



AGENDA

SOLVANG CITY COUNCIL MONDAY SEPTEMBER 22, 2025 6:30 PM REGULAR MEETING

City Council:

David Brown,	Mayor
Mark Infanti	District 1
Claudia Orona	Mayor pro tem, District 2
Louise Smith	District 3
Elizabeth Orona	District 4

1644 Oak Street, Solvang, Ca 93463
Virtual & in Council Chamber

AGENDA AND SUPPORTING MATERIALS – Available for viewing 8:00a.m.-5:00p.m. at City Hall, 1644 Oak Street, Solvang, and on the City’s website <https://www.cityofsolvang.com/agendacenter>. Additional writings distributed to a majority of the City Council after the posting of the agenda will be made available at City Hall and on the City’s website.

AGENDA POSTING NOTIFICATION - Subscribe to receive email or text message notifications when agendas are posted online through “Notify Me” at: <https://www.cityofsolvang.com/List.aspx>

PUBLIC COMMENT - The public is encouraged to address the City Council in-person, virtually, or in-writing on agenda and non-agenda items. If provided in writing, comments must be submitted to the City Clerk at cityclerk@cityofsolvang.com by 5:00 p.m. on the Friday before the meeting to be considered. Your comment will be recorded and distributed appropriately. Comments on agenda items will be heard at the time each item is considered, including non-agenda items. In-person speakers will be invited to make public comments first. Virtual speakers will follow.

CAMPAIGN CONTRIBUTION DISCLOSURE - Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council [or commission] in excess of \$500 in the past 12 months. This disclosure requirement includes contributions by the party’s agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but not later than the beginning of the proceeding.

AMERICANS WITH DISABILITIES ACT - If, as a participant of this meeting, you need special assistance the City will attempt to accommodate you in every reasonable manner. Please contact the City Clerk at either (805) 688-5575 x206 or cityclerk@cityofsolvang.com. 72- hours’ notice is requested.

LET YOUR VOICE BE HEARD! Do you have about one minute a month to help make Solvang better? The City of Solvang is working with FlashVote to engage the community and gather valuable input from residents to inform our decisions. We encourage residents to sign up at www.flashvote.com/Solvang or call 775-235-2240 to participate by phone or text only.

PARTICIPATING IN THE MEETING – City Council meetings will be in person and conducted by video/teleconferencing through Zoom. The meeting will also be broadcast live on Channel 23 and streamed on the City’s website, Vimeo, and YouTube <https://www.youtube.com/@CityofSolvang1/>

- To join by Zoom, visit <https://zoom.us/j/3066529195>. If you wish to speak, please use the “raised hand” symbol.
- To join by phone, call (888) 788-0099 and enter Meeting ID: 306 652 9195#. The phone line will be open 30 minutes before the meeting.

6:30 PM REGULAR MEETING

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

1. PROCLAMATIONS, COMMENDATIONS AND CEREMONIAL ITEMS	
a. League of Women’s Voters National Voter Registration Day Proclamation	3
2. PRESENTATIONS	
a. PG&E Presentation	4
3. PUBLIC COMMUNICATIONS – NON- AGENDA AND CONSENT ITEMS	
<i>To address the Council on items not on the Agenda and on Consent. Each speaker will be afforded three minutes.</i>	
4. CITY MANAGER REPORT AND ADVANCE CALENDAR	31
<i>Informational Report</i>	
5. GC SECTION 53232.3(d) (aka AB 1234) and GC SECTION 84308 (aka SB 1439), REPORT OUT, EX-PARTE COMMUNICATIONS, COUNCIL COMMENTS, REQUESTS	
<i>Meetings attended, contributions made or received, ex-parte communications, Comments and requests</i>	
6. CONSENT ITEMS	
<i>Routine, administrative city matters approved with one motion.</i>	
a. Approve Order of Agenda.	
b. Approve City Council Minutes: September 8, 2025	32
c. Adopt Resolution 25-1301 Adopting Updated Special Events Guidebook	35
d. August Report on Santa Ynez Valley Transit Ridership	66
e. Law Enforcement Services Annual Report	85
f. Adopt Resolution 25-1302 Approving the Salary Schedule for the position of City Manager	98
7. PUBLIC HEARINGS	
8. DISCUSSION ITEMS:	
a. Short Term Rentals Policy & Application	103
b. Chain Retailers	117
9. COUNCIL CLOSING COMMENTS	
10. ADJOURNMENT	

AFFIDAVIT OF POSTING

I, Annamarie Porter, City Clerk for the City of Solvang, California, DO HEREBY CERTIFY under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the City of Solvang City Hall bulletin board at 1644 Oak Street, Solvang, CA and on the City of Solvang website not less than 72 hours prior to the meeting, per Government Code 54954.2.
Dated this 19th day of September 2025.

City of Solvang Proclamation
National Voter Registration Day, September 2025

WHEREAS, Voting is both a right and privilege in the United States and the essence of our democracy; and

WHEREAS, the value of voting in local, state and national elections is an opportunity to express a citizen's voice on community, state and national issues; and

WHEREAS, National Voter Registration Day is a nonpartisan civic holiday celebrated throughout the United States to create awareness of voter rights and opportunities; and

WHEREAS, National Voter Registration Day is celebrated on September 16, 2025 and this year the ballot will include a Special Election in November 2025 and in March 2026 primary elections for local and state offices; and

WHEREAS, the local League of Women Voters encourages voting and expanding voter rights and will be conducting public forums in advance of the November Special election.

NOW, THEREFORE BE IT RESOLVED, that I, Mayor David Brown, along with the City Council of the City of Solvang, California do hereby proclaim September 16, 2025 as **National Voter Registration Day and encourage** its residents to support activities to secure all voting rights and full access for its citizens in the Santa Ynez Valley.

IN WITNESS THEREOF, I have hereunto set my hand and have caused the Official Seal of the City of Solvang, California, to be affixed this 22nd day of September, 2025.



David Brown, Mayor

Pacific Gas and Electric Company

Update to the City of Solvang

September 22, 2025



Safety

Prepare for Natural Disasters or Emergencies

Build a disaster supply kit for you, your family or your business.

Include food, water, medication, flashlights, first aid kits, and a list of emergency contacts.

Visit safetyactioncenter.pge.com for more tips to help prepare for an emergency.



Identifying and Reducing Wildfire Risk





2025 Layers of Wildfire Protection



Situational Awareness

- A New Tools and Technology:** Installed over 2,000 weather stations and high-definition cameras monitored by trained professionals to better predict and respond to wildfires and severe weather.



Operational Mitigations

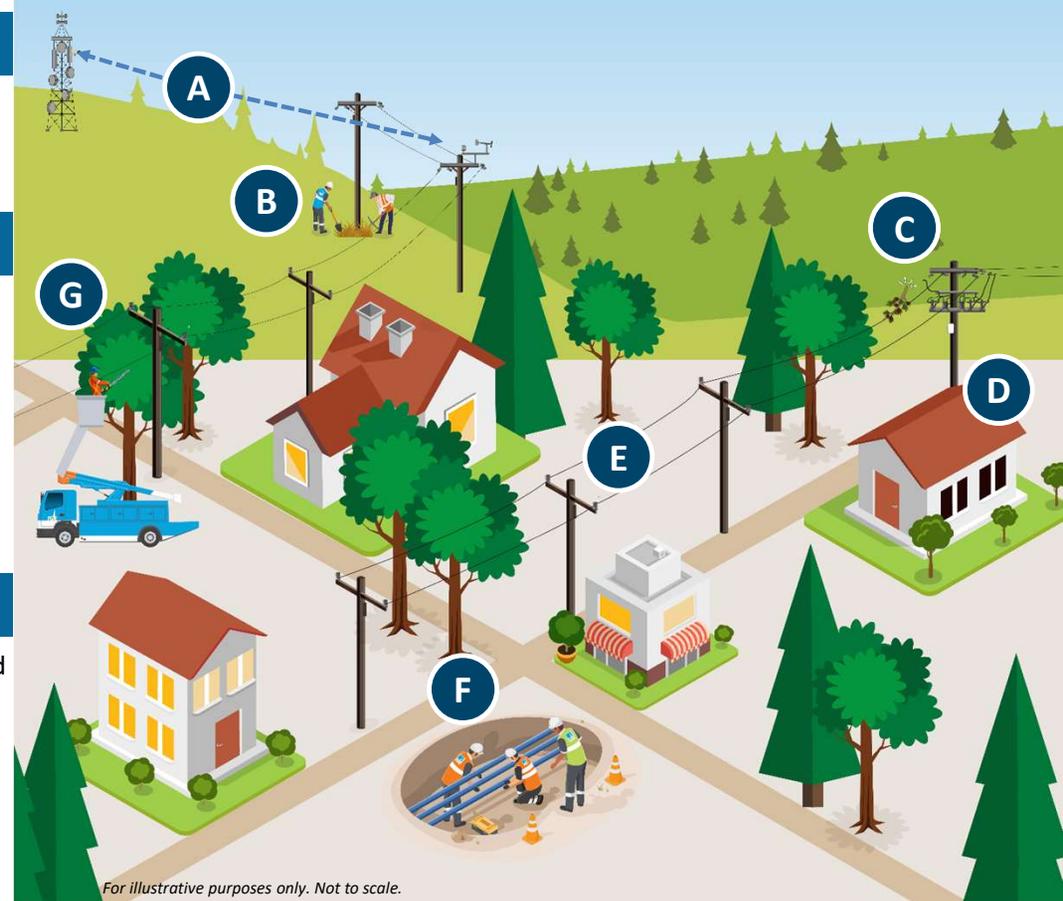
- B Safety and Infrastructure Protection Teams:** Deploying trained response professionals who protect PG&E equipment to increase safety and enhance community recovery.
- C Enhanced Powerline Safety Settings:** Installed on 44,000+ line miles and turned on during elevated wildfire risk to automatically shut off power within one-tenth of a second if a hazard is detected.
- D Public Safety Power Shutoff:** Turning off power for safety as a last resort during severe weather.



Resiliency Work

- E New, Strengthened Equipment:** Installing strengthened poles and covered powerlines on nearly 1,900 miles of overhead powerlines.
- F Undergrounding Powerlines:** Completing 10,000 miles of undergrounding in the highest wildfire risk areas.
- G Vegetation Management:** Removing or pruning 1 million+ trees per year to ensure they are a safe distance from powerlines.

Reducing Wildfire Risk in Your Community



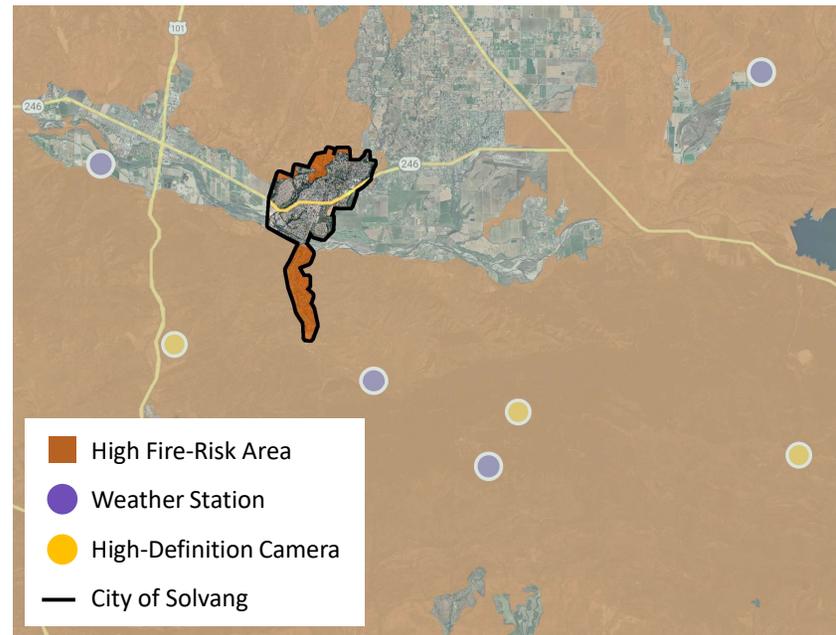
Some of the measures included in this presentation are contemplated as additional precautionary measures intended to further reduce the risk of wildfires.



Advanced Situational Awareness Tools

High-definition cameras and weather stations allow us to better predict and respond to wildfire risk and severe weather around the clock.

Weather stations and high-definition cameras adjacent to the City of Solvang support weather monitoring capabilities.



Data as of 4/30/2025. Locations are approximate and may overlap.



Customers can see camera outputs and locations at ops.alertcalifornia.org.



Customers can view our interactive weather map at pge.com/weather.

Some of the measures included in this presentation are contemplated as additional precautionary measures intended to further reduce the risk of wildfires.

Vegetation Management





Keeping Trees Away from Powerlines

When trees are too close to overhead powerlines, they can cause a power outage or a wildfire.

That's why each year we:

- ✓ Inspect ~100,000 miles of powerlines
- ✓ Perform additional inspections in areas with increased wildfire risk
- ✓ Trim or cut down approximately 1.5 million trees to prevent wildfires and help ensure reliable power
- ✓ Address dead, dying or hazardous trees



Some of the measures included in this presentation are contemplated as additional precautionary measures intended to further reduce the risk of wildfires.



What Customers Can Expect During This Work

PG&E will:

- ➔ **Attempt to contact customers** if their property will be impacted
- ➔ **Inspect powerlines** for potential vegetation safety concerns
- ➔ **Trim or cut down trees** as needed for safety or reliability
- ➔ **Chip and haul away** small debris where possible, and placing larger wood in a safe location on site
- ➔ **Conduct safety and quality checks** through follow-up inspections



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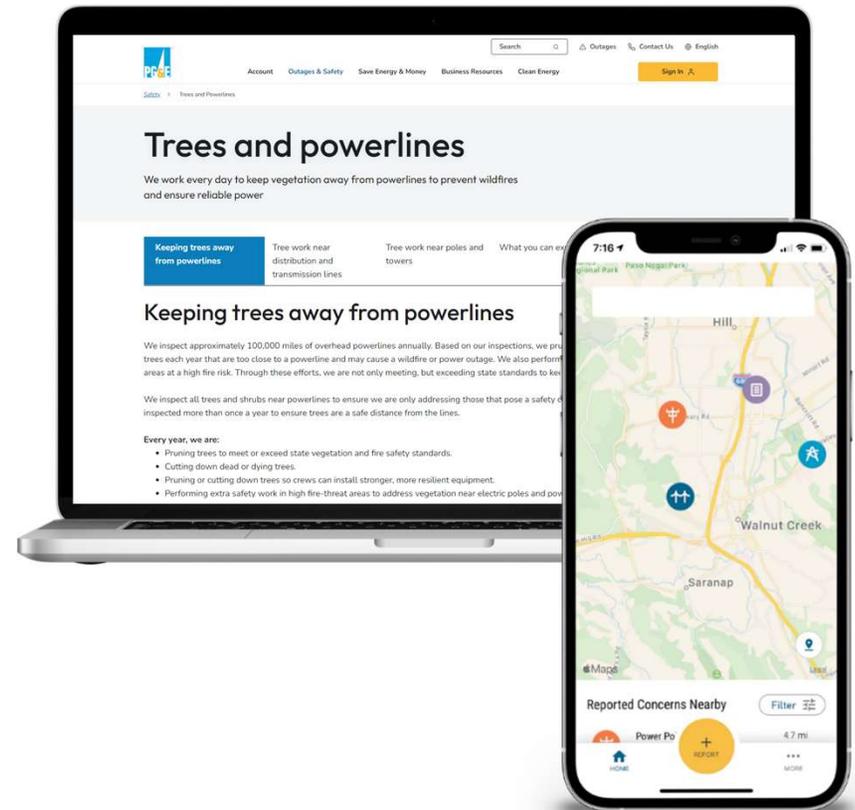


Vegetation Management Community Resources

Learn more about our efforts to keep trees away from powerlines by:

- ✓ Visiting pge.com/trees
- ✓ Calling **1-800-564-5080**
- ✓ Emailing treesafety@pge.com

Report non-emergency safety concerns via the “PG&E Report It” app. Download the safety app at pge.com/reportit.



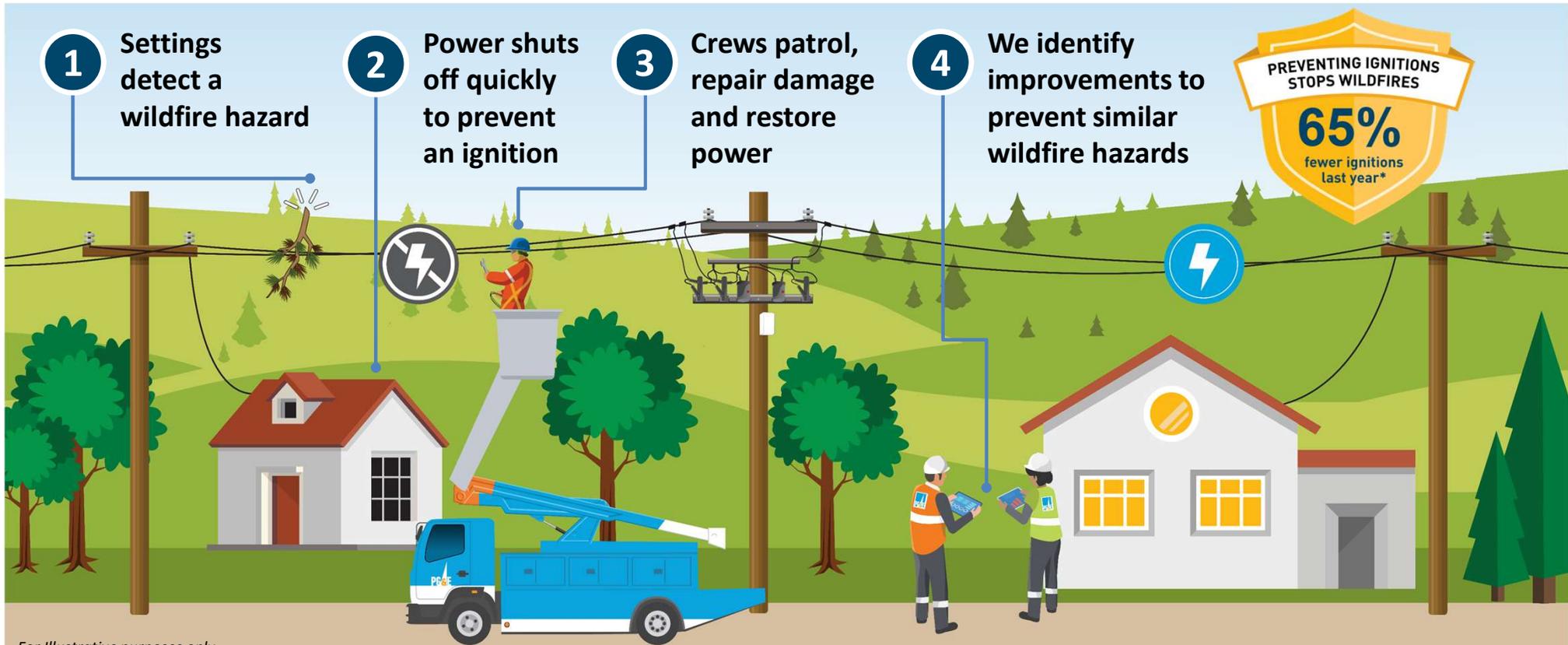
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Enhanced Powerline Safety Settings (EPSS)





Enhanced Powerline Safety Settings (EPSS)



For illustrative purposes only.

*Based on an evaluation of the effectiveness of EPSS under conditions of elevated likelihood of destructive fire outcomes (R3 Fire Potential Index rating), compared to the 2018-2020 average prior to the establishment of EPSS.

To learn more about Enhanced Powerline Safety Settings, visit [pge.com/epss](https://www.pge.com/epss).

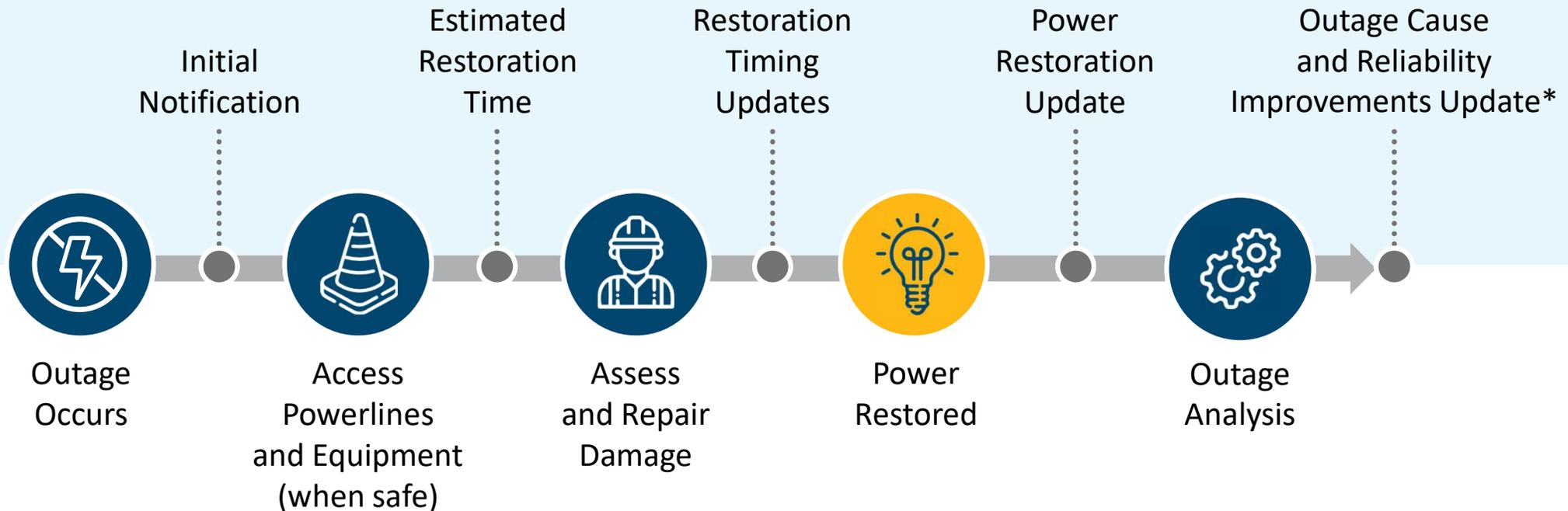
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Customer Communications Timeline

We reach out to customers through text, email and on NextDoor following an outage and provide updates until and after power is restored.

Notifications



*As available

Some of the measures included in this presentation are contemplated as additional precautionary measures intended to further reduce the risk of wildfires.



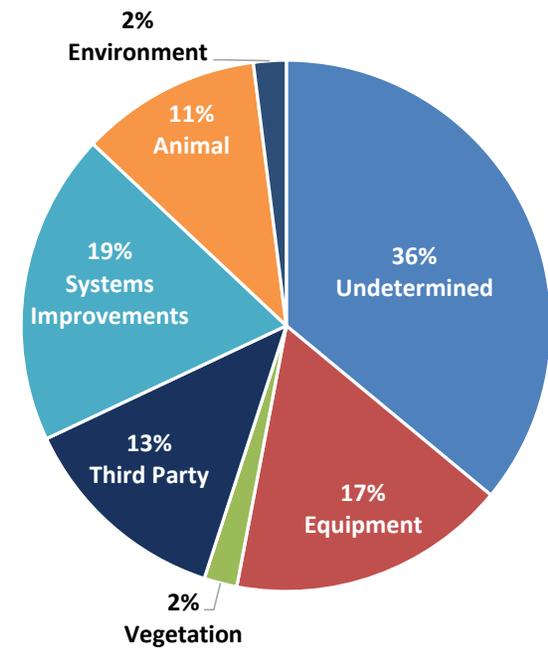
How EPSS Protects Your Community

We are taking steps to improve reliability in Santa Barbara County.

This includes:

- ✓ **Installing 28 devices to minimize safety outages** so fewer customers are impacted and our crews can get the power back on faster.
- ✓ **Installing five animal guards** to help prevent future animal-caused outages.
- ✓ **Modifying engineering settings** on devices to improve coordination.

Outage Causes*



*Data from 1/1/2024 – 12/31/2024 as of 6/18/2025

Some of the measures included in this presentation are contemplated as additional precautionary measures intended to further reduce the risk of wildfires.

Public Safety Power Shutoffs (PSPS)





PSPS As A Tool For Safety

High winds can cause tree branches and debris to contact energized electric lines, damage our equipment and cause a wildfire. **To prevent wildfires, we may need to turn off power as a last resort.**

Conditions that may lead to a Public Safety Power Shutoff



Low humidity levels of less than ~30%



Forecasted high winds above 19 mph with gusts above 25-40 mph



Red Flag Warning declared by the National Weather Service



Condition and moisture content of dry material and vegetation on the ground



Real-time ground observation

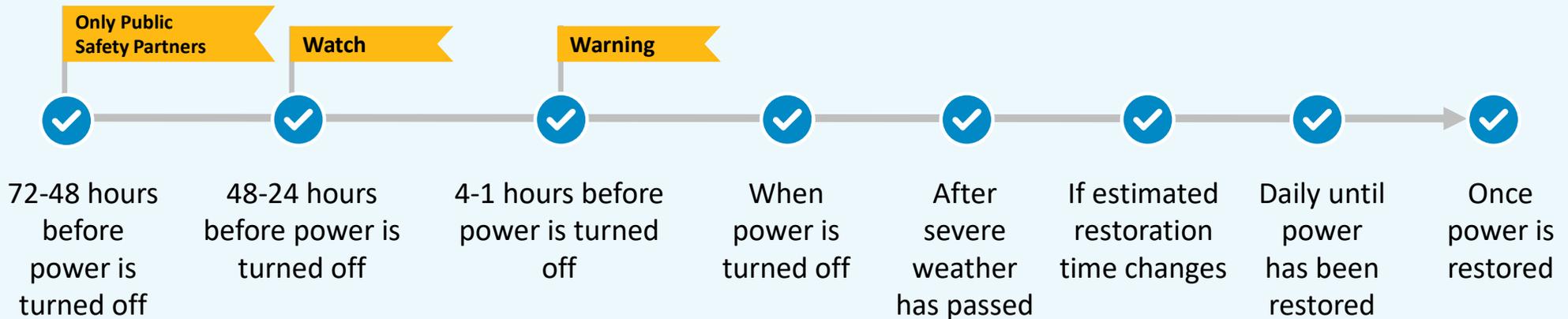
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How We Notify Customers and Public Safety Partners

We reach out to customers and Public Safety Partners through automated calls, texts and emails to provide information and updates. Information is also provided on pge.com, social media, through our PSPS Portal and shared with local news outlets.

When We'll Share Notifications



**Estimated Time of Restoration is also provided to customers throughout the notification process*

 Customers can sign up for address alerts to receive PSPS notifications for any location by enrolling at [pge.com/addressalerts](https://www.pge.com/addressalerts).

Note: Annual registration is required. Notifications to customers are available in 16 languages.

Some of the measures included in this presentation are contemplated as additional precautionary measures intended to further reduce the risk of wildfires.



Differences Between Safety Settings and PSPS

Enhanced Powerline Safety Settings



Public Safety Power Shutoffs

 WHY	<p>Automatically turning off power within one-tenth of a second if a hazard is detected on a powerline.</p>	<p>Turning off power as a last resort to prevent tree branches and debris from contacting energized lines.</p>
 WHEN	<p>Elevated wildfire risk is present, most likely from May to November, but can occur year-round in some areas.</p>	<p>During times of high winds, low humidity and dry material and vegetation.</p>
 NOTIFICATIONS	<p>Regular updates provided after the outage occurs and until power is restored.</p>	<p>Communication in advance through automated calls, texts and emails until power is restored.</p>

 Customers can find updates and information on both planned and unplanned outages at [pge.com/outages](https://www.pge.com/outages).

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Planned vs Unplanned Outages: What you Can Expect



PG&E will notify you in advance of
Planned Outages

Planned Maintenance

10-DAY ADVANCE NOTIFICATION

- Phone calls*
- Texts
- Emails

Public Safety Power Shutoffs (PSPS)

ADVANCED NOTIFICATION/REGULAR UPDATES

- Phone calls*
- Texts
- Emails
- Social media
- News releases
- Local/Tribal government outreach
- CBO** outreach

Rotating Outages (as directed by CAISO)

ADVANCED NOTIFICATION/REGULAR UPDATES

- Phone calls*
- Texts
- Emails
- Social media
- News releases
- Local/Tribal government outreach



PG&E is **unable to notify you before**
Unplanned Outages

Emergency Repairs

Active Wildfires

System Damage

Outages related to Enhanced Powerline Safety Settings (EPSS)

UPDATES DURING AND AFTER OUTAGES

- Phone calls*
- Texts
- Emails

*Via interactive voice recordings (IVR) **Community-based organization

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CAISO Rotating Load Shedding

If the state's grid operator, California Independent System Operator (CAISO), determines there is insufficient energy supply to meet customer demand, it may direct state utility companies to conduct rotating Load Shedding.

The goal of the rotating Load Shedding is to **prevent a larger blackout scenario on the grid** and are often due to the high energy demand from extreme temperatures.

CAISO will issue **Flex Alerts**, which urge Californians to **conserve electricity and shift demand to off-peak hours** to reduce strain on the power grid.

Rotating load shedding outages are **not EPSS or PSPS events**, which are conducted during specific high fire-threat conditions.

Load Shedding

- When CAISO issues a Load shedding ordered, PG&E must execute it immediately -- the expectation per regulation is that the utility complete the order within 10 minutes.
- When grid strains are anticipated, PG&E will notify customers to the best of our ability via the web, media, and social network channels that a Load Shedding event might occur.
- Due to the emergency nature of these Load Shedding events, we may not be able to give advance warning to customers.

- More information about Load Shedding Events and how you can prepare is available at pge.com/rotatingoutages.
- CAISO Outlook Website for Today: <http://www.caiso.com/TodaysOutlook/Pages/default.aspx>

Internal

Customer Resources and Support





Customer Resources and Support for Wildfire Safety Outages

Portable Battery Program

Supporting eligible customers with fully subsidized portable battery solutions.



pge.com/portablebattery

Disability Disaster Access and Resources

Emergency preparedness planning, portable batteries and support for customers requiring additional accommodations.



pge.com/ddar

Generator and Battery Rebate Program

Rebates for eligible customers to purchase a qualified generator or battery.



pge.com/gbrp

Permanent Battery Storage Rebate Program

Rebates to help customers save on energy storage systems for their residence.



pge.com/permanentbatterystorage

Self-Generation Incentive Program

Rebates to help customers save on energy storage systems for their residence or business.



pge.com/sgip

Residential Storage Initiative

Permanent, long-term backup power solutions for the most impacted customers.



pge.com/residentialstorageinitiative

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Resources for Customers with Access and Functional Needs

We provide support options for customers with Access and Functional Needs, through our Medical Baseline and Self-Identified Vulnerable Customer Status programs.

Medical Baseline (MBL) Program

- ✓ A monthly **discount or additional monthly allotment of power** based on rates.
- ✓ **Additional notifications** ahead of Public Safety Power Shutoffs.
- ✓ Participants **qualify through medical device or medical condition needs**.
- ✓ Potential to qualify for **additional resources** including the generator rebate, portable battery or a Backup Power Transfer Meter.



Customers can learn more at pge.com/mbi.

Self-Identified Vulnerable Program

- ✓ Various **financial support programs** available for customers who have fallen behind on bills or additional programs to help customers save.
- ✓ **Additional notifications** ahead of Public Safety Power Shutoffs.
- ✓ **Service disconnection notifications** 48 hours prior or at the time of disconnection due to nonpayment.
- ✓ Potential to qualify for **additional resources**, including portable batteries



Customers can learn more at pge.com/vulnerable.



Savings Programs and Support for Customers

Savings Programs for Income-Qualified Customers

California Alternate Rates For Energy Program (CARE)

Provides a monthly discount of 20% or more on gas and electricity.

pge.com/care

Family Electric Rate Assistance Program (FERA)

Provides a monthly discount of 18% on electricity only.

pge.com/fera

Low-Income Home Energy Assistance Program (LIHEAP)

Provides a one-time payment of up to \$1,000 to help with unpaid energy bills.

pge.com/liheap

Savings Support for All Residential Customers



Budget Billing

Offsets high winter heating peak bills by averaging your energy costs to determine a more predictable monthly payment amount.

 pge.com/budgetbilling



GoGreen Home Energy Financing

Helps finance energy saving improvements to make your home more comfortable and efficient.

 gogreenfinancing.com



Home Energy Checkup

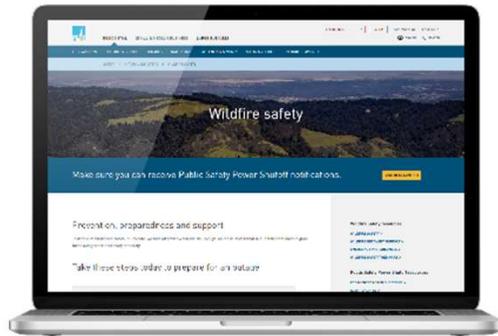
Helps customers assess their energy use and gives customized savings tips.

 pge.com/homecheckup

For more ways to save energy, visit pge.com/energysavingtips.



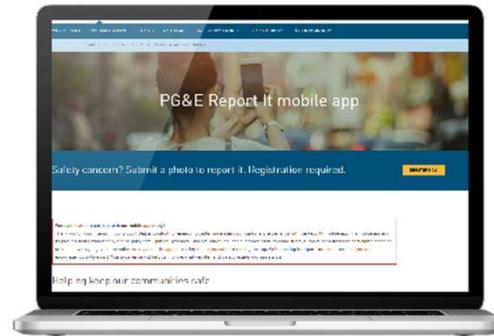
Additional Customer Resources



Wildfire Safety

Information on wildfire prevention efforts

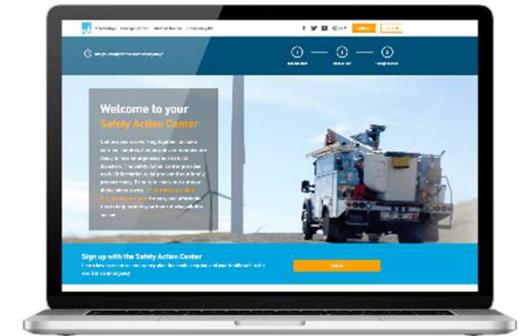
 pge.com/wildfiresafety



Report It App

Submit photos of nonemergency potential safety concerns

 pge.com/reportit



Safety Action Center

Create an emergency safety plan to keep you and your family safe

 safetyactioncenter.pge.com

Dedicated wildfire safety contacts: Hotline: 1-866-743-6589 | Email: wildfiresafety@pge.com

Some of the measures included in this presentation are contemplated as additional precautionary measures intended to further reduce the risk of wildfires.

DCPP update





Continued Operations to Ensure Electrical Reliability Statewide



Governor Newsom visits Diablo Canyon on March 1, 2023

- Senate Bill (SB) 846 directs PG&E to take action to preserve DCCP operations for five additional years
- PG&E submitted License Renewal Application to the NRC on November 7, 2023 – a 20-year application
- The NRC confirmed sufficiency of the License Renewal application, meaning we can continue to operate past our current operating license while the NRC provides review of the application

Some of the measures included in this presentation are contemplated as additional precautionary measures intended to further reduce the risk of wildfires.

Thank You





CITY COUNCIL ADVANCE CALENDAR

Meeting Date	Agenda Item	Agenda	Dept
13-Oct	CCCE presentation	Presentation	Administration
	County Assessor Presentation	Presentation	City Clerk
	New City Hall feasibility	Discussion	Administration
	Caltrans Mission Traffic Flow update receive & file	Consent	Public Works
	Revenue Measures Committee Resignation & Appointment process	Discussion	City Clerk
	Wildfire Mitigation update	Consent	Administration
	Award Downtown BID Contract	Discussion	Administration
	Appeal of 1704 Mission Drive Amendments	Public Hearing	Planning
	Award Emergency Planning Agreement	Discussion	Administration
	Public Records Quarterly Report	Consent	City Clerk
27-Oct			
10-Nov	Urban Growth Boundary Direction to Staff	Discussion	Planning
	Adoption of 2025 Building Code	Public Hearing	Planning
24-Nov			
8-Dec	Adopt Urban Growth Boundary Reso	Discussion	Planning
	Adopt Mitigation Fees Reso	Public Hearing	Planning
	City Council Reorganization - Appt of Mayor pro tem	Discussion	City Clerk
	Approve 2026 City Council Meeting Calendar	Consent	City Clerk
	Revenue Measures Committee Appointment	Discussion	City Clerk
22-Dec	No Meeting		
Future Meetings	RFQ Interim Financing WWTP Administration	Discussion	Finance
	Adopt IS-MND for HCA well	Public Hearing	Utilities
	Library Update	Receive & File	Administration
	Los Olivos CSD Sewer Connection Update	Receive & File	Utilities
	Outdoor dining	Discussion	Planning
	Modify City Code Title 9, Chapter 3, 9-3D-3 Water Conservation	Public Hearing	Utilities
	Divestment of Transit responsibility	Discussion	Public Works
	On-Street Parking Restrictions Policy	Discussion	Public Works
	CCWA Bond Update	Presentation	Utilities
	WWTP Finance Solution Directon to Staff	Discussion	Utilities
Council Requested Agenda Items			
Target Date	Agenda Item	Agenda	Dept



**MINUTES
SOLVANG CITY COUNCIL
Monday, September 8, 2025**

Regular Meeting – 6:30 PM

6:30 PM REGULAR MEETING

CALL TO ORDER

Mayor Brown called the Regular meeting to order at 6:32 p.m. in the City Hall Council Chamber, 1644 Oak Street, Solvang, California.

ROLL CALL

Present: Mayor David Brown, Mayor pro tem Claudia Orona, Councilmembers Mark Infanti, Elizabeth Orona, Louise Smith

Staff: City Manager Randy Murphy, City Attorney Chelsea O’Sullivan, City Clerk Annamarie Porter, Administrative Services Director Wendy Berry, Public Works Director Bridget Paris, Assistant to the City Manager Olivia Mutal-Uribe

PLEDGE OF ALLEGIANCE

Stacey Otte Demangate led in the Pledge of Allegiance.

1. PROCLAMATIONS, COMMENDATIONS AND CEREMONIAL ITEMS

- a. California Nature Art Museum Proclamation

Stacey Otte Demangate accepted.

- b. Santa Ynez Valley News 100th Anniversary Proclamation

Margaret Cooley accepted.

2. PRESENTATIONS - None

3. PUBLIC COMMUNICATIONS – NON- AGENDA AND CONSENT ITEMS

Mayor Brown invited public comments.

Dennis Beebe

There were no other public comments.

4. CITY MANAGER REPORT AND ADVANCE CALENDAR

City Manager Murphy spoke of Waste Management Quarterly Cleanup, Park Master Plan community meeting scheduled for October 15th, gateways into the City maintained by Caltrans; issuing a TUP for Lot 72 for parking, Wastewater treatment issues and possibility of forming a committee with community participation, the City’s first newsletter.

5. GC SECTION 53232.3(d) (aka AB 1234) and GC SECTION 84308 (aka SB 1439) REPORT OUT, COUNCIL COMMENTS, REQUESTS

Councilmember Smith reported attending the Academy for Newly Elected Officials.

Councilmember Elizabeth Orona reported attending the Eastern Management Agency Water Board meeting.

Councilmember Infanti reported attending the Chamber Mixer, the GSA Board meeting, the CalNAM Gallery and Montecito Bank's 50th Anniversary event.

Mayor Brown reported attending the Opioid Prevention conference hosted by the Santa Barbara County Sheriff's Department, attending a SBCAG meeting and an Air Pollution Control District meeting.

6. CONSENT ITEMS

- a. Approve Order of Agenda.
- b. Approve City Council Minutes: August 11, 2025
- c. August Check Report
- d. Quarterly April, May, June Financial Report
- e. Approve Donation Policy
- f. Approve Surveillance Policy.
- g. Approve the Investment Strategies selected by the Plan Administrator for the Pension and OPEB Accounts.

Councilmember Elizabeth Orona pulled Item 6.e and Mayor Brown pulled Item 6.f for separate discussion.

Motion by Councilmember Elizabeth Orona to approve the Consent Calendar, as amended, pulling Item No. 6.e and 6.f for separate consideration, seconded by Councilmember Infanti, and carried 5-0.

ITEMS PULLED FROM CONSENT

- e. Approve Donation Policy

Discussions regarding restricted donations and adding language requiring an inspection at the owner's expense and the scope of donations in the policy.

Motion by Councilmember Elizabeth Orona to approve Item 6.e of the Consent Calendar, as amended, seconded by Councilmember Smith, and carried 5-0.

- f. Approve Surveillance Policy

Assistant to the City Manager Mutal-Urbe reported the project is specifically focused on the Downtown Corridor Surveillance Pilot Project (seven cameras) and noted that body cams and drones are managed under a different system and drones require consideration of FAA regulations, and noted that the Sheriff's Office has its own body cams and policies which they have shared with the City.

Motion by Councilmember Elizabeth Orona to approve Item 6.f of the Consent Calendar, as presented, seconded by Councilmember Infanti, and carried 5-0.

7. PUBLIC HEARINGS - None

8. DISCUSSION ITEMS:

- a. Award Alamo Pintado Pavement Rehabilitation Project Construction Administration and Inspection Contract

Public Works Director Paris reported that staff decided to pull the construction contract for the project to rebid it in December and with construction starting in the spring and noted wanting to move forward with the administration and inspection contract with Pavement Engineering Inc. for their support during the bidding process of the project that will be going out to bid.

There were no public comments on this item.

Motion by Councilmember Infanti to approve the award of the Alamo Pintado Pavement Rehabilitation Project Construction Administration and Inspection Contract, as presented, seconded by Mayor pro tem Claudia Orona, and carried 5-0.

9. COUNCIL CLOSING COMMENTS

10. ADJOURNMENT

The meeting was adjourned at 7:20 p.m.

Respectfully submitted:

Annamarie Porter, CMC, City Clerk



Meeting Date: September 22, 2025

SUBJECT: Adopt Resolution 25-1301 Approving Updated Special Events Guidebook

PREPARED BY: Candice Libera, Marketing and Events Coordinator

DISCUSSION:

The City's Special Event Guidebook is the primary resource for individuals and organizations planning events within City limits. It outlines requirements, fees, and approval processes to ensure events are safe, well-managed, and consistent with City policies. As part of ongoing efforts to keep the Guidebook current, staff has incorporated updates to reflect the City's adopted fee schedule and to add new procedures required by partner agencies, including the Santa Barbara County Public Health Department and Santa Barbara County Fire Department. These revisions are intended to improve clarity for applicants, enhance interagency coordination, and maintain compliance with applicable regulations.

Fee Structure Alignment:

The City's adopted fee schedule has been updated for the 2025 – 2026 fiscal year, including adjustments to special event application fees, service fees, and refundable cancellation and damage deposits. The Guidebook has been revised to ensure consistency with the current Council-adopted fee resolution, eliminating outdated rates and ensuring clarity for applicants.

Coordination with Other Agencies:

In recent years, the Santa Barbara County Public Health Department has implemented new permitting requirements for events involving food vendors, temporary food facilities, and large gatherings. The Santa Barbara County Fire Department has also adopted updated protocols for tent inspections, special events, and fire safety plans. The revised Guidebook includes new sections outlining these requirements, along with direct contact information and timelines to streamline compliance.

Process Improvements:

Staff has included clearer timelines for submission of applications and supporting documents to help applicants plan ahead and to improve internal review efficiency. Staff has also standardized cross-agency coordination steps to reduce last-minute issues and ensure public health and safety standards are met.

RECOMMENDED MOTION:

"I move to adopt Resolution No. 25-1301 adopting the Updated Special Events Guidebook."

ALTERNATIVES:

Provide alternative direction to staff.

FISCAL IMPACT:

There is no direct fiscal impact from approving the Guidebook updates. However, aligning the document with the current fee schedule ensures appropriate cost recovery for City services associated with special events.

ATTACHMENTS:

- A. Resolution No. 25-1301
- B. Exhibit A - City of Solvang Special Events Guide and Application

RESOLUTION NO. 25-1301

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLVANG, CALIFORNIA ADOPTING THE UPDATED SPECIAL EVENTS GUIDEBOOK

WHEREAS, the City of Solvang (“City”) is proud to host many special events each year from internationally renowned events to community-based festivals, parades and shows; and

WHEREAS, the City has developed a Special Events Guidebook to assist special event applicants through the permitting process and clearly articulate the rules and regulations applicable to special events in an accessible manner; and

WHEREAS, Solvang Municipal Code Section 8-9-3 requires that the Special Events Guidebook be adopted by City Council resolution; and

WHEREAS, staff has proposed certain updates to the Special Events Guidebook to ensure consistency with the current City Council-adopted fee schedule, provide information on new Santa Barbara County Public Health Department and Santa Barbara County Fire Department permit requirements, and improve the permitting process.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOLVANG DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Recitals set forth above are true and correct and are incorporated herein and adopted as findings in support of this Resolution.

SECTION 2. The City Council of the City of Solvang does hereby adopt the Special Events Guidebook attached as Exhibit A, which is incorporated herein.

SECTION 3. This Resolution is effective immediately upon adoption.

SECTION 4. The City Clerk shall certify the passage and adoption of this Resolution and shall cause a certified copy to be filed in the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 22nd day of September 2025.

David Brown, Mayor

APPROVED AS TO FORM:

ATTEST:

Chelsea O’Sullivan, City Attorney

Annamarie Porter, City Clerk

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA)ss
CITY OF SOLVANG)

I, Annamarie Porter, City Clerk of the City of Solvang, California do hereby certify that Resolution No. 25-1301 was passed and adopted by the City Council of the City of Solvang at a regular meeting of said City Council held on the 22nd day of September, 2025, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Annamarie Porter, City Clerk

CITY OF SOLVANG

SPECIAL EVENTS GUIDE & APPLICATION



411 Second Street
Solvang, CA 93463
805-688-7529

specialevents@cityofsolvang.com

TABLE OF CONTENTS

VELKOMMEN / WELCOME! 3

WHAT IS A SPECIAL EVENT? 3

WHEN IS A SPECIAL EVENT PERMIT REQUIRED? 4

SPECIAL EVENT DEFINITIONS 4

THE PERMITTING PROCESS 5

PERMIT DENIAL, REVOCATION, AND APPEAL PROCEDURE 6

MANDATORY MEETINGS 7

FEES, DEPOSITS AND PAYMENT DEADLINES 7

RULES AND REGULATIONS 9

SPECIAL EVENT STANDARDS 11

PERMITS AND COMPLIANCE ITEMS..... 12

CITY OF SOLVANG SPECIAL EVENT APPLICATION 19

AFFIDAVIT OF APPLICATION 23

HOLD-HARMLESS AGREEMENT 24

VENDOR HOLD HARMLESS AND AGREEMENT NOT TO SUE 25

SANTA BARBARA COUNTY SHERIFF’S SERVICE DEPARTMENT AGREEMENT 26

SOLVANG PARK MAP 27

SOLVANG PARKING LOT 2 MAP 28

VELKOMMEN / WELCOME!

Dear Event Organizer,

Solvang is a city that celebrates special events. From internationally renowned events to community-based festivals, parades and shows, the City of Solvang is proud to host many events each year. Our goal is to enhance the vitality, quality of life, and economic prosperity of Solvang for its residents and tourists by supporting special events. Thank you for choosing Solvang for your event location!

Freedom of speech/expressive activities are rights protected by the First Amendment of the United States Constitution and Article I, Section 2 of the California Constitution.

These rights protect the expression of ideas and the right to protest and for peaceful assembly. The City of Solvang is committed to the preservation of these rights with the intent to avoid unnecessarily burdening free speech and to leave open ample opportunities for expression.

This document was developed to guide you through the City of Solvang special event permitting process and to provide the rules and regulations associated with organizing a special event within the City of Solvang. As you read this Special Event Guide and complete the Special Event Application, please be aware these documents were developed to address many types and elements of special events.

On behalf of the City of Solvang, thank you for contributing to the spirit and vitality of our community. To assist you with planning your special event and ensure proper use of City property and adequate planning for safe conduct of the activity and the general health and safety of the attendees and/or general public, contact the Marketing and Events Coordinator.

Marketing and Events Coordinator
(805) 688-7529 / specialevents@cityofsolvang.com

WHAT IS A SPECIAL EVENT?

Any temporary organized activity that takes place upon any public property, public right-of-way, sidewalks, parks, or streets in a manner that varies from its current land use or otherwise requires a permit. These events may include, but are not limited to, festivals, athletic events, fundraisers, concerts, public assemblies, or any organized formation, parade, procession, or assembly consisting of persons, animals, vehicles, or any combination thereof, traveling in unison with a common purpose on a public street, highway, alley, sidewalk, or other public right-of-way which does not comply with normal and usual traffic regulations or controls.

By their nature, Special Events require greater planning, review, and permitting from multiple City departments or other governmental agencies to ensure proper use of City property, adequate planning for safe conduct of the activity, and the overall health and safety of the attendees and/or the general public.

WHEN IS A SPECIAL EVENT PERMIT REQUIRED?

A special event permit is required for all special events except those that fall under the freedom of speech/expressive activity category. A person or organization is qualified to apply for a special event permit if they are the special event organizer which is any person, group or organization who conducts, manages, promotes, organizes, aids, or solicits attendance at a special event and has the personal legal capacity and responsibility for the special event and compliance with all permit terms and conditions.

A special event permit is not required for an expressive activity. However, a special event permit is required for expressive activities that include any of the following:

- Erection of fencing, tents, stages, barricades, booths, or other structures.
- Includes the distribution or sale of food, beverages, and/or merchandise.
- Use of electricity.
- The closure of all or a portion of any street or sidewalk.
- Diversion or control of vehicular traffic in order to provide for the safety of participants.
- Special events on private property that utilize city resources.

SPECIAL EVENT DEFINITIONS

Before you get started planning a Special Event with the City of Solvang, please review the following terms that are commonly used in this guide.

City of Solvang Special Events Guide is a policy document containing the rules, regulations, forms and processes for special events that implements the requirements of this chapter. The City of Solvang Special Events Guide is published and approved by the City Manager and adopted by City Council resolution.

Clean-Up Activities are defined as, but not limited to, the proper disposal of waste and garbage throughout the special event, removal of all equipment, booths, signage, fencing, and decorations brought in by the special event organizer or contracted service providers of the special event organizer.

Expressive Activity is defined as conduct, the sole or principal object of which is the expression, dissemination, or communication of opinions, views, or ideas and for which no fee or donation is charged or is required as a condition of participation.

Highway is defined as a public right of way for the purpose of travel or transportation, including California State Route 246 which is maintained and operated by the California Department of Transportation.

Non-Vendor is defined as a person or organization that is not selling or offering to sell any goods, food, beverages, merchandise, or services within a special event venue. (An example of a non-vendor would be a booth passing out informational brochures only).

Public property is defined as any city streets, sidewalks, parking lots, parks, or any other property owned or controlled by the city.

Set-Up Activities are defined as, but not limited to, any equipment, booths, signage, fencing, and decorations brought in by the special event organizer or contracted services of the special event organizer.

Sidewalk is defined as a portion of a street, other than the roadway, set apart by curbs, barriers, markings, or other delineation for pedestrian travel.

Sign is defined as any pennant, flag, banner, inflatable display, or other attention-seeking device.

Special Event is defined as: “Any temporary organized activity that takes place upon any public property, public right-of-way, sidewalks, parks, or streets in a manner that varies from its current land use or otherwise requires a permit. These events may include, but are not limited to, festivals, athletic events, fundraisers, concerts, public assemblies, or any organized formation, parade, procession, or assembly consisting of persons, animals, vehicles or any combination thereof, traveling in unison with a common purpose on a public street, highway, alley, sidewalk, or other public right-of-way which does not comply with normal and usual traffic regulations or controls.”

Special Event Organizer is defined as any person, group or organization who manages, promotes, organizes, hosts, or solicits attendance at a special event and has the personal legal capacity and responsibility for the special event and compliance with all permit terms and conditions.

Special Event Permit is defined as a permit issued under this ordinance.

Special Event Venue is defined as an area or location for which a special event permit has been issued.

Street is defined as a way or place of whatever nature, publicly maintained and open to use of the public for purposes of vehicular travel.

Tax-Exempt Non-Profit Organization is defined as an organization that is exempt from payment of income taxes by federal or state law and which has been in existence for a minimum of three months preceding the date of application for a special event permit.

Vendor is defined as any person who sells or offers to sell, any goods, wares, personal property, food, beverages, merchandise, or services within a special event venue.

THE PERMITTING PROCESS

The special event permit application process has a number of steps that must be completed before approval and event set-up. During the process, the Special Event Coordinator is available to answer questions and provide assistance as necessary to ensure the success of your event and the safety of all attendees.

STEP 1

Email specialevents@cityofsolvang.com or call the Marketing and Events Coordinator at 805-688-7529 to inquire if the proposed date of your event is available.

STEP 2

Submit a [City of Solvang Special Events Application](#) no less than ninety (90) calendar days before the first day of the event and no sooner than one (1) calendar year, along with the Special Event Application non-refundable fee. You can submit the application fee via cash or check to: 411 Second Street, Solvang CA 93463. All checks should be made out to the City of Solvang.

501(c)(3) Non-Profit Organizations:

\$175 – Events requiring limited site or plan review, with no street or parking closures.

\$300 – Events requiring street or parking closures, site/plan reviews, or similar municipal coordination.

All Other Applicants:

\$325 – Events requiring limited site or plan review, with no street or parking closures.

\$500 – Events requiring street or parking closures, site/plan reviews, or other substantial coordination.

STEP 3

Marketing and Events Coordinator will review the application to determine the permit fees and charges that will apply for use of the event venue. The application is also used to determine the additional permits and compliance items that may be required by county, state, and federal agencies. These fees and charges and additional requirements are based on the scope of your event as described in the application.

Visit the appropriate sections of this guide to view descriptions of the additional permits and compliance items that may be required for your event. Please be advised that there may be additional charges for these items.

STEP 4

Once the application review is completed, you will receive notification via email that your date has been secured, and you are on the calendar of events for The City of Solvang. You will also receive a checklist detailing any additional items required.

You are not issued a countersigned special event permit until all fees and charges have been paid in full and any additional permits and compliance items that are required by other county, state, or federal agencies have been received. Payment is due a minimum of thirty (30) days prior to the first day of your event.

Should any event elements change after the original submittal of the Special Event Application, you are required to notify the Marketing and Events Coordinator in writing with an amendment to your application.

Issuance of a Denial Letter

A denial letter indicates that your application is being denied, with reason(s) for denial included in the letter. Some potential denial reasons are listed in this guide under Permit Denial, Revocation, and Appeal Procedure.

PERMIT DENIAL, REVOCATION, AND APPEAL PROCEDURE

The City Manager or their designee shall deny a Special Event Permit Application or revoke a Special Event Permit only if they determine from a consideration of the application and/or other pertinent information that one or more of the following exists:

The Special Event Organizer has knowingly made a false, misleading or fraudulent statement of fact to the City in the application process.

The Special Event Organizer fails to complete the application form after having been notified of the additional information or documents requested.

The Special Event Organizer does not satisfy or fails to meet the requirements of the City of Solvang Special Events Guide which include but are not limited to failing to provide required insurance, indemnity, and/or applicable fees.

The Special Event Organizer has damaged City property and has not paid in full for such damage or has other outstanding and unpaid debts related to a prior special event permit issued by the City.

The City previously received an application to hold another event at the same time and location requested by the Special Event Organizer, or so close in time and place as to cause undue traffic congestion or create an infeasible parking demand or the City is unable to meet the needs for necessary services for both special events.

The concentration of persons, animals, and vehicles at the special event venue is reasonably likely to

prevent proper police, fire, or ambulance services to the event.

The special event venue is reasonably likely to substantially interfere with any construction or maintenance work scheduled to take place on the proposed special event venue or with a previously granted encroachment permit.

The special event is reasonably likely to occur at a time when school is in session at a location adjacent to the school, and the noise created by the activities of the special event would substantially disrupt the educational activities of the school or the ability to transport school age children to and from school.

The size, scope and duration of the proposed special event is not compatible with the special event venue or surrounding neighborhood.

There is insufficient time to plan or organize for the Special Event in a manner that is consistent with how the City permits Special Events and with the needs of public health and safety.

Whenever possible, rather than denying an application based on the above-stated reasons, the City shall request the applicant modify their event.

Should the City Manager or their designee deny an application for the special event permit or revoke a special event permit, the Special Event Organizer for such application or permit may appeal the decision consistent with Title 1, Chapter 6 of the Solvang Municipal Code

MANDATORY MEETINGS

The City's Marketing and Events Coordinator holds meetings throughout the year with event organizers for the purposes of pre-event coordination, post-event evaluation and discussion of special needs or issues unique to the event. These meetings will be coordinated with the event organizer. The number of meetings will depend on the size and scope of your event, whether the event is new or recurring, and/or if there have been issues in the past. The City's Special Event Coordinator will invite representatives from other City departments to these meetings as appropriate. You are encouraged to include appropriate event personnel in these meetings.

FEES, DEPOSITS AND PAYMENT DEADLINES

Special Event Application Fee

This is a non-refundable paperwork processing fee that is due at time of submitting the application. Payment of the application fee does not guarantee that any or all aspects of the application will be approved.

501(c)(3) Non-Profit Organizations:

\$175 – Events requiring limited site or plan review, with no street or parking closures.

\$300 – Events requiring street or parking closures, site/plan reviews, or similar municipal coordination.

All Other Applicants:

\$325 – Events requiring limited site or plan review, with no street or parking closures.

\$500 – Events requiring street or parking closures, site/plan reviews, or other substantial coordination.

Sheriff's Fees

A Santa Barbara County Sheriff's Service Agreement must be filled out for all events that include a parade or involve the distributing or selling of alcohol. The Sheriff's Department will provide a cost estimate for services or waive services if deemed appropriate. Such fees will be paid directly to the City on behalf of the Sheriff's Department. Sheriff fees must be paid no later than thirty (30) days prior to your event.

Vendor Fees

If your special event includes vendors selling or offering to sell any goods, wares, personal property, food, beverages, merchandise, or services each vendor must pay a \$50 vendor fee. The event organizer is responsible for collecting vendor fees and then submitting one payment for all vendors to the City the first business day after the conclusion of event. Non-profit groups and those that hold a current City of Solvang business license are exempt from the \$50 vendor fee. As well as those vendors that are considered a non-vendor. (See definition of a non-vendor).

Cancellation Fee

A refundable Cancellation Fee of \$175 is required at the time of submitting your Special Event Application. This fee covers administrative, and staff time spent on processing, coordinating, and reviewing event details in the lead-up to the scheduled date. The fee will be fully refunded if the event is canceled at least 60 days prior to the scheduled event date or if the event proceeds as planned.

Refundable Damage Deposit

A Refundable Damage Deposit of \$500 is required for all special events and must be paid no later than 30 days prior to the event date. This deposit is intended to cover any potential damage to City property, facilities, landscaping, or infrastructure that may occur as a result of event activities.

Following the event, City staff will conduct an inspection of the event site. If no damage is found and the area is left clean and free of debris, the full deposit will be refunded to the event organizer. If damage, excessive cleaning, or repairs are required, the cost of those services will be deducted from the deposit. Any remaining balance will be refunded, and if costs exceed the deposit amount, the event organizer will be billed for the difference.

Failure to submit the damage deposit by the required deadline may result in the revocation of your event permit.

Turf Area Use Fee

A Turf Area Use Fee of \$125 per day will be required for any event utilizing the grass areas of Solvang Park. This fee helps offset the costs associated with increased wear and tear on the turf, as well as any additional maintenance or restoration work needed to keep the park in good condition for the community and future events.

The fee applies to any event that involves activities, equipment, structures, or high foot traffic on the park's lawn areas. Depending on the size and scope of your event, the City may also require the use of protective ground coverings (such as turf mats) to further minimize turf damage.

City Maintenance Crew Assistance Fee

If Maintenance is deemed a requirement during your set-up, event hours, or breakdown, you will be charged at a rate of \$100 per hour per person with a minimum of a two-hour charge per person. For assistance needed at events held outside of normal business hours, a four-hour staff time minimum shall apply. You will receive an estimate of the anticipated costs for staff time prior to the issuance of your permit.

City Administration Assistance Fee

A City Administration Assistance Fee may be assessed for special events that require significant additional coordination, oversight, or administrative support from City staff beyond the standard application review process. This fee helps cover the staff time involved in providing extra services.

The need for this fee will be evaluated during the application review process, based on the size, complexity, and specific requirements of the event. If applicable, the event organizer will be notified in writing, and the fee amount will be outlined prior to permit approval.

All Other Staff Assistance Fees

In addition to the fees outlined in this application, any other staffing costs associated with the support of your event will be charged according to the City's current adopted Fee Schedule. The type and level of staff support required will be determined by the City based on the size, scope, and operational needs of your event.

For the most up-to-date information on applicable hourly rates and service fees, please refer to the City of Solvang's current adopted Fee Schedule, available on the City website or upon request from the Events Division

RULES AND REGULATIONS

Accessibility Requirements

As an event organizer, you are required to comply with all city, county, state and federal disability access requirements applicable to your event. All temporary structures, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. Disability access may include parking, restrooms, clear paths of travel, transportation, signage, accessible vendors, and booths. As an organizer, you may choose not to allow pets at your event. In these cases, accommodations must be made for service animals in accordance with the Americans with Disabilities Act. For more information, please visit: [Service Animals and the ADA](#).

Alternate Transportation

The City requires all event organizers to advertise in any of their electronic media or printed event materials for the Santa Ynez Valley Transit as an alternative transportation option in order to ease the congestion and parking issues that occur when people drive their vehicles to an event. Also, other alternative transportation options should be encouraged which include carpooling, ridesharing, or encouraging people to walk, bike or take other forms of public transportation. Additionally, providing a shuttle service, offsite parking locations and dedicated drop-off and pick-up areas for rideshare drivers are strongly encouraged to lessen traffic congestion around your event.

Alcohol Requirements

If you plan to sell or distribute alcoholic beverages at your event, you will be required to obtain a permit from the State of California Department of Alcoholic Beverage Control (ABC). ABC requires an endorsement of their application from local law enforcement and approval from the property owner (the City) before issuing such a permit. Please see below for other requirements when selling or serving alcohol.

- Obtain a [Daily License Application](#) from the Alcohol Beverage Control (ABC). For information and licensing procedures visit: [ABC Information](#).
- At least one person serving alcohol in each conditioned area must be Responsible Beverage Service Training (RBS) trained and certified. This person must be present at the event and actively oversee the alcohol service for the entire duration of the event. The State of California Alcohol Beverage Control (ABC) offers a free RBS Training which can be found here: <https://www.abc.ca.gov/education/rbs/>
- Indicate the designated conditioned area(s) on your site plan and include the dimensions of area(s) and mark the entrances and exits.
- Provide fencing for your conditioned area(s). Must include the appropriate number of emergency exits as determined by Santa Barbara County Fire Department.
- Check the identification of all persons entering such areas. Only those 21 years and older are allowed to consume alcohol. Must clearly identify those who are over 21 with a wristband or hand stamp.

- “No alcohol beyond this point” signage at the exits.
- Use of glass beverage bottles and cups is prohibited.
- Alcohol service to stop 30 minutes before the end of an event.
- Security is required when alcohol is served. Depending on the event, this may include City-approved private security and/or Sheriff’s Department services. Security must be present 30 minutes before alcohol service begins and remain for 30 minutes after service ends. If private security is required, the City’s Marketing and Events Coordinator will coordinate directly with the contracted security vendor.

Amplified Music and Sound

Amplified Music/Sound and/or Live Musical Performances during a special event are restricted to the hours of eight (8:00) am to nine (9:00) pm. Amplified Music/Sound and/or Live Musical Performances will not be allowed when there are competing uses in the same area.

Cancellations

All cancellations must be emailed to the Marketing and Events Coordinator at specialevents@cityofsolvang.com. The permit application fee is non-refundable and non-transferable. Since most special events require months of pre-planning, we expect applicants to give prior consideration to the time of year chosen and to plan for the event to occur “rain or shine.”

Cancellations due to inclement weather for outdoor events will have applicable fees waived, provided the cancellation notice is submitted promptly. This policy is intended to offer flexibility while protecting both event organizers and City resources.

Clean-Up Activities

As an event organizer, you must ensure the proper disposal of waste and garbage throughout the term of your event, and immediately upon conclusion of the event, the area must be returned to a clean condition which includes but is not limited to, removal of all equipment, booths, signage, fencing, and decorations brought in by the special event organizer or contracted service providers. A cleaning crew, staffed with your organization’s personnel or volunteers, is required to clean during and at the end of each day of an event. Depending on the size and impact of your event, you may be required to hire a professional cleaning company to clean the streets, sidewalks, landscape areas or parking lots. The event area must be cleaned to the satisfaction of the City.

Compliance with the Law

Event Organizers and participants in special events must comply with all applicable laws, ordinances and regulations adopted or established by Federal, State or local government agencies or bodies.

Interference with a Special Event Prohibited

It is unlawful for any person to willfully interfere with or disrupt a special event. SMC 8-9-10.

SPECIAL EVENT STANDARDS

The following standards shall apply to all issued special event permits

Duration/Number of Days

The maximum duration of a special event shall be three (3) consecutive days, including time for set-up activities and clean-up activities.

Repetitions

Any one (1) special event organizer shall be limited to two (2) special event permits per calendar year.

Duration/Hours

Special events may occur between the hours of seven (7:00) am and ten (10) pm, including set-up activities and clean-up activities, but public attendance at a special event shall be limited to the hours between eight (8:00) am and nine (9:00) pm.

Frequency

Special events that close city streets must have a minimum of two (2) weeks between the special events.

Usage of Solvang Park

Special events shall not occupy more than seventy-five percent (75%) of Solvang Park including the picnic benches, so that non-event participants can concurrently use the park.

Variations

The City Manager or their designee may grant variations from these standards if the following findings are made:

- The variation is required due to a special circumstance applicable to the special event that does not create a public health and safety issue.
- The variation will not conflict with the intent and purpose of this guide or any applicable ordinances and policies.
- The special event organizer agrees to comply with all additional conditions imposed by the City Manager or their designee in granting variations from these standards.

Use of Stakes

To protect turf and irrigation, the use of stakes to anchor tents, canopies, inflatable bouncers, stages, etc. is strictly prohibited. If you are planning to have anything that needs to be anchored down, please plan accordingly. Exceptions to this policy may be granted under certain conditions.

PERMITS AND COMPLIANCE ITEMS

There are a number of different special event-related permits that may be required in conjunction with a dually countersigned special event permit. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permits. The City of Solvang maintains sole discretion to determine the required permits for the proposed venue and/or components of your event. Below is a list of the most common permit types you may be required to obtain. Your special event permit will list any supplemental permits and provisions that will be required. These permits and compliance items must be received no later than thirty (30) days prior to your event before the issuance of your countersigned special event permit.

Indemnification Requirements

Event Organizers agree to indemnify, hold harmless and defend the City of Solvang, its Council and all of its officers, agents, members of its commissions, volunteers and employees from and against any and all liabilities, damages, judgments, actions, costs, claims and expenses, including legal fees, on account of personal injury or death or damage to or loss of property arising out of or resulting from, in any way, any act or omission, negligence, fault or violation of law or ordinance of the Event Organizer, of its representatives, employees, agents, subcontractors, patrons, vendors, or invites or any other person entering the special event venue with implied or express permission of the Event Organizer or its representatives in connection with the use of City property permitted under this Agreement or adjacent properties. Event Organizer shall give to the City prompt and timely written notice of any claim made or suit instituted coming to its knowledge which may in any way directly or indirectly, contingently or otherwise affect either the City or Event Organizer related to, arising out of, or resulting from in any way the Event Organizers use of City property under this Agreement or use of adjacent properties, and both parties shall have the right to participate in the defense of same to the extent of its own interest. Approval of insurance policies by the City shall in no way affect or change the terms and conditions of this indemnity

Insurance Requirements

All event organizers must provide insurance coverage that is maintained for the duration of the event including set-up and dismantle dates not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

General Liability Insurance

General liability policies shall provide or be endorsed to provide that the City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Commercial General Liability

Commercial general liability insurance with coverage at least as broad as in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. Any endorsement restricting standard ISO insured contract language will not be accepted.

Waiver of Subrogation

All insurance coverage maintained or procured pursuant to the Special Event Application shall be endorsed to waive subrogation against the City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Event Organizer or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. The Event Organizer hereby waives its own right of recovery against the City and shall require similar written express waivers and insurance clauses from each of its vendors.

Primary/Non-Contributing

Coverage provided by Event Organizer shall be primary, and any insurance or self- insurance procured or maintained by the City shall not be required to contribute to it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance policies shall include or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance or self- insurance shall be called upon to protect it as a named insured.

Duration of Coverage

The Event Organizer shall procure and maintain for the duration of the event, insurance against claims for injuries to persons or damages to property, which may arise from the use or occupancy of any public property and adjoining property. The City reserves the right to require additional lines of insurance, such as:

Automobile Liability Insurance

Event Organizer shall maintain automobile insurance covering bodily injury and property damage for all activities of the Event Organizer arising out of or in connection with the event, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Third Party Insurance

If Event Organizer contracts with a third-party service provider (e.g., caterer), Event Organizer will require the service provider to procure and maintain at its sole cost and expense comprehensive general liability insurance in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, and if applicable, liquor liability coverage in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, or other lines of coverage the City requires. Both The City of Solvang and Event Organizer shall be endorsed as additional insureds.

Liquor Liability Insurance

Event Organizer shall maintain full liquor liability insurance coverage in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate.

Workers' Compensation Insurance

Event Organizer shall maintain workers' compensation insurance (statutory limits) and employer's liability insurance (with limits of at least \$1,000,000). Event Organizer shall submit to the City along with the certificate of insurance, a waiver of subrogation endorsement in favor of the City, its officers, agents, employees, and volunteers.

Notice of Cancellation of Insurance

Event Organizer agrees to oblige its insurance agent or broker and insurers to provide The City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

The Event Organizer agrees to oblige its insurance agent or broker and insurers to provide the City with thirty (30) day notice of any change of coverage or limits.

Acceptable Insurers

All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by City.

Enforcement of Agreement Provisions (Non-Estoppel)

Event Organizer acknowledges and agrees that any actual or alleged failure on the part of the City to inform Event Organizer of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder Requirements Not Limiting.

Requirements of specific coverage features, or limits contained in this section, are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all-inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Event Organizer maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by Event Organizer. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to the City and approved of in writing.

Right to Revise Specifications

The City reserves the right at any time during the term of the event to change the amounts and types of insurance required by giving the Event Organizer at least thirty (30) days' advance written notice of such a change.

However, the City reserves the right to give less than thirty (30) days' notice if the City first becomes aware of an issue and needs to change the amounts and types of insurance within thirty (30) days of the scheduled event.

Timely Notice of Claims

Event Organizer shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Event Organizers use or occupancy of the special event venue and adjoining property, and that involve, or may involve, coverage under any of the required liability policies.

Notification of Event

Should your event require the closure or restriction of any public right-of-way, such as a sidewalk, alley, or street, you will be required to inform the public, including businesses and residences, within 500 feet of any closure or restriction at least two weeks prior to the event. The notification should include such details as the name of the event, the name and number of the event organization and/or applicant and the event coordinator (if applicable), the hours of the event and a description of the type of impacts the residents and businesses may experience. Notification must be approved by the Marketing and Events Coordinator before distribution.

Medical Plan

Medical plans must include a detailed plan of first aid and medical stations. Please include the locations of such stations on the site map. Please list the types of services that will be provided and the staff/volunteers' names and contact numbers.

Parades

The City has pre-approved routes you will be required to use and are listed on the application. Please indicate which route you are requesting. The Public Works Director and the Sheriff's Department must approve any such request. The following is also required for parades.

- A Caltrans Encroachment Permit is required for routes that use Mission Dr/Highway 246. Caltrans Encroachment Permits will be handled by the Director of Public Works.
- The Sheriff's Department will provide an estimate for services to monitor the parade route. Such costs will be paid directly to the City on behalf of the Sheriff's Department. Sheriff fees must be paid no later than thirty (30) days prior to your parade.
- Event Organizer **MUST** provide volunteers to assist with traffic control. Volunteers must be adults, or if minors, must be accompanied by an adult at all times. The Public Works Department will let you know the number of volunteers required. A list of the names of volunteers along with their contact details and assigned shifts is mandatory and must be submitted to the City a minimum of a week prior to your parade. If the required volunteer list is not received and/or failure of volunteers report to assigned post prior to parade, this may result in cancellation of the parade and/or shortening of parade route. Parades that start late or run overtime will incur additional costs.
- A street sweeper must be contracted to clean the route immediately following the conclusion of the parade when animals are included as part of the parade or is deemed necessary by the City.

Parade Float Participants

All parade float participants must adhere to the City of Solvang's established safety and conduct requirements. These rules are mandatory to protect riders, operators, and spectators; prevent accidents; and ensure a safe, family-friendly environment. Compliance with supervision ratios, behavior standards, and float construction guidelines is required for participation in the parade.

- Participants must complete and submit a signed Parade Float Participant Hold Harmless Agreement prior to the event.
- Riders must remain seated or in a secured position while the float is in motion, no climbing on or off floats during the parade route.
- All decorations and materials must be securely fastened to prevent hazards.
- Float operators must be at least 18 years old and hold a valid driver's license.

Adult Supervision

Children participating on floats must be accompanied by an adult as follows:

- Ages 10 and under: Minimum of one (1) adult for every five (5) children.
- Ages 10 and older: Minimum of one (1) adult for every ten (10) children.

The City reserves the right to modify these supervision ratios at any time based on safety considerations, event size, or other operational needs.

Equine Staging Requirement

If equine are included as part of the parade float entries, the event organizer may be required to reserve Lot 72 for equine staging, depending on the number of animals involved, to ensure the safety of animals, riders, and other float entries.

Portable Toilet Contract

Depending on the size of your event, its duration, and whether food and/or beverages are served, you may be required to provide portable toilets at the rate of one chemical toilet for every 150 - 250 expected attendees. Please note that at least 10% of the toilets must be handicapped-accessible. Some events may be required to service their toilets during the day, depending on the volume of people and the duration of the event. Please keep in mind that permanent bathrooms on site are not factored in when determining the number of restrooms needed. Permanent restrooms are intended for the normal activity of public spaces and hours of operation and are not intended to accommodate public events. A copy of a contract from the portable toilet vendor, including delivery and pick-up times that fall within the permit period, must be provided two weeks prior to your event as proof of compliance.

Professional Cleaning Contract

Cleaning during and after an event by a professional company may be required for events, if determined by City staff that there is past history of poor cleanup and/or use of event staff and volunteers was insufficient to accomplish the task successfully. Requirements for professional services may include the following:

- Pickup of any overflowing trash from trash/recycle containers (cardboard event boxes and permanent trash/recycle receptacles) within the event area.
- Thorough clean-up of any residual trash/litter from event area, including all streets sidewalks, gutters, drain inlets, catch basins and planters.
- Power washing with a water collection system (if required). A copy of a contract from the cleaning company must be provided one week prior to your event as proof of compliance.

A copy of a contract from the professional cleaning company, including delivery and pick-up times that fall within the permit period, must be provided one week prior to your event as proof of compliance.

Should you fail to perform adequate cleanup, or damage occurs to City of Solvang property and/or facilities due to your event, you will be billed at full recovery rate plus overhead for cleanup and repair.

Mobile Food Facility Permit – Santa Barbara County Public Health

All mobile food vendors participating in events must operate with a valid Santa Barbara County health permit. Approved vehicles and food carts will display a current permit decal indicating the month and year of expiration, either on the vehicle or on the side of the cart.

A health permit is not required for vendors operating within a space of 25 square feet or less and selling only prepackaged, labeled, non-potentially hazardous food items, such as uncut whole produce, prepackaged chips, sodas, popsicles, or candies.

- Applications must be submitted at least eight (8) weeks prior to the planned event date.
- Download the application at: <https://www.countyofsb.org/2035/Mobile-Food-Commissaries>
- A signed and completed application must be dropped off in person to Santa Barbara County Environmental Health Services.

Temporary Food Facility (TFF) Permit – Santa Barbara County Public Health

If your event will include the sale or distribution of food or beverages, the Event Organizer is responsible for submitting a completed Temporary Food Facility (TFF) Permit Application to the Santa Barbara County Public Health Department

- Applications must be submitted at least two (2) weeks prior to the event date.
- Download the application at: Inspection.Services@sbcfire.com

A signed and completed application must be dropped off in person to Santa Barbara County Environmental Health Services.

Special Event Permit – Santa Barbara County Fire Department

The Santa Barbara County Fire Department requires a Special Event Permit Application for any organized public event that may involve crowds, temporary structures, or other public safety considerations.

- Applications must be submitted at least eight (8) weeks prior to the planned event date.
- Download the application at: <https://sbcfire.com/special-events-carnivals-fairs-and-festivals/>
- Email completed application to: Inspection.Services@sbcfire.com and cc the City of Solvang at: specialevents@cityofsolvang.com

Tent Permit – Santa Barbara County Fire Department

- A Tent Permit is required if your event includes any of the following:
- A single tent with walls exceeding 400 square feet
- A tent without walls exceeding 700 square feet
- Multiple tents with a combined area over 700 square feet
- Open flames are strictly prohibited inside tents.

The permit application applies to tents, canopies, and other temporary membrane structures. Applications must be submitted at least two (2) weeks prior to event date. Download application at: <https://sbcfire.com/tents-and-membrane-structures/>. Email completed application to: Inspection.Services@sbcfire.com and cc the City at: specialevents@cityofsolvang.com

Site Plan

The site plan you include with your special event application is a visual representation of all the infrastructure and operational event elements that you describe throughout your application.

This is required of all events. All events are required to provide a rough event site plan and/or route map with the special event application in order for the Special Events Coordinator to set fees and requirements correctly. The final site plan/route map must be provided one month prior to your event. The site plan must show the total dimensions of the event footprint, and all items placed inside the footprint, including but not limited to:

- Tent Structures
- Stages
- Canopies
- Generators
- Tables
- Bleachers
- Medical Station
- Food, Merchandise, and Information Booths
- Beer/Wine Garden(s)
- Fence around the conditioned area
- Equipment/vehicle parking areas
- Kids' Activities (Inflatables, Face Painter etc.)
- Sheriff Placement
- Interior and perimeter fencing, with dimensions
- Portable Toilets
- Trash Cans
- Dumpsters
- Storage Trailers
- Light Towers

Traffic Control Plan

All traffic control must be in accordance with the California Manual on Uniform Traffic Control Devices and must also highlight volunteers and police personnel where appropriate. Should your event require the closure or restriction of any public right-of-way, such as a sidewalk, alley, or street, you must submit a traffic control plan with your application.

Trash/Recycling Contract

Events are responsible for providing an adequate number of trash cans and recycling containers throughout the event site. For events expecting 300 or more attendees, at least one trash dumpster may be required, and a recycling dumpster may also be necessary if significant recyclables (such as cardboard or beverage containers) are generated.

Waste Management (WM) is the City of Solvang's exclusive waste hauler and offers a wide variety of trash and recycling receptacles to meet your event needs. Please contact them directly to schedule services and determine the appropriate container types and quantities. You may book online at www.dumpster.com or contact WM's Public Sector Manager, Jessica McGinnis, at (805) 275-9965 for assistance.

Vendor Agreement & Liability

All vendors are required to sign and submit the City's Vendor Hold Harmless Agreement prior to participating in any event. This agreement ensures that vendors accept responsibility for their operations and indemnify the City from liability.

Vendors must provide a current Certificate of Insurance with the City of Solvang listed as an additionally insured party. Insurance coverage must meet minimum requirements as listed on page 11.

All vendors must pay the City's established Special Event Vendor Fee prior to participation. Vendors operating as a registered 501(c)(3) or other recognized nonprofit organization, or who currently hold a valid Solvang Business License are exempt from this fee.

Any vendor conducting retail sales must obtain and maintain a valid California Seller's Permit.

Vendors are individually responsible for reporting and remitting applicable sales taxes to the California Department of Tax and Fee Administration (CDTFA).

For additional guidance, visit the CDTFA website: <https://cdtfa.ca.gov/industry/temporary-sellers/>

Event organizers are required to submit a complete list of all participating vendors to the City of Solvang Marketing and Events Coordinator no later than the first day of the event.

This list must include:

- Business name and contact information.
- Seller's permit number (if applicable).
- Proof of insurance.
- Confirmation of fee payment or exemption.

Vendors who fail to comply with the above requirements may be denied participation in the event. Event organizers are responsible for ensuring all vendors meet City requirements. The City reserves the right to conduct spot checks during events to verify compliance.



CITY OF SOLVANG SPECIAL EVENT APPLICATION

Applicant Name: _____

Legal Name/ Event Organization: _____

If Non-Profit, Tax ID #: _____

Name of Event: _____

Date(s) of Event: _____

Primary Contact: _____

Primary Contact Phone Number: _____

Primary Contact Email Address: _____

Mailing Address: _____

Event Website: _____

TYPE OF EVENT

Auto Show

Bike Ride Walk / Run

Athletic Event

Festival / Carnival

Concert / Performance Parade

Other

EVENT TIMES

SET-UP

Day/Date - Day 1: _____

Setup Times: _____

Event Day/Date - Day 1: _____

Event Times: _____

Event Day/Date - Day 2: _____

Event Times: _____

Event Day/Date - Day 3: _____

Event Times: _____

BREAKDOWN

Day/ Date - Day 3: _____

Breakdown Times: _____

ANTICIPATED ATTENDANCE

Anticipated # of event personnel per day (vendors, staff, volunteers working the event): _____

Anticipated # of event attendees/spectators per day: _____

Grand total of anticipated # of people per day: _____

TRAFFIC CONTROL

Requesting to close a city street and/or public area for event? Yes ___ No: ___

List all streets and/or public areas and describe what will be set up in those areas. A city street map highlighting requested areas is mandatory.

Your street closure will require a contract with the Sheriff Department and/or City Maintenance Staff for traffic control service plans and proper placement of traffic control devices (TCD). All events will need to submit a traffic control plan. Please give details below on your plans for traffic control. You may submit in a separate document if necessary.

DETAILS OF YOUR EVENT

Will there be selling and/or informational vendors at your event? Yes: ___ No: ___

of Vendors selling food only: _

of Vendors selling merchandise/services only: _____

of Non-Vendors passing out information only (no vendor fee required): _____

Will there be kid activities at your event? Yes: ___ No: ___

of Inflatable Bouncer Houses/Slides: ___ Dimensions: _____

How will they be weighted _____

Will there be a rock climbing wall? Yes: ___ No: ___ Height: _____

Will there be amplified music or announcements during your event? Yes: ___ No: ___

Will there be any entertainment features, musical, comedy etc. in your event? Yes: ___ No: ___

Any additional elements unique to your event but not asked above? Yes: ___ No: ___

Describe: _____

TRASH / RECYCLING

Contract with Waste Management for trash/recycling needs? Yes: _____ No: _____

How many? Trash Cans: _____ Dumpsters: _____ Recycling Containers: _____

PORTABLE TOLIETS

Contracting with a portable toilet vendor? Yes: _____ No: _____

Company: _____

How many? Regular: _____ ADA: _____

Load-in Day & Time: _____ Load-out Day & Time: _____

Service Times: _____

MEDICAL STATION

Medical station to be staffed by event staff/volunteer? Yes: _____ No: _____

First Aid/CPR Certified? Yes: _____ No: _____

First aid station to be staffed by professional medical provider? Yes: _____ No: _____

Company: _____

PARKING AND ALTERNATIVE TRANSPORTATION

Using nearby free parking lot(s)? Yes: _____ No: _____

Is there a shuttle plan? Yes: _____ No: _____

Describe:

Will there be other alternative transportation? Yes: _____ No: _____

Describe:

FOOD / BEVERAGE VENDORS

Will food and/or non-alcoholic beverages be prepared at this event? Yes: _____ No: _____

of expected vendors: _____

Will liquid propane gas (LPG), open flames, or generators be used? Yes: _____ No: _____

ALCOHOL SERVICE

Will you be serving or selling alcoholic beverages at your event? Yes: _____ No: _____

What type of alcohol are you planning to serve? ___ Beer ___ Wine

How will IDs be checked?

What is the maximum number of drinks allowed per person? _____

How will this be monitored?

What materials are you planning to use as a perimeter of the beer/wine garden conditioned area?_

What will the dimensions of the beer/wine garden conditioned area be? _____

How will the beer/wine garden conditioned area be monitored?

PARADES

Does your event include a parade?

Route A: Begins at Veteran’s Memorial Building. Right on Mission Drive, Left on Fourth Place, Left on Copenhagen Drive, Left on Alisal Road, Right on Mission Drive, returning to Veteran’s Memorial Building Parking Lot.
15 volunteers required - Caltrans Encroachment Permit WILL be required.

Route B: Begins at Veteran’s Memorial Building. Right on Mission Drive, Left on Atterdag Road, Left on Copenhagen Drive, Left on Alisal Road, Right on Mission Drive, returning to Veteran’s Memorial Building Parking Lot.
10 volunteers required - Caltrans Encroachment Permit WILL be required.

Route C: Route to be determined by City Staff based on the size/scope of parade.

SITE PLAN

To ensure your application is reviewed promptly, please attach your site/route plan depicting the proposed layout for your event. Please refer to the Special Event Guide for details of what should be included in your site/route plan on page (seventeen) 17.

TENTS

Does your event include a tent, canopy, or temporary membrane structure? Yes: _____ No: _____

How many? _____ Tents and canopies require Santa Barbara County Fire Department approval



**CITY OF SOLVANG
AFFIDAVIT OF SPECIAL EVENT APPLICATION**

I certify that the information contained in the forgoing application is true and correct to the best of my knowledge and that I have read, understood, and agree to abide by the guidelines governing the proposed Special Event under the City of Solvang Municipal Code. I understand that this application is subject to the rules and regulations established by the City Council and/or the City Manager or their designee. I agree to comply with all other requirements of the City, County, State, Federal, and any other applicable entity, which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Event Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Solvang and contracted services.

I agree to all conditions stated in the Special Event Guide and Application:

Legal Name of Organization: _____

Applicant Signature: _____

Print Name: _____

Title: _____

Phone: _____

Email: _____

**CITY OF SOLVANG
VENDOR HOLD HARMLESS AND AGREEMENT NOT TO SUE**

Name of Event: _____

Date(s) of Event: _____

Primary Contact: _____

Primary Contact Phone Number: _____

Primary Contact Email Address: _____

I, _____ (FULL NAME), fully understand that my participation in the _____ (hereinafter "event") exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue the City of Solvang for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event from whatever cause, including the active or passive negligence of any participants in the event. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision.

In consideration for being permitted to participate in the event, I hereby agree, for myself, my heirs, administrators, executors, and assigns, that I shall indemnify and hold harmless the City of Solvang from any and all claims, demands actions or suits arising out of or in connection with my participation in the event.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Applicant Signature: _____

Date: _____

SANTA BARBARA COUNTY SHERIFF'S SERVICE DEPARTMENT AGREEMENT

The below named applicant and/or event organization hereby agrees to have the Santa Barbara County Sheriff's Department provide Police Security/Traffic Control on the following date and time, at the following event and location:

NAME OF APPLICANT / CONTACT: _____

APPLICANT ADDRESS: _____

EVENT ORGANIZATION: _____

TYPE OF EVENT/SERVICE NEEDED: _____

ESTIMATED ATTENDANCE: _____

LOCATION: _____

DAY / DATE: _____

TIME OF SERVICE: FROM: _____ TO: _____

ALCOHOL SERVED/SOLD YES: _____ NO: _____ FROM: _____ TO: _____

I further understand that this is not an agreement to rent any buildings or equipment, but only an agreement to provide a police service. Deputies will start one-half hour prior to serving alcohol and/or before the start of the event and finish one-half hour after the conclusion of the event, except when additional time is required by activities related to the event. Payment for police service fees must be received by the City of Solvang, 30 days prior to the event, or upon reservation if made less than 30 days before the event. Police services cannot be guaranteed if received less than 5 days prior to the event.

Note: A minimum of two (2) deputies is required for an event, each working a minimum of three (3) hours, for a total of (6) hours minimum.

I understand that I must contact the City of Solvang and meet all terms and conditions for this event.

A copy of this agreement must be returned to the City for billing purposes. The Sheriff's Department requires a 48-hour notice of cancellation to avoid fees.

I certify that I have read, understand, and agree to this contract agreement, and the answers given herein are true and complete to the best of my knowledge.

APPLICANT SIGNATURE: _____ DATE: _____

-----SHERIFF'S DEPARTMENT-----

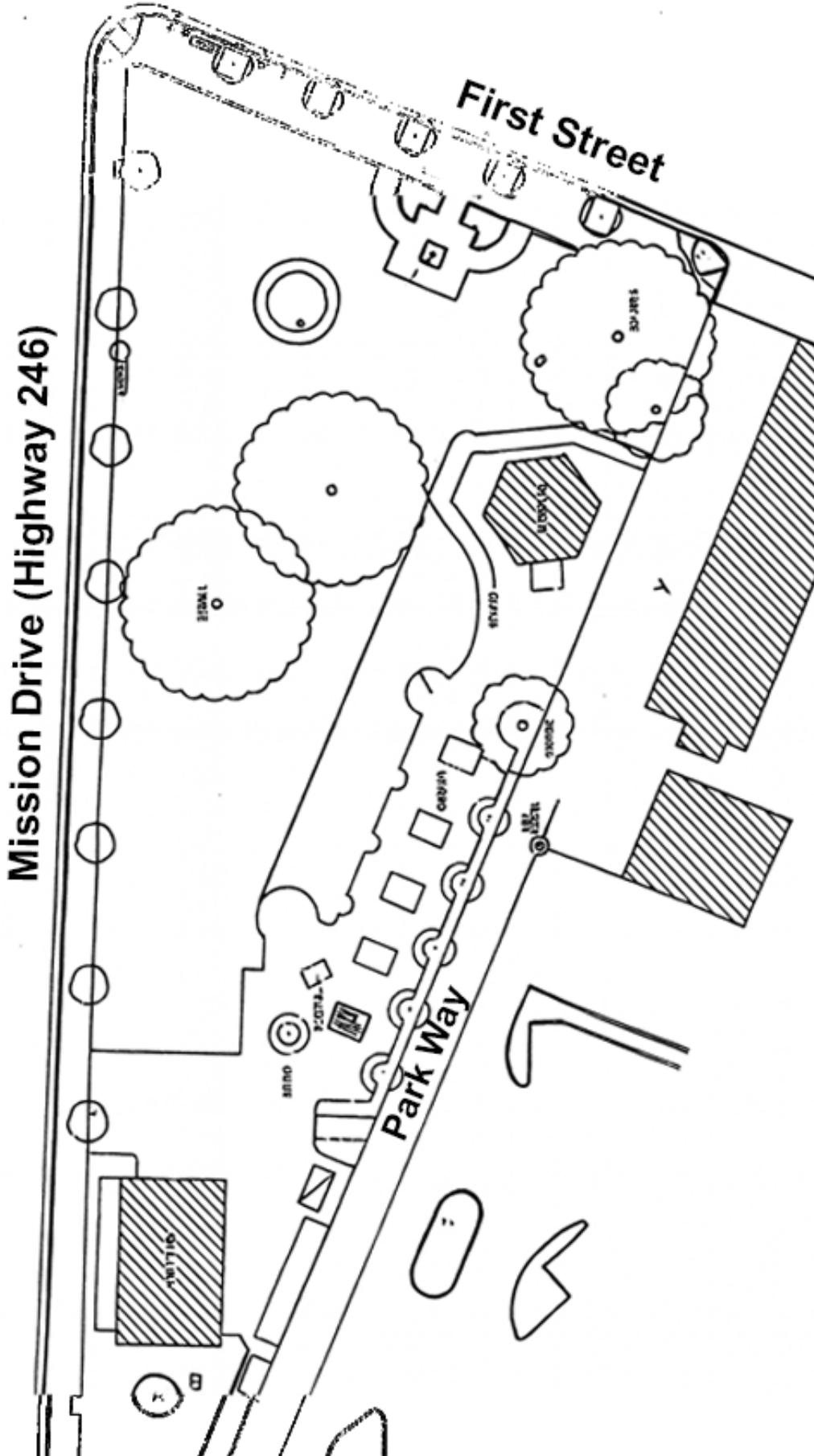
NUMBER OF DEPUTIES: _____ x _____ HOURS PER DEPUTY = _____ TOTAL HOURS

TOTAL HRS OF DEPUTIES: _____ HRS x \$ _____ /HRS = _____ TOTAL DUE

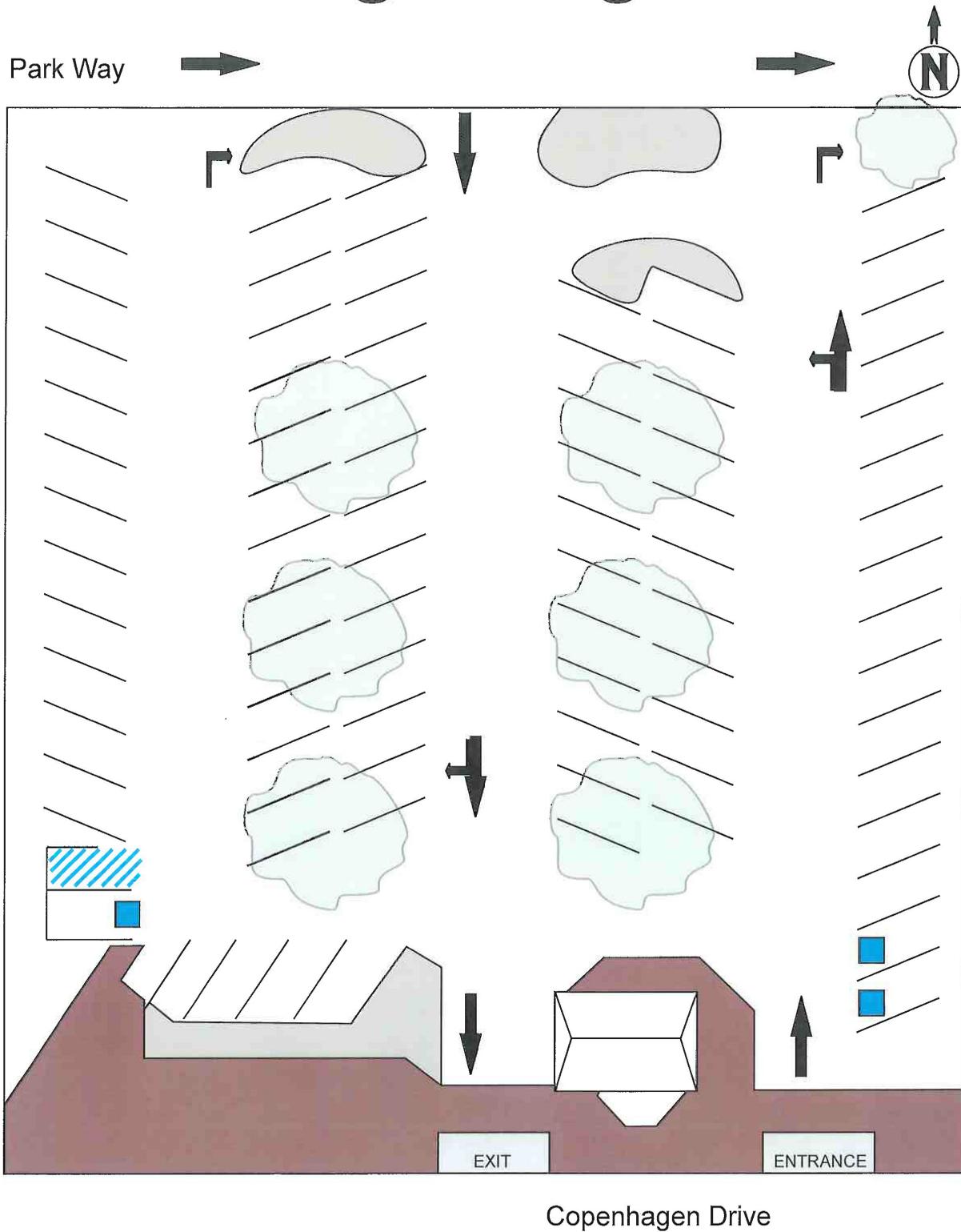
SIGNATURE: _____ TODAY'S DATE: _____

RETURNED TO SOLVANG CITY BY: _____ DATE: _____

SOLVANG PARK MAP



Solvang Parking Lot 2





CITY COUNCIL STAFF REPORT

Agenda Item 6.d

Meeting Date: September 22, 2025

SUBJECT: August Report on Santa Ynez Valley Transit Ridership

PREPARED BY: Randy Murphy, City Manager

DISCUSSION:

The City of Solvang contracts with Roadrunner Management Services, Inc. (Roadrunner) to oversee its transit operations. Roadrunner provides monthly reports to inform the City of transit ridership and other information. Staff has recently begun to provide these reports to Council for full transparency.

RECOMMENDED MOTION:

"I move to receive and file the August Report on Santa Ynez Valley Transit Ridership."

ALTERNATIVES:

None

FISCAL IMPACT:

None

ATTACHMENTS:

- A. SYVT Monthly Summary Letter
- B. August Dial-A-Ride Ridership and Productivity Report
- C. August Fixed Route Ridership and Productivity Report



Roadrunner Management Services, Inc.

95 Dawson Drive
Camarillo, CA 93012
(805) 389-8196

Randy Murphy
City Manager
City of Solvang
411 Second St.
Solvang, CA. 93463

August 31, 2025

Subject: August 2025 Monthly Report

Dear Randy,

During the month of August, the On-Time Performance for the SYVT Fixed Route System was 97.4%, Los Olivos loop 100%, and the Dial-a-Ride Service had an On-Time Performance of 97.4%. As for the ridership, the Fixed Route had 3588 riders in the month of August with a total of 214 transfers, 115 bikes and 3 wheelchair lift assists. Los Olivos loop had 59 transfers, 36 bikes and 0 wheelchair lift assist. Dial-a-Ride had 98 Solvang passengers, 100 Buellton Passengers, and 26 County passengers totaling 224 passengers with 72 wheelchair lift assists.

In comparing prior month's ridership and year to year

SYVT Ridership		
	Fixed Route	Dial-A-Ride
July 2025	3467	204
August 2025	3588	224
August 2024	4588	190

There were no accidents in the month of August involving an SYVT vehicle. During the month we had no employee separation, and 2 new drivers were hired. Roadrunner Management Services emphasizes providing outstanding customer service along with safe and reliable transportation to the residents in the Santa Ynez Valley.

Sincerely,

Dominick Perez

General Manager
Roadrunner Management Services, Inc.



SYVT

Dial-A-Ride Data Analysis Report

Aug-25

29 Service Days

	Current Month	Current Quarter	FY 25-26
Ridership			
S-Cash	28	67	67
S-Ticket/Pass	50	93	93
S-Free	20	37	37
Solvang Passengers	98	197	197
S W/C Lift Deployment	29	54	54
B-Cash	15	24	24
B-Ticket/Pass	74	139	139
B-Free	11	18	18
Buellton Passengers	100	181	181
B W/C Lift Deployment	36	56	56
C-Cash	0	1	1
C-Ticket/Pass	26	48	48
C-Free	0	1	1
County Passengers	26	50	50
C W/C Lift Deployment	7	15	15
Ridership Totals			
Total Revenue Passengers	224	428	428
Total W/C Lift Deployment	72	125	125
Miles and Hours			
Total Billed Revenue Hours	203.37	392.83	392.83
Total Deadhead Hours	16.50	32.03	32.03
Total Hours	219.87	424.87	424.87
Total Revenue Miles	762	1,616	1,616
Total Deadhead Miles	179	382	382
Total Miles	941	1,998	1,998
SYVT DAR Performance Indicators			
DAR Passengers per RVS Mile	0.29	0.27	0.27
DAR Passengers per RVS Hour	1.10	1.09	1.09
On-Time Performance	97.40%	97.10%	97.10%

Week Start End	1 Aug-1 Aug-3	2 Aug-4 Aug-10	3 Aug-11 Aug-17	4 Aug-18 Aug-24	5 Aug-25 Aug-31			Total
Cash	5	12	11	7	8			43
Pass	9	35	25	43	38			150
Free	4	8	7	4	8			31
Passenger Totals	18	55	43	54	54			224
W/C Lift Deployments	4	19	15	13	21			72

Day	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Sundays	Total
Cash	3	2	4	2	2	1	29	43
Pass	14	7	28	26	37	6	32	150
Free	0	2	2	0	0	0	27	31
Passenger Totals	17	11	34	28	39	7	88	224
W/C Lift Deployments	11	2	19	10	2	0	28	72

Cash	Pass	Free	Total	W/C Lift
19%	67%	14%	100%	16%

Passengers Per RVS Mile 0.29
 Passengers Per RVS Hour 1.10

Week Start End	1 Aug-1 Aug-3	2 Aug-4 Aug-10	3 Aug-11 Aug-17	4 Aug-18 Aug-24	5 Aug-25 Aug-31			Total
Cash	4	8	9	2	5			28
Pass	2	9	9	18	12			50
Free	3	6	4	2	5			20
Passenger Totals	9	23	22	22	22			98
W/C Lift Deployments	3	7	8	5	6			29

Day	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Sundays	Total
Cash	2	1	4	0	1	0	20	28
Pass	4	6	10	6	18	2	4	50
Free	0	1	2	0	0	0	17	20
Passenger Totals	6	8	16	6	19	2	41	98
W/C Lift Deployments	3	1	5	2	1	0	17	29

Cash	Pass	Free	Total	W/C Lift
29%	51%	20%	100%	15%

Week Start End	1 Aug-1 Aug-3	2 Aug-4 Aug-10	3 Aug-11 Aug-17	4 Aug-18 Aug-24	5 Aug-25 Aug-31			Total
Cash	1	4	2	5	3			15
Pass	5	17	11	20	21			74
Free	1	2	3	2	3			11
Passenger Totals	7	23	16	27	27			100
W/C Lift Deployments	1	9	6	7	13			36

Day	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Sundays	Total
Cash	1	1	0	2	1	1	9	15
Pass	8	1	13	17	12	4	19	74
Free	0	1	0	0	0	0	10	11
Passenger Totals	9	3	13	19	13	5	38	100
W/C Lift Deployments	6	1	9	8	1	0	11	36

Cash	Pass	Free	Total	W/C Lift
15%	74%	11%	100%	18%

Week Start End	1 Aug-1 Aug-3	2 Aug-4 Aug-10	3 Aug-11 Aug-17	4 Aug-18 Aug-24	5 Aug-25 Aug-31			Total
Cash	0	0	0	0	0			0
Pass	2	9	5	5	5			26
Free	0	0	0	0	0			0
Passenger Totals	2	9	5	5	5			26
W/C Lift Deployments	0	3	1	1	2			7

Day	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Sundays	Total
Cash	0	0	0	0	0	0	0	0
Pass	2	0	5	3	7	0	9	26
Free	0	0	0	0	0	0	0	0
Passenger Totals	2	0	5	3	7	0	9	26
W/C Lift Deployments	2	0	5	0	0	0	0	7

Cash	Pass	Free	Total	W/C Lift
0%	100%	0%	100%	13%

SYVT Dial-A-Ride (Miles and Hours Report)

Aug-25

Dial-A-Ride

Week Start End	1 Aug-1 Aug-3	2 Aug-4 Aug-10	3 Aug-11 Aug-17	4 Aug-18 Aug-24	5 Aug-25 Aug-31			Total
Service Days	2	7	7	7	7			30
Average Revenue Vehicle Service Hours	7.04	7.00	6.03	7.01	7.00			6.78
Billed Revenue Vehicle Service Hours	14.08	49.00	42.18	49.10	49.00			203.37
Deadhead Hours	1.73	3.30	2.75	3.67	5.05			16.50
Total Vehicle Hours	15.82	52.30	44.93	52.77	54.05			219.87
Average Revenue Vehicle Service Miles	40	30	20	24	24			25
Billed Revenue Vehicle Service Miles	79	208	138	167	170			762
Deadhead Miles	14	39	39	48	39			179
Total Vehicle Miles	93	247	177	215	209			941

Day	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Sundays	Total
Service Days	4	4	4	4	4	5	5	30
Average Revenue Vehicle Service Hours	7.00	7.00	7.00	7.00	7.00	5.60	7.07	6.78
Billed Revenue Vehicle Service Hours	28.00	28.00	28.00	28.00	28.00	28.00	35.37	203.37
Deadhead Hours	1.00	1.53	1.92	2.18	2.72	4.28	2.87	16.50
Total Vehicle Hours	29.00	29.53	29.92	30.18	30.72	32.28	38.23	219.87
Average Revenue Vehicle Service Miles	12	8	33	19	32	6	64	25
Billed Revenue Vehicle Service Miles	48	33	133	74	126	30	318	762
Deadhead Miles	13	12	32	32	26	21	43	179
Total Vehicle Miles	61	45	165	106	152	51	361	941

Monthly Totals	DAR
Revenue Hours	203.37
Per Hour Cost	\$52.61
Total Cost this Month	\$10,699.30
Fare Box Revenue	\$180.75
Farebox Recovery Ratio	1.69%

SYVT Dial-A-Ride (Revenue Report)

Pass Sales + Fares

Week	Week Ending	DAR Passes - Ticket Sales	DAR Fares Cash Collected	Total Collected/ Actual Bank Deposits	Projected DAR Fares Cash	Projected Cash v. Actual Cash Variance
1	August 3	\$0.00	\$11.25	\$11.25	\$11.25	\$0.00
2	August 10	\$0.00	\$24.50	\$24.50	\$24.50	\$0.00
3	August 17	\$17.50	\$43.75	\$61.25	\$22.75	\$21.00
4	August 24	\$17.50	\$14.25	\$31.75	\$14.25	\$0.00
5	August 31	\$35.00	\$17.00	\$52.00	\$14.00	\$3.00
Totals		\$70.00	\$110.75	\$180.75	\$86.75	\$24.00

Aug 2025	DAR Passes - Ticket Sales	DAR Fares Cash Collected	Total
DAR Revenue	39%	61%	100%

SYVT

Fixed Route Data Analysis Report

Aug-25

26 Service Days

		ALL FIXED ROUTES TOTAL			
	EXPRESS	LOS OLIVOS LOOP	Current Month	Current QTR	FY YTD
Ridership Totals					
General Fare Cash	1,124	181	1,305	2,335	2,335
Senior Cash	630	115	745	1,625	1,625
ADA Certified Cash	522	41	563	1,123	1,123
Pass Adult	192	20	212	456	456
Pass Senior / ADA Cert	102	11	113	249	249
Monthly Pass Reg	48	15	63	108	108
Monthly Pass Snr	79	8	87	209	209
Monthly Pass ADA	106	36	142	286	286
NEW Summer Youth Pass	0	0	0	0	0
Transfers	214	59	273	500	500
Free < 5	82	3	85	164	164
Free PA	0	0	0	0	0
Passengers	3,099	489	3,588	7,055	7,055
Bikes	115	36	151	269	269
Lifts	3	0	3	6	6
W/C	3	0	3	6	6
Accessible Service	6	0	6	12	12
Miles and Hours					
Total Billed RVSH	624.04	216.94	840.98	1,670.83	1,670.83
Total Non-Revenue Hours	46.78	47.32	94	197	197
Total Hours	670.82	264.26	935.08	1,867.51	1,867.51
Total Revenue Miles	8,612	3,599	12,211	23,839	23,839
Total Non-Revenue Miles	106	79	185	463	463
Total Miles	8,718	3,678	12,396	24,302	24,302
Performance Indicators					
Passengers per RVS Mile	0.36	0.14	0.29	0.30	0.30
Passengers per RVS Hour	4.97	2.25	4.27	4.22	4.22
On-Time Performance	97%	100%	99%	0.97	97%
Fares	EXP Cash	LOL Cash	Total On Route	Pass Sales	Total Revenue
August 2025	\$2,973.89	\$561.81	\$3,535.70	\$461.00	\$3,996.70

Ridership Distribution Report - All Routes (Express / Los Olivos Loop)							Aug-25
Week	1	2	3	4	5		All
Start	Aug-1	Aug-4	Aug-11	Aug-18	Aug-25		Service
End	Aug-3	Aug-10	Aug-17	Aug-24	Aug-31		Total
General Fare Cash	123	297	273	326	286		1,305
Senior Cash	64	178	208	160	135		745
ADA Certified Cash	28	125	121	145	144		563
Pass Adult	11	49	50	50	52		212
Pass Senior / ADA Cert	9	30	17	31	26		113
Monthly Pass Reg	5	21	17	10	10		63
Monthly Pass Snr	5	23	19	25	15		87
Monthly Pass ADA	7	35	30	43	27		142
NEW Summer Youth Pass	0	0	0	0	0		0
Transfers	22	73	46	73	59		273
Free < 5	6	14	10	27	28		85
Free PA	0	0	0	0	0		0
Passenger Totals	280	845	791	890	782		3,588
Bikes	10	36	36	34	35		151
Lifts	1	0	1	1	0		3
W/C	0	0	1	1	1		3
Accessible Service	1	0	2	2	1		6
Service Days	2	6	6	6	6		26
Average Revenue Vehicle Service Hours	29.75	33.14	30.92	33.47	32.71		32.35
Billed Revenue Vehicle Service Hours	59.49	198.83	185.55	200.83	196.28		840.98
Deadhead Hours	6.83	21.10	22.42	22.07	21.68		94.10
Total Vehicle Hours	66.33	219.93	207.96	222.90	217.96		935.08
Average Revenue Vehicle Service Miles	462	475	448	457	502		470
Billed Revenue Vehicle Service Miles	924	2848	2688	2739	3012		12,211
Deadhead Miles	20	32	44	42	47		185
Total Vehicle Miles	944	2,880	2,732	2,781	3,059		12,396
Day	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Total
General Fare Cash	145	219	237	164	253	287	1,305
Senior Cash	132	121	111	118	138	125	745
ADA Certified Cash	92	116	81	97	114	63	563
Pass Adult	26	40	38	34	46	28	212
Pass Senior / ADA Cert	25	23	11	16	22	16	113
Monthly Pass Reg	9	17	7	12	10	8	63
Monthly Pass Snr	12	14	13	13	18	17	87
Monthly Pass ADA	27	26	24	11	29	25	142
NEW Summer Youth Pass	0	0	0	0	0	0	0
Transfers	47	55	35	32	48	56	273
Free < 5	14	13	27	15	16	0	85
Free PA	0	0	0	0	0	0	0
Passenger Totals	529	644	584	512	694	625	3,588
Bikes	32	15	26	31	30	17	151
Lifts	0	1	1	0	1	0	3
W/C	0	1	1	1	0	0	3
Accessible Service	0	2	2	1	1	0	6
Service Days	4	4	4	4	5	5	26
Average Revenue Vehicle Service Hours	32.37	31.54	33.44	33.46	31.97	31.58	32.35
Billed Revenue Vehicle Service Hours	129.49	126.15	133.77	133.84	159.85	157.88	840.98
Deadhead Hours	14.63	14.60	14.07	15.55	17.57	17.68	94.10
Total Vehicle Hours	144.12	140.75	147.84	149.39	177.42	175.57	935.08
Average Revenue Vehicle Service Miles	473	468	486	454	450	488	470
Billed Revenue Vehicle Service Miles	1891	1870	1943	1817	2251	2439	12,211
Deadhead Miles	24	33	29	24	32	43	185
Total Vehicle Miles	1,915	1,903	1,972	1,841	2,283	2,482	12,396

Ridership Distribution Report - Express Routes AM/PM							Aug-25
Week	1	2	3	4	5		Express
Start	Aug-1	Aug-4	Aug-11	Aug-18	Aug-25		Service
End	Aug-3	Aug-10	Aug-17	Aug-24	Aug-31		Total
General Fare Cash	108	252	249	278	237		1,124
Senior Cash	53	145	183	135	114		630
ADA Certified Cash	27	122	115	133	125		522
Pass Adult	9	45	42	47	49		192
Pass Senior / ADA Cert	7	30	16	27	22		102
Monthly Pass Reg	2	18	12	8	8		48
Monthly Pass Snr	4	21	18	22	14		79
Monthly Pass ADA	6	24	23	33	20		106
NEW Summer Youth Pass	0	0	0	0	0		0
Transfers	20	55	38	57	44		214
Free < 5	6	14	10	24	28		82
Free PA	0	0	0	0	0		0
Passenger Totals	242	726	706	764	661		3,099
Bikes	10	27	27	24	27		115
Lifts	1	0	1	1	0		3
W/C	0	0	1	1	1		3
Accessible Service	1	0	2	2	1		6
Service Days	2	6	6	6	6		26
Average Revenue Vehicle Service Hours	23.53	24.38	23.73	24.42	23.63		24.00
Billed Revenue Vehicle Service Hours	47.06	146.29	142.41	146.52	141.76		624.04
Deadhead Hours	3.00	10.30	12.42	10.70	10.37		46.78
Total Vehicle Hours	50.06	156.59	154.82	157.22	152.12		670.82
Average Revenue Vehicle Service Miles	349	317	322	322	359		331
Billed Revenue Vehicle Service Miles	698	1904	1930	1929	2151		8,612
Deadhead Miles	11	19	24	24	28		106
Total Vehicle Miles	709	1,923	1,954	1,953	2,179		8,718
Day	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Total
General Fare Cash	116	196	206	145	207	254	1,124
Senior Cash	117	103	93	91	117	109	630
ADA Certified Cash	82	109	74	91	103	63	522
Pass Adult	23	40	32	30	43	24	192
Pass Senior / ADA Cert	23	20	8	16	21	14	102
Monthly Pass Reg	7	15	4	12	6	4	48
Monthly Pass Snr	11	12	12	13	17	14	79
Monthly Pass ADA	21	20	16	7	22	20	106
NEW Summer Youth Pass	0	0	0	0	0	0	0
Transfers	28	48	30	25	40	43	214
Free < 5	14	13	24	15	16	0	82
Free PA	0	0	0	0	0	0	0
Passenger Totals	442	576	499	445	592	545	3,099
Bikes	24	11	20	23	22	15	115
Lifts	0	1	1	0	1	0	3
W/C	0	1	1	1	0	0	3
Accessible Service	0	2	2	1	1	0	6
Service Days	4	4	4	4	5	5	26
Average Revenue Vehicle Service Hours	23.29	23.87	24.39	24.37	24.01	24.06	24.00
Billed Revenue Vehicle Service Hours	93.16	95.49	97.54	97.48	120.05	120.32	624.04
Deadhead Hours	6.58	7.52	6.62	8.23	8.02	9.82	46.78
Total Vehicle Hours	99.74	103.01	104.16	105.71	128.07	130.13	670.82
Average Revenue Vehicle Service Miles	325	337	340	321	320	346	331
Billed Revenue Vehicle Service Miles	1298	1347	1358	1282	1599	1728	8,612
Deadhead Miles	13	19	16	13	17	28	106
Total Vehicle Miles	1,311	1,366	1,374	1,295	1,616	1,756	8,718

Week Start End	1 Aug 1 Aug 3			2 Aug 4 Aug 10			3 Aug 11 Aug 17			4 Aug 18 Aug 24			5 Aug 25 Aug 31			EXPRESS			Service Total
	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County	Buellton Total	Solvang Total	County Total	
Express																			
General Fare Cash	45	57	6	109	104	39	100	112	37	129	115	34	102	98	37	485	486	153	1124
Senior Cash	21	23	9	64	60	21	68	84	31	58	53	24	53	49	12	264	269	97	630
ADA Certified Cash	8	17	2	60	55	7	61	48	6	70	52	11	57	62	6	256	234	32	522
Pass Adult	4	5	0	17	27	1	13	29	0	25	21	1	22	26	1	81	108	3	192
Pass Senior / ADA Cert	1	4	2	12	9	9	3	10	3	9	12	6	11	8	3	36	43	23	102
Monthly Pass Reg	0	2	0	3	14	1	0	10	2	0	5	3	1	6	1	4	37	7	48
Monthly Pass Snr	0	4	0	7	8	6	4	9	5	9	8	5	4	5	5	24	34	21	79
Monthly Pass ADA	2	3	1	11	13	0	11	10	2	13	18	2	9	11	0	46	55	5	106
NEW Summer Youth Pass	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers	0	20	0	0	55	0	0	38	0	0	57	0	0	44	0	0	214	0	214
Free < 5	2	4	0	9	5	0	8	2	0	19	5	0	22	6	0	60	22	0	82
Free PA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Passenger Totals	83	139	20	292	350	84	268	352	86	332	346	86	281	315	65	1256	1502	341	3,099
Bikes	6	3	1	11	11	5	8	16	3	8	13	3	11	12	4	44	55	16	115
Lifts	0	1	0	0	0	0	0	1	0	0	1	0	0	0	0	0	3	0	3
W/C	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	3	0	3
Accessible Service	0	1	0	0	0	0	0	2	0	0	2	0	0	1	0	0	6	0	6

Day	Mondays			Tuesdays			Wednesdays			Thursdays			Fridays			Saturdays			Buellton Total	Solvang Total	County Total	Total
	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County				
General Fare Cash	56	42	18	89	74	33	82	101	23	68	56	21	89	91	27	101	122	31	485	486	153	1124
Senior Cash	61	45	11	41	40	22	37	44	12	36	41	14	52	48	17	37	51	21	264	269	97	630
ADA Certified Cash	52	26	4	55	44	10	37	35	2	43	44	4	39	55	9	30	30	3	256	234	32	522
Pass Adult	14	9	0	14	26	0	13	18	1	12	16	2	18	25	0	10	14	0	81	108	3	192
Pass Senior / ADA Cert	10	6	7	6	11	3	4	1	3	4	8	4	7	10	4	5	7	2	36	43	23	102
Monthly Pass Reg	2	5	0	1	13	1	0	4	0	1	7	4	0	5	1	0	3	1	4	37	7	48
Monthly Pass Snr	6	3	2	3	5	4	3	6	3	6	5	2	3	7	7	3	8	3	24	34	21	79
Monthly Pass ADA	11	8	2	8	12	0	8	7	1	1	6	0	8	12	2	10	10	0	46	55	5	106
NEW Summer Youth Pass	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers	0	28	0	0	48	0	0	30	0	0	25	0	0	40	0	0	43	0	0	214	0	214
Free < 5	12	2	0	10	3	0	11	13	0	15	0	0	12	4	0	0	0	0	60	22	0	82
Free PA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Passenger Totals	224	174	44	227	276	73	195	259	45	186	208	51	228	297	67	196	288	61	1256	1502	341	3,099
Bikes	10	9	5	5	6	0	7	9	4	6	14	3	8	11	3	8	6	1	44	55	16	115
Lifts	0	0	0	0	1	0	0	1	0	0	0	0	0	1	0	0	0	0	0	3	0	3
W/C	0	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	3	0	3
Accessible Service	0	0	0	0	2	0	0	2	0	0	1	0	0	1	0	0	0	0	0	6	0	6

SYVT Express Routes (Recovery Ratio)

Aug-25

Express Fares

Monthly Totals

Revenue Hours	624.04
Per Hour Cost	\$ 52.61
Total Cost this Month	\$ 32,830.74
Express Revenue	\$ 3,434.89
Actual Recovery Ratio	10.46%

SYVT Express Routes (Revenue Report)

Projected Fares + Pass Sales

WK	Ending	Pass Sales	Farebox Cash Fares	Total	Projected Total Cash Fares (based on ridership)	Variance Cash Projected v. Actual
1	3-Aug	\$117.50	\$262.54	\$380.04	\$248.50	\$14.04
2	10-Aug	\$117.50	\$675.30	\$792.80	\$650.75	\$24.55
3	17-Aug	\$30.00	\$700.59	\$730.59	\$688.50	\$12.09
4	24-Aug	\$90.00	\$719.36	\$809.36	\$685.50	\$33.86
5	31-Aug	\$106.00	\$616.10	\$722.10	\$591.75	\$24.35
	Totals	\$461.00	\$2,973.89	\$3,434.89	\$2,865.00	\$108.89

Ridership Distribution Report - Los Olivos Loop							Aug-25
Week	1	2	3	4	5		Express
Start	Aug-1	Aug-4	Aug-11	Aug-18	Aug-25		Service
End	Aug-3	Aug-10	Aug-17	Aug-24	Aug-31		Total
General Fare Cash	15	45	24	48	49		181
Senior Cash	11	33	25	25	21		115
ADA Certified Cash	1	3	6	12	19		41
Pass Adult	2	4	8	3	3		20
Pass Senior / ADA Cert	2	0	1	4	4		11
Monthly Pass Reg	3	3	5	2	2		15
Monthly Pass Snr	1	2	1	3	1		8
Monthly Pass ADA	1	11	7	10	7		36
NEW Summer Youth Pass	0	0	0	0	0		0
Transfers	2	18	8	16	15		59
Free < 5	0	0	0	3	0		3
Free PA	0	0	0	0	0		0
Passenger Totals	38	119	85	126	121		489
Bikes	0	9	9	10	8		36
Lifts	0	0	0	0	0		0
W/C	0	0	0	0	0		0
Accessible Service	0	0	0	0	0		0
Service Days	2	6	6	6	6		26
Average Revenue Vehicle Service Hours	6.22	8.76	7.19	9.05	9.09		8.34
Billed Revenue Vehicle Service Hours	12.43	52.54	43.14	54.31	54.52		216.94
Deadhead Hours	3.83	10.80	10.00	11.37	11.32		47.32
Total Vehicle Hours	16.26	63.34	53.14	65.67	65.84		264.26
Average Revenue Vehicle Service Miles	113	157	126	135	144		138
Billed Revenue Vehicle Service Miles	226	944	758	810	861		3,599
Deadhead Miles	9	13	20	18	19		79
Total Vehicle Miles	235	957	778	828	880		3,678
Day	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Total
General Fare Cash	29	23	31	19	46	33	181
Senior Cash	15	18	18	27	21	16	115
ADA Certified Cash	10	7	7	6	11	0	41
Pass Adult	3	0	6	4	3	4	20
Pass Senior / ADA Cert	2	3	3	0	1	2	11
Monthly Pass Reg	2	2	3	0	4	4	15
Monthly Pass Snr	1	2	1	0	1	3	8
Monthly Pass ADA	6	6	8	4	7	5	36
NEW Summer Youth Pass	0	0	0	0	0	0	0
Transfers	19	7	5	7	8	13	59
Free < 5	0	0	3	0	0	0	3
Free PA	0	0	0	0	0	0	0
Passenger Totals	87	68	85	67	102	80	489
Bikes	8	4	6	8	8	2	36
Lifts	0	0	0	0	0	0	0
W/C	0	0	0	0	0	0	0
Accessible Service	0	0	0	0	0	0	0
Service Days	4	4	4	4	5	5	26
Average Revenue Vehicle Service Hours	9.08	7.67	9.06	9.09	7.96	7.51	8.34
Billed Revenue Vehicle Service Hours	36.33	30.66	36.23	36.36	39.80	37.57	216.94
Deadhead Hours	8.05	7.08	7.45	7.32	9.55	7.87	47.32
Total Vehicle Hours	44.38	37.74	43.68	43.68	49.35	45.43	264.26
Average Revenue Vehicle Service Miles	148	131	146	134	130	142	138
Billed Revenue Vehicle Service Miles	593	523	585	535	652	711	3,599
Deadhead Miles	11	14	13	11	15	15	79
Total Vehicle Miles	604	537	598	546	667	726	3,678

Week Start End	1 Aug 1 Aug 3			2 Aug 4 Aug 10			3 Aug 11 Aug 17			4 Aug 18 Aug 24			5 Aug 25 Aug 31			LOS OLIVOS EXPRESS			Service Total
	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County	Buellton Total	Solvang Total	County Total	
General Fare Cash	0	2	13	0	16	29	0	8	16	0	21	27	0	24	25	0	71	110	181
Senior Cash	0	2	9	0	10	23	0	14	11	0	9	16	0	7	14	0	42	73	115
ADA Certified Cash	0	1	0	0	2	1	0	4	2	0	10	2	0	15	4	0	32	9	41
Pass Adult	0	1	1	0	1	3	0	2	6	0	3	0	0	3	0	0	10	10	20
Pass Senior / ADA Cert	0	1	1	0	0	0	0	1	0	0	2	2	0	2	2	0	6	5	11
Monthly Pass Reg	0	2	1	0	2	1	0	2	3	0	2	0	0	2	0	0	10	5	15
Monthly Pass Snr	0	1	0	0	0	2	0	0	1	0	2	1	0	0	1	0	3	5	8
Monthly Pass ADA	0	0	1	0	4	7	0	3	4	0	4	6	0	2	5	0	13	23	36
NEW Summer Youth Pass	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers	0	2	0	0	18	0	0	8	0	0	16	0	0	15	0	0	59	0	59
Free < 5	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	3	0	3
Free PA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Passenger Totals	0	12	26	0	53	66	0	42	43	0	72	54	0	70	51	0	249	240	489
Bikes	0	0	0	0	4	5	0	5	4	0	6	4	0	6	2	0	21	15	36
Lifts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W/C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Accessible Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Day	Mondays			Tuesdays			Wednesdays			Thursdays			Fridays			Saturdays			Buellton Total	Solvang Total	County Total	Total
	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County	Buellton	Solvang	County				
General Fare Cash	0	12	17	0	8	15	0	10	21	0	13	6	0	15	31	0	13	20	0	71	110	181
Senior Cash	0	5	10	0	6	12	0	6	12	0	9	18	0	11	10	0	5	11	0	42	73	115
ADA Certified Cash	0	8	2	0	7	0	0	5	2	0	4	2	0	8	3	0	0	0	0	32	9	41
Pass Adult	0	2	1	0	0	0	0	4	2	0	0	4	0	2	1	0	2	2	0	10	10	20
Pass Senior / ADA Cert	0	2	0	0	2	1	0	1	2	0	0	0	0	0	1	0	1	1	0	6	5	11
Monthly Pass Reg	0	1	1	0	1	1	0	2	1	0	0	0	0	3	1	0	3	1	0	10	5	15
Monthly Pass Snr	0	0	1	0	1	1	0	0	1	0	0	0	0	1	0	0	1	2	0	3	5	8
Monthly Pass ADA	0	2	4	0	2	4	0	4	4	0	0	4	0	3	4	0	2	3	0	13	23	36
NEW Summer Youth Pass	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfers	0	19	0	0	7	0	0	5	0	0	7	0	0	8	0	0	13	0	0	59	0	59
Free < 5	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3	0	3
Free PA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Passenger Totals	0	51	36	0	34	34	0	40	45	0	33	34	0	51	51	0	40	40	0	249	240	489
Bikes	0	4	4	0	3	1	0	2	4	0	4	4	0	6	2	0	2	0	0	21	15	36
Lifts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W/C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Accessible Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

SYVT Los Olivos Loop Routes (Recovery Ratio)

Aug-25

Express Fares

Monthly Totals

Revenue Hours	216.94
Per Hour Cost	\$ 52.61
Total Cost this Month	\$ 11,413.21
Express Revenue	\$ 561.81
Actual Recovery Ratio	4.92%

SYVT Los Olivos Loop Routes (Revenue Report)

Projected Fares + Pass Sales

WK	Ending		Farebox Cash Fares	Total	Projected Total Cash Fares (based on ridership)	Variance Cash Projected v. Actual
1	3-Aug		\$47.17	\$47.17	\$37.00	\$10.17
2	10-Aug		\$135.25	\$135.25	\$111.00	\$24.25
3	17-Aug		\$106.53	\$106.53	\$71.75	\$34.78
4	24-Aug		\$129.40	\$129.40	\$112.25	\$17.15
5	31-Aug		\$143.46	\$143.46	\$114.00	\$29.46
	Totals		\$561.81	\$561.81	\$446.00	\$115.81

Express Route AM	6:30-7:30	7:30-8:30	8:30-9:30	9:30-10:30	10:30-11:30	11:30-12:30	Total
Passengers	359	328	274	2	306	282	1551

Express Route PM	12:30-13:30	13:30-14:30	14:30-15:30	15:30-16:30	16:30-17:30	17:30-18:30	18:30-19:00	Total
Passengers	296	177	403	182	207	220	63	1548

LOL	7:00	8:00	9:00	11:00	12:00	14:30	15:30	17:30	Total
Passengers	43	95	36	40	42	73	0	160	489

Total
3588



SUBJECT: Law Enforcement Services Annual Report

PREPARED BY: Randy Murphy, City Manager

DISCUSSION:

The City of Solvang contracts with the Santa Barbara County Sheriff's Office (SBSO) for patrol, traffic enforcement, investigations, community policing, and targeted supplemental services. Lt. Travis Henderson has assumed command following the retirement of Chief of Police Mark Valencia. He has submitted the annual crime statistics and service overview for 2023–2025. Topics covered include: City recap; homeless activity trends; Part One crimes; Part Two crimes (e.g., simple assault, forgery, embezzlement, vandalism, weapons, vice, sex and drug offenses, DUI, disorderly conduct); and calls for service. He will present the data for calendar years 2024 and 2025 to the Council in early 2026.

RECOMMENDED MOTION:

"I move to receive and file the Annual Report on Law Enforcement Services."

ALTERNATIVES:

1. Provide direction to staff and SBSO for additional analysis (e.g., targeted categories, deployment options, community policing initiatives) and return at a future meeting.
2. Continue the item to a future date to allow for additional community input or data.

FISCAL IMPACT:

None

ATTACHMENTS:

- A. 2025 Annual Report on Solvang Law Enforcement Services – Crime Statistics (PowerPoint Presentation)



CITY OF SOLVANG POLICE SERVICES



CITY OF SOLVANG RECAP



	2023 to 2024	2023	2024
Part 1 Crimes	7.0% Increase	57	61
Part 2 Crimes	2.4% Increase	167	171
Traffic Collisions	35.7% Increase	14	19
Calls for Service	7.4% Increase	4,150	4,456



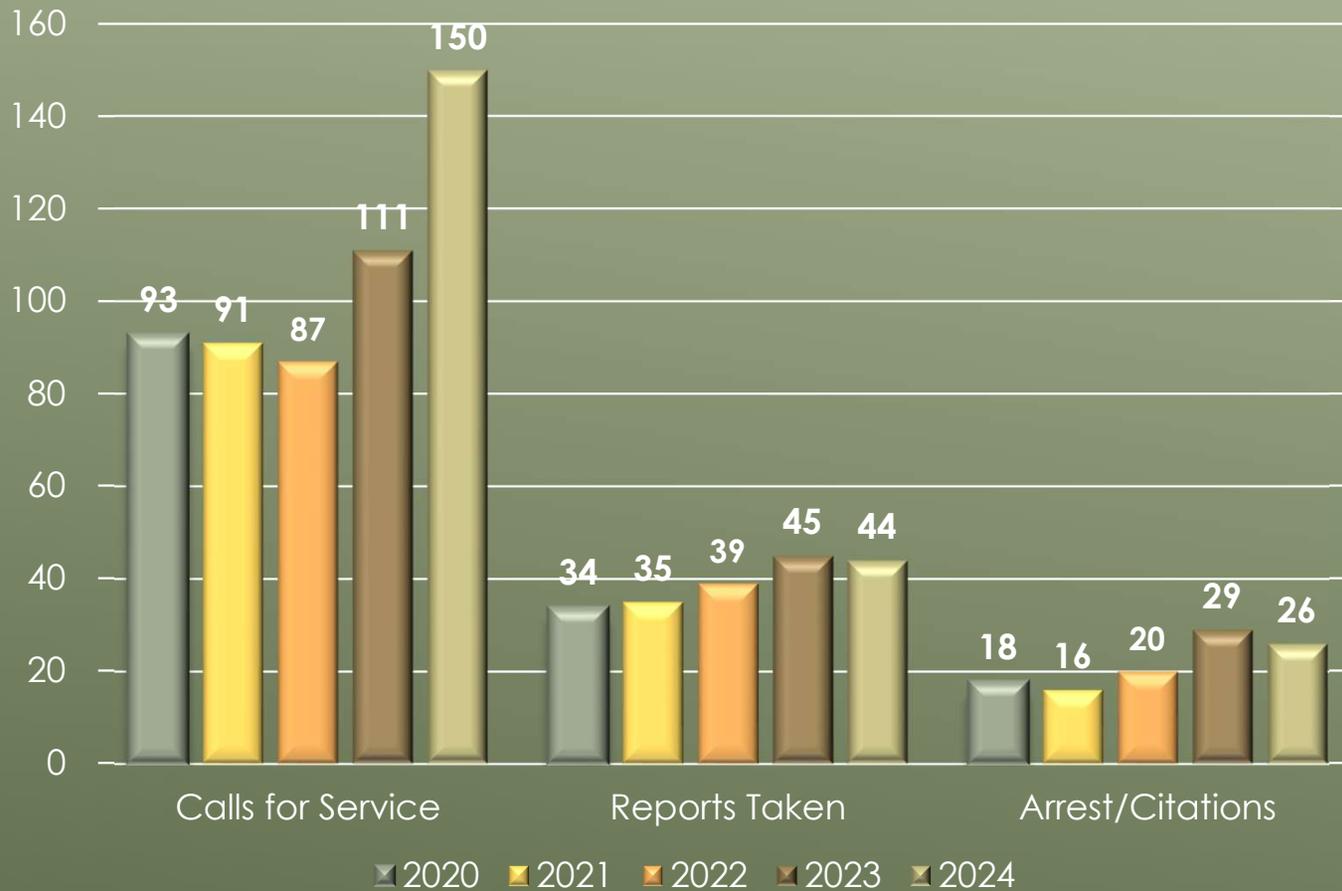
CITY OF SOLVANG HOMELESS ACTIVITY



	Calls for Service	Reports Taken	Arrests/Citations
2024	150	44	26
2023	111	45	29
2022	87	39	20
2021	91	35	16
2020	93	34	18



CITY OF SOLVANG HOMELESS ACTIVITY





CITY OF SOLVANG PART ONE CRIMES



January - July			
		2024	2025
Violent Crimes	Homicide	0	0
	Rape	1	0
	Robbery	0	0
	Agg Assault	1	5
	Total	2	5
Property Crimes	Burglary	5	5
	Larceny	14	14
	MV Theft	3	1
	Arson	0	0
	Total	22	20
Part 1 Crimes Total		24	25



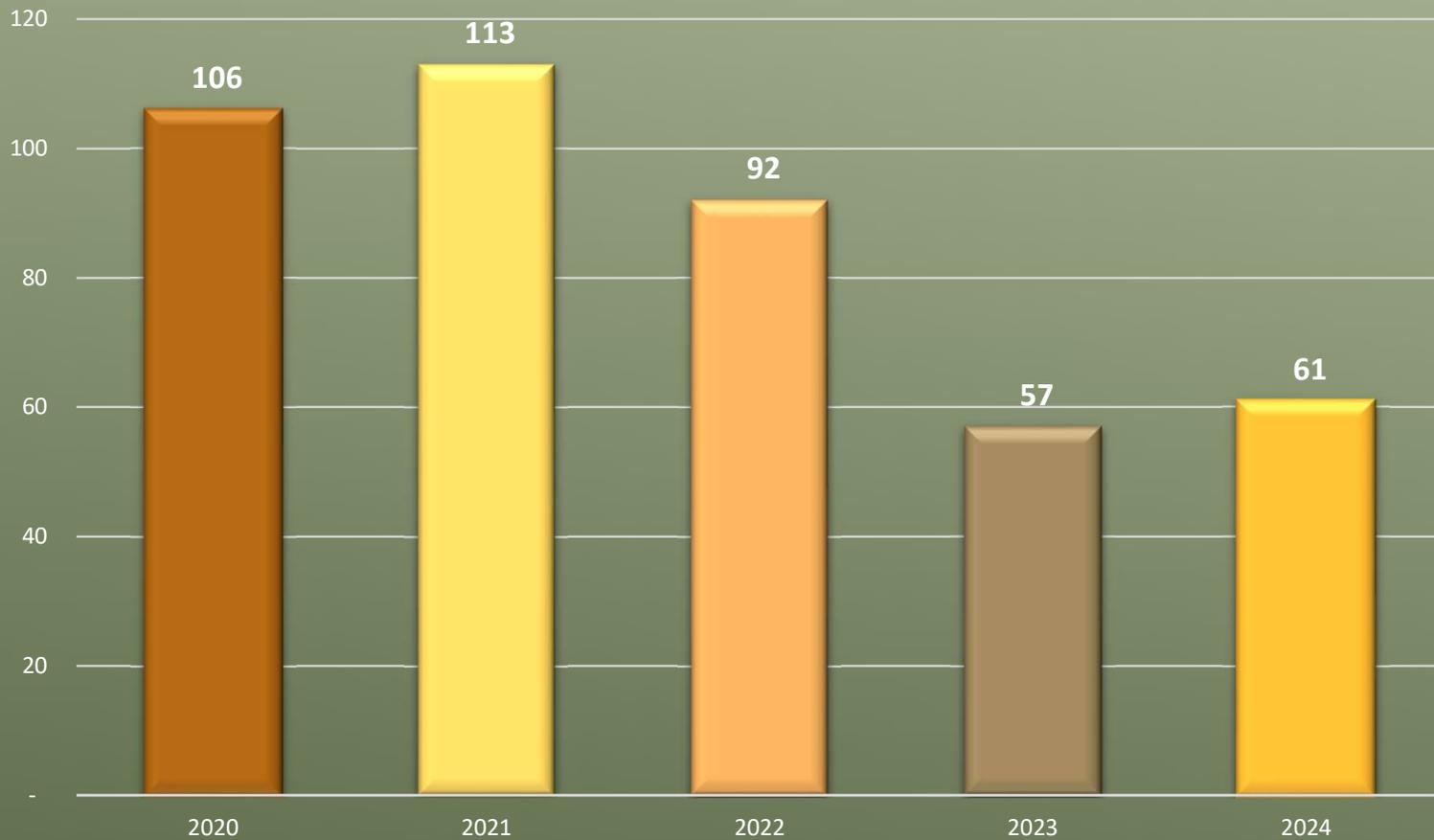
CITY OF SOLVANG PART ONE CRIMES



		2020	2021	2022	2023	2024
Violent Crimes	Homicide	0	0	0	0	0
	Rape	0	0	2	0	1
	Robbery	1	4	1	1	0
	Agg Assault	5	7	9	4	3
	Total	6	11	12	5	4
Property Crimes	Burglary	8	8	13	6	10
	Larceny	55	70	51	42	40
	MV Theft	3	5	6	3	5
	Arson	0	0	0	1	2
	Total	66	83	70	52	57
	Part 1 Crimes Total	106	113	92	57	61



CITY OF SOLVANG PART ONE CRIMES





CITY OF SOLVANG PART TWO CRIMES



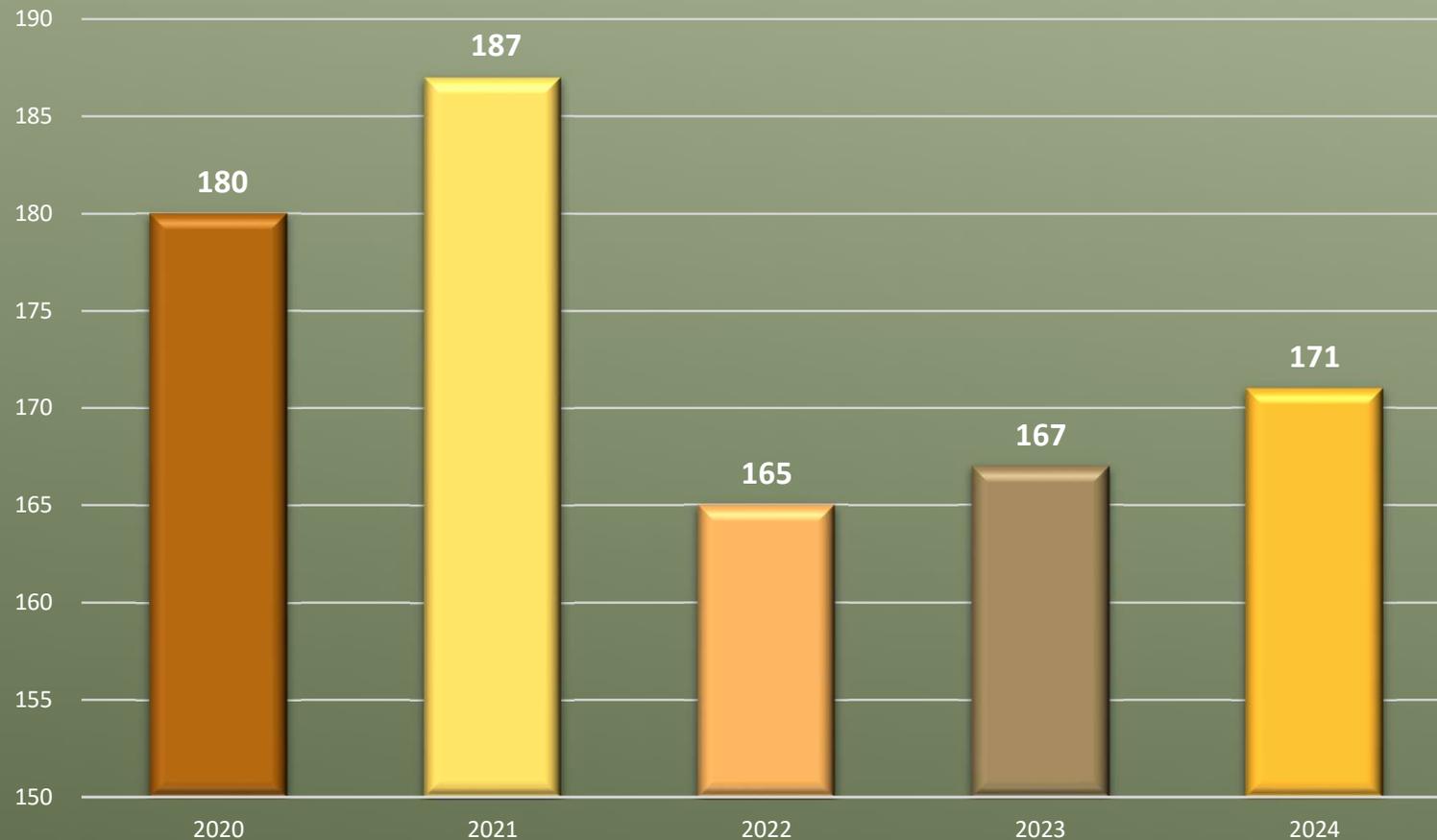
	2020	2021	2022	2023	2024
Total	180	187	165	167	171
All Other Offenses	58	60	53	49	52
Curfew & Loitering	0	2	0	0	0
Disorderly Conduct	4	0	0	3	4
Drugs	17	27	14	14	16
Drunkenness	16	12	8	7	17
DUI	20	21	27	32	25
Embezzlement	0	0	1	0	0
Forgery & Counterfeit	5	3	10	9	7
Fraud	2	10	10	5	5
Liquor Laws	6	0	0	0	1
Offense Against Family/Child	1	2	0	1	2
Prostitution/Vice	0	0	0	0	0
Runaways	0	1	0	0	0
Sex Offenses	4	4	1	0	1
Simple Assault	32	21	22	36	20
Stolen Property: Buy/Receive/Possess	0	2	1	0	0
Vagrancy	0	0	0	0	0
Vandalism	15	17	14	9	17
Weapons	0	5	4	2	4



CITY OF SOLVANG PART TWO CRIMES



Simple Assault, Forgery, Embezzlement, Buy/Sell/Receive Stolen Property, Vandalism, Weapons, Prostitution/Vice, Sex Offenses, Drug Offenses, Offenses Against Family/Child, DUI, Liquor Law Violations, Drunkenness, Disorderly Conduct, All Other Crimes, Suspicion, Curfew/Loitering, Runaways



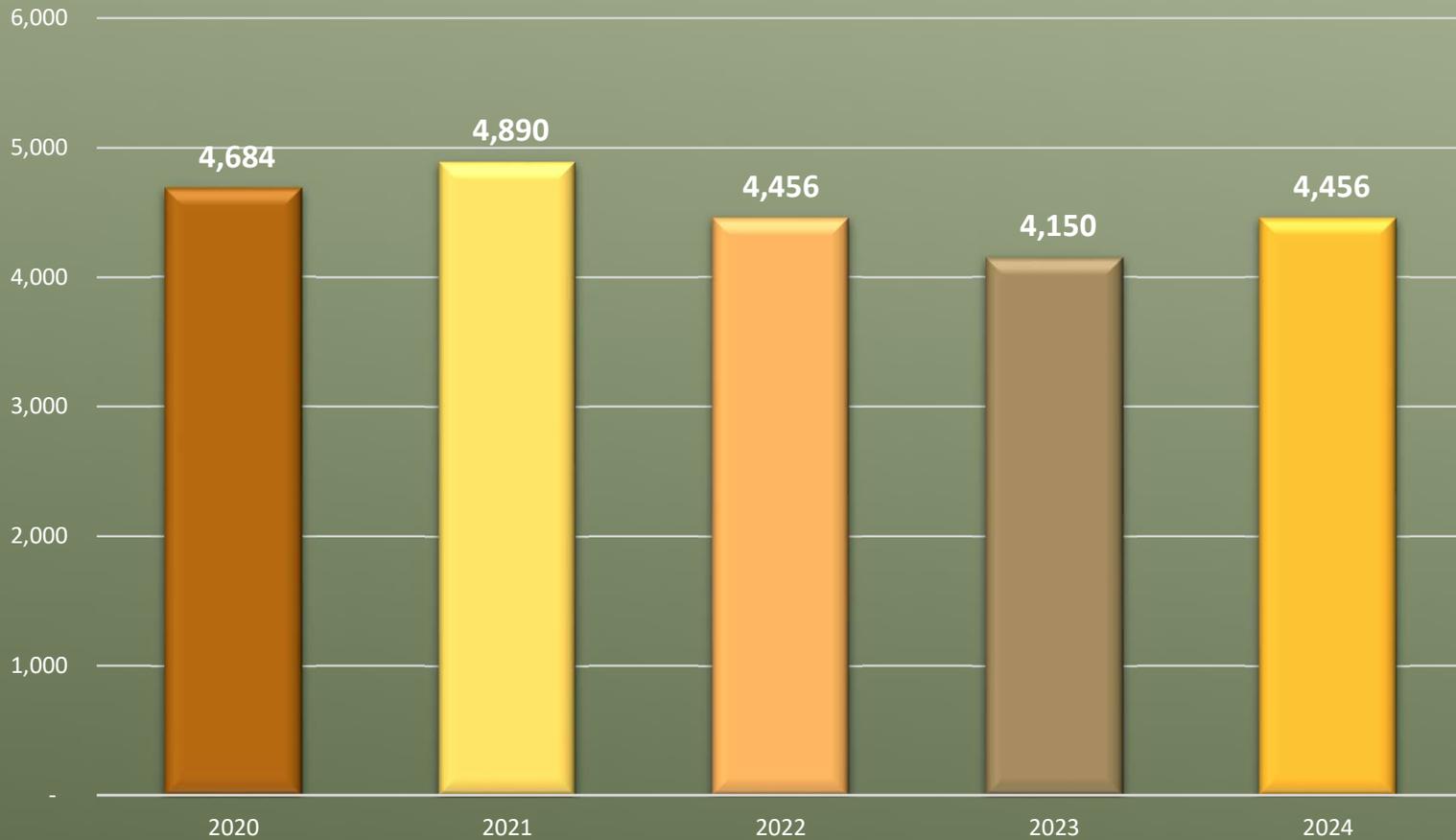


CITY OF SOLVANG PART TWO CRIMES





CITY OF SOLVANG CALLS FOR SERVICE





QUESTIONS / COMMENTS



CITY COUNCIL STAFF REPORT

AGENDA ITEM 6.f

Meeting Date: September 22, 2025

SUBJECT: Approving the Salary Schedule regarding the Position of City Manager for the periods from April 28, 2023 To July 31, 2023 and from July 1, 2024 to June 30, 2025

PREPARED BY: Chelsea O'Sullivan, Legal Counsel
Wendy Berry, Administrative Services Director

DISCUSSION:

The California Public Employees' Retirement System (CalPERS) regulations, specified in Title 2 of the California Code of Regulations Section 570.5 (CCR 570.5), require pay schedules (salary schedules) be approved and adopted by the City Council in a public meeting for the position of City Manager.

The City Manager's pay rate is determined in closed session and approved in open session at a regular City Council meeting. The City Council approved the City Manager's pay rate on April 10, 2023, July 8, 2024 and again on June 23, 2025 (effective July 1, 2025).

Resolution 25-1302, if adopted, would adopt and approve salary schedules for the City Manager position for the periods of April 28, 2023 through July 31, 2023 and July 1, 2024 through June 30, 2025 consistent with CalPERS regulations.

RECOMMENDED MOTION:

I move the City Council adopt Resolution No. 25-1302.

ALTERNATIVES:

None.

FISCAL IMPACT:

None.

ATTACHMENTS:

A. Resolution 25-1302

RESOLUTION NO. 25-1302

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLVANG, CALIFORNIA APPROVING THE SALARY SCHEDULE REGARDING THE POSITION OF CITY MANAGER FOR THE PERIODS FROM APRIL 28, 2023 TO JULY 31, 2023 AND FROM JULY 1, 2024 TO JUNE 30, 2025

WHEREAS, the California Public Employees’ Retirement System (CalPERS) regulations, specified in Title 2 of the California Code of Regulations Section 570.5 (CCR 570.5), require pay schedules (salary schedules) be approved and adopted by the City Council in a public meeting; and

WHEREAS, the City would like to approve a salary schedule regarding the position of City Manager for the periods of April 28, 2023 to July 31, 2023 and July 1, 2024 to June 30, 2025 to comply with said requirements.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOLVANG DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Recitals set forth above are true and correct and are incorporated herein and adopted as findings in support of this Resolution.

SECTION 2. The City Council of the City of Solvang hereby adopts the Salary Schedule for the period of April 28, 2023 to July 31, 2023 set forth in Exhibit A to this Resolution, in accordance with Title 2 of the California Code of Regulations Section 570.5 and California Public Employees’ Retirement System (CalPERS).

SECTION 3. The City Council of the City of Solvang hereby adopts the Salary Schedule for the period of July 1, 2024 to June 30, 2025 set forth in Exhibit B to this Resolution, in accordance with Title 2 of the California Code of Regulations Section 570.5 and California Public Employees’ Retirement System (CalPERS).

SECTION 4. The City Council of the City of Solvang hereby directs staff to make the Salary Schedules in Exhibits A and B immediately accessible and available for public review during normal business hours pursuant to Title 2 of the California Code of Regulations Section 570.5 and to retain such schedules for not less than five years.

SECTION 5. This Resolution is effective immediately upon adoption.

SECTION 6. The City Clerk shall certify to the passage and adoption of this Resolution and shall cause a certified copy to be filed in the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 22nd day of September, 2025.

David Brown, Mayor

APPROVED AS TO FORM:

ATTEST:

Chelsea O’Sullivan, City Attorney

Annamarie Porter, City Clerk

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA)ss
CITY OF SOLVANG)

I, Annamarie Porter, City Clerk of the City of Solvang, California do hereby certify that Resolution No. 25-1302 was passed and adopted by the City Council of the City of Solvang at a regular meeting of said City Council held on the 22nd day of September, 2025, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Annamarie Porter, City Clerk

EXHIBIT A

City of Solvang		
Salary Range effective 4/28/2023 through 7/31/2023		
Classification	Hourly	Monthly
City Manager	\$91.35	\$15,834

EXHIBIT B

City of Solvang		
Salary Range effective 7/1/2024 through 6/30/2025		
Classification	Hourly	Monthly
City Manager	\$98.65	\$17,099.33



SUBJECT: Request for Direction re Amendment to Vacation Rental/Short-Term Rental Ordinance

PREPARED BY: A. Rafael Castillo, AICP, Community Development Director

DISCUSSION:

Background

At its August 11, 2025 meeting, the City Council directed staff to produce two draft ordinances for revisions to the short-term rental ordinance. One ordinance would allow short-term rentals (STR) only within the Village Mixed-Use (VMU) zoning district (formerly TRC zone), while grandfathering in certain existing permitted STR outside the VMU. A second draft ordinance would allow for STRs throughout the City in any zone that allows residential use, except for high-density residential zones.

Short Term Rental Ordinance Differences

The following table summarizes both ordinances and includes the differences between the two.

Topic	Draft A — VMU	Draft B — All Zones
Where permitted	Only in Village Mixed-Use (VMU). Exception: pre-1/1/2025 permits outside VMU eligible to apply	All zones that permit residential uses, Exception: R-3 and MHR and pre-1/1/2025 permits in R-3 eligible to apply
Allowed Housing types	Single Family Dwellings, Multi-family Dwellings (MFD), MFD in mixed-use. Prohibited: live-work, caretaker, Single Room Occupancy, Two-Unit projects/SB-9 lot splits, ADUs/JADUs. One permit per property/building for new permits after 1/1/2025.	
Minimum distance / spacing	N/A	500 ft property line-to-property line between STRs citywide. Exception: VMU exempt from distance
Citywide cap on non-owner STRs	N/A	Cap of 40 non-owner-occupied STR permits; no cap on homestay; first-come with waiting list.
Affordability/state program exclusions	Prohibited in units with affordable covenants/deeds; and projects with State Density Bonus, Builder Remedies, AB130/SB131 CEQA exemptions.	
Permit required & annual renewal	Permit required to rent/advertise; annual renewal or permit lapses and new app required	
Transferability (address/owner)	Tied to address & owner; non-transferable; ownership change requires a new app within 60 days	
Transferability of pre-2025 exceptions	Permits issued outside VMU are non-transferable	Permits issued in R-3 zones are non-transferable

Topic	Draft A — VMU	Draft B — All Zones
Neighbor notification on approval	Placeholder radius 'XXX-foot' for non-owner-occupied approvals; none for homestay, Council needs to weigh in.	Sets 150-ft radius for non-owner-occupied approvals; none for homestay, council needs to weigh in.
Max occupancy – homestay (owner-occupied)	N/A	Adds separate homestay table with same overnight caps but unlimited daytime guests
Parking	Per §11-11-13.H (1 for studio/1, 2 for 2-4 bedrooms, 3 for 4 bedrooms plus); may use garage/carport/driveway, but not street.	
Local contact requirements	24/7; must be at STR within 60 minutes; keep info current for local contact.	
Life-safety measures	Smoke/CO; extinguisher; shutoff site plan; sprinklers 'bi-annual' inspection.	
Noise / quiet hours	No audible outdoor sound 10 pm–7 am; comply with Noise Ordinance.	
Transient Occupancy Tax (TOT)	Pay per Title 3, Chapter 2; paid directly to City	
Violations: notice, hotline, admin citations	Fines consistent with Title 6, Chapter 5, Article A	
Criminal fines	Fines and penalties consistent with Section 11-17-5 and the general penalties provisions in Title 1, Chapter 3.	
Transition / effective date provisions	180 days to apply; failure → 6-month ineligibility after the 180-day window.	

Homestays

At the last City Council meeting, no clear direction was given to allowing owner-occupied short-term rental units, or “home stay”. “Home stay rentals” allow for homeowners to only rent out rooms with a requirement for the homeowners to be present on site for stays during the overnight hours, typically from 10 pm to 7am. Homestays are not as popular as whole home rentals, but to provide an opportunity for homeowners to generate income on their properties for un-used rooms within their dwellings. Typically, these types of vacation rental units are not as problematic, as the owner is required to stay on the premises.

Minimum Stay Requirements

City staff recommends implementing a minimum stay requirement. This can be 12 “overnight stays” per year. What this would mean is that a vacation rental truly is utilized as a vacation rental, versus just a one weekend per year vacation rental that does not generate any transient occupancy tax for the City and sits vacant for the majority of the year.

RECOMMENDED MOTION

None. Provide direction to staff as discussed below.

ALTERNATIVES:

1. City Council direct staff to move forward with Draft Amendments A, allowing short-term rental permits only within the Village Mixed-Use Zone. City Council should provide direction on whether to allow homestays, and notifications to surrounding property owners/tenants, and if the city should implement minimum stay requirements.
2. City Council direct staff to move forward with Draft Amendments B, allowing short term rental permits in all zones that allow residential uses with the exception of the MHR and R-3 zone for consistency with the adopted Housing Element. City Council show provide direction on whether to allow homestays, distance for notifications to surrounding property owners/tenants, distance that a

vacation rental needs to be from another vacation rental, and if the city should implement minimum stay requirements.

FISCAL IMPACT:

City staff time to craft the proposed ordinance amendments.

ATTACHMENTS:

A – Draft Ordinance A – Short Term Rental Permits Allowed in the VMU Only

B – Draft Ordinance B – Short Term Rental Permits Allowed Throughout the City

§11-12-20 Short-term/vacation rental regulations – VMU Only

A. Purpose.

1. This Section provides standards to regulate short-term rentals where allowed by this section and Chapters 6 through 7 of this Title. The intent of these requirements is to ensure short-term rentals are operated in a way that minimizes impacts on surrounding uses, residents of the City of Solvang, provide basic life safety measures, and operate consistent with applicable sections of the Municipal Code.
2. This Section is not intended to provide any owner of a single-family dwelling, multi-family dwelling, or mobile home with the right or privilege to violate any private conditions, covenants and restrictions applicable to the owner's residence that may prohibit the use of an owner's residence for short-term rental purposes as defined in this Section.

B. Applicability.

1. The provisions of this Section shall apply to all short-term rental units, including **home stays (owner-occupied)** and non-owner-occupied short-term rentals. All standards of the underlying zone shall continue to apply to a permitted short-term rental. This Section does not apply to legally established lodging, hotel, or motel uses, which are regulated separately.

C. Where Permitted.

1. **Zones Permitted. Short Term Rental are permitted only in the Village Mixed-Use District (VMU).**
 - a. **Exception. Short Term Rental permits issued by the City of Solvang prior to XX, XX, 2025 in locations outside of the VMU zone are eligible to apply for a short-term rental permit.**
2. **Allowed Residential Uses.** Short-term rental units shall only be allowed within a legally constructed single-family dwelling, multi-family dwelling, multi-family dwellings within a mixed-use project as defined in Section 11-3-3 except short-term rentals shall be prohibited in the following types of dwellings:
 - a. Live-work units,
 - b. Caretaker residences,
 - c. Single Room Occupancy Facilities,
 - d. Two-Unit Housing Development projects,
 - e. Urban Lot Splits (SB-9 Lot Splits),
 - f. Accessory Dwelling Units and Junior Accessory Dwelling Units (Section 11-2-2),
 - g. Any residence or development subject to an affordable housing covenant or deed restriction imposed or required by the city, projects with approved State Density Bonus, Builder Remedies, or projects that utilize AB 130/SB 131 CEQA exemptions,
 - h. Recreational vehicles, motor homes, travel trailers, truck campers, tent trailers, boats, and other similar vehicles as determined by the Review Authority, as well as tents, yurts, and other structures placed by the property owner.
3. **Density.** Short-term rental permits shall be limited to the issuance of one permit per property or one permit per building when units share common walls within multi-unit dwellings or within a mixed-use project for all new permits issued after January 1, 2025.

D. Permit Required.

1. No person shall rent, offer to rent, or advertise for rent a residential dwelling to another person or group for a short-term rental without a short-term rental permit approved and issued in a manner provided for by this Section, except as specified in Subsection P.
2. A short-term rental permit must be renewed on an annual basis in order to remain valid. If a short-term rental permit is not renewed prior to its expiration date, it shall expire automatically. Under such conditions, the owner shall be required to apply for and obtain a new short-term rental permit, subject to the regulations and rules in effect at the time an application is submitted.

3. Any proposed change to the permit conditions or material facts relating to the information contained in the permit application shall require the owner to submit a new short-term rental permit application.
 4. A short-term rental permit is only valid for the address and owner on the short-term rental permit. The short-term rental permit is non-transferable to another residential unit and any change in property ownership shall require the new owner to submit a new short-term rental permit application within 60 days of transfer of ownership.
 5. A short-term rental permit that is issued for a property consistent with Subsection C.1.a, shall be non-transferable to a subsequent owner. If a short-term rental permit issued for a property consistent with Subsection C.1. expires, the owner shall not be eligible for a new short-term rental permit.
 6. A short-term rental permit shall be valid only for the number of bedrooms in existence at the time the short-term rental permit is issued. A short-term rental permit shall not authorize the use of any bedrooms in excess of those identified in the short-term rental permit. If additional bedrooms are added to the subject dwelling, a new short-term rental permit shall be required.
 7. For any application involving a property subject to recorded covenants, conditions, and restrictions (“CC&Rs”), the applicant shall submit a written approval or authorization from the homeowners’ association (HOA) or other governing body, if and as required by the applicable CC&Rs. An application cannot be approved until the required approval or authorization is provided.
- E. Application Requirements. The owner shall submit a short-term rental permit application, application submittal requirements, and fee approved in the City’s Adopted Fee Schedule.
- F. Application Approval. The Community Development Director or their designee shall approve the short-term rental permit if the owner demonstrates compliance with this Section, agrees to abide by the short-term rental permit conditions, and a site inspection has verified compliance.
- G. Permit Approval Notification. The City shall notify all property owners and occupants in writing within a XXX-foot radius upon issuance of a short-term rental permit for a non-owner-occupied short-term rental indicating the rental address, owner’s name, hotline contact information, and the maximum number of occupants allowed. No notification is required for homestay (owner-occupied) short-term rentals.
- H. Permit and Operating Requirements. The property owner shall be responsible for ensuring that renters comply with all the requirements of this Section. The short-term rental shall comply with the following standards:
1. Maximum Occupancy. The maximum occupancy permitted for a short-term rental unit shall be limited to the following:

Number of Bedrooms	Maximum Number of Renters	Additional Daytime Guests from 7:00 a.m. to 10:00 p.m.
Studio	2	0
1	4	2
2	6	3
3	8	4
4 or more	10	5

2. Parking. The number of on-site parking spaces shall be provided as required by Section 11-11-13.H (Table 11.12) Parking spaces shall meet the minimum dimensions required by Section 11-11-13.D.2.
3. Local Contact Person. Short-term rental units shall have a local contact person who is available 24 hours per day, seven days per week. The local contact person must be able

- to be present at the short-term rental within 60 minutes of receiving a complaint at all times the short-term rental is operational. The contact information shall be submitted to the City in a short-term rental permit application and the owner shall immediately provide the City in writing of any change to the local contact person.
4. **Property Maintenance.** The property shall be maintained in a neat and clean appearance at all times. The owner shall provide appropriate trash and recycling containers which must be stored as required by Sections 5-2-6, 11-7-5, 11-10A-7.G, and 11-10A-8.G, as applicable. Containers shall be placed at the appropriate pick-up location weekly, no more than 24-hours prior to pick-up, and returned to storage no more than 12-hours after pickup.
 5. **Life Safety Measures.** The following life safety measures shall be provided:
 - a. Smoke detectors in each bedroom and the hall leading to the bedrooms.
 - b. Carbon monoxide detector on each floor.
 - c. Fire extinguisher in or near kitchen.
 - d. A site plan indicating the location of the electrical, gas and water shut-off locations.
 - e. If the residence has a fire sprinkler system, a bi-annual inspection shall be made to ensure proper operation.
 6. **Posting Permit.** The short-term rental permit shall be posted in a conspicuous place on the inside of the premises near the front door at all times the unit is being rented.
 7. **Noise and Conduct.** The owner or the local contact person shall ensure that the renters and/or guests of the short-term rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any applicable law, rule or regulation pertaining to the use and occupancy of the short-term rental. No radio receiver, musical instrument, phonograph, compact disc player, loudspeaker, karaoke machine, sound amplifier, or any machine, device or equipment that produces or reproduces any sound shall be used outside or be audible from the outside of any short-term rental between the hours of 10:00 p.m. and 7:00 a.m. The renters and/or guests shall comply with the City's Noise Ordinance at all times.
 8. **Advertising and Signage Requirements.**
 - a. All advertisements for short-term rentals shall include the city's short-term rental permit number and the maximum permitted overnight occupancy as stated on the approved short-term rental permit.
 - b. Signage. No on-site signage shall be allowed to advertise short-term rentals.
 9. **Payment of Transient Occupancy Tax.** The owner shall pay the transient occupancy tax in compliance with Solvang Municipal Code Title 3 chapter 2 and the Administrative Rules.
 10. **Business Certificate.** The owner of a permitted short-term rental shall have a valid Business Certificate at all times consistent with Title 4, Chapter 9 of the Solvang Municipal Code. Business certificates shall be renewed annually.
 11. **Minimum Stay Requirement.** All non-owner-occupied permits shall have a minimum of 12 overnight stays during the permit year, as defined by the Administrative rules. Any permittees not meeting this requirement shall not be eligible for permit renewal.
- I. **Rental Agreements.** The owner shall enter into a written rental agreement with the renter of any short-term rental property, or shall enter into an agreement provided by a third-party rental agency, or hosted on-line platform, which agreement shall, at a minimum, include the following:
 1. The name, address, mobile phone, and email address of the renter.
 2. The terms and conditions of the short-term rental permit required by this section, including but not limited to occupancy limits.
 3. Acknowledgment by the renter that he or she is legally responsible for compliance by all renters and any guests of the short-term rental with the requirements of this Section and the terms of the rental agreement.
 4. Acknowledgment and agreement that the City may inspect the short-term rental property for cause upon 24-hour notice.

J. Owner Responsibilities. An owner may authorize an agent to comply with the requirements of this Section on behalf of the owner. However, the owner shall not be relieved from any personal responsibility and personal liability for noncompliance with any applicable law, rule or regulation pertaining to the use and rental of the short-term rental, regardless of whether such noncompliance was committed by the owner's authorized agent, local contact person, renter or guest of the short-term rental.

K. Violations.

1. Notice of Violation. The City may issue a notice of violation to the owner, local contact person, renters, or guests pursuant Title 6, Chapter 5, Article A, if the owner, owner's agent, local contact person, renters or guests violate this Section.
 - a. Responding to Hotline. The City may issue a notice of violation to the owner if the local contact person fails to respond when contacted by the hotline.
2. Administrative Citation. The City may issue an administrative citation to the owner, local contact person, renters, or guests pursuant to Solvang Municipal Code Title 6, Chapter 5, Article A, if the owner, owner's agent, local contact person, renters or guests violate this Section. Each separate violation shall be subject to fines as set forth in Section 6-5A-4.
3. Criminal Citations. The City may issue a criminal citation for a violation of this Section consistent with Municipal Code Section 11-17-5 and Title 1, Chapter 3. Each violation shall be subject to penalties as set forth in Title 1, Chapter 3.
4. Additional Conditions. A violation of any provision of this Section by the owner, local contact person, renters, or guests shall authorize the Community Development Director, to impose additional conditions on the use of any given short-term rental to ensure that any potential additional violations are avoided.
5. Permit Modification, Suspension and Revocation. Unless otherwise provided in this Section, a violation of any provision of this Section by the owner, local contact person, renters, or guests shall constitute grounds for modification, suspension and/or revocation of the short-term rental permit and/or any affiliated licenses or permits.
6. Public Nuisance. It shall be a public nuisance for any person to commit, cause or maintain a violation of this Section.

L. Permit Revocations. A short-term rental permit may be revoked under any of the following conditions:

1. The Short-term rental is found in violation of this Section or any permit condition three or more times in twelve month from date of permit issuance.
2. The short-term rental is found to be noncompliant with any portion of this Section, the Administrative Rules, or the short-term rental permit conditions.
3. Abandonment of the use for a period of 12 months or more (demonstrated by a lack of payment of transient occupancy taxes).
4. The owner provided materially false or misleading information in any submittal required by this Section.
5. Any instance of transient occupancy tax fraud or transient occupancy tax delinquency of more than 90 days.
6. A permanent ban on the rental of the subject short-term rental pursuant to an order issued by a court of competent jurisdiction.
7. If the subject property lacks adequate onsite parking or impedes ingress and/or egress access to the subject property or adjacent properties.
8. Failure to maintain or hold a valid Business License as required under this Code.

M. Permit Revocation Process.

1. The Community Development Director or designee shall cause an investigation to be conducted whenever there is reason to believe that an owner has failed to comply with the provisions of this chapter. Should the investigation reveal that a violation occurred,

- the Community Development Director or designee shall issue written notice of the violation and intention to impose a penalty and/or revoke the license. The written notice shall be served on the owner and operator or agent and shall specify the facts which, in the opinion of the Community Development Director, constitute grounds for imposition of the penalties and/or revocation, and specify that the penalties will be imposed and/or that the license will be revoked within ten (10) days from the date the notice is given unless the owner and/or operator files with the city clerk the fine amount and a request for a hearing.
2. Notification shall be sent to all owners and occupants within 150 feet of the subject short-term rental of any revocation.
 3. A property that has a short-term rental permit revoked cannot reapply for a period of two years.
 4. A decision by the Community Development Director to revoke a short-term rental permit is appealable to the Planning Commission as specified in Section 11-17-3, Appeals.
- N. Denial of Permit. A short-term rental permit may be denied for the following reasons:
1. At the time the short-term rental permit application or annual permit renewal is submitted, the short-term rental property has an active code violation related to structures, land use or life safety issues.
 2. The owner has had a prior short-term rental permit suspended or revoked or has been cited for violating any provision of this Section or the Municipal Code related to the use or maintenance of the property of the short-term rental in the prior two years.
 3. Failure to make transient occupancy tax payments in accordance with Solvang Municipal Code Title 3, Chapter 3.
 4. There is credible evidence that there are any private governing documents, including, without limitation, conditions, covenants and restrictions (“CC&Rs”) that are valid and enforceable pursuant to the Davis-Stirling Common Interest Development Act, as set forth in California Civil Code Section 4000 et seq., which prohibit the use of such owner’s single-family dwelling, multi-family dwelling, or mobile home for short-term rental purposes as defined in this Section.
 5. If the subject property lacks adequate onsite parking or impedes ingress and/or egress access to the subject property or adjacent properties.
 6. The owner fails to provide any of the required application information or demonstrate compliance with the requirements of this Section or the Administrative Rules.
- O. Administrative Rules. The City Manager, or designee, shall have the authority to establish administrative rules and regulations consistent with the provisions of this Section for the purpose of interpreting, clarifying, carrying out, furthering, and enforcing the requirements and the provisions of this Section, and establishing procedures for complaints. A copy of such administrative rules and regulations shall be on file in the office of the Community Development Department and posted on the city's website.
- P. Effect of Ordinance on Short Term Rentals. All owners with a valid short-term rental permit on the effective date of the ordinance shall have 180 days from the effective date to submit a short-term rental permit application in compliance with this Section. Failure to submit a short-term rental permit application in compliance with this Section shall result in the owner not being eligible to apply for a short-term rental permit or be authorized to operate a short-term rental for a six-month period after the expiration of the 180 day application period.
- Q. Definitions. Definitions for this Section are in Section 11-3-1.

§11-12-20 Short-term/vacation rental regulations – All Zones

A. Purpose.

1. This Section provides standards to regulate short-term rentals where allowed by this section and Chapters 6 through 7 of this Title. The intent of these requirements is to ensure short-term rentals are operated in a way that minimizes impacts on surrounding uses, residents of the City of Solvang, provide basic life safety measures, and operate consistent with applicable sections of the Municipal Code.
2. This Section is not intended to provide any owner of a single-family dwelling, multi-family dwelling, or mobile home with the right or privilege to violate any private conditions, covenants and restrictions applicable to the owner's residence that may prohibit the use of an owner's residence for short-term rental purposes as defined in this Section.

B. Applicability.

1. The provisions of this Section shall apply to all short-term rental units, including **home stays (owner-occupied)** and non-owner-occupied short-term rentals. All standards of the underlying zone shall continue to apply to a permitted short-term rental. This Section does not apply to legally established lodging, hotel, or motel uses, which are regulated separately.

C. Where Permitted. The following are where Short Term Rentals are permitted within the City of Solvang:

1. **Zones Permitted.** In all zones that permit residential uses with the exception of the R-3 zone, and MHR Zone.
 - a. **Exception.** Short Term Rental permits issued by the City of Solvang prior to January 1, 2025 in the R-3 zone are eligible to apply for a short-term rental permit.
2. **Allowed Residential Uses.** Short-term rental units shall only be allowed within a legally constructed single-family dwelling, multi-family dwelling, multi-family dwellings within a mixed-use project as defined in Section 11-3-3 except short-term rentals shall be prohibited in the following types of dwellings:
 - a. Live-work units,
 - b. Caretaker residences,
 - c. Single Room Occupancy Facilities,
 - d. Two-Unit Housing Development projects,
 - e. Urban Lot Splits (SB-9 Lot Splits)
 - f. Accessory Dwelling Units and Junior Accessory Dwelling Units (Section 11-2-2)
 - g. Any residence or development subject to an affordable housing covenant or deed restriction imposed or required by the city, projects with approved State Density Bonus, Builder Remedies, or projects that utilize AB 130/SB 131 CEQA exemptions,
 - h. Recreational vehicles, motor homes, travel trailers, truck campers, tent trailers, boats, and other similar vehicles as determined by the Review Authority, as well as tents, yurts, and other structures placed by the property owner.
3. **Distance.** Short-term rentals shall not be located within five hundred (500) feet of one another. The distance shall be measured in a straight line from property line to property line, regardless of intervening structures, streets, or rights-of-way.
 - a. **Exception.** Short Term Rentals located within the VMU zoning district shall not be subject to minimum distance requirements.
4. **Density.** Short-term rental permits shall be limited to the issuance of one permit per property or one permit per building when units share common walls within multi-unit dwellings or within a mixed-use project for all new permits issued after January 1, 2025.

D. Maximum Number of Permits. The maximum number of non-owner occupied STRs issued throughout the City shall be 40. There is no limit on the number of home-stay (owner-occupied STRs) in the city. STR permit applications shall be reviewed on a first-come, first-serve basis with a waiting list for new STR permits once all authorized STR permits are issued.

E. Permit Required.

1. No person shall rent, offer to rent, or advertise for rent a residential dwelling to another person or group for a short-term rental without a short-term rental permit approved and issued in a manner provided for by this Section, except as specified in Subsection P.
2. A short-term rental permit must be renewed on an annual basis in order to remain valid. If a short-term rental permit is not renewed prior to its expiration date, it shall expire automatically. Under such conditions, the owner shall be required to apply for and obtain a new short-term rental permit, subject to the regulations and rules in effect at the time an application is submitted.
3. Any proposed change to the permit conditions or material facts relating to the information contained in the permit application shall require the owner to submit a new short-term rental permit application.
4. A short-term rental permit is only valid for the address and owner on the short-term rental permit. The short-term rental permit is non-transferable to another residential unit and any change in property ownership shall require the new owner to submit a new short-term rental permit application within 60 days of the transfer of ownership.
5. A short-term rental permit that is issued for a property consistent with Subsection C.1.a, shall be non-transferable to a subsequent owner. If a short-term rental permit issued for a property consistent with Subsection C.1. expires, the owner shall not be eligible for a new short-term rental permit.
6. A short-term rental permit shall be valid only for the number of bedrooms in existence at the time the short-term rental permit is issued. A short-term rental permit shall not authorize the use of any bedrooms in excess of those identified in the short-term rental permit. If additional bedrooms are added to the subject dwelling, a new short-term rental permit shall be required.
7. For any application involving a property subject to recorded covenants, conditions, and restrictions (“CC&Rs”), the applicant shall submit a written approval or authorization from the homeowners’ association (HOA) or other governing body, if and as required by the applicable CC&Rs. An application cannot be approved until the required approval or authorization is provided.
- 8.

F. Application Requirements. The owner shall submit a short-term rental permit application, application submittal requirements, and fee approved in the City’s Adopted Fee Schedule.

G. Application Approval. The Community Development Director or their designee shall approve the short-term rental permit if the owner demonstrates compliance with this Section, agrees to abide by the short-term rental permit conditions, and a site inspection has verified compliance.

H. Permit Approval Notification. The City shall notify all property owners and occupants in writing within a 150-foot radius upon issuance of a short-term rental permit for a non-owner occupied short-term rental indicating the rental address, owner’s name, hotline contact information, and the maximum number of occupants allowed. No notification is required for homestay (owner-occupied) short-term rentals.

I. Permit and Operating Requirements. The property owner shall be responsible to ensure that renters comply with all the requirements of this Section. The short-term rental shall comply with the following standards:

1. Maximum Occupancy. The maximum occupancy permitted for a short-term rental unit shall be limited to the following:

Number of Bedrooms	Maximum Number of Renters	Additional Daytime Guests from 7:00 a.m. to 10:00 p.m.
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Studio	2	0
1	4	2
2	6	3
3	8	4
4 or more	10	5

2. Maximum Occupancy of a Homestay Rental. The maximum occupancy permitted for an owner-occupied short-term rental unit shall be limited to the following:

Number of Bedrooms	Maximum Number of Renters	Additional Daytime Guests Allowed from 7:00 a.m. to 10:00 p.m.
0 (studio)	2	No Limit
1	4	No Limit
2	6	No Limit
3	8	No Limit
4 or more	10	No Limit

3. Parking. The number of on-site parking spaces shall be provided as required by, Section 11-11-13.H (Table 11.12) Parking spaces shall meet the minimum dimensions required by Section 11-11-13.D.2.
4. Local Contact Person. Short-term rental units shall have a local contact person who is available 24 hours per day, seven days per week. The local contact person must be able to be present at the short-term rental within 60 minutes of receiving a complaint at all times the short-term rental is operational. The contact information shall be submitted to the City in a short term rental permit application and the owner shall immediately provide the city in writing of any change to the local contact person.
5. Property Maintenance. The property shall be maintained in a neat and clean appearance at all times. The owner shall provide appropriate trash and recycling containers which must be stored as required by Sections 5-2-6, 11-7-5, 11-10A-7.G, and 11-10A-8.G, as applicable. Containers shall be placed at the appropriate pick-up location weekly, no more than 24-hours prior to pick-up, and returned to storage no more than 12-hours after pickup
6. Life Safety Measures. The following life safety measures shall be provided:
- Smoke detectors in each bedroom and the hall leading to the bedrooms.
 - Carbon monoxide detector on each floor.
 - Fire extinguisher in or near kitchen.
 - A site plan indicating the location of the electrical, gas and water shut-off locations.
 - If the residence has a fire sprinkler system, an bi-annual inspection shall be made to ensure proper operation.
7. Posting Permit. The short-term rental permit shall be posted in a conspicuous place on the inside of the premises near the front door at all times the unit is being rented.
8. Noise and Conduct. The owner or the local contact person shall ensure that the renters and/or guests of the short-term rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate any applicable law, rule or regulation pertaining to the use and occupancy of the short-term rental. No radio receiver, musical instrument, phonograph, compact disc player, loudspeaker, karaoke machine, sound amplifier, or any machine, device or equipment that produces or reproduces any sound shall be used outside or be audible from the outside of any short-term rental between the hours of 10:00 p.m. and 7:00 a.m. The renters and/or guests shall comply with the City's Noise Ordinance at all times.

9. Advertising And Signage

- a. Requirements. All advertisements for short-term rentals shall include the city's short-term rental permit number and the maximum permitted overnight occupancy as stated on the approved short-term rental permit.
 - b. Signage. No on-site signage shall be allowed to advertise short-term rentals.
 - 10. Payment of Transient Occupancy Tax. The owner shall pay the transient occupancy tax in compliance with Solvang Municipal Code Title 3 chapter 2 and the Administrative Rules. Business Certificate. The owner of a permitted short-term rental that has an shall have a valid Business Certificate at all times consistent with Title 4, Chapter 9 of the Solvang Municipal Code. Business certificates shall be renewed annually.
 - 11. Minimum Stay Requirement. All non-owner-occupied permits shall have a minimum of 12 overnight stays during the permit year, as defined by the Administrative rules. Any permittees not meeting this requirement shall not be eligible for permit renewal.
- J. Rental Agreements. The owner shall enter into a written rental agreement with the renter of any short-term rental property, or shall enter into an agreement provided by a third-party rental agency, or hosted on-line platform, which agreement shall, at a minimum, include the following:
- 1. The name, address, mobile phone, and email address of the renter.
 - 2. The terms and conditions of the the short-term rental permit required by this section, including but not limited to occupancy limits.
 - 3. Acknowledgment by the renter that he or she is legally responsible for compliance by all renters and any guests of the short-term rental with the requirements of this Section and the terms of the rental agreement.
 - 4. Acknowledgment and agreement that the City may inspect the short-term rental property for cause upon 24-hour notice.
- K. Owner Responsibilities. An owner may authorize an agent to comply with the requirements of this Section on behalf of the owner. However, the owner shall not be relieved from any personal responsibility and personal liability for noncompliance with any applicable law, rule or regulation pertaining to the use and rental of the short-term rental, regardless of whether such noncompliance was committed by the owner's authorized agent, local contact person, renter or guest of the short-term rental.
- L. Violations.
- 1. Notice of Violation. The City may issue a notice of violation to the owner, local contact person, renters, or guests pursuant to Municipal Code Title 1, Chapter 3, if a violation of this Section is committed, caused or maintained by any of the above parties.
 - a. Responding to Hotline. The City may issue a notice of violation to the owner if the local contact person fails to respond when contacted by the hotline.
 - 2. Administrative Citation. The City may issue an administrative citation to the owner, local contact person, renters, or guests pursuant to Solvang Municipal Code Title 6, Chapter 35, Article A, if a violation of this Section is committed, caused or maintained by any of the above parties, the owner, owner's agent, local contact person, renters or guests violate this Section. Each separate violation shall be subject to fines as set forth in Section 6-5A-4.
 - 3. Criminal Citations. The City may issue a criminal citation for a violation of this Section consistent with Municipal Code Section 11-17-5 and Title 1, Chapter 3. Each violation shall be subject to penalties as set forth in Title 1, Chapter 3. Additional Conditions. A violation of any provision of this Section by the owner, local contact person, renters, or guests shall authorize the Community Development Director, to impose additional conditions on the use of any given short-term rental to ensure that any potential additional violations are avoided.
 - 4. Permit Modification, Suspension and Revocation. Unless otherwise provided in this Section, a violation of any provision of this Section by the owner, local contact person, renters, or guests shall constitute grounds for modification, suspension and/or revocation of the short-term rental permit and/or any affiliated licenses or permits.

5. Public Nuisance. It shall be a public nuisance for any person to commit, cause or maintain a violation of this Section.

M. Permit Revocations. A short-term rental permit may be revoked under any of the following conditions:

1. The short-term rental is found in violation of this Section or any permit condition three or more times in twelve month from date of permit issuance.
2. The short-term rental is found to be noncompliant with any portion of this Section, the Administrative Rules, or the short-term rental permit conditions.
3. Abandonment of the use for a period of 12 months or more (demonstrated by a lack of payment of transient occupancy taxes).
4. The owner provided materially false or misleading information in any submittal required by this Section.
5. Any instance of transient occupancy tax fraud or transient occupancy tax delinquency of more than 90 days.
6. Credible evidence is presented to the City, after issuance of a short-term rental permit, that there are private governing documents, including, without limitation, conditions, covenants and restrictions ("CC&Rs") that are valid and enforceable pursuant to the Davis-Stirling Common Interest Development Act, as set forth in California Civil Code Section 4000 et seq., which prohibit the use of the dwelling for short-term rental purposes, as defined in this Section, the owner shall have thirty days after being notified of receipt of such evidence by the city to provide written authorization from the owner's homeowner association that allows the owner to continue to use the owner's property for short-term rental purposes until expiration of the current short-term rental permit. If no such written authorization is provided as set forth herein, the owner's short-term rental permit shall be summarily revoked.
7. A permanent ban on the rental of the subject short-term rental pursuant to an order issued by a court of competent jurisdiction.
8. If the subject property lacks adequate onsite parking or impedes ingress and/or egress access to the subject property or adjacent properties.
9. Failure to maintain or hold a valid Business License as required under this Code.

N. Permit Revocation Process.

1. The Community Development Director or designee shall cause an investigation to be conducted whenever there is reason to believe that an owner has failed to comply with the provisions of this chapter. Should the investigation reveal that a violation occurred, the Community Development Director or designee shall issue written notice of the violation and intention to impose a penalty and/or revoke the license. The written notice shall be served on the owner and operator or agent and shall specify the facts which, in the opinion of the Community Development Director, constitute grounds for imposition of the penalties and/or revocation, and specify that the penalties will be imposed and/or that the license will be revoked within ten (10) days from the date the notice is given unless the owner and/or operator files with the city clerk the fine amount and a request for a hearing.
2. Notification shall be sent to all owners and occupants within 150 feet of the subject short-term rental of any revocation.
3. A property that has a short-term rental permit revoked cannot reapply for a period of two years.
4. A decision by the Community Development Director to revoke a short-term rental permit is appealable to the Planning Commission as specified in Section 11-17-3, Appeals.

O. Denial of Permit. A short-term rental permit may be denied for the following reasons:

1. At the time the short-term rental permit application or annual permit renewal is submitted, the short-term rental property has an active code violation related to

- structures, land use or life safety issues.
2. The owner has had a prior short-term rental permit suspended or revoked, or has been cited for violating any provision of this Section or the Municipal Code related to the use or maintenance of the property of the short-term rental in the prior two years.
 3. Failure to make transient occupancy tax payments in accordance with Solvang Municipal Code Title 3, Chapter 3.
 4. There is credible evidence that there are any private governing documents, including, without limitation, conditions, covenants and restrictions (“CC&Rs”) that are valid and enforceable pursuant to the Davis-Stirling Common Interest Development Act, as set forth in California Civil Code Section 4000 et seq., which prohibit the use of such owner’s single-family dwelling, multi-family dwelling, or mobile home for short-term rental purposes as defined in this Section.
 5. If the subject property lacks adequate onsite parking, or impedes ingress and/or egress access to the subject property or adjacent properties.
 6. The owner fails to provide any of the required application information or demonstrate compliance with the requirements of this Section or the Administrative Rules.
- P. Administrative Rules. The City Manager, or designee, shall have the authority to establish administrative rules and regulations consistent with the provisions of this Section for the purpose of interpreting, clarifying, carrying out, furthering, and enforcing the requirements and the provisions of this Section, and establishing procedures for complaints. A copy of such administrative rules and regulations shall be on file in the office of the Community Development Department and posted on the city's website.
- Q. Effect of Ordinance on Short Term Rentals. All owners with a valid short-term rental permit on the effective date of the ordinance shall have 180 days from the effective date to submit a short-term rental permit application in compliance with this Section. Failure to submit a short-term rental permit application in compliance with this Section shall result in the owner not being eligible to apply for a short-term rental permit or be authorized to operate a short-term rental for a six-month period after the expiration of the 180 day application period
- R. Definitions. Definitions for this Section are in Section 11-3-1.



Meeting Date: September 22, 2025

SUBJECT: Request for Direction on Chain Retail Stores

PREPARED BY: A. Rafael Castillo, AICP, Community Development Director

DISCUSSION:

Background

At the March 24, 2025, the City Council requested information on chain retailers, whether it was a problem, or it might be anticipated as a problem. Additionally, it was requested that information be brought forth regarding “ghost retail stores.”

The City of Solvang has long prioritized the preservation of its Danish character and small-town identity. The City adopted a Formula Restaurant Ordinance ([Solvang Municipal Code Sectio 11-12-19.C](#)) that regulates chain and formula-based restaurants by prohibiting them within the Village Mixed-Use District (VMU) but allowing them outside of the village. The definition of a formula restaurant includes:

A restaurant devoted to the preparation and offering for sale of food and beverages for consumption either on or off the premises, which is required by contractual or other arrangements to offer any of the following: standardized menus, ingredients, food preparation, decor, uniforms or similar standardized features, and where there are five or more similar locations nationwide.

Chain Retailers

The Village is largely made up of independently owned businesses that cater to both residents and visitors, including shops that sell beauty supplies, souvenirs, clothing, and various specialty goods. While some of these shops offer overlapping product lines, they are independently operated and uniquely branded. One exception to this pattern is Valley Hardware, which is locally owned but affiliated with the ACE Hardware cooperative. This provides the business with access to national branding while still maintaining a local identity. Another chain retail is Kahunas, First Street Leather, and Rocky Mountain Chocolate Factory. Outside of the Village, national chain retailers are present, including CVS Pharmacy, New Frontiers, and the UPS Store.

Chain retailers are often attractive to landlords because they offer long-term stability and higher lease rates; however, these benefits should be weighed against the potential displacement of small businesses. Solvang’s economy is uniquely tied to tourism, and visitors are drawn to the Village for its character and charm.

The City’s zoning code currently does not regulate chain retailers. A chain retailer could theoretically establish a location in the Village, provided they comply with existing zoning requirements. Most chain retailers require a certain “economy of scale” to open within certain locations. This includes population, number of traffic trips generated, and size of spaces. At this juncture, most chain retailers avoid the city as it does not meet criteria set up to establish store fronts or franchises. Some stores may be perceived as “chain retailers” as they sell similar products and goods; however, they have no connection outside of selling similar products or utilizing similar marketing techniques.

City staff does not recommend amending the zoning ordinance at this time to regulate chain retailers because the size of spaces in Village is not conducive to chain retailers and staff is not anticipating problems in the future with chain retailers.

Ghost Retailers

There are currently no true “ghost retail stores,” which are retail outlets that operate solely to fulfill online orders without serving walk-in customers. However, some businesses may be perceived as “ghost retailers” because they operate with minimal or no signage. Since signage is optional and not required by City regulations, these retailers may appear less visible to the public, even though they function as traditional brick-and-mortar establishments rather than fulfillment-only operations.

RECOMMENDED MOTION

None.

ALTERNATIVES:

Direct City Staff to craft a zoning ordinance amendment prohibiting chain and/or ghost retailers.

FISCAL IMPACT:

City staff time to create the staff report.

ATTACHMENTS:

None.