



Rent Review Board Staff Report and Recommendations Hearing of May 29, 2024, Item 6

County of Ventura • Resource Management Agency

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • www.vcrma.org/divisions/planning

A. PROJECT INFORMATION

- 1. Subject:** Mobile Home Park Rent Review Board (RRB) – County-initiated repeal and replacement of Resolution Number RRB-220, adopted May 18, 1993, (Exhibit 1). RRB-220 contains administrative rules governing rent increase applications and supporting documents or evidence submitted pursuant to Section 81005 of the Mobile Home Park Rent Control Ordinance (Ordinance). Proposed amendments are minor revisions to the resolution that do not change or affect any existing policies and are simply meant to update and clarify the existing language.
- 2. Request:** The Planning Division requests that the RRB review this staff report and its attachments and adopt resolution RRB24-001 (Exhibit 3).
- 3. Applicant:**
County of Ventura
Resource Management Agency
Planning Division
800 South Victoria Avenue, L#1740
Ventura, CA 93009
- 4. Decision-Making Authority:** The role of the RRB in this process as set forth in Section 81004(f) of the Ordinance is to “adopt, promulgate, amend, and rescind administrative rules to effectuate the purpose and policies” of the Ordinance.
- 5. Project Site Location:** Countywide, at Mobile Home Parks within unincorporated Ventura County that are subject to the Ordinance.
- 6. Background and Discussion:** The Ordinance was adopted by the Board of Supervisors on February 15, 1983. This Ordinance established the RRB, which holds hearings on issues related to mobile home park rent stabilization and reviews discretionary rent increases for mobile home spaces that are subject to this Ordinance within unincorporated Ventura County.

Since the adoption of the Ordinance, the RRB has adopted resolutions to establish administrative rules to effectuate the purpose and policies of the Ordinance. Some of these resolutions were adopted by the RRB in the 1980s and 1990s.

On May 6, 2014, the Board of Supervisors approved and adopted amendments to the Ordinance, which became effective on June 5, 2014. These amendments included a change in the numbering system as a result of codification of the Ordinance. When the Ordinance was codified, incorporated into the Ventura County Code of Ordinances, Division 8. – Planning and Development, the numbering format changed. The numbering now begins with Section 81000 and concludes with Section 81020 so that it is consistent with the existing numbering

system of Division 8 – Planning and Development of the County Code of Ordinances. In addition, various mobile home park rent review matters that have since come before Board staff have necessitated the revision of RRB-220 in order to ensure the continued orderly and legally sufficient rent review procedures for Section 81005 ministerial annual rent increases.

7. **Background:** On May 6, 2014, the Board of Supervisors approved and adopted amendments to the Ordinance. The most current version is Ordinance No. 4620, which was adopted on September 26, 2023, and became effective on October 26, 2023. As explained above in Section 6 of this staff report, the Ventura County Clerk of the Board codified the Ordinance and updated the section numbers within the Ordinance to correlate with Chapter 10 of Division 8 of the Ventura County Code of Ordinances. As a result of the change in the numbering system of the Ordinance, all applicable RRB-approved resolutions that establish administrative rules and guidelines to effectuate the purpose and policies of the Ordinance have been gradually updated to be consistent with the new numbering system of the Ordinance. Since the 2014 Ordinance amendment, Planning staff, as well as interested persons, have been forced to refer to the previously approved Ordinance in order to correlate the section numbers of the RRB resolutions. For this reason, Planning staff previously initiated an effort to update all RRB resolutions that establish administrative rules or guidelines to effectuate the purpose and policies of the Ordinance.

The proposed text amendment to RRB Resolution RRB-220, adopted May 18, 1993 (subject of today's RRB meeting) is one of two additional resolutions that must be amended in order to both account for the previous changes to the Ordinance and address various mobile home park rent review matters that have since come before Board staff.

8. **Summary of Proposed Resolution RRB24-001:** As mentioned in Section 6 of this staff report, resolution RRB24-001 clarifies requirements for ministerial rent increases under Ordinance section 81005 in order to both align with the numbering system of the current Ordinance and enable Board staff to more efficiently review applications by mobile home park owners, including requirements related to documentation and evidence, invalid applications, and timing of applications.

The proposed text amendments include minor typographical and clerical errors, clarifications to content, and revisions to the referenced section numbers within the document to correlate with the current numbering system of the Ordinance. Minor revisions to the language of RRB Resolution No. RRB-220 are proposed to help mobile home park owners and residents more clearly understand the intent of the resolution. These minor revisions do not change or affect any existing policies and are simply meant to update, clarify, and make consistent the language of the resolution. Resolution No. RRB-220 is shown in Exhibit 1. Proposed revisions to

RRB-220 are shown in legislative format in Exhibit 2. The final amended Resolution No. RRB24-001 is attached as Exhibit 3.

B. RRB HEARING NOTICE AND PUBLIC COMMENTS

The Planning Division provided public notice regarding the RRB hearing in accordance with the Government Code §54954.2 (a)(1). As of the date of this staff report, Planning staff has not received any public comments.

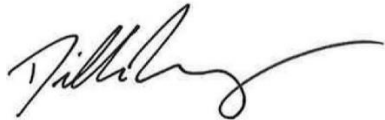
C. RECOMMENDED ACTIONS

Based upon the analysis and information provided in this staff report, staff recommends that the RRB take the following actions:

1. **CERTIFY** that the RRB has reviewed and considered the Mobile Home Park Rent Review Board staff report and all exhibits thereto, and has considered all comments received during the public comment process; and,
2. **FIND** based on the substantial evidence presented in the staff report, and the entire record, that the proposed resolution RRB24-001 (Exhibit 3) is in the public interest;
3. **ADOPT** Resolution RRB24-001 (Exhibit 3); and,
4. **SPECIFY** the Planning Division at 800 S. Victoria Avenue, Ventura, CA 93009 as the location and custodian of the documents and materials that constitute the record of proceedings upon which this decision is based.

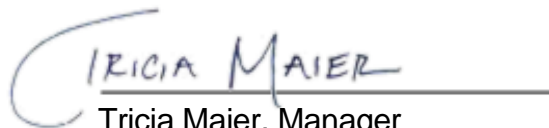
If you have any questions concerning the information presented above, please contact Dillan Murray at (805) 654-5042 or via e-mail at Dillan.Murray@ventura.org.

Prepared by:



Dillan Murray, Associate Planner
Ventura County Planning Division
(805) 654-5042

Reviewed by:



Tricia Maier, Manager
Planning Programs Section
(805) 654-2464

EXHIBITS

- Exhibit 1 – Resolution Number RRB-220, adopted May 18, 1993
- Exhibit 2 – Proposed Resolution RRB24-001 (legislative version)
- Exhibit 3 – Proposed Resolution RRB24-001 (clean version)