021
<b>What It Costs</b>	<u><b>Same Cost for All</b></u> \$8,500 a year	<u><b>Tiered by City Size</b></u> Prior + \$28,000	<u><b>Tiered by City Size</b></u> Prior + \$19,000

In general, the three support packages being offered provide varying levels of support (primarily data collection) to aide in the City's Housing Element update. While these packages are intended to save time and money by pooling resources on topics of regional interest (i.e. ADU affordability survey), the City would still need to hire its own dedicated consultant to update the Housing Element. As a result, instead of hiring one

<sup>1</sup> Total cost of services is cumulative (adding the package costs, based on jurisdiction size). The Collaboration Package would cost 8,500 a year and run a total of two-and-a-half (2½) years.

consultant to prepare the Housing Element, the City would essentially be hiring two consultants while hoping to reduce overall costs.

The last Housing Element cost approximately \$50,000 by way of comparison. Due to the anticipated complexity of the next update cycle, it is anticipated that the update process will cost two or three times more than what was expended in 2013.

While the potential cost savings of a two-consultant approach is hard to estimate, funding the Planning Collaborative will draw money away from the dedicated consultant the City hires and could increase the overall cost of the update. While the consultants will have separate focuses (i.e. regional vs. local) having two consultants involved would also increase the risk of unnecessary, redundant or even contradictory work products being produced requiring effort to combine.

Recommendation: In order to continue in the Planning Collaboration regional discussion, the cost increased from \$3,333 to \$8,500 a year for continued participation.

While staff is not recommending participation in any of the packages at this time, the 'Collaboration' package would likely be the most cost effective of the three options. Understanding that the City has limited financial resources, utilizing this money to hire a consultant to prepare the Housing Element may be a more efficient use of the money.

Should the Council decline the funding request as recommended, staff would continue to receive regular updates on issues of regional importance through the Santa Clara County Association of Planning Officials (SCCAPO) as well as various other meetings hosted by the Association of Bay Area Governments, the Metropolitan Transportation Commission, Santa Clara County, and various seminars hosted by legal firms at no cost to the City.

Based on these reasons, staff believes that all funding available (see 'Fiscal Impact') should be allocated to a dedicated consultant for the City's preparation of a Housing Element update.

## **FISCAL IMPACT**

The costs noted in the support packages reflect 'draft' figures and may increase if a limited number of jurisdictions choose to participate. While the fees could be drawn from the Local Early Action Grant Program (LEAP) (\$150,000) the City would need to cover all costs until such funding is approved and reimbursed. If the City draws against LEAP funds to participate, it will decrease the amount of remaining funding available for a City consultant to prepare an updated Housing Element. In the event consultant costs run higher than the remaining balance, staff will need to return to the City Council in order to cover the difference – resulting in an impact to the General Fund.

To avoid a fiscal impact, the City Council may find it warranted to delay taking any action until Regional Early Action Planning Grant Program (REAP) funding becomes available. While similar to LEAP, REAP provides one-time grant funding to regional

governments and entities for planning activities to accelerate housing production and implement RHNA 6. If REAP funding is approved, the money could be funneled to organizations such as ABAG, MTC, and Santa Clara County which could fund the Planning Collaborative. While the money is not anticipated to be made available to keep the Planning Collaborative running without interruption, the City Council may find delaying action more appropriate than using local funds to pay for a regional planning effort.

## ALTERNATIVES

In consideration of the request, the City Council may want to consider the following alternatives:

1. **Continue the item**, directing staff to return with a Resolution authorizing the City Manager to enter into an agreement to participate in the Planning Collaboration thereby selecting a specific support package.
2. **Continue the item**, directing staff to return with an update once Regional Early Action Planning Grant Program (REAP) funding is approved.

Prepared by:



Stephen Rose, Senior Planner

Approved by:



Brian Loventhal, City Manager

### Attachment:

- a. Package Summaries
- b. Meeting Summaries

# Collaboration Package

*\$8,500 a year*

- Minimum needed to run collaborative
  - Do good products.
  - Support education and engagement
  - Engage with HCD; coordinate TA
- Conduct countywide policy comparisons
- Housing need data
- ADU affordability survey

# Sites Strategy

*Sept 2020 – June 2021 (~10 months); ~\$28k  
tiered*

- Sites analysis
- Missing middle

# Foundations Package

*Oct 2020 – Oct 2021 (~12 months); ~\$19k  
tiered*

- Evaluation of existing elements
- Housing needs
- Educational material
- Constraints
- Work plan to complete

## July 21st, 2020

- Planning Collaborative follow-up questions. Send to Rob.
  - Do you want the Planning Collaborative to continue? (electeds would say yes)
  - Use existing BD Planning scope of work, or start fresh?
  - Should cities have options on how to participate (which plans they select)? Or simply, everyone gets the same scope and this is what everyone pays?
  - Does the Planning Collaborative want a clear scope or do they just wanted BD Planning to help them as needed. (BD would develop a more general scope)
  - Shall BD Planning come up with budget, or shall the jurisdictions come up with a budget which BD Planning will create a scope based on the available budget.
- Note:
  - For potential REAP collaboration at a later date, Santa Clara County should be prepared to apply for money or lobby ABAG.
- Other notes
  - Paul Peninger
  - Website
    - SCAPO website - link to Planning Collaborative
    - Separate Planning Collaborative site - link to SCAPO
    - Cities Association site with about Planning Collaborative and link to Planning Collaborative site
  - ADU Affordability survey - \$10,000 for the project

## June 9th, 2020

- AFFH
  - Present in August to Cities Association
  - Training for staff
  - Powerpoint and staff report for staff as well
- REAP

## April 29th, 2020

1. Welcome, Review Agenda
2. Overview of Planning Collaborative
3. New State Laws
  - a. General (2019)
  - b. Housing Element Related
4. RHNA 6
5. Next Steps

### Notes:

1. Welcome, Review Agenda
2. Overview of Planning Collaborative
  - a. Santa Clara County - SCAPO Meeting (next week) can continue with COVID discussion and Planning Collaborative focuses on housing.
3. New State Laws
  - a. General (2019)
    - i. Cities Association representative from Milpitas spoke about RHNA numbers in relation to BART station. Cities Association is putting a lot of stock into Planning Collaborative conversations: "Sharing the burden" for the RHNA numbers.
    - ii. SB 330
      1. Milpitas - Recently an extended stay hotel came up, City wanted to support, but that zoning district doesn't allow for housing because of previous City Council. The City is about to approve a General Plan update that will allow for supportive housing, but current zoning/General Plan won't allow it.
      2. San Jose - Currently having discussion and consternation on state laws (SB330) because it sounds like regardless of General Plan, if zoning allows for it, then housing is allowed by-right. In San Jose the General Plan prevails, a project needs to be consistent with General Plan.
      3. Sunnyvale - zoning says no housing (except for caretaker housing) but General Plan says in the future

it's possible. City attorney says it can allow housing if General Plan allows it

4. Morgan Hill - If General Plan allows for it, then housing is allowed.
5. Santa Clara - more likely that General Plan allows and Zoning doesn't.
6. San Jose - using zoning that most conforms for housing if General Plan allows for (uses off-the-shelf zoning to allow it).

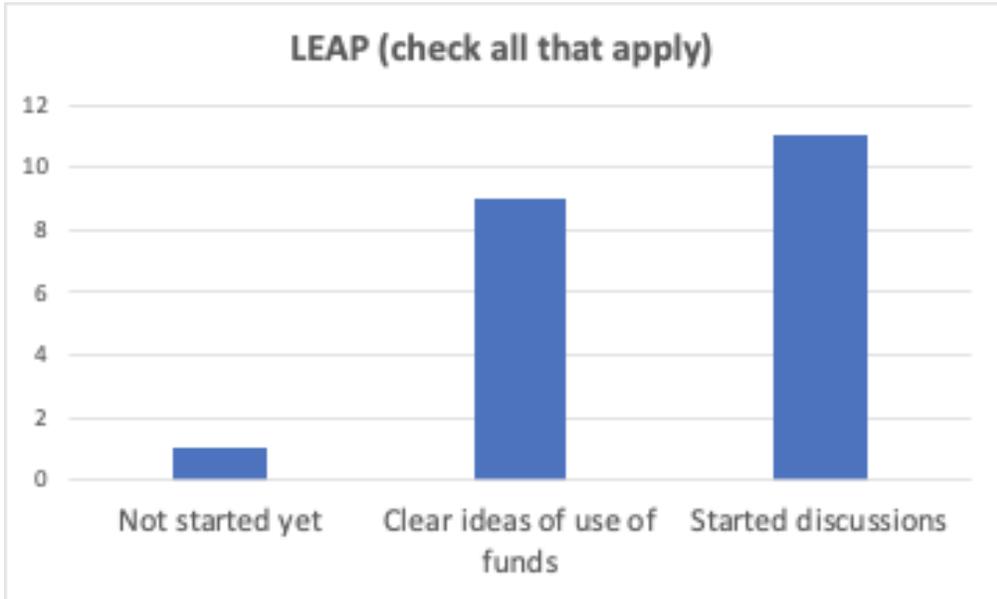
#### 4. RHNA 6

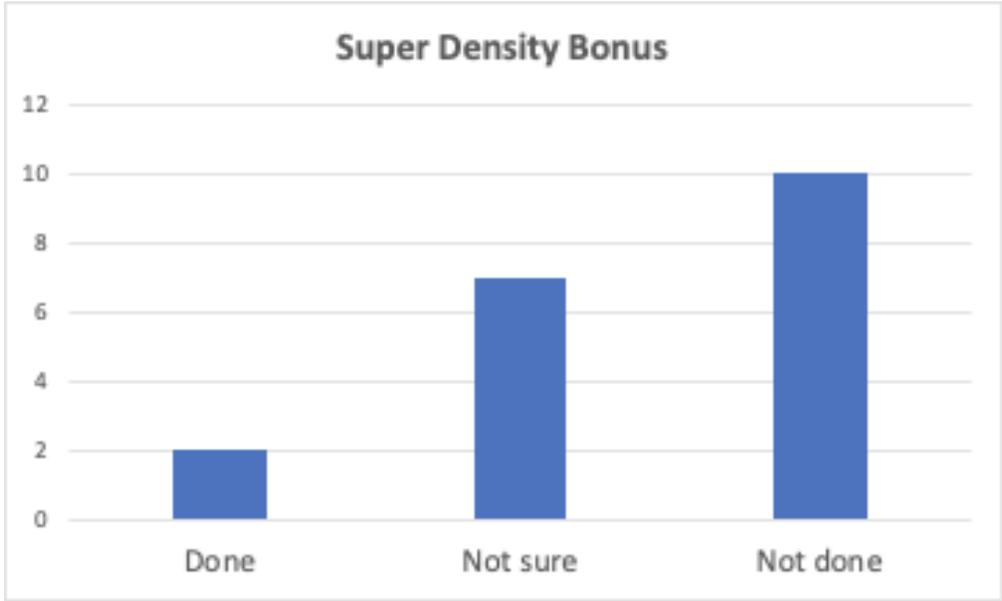
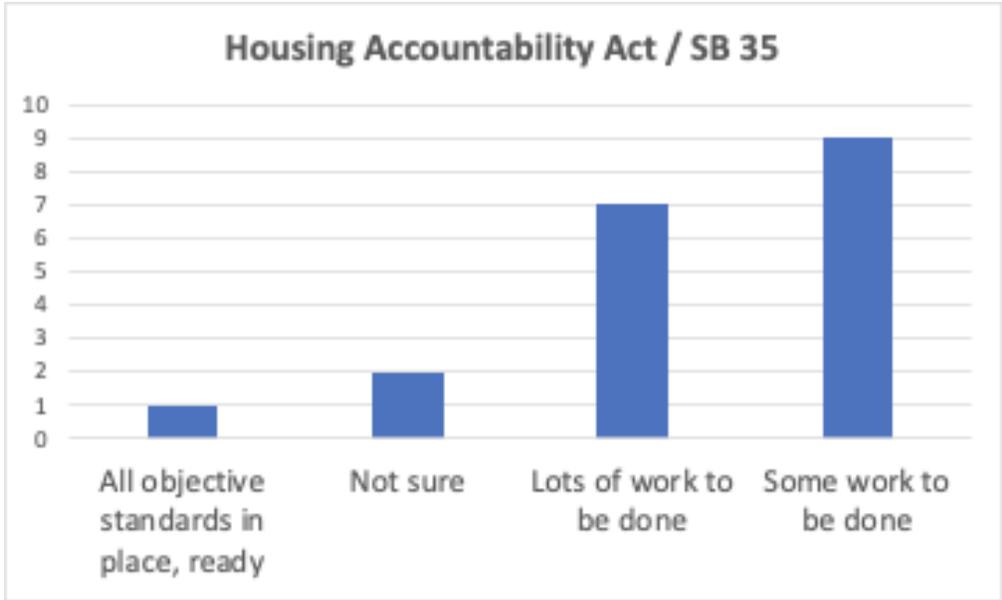
- a. San Jose - laws are biased against more urbanized cities, not pushing cities with greenfield
- b. No net loss rule
  - i. Cupertino - Don't you have to keep re-zoning to make sure there's no net loss?
  - ii. Josh - good to re-zone, but better to keep a buffer between available sites and RHNA numbers
  - iii. Two rules:
    1. Project specific - developer will need to make up
    2. For each income category in RHNA, for each cycle will need sites to make up for each income category.
- c. Vacant/Non-Vacant sites
  - i. San Jose - have zero vacant land left, every affordable site that we identify will be occupied.
  - ii. Sunnyvale agrees - pushing back on this will be helpful. We know what site is vacant, you can get two units on it.
  - iii. Santa Clara (city) this will apply to all of us.
  - iv. Santa Clara County - for non vacant sites, is there something that will help define that better, an evaluation tool?
  - v. HCD - will help develop a list of indicators, to determine if sites are vacant.
  - vi. Josh indicates that helpful step for cities include:
    1. Hiring an economic firm to develop guidelines, at county level, so you know how many units can be developed by land area. Developing prototypes of what would be reasonable.

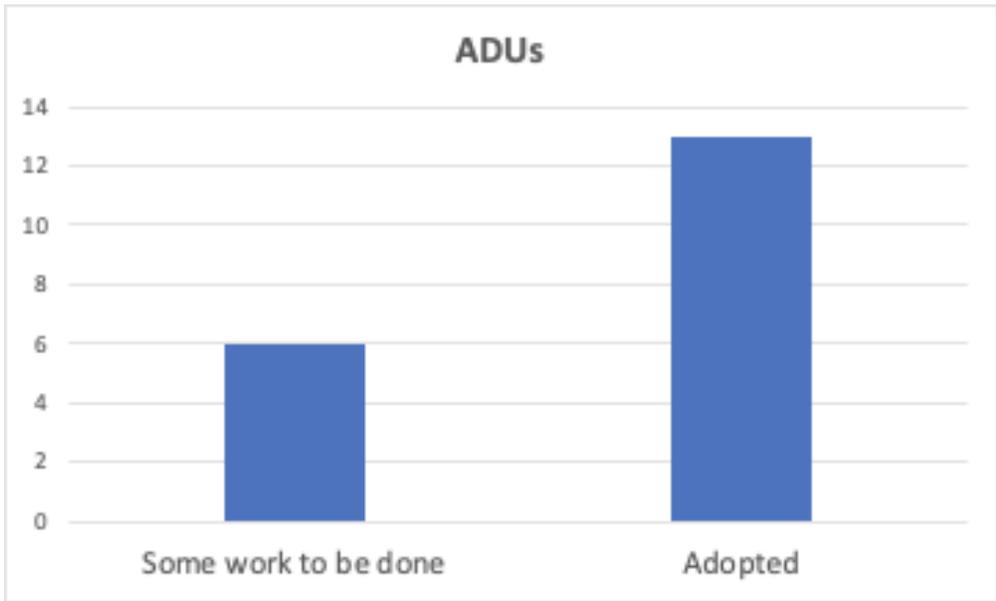
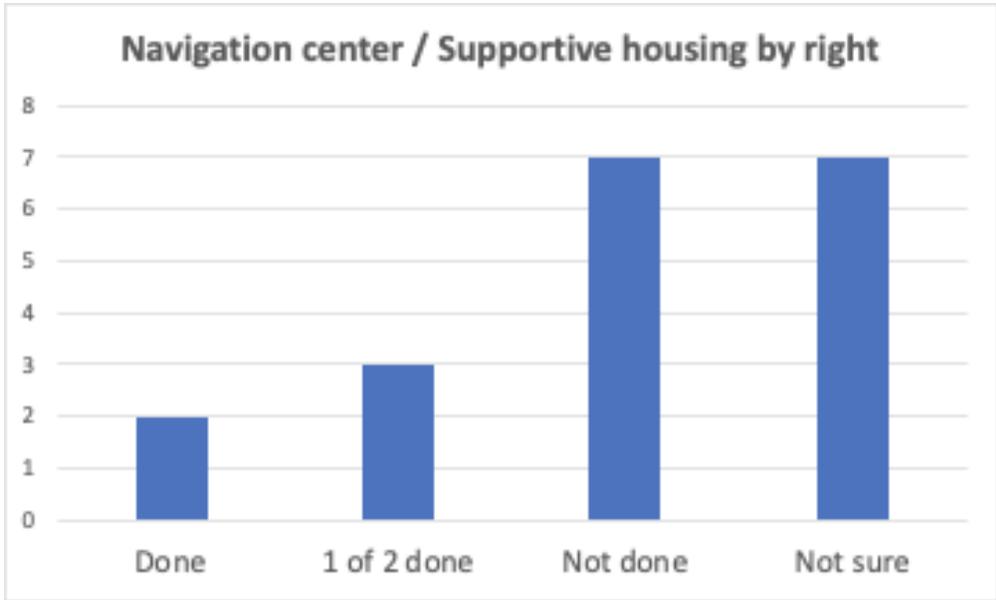
2. County-wide analysis of all the sites with current zoning and option to re-zone, with a third party to explain which sites to re-zone and what criteria uses.
- d. Past performance
    - i. Sunnyvale - hoping past performance will be helpful, for past few years we've converted industrial to residential. Would be helpful to apply economic analysis throughout the county and then add the city's past performance record to determine likelihood to develop.
    - ii. Milpitas - have made great strides around BART station, increasing densities where directly connected to BART and expanding the station area. For the past decade, cities that have been making strides should receive credit for that.
  - e. Small/large sites
    - i. Campbell - What's the difference between small/large sites (1/2 acre to 10 acres).
    - ii. Josh - Will be more clear when SoCal cities go through the process to see how strict HCD will be when interpreting the law.
  - f. Market rate vs Affordable housing on sites, use of overlay zones will help with affordable housing sites.
  - g. San Jose - Prefer "Reduce GHG" vs "Transit" (GHG includes more GHG reduction options like walking)
  - h. Opportunity Zones
    - i. Milpitas - why not high opportunity zones.
    - ii. Sunnyvale - it's not very not clear.
    - iii. Cupertino - Sunnyvale and some of Cupertino are all in these zones
  - i. Ways to address RHNA -
    - i. Start with population - that's what the MTC/ABAG [visualization tool](#) does
    - ii. Start with land area - you don't get it easier if you'd zoned predominately Single Family Homes
    - iii. Start with jobs - jobs and near jobs
    - iv. Santa Clara (city) - won't RHNA committee just follow the process that was developed? Josh - some don't want to reward cities that have been exclusive in the past.

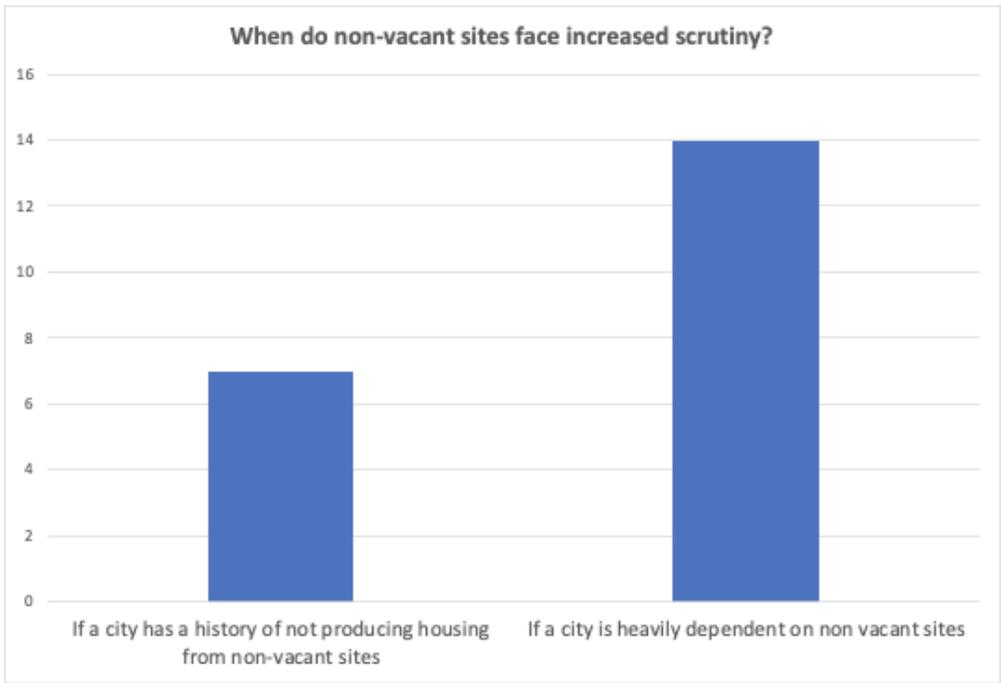
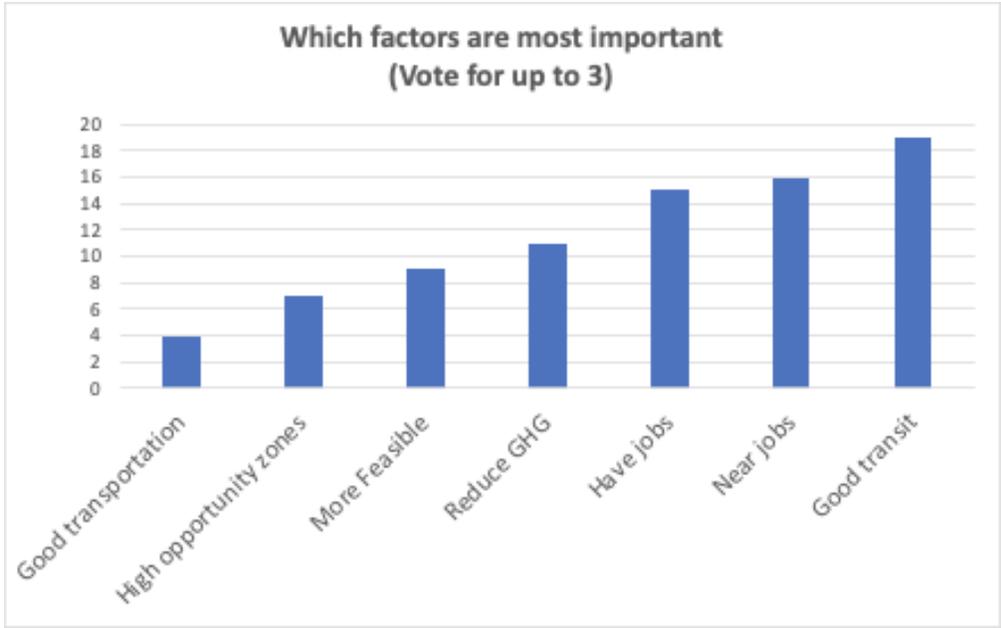
- j. RHNA Expectation
  - i. Usual RHNA expectation has been 2.5x than before, but will be significantly more this time.
  - ii. San Jose assuming 3x+ (LA area got more than 3x).
  - iii. Josh - 3X is a safe assumption.
  - iv. Model is looking at economic growth and overcrowding (overcrowding is being applied earlier and more important).
  - v. 1.4 employees per household assumption won't change much over time.
- k. Potential Projects
  - i. Sunnyvale - all good topics, should also look at cities' programs (inclusionary housing, transit area plans, housing mitigation fee for non-residential).
  - ii. Milpitas - Sites inventory with messaging support from nonprofit orgs (SV@Home, Catalyze SV, SPUR)
    - 1. San Jose - None of the nonprofits are considered neutral, but they are respected. Accept that they are advocacy groups, but doesn't mean they can't be involved in how we craft things moving forward
  - iii. Milpitas - Post-COVID world, we don't know what the housing situation will be like. Don't know if Housing Elements should address that. How projections will affect that.
  - iv. Josh - Housing Elements due in 2023, hopefully not much COVID fallout and will be a ten year plan, will likely have had an economic recession within that timeframe anyway.
  - v. San Jose - Wondering if we partner with League of Cities, develop a letter together that addresses challenges or tweaks that goes to the State.
  - vi. Josh - Simple fix would be to fix the previously used sites to be allowed for current sites (in lieu of developing the presumption).

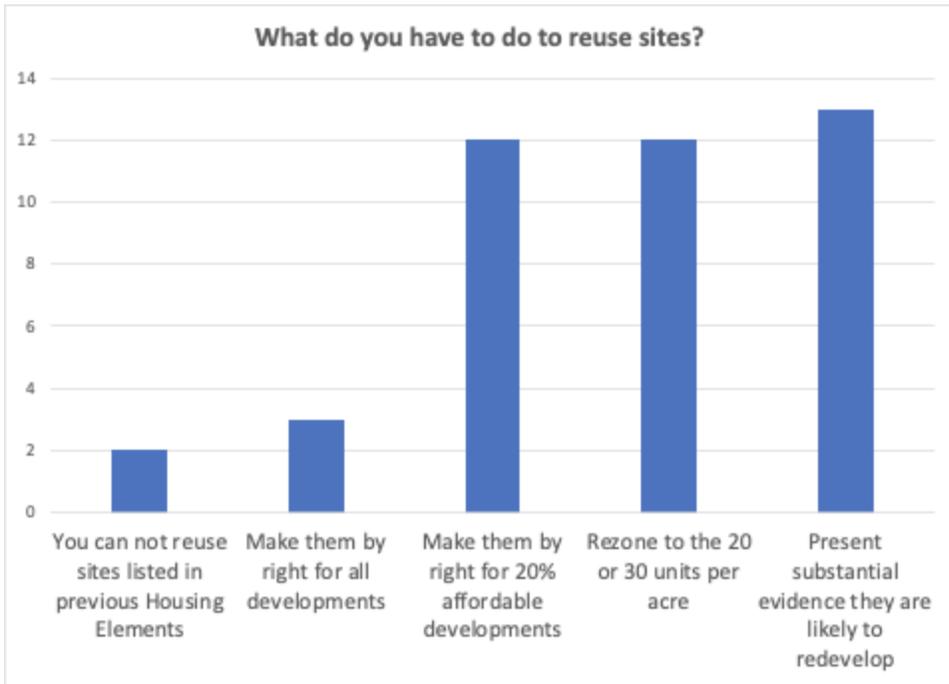
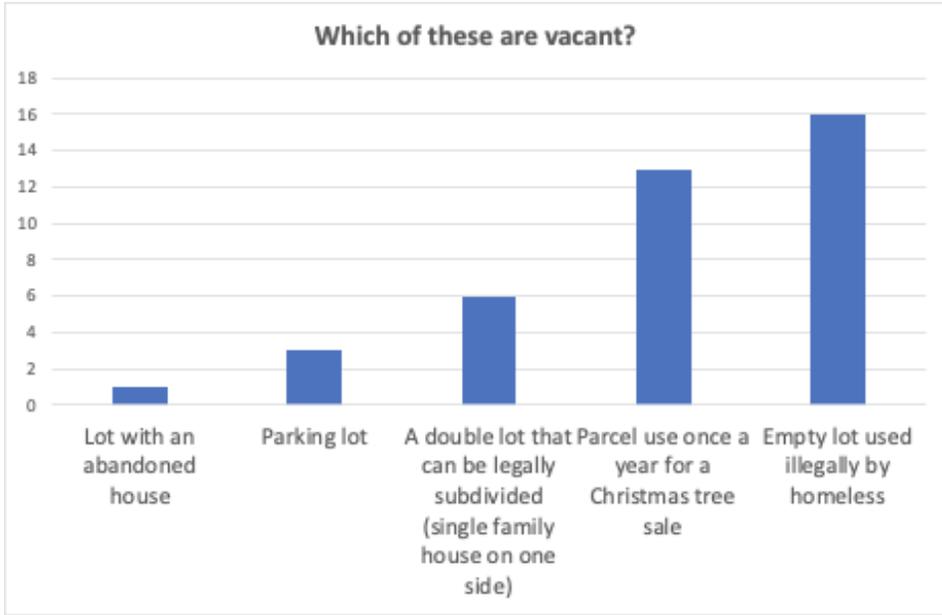
### Polls Results:

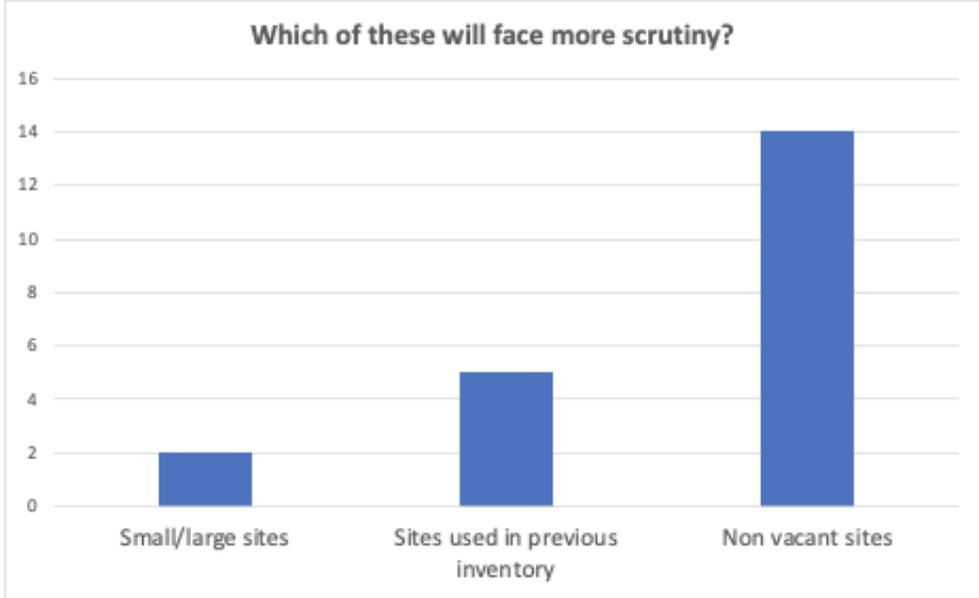












**Attendees:**

- Jeannie Hamilton, Monte Sereno
- Jennifer Carman, Morgan Hill
- Joel Paulson, Los Gatos
- Stephen Rose, Campbell
- Adam Paszkowski, Morgan Hill
- Trudi Ryan, Sunnyvale
- Adam Marcus, Milpitas
- Martin Alkire, Mountain View
- Paul Kermoyan, Campbell
- Cindy McCormick, Gilroy
- Julie Wyrick, Gilroy
- Ned Thomas, Milpitas
- Debbie Pedro, Saratoga,
- Adam Paszkowski, Morgan Hill
- Jessica Garner, Milpitas
- Andrew Crabtree, Santa Clara (city)
- Amy French, Palo Alto
- Kerri Heusler, Cupertino
- Sharon Goei, Milpitas
- Jonathan Lait, Palo Alto
- Robert Musallam, Milpitas
- Rob Eastwood, Santa Clara County

Zach Dahl, Los Altos Hills  
 Daniel Saver, MTC/ABAG  
 Michael Brilliot, San Jose  
 Mark Shorett, MTC/ABAG  
 Ruth Cueto, San Jose  
 David Ying, San Jose  
 Piu Ghosh, Cupertino  
 Bharat Singh, Santa Clara County  
 Sally Zarnowitz, Los Gatos  
 Ada Chang, MTC/ABAG  
 Jenny Carloni, Sunnyvale

## April 17th, 2020

1:30 – 2:30 pm, Video conference

<https://zoom.us/j/5107616001> (password 123)

Optional call in number: 669.900.6833 (meeting ID 510 761 6001)

<https://docs.google.com/document/d/1t1Oi8QzPOKUa-pxzgelWFcKpDVI7EdPhdWGaPPfUMOA/edit?usp=sharing>

- 1. Welcome, Review Agenda**
- 2. General Updates**
  - a. Website usage
  - b. PDA questions
  - c. ADU Webinar, April 23rd, 10am
  - d. CDBG activities -
- 3. Update summary of policies**
  - a. [COVID Responses](#)
- 4. Shelter in Place**
  - a. Q&A on construction exemptions with District Attorney and County Counsel including ADUs
- 5. Deadlines Update**
  - a. Allowing homeowners to extend deadlines

- b. Ordinance extending deadlines
- c. Resolution on impossibility
- d. Sign on letter for governor

## 6. Next Steps

- a. Friday April 24th Call
  - i. Santa Clara County Commercial Eviction Moratorium Q&A with Vic Farlie, City of San Jose, Office of Economic Development - [City of San Jose Memo](#)
- b. Goals for kickoff meeting

## Notes

### 1. Welcome, Review Agenda

### 2. General Updates

- a. Website usage - received 126 hits in last 30 days
- b. PDA questions - Getting to 50% PDA designations for the locations available in Plan Bay Area will be difficult to do.
- c. ADU Webinar, April 23rd, 10am
- d. CDBG activities - Linked on [website](#).
- e. Palo Alto went to online permitting and approved permit extension/ permit streamline extension.
- f. Santa Clara (city) - updated cannabis ordinance
- g. Morgan Hill - Asked question on how to handle environmental documents on major projects including public comment process. Santa Clara (city) answered they are holding off on projects that require major comments.
- h. County of Santa Clara - Asked how to deal with requirements on story poles, as they are running into permit streamlining acts. Los Gatos answered not allowing story poles installed except for projects that meet the County's exemption criteria.
- i. Palo Alto - Asked question about efforts to talk about recovery (reducing consultant budget, etc). Sunnyvale answered that they are starting to talk about recovery, but not sure what new health order will be (public space separation/barriers, how to accommodate people in public, online permit submittal). Morgan Hill releasing draft budget today, looking at what will be cut based

on recovery. Santa Clara (city) is cutting retired annuitants, some temporary employees.

- j. Los Gatos - Asked County if County of Public Health will release guidelines earlier than May 2 because finding out earlier will be better to plan? County Executive messaging includes terms like "long haul", "no changes anytime soon", and "prepare for the long-term". Impression that some version of Shelter in Place will continue, with modifications. Gov. Newsom is more open to relaxing some standards in the coming weeks, but whatever rule is more strict will be enforced (local vs state), but County had to reissue a notice to clarify after Governor's message.

### 3. Update summary of policies

- a. [COVID Responses](#)

### 4. Announcement

- a. ADU Webinar, April 23rd, 10am
- b. Invite will be sent.
- c. Zoom info: <https://zoom.us/j/5107616001> (password 123) Optional call in number: 669.900.6833 (meeting ID 510 761 6001)

### 5. Shelter in Place

- a. Q&A on construction exemptions with District Attorney and County Counsel
  - i. County has been in contact with cities currently on the call and responsive as builders have been in contact with cities to figure out exemptions.
  - ii. General framing - County doesn't make project specific exemptions on the order, but can assist businesses and regulating agencies to do so. Counsel does not make determinations because do not have the facts, but can help jurisdictions think about how the order is implemented. Jurisdictions have the ability to make the local determinations based on allowances (what services to offer). Affordable Housing allowance, public works, habitability have been specific questions (in FAQs)
  - iii. FAQ located on Public Health Department website, updated almost daily

1. Shelter in Place:  
<https://www.sccgov.org/sites/covid19/Pages/public-health-orders.aspx#faq>
  2. Construction and Essential Infrastructure:  
<https://www.sccgov.org/sites/covid19/Pages/public-health-orders.aspx#construction>
- iv. As questions come up (from jurisdictions or applicants) reach out to Stephanie at [stephanie.safdi@cco.sccgov.org](mailto:stephanie.safdi@cco.sccgov.org)
  - v. Counties are trying to make consistencies across counties, but there are differences.
  - vi. Are ADUs allowable construction during Shelter in Place? Depends on projects, if its adding an additional residential dwelling, may potentially fit under affordable housing category, but would have to fit in the income restriction criteria. If the project is just providing new housing or expansion of housing without income restriction (deed restricted), can be answered project by project, but will likely have to wait until after Shelter in Place.
  - vii. County is willing to develop a new FAQ in response to new questions from planning/building departments
  - viii. Affordable housing exemptions - multi-family developments (at least 10% of individuals/households below 120% AMI.) Payment of in-lieu fees does not apply and off-site developments with 10% income restricted units would be considered its own development and can move forward but not the market rate units.)
  - ix. Application as submitted, pre-density bonus, would be used for 10% threshold. For example, if a project was 11% affordable but after the density bonus it drops to 9%, it would still apply.
  - x. Shelter in Place ends in 2 weeks, might be good to meet again after that date to see how the order is modified. Bring Stephanie or colleague back for follow-up

## 6. Deadlines Update

- a. Allowing homeowners to extend deadlines
- b. Ordinance extending deadlines
- c. Resolution on impossibility

- d. Sign on letter for governor
- e. Documents at: <https://citiesassociation.org/covid> (pw: SantaClara)

## 7. Next Steps

- a. Goals for kickoff meeting -April 29th
  - i. AB 725 at least 25% of your market rate should be less than 35 units/acre
  - ii. RHNA Factors

## Attendees

Debbie Pedro, Saratoga  
 Adam Marcus, Milpitas  
 Andrew Crabtree, Santa Clara (city)  
 Keri Heusler, Cupertino  
 Piu Ghosh, Cupertino  
 Sue O'Strander, Gilroy  
 Jennifer Carman, Morgan Hill  
 Andi Jordan, Cities Association  
 Jay Lee, Milpitas  
 Jeannie Hamilton, Monte Sereno  
 Joel Paulson, Los Gatos  
 Julie Wyrick, Gilroy  
 Martin Alkire, Mountain View  
 Rob Eastwood, County of Santa Clara  
 Robert Musallam, Milpitas  
 Steve Padovan, Los Altos Hills  
 Stephanie Safdi (Santa Clara County Counsel)  
 Sandy Arnowitz, Los Gatos  
 Trudi Ryan, Sunnyvale  
 Sharon Goei, Milpitas  
 Cindy McCormick, Gilroy  
 Amy French, Palo Alto  
 Jessica Garner, Milpitas  
 Stephen Rose, Campbell

## April 10th, 2020

1:30 – 2:00 pm, Video conference

<https://zoom.us/j/5107616001> (password 123)

Optional call in number: 669.900.6833 (meeting ID 510 761 6001)

<https://docs.google.com/document/d/1t1Oi8QzPOKUa-pxzgeIWFcKpDVI7EdPhdWGaPPfUMOA/edit?usp=sharing>

- 1. Welcome, Review Agenda**
- 2. General Updates**
- 3. Announcements**
  - a. Two listserves (Planning Collaborative & COVID)
  - b. Zoom Poll for Planning Collaborative housing priorities meeting
- 4. ADUs**
  - a. Webinar, April 23rd, 10am
  - b. HCD guidance
- 5. Commercial eviction moratorium**
  - a. [SJ Mercury article](#)
  - b. [City of San Jose Memo](#)
- 6. Inspections / Permitting**
  - a. [Present e-inspection options](#)
  - b. Have people share
  - c. Work with MTC/ABAG to share with the region
  - d. [Safety protocols](#)
- 7. Update summary of policies**
  - a. People talking about what they are doing
  - b. Rent Relief programs (Mountain View compiling list of other cities' programs)
- 8. Sign on letter**
  - a. Extension of deadlines for the governor
- 9. LEAP and RHNA**
  - a. San Mateo County Plan
  - b. Remind people of idea of group collaboration
  - c. Ask for advice

## Notes

### 1. Welcome, Review Agenda

### 2. General Updates

- a. Sunnyvale - Continuing to work with contractors, all have angle on why they should be exempt - very few examples that are exempt however.
- b. Palo Alto - Housing projects proceeding, very few others. Working on extra CDBG money for homeless services. Starting first Zoom public hearings (Historic, Architecture Review)
- c. Morgan Hill - Planning Commission hearing set up (reviewing a housing project). Implemented a hybrid online application process and online payment option (via existing credit card vendor using virtual terminal, not accepting checks)
- d. Milpitas - Continuing permit center/plan review online (building, fire, planning).
- e. Los Altos - Cupertino staff assisted on technology upgrades
- f. Saratoga - Zoom planning commission, builders asking for exceptions and working case by case. Implemented online permit processing system (TrackIT, DropBox, Square)
- g. MTC/ABAG - Expanded PDA application - May 31st (letter of interest), council adoption by end of June. Advantage is planning/transportation funds available and some transit projects may not be included in Plan Bay Area (those projects would be strengthened if PDAs are surrounding them)
- h. County of Santa Clara - Implemented eCheck payments. County Counsel available for advising cities on construction during Shelter in Place order
- i. Cupertino - Most single family housing construction on hold, setting up policy on what's essential - Vallco is a meaningful project and biggest construction. Several council meetings on housing accountability act and density bonus. First Planning Commission meeting next Tuesday. CDBG - Federal Care funds bringing to public hearing this month. Entitlement cities are receiving a special COVID fund for a variety of uses: emergency rental assistance (challenging but possible), food supply, public safety (wiping down bus shelters). Funds coming in 40 Days.
- j. Cities Association - RHNA methodology committee update.

- k. Los Gatos - Acela to get permits available online for submittal/issuance. Limited building inspection via video (Glitz). Looking at remodels on a case by case basis. Only council meetings online, looking at other options for other commissions. Constant discussion with builders, neighbors on what can be built now.
- 3. Announcements**
- a. Two listserves (Planning Collaborative & COVID)
  - b. Zoom Poll for Planning Collaborative housing priorities meeting
- 4. ADUs**
- a. Webinar, April 23rd, 10am
    - i. Which building/fire codes will apply
  - b. HCD guidance
    - i. Not a lot of guidance provided
    - ii. HCD - you can't apply any standards at all if its below 800 SF
    - iii. Front yard setbacks - Cities can impose
    - iv. HCD - may only be talking to advocates but not local jurisdictions (Sunnyvale)
- 5. Shelter in Plan** (allowable construction projects)
- a. Q&A with District Attorney and County Counsel - Possibly next week
  - b. Everyone being pummeled by builders/contractors, County Counsel is there to advise cities
  - c. Permit Streamlining Act - if cities had power to suspend deadlines, governor has to do it and has been hostile to do it.
  - d. Small business - Other EOC's that are starting to tackle that question? Opportunity for coordinated discussions about that?
    - i. Electeds are talking about it, survey that is all encompassing (Cities Association)
- 6. Commercial eviction moratorium**
- a. [SJ Mercury article](#)
  - b. [City of San Jose Memo](#)
- 7. Inspections / Permitting**
- a. [Present e-inspection options](#)
  - b. Have people share
  - c. Work with MTC/ABAG to share with the region
    - i. June webinar - Sunnyvale can respond with why they don't want to do virtual inspections

- ii. Palo Alto: DigEPlan - currently pre-apps, working toward online submittals and plan checks

d. [Safety protocols](#)

**8. Update summary of policies**

- a. People talking about what they are doing
- b. Rent Relief programs (Mountain View compiling list of other cities' programs)
  - i. Milpitas - Council adopted in October (update soon)
  - ii. Sunnyvale - granted to Sunnyvale Community Services - not specifically rent relief, but could include that, but more focused on grocery/foods

**9. Sign on letter**

- a. Extension of deadlines for the governor
  - i. Follow up with Goldfarb/Lipman

**10. LEAP and RHNA**

- a. San Mateo County Plan
- b. Remind people of idea of group collaboration
- c. Ask for advice
- d. Show SMC draft work products
- e. Better understanding as our role as a collaborative, open dialogue
- f. Creating a Sustainable Communities Strategy type of plan and then a menu of what cities would want to do (Campbell)
- g. ABAG- getting a sense of timing and where does REAP need to be to assist with the funding.
- h. Morgan Hill asked about MTC rezone document, basic number of parcels to be rezoned. Watch for updated version of this.

**11. Next Steps**

- a. Next Call: Wednesday April 29 - 11:00-12:00PM
- b. Coordination discussion on Economic Development survey by Cities Association
- c. County Counsel available for advising cities on construction during Shelter in Place order
- d. Follow up with Goldfarb/Lipman on sign-on letter

**Attendees**

Guido Persicone  
 Martin Alkire  
 Ada Chan  
 Piu Ghosh  
 Adam Paszkowski  
 Amy French  
 Andi Jordan  
 Debbie Pedro  
 Jeannie Hamilton  
 Jennifer Carman  
 Joel Paulson  
 Kerri Heusler  
 Mark Shorett  
 Sharon Goei  
 Sandy Arnowitz  
 Trudi Ryan  
 Sketichum  
 Jay Lee  
 Ned Thomas  
 Paul Kermoyan  
 Cindy McCormick

## April 3rd, 2020

1:30 – 2:30 pm, Video conference

[www.uberconference.com/bdplanning1](http://www.uberconference.com/bdplanning1)

Optional call in number: 510-806-7725, no pin

<https://docs.google.com/document/d/1t1Oi8QzPOKUa-pxzgeIWFcKpDVI7EdPhdWGaPPfUMOA/edit?usp=sharing>

### 10. Welcome, Review Agenda

### 11. General Updates

### 12. REAP

### 13. Priorities Survey

- a. 13 responses (survey summary highlights below)

### 14. Short and Midterm Work Items

- a. Operating procedures checklist
- b. Adding MTC/ABAG contact to email list
- c. COVID Survey responses - updates here:
- d. Changes to the Brown Act
- e. Online Tools
- f. Public Records Act requests
- g. Backlog to do list

### 15. Covid

Survey -

[https://docs.google.com/spreadsheets/d/1rxhSXh1FF1PxT6RmoDRpMbl\\_ZULz5XWGDZUbR\\_ut-4g/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1rxhSXh1FF1PxT6RmoDRpMbl_ZULz5XWGDZUbR_ut-4g/edit?usp=sharing)

### 16. Next Steps

- a. Next meeting Friday Apr 10, 2020 - 1:30PM:

## Notes

### 12. Welcome, Review Agenda

### 13. General Updates

### 14. MTC/ABAG updates

- a. Speaker was Heather Peters, Principal Regional Housing Planner (new role that never existed before)
- b. New MTC/ABAG housing staff includes Daniel Saver (Assistant Director, Housing), Ada Chan, and Mark Shorett
- c. MTC/ABAG housing team is recruiting now for 5 positions throughout practice areas: Housing, Data, Finance, Outreach, etc
- d. Local Early Action Planning grants (LEAP) grants
  - i. Deadline is July 1, 2020 (HCD does not have the power to extend deadline due to statutory reasons)
  - ii. Thoughts from cities on projects for LEAP funding
    - 1. Objective Standards
    - 2. ADUs
    - 3. Housing Element (prep, related zoning changes)
    - 4. Supportive housing
  - iii. State has recorded webinar:
 

[https://www.youtube.com/watch?v=zi-VJa\\_k-YE&feature=youtu.be](https://www.youtube.com/watch?v=zi-VJa_k-YE&feature=youtu.be)
  - iv. Need resolutions signed by Council for grant applications
  - v. Hint: Show vote count from Council as part of application

- e. Regional Early Action Planning (REAP) grants
  - i. Link to MTC/ABAG REAP presentation:  
<https://www.dropbox.com/s/24bjbtsfu8zdqff/REAP%20presentation.pptx?dl=0>
  - ii. Collaborative/cohort-based approach
  - iii. Regional consultant pool
  - iv. Regional coordination with HCD
  - v. Housing leadership development and community engagement
  - vi. Cities' ideas for grant funding:
    - 1. Outreach/community conversation
    - 2. Site suitability analysis for affordable/farm worker housing
    - 3. Guiding principles for housing development across the South Bay together with a toolbox of policies and practices to be implemented at the local level
    - 4. AB686 - Affirmatively Furthering Fair Housing and how ties into Housing Element
    - 5. Technical data on required sites that would have to be upzoned to qualify for the inventory.
    - 6. Bank of technical experts (e.g. Tax Credits)
    - 7. GIS to conduct some scenario analysis across the South Bay to identify/prioritize sites for new housing and developing region-wide policies for housing development
    - 8. Technical consultants for a group of cities with similar terrain to focus on:
      - a. Financial feasibility
      - b. Modelling different building types
      - c. Data crunching, ESRI mapping
      - d. Economic modelling
      - e. Legal assistance

### 15. Priorities Survey

- a. County releasing guidelines on inspections soon
- b. A specific focus on strategic use for the REAP grant funding would seem to be a good use of this collaboration.

- c. Would be good to understand how the Housing Elements will be tailored to each city

#### **16. Short and Midterm Work Items**

#### **17. COVID**

- a. Continue check in calls if interest
- b. Sign on letter to Governor
- c. Update summary on policies
- d. Resources for inspectors
- e. Virtual inspectors resources

#### **18. Next Steps**

- a. ADU Building Codes call - Thursday April 23 10:00AM - 11:00AM
- b. COVID check in call - Friday April 10 1:30PM - 2:00PM
- c. Santa Clara County - Mobile Tiny Homes
- d. Kick off meeting - End of April
  - i. New laws (focus on Housing Elements)
  - ii. RHNA (what to expect)

#### **Attendees**

Adam Marcus, Milpitas  
 Heather Peters, MTC/ABAG  
 Cindy McCormick, Gilroy  
 Debbie Pedro, Saratoga  
 Julie Wyrick, Gilroy  
 Jennifer Carman, Morgan Hill  
 Adam Paszkowski, Morgan Hill  
 Jeannie Hamilton, Monte Sereno  
 Guido F. Pesicone, Los Altos  
 Sharon Goei, Milpitas  
 Ned Thomas, Milpitas  
 Sally Zarnowitz, Los Gatos  
 Rachael Tanner, Palo Alto  
 Jessica Garner, Milpitas  
 Lesley, City of Santa Clara  
 Jay Lee, Milpitas  
 Andrew Crabtree, Santa Clara (city)  
 Ben Fu, Cupertino  
 Bharat Singh, Santa Clara (county)

Amy French, Palo Alto  
Sue O'Strander, Gilroy  
Stephen Rose, Campbell

## **March 27th, 2020**

1:00 – 2:00 pm, Video conference

[www.uberconference.com/bdplanning1](http://www.uberconference.com/bdplanning1)

Optional call in number: 510-806-7725, no pin

<https://docs.google.com/document/d/1t1Oi8QzPOKUa-pxzgeIWFcKpDVI7EdPhdWGaPPfUMOA/edit?usp=sharing>

**19. Review Agenda**

**20. Epidemiologist Q&A**

- a. Questions to ask (please add to list if you have any questions):  
<https://docs.google.com/document/d/1zRFS-CKg9vVFBAeEksEdftocuYTWKEaEh3r2hO9stNY/edit?usp=sharing>

## 21. General Updates

### 22. Eviction moratorium

- a. Santa Clara County-wide moratorium update

### 23. Other items – as needed

- a. Survey responses - updates here:  
[https://docs.google.com/spreadsheets/d/1rxhSXh1FF1PxT6RmoDRpMbl\\_ZULz5XWGDZUbR\\_ut-4g/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1rxhSXh1FF1PxT6RmoDRpMbl_ZULz5XWGDZUbR_ut-4g/edit?usp=sharing)
- b. Changes to the Brown Act
- c. Online Tools
- d. Public Records Act requests
- e. Backlog to do list
- f. **Operating procedures checklist**
- g. **Other housing items**
- h. **Adding MTC/ABAG contact to email list**

### 24. Next Steps

- a. Next meeting Friday Apr 3, 2020 - 1:30PM: Online tools (or priorities for moving forward)

## Notes

### 1. Review Agenda

### 2. Epidemiologist Q&A

- a. Can be killed by 70% alcohol
- b. Can put policies in place/best practices to reduce risks
- c. Link to types of cleaners that will work (CDC:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>)
- d. Being informed about what is effective, symptoms, science-based info to protect yourself
- e. Are there questions inspectors should ask before entering buildings?  
 E.g. has anyone been sick? (Will we violate HIPPA laws)
- f. Should inspectors be worried about touching contaminated surfaces such as ladders?

- i. For materials, according to the New England Journal of Medicine, how long can the virus live on surfaces (in lab, 9 days). With heat and other issues, copper (4 hours), cardboard (24 hours), plastic/steel (72 hours). Should be wiped down, if being shared.
  - ii. Wiping down surfaces with alcohol based solutions (CDC: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>)
  - iii. If wearing gloves, change to a new set at every location. As soon as you wear the glove and open the car door, you've moved it around.
  - iv. Gloves most effective: disposable that can be donned and thrown out. Refer to CDC for the way to put on and take off gloves (CDC: <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>).
  - v. The masks are really attended and most effective if YOU are sick and not trying to spread.
- g. Should the inspectors worry about touching the plans on the job site.
- i. If inspectors are already wearing normal eye protection and N95 masks, continue to do so. But given the shortage of the masks, unless its standard procedure, not so much the glasses/masks, but really about the gloves
  - ii. Hand sanitizers and soap/water fine (as long as cleaning cracks and crevices).
  - iii. Minimum PPE - use what you usually have, in addition to social distancing, hand cleaning.
- h. Is it safer to go to an open job site versus one that is enclosed? Are there different protocols?
- i. Not so much the indoor/outdoor, its more about the number of people there. The best thing to do is social distance (6 feet), try to manage your space. Don't crowd into a trailer/room. Ask if the meetings can be outside or if you can call-in instead.
  - ii. If sharing work trucks and cell phones, make sure to wipe down.

- iii. Don't share the same things you touch.
- iv. Significant difference between the respiratory droplets moving between two people, esp at 3-6 feet. Gravity is your friend and you want the droplets to fall down to the ground
- i. How long does COVID live in the air?
  - i. For respiratory type of transmission, someone coughing or sneezing near you - droplets can be distributed (or sharing a computer keyboard). The virus is also in fecal matter, in hotel/cruise ship situation, infected people's fecal matter can infect through water system. For COVID - the droplets can fall, so 6 feet distance helps keep droplets from infecting others.
- j. How long should a room/area inside be vacated before inspection
- k. outside?
- l. Are work gloves any protection or do you need surgical/latex gloves?
- m. Do you have to change/dispose of gloves (how regularly)?
- n. Can the virus get on your shoes and then you take it with you?
  - i. If there are droplets on your shoes and you bring into the home, best is to keep shoes outside and on the porch.
  - ii. This would be relatively low risk, but spitting on the job site is a concern.
  - iii. There are quite a bit of asymptomatic infected situations, think about your typical behavior of precaution and ramp that up. The same way you think about dust and other concerns, think about biologic.
  - iv. Some people take your clothes/shoes off in the garage and not take into the home anything from a site
- o. Are port-a-potties a concern?
  - i. One small study shows presence of virus in fecal matter (happened in hotels during SARS), happens in cruise ships.
  - ii. Avoid port-a-potties because we don't understand the transmission dynamics.
- p. Is there a recommended protocol with clothing?
- q. Do you need to wash clothes when you get home?
- r. Do you need to take them off in a certain way?

- s. Is utilizing remote inspections, (i.e. Facetime, digital image sharing, etc) instead of in-person inspections a prudent option for cities to consider?
  - i. Absolutely if that's an option.
  - ii. Would reduce people to people, surface to people transmission. But just not sure if that's the reality of the job.
- t. Some job sites have open sewers (sewer gasses) and piping within an enclosed building. Are these a concern?
  - i. Actual fecal material, not gas
- u. Should the counter staff worry about taking in new plans, documents and checks. Does the virus live on paper? If yes how long?
  - i. Papers submitted should be put aside for 72 hours, that should take care of it.
- v. Should the counter staff be worried about handling cash, paper and coins?
  - i. Credit card and phone payments better because it can be wiped down. Virus can live on paper money just like other materials.
- w. If the Building Department is open to the public by appointment only, are there questions that we should be asking that person before we schedule an appointment? Would those questions violate HIPPA laws and or be considered discriminatory?
  - i. Some essential businesses have put in place screenings - making people wash their hands and/or take their temperature.
  - ii. Lots of discussion about legal right to ask their employees to do that, likely not for California.
  - iii. Paper screener that asks about sickness, travel, etc is ok.
  - iv. Pressure on health departments to release data on people who tested positive - which they won't do.
  - v. Singapore - published name/address two hours after you tested positive
- x. OSHA classifies occupations by risk (very high, high, medium and lower). Which level of risk do you think inspectors are? How about if a planning counter is open for a small number of appointments?
  - i. Might be affected by people of a certain age

- ii. Any sort of interaction increases your risk
- iii. 85% of cases in China were acquired through asymptomatic or mild symptomatic people
- iv. Companies have implemented policies such as maximum number of people on-site. If you have the ability to limit the number of people on-site, do so.
- y. If an inspector is over 60 years of age should they even be working in the office or the field at this time? Over 65?
  - i. Risk is higher, mortality rates go up higher over 70 or 80
  - ii. If older employees can be assigned to other tasks (will overlap with workplace discrimination laws though)
  - iii. Public health does have the authority to quarantine
- z. With the shortages of gloves, hand sanitizer, sanitary wipes, if that protection is not available in the immediate future, is one's only defense not touching one's face?
  - aa. With occupants at the inspectors personal residence over 70 years old how safe is it for the inspector to be working in the office or the field? Is it the same as if the 70 year old was out working? The residence is quite small and there is not a place to quarantine away from the 70 year old.
    - i. Ways to social distance at home if possible, hard to do if you're a caregiver.
    - ii. Use a different bathroom
    - iii. Sleep in a different bedroom
    - iv. Especially diligent about hand washing and cleaning
    - v. Take off your clothes/shoes before you go inside.
  - bb. How long shelter in place?
    - i. Several modeling programs to figure out when hospitals might see their highest demand - the highest levels are still 3-4 weeks off for the hospitalizations
    - ii. There will be more pushback against the shelter in place orders because people across the political spectrum are questioning its effectiveness. Economy (right) and access to health care/definition essential workers (left).
    - iii. Some models show 100 million+ infections.
    - iv. 3-4 weeks from worst peak, add additional weeks to that for when shelter in place is over

- cc. Why are doctors/nurses using masks if its
  - i. Doctors/nurses are in a most severe/extreme case. In healthcare you can't stay more than 6 feet away from someone who's incubated.
  - ii. CDC has guidelines on certain settings and risks to exposure (Link: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/assess-magnitude-risk.html>)

### 3. General Updates

- a.

### 4. Eviction moratorium

- a. Jeremy Deputy County Counsel (SCC Counsel)
  - i. Gov released new executive order that maybe supercedes county order, County reviewing it now
  - ii. Broad in terms of language
  - iii. Passed on urgency basis, eviction for small business/commercial and residential for medical expenses/economic expense due to COVID
  - iv. Protected class of individuals against no-fault evictions (taking rental unit off market, Ellis Act, demolish/remodel unit)
  - v. New state order might go further beyond

### 5. Other items – as needed

- a.

### 6. Next Steps

- a. Priority setting for housing-related issues

### Attendees

Sharon Goei  
 Andrea Mardesich  
 Mario Sigala  
 Andrew Crabtree  
 Michael Laughlin  
 Oscar Carrillo  
 John Swiecki  
 Joanne Kurz  
 Debbie Pedro

Jennifer Carman  
John Swiecki  
County of San Mateo  
Julie Wyrick  
Mike Greenlee  
Ruben Hurin  
Jill Ekas  
Aaron Aknin  
Kevin Gardiner  
Trudi Ryan  
Christopher Valley  
Christina McTaggart  
Paul Kermoyan  
Joel Paulson  
Mark Muenzer  
Cindy McCormick  
Jeannie Hamilton  
Oscar Carrillo  
Susy Kalkin  
Bharat Singh  
Amy French  
Christian Murdock  
Rachel Horst  
Sue O'Strander  
Rob Eastwood  
Hipolito Olmos  
Robert Ovadia  
Guido Persiccone  
Jacqueline/Jeremy (Santa Clara County)  
Martin Alkire  
Jen Horney (DE)  
Katelyn Jetelina (TX)

## **March 20th, 2020**

1:00 – 2:00 pm, Video conference

[www.uberconference.com/bdplanning1](http://www.uberconference.com/bdplanning1)

Optional call in number: 510-806-7725, no pin

<https://docs.google.com/document/d/1t1Oi8QzPOKUa-pxzgelWFcKpDVI7EdPhdWGaPPfUMOA/edit?usp=sharing>

## Agenda

1. **Review Agenda**
2. **Updates**
  - a. Survey Responses: Please fill out the survey here  
[https://docs.google.com/spreadsheets/d/1rxhSXh1FF1PxT6RmoDRpMbl\\_ZULz5XWGDZUbR\\_ut-4g/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1rxhSXh1FF1PxT6RmoDRpMbl_ZULz5XWGDZUbR_ut-4g/edit?usp=sharing)
  - b. Update on more detailed summaries
  - c. What website for city links
3. **Eviction moratorium**
  - a. General updates
  - b. San Mateo Update
  - c. Generic staff report
4. **Other Assistance**
  - a. Changes to the Brown Act
  - b. Online Tools
  - c. Backlog to do list
  - d. Operating procedures checklist?
5. **Next Steps**

## Notes

1. **Review Agenda**
2. **Updates**
  - a. Survey Responses: Please fill out the survey here  
[https://docs.google.com/spreadsheets/d/1rxhSXh1FF1PxT6RmoDRpMbl\\_ZULz5XWGDZUbR\\_ut-4g/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1rxhSXh1FF1PxT6RmoDRpMbl_ZULz5XWGDZUbR_ut-4g/edit?usp=sharing)
    - i. Column "Where Can Cities Find Information" for the public is public facing updates, the remaining is only for Planning Collaborative members
3. **Eviction moratorium**
  - a. General updates
    - i. Santa Clara County: has moratorium going to board on Tuesday for unincorporated areas

- ii. Morgan Hill: CC was cancelled, determined more appropriate for County to handle this countywide (as per city attorney)
- iii. Palo Alto: Moratorium going to CC on Monday. Wouldn't hurt to have Countywide (in addition to local) because Sheriffs handle evictions
- iv. City of Santa Clara: urgency ordinance coming on Tuesday (currently drafting)
- v. Cupertino: Would be helpful to have County moratorium
- vi. Sunnyvale: might do one, attorney is discussing with state/local level based on existing eviction notices
- vii. ABAG will release info on Countywide moratorium
- b. San Mateo Update
  - i. County is working on countywide eviction moratorium
- c. Generic staff report
  - i. Posted generic staff report (based on City of San Jose's report): <https://citiesassociation.org/covid> (pw: SantaClara)

#### 4. Other Assistance

- a. Building Industry Association: releasing info on how building/planning departments will be proceeding during Shelter in Place
- b. Changes to the Brown Act: Governor's executive order on meeting requirements with virtual meetings - [Full Text](#).
- c. Online Tools
  - i. Sharing how this process is going (submittal/application process), updates can be found on [spreadsheet](#).
  - ii. If some cities are not already doing electronic plan checking, we're getting pushed into that process
  - iii. Santa Clara (city) - might be good to hear from others experiences due to possible complications with virtual inspection tools
  - iv. **Cupertino and Palo Alto - volunteered to demonstrate their virtual processes**
- d. Backlog to do list
- e. Operating procedures checklist?
  - i. Cities might have more flexibility to close more services if they needed to
  - ii. Different cities are open and providing different levels of services
  - iii. Question about current safety conditions - If safety isn't up to County definition, can you proceed with inspections? If you don't have a staff especially.
    - 1. Call scheduled for next meeting (Friday March 27, 1:00PM with epidemiologist)
- f. Public Records Requests Act requests

- i. If city hall is shutdown, should we still be accepting them? (Monte Sereno)
- ii. Its the City Clerks/City Managers responsibility? But Planning staff that puts a lot of info together for requests
  - 1. **Cities Association to check in with City Managers**
  - 2. Morgan Hill - Attorney said its not essential
- iii. **Sunnyvale Emergency Ordinances (Report to CC on Tuesday - will send staff report/ordinance when public)**
  - 1. Discretionary permit deadline (extend by a year),
  - 2. Permit Streamlining Act (extend during this period)
  - 3. Telecom no relief on because its a federal law
  - 4. Josh asked state to clarify based on Governor's order. Legislative staff believes answer will be yes, but will be getting official answer
- iv. Teleconference Brown Act hearing - what technologies are working better than others? Logistics on how that works (County of Santa Clara)
  - 1. Palo Alto - CC on Zoom (Monday)
  - 2. Morgan Hill - CC on Zoom (doesn't do well with Television, had feedback between TV/PC). Microsoft Teams has been the best (but bringing public in has been difficult)
  - 3. Santa Clara (city) - CC has ability to call in. CC live streaming on Facebook/Youtube. Will continue to allow people to come in, max 10, one at a time attendance.
  - 4. Sunnyvale - Teams for conference calling, but looking at how public can call in (City Clerks office will determine)

## 5. Other Issues

- a. Certifying EIRs during this period
  - i. Morgan Hill: conflicting info on CEQA/State Clearinghouse website
  - ii. County of Santa Clara: Can use CEQAnet, waiting for County Clerk
  - iii. San Mateo County jurisdiction process:
    - 1. Certifying EIRs to Clearing House
    - 2. 45 day review period
    - 3. Developer will be paying for printing to anyone who wants it, hardcopy will be mailed
- b. Monte Sereno asked about APR deadline- Josh replied that deadline is statutory and cannot be extended. But jurisdiction can turn in and update later, no consequence if that were to occur.

## 6. Next Steps

- a. Doodle poll to check on timing, weekly

- b. Discuss e-permitting in 2 weeks (Palo Alto/Santa Clara city)
- c. Send out Sunnyvale emergency ordinances (Tuesday March 24)
- d. Follow up with Cupertino about survey

## Attendees

Sue Ostrander, Gilroy  
 Jennifer Carman, Morgan Hill  
 Julie Wyrick, Gilroy  
 Trudi Ryan, Sunnyvale  
 Andrew Crabtree, Santa Clara (city)  
 Joel Paulson, Los Gatos  
 Cindy McCormick, Gilroy  
 Andi Jordan, Cities Association  
 Rachael Tanner, Palo Alto  
 Bharat Singh, County of Santa Clara  
 Paul Kermoyan, Campbell  
 Rob Eastwood, County of Santa Clara  
 Benjamin Fu, Cupertino  
 Martin Alkire, Mountain View  
 Amy French, Palo Alto

## March 18th, 2020

10:00 am – 11:00 am, Video conference

[www.uberconference.com/bdplanning1](http://www.uberconference.com/bdplanning1)

Optional call in number: 510-806-7725, no pin

<https://docs.google.com/document/d/1t1Oi8QzPOKUa-pxzgelWFcKpDVI7EdPhdWGaPPfUMOA/edit?usp=sharing>

Outcomes:

- Share COVID-19 responses among jurisdictions

1. **Review Agenda**
2. **COVID-19 Responses**
  - a. Meetings and hearings

- b. Applications (new and existing)
  - c. Inspections
  - d. Online tools
  - e. Eviction moratorium
  - f. APRs
  - g. PSA
  - h. Operation Plans/Response Plan
- 3. Follow-Ups**
- a. How Can we Help
    - i. Summarizing what each city is doing
    - ii. Collecting Operations Plans memos
  - b. Survey of City responses (please fill out survey)
  - c. List serve?
  - d. Next meeting (goals and priorities)

## Notes

- Permit Streamlining Act
  - Santa Clara County - permit streamlining act is most important.
  - Anything with planning deadlines is effected
  - APA/State asked to weigh in
  - Cupertino currently working on this issue, would like to hear from state
  - City attorneys meet quarterly - check in on this issue
  - APRs have statutory deadline
    - State allows to submit without hearings
    - OK to resubmit if you have changes
- Eviction Moratorium:
  - Jurisdictions currently working on eviction moratoriums: Cupertino (working from San Jose's moratorium), Morgan Hill, Santa Clara (city, county), Campbell
  - Federal intervention [coming](#)
  - Staff Report support
    - Link to City of San Diego's [staff report](#)
    - Link to City of Sacramento's [staff report](#)
    - **Cities open to sharing draft ordinances/staff reports, please send to Vu-Bang and will distribute to Planning Collaborative**
- Operation Plans
  - Cupertino currently drafting response plan
    - Different from an operation plan
    - Includes: how we're doing this, what priorities are

- Using FEMA framework at the federal level
  - Shelter in place has affected the plan.
  - Focused on essentials
- **Cities to share plans (or just headings of plans), please send to Vu-Bang and will distribute to Planning Collaborative**
- Inspections:
  - Mountain View: only providing services/permits for affordable housing developments. Plan checkers are working from home. Field inspectors only working on affordable housing
  - Gilroy: suspended all Community Development activities (planning/building) except inspectors are working on affordable units in process (2 developments: senior and apartment almost done). Protective gear - carried or has access to it.
  - Cupertino: remote inspections via Facetime/photos
  - Santa Clara (city): inspections currently for both market rate/affordable housing. Won't do inspection if people onsite aren't practicing safe distance/health practices. Inspectors have discretion depending on site conditions .
  - Palo Alto: inspections on gas/electric (things that have failed and need inspection), residential projects, have 4 rotating inspectors.
- Next Meeting: Friday March 20, 2020: 1:00 PM - 2:00 PM.

Attendees:

- Sue Ostrander, Gilroy
- Deborah Feng, Cupertino
- Cindy McCormick, Gilroy
- Andrew Crabtree, Santa Clara (city)
- Christopher Riordan, Saratoga
- Jeniffer Carman, Morgan Hill
- Julie Wyrick, Gilroy
- Bharat Singh, Santa Clara County
- Amy French, Palo Alto
- Sharon Goei, Milpitas
- Andi Jordan, Cities Association
- Martin Alkire, Mountain View



*City  
Council  
Report*

**Item:** 12  
**Category:** NEW BUSINESS  
**Meeting Date:** September 1, 2020

**TITLE:** Consider Funding Agreement with County of Santa Clara for Isolation and Quarantine Program

**RECOMMENDED ACTION**

It is recommended that the City Council consider entering into an agreement with the County of Santa Clara for the administration and execution of a countywide isolation and quarantine support program.

**BACKGROUND**

The County and local partners have continued to assist individuals with temporary housing throughout the pandemic and have made a concerted effort to increase the number of beds available. Increasing the number of beds has posed a significant challenge due to the need to adequately social distance. The volume of accessible beds has decreased, and the County has worked to place over 1,200 individuals or families in congregate and non-congregate temporary shelters since March 2020. These individuals and families have primarily been COVID-19 negative but were provided shelter to reduce the number of people in congregate environments to facilitate social distancing, and to reduce the risk from COVID-19 for persons who are homeless or unstably housed.

These programs primarily serve homeless individuals and families, but the programs also serve persons who have stable housing but whose residential settings or circumstances do not allow for effective isolation. From March 19, 2020, through May 14, 2020, the County and its partners helped 58 COVID-19 positive individuals (and their family members) isolate by providing motel rooms and onsite supportive services such as case management, laundry services, and meal delivery or groceries. Of the 58 households, 35 had permanent housing.

The County Administration has made it a strategic priority to work with cities and local partners to establish scalable programs to help their respective residents isolate if they have tested positive for COVID-19 or quarantine if they have been in close contact with a COVID-19 positive person.

**DISCUSSION**

The County is moving towards a broader isolation and quarantine support program that works alongside the countywide Case Investigation and Contact Tracing team (CICT). The CICT would recommend individuals or families based on the circumstances provided through each contact tracing interaction. Most individuals and families will be able to isolate and quarantine sufficiently in their own home without any support from this program. While others have situations that make it very difficult to effectively isolate or quarantine. The goal of the isolation and quarantine support program would be to provide access to a room in which the case or contact may stay and remain separate from other members of the household and have access to one's own bathroom or have the ability to clean after each use. The CICT would refer cases and a program coordinator from the isolation and quarantine support program would make contact to determine eligibility for needs.

This program would provide support to individuals or families who are able to adequately isolate or quarantine at home but may not be able to pay rent due to paid sick leave not being offered. The program is being designed to provide rental assistance, in an amount equal to one month's rent or \$2,000, whichever is lower. In addition to rental assistance, the Program would provide the following services, as needed:

- Transportation to/from medically necessary appointments if the individual is not able to use a private vehicle;
- Up to three meals per day;
- Medical and behavioral health wellness checks;
- Weekly laundry services for linens and personal clothing; and,
- Case management services to help individuals apply for benefits (e.g., unemployment insurance, CalFresh) and other services.

For those without the ability to adequately isolate or quarantine at home the program would offer some to be placed at a motel until they are cleared to return to their home or congregate care setting. In these instances, the program would still provide transportation, food, medical and behavioral health, laundry and case management services, as needed. Rental assistance may also be provided to individuals and households who are placed in motels.

A program resource coordinator would also be responsible for arranging access to other services including, but not limited to, childcare, elder care; in-home support services; and, emergency, urgent and/or ongoing healthcare services.

The attached agreement outlines the framework for this program and the estimated share requested from the City of Campbell. The agreement has a not to exceed amount of \$99,183 to provide services based upon the projected costs from August 1 through

December 31, 2020. Exhibit D in the attached agreement breaks down the projected costs for Campbell by fixed costs, motel costs, at-home support and financial assistance. The fixed costs for the administrative oversight will be billed to the City while the cost for services will be billed only if used during this timeframe and will not exceed amount listed in agreement.

## **FISCAL IMPACT**

Should the City Council direct the City Manager to enter into an agreement with the County to fund their isolation and quarantine support program, the total estimated cost is \$99,183 through December 31, 2020. This would support up to 24 Campbell program participants with fixed County overhead costs of \$12,335, as shown in agreement Exhibit D, and estimated variable programs costs of \$86,848, as shown in agreement Exhibit E. Of the estimated variable program costs, \$49,000 would be for direct financial assistance to program participants. If Campbell chose to amend the agreement with the County to remove direct financial assistance, the total estimated cost to support the County program is \$50,183. Please note that should there be a need for these services past December 31, 2020 or the number of actual program participants exceed initial estimates of 24, the City's costs could increase. Likewise, should fewer than 24 Campbell residents participate in the program, the City's costs would be less than the estimated variable costs. Both extension of the agreement and maximum not-to-exceed cost terms are subject to further discussions and mutual agreement between the City and the County. Staff will return to Council at a later date should the terms of the agreement need to be extended or modified.

\$500,000 is currently appropriated in The FY 2021 Adopted Budget under the COVID-19 budget unit (101.539). These funds have already been utilized for COVID-19 related expenses totaling approximately \$52,000 year-to-date in FY 2021. They are also being considered at this same meeting for continued support of the downtown street closure and revitalization costs in response to COVID-19. Funding the County isolation and quarantine support program would also be an appropriate and intended use of these funds. However, as was presented to Council by staff on August 18, there are also other intended and competing purposes and needs for these limited funds. Nevertheless, some or all of the City's costs to enter in an agreement with the County may be reimbursable at a later date through FEMA and the County would submit that reimbursement on the City's behalf. The City would likely not receive these funds though until several years in the future.

## **ALTERNATIVES**

1. Revise agreement with the County of Santa Clara so that the City of Campbell provides financial contribution towards fixed costs, motel costs, and at-home

support only, but not financial assistance to program participants as shown in agreement Exhibit E.

2. Do not enter into an agreement with the County of Santa Clara.

3. Provide alternative direction to staff.

Prepared by:



Natasha Bissell, Recreation Services  
Manager

Reviewed by:



Natasha Bissell, Recreation Services  
Manager

Approved by:



Brian Loventhal, City Manager

**Attachment:**

- a. City County Revenue Agreement Template Isolation and Quarantine Program

**FUNDING AGREEMENT BETWEEN THE  
COUNTY OF SANTA CLARA  
AND THE CITY OF CAMPBELL  
FOR COUNTYWIDE ISOLATION AND QUARANTINE  
SUPPORT PROGRAM**

This Agreement is entered into by and between the **County of Santa Clara** (the “County”) and the **City of Campbell** (the “City”), individually, a “Party” and, collectively, the “Parties,” in order to provide funding for a Countywide Isolation and Quarantine Support Program (“Program”) to be managed by the County.

**RECITALS**

- A. WHEREAS, on February 3, 2020, the County Health Officer declared a local health emergency, and the County's Director of Emergency Services proclaimed a local emergency, to respond to the Coronavirus Disease (“COVID-19”) pandemic and manage its spread throughout the County; and
- B. WHEREAS, on March 4, 2020, the Governor of California proclaimed a State of Emergency (Executive Order N-25-20) to exist in California because of the threat of COVID-19; and
- C. WHEREAS, on March 16, 2020, the Santa Clara County Public Health Officer issued an Order to all residents to shelter in place and businesses to close except for essential activities, essential services, and governmental services as defined under Section 10 of the Order; and
- D. WHEREAS, on March 19, 2020, the Governor issued an Order (Executive Order N-33-20) that all individuals living in the State of California stay home or at their place of residence, except as needed to maintain continuity of operations for certain critical infrastructure sectors, to protect the public health of Californians, to mitigate the impact of COVID-19, and to ensure the healthcare delivery system is capable of serving all; and
- E. WHEREAS, as a result of the State Executive Orders and their national counterparts and the County Order in response to COVID-19, as may be extended and modified by federal, state, and local authorities, the County and City have identified an urgent need to provide a Countywide Isolation and Quarantine Support Program (“Program”) as part of the response to COVID-19; and,
- F. WHEREAS, the County has established and will operate the Program as described on Exhibit “A” attached hereto and incorporated herein by this reference; and

- G. WHEREAS, the Program assists all residents of Santa Clara County to isolate if they have tested positive for Coronavirus (COVID-19) (“Cases”) or quarantine if they have been in close contact with a COVID-19 positive person (“Contacts”); and
- H. WHEREAS, the U.S. Centers for Disease Control and Prevention defines a “close contact” as “someone who was within six feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated; however, the County Public Health Department’s Special Investigations Unit or Case Investigation and Contact Tracing group (“CICT”) will make determinations based on the circumstances of each interaction; and
- I. WHEREAS, many individuals and their families will be able to isolate or quarantine in their homes without assistance; and
- J. WHEREAS, others have situations that make isolating or quarantining difficult. These challenges include, but are not limited to, overcrowded housing, the lack of paid sick leave, recent unemployment, co-habitation with at-risk individuals, and obligations to care for family members. Primary among these challenges are: 1) access to a room in which the case or contact may stay and remain entirely separate from other members of the household; and, 2) access to one’s own bathroom or the ability to thoroughly clean the bathroom after each use. The County’s CICT group is trained to speak with individuals about what they may need to effectively isolate or quarantine in their own home; and
- K. WHEREAS, it is in the intent of this Agreement that City, along with all other 14 cities within Santa Clara County, will contribute funding to the County to pay the County for its costs in operating the Program.

In consideration of the foregoing Recitals, and the mutual promises and covenants contained in this Agreement, the Parties agree as follows:

## AGREEMENT

### SECTION 1 TERM

This Agreement is effective August 1, 2020 and will continue thereafter until December 31, 2020, unless extended by mutual consent in writing.

### SECTION 2 MAXIMUM FINANCIAL OBLIGATION

As explained in Section 3 below and stated in Exhibit E, City’s maximum financial obligation during the Term of this Agreement is \$99,183.

### SECTION 3 ESTIMATE OF COUNTYWIDE NEED AND COST SHARING

To ensure that appropriate services are available to all Santa Clara County residents who need help with isolation or quarantine, it is the intent of this Agreement that the County and all 15 cities within the County would share in the Program's costs on a roughly proportional basis as set forth below.

a) **Estimates of Countywide Need:**

- i) Based upon prior utilization data, the County estimates that during the term of this Agreement, approximately 200 households who are Cases or Contacts will be referred to or will contact the Program weekly. Of the 200 households, it is estimated that approximately 25% (about 50 households) will decline services, be ineligible or referrals that cannot be contacted. Of the remaining households (approximately 150 households) who participate in the Program, 90% (about 135 households) will receive assistance to isolate or quarantine at home and 10% (about 15 households) would temporarily move into a motel. Of all households who enroll in the Program (150 households) each week, about 60% (90 households) are also expected to request and receive rental or financial assistance.
- ii) Of the households participating in the program, it is estimated that approximately 82% will be residents of the City of San José. Residency is determined by the person's or family's home address.
- iii) Exhibit B summarizes the projected needs among residents of each jurisdiction by Program component from August 1 through December 31, 2020, which is approximately 22 weeks. The number of residents by jurisdiction is based on current Program utilization and a minimum of five – one per month – for each jurisdiction. For planning purposes, at least one resident from each jurisdiction would need a motel placement.
- iv) If the person or family is homeless, their residency is determined by the location of their last permanent address or the city or unincorporated area where they spend most of their time.

b) **Cost Sharing:** Exhibit C summarizes the assumptions used to determine the Program's fixed costs, the costs of operating a motel room for one month, at-home support services, and rental or other financial assistance. These are intended to be estimates for budgeting purposes.

- i) **Fixed Costs:** Each jurisdiction would reimburse the County for a portion of the Program's fixed costs regardless of utilization by the jurisdiction's residents. Each jurisdiction's share of the fixed costs is proportional to its share of the countywide population as set forth in Exhibit D. The services associated with these costs are necessary because they allow CICT, providers and residents to access the Program's services.
- ii) **Motel Costs:** Each jurisdiction will contribute to the cost of operating motels for isolation and quarantine based on the proportion of motel nights that its residents use. For example, in a given month, if a San Jose resident stayed in one room for 30 days and a Campbell resident stayed in another room for 30 days – and no other jurisdiction's residents stayed at the site – the costs for

operating that motel site, would be evenly split between the City of San Jose and the City of Campbell.

- iii) **At-Home Support Services:** Each jurisdiction will reimburse the County for the cost of supportive services provided directly to the jurisdiction’s residents while they isolate or quarantine in their own homes.
- iv) **Rental and Financial Assistance.** Each jurisdiction will reimburse the County for the rental or financial assistance provided directly to the jurisdiction’s residents.
- c) **Total Estimated Costs:** Exhibit E summarizes the total estimated cost by jurisdiction. These estimates form the basis for the maximum financial obligation during the Term referenced in Section 1 of this Agreement. If the number of City residents participating in the Program exceeds 50% of the total estimated participation shown in Exhibit B, then the City agrees to confer in good faith with the County on adjustments to the maximum financial obligation, but is under no obligation to commit to any such adjustments.
- d) The County shall submit [INSERT: weekly/monthly] invoices to the City for any eligible cost up to the maximum financial obligation. For example, the County may submit the cost of information and referral for all motel rooms located in the City as a strategy to leverage Federal Emergency Management Agency (FEMA) reimbursements. The County may submit invoices to the City even if FEMA has not made a determination on the County’s request(s) for reimbursement under FEMA’s Public Assistance program. Invoices submitted by County will be supported by backup documentation provided with the invoice.

#### SECTION 4 ROLES AND RESPONSIBILITIES

County shall operate the Program as indicated in the Program Description attached as Exhibit “A.”

#### SECTION 5 LEVERAGING AND USE OF FUNDS

- a) The City’s funds may be used for any expenses that are necessary for successful operation of the Program, as described in this Agreement. This includes expenses that may be categorically ineligible for the FEMA Public Assistance program and the portion of expenses that is calculated to be the local match for the FEMA Public Assistance program.
- b) The County will work with City to leverage state and federal funds and to conserve local resources. However, since some funding sources have limitations the County may not be able to true-up costs for each city until well after the Program has ceased operations. Furthermore, based on determinations of the agencies like FEMA, the County may have to allocate certain funding to specific categories of expenses to maximize state and federal funds.

- c) The County will submit requests for reimbursement through the FEMA Public Assistance program. Reimbursements from this program require a 25% match, and not all funding sources can be used as match.
- d) The County intends to use approximately \$250,000 in Community Development Block Grant Coronavirus (CDBG-CV) funds to operate the program and to pay for a portion of costs associated with unincorporated Santa Clara County. The County would use these funds to offset the actual costs to the “Urban County” cities: Campbell, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill and Saratoga. The County, on behalf of these cities, receives CDBG funds and administers CDBG-eligible programs. Note that CDBG-CV funds cannot be used for hotel costs and can only be used to support households earning 80% or less of AMI.

## **SECTION 6 MUTUAL INDEMNIFICATION**

To the fullest extent permitted by law, County and City agree that, pursuant to Government Code Section 895.4, each of the Parties hereto shall fully indemnify, defend and hold each of the other Parties, their officers, board members, employees, and agents, harmless from any claim, demand, loss expense or cost, damage or liability imposed for injury (as defined in Government Code Section 810.8) (“Claims”) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying party, its officials, officers, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such party under this Agreement. No party, nor any official, officer, board member or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other Parties hereto, their officials, officers, board members, employees, or agents, under or in connection with or arising out of any work authority or jurisdiction delegated to such other Parties under this Agreement.

## **SECTION 7 TERMINATION FOR CAUSE**

Either party may terminate this Agreement at any time for cause upon providing notice and a reasonable opportunity to cure to the other party.

## **SECTION 8 ASSURANCE**

Each Party represents and warrants that it has the authority to enter into this Agreement.

## **SECTION 9 RELATIONSHIP**

Nothing contained in this Agreement shall be deemed or construed by the Parties or any third party to create the relationship of partners or joint ventures between the City and the County.

## **SECTION 10 ENTIRE AGREEMENT**

This instrument contains the entire agreement between the Parties, and no statements, promises or inducements made by either Party or the designated agent of either Party that are not contained in this Agreement shall be valid or binding.

**SECTION 11 MODIFICATION**

This Agreement may not be enlarged, modified, or altered, except if it is evidenced in writing, signed by the Parties and endorsed to this Agreement.

**SECTION 12 INSURANCE**

Each Party shall, at its own expense, keep in force during the Term, Workers' Compensation Insurance, insuring against and satisfying each Party's obligations and liabilities under the workers' compensation laws of the State of California, including employer's liability insurance in the limits required by the laws of the State of California.

**SECTION 13 SEVERABILITY**

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in force without being impaired or invalidated in any way.

**SECTION 14 NOTICES**

Notices to the Parties in connection with this Agreement shall be given personally or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the parties as follows:

COUNTY OF SANTA CLARA

Office of Supportive Housing

Attn: Consuelo Hernandez

Phone: 408-278-6419

Address: 2310 North First St., Suite 201, San Jose, CA 95131

Email: [Consuelo.Hernandez@hhs.sccgov.org](mailto:Consuelo.Hernandez@hhs.sccgov.org)

CITY OF CAMPBELL

Attn:

Phone:

Address:

Email:

Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated on the date of delivery.

**SECTION 15 AMENDMENTS**

This Agreement may be amended only by a written instrument signed by the Parties.

**SECTION 16 WAIVER**

No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. Any waiver granted by a Party must be provided, in writing, and shall apply to the specific instance expressly stated.

**SECTION 17 GOVERNING LAW and VENUE**

This Agreement has been executed and delivered in, and shall be construed and enforced in accordance with, the laws of the State of California. Proper venue for legal action regarding this Agreement shall be in the Santa Clara County.

**SECTION 18 COUNTERPARTS**

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument.

**SECTION 19 THIRD PARTY BENEFICIARIES**

This agreement does not, and is not intended to, confer any rights or remedies upon any person or entity other than the parties.

**SECTION 20 CONTRACT EXECUTION**

Unless otherwise prohibited by law or County policy, the parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term "electronic copy of a signed contract" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term "electronically signed contract" means a contract that is executed by applying an electronic signature using technology approved by the County.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be entered into as of the day and year of execution of this Agreement.

COUNTY OF SANTA CLARA

CITY OF CAMPBELL

\_\_\_\_\_  
PRINTED NAME  
TITLE

\_\_\_\_\_  
PRINTED NAME  
City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY

APPROVED AS TO FORM

\_\_\_\_\_  
Christopher Cheleden  
Lead Deputy County Counsel

\_\_\_\_\_  
PRINTED NAME  
City Attorney

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

### PROGRAM DESCRIPTION

The County shall provide the following services and program organization in operating the Program:

#### Program Coordination:

- **Support Request Line.** The County will provide staff or contractors to receive requests for assistance from Cases, Contacts, medical providers, cities' emergency operations centers, and Public Health unit and community-based organizations (CBOs) via telephone or email. The Program's "call center" would be available seven days a week from 8 am to 5 pm. Voice messages or emails received after hours would be responded to the following day.
- **Coordination.** The team and manager assigned to the Support Request Line would also be responsible for coordinating with the Public Health Special Investigations Group (SIG) and CITC to ensure that all teams are aware of and can take appropriate actions for each case and contact. Continuous coordination with SIG and CITC will be necessary because there may be a lag between the time when SIG or CITC become aware of a case or contact and the time when a case or contact or their medical provider reaches out for assistance. The manager of the team would also be responsible for data collection for reports to the County Administration and participating cities.
- **Resource Coordinators.** Coordinators would be assigned to the Support Request Line and would assess Cases and Contacts for needs and arrange for the services described below.
- **Support at Home.** Even individuals or families who have adequate home settings may need additional assistance including:
  - Transportation to/from medically necessary appointments if the individual is not able to use a private vehicle;
  - Up to three meals per day and/or groceries;
  - Medical screening and connection to medical services; and
  - Weekly laundry services for linens and personal clothing; and, Light case management services to help individuals apply for benefits (e.g., unemployment insurance, CalFresh) and other services.
- **Motels.** Some individuals and/or family members may be placed at a motel to isolate or quarantine until they are cleared to return to their home (including a congregate care setting). The Resource Coordinators would coordinate placement at one or more motels for Cases or Contacts who cannot

remain at home or do not have a home. In addition to typical motel management staff and services, the County would negotiate agreements with the motel(s), contract with a community-based organization to provide onsite coordinators and oversee security. In some cases, the individual may be placed in other non-congregate settings, such as a travel trailer. In these out-of-home settings, the program would also provide transportation, food, health and behavioral health screenings and services, laundry and light case management services, as needed.

- **Rental and Financial Assistance.** If there is a documented need, Cases and Contacts would be eligible for rental and financial assistance up to \$5,000. The rental and financial assistance is limited to households earning 80% or less of the Area Median Income (AMI) adjusted for household size. Rental and financial assistance would primarily be provided by Sacred Heart Community Service (SHCS) under contract with the County. The agreement with SHCS enables that organization to:
  - Issue rental assistance or financial assistance within 72 hours of verifying eligibility;
  - Connect Cases and Contacts to the broader network of homelessness prevention services (e.g., additional rental assistance) which is primarily implemented through the seven CBOs of the Emergency Assistance Network (EAN) and coordinated by SHCS; and,
  - Connect Cases and Contacts to other community resources.
  
- **Other Services.** Program resource coordinators would also be responsible for arranging access to other services including, but not limited to, childcare, elder care, in-home support services, and, emergency, urgent, and/or ongoing healthcare services.
  
- **Department of Employment and Benefit Services (DEBS).** The Resource Coordinators would ensure that (eligible) Cases or Contacts would be able to access or sign up for General Assistance, CalWORKs, Medi-Cal, CalFresh, or other benefit programs administered by the County. The Resource Coordinators cannot authorize these benefits directly, but the County's DEBS has assigned an Eligibility Supervisor to:
  - Receive referrals directly from Resource Coordinators;
  - Immediately contact the Case or Contact to help them apply for the appropriate program; and
  - When appropriate, approve the applications for assistance.
  
- **COVID-19 Assistance Navigation Hotline (CAN-19 Hotline).** For workers who need additional assistance understanding or accessing resources provided through the California Employment Development Department (EDD), such as unemployment insurance, Resource Coordinators would make a connection to the County's CAN-19 Hotline. The CAN-19 Hotline assists in English, Spanish, Vietnamese and Mandarin.

### Exhibit B – Projected Needs by Jurisdiction, August 1, 2020 through December 31, 2020

Projection reflects:

- Utilization June 17 through July 31, 2020
- A minimum of 5 households per jurisdiction and at least one motel placement
- 10% of enrollees will need a motel placement and 90% can isolate or quarantine at home
- 60% of all enrollees request rental assistance

	Imputed			60% of Enrollees
	Imputed Motel	At-Home Support	Total Program Enrollments	Request Rental Assistance
CAMPBELL	2	22	24	14
CUPERTINO	1	4	5	3
GILROY	4	32	36	22
LOS ALTOS	1	4	5	3
LOS ALTOS HILLS	1	4	5	3
LOS GATOS	1	4	5	3
MILPITAS	2	22	24	14
MONTE SERENO	1	4	5	3
MORGAN HILL	4	32	36	22
MOUNTAIN VIEW	2	22	24	14
PALO ALTO	5	43	48	29
SAN JOSE	270	2430	2700	1620
SANTA CLARA	8	76	84	50
SARATOGA	1	4	5	3
SUNNYVALE	12	108	120	72
UNINCORPORATED	20	184	204	122
<b>TOTAL</b>	<b>335</b>	<b>2995</b>	<b>3330</b>	<b>1997</b>

## Exhibit C – Estimate of Costs by Service Component

Activity	Est. Rate / Per Unit Cost	Fixed Costs per Month	Motel Room Cost per Month	At-Home Support Costs per HH	Financial Assistance Cost per HH
Resource Coordinators, Medical Screening, Program Coordination	7.0 FTE (~\$150K per FTE annually)	\$ 87,500	\$ -	\$ -	\$ -
Sacred Heart Staffing, Operations & Overhead	(28500/3) or \$9,500 per month	\$ 9,500	\$ -	\$ -	\$ -
Rental / Financial Assistance	Up to \$5,000 per HH / Avg. \$3,500 per HH	\$ -	\$ -	\$ -	\$ 3,500
Motel Room Rate & Tax	Average of \$107 per night	\$ -	\$ 3,255	\$ -	\$ -
Motel Site Management	\$25,000 per site per month	\$ -	\$ 424	\$ -	\$ -
Information & Referral Services	\$20,833 per site per month	\$ -	\$ 353	\$ -	\$ -
Motel Security	\$48,400 per site per month	\$ -	\$ 820	\$ -	\$ -
Meal Delivery	Three meals \$33 per person per day	\$ -	\$ 1,004	\$ -	\$ -
Groceries	\$50 per person per week, assume 4 ppl	\$ -	\$ -	\$ 400	\$ -
Transportation	Up to \$400 per incident (1.5/mo)	\$ -	\$ 600	\$ 400	\$ -
Laundry Services	\$40 per household per month	\$ -	\$ 40	\$ -	\$ -
Medical & Behavioral Health Services	3 FTE RN per site per month	\$ -	\$ 742	\$ -	\$ -
Administration	18%	\$ 17,460	\$ 1,303	\$ 144	\$ -
<b>Total</b>		<b>\$ 114,460</b>	<b>\$ 8,540</b>	<b>\$ 944</b>	<b>\$ 3,500</b>

## Exhibit D – Estimate of Fixed Costs and Share by Jurisdiction

Jurisdictional Share of Monthly Fixed Costs

County Population: 1/1/2020

Source: <http://www.dof.ca.gov/Forecasting/Demographics/Estimates/e-1/>

		FIXED COSTS		
		<u>% of Total</u>	<u>Monthly Fixed Costs</u>	<u>Aug. 1 thru Dec. 31, 2020</u>
Campbell	42,288	2.2%	\$ 2,467	\$ 12,335
Cupertino	59,549	3.0%	\$ 3,474	\$ 17,370
Gilroy	57,084	2.9%	\$ 3,330	\$ 16,651
Los Altos	30,876	1.6%	\$ 1,801	\$ 9,006
Los Altos Hills	8,413	0.4%	\$ 491	\$ 2,454
Los Gatos	31,439	1.6%	\$ 1,834	\$ 9,171
Milpitas	77,961	4.0%	\$ 4,548	\$ 22,741
Monte Sereno	3,594	0.2%	\$ 210	\$ 1,048
Morgan Hill	46,454	2.4%	\$ 2,710	\$ 13,550
Mountain View	82,272	4.2%	\$ 4,800	\$ 23,998
Palo Alto	69,226	3.5%	\$ 4,039	\$ 20,193
San Jose	1,049,187	53.5%	\$ 61,209	\$ 306,044
Santa Clara	129,104	6.6%	\$ 7,532	\$ 37,659
Saratoga	31,030	1.6%	\$ 1,810	\$ 9,051
Sunnyvale	156,503	8.0%	\$ 9,130	\$ 45,651
Unincorporated	86,989	4.4%	\$ 5,075	\$ 25,374
<b>Total</b>	<b>1,961,969</b>	<b>100%</b>	<b>\$ 114,460</b>	<b>\$ 572,300</b>

**Exhibit E – Estimate of Total Costs by Program Component for Each Jurisdiction**

For Services from August 1, 2020 through December 31, 2020

<b><u>Jurisdiction</u></b>	<b><u>Fixed Costs</u></b>	<b><u>Motel Costs</u></b>	<b><u>At-Home Support</u></b>	<b><u>Financial Assistance</u></b>	<b><u>Total by Jurisdiction</u></b>
Campbell	\$ 12,335	\$ 17,079	\$ 20,768	\$ 49,000	\$ 99,183
Cupertino	\$ 17,370	\$ 8,540	\$ 3,776	\$ 10,500	\$ 40,186
Gilroy	\$ 16,651	\$ 34,159	\$ 30,208	\$ 77,000	\$ 158,018
Los Altos	\$ 9,006	\$ 8,540	\$ 3,776	\$ 10,500	\$ 31,822
Los Altos Hills	\$ 2,454	\$ 8,540	\$ 3,776	\$ 10,500	\$ 25,270
Los Gatos	\$ 9,171	\$ 8,540	\$ 3,776	\$ 10,500	\$ 31,986
Milpitas	\$ 22,741	\$ 17,079	\$ 20,768	\$ 49,000	\$ 109,588
Monte Sereno	\$ 1,048	\$ 8,540	\$ 3,776	\$ 10,500	\$ 23,864
Morgan Hill	\$ 13,550	\$ 34,159	\$ 30,208	\$ 77,000	\$ 154,917
Mountain View	\$ 23,998	\$ 17,079	\$ 20,768	\$ 49,000	\$ 110,846
Palo Alto	\$ 20,193	\$ 42,698	\$ 40,592	\$ 101,500	\$ 204,983
San Jose	\$ 306,044	\$ 2,305,717	\$ 2,293,920	\$ 5,670,000	\$ 10,575,682
Santa Clara	\$ 37,659	\$ 68,318	\$ 71,744	\$ 175,000	\$ 352,721
Saratoga	\$ 9,051	\$ 8,540	\$ 3,776	\$ 10,500	\$ 31,867
Sunnyvale	\$ 45,651	\$ 102,476	\$ 101,952	\$ 252,000	\$ 502,080
Unincorporated	\$ 25,374	\$ 170,794	\$ 173,696	\$ 427,000	\$ 796,864
<b>Total</b>	<b>\$ 572,300</b>	<b>\$ 2,860,797</b>	<b>\$ 2,827,280</b>	<b>\$ 6,989,500</b>	<b>\$ 13,249,877</b>

1277987.1



*City  
Council  
Report*

Item: 13  
Category: NEW BUSINESS  
Meeting Date: September 1, 2020

**TITLE:** Designation of Voting Delegate and Alternate for 2020 League of California Cities Annual Conference

**RECOMMENDED ACTION**

That the City Council designate a Voting Delegate and Alternate(s) for the League of California Cities Annual Conference General Business Meeting to be held on October 9, 2020.

**BACKGROUND**

The League of California Cities Annual Conference is scheduled for October 7 – 9, and will be held virtually. The General Business Meeting is scheduled for 11:00 a.m. on Friday, October 9. To expedite the conduct of business at this policy-making meeting, each City Council is requested to designate a voting representative and up to two alternates who will attend the General Business Meeting, one of whom may vote in the event the designated voting delegate is unable to serve in that capacity.

Prepared by:

*Andrea Sanders*

Andrea Sanders, Deputy City Clerk

Approved by:

*Brian Loventhal*

Brian Loventhal, City Manager

**Attachment:**

- a. Annual Conference Voting Procedures



## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



*City  
Council  
Report*

Item: 14  
 Category: COUNCIL COMMITTEE  
 REPORTS  
 Meeting Date: September 1, 2020

**TITLE: Approve Appointments to Civic Improvement Commission**

**RECOMMENDED ACTION**

It is recommended that the City Council approve the recommendation of the Advisory Commissioner Appointment Interview Subcommittee regarding appointments to the Civic Improvement Commission for two four-year terms expiring August 2024.

**BACKGROUND**

Pursuant to Council Policy #1.9b regarding Advisory Commission Reappointments, current Commissioners were notified of their term expiration and notices of the upcoming vacancies were posted at City Hall, at the Campbell Library and on the City's website.

**Civic Improvement Commission:** The terms of Amy Carpenter and Anne Souza will expire August 31, 2020. No requests for reappointment were received. The Clerk's Office received three additional applications.

**DISCUSSION**

The Advisory Commissioner Appointment Interview Subcommittee (Councilmember Resnikoff and Councilmember Waterman) met on August 17, 2020 and interviewed three applicants to fill two four-year terms for the Civic Improvement Commission. The Council Subcommittee will report on the interviews and make recommendations regarding the appointment of two members to the Civic Improvement Commission to four year terms expiring August 2024.

**FISCAL IMPACT**

There is no fiscal impact.

*Anchea Sanders*

Prepared by: \_\_\_\_\_

Andrea Sanders, Deputy City Clerk

Approved by:



Brian Loventhal, City Manager

**Attachment:**

- a. Applications

CITY OF CAMPBELL  
70 N. FIRST STREET  
CAMPBELL, CA 95008-1423

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JAN 30 2020

CITY CLERK'S OFFICE

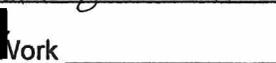
APPLICATION FOR APPOINTMENT AS

Civic Improvement Commission

**REQUIREMENTS:- Campbell resident and at least 18 years of age.**

Name ALAN ZISSER

Address 

Telephone No: Home  Work  Email 

Have you served in a similar capacity previously? Yes  No

If "Yes", give name of City or other jurisdiction:  
City of Campbell

Present Occupation Retired  
(Give Title)

Name and Address of Present Employer (If employed)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Education: High School \_\_\_\_\_

College Arizona State U.

Degree(s) Obtained B.S.E. in Mechanical Engg

What is your specific interest in this appointment?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature  Date 6/23/2020

Attachment: Applications (Approve Appointments to Civic Improvement Commission)

**Re: Alan Zisser's Application for CIC Commissioner – June 2020**

10 years ago I applied for and was appointed to a position on the Civic Improvement Commission. On the application, I stated my interest in contributing to making Campbell a "more livable community for all Campbell residents", and "to give back to Campbell". These reasons still apply 10 years later, having served two terms on the CIC.

Becoming a member of the Civic Improvement Commission would once again provide me the opportunity to continue my service to the City and the residents. My experience on CIC those eight years gave me insights into the city's operations, familiarity with many of the staff and Council members, and understanding how the process works.

During my tenure with the CIC, I was possibly the most active, involved member of the Commission during that period. I was involved and active in all projects and programs that the CIC was responsible for. I took the lead and was proactive on a number of programs, including leading the Art Box project over a 4 year period, the Beautification Grant program, and the Youth Engagement investigation effort that resulted in my leading the analysis and authoring a comprehensive survey and report. This ultimately led to the formation of the Youth Commission. I also helped author the Public Art Policy, and a revision of the Neighborhood Association Grant program. I also was active in support of the Youth Poster Contest, the new Youth Photo Contest, and Youth Job Fair. I participated fully in the Social Services Grants and Neighborhood Association Grants applications and approvals.

A number of these projects involved working with and developing a relationship with the staff from the City Manager's Office, the Community Center/Recreation department, and Public Works. I am also familiar with all the neighborhood groups. All this experience certainly would be an additional asset for a commissioner on the Planning Commission. I have been a resident in Campbell for 35 out the past 41 years, residing in south Campbell, west Campbell, and in the downtown area. I am intimately familiar with Campbell.

This active involvement that I brought to the CIC in the past, would continue if I were re-appointed to the Civic Improvement Commission.

Thanks for your consideration,

Alan Zisser  
Campbell CA  
June 22, 2020



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JUN 28 2020

CITY CLERK'S OFFICE

City of Campbell  
City Hall  
70 N First St  
Campbell CA 95008

Dear Civic Improvement Committee,

I am writing to you today to submit my application for one of the Civic Improvement Commission positions opening this August, 2020

With everything happening today considering COVID-19, police violence against Black and Brown citizens of America, residual effects of slavery impacting "modern" society, I am having to come to terms with the fact that I have not learned enough or done enough about/for my fellow citizens. Thinking about it can be overwhelming with all the news and petitions and protests, but I know that as long as I keep going and don't give up I can finally start contributing to my community around me. The conclusion I have arrived at is that to start affecting the tides of change I need to focus on my immediate surroundings--by applying for this position.

I want to bring potential new ideas to the table and act on the need for reparations for Black and Brown members of the Campbell community and move towards justice and equity.

I started my application process by writing down my ideas, researching project proposal formats and writing methods, delving into what programs are already in effect in Campbell, looking for things that could be changed or improved, and determining where my input would be most useful.

If I were to be elected to this voluntary commissioner position I think I could help expand on the work you all have been doing, learn more about my own community and how best to help its members, and ultimately -- *ideally* -- leave behind the beginnings to future projects Campbell can continue and expand upon should I ever move out of the area in the years to come.

Please give me this chance to benefit my community.

Thank you for your consideration.

Sincerely,



Taylor Chase

Attachment: Applications (Approve Appointments to Civic Improvement Commission)

CITY OF CAMPBELL  
70 N. FIRST STREET  
CAMPBELL, CA 95008-1423

**APPLICATION FOR APPOINTMENT AS**

Civic Improvement Commissioner

**REQUIREMENTS:- Campbell resident and at least 18 years of age.**

Name Taylor Chase

Address [REDACTED]

Telephone No: Home [REDACTED] Work                      Email [REDACTED]

Have you served in a similar capacity previously? Yes  No

If "Yes", give name of City or other jurisdiction:

Present Occupation Administrative/Accounting Assistant  
(Give Title)

Name and Address of Present Employer (If employed)

Oshman Family Jewish Community Center

3921 Fabian Way

Palo Alto CA 94303

Education: High School Westmont Hightschool

College University of California, Santa Cruz

Degree(s) Obtained B.A. Theater Arts

What is your specific interest in this appointment?

I want to become more invested in my hometown community, with special interest  
in cultural needs, library needs, and youth and senior citizens. I want to bring a more  
youthful take on how this city operates, because in truth we need to encourage  
this city and all its residents to cater strongly to its youngest members in an effort  
to develop long lasting community engagement and cultural awareness that future  
generations can take out into the world and be proud of, particularly in today's  
political climate. It is our responsibility on a micro-level to better ourselves & set an  
example of action, ally-ship, and respect that holds us and America accountable.

Signature Taylor Chase

Date 6-17-2020

# Taylor Chase

## EXPERIENCE

### **Oshman Family JCC, Palo Alto— *Administrative Assistant to the CFO/COO/Accounting***

February 20th, 2019 - PRESENT

Accounts Payable and Receivable data entry/system booking; calendar tracking/scheduling; meeting organization; events ticket sales representative; Reception/front desk management.

### **Team San Jose, San Jose McEnery Convention Center— *Registration Team***

September 2017 - December 2018

Work registration desk; Representative of TSJ to customers; organizing in check-in, registration, payments; adaptable to multiple check-in registration systems and means of payment processing.

### **Ariel Dance Productions, Campbell, CA— *Front Desk***

December 2017 - PRESENT

Act as the face of the studio; Payment processing; schedule coordination and class tracking; managing social media for classes and provide updates on studio operations, performances, cancellations, and substitutions.

### **The Puppetry Institute, Santa Cruz & Capitola, CA— *Fabricator/Educator***

February 2017 - September 2018

Assistant designer and fabricator; production puppeteer for performances and recordings; puppetry and costume educator/Rep. for TPI with the SC Children's Discovery Museum; Public liaison for community events.

### **Costume Shop, University of California, Santa Cruz— *Costume Design Coordinator***

Winter Quarter, January - April 2017

Go-between for the Production Director and Costume Shop Manager, communicating ideas and changes in design; organized actor fittings; coordinated backstage costume operations during performances.

## EDUCATION

### **University of California, Santa Cruz — *B.A. Theatre Arts***

## HOBBIES/SPECIAL SKILLS

- Costume Design and Construction
- Puppetry Fabrication and Performance
- Theater Run Crew/Wardrobe Crew
- Theater Scenic Design/Scenic Painting
- Dance (teach Hip Hop and Jazz)
- Cosplay

## VOLUNTEER EXPERIENCE

- NVIDIA Project Inspire (2010,2011, 2012)
- YMCA Child Care (2012)
- Children's puppetry construction and performance workshops with The Puppetry Institute Santa Cruz (2015, 2016)
- Booth attendant at maker's faires for TPISC (2015, 2016)
- Mile-marker attendants for the Rock & Roll Marathon (2018)

CITY OF CAMPBELL  
70 N. FIRST STREET  
CAMPBELL, CA 95008-1423

**RECEIVED**

JAN 30 2020

**CITY CLERK'S OFFICE**

**APPLICATION FOR APPOINTMENT AS**  
Civic Improvement Commission Member

**REQUIREMENTS:- Campbell resident and at least 18 years of age.**

Name Jennifer Dooley

Address [REDACTED]

Telephone No: Home [REDACTED] Work [REDACTED] Email [REDACTED]

Have you served in a similar capacity previously? Yes  No

If "Yes", give name of City or other jurisdiction:  
RIFFC, City of Campbell

Present Occupation Executive Director  
(Give Title)

Name and Address of Present Employer (If employed)  
Support Systems Homes, Inc  
1202 Meridian Ave, SJ, 95125

Education: High School Blackford High School  
College West Valley  
Degree(s) Obtained Paralegal

What is your specific interest in this appointment?  
As a long time (35 year) resident of Campbell, I have always been interested in the  
history of the city, its parks, schools, beautification, businesses and the community at large.  
This city is my passion in many ways. From working, shopping, dining and living, everything I do is centered around  
the City of Campbell. I am currently on the Rental Increase Fact Finding Commission, however,  
I find myself wanting to do more for and with the city. Local government has always been a goal of mine,  
and this commission feels like the natural next step in that process. The issues that this board deals with  
are of particular interest to me and I look forward to serving the City in this capacity with enthusiasm and willingness.

Signature J Dooley Date 6/19/2020

Attachment: Applications (Approve Appointments to Civic Improvement Commission)



*City  
Council  
Report*

**Item:** 15  
**Category:** COUNCIL COMMITTEE REPORTS  
**Meeting Date:** September 1, 2020

**TITLE:** Council Committee Reports

**RECOMMENDED ACTION**

Report on committee assignments and general comments.

**DISCUSSION**

This is the section of the City Council Agenda that allows the City Councilmembers to report on items of interest and the work of City Council Committees.

**MAYOR LANDRY:**

City Atty. Performance/Comp. Subcommittee  
 City Clerk Performance/Comp. Subcommittee  
 City Mgr. Performance/Comp. Subcommittee  
 Economic Development Subcommittee  
 Recycling and Waste Reduction Commission of SCC\*\*  
 Santa Clara Valley Water District: County Water Commission  
 State Route (SR) 85 Corridor Policy Advisory Board  
 West Valley Mayors and Managers

Cities Association of Santa Clara County Representative, (Alt.)  
 Cities Association Selection Committee & Legislative Action Committee (Alt.)  
 Friends of the Heritage Theater Liaison (Alt.)  
 SCC CDBG Program Committee\*\* (Alt.)  
 Silicon Valley Clean Energy JPA (Alt.)  
 Valley Transportation Authority Policy Advisory Committee (Alt.)  
 West Valley Clean Water JPA (Alt.)  
 West Valley Sanitation District Board (Alt.)  
 West Valley Solid Waste Authority JPA (Alt.)

**VICE MAYOR GIBBONS:**

Association of Bay Area Governments  
 Association of Bay Area Governments Executive Committee\*\*  
 Campbell Historical Museum & Ainsley House Foundation Liaison  
 Cities Association Selection Committee & Legislative Action Committee  
 Comprehensive County Expressway Planning Study Policy Advisory Board\*\*  
 Education Subcommittee

**Legislative Subcommittee**

Silicon Valley Clean Energy JPA (SVCEC)

SVCEC Executive Committee\*\*

SVCEC Finance and Audit Subcommittee\*\*

SCC CDBG Program Committee\*\*

County Library District JPA Board of Directors (Alt.)

SCC Emergency Operations Commission (Alt.)\*\*

West Valley Mayors and Managers (Alt.)

**COUNCILMEMBER BYBEE**

City Atty. Performance/Comp. Subcommittee

City Clerk Performance/Comp. Subcommittee

City Mgr. Performance/Comp. Subcommittee

Downtown Subcommittee

Finance Subcommittee

Friends of the Heritage Theater Liaison

Legislative Subcommittee

Valley Transportation Authority Policy Advisory Committee

Association of Bay Area Governments (Alt.)

Campbell Historical Museum &amp; Ainsley House Foundation Liaison (Alt.)

Comprehensive County Expressway Planning Study Policy Advisory Board\*\*(Alt.)

Santa Clara Valley Water District: County Water Commission (Alt.)

State Route (SR) 85 Corridor Policy Advisory (Alt.)

**COUNCILMEMBER RESNIKOFF**

Advisory Commissioner Appointment Interview Subcommittee

Cities Association of Santa Clara County Representative,

Education Subcommittee

West Valley Clean Water JPA

West Valley Sanitation District

West Valley Solid Waste Authority JPA

Downtown Subcommittee (Alt.)

Recycling and Waste Reduction Commission of SCC\*\* (Alt.)

Silicon Valley Animal Control Authority Board (SVACA)(Alt.)

**COUNCILMEMBER WATERMAN:**

Advisory Commissioner Appointment Interview Subcommittee

County Library District JPA Board of Directors

Economic Development Subcommittee

Finance Subcommittee

Silicon Valley Animal Control Authority Board (SVACA)

**\*\*appointed by other agencies**

*Andrea Sanders*

Prepared by:

Andrea Sanders, Deputy City Clerk

MEMORANDUM



City of Campbell

City Clerk's Office

**To:** Honorable Mayor and City Council

**Date:** September 1, 2020

**From:** Andrea Sanders, Deputy City Clerk

**Via:** Brian Loventhal, City Manager

**Subject:** Desk Item 9 – Revised Ordinance

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Attached is a red-lined copy with revisions to Exhibit A and Exhibit B of the Graffiti Ordinance. In addition to fixing clerical errors, the revisions note the following:

**Exhibit A:**

Clarified in section 8.42.080:

- to make it clear that the appeal is to a hearing officer and not the Council; and
- Corrected the cross-referenced section numbers.

Eliminated the reference to Vehicle Code section 13202.6 from CMC section 8.48.130, because that section was repealed by the State Legislature last year in SB 485.

**Exhibit B:**

- Clarified that the Council imposes the lien, but a hearing office can impose the tax assessment.
- Corrected subsection (a)(3) to show that the lien is recorded in Santa Clara County, not Santa Cruz County.

## Exhibit A

### 8.42.010 Council Findings.

The ~~city-City council-Council~~ of the ~~city-City~~ of Campbell hereby finds and declares that graffiti is detrimental to property values, promotes blight, degrades the quality of life in the community, is inconsistent with the ~~city's-City's~~ property maintenance goals and aesthetic standards, is detrimental to the public health, safety and welfare, is often related to gang activity and may, therefore, lead to an increase in crime, and if not promptly removed may lead to the spread of additional graffiti. The ~~council-Council~~ also finds that the greatest disincentive to graffiti and its spread to other properties is its prompt eradication. The ~~council Council~~ further finds and declares that the regulation of graffiti by the ~~city-City~~ is necessary in order to protect the public health, safety and welfare. It is the intent of the ~~city-City council-Council~~, through the adoption of this ordinance to provide notice to all of those who callously disregard the property rights of others, that the law enforcement agencies of the ~~city-City~~, including the Police Department and the ~~city-City~~ Attorney's office, will strictly enforce the law to its maximum extent and severely prosecute those persons engaging in the defacement of public and private properties. This ~~city-City council-Council~~ further finds that the expense of abatement should be recovered for violations of this Chapter. ~~This-this~~ Chapter is intended to be complementary to and not in conflict with Penal Code section 594, which provides that any person who maliciously defaces property is guilty of vandalism, and Penal Code section 594.1 which provides that certain activities involving the possession, sales and use of aerosol paint containers are misdemeanors.

### 8.42.020 Declaration of graffiti as a public nuisance.

The ~~city-City council-Council~~ of the ~~city-City~~ of Campbell hereby declares that graffiti is obnoxious and is a public nuisance which may be abated and that the expense of abatement and administrative costs may be collected pursuant to the procedures set forth in this Chapter and Chapter 6.10 of the Campbell Municipal Code.

### 8.42.030 Definitions.

"Administrative costs" includes, but is not limited to, the costs incurred by the ~~city City~~ for removal of the graffiti or other inscribed material from personal or real property, the costs of repair and replacement of defaced personal or real property; and the costs incurred by the ~~city-City~~ in administering the graffiti abatement on privately or publicly owned personal or real property.

"Aerosol paint container" means any aerosol container, regardless of the material from which it is made, which is adapted or made for the purpose of spraying paint or other substance capable of defacing property.

“Expense of abatement” includes, but is not limited to, court costs, attorney’s fees, costs of removal of the graffiti or other inscribed material, costs of repair and replacement of defaced personal or real property, the law enforcement costs incurred by the [city-City](#) in identifying and apprehending the minor or person who created, caused, or committed the graffiti or other inscribed material on the publicly or privately owned real or personal property within the [city-City](#); and, the costs of administering and monitoring the participation of a person, and if a minor, his or her parents or guardians, in a graffiti abatement program.

“Felt tip marker” means any marker or similar implement with a tip which at its broadest width is greater than three-eighths (3/8) of an inch, containing ink or other pigmented liquid which cannot be removed with water after it dries.

“Graffiti” means any unauthorized inscription, writing, lettering, word, drawing, figure, marking, painting or design that is marked, written, etched, scratched, drawn, painted, or otherwise placed on any real or personal property.

“Graffiti implement” means an aerosol paint container, a felt tip marker, a paint stick or graffiti stick.

“Minor” means a person who is under the age of eighteen (18) years old.

“Paint stick” or “graffiti stick” means a device containing a solid form of paint, chalk, wax, epoxy, or other similar substance capable of being applied to a surface by pressure, and upon application leaving a mark at least three-eighths (3/8) of an inch in width, which cannot be removed with water after it dries.

“Property” means real or personal property, whether publicly or privately owned, within the [city-City](#) limits.

“Structure” means the same as defined in the Uniform Building Code.

“Surface” means the exposed area of any object, including but shall not be limited to, walls, fences, signs, retaining walls, driveways, walkways, sidewalks, curbs, street lampposts, hydrant, tree, electric, light, power, telephone or telegraph poles; drinking fountains, and garbage receptacles.

“Responsible minor” means a minor who has confessed to, admitted to, pled guilty to or pled nolo contendere to a violation of this [chapterChapter](#), or to a violation of section 594, 594.1, 594.2, 594.3, 640.5, 640.6, or 640.7 of the Penal Code; or a minor convicted by a final judgment of a violation of this [chapterChapter](#), or to a violation of section 594, 594.1, 594.2, 594.3, 640.5, 640.6, or 640.7 of the Penal Code; or a minor declared a ward of the Juvenile Court pursuant to section 602 of the Welfare and Institutions Code by reason of the commission of an act prohibited by this [chapterChapter](#) or by section 594, 594.1, 594.2, 594.3, 640.5, 640.6, or 640.7 of the Penal Code.

“Responsible person” means any person or entity who is the owner or who has primary responsibility for the management, repair or maintenance of the property.

#### **8.42.040 Graffiti prohibited.**

(a) It is unlawful for any person who owns or is otherwise in control of any real property within the [cityCity](#), even if it is located in the [cityCity](#) right-of-way, to permit or allow any graffiti to be placed upon or remain for longer than seventy-two (72) hours on any surface located on such property and visible to the public.

(b) This section shall apply to both public and private property in all zoning districts of the [cityCity](#).

#### **8.42.050 Possession of graffiti implement by minors prohibited.**

It is unlawful for any person under the age of eighteen (18) years, to possess any graffiti implement while upon private property, without first having obtained the prior consent of the owner of such property to the minor’s presence and possession of a graffiti implement on the property.

#### **8.42.060 Possession of graffiti implement in public places.**

It is unlawful for any person to have in his or her possession any graffiti implement in any public park, playground, beach, swimming pool or other public recreational facility, or while loitering in or near an underpass, bridge abutment, storm drain, or other similar types of infrastructure not normally used by the public, except as may be authorized by the [cityCity](#). This provision shall not apply to any person who is traveling to or from a school in which he or she is enrolled and attending a class for which the teacher has required the use of the graffiti implement in such person’s possession.

#### **8.42.070 Graffiti removal**

(a) The [cityCity manager/Manager](#) may from time to time implement one or more programs for the removal of graffiti located on any public or private property within the [cityCity](#), which is visible from any public right-of-way or public or private property, at the [city’s/City’s](#) expense, and without reimbursement from the owner or other person in control of real or personal property, unless the [cityCity](#) elects to recover the expense of abatement and/or administrative costs, from third parties pursuant to section 6.10.200, upon the following conditions:

(1) The property owner or other person in control of such property should be requested to perform the removal with his/her own resources;

(2) The ~~city-City~~ shall not paint or repair a more extensive area than is necessary to remove the graffiti, unless the ~~city-City manager-Manager~~ or his/her designee determines that a more extensive area is required to be repainted or repaired in order to avoid an aesthetic disfigurement to the neighborhood or community, or unless the property owner or other person in control of such property agrees to pay for the cost of repainting or repairing the more extensive area; and

(3) The removal of the graffiti may be performed only after securing the consent of the property owner or other person in control of such property, and that individual executes a release and right of entry form permitting such graffiti removal.

(b) Use of Public Funds. Whenever the ~~city-City~~ becomes aware, or is notified and determines, that graffiti is so located on any public or private property within the ~~city-City~~ which is visible from any public right-of-way or public or private property, the ~~city-City~~ shall be authorized to use public funds for the removal of same, or for the painting or repairing of same, but shall not authorize or undertake to provide for the painting or repair of any more extensive area than that where the graffiti is located, unless the ~~city-City manager-Manager~~, or designee, determines that a more extensive area is required to be repainted or repaired in order to avoid an aesthetic disfigurement to the neighborhood or community.

#### **8.42.080 Abatement and cost recovery proceedings**

Notwithstanding the ~~city-City administrator's-Manager's~~ right to implement graffiti removal programs pursuant to section 8.42.070, it shall be the primary obligation of all persons who own or are otherwise in control of any real or personal property upon which graffiti has been placed, to cause the removal of such graffiti within seventy-two (72) hours after receiving the notice described in subsection (a) of this section. The ~~city-City administrator-Manager~~ may cause the abatement and removal of graffiti on public or private property in accordance with the following procedure:

(a) Notice. The ~~city-City administrator-Manager~~ or his/her designee shall issue a seventy-two-hour written notice of intention to abate the graffiti as a public nuisance and shall serve such notice by any of the following methods:

1. By personal service on the owner, occupant or person in charge or control of the property;
2. By posting at a conspicuous place on the property or abutting public right-of-way; or

3. By sending a copy of such notice by registered or certified mail addressed to the owner or person in charge or control of the property, at the address shown on the last available assessment roll, or as otherwise known.

(b) Form. The notice of intention shall be in substantially the following form:

#### NOTICE OF INTENT TO REMOVE GRAFFITI

(Name and address of person notified)

Date: \_\_\_\_\_

NOTICE IS HEREBY GIVEN that you are required by Campbell Municipal Code section 8.42.080 at your expense to remove or paint over the graffiti in existence on the property located at (address), which is visible to public view, within seventy-two (72) hours after receipt of this notice; or, if you fail to do so, ~~city-City~~ employees or private contractors employed by the ~~city-City~~ will enter upon your property and abate the public nuisance by removal or painting over the graffiti. The administrative costs of abatement by the ~~city-City~~ employees or private contractors will be assessed against you and your property and such costs will constitute a lien or special assessment upon such property until paid.

At the conclusion of this seventy-two-hour period, without further notice and at your expense, the ~~city-City~~ may proceed with the abatement of the graffiti inscribed on your property unless you appeal the order of abatement to the ~~city-City council-Council~~ within the seventy-two-hour period referenced above. Any appeal shall be accompanied by a written statement of reasons and the payment of the filing fee established by the ~~city-City council-Council~~.

(c) Appeal.

1. Within seventy-two (72) hours after issuance of the notice described in subsection 8.42.080(a), the owner or person occupying or controlling such property affected may appeal the order of abatement, ~~to the council~~. Appeals shall be filed with the ~~city-City clerk-Clerk~~ and shall be accompanied by a letter stating the reasons for the appeal and a fee as required by ~~council-Council~~ resolution. A hearing officer designated pursuant to Section 6.10.210 shall hear such appeals;

2. Within fifteen (15) days after receipt of the appeal application, the ~~city-City clerk-Clerk~~ shall notify the applicant of the date, time and location at which the hearing officer shall hear the appeal. The hearing officer designated pursuant to Section 6.10.210 shall hear and consider all relevant evidence, objections or protests, and shall receive testimony from owners, witnesses, ~~city-City~~ personnel and interested persons relevant to such alleged public nuisance and to proposed abatement measures.

(d) Removal by cityCity. Seventy-two (72) hours after service of the notice, or if appealed, not less than twenty-four (24) hours after the decision of the hearing officer declaring the graffiti to be a public nuisance, the city-City administrator Manager is authorized and directed to cause the graffiti to be abated by the city City or private contractor, and the city-City or its private contractor is expressly authorized to enter upon the property for such purposes.

(e) Accounting. The city-City administrator Manager shall keep an account of the cost of abatement and an itemized report to the city-City council Council shall be filed with the city-City clerk Clerk. Such report shall refer to each separate lot or parcel of land by description sufficient to identify such lot or parcel, together with the expense proposed be assessed against each separate lot or parcel of land.

(f) Assessment of Costs Against Owner or Other Person in Control of Property. The total administrative costs of abatement shall be a personal obligation of the owner or other person in control of the real or personal property upon which graffiti has been abated, and shall be paid by such owner or other person within thirty (30) days after receiving a demand for such payment from the cityCity. Pursuant to Government Code sections 38773.1 and 38773.5, the total costs of abatement shall constitute a special assessment or a lien against the property subject to the graffiti abatement, if not paid in full within thirty (30) days after demand for such payment has been made by the cityCity. The city-City shall follow procedures set forth in section 6.10.200 of the Campbell Municipal Code prior to seeking the special assessment or recordation of the lien.

The owner or other person in control of the real or personal property upon which graffiti has been abated shall not be relieved of any of its obligations or liabilities pursuant to this section 8.3842.080 by virtue of subsection 8.3842.080(7g) below or any other provision of this chapterChapter.

(g) Assessment of Costs Against Minor, Parent and/or Guardian.

1. The total expense of abatement, including all administrative costs, shall also be a personal obligation of any minor responsible for the graffiti upon the property subject to the graffiti abatement, and shall be paid for by such minor within thirty (30) days after receiving a demand for such payment from the cityCity. Pursuant to Government Code sections 38773.2 and 38773.6, the total expense of abatement and administrative costs shall constitute a special assessment or a lien against any real property owned by the minor, if such expense of abatement and administrative costs are not paid in full within thirty (30) days after demand for such payment has been made by the cityCity. The city-City shall follow procedures set forth in section 6.10.200 of the Campbell Municipal Code prior to seeking the special assessment or recordation of the lien.

2. The parent or guardian having custody and control of the minor responsible for the graffiti upon the property subject to the graffiti abatement shall be jointly and severally liable with the minor and the expense of abatement and administrative costs shall constitute a personal obligation of such parent or guardian. The total expense of the abatement and administrative costs shall be paid for by a parent or guardian having custody or control of the minor within thirty (30) days after receiving a demand for such payment from the [cityCity](#). Pursuant to Government Code section 38773.6, the total expense of abatement, including all administrative costs, shall constitute a special assessment or a lien against any real property owned by the parent or guardian having custody or control of the minor, if such expense of abatement and administrative costs are not paid in full within thirty (30) days after demand for such payment has been made by the [cityCity](#). The [cityCity](#) shall follow procedures set forth in section 6.10.200 of the Campbell Municipal Code prior to seeking the special assessment or recordation of the lien.

#### **8.42.090 Cost Recovery**

(a) Any responsible minor or person who created, caused, or committed the graffiti or other inscribed material on publicly or privately owned personal or real property within the [cityCity](#) shall be liable to the city for the expense of abatement of such graffiti and administrative costs.

(b) Any responsible minor or person owing money to the [cityCity](#) under this section shall be liable in any action brought in the name of the [cityCity](#) for the recovery of the expense of abatement of such graffiti and administrative costs.

#### **8.42.100 Parental liability.**

(a) Any parent or other legal guardian who consents to, permits, or otherwise knowingly allows his or her minor to possess a graffiti implement shall be jointly and severally liable for the expense of abatement and administrative costs which are incurred by any person in connection with the graffiti caused by said minor or by the graffiti implement. Liability pursuant to this section shall be in addition to any other liability imposed by law, including without limitation California Civil Code section 1714.1.

(b) Wherever any minor who created, caused, or committed the graffiti or other inscribed material on publicly or privately owned personal or real property within the [cityCity](#), or any minor against whom a fine, levy, expense of abatement and administrative costs are assessed pursuant to this [chapterChapter](#), that minor's parent or legal guardian shall also be liable to the city for the expense of abatement and such fine, levy or administrative cost.

#### **8.42.110 Procedures in this [chapterChapter](#) cumulative to other legal remedies.**

The procedures set forth in this Chapter shall be cumulative to, and shall not foreclose the application of, any other existing legal remedies.

#### **8.42.120 Criminal penalty**

(a) It is unlawful for any person, firm, corporation or other entity to violate any provision, or fail to comply with any mandatory requirement of this ~~chapter~~Chapter. Except as otherwise provided in subsection (d) of this section, any person, firm, corporation or other entity violating any provision, or failing to comply with any mandatory requirement of this ~~chapter~~Chapter is guilty of an infraction, and upon conviction shall be punished by a fine of not more than one hundred dollars.

(b) Notwithstanding any provision to the contrary, any person, firm or corporation committing any act made unlawful pursuant to this ~~chapter~~Chapter shall be guilty of a misdemeanor, and upon conviction shall be punished by a fine of not more than one thousand dollars and/or imprisonment of not more than six months, if any of the following circumstances exists:

(1) The violation was committed willfully or with knowledge of its illegality;

(2) The violator does not cease, or otherwise abate the violation after receiving notice of such violation within the time specified in the notice;

(3) The violator has previously been convicted of violating the same provision of this ~~chapter~~Chapter within two years of the currently charged violation; or

(4) The provision violated specifies that such violation shall be a misdemeanor.

(c) Any person or entity violating any provision of this ~~chapter~~Chapter or failing to comply with any of its requirements shall be deemed guilty of a separate offense for each and every day or any portion thereof during which any violation of this ~~chapter~~Chapter is committed, continued, or permitted by such person or entity and shall be deemed punishable therefor as provided herein.

(d) Community service in and for the ~~city~~City may be imposed by the court, in addition to any penalty imposed pursuant to this ~~chapter~~Chapter, where there has been a conviction or guilty or nolo contendere plea to a violation of this ~~chapter~~Chapter.

(e) Any community service which is required pursuant to subsection (a) of this section for a person under the age of eighteen (18) years may be required by the court to be performed in the presence and under the direct supervision of the person's parent or legal guardian.

(f) If a minor is personally unable to pay any fine or restitution levied for violating this ~~chapter~~Chapter, the parent or legal guardian shall be liable for the payment of the fine or restitution for any intentional acts of the minor.

#### **8.42.130 Suspension or delay of driving privileges**

For each conviction of a person ~~aged between the ages of~~ thirteen (13) to twenty-one (21) years old for violation of Campbell Municipal Code section 8.42.040(a) or any State law pertaining to vandalism of property with a graffiti implement, the ~~city~~City shall may petition the sentencing court to suspend existing driving privileges or delay the issuance of driving privileges. ~~in accordance with California Vehicle Code Section 13202.6.~~

## Exhibit B

### 6.10.200 Assessment of costs against property

#### (a) Recovery as lien on property.

1. If a responsible person is an owner of real property and does not pay any part of the enforcement or administrative costs of abating the nuisance within thirty days after the service of notice of these costs, the City Council may adopt a resolution confirming imposition of the debt and approving the filing of a lien against the subject real property.
2. The resolution shall specify the amount of the lien, the name of the agency on whose behalf the lien is imposed (~~city~~ City of Campbell), the date of the abatement order, the street address, legal description and assessor's parcel number of the parcel on which the lien is imposed, and the name and address of the recorded owner of the parcel.
3. A copy of the resolution shall be served on the property owner, along with notice to the property owner that a lien in the amounts stated in the resolution will be filed against the subject property in the Santa Cruz-Clara County ~~recorder's~~ Recorder's office.
4. The notice set forth in paragraph 3 shall be served in the same manner as a summons in a civil action in accordance with the Code of Civil Procedure Section 415.10 et seq. If the owner of record cannot be found after diligent search, then the notice shall be served by posting a copy thereof in a conspicuous place upon the property for a period of ten days and publication thereof in a newspaper of general circulation published in Santa Clara County.

Such notice of lien for recordation shall be in form substantially as follows:

#### NOTICE OF LIEN

#### CLAIM OF CITY OF CAMPBELL, CALIFORNIA

Pursuant to the authority vested by the provisions of Chapter 6.10. of the Campbell Municipal Code, the City of Campbell did on or about the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, undertake to cause the public nuisance on the premises hereinafter described to be abated on the real property described herein; and the City Council of the City of Campbell did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, assess the cost of such abatement upon the real property hereinafter described; and the same has not been paid nor any part thereof; and that said City of Campbell does hereby claim a lien on such abatement in the amount of said assessment, to wit: the sum of \$\_\_\_\_\_; and the same shall be a lien upon said real property until the same has been paid in full and discharged of record.

The real property hereinbefore mentioned, and upon which a lien is claimed, is that certain parcel of land lying and being in the City of Campbell, County of Santa Clara, State of California, commonly known as Assessor's Parcel Number \_\_\_\_\_, located at

the address of \_\_\_\_\_ and particularly described as set forth in Exhibit A (legal description).

The owner of record of the above-described property is \_\_\_\_\_, whose last known address is \_\_\_\_\_.

DATED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

City Manager

City of Campbell

(Acknowledgment)

5. The resolution and notice shall be recorded as a lien with the ~~county~~ County recorder Recorder in the ~~county~~ County recorder's Recorder's office Office in the ~~county~~ County in which the parcel of land is located and from the date of recording shall have the force, effect, and priority of a judgment lien. Once recorded, the resolution and notice shall have the force and effect and priority of a judgment lien governed by the provisions of Code of Civil Procedure Section 697.340 and may be extended as provided in Code of Civil Procedure Sections 683.110 to 683.220, inclusive.

6. A lien pursuant to this section may be foreclosed by an action brought by the ~~city~~ City for a money judgment.

7. In the event that the lien is discharged, released, or satisfied, either through payment or foreclosure, notice of the discharge shall be recorded by the City of Campbell. A nuisance abatement lien and the release of the lien shall be indexed in the grantor-grantee index.

8. The City of Campbell may recover from the property owner any costs incurred regarding the processing and recording of the lien, as well as costs associated with providing notice to the property owner as part of its foreclosure action to enforce the lien.

(b) Recovery of costs by special assessment.

1. As an alternative to the procedure ~~above in this chapter~~ set forth in subsection (a), there is hereby established a procedure for making any nuisance abatement charge or administrative costs imposed by the ~~city~~ City in connection with real property a special assessment against the subject real property.

2. If a responsible person is an owner of real property and does not pay any part of the enforcement or administrative costs or expenses of abating the nuisance within thirty

days after the service of notice of these costs, the City Manager may approve the filing of a special assessment against the property pursuant to the provisions of this ~~chapter~~[Chapter](#).

3. Prior to imposing a special assessment lien, the enforcement officer shall schedule a hearing before a designated hearing officer to hold a public hearing on the proposed assessment against the respective lot or parcel of land to which it relates.

4. Notice of the hearing shall be served upon the owner of record of the parcel of land on which the nuisance was maintained, based on the last equalized assessment roll or the supplemental roll, whichever is more current, in the manner provided in Section 6.10.180(g)(1) and (2). The notice shall set forth the following information:

- (i) The date, time and location of the public hearing;
- (ii) The assessor's parcel number and street address of the property on which the assessment is to be imposed;
- (iii) The identity of the owner of record;
- (iv) The last known address of the owner of record;
- (v) That the City of Campbell intends to impose a special assessment against the property for unpaid enforcement costs arising out of the violation of ordinance provisions that constitute a public nuisance or threat to the public health and safety;
- (vi) The date the order to abate the property was issued; and
- (vii) The amount of the proposed assessment.

5. After considering the testimony and evidence presented at the hearing, the hearing officer shall issue a written decision, based on the preponderance of evidence, to uphold, dismiss, or modify the proposed special assessment. The hearing officer shall send a copy of the decision to the cited responsible person and to the enforcement officer.

6. At least ten days prior to imposing an assessment, the City shall serve notice of the special assessment to the property owner, if the property owner's identity can be determined from the ~~county~~[County assessor's](#) ~~Assessor's~~ or ~~county~~[County recorder's](#) ~~Recorder's~~ records. The notice of assessment shall set forth the following information:

- (i) The assessor's parcel number, street address and legal description of the property on which the lien and assessment are to be imposed;
- (ii) The identity of the owner of record;
- (iii) The last known address of the owner of record;
- (iv) The date the order to abate the property was issued;

- (v) The date on which the assessment was ordered;
- (vi) That the lien is being imposed by the City of Campbell;
- (vii) The amount of the proposed assessment and lien; and
- (ix) That the property may be sold after three years by the tax collector for unpaid delinquent assessments or foreclosed at any time by an action brought by the City.

7. The notice set forth in subsection (f) shall be served upon the owner of record as follows:

- (i) In the same manner as summons in a civil action in accordance with Article 3 (commencing with Section 415.10) of Chapter 4 of Title 5 of Part 2 of the California Code of Civil Procedure; and
- (ii) By certified mail to the address set forth in the county assessor's or county recorder's records.
- (iii) Notwithstanding paragraphs (f)(1) and (2) of this subsection, if, after a diligent search, the owner of the record cannot be found, notice may be served by posting a copy of it in a conspicuous place upon the property for 10 days and publishing the notice in a newspaper of general circulation pursuant to California Government Code Section 6062.

8. Such notice of special assessment shall be in form substantially as follows:

NOTICE OF SPECIAL ASSESSMENT

CLAIM OF CITY OF CAMPBELL, CALIFORNIA

Pursuant to the authority vested by the provisions of Chapter 6.10 of the Campbell Municipal Code, the City of Campbell did on or about the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, undertake to cause the public nuisance on the premises hereinafter described to be abated on the real property described herein; and the ~~City Council of the~~ City of Campbell did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, assess the cost of such abatement upon the real property hereinafter described; and the same has not been paid nor any part thereof; and that said City of Campbell does hereby impose a special assessment in the amount of said assessment, to wit: the sum of \$\_\_\_\_\_; and the same shall be a lien upon said real property until the same has been paid in full and discharged of record. The property may be sold after three years by the tax collector for unpaid delinquent assessments or foreclosed at any time by an action brought by the City.

The real property hereinbefore mentioned, and upon which a lien is claimed, is that certain parcel of land lying and being in the City of Campbell, County of Santa Clara, State of California, commonly known as Assessor's Parcel Number \_\_\_\_\_, located at

the address of \_\_\_\_\_ and particularly described as set forth in Exhibit A (legal description).

The owner of record of the above-described property is \_\_\_\_\_, whose last known address is \_\_\_\_\_.

DATED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

City Manager

City of Campbell

(Acknowledgment)

9. The notice of assessment shall be recorded with the County Recorder's Office upon expiration of ten days following service of the notice of assessment, and a copy may be turned over to the tax collector for the [cityCity](#), whereupon it shall be the duty of the tax collector to add the amounts of the respective assessments to the next regular tax bills levied against the respective lots and parcels of land for municipal purposes, and thereafter the amounts shall be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedure under foreclosure and sale in case of delinquency as provided for ordinary municipal taxes.

10. After such recordation, the property may be sold after three years by the tax collector for unpaid delinquent assessments. However, if any real property to which the cost of abatement relates has been transferred or conveyed to a bona fide purchaser for value, or if a lien of a bona fide encumbrancer for value has been created and attaches thereon, prior to the date on which the first installment of the taxes would become delinquent, then the cost of abatement shall not result in a lien against the real property but instead shall be transferred to the unsecured roll for collection.

11. The [city-City](#) may, subject to the requirements applicable to the sale of property pursuant to Revenue and Taxation Code Section 3691, conduct a sale of vacant residential developed property for which the payment of the assessment is delinquent.

(c) The interest rate set for money judgments in Code of Civil Procedure Section 685.010 shall accrue on the principal amount of the lien or special assessment until satisfied pursuant to law.

**MEMORANDUM**



City of Campbell  
City Clerk's Office

**To:** Honorable Mayor and City Council

**Date:** September 1, 2020

**From:** Andrea Sanders, Deputy City Clerk

**Via:** Brian Loventhal, City Manager 

**Subject:** Desk Item 10 – Correspondence

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The Clerk's office received the attached correspondence regarding Item 10 – Downtown Street Closure update.

## Andrea Sanders

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**To:** Brooke Ramirez; Clerks Office  
**Subject:** RE: Public Comment for Street Closure

**From:** Brooke Ramirez  
**Sent:** Tuesday, September 1, 2020 1:11 PM  
**To:** Clerks Office <clerksoffice@campbellca.gov>  
**Subject:** Public Comment for Street Closure

WARNING: This email originated from an external sender!

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To Whom It May Concern:

My name is Brooke Ramirez and I own Bombshell Boutique, in The Courtyard. Bombshell opened in Campbell in 2006 and I hope to remain open in Downtown for years to come. I have served on the DCBA Board for many years, I have been the coordinator for several events, and I am currently involved with The Toy Program, Easter Parade, and more. I believe in giving back to the Campbell community as much as possible. And I support most all of the businesses, located in our Downtown.

The 30+ day street closure on E Campbell Ave has been detrimental for my retail business. From my understanding, it has not been beneficial for other DT Campbell business owners, as well. Sales are significantly down, customer visits are significantly down, foot traffic is significantly down, and moral is significantly down.

I have seen that many other local Downtowns have re-opened their streets after closure, and I am praying that Campbell follows. If not, I do not feel as though my retail business, or others, will make it. One retail shop in The Courtyard just closed their doors this week.

I understand that restaurants are struggling due to closed in-door dining. I understand that alcohol sales, Door Dash and other delivery services, out-door dining, take out, and a 17+% COVID surcharge, and etc may not make up for their losses. However, I do not think that it is appropriate to keep the streets closed any longer and negatively effect soo many businesses any longer.

I have heard restaurant owners are pushing for a permanent or semi-permanent street closure. I truly hope that the City of Campbell does not allow for this. I would personally like to see the streets open, with traffic flow and parking, and parklets allowed to restaurants for outside dinning. I believe that this is a relatively safe compromise for MOST businesses. And I for one, would like to see al DTC businesses thrive.

I very much appreciate your time and consideration. Thank you all for your service.

Best,

Brooke Ramirez

Brooke Ramirez  
Bombshell Boutique, Owner  
295 E. Campbell Ave. Campbell, CA 95008  
(408) 371-7423 [www.bombshell-boutique.com](http://www.bombshell-boutique.com)

## Andrea Sanders

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**To:** Deb Rohzen  
**Subject:** RE: FOR PUBLIC COMMENT, ITEM #10, Street Closure

**From:** Deb Rohzen  
**Sent:** Tuesday, September 1, 2020 2:11 PM  
**To:** Clerks Office <clerksoffice@campbellca.gov>  
**Subject:** FOR PUBLIC COMMENT, ITEM #10, Street Closure

WARNING: This email originated from an external sender!

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**To:** Campbell City Council Members  
**Subject:** Downtown Campbell Street Closure, Item #10

To whom it may concern,

I, Deb Rohzen, am the owner/operator at Simply Smashing boutique at 241-B E. Campbell Avenue in downtown Campbell. Telephone # 408.379.1925, Email [deb.simplysmashing@gmail.com](mailto:deb.simplysmashing@gmail.com)

I have owned my Downtown Campbell business since November 2000 - just under twenty years now. I have served on the Board of the DCBA, and initiated & run both 2nd Saturdays art walk & Downtown Sidewalk Sale events until I passed the baton to the DCBA Board when I stepped down.

I can tell you, unequivocally, that the E. Campbell Avenue street closure started at the end of July and continuing presently, has been detrimental to my business and livelihood. In speaking with other Downtown Campbell small business retailers, it appears that most of us are being poorly affected by the street closure. Speaking for myself, my business is my livelihood in total. There is no other income for me - full stop. It should be noted that my landlord expects my rent to be paid in full, regardless of the City's decision to close the street (which has greatly reduced my income). In all honesty, I question how much longer I can stay in business with the street closure.

While I want our restaurants, who I patronize, to have the opportunity to serve al fresco diners to help their businesses, I do not believe that this should be done at 100% expense of the small brick & mortar retailers. The street closure has greatly reduced traffic & foot traffic to our businesses and I, for one, simply can not afford it. The "solution" should not mean a death sentence to one type of business, while only helping another.

I am in agreement that a Parklet plan, with restaurants utilizing the parking spaces in front of their businesses for curbside dining, and allowing (even short term) parking in front of other businesses, while allowing for auto traffic on the street, is a way to help both restaurants & retailers/services.

I am asking your serious consideration in this matter. We need an equitable solution sooner than later if those of us retailers still standing are going to have a chance to remain.

Thank you in advance for your consideration. Please don't hesitate to contact me, should you have questions.

Sincerely,  
Deb Rohzen

--

Deb Rohzen  
Simply Smashing!  
The Quintessential Boutique Experience  
241-B E. Campbell Avenue  
Campbell, CA 95008

408.379.1925  
[www.simplysmashingstyle.com](http://www.simplysmashingstyle.com)

"LIKE" us on Facebook! <http://www.facebook.com/SimplySmashingBoutique>  
Follow us on Twitter! <http://www.twitter.com/smashingstyle>

# MEMORANDUM



## City of Campbell Economic Development Division

**To:** Honorable Mayor & City Council **Date:** Sept. 1, 2020

**From:** Michael Thomas, Economic Development Specialist

**Via:** Brian Loventhal, City Manager, Paul Kermoyan, Community Development Director & Todd Capurso, Public Works Director

**Subject:** Desk Item 10 – East Campbell Avenue Downtown Street Closure

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Through the City's street closure program to assist Downtown businesses, staff distributed five surveys to downtown businesses and property owners each week since August 4 to understand their opinions on the Campbell Avenue street closure program. The most recent survey was distributed to 78 downtown business owners and property owners, August 31, and the results are provided herein. Seventeen respondents participated equating to a 21.8% response rate.

The respondents included 9 restaurateurs, 6 retailers, 1 personal service business owner and one professional service business owner. Nine respondents (8 restaurants and 1 retailer) stated they were able to operate in the street while 7 respondents (5 retailers, 1 personal service, 1 professional service) stated they were not able to operate in the street. One restaurant did not provide a response. Reasons for not being able to operate in the street include limited street frontage, the street is not practical or sanitary for business operations, and businesses were able to utilize private property.

Respondents were asked about the benefits and drawbacks to their businesses during the street closure and what changes could improve a future street closure.

### Benefits of the Street Closure

- Increased foot traffic, walk-in customers and dining area for restaurants
- Less crowding on sidewalks
- Ability to expand business operations in front of adjacent storefronts
- Restaurant customers like the environment

### Drawbacks of the Street Closure

- Significant decline in sales transactions and sales revenue for retailers
- Few businesses operating in the street causes lack of vibrancy
- Lack of parking and access for retail customers
- Skateboarders and bicyclists riding through closure area despite posted signage

### Improvements for Future Street Closures

- Weekend closure (Friday through Sunday)
- Parklets installed for seven days a week with traffic lanes open to vehicles
- Improve barrier aesthetics

- Allow restaurant furniture to remain outdoors overnight
- Begin street closure with a kick-off event to generate community interest and inform the public
- More advance notice of street closure and permitting requirements

Respondents were asked to provide the average number of sales transactions and sales revenue between August 17 through August 30, but so few respondents provided information to make a generalization. However, the limited data that was provided showed restaurant revenue was significantly higher than retail revenue during this period.

While the closure has provided more space for restaurants to operate, retailers, especially those located mid-block or within inline tenant spaces experience less foot traffic, and customer visits. Some retailers who did not provide sales revenue information instead reported their sales had declined significantly during the street closure.

Retailers continue to request the need for on-street parking spaces in proximity to their business locations to generate foot traffic and sales revenue because their customers prefer close and convenient access to retailers. Parking spaces in proximity to retail businesses also enable retail vendors to park close by to make deliveries. If modified to allow parklets for outdoor dining, on-street parking stalls not converted to parklets can provide retail and other business customer parking.

Allowing parklets can also help achieve the following:

- Parklets can re-establish vibrancy and increased activity with open traffic lanes and on-street parking stalls
- Painted or decorated barriers can add ambience
- Canopies in parklets can provide cover for outdoor dining from weather conditions
- Restaurant furniture can remain in parking stalls within designated parklet areas without having to move furniture indoors each day
- Opening traffic lanes with parklets would eliminate interactions between skateboarders/bicyclists and restaurant patrons
- Parklets and open traffic lanes would maintain a level of vibrancy during the fall and winter months when weather is cool and rainy

MEMORANDUM



City of Campbell

City Clerk's Office

**To:** Honorable Mayor and City Council

**Date:** September 1, 2020

**From:** Andrea Sanders, Deputy City Clerk

**Via:** Brian Loventhal, City Manager

**Subject:** Desk Item 12 – Correspondence

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Attached is a letter received from County Supervisor Susan Ellenberg.

## COUNTY OF SANTA CLARA

OFFICE OF THE BOARD OF SUPERVISORS  
COUNTY GOVERNMENT CENTER, EAST WING  
70 WEST HEDDING STREET, 10<sup>TH</sup> FLOOR  
SAN JOSE, CALIFORNIA 95110  
(408)299-5040 FAX (408)299-2038 TDD 993-8272  
[WWW.SUPERVISORELLENBERG.ORG](http://WWW.SUPERVISORELLENBERG.ORG)

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SUSAN ELLENBERG  
SUPERVISOR, DISTRICT FOUR

September 1, 2020

Mayor Landry and Campbell City Council  
Campbell City Hall  
70 N. Frist Street  
Campbell, CA 95008

Dear Mayor Landry and Campbell City Council:

Thank you for your consideration of a partnership agreement with the County on today's agenda (item #12) to provide support to residents of Campbell that who may be directed to self-isolate in order to prevent the spread of COVID-19 in our community.

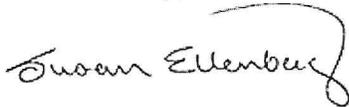
As Santa Clara County was one of the first communities in the US to be exposed to COVID-19, the partnerships and efforts of the County, cities, and all residents have been essential in preventing the massive spikes in cases and overrun hospitals that other areas have faced. To continue to keep the virus at bay and work toward reopening as much of our economy as possible, it is essential that we continue to work together to prevent new cases. Especially now, under the new state reopening tiers, we must make continued strides to reduce our case rate to be able to open businesses and resume in-person learning. If we do not address the underlying problem, the continued spread of coronavirus in our community, the ongoing economic and social impacts will only be extended.

The proposed MOU addresses a central component of the County's effort to move away from a shelter-in-place mode to safe reopening through widespread testing, efficient identification of cases and contacts, and isolation of infected individuals to break the chain of transmission. These three steps must work together to be effective. The County has stood up robust testing and tracing mechanisms, but is seeking partnership from all fifteen cities to contribute to costs of supporting their own residents with the resources needed to keep them safely at home while potentially or assuredly infectious. This MOU is specifically crafted to support those Campbell residents who test positive or are identified as close contacts.

Unlike other public and private financial assistance programs stood up for individuals or businesses in response to COVID-19, this agreement is focused on supporting people that pose a real risk of transmitting the virus to others. Putting residents who test positive in the position to choose between following an isolation order or going to work to pay rent, maintain employment or care for their families is counterproductive to our response goals, puts all of our residents at risk of infection, and delays the reopening of our businesses.

The response to COVID-19, while led by our Public Health Officer and County public health infrastructure, has relied on the entire community. Impacts have clearly been felt across each city, business, school and family and we must continue to assume collective responsibility to reduce the spread of coronavirus. While we can and do hope that new federal or state resources will bolster our efforts, we continue to need to rely on each other to get the job done. Thank you for your consideration of partnering on this important effort.

In Partnership,

A handwritten signature in black ink that reads "Susan Ellenberg". The signature is written in a cursive style with a large, sweeping flourish at the end.

County Supervisor Susan Ellenberg  
Santa Clara County District 4

Cc: Campbell City Clerk