




## Memorandum

County of Ventura • Resource Management Agency • Planning Division  
800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • [vcrma.org/planning](http://vcrma.org/planning)

**DATE:** August 15, 2017

**TO:** All Concerned Parties

**FROM:** Denice Thomas, AICP,   
Planning Programs Section Manager

**RE:** Mobilehome Rent Review Board Case No. MH17-0002 – Ojai Valley Estates Mobile Home Park Discretionary Rent Increase – Staff Report Correction

The purpose of this memorandum is to provide a notice of correction to the published staff report for Case Number MH17-0002, Ojai Valley Estates Mobile Home Park Discretionary Rent Increase; Item 5 on the August 24, 2017, Regular Meeting Agenda of the Mobile Home Rent Review Board. On August 3, 2017, the staff report was published on the Ventura County Resource Management Agency Planning Division webpage ([http://www.vcrma.org/planning/pdf/meeting-agendas/mhorr/08-24-17/Agenda and Packet/FINAL Staff Report 080317 DT.pdf](http://www.vcrma.org/planning/pdf/meeting-agendas/mhorr/08-24-17/Agenda%20and%20Packet/FINAL%20Staff%20Report%20080317%20DT.pdf)).

On August 15, 2017, the Planning Division discovered two clerical errors in the published staff report. The following sections corrects the error using ~~strike-through~~ and underlined text. ~~Strike-through~~ text denotes text removed from the staff report and underlined text denotes text added to the staff report.

- I. Section L(1)(a – c) (page 34 of 39), references “business days” in error. Section L(1)(a – c) should reference “calendar days”. The following text is amended to read as follows:
  - a. Publication of Staff Report and RRB Recommendations 21 ~~business~~ calendar days in advance of the hearing, with all exhibits marked numerically;
  - b. All Responses to Staff Report submitted no later than 14 ~~business~~ calendar days in advance of the hearing, together with all exhibits shall be made available upon request to interested persons.
  - c. Publication of Staff Response, if any, published no later than 17 ~~business~~ calendar days in advance of the hearing.”
  
- II. Exhibit 17, as labeled on the website is correct. However, Exhibit 17 in the section of the report entitled, “Exhibits”, found on page 38 of 39 of the report is incorrect. The following amendment to the text corrects the error:

In advance of the public hearing on the Application, Staff provided public notice in accordance with the Government Code, section 65091. Staff posted notice on the Planning Division website, the Public Notices Bulletin Board at the County of Ventura Government Center (Hall of Administration), to all residents in the Park, Applicant, Applicant's representative, and other interested parties via the Planning Division's e-notification system.

## **L. CONDUCT OF PUBLIC HEARING**

The RRB adopted the Hearing Procedures Resolution (Exh. 18), which outlines procedural rules for the conduct of mobile home park rent review hearings so that all interested parties shall have advance knowledge of the procedures to be followed in such hearings. These procedural rules are construed and applied so as to ensure a full and fair hearing of relevant evidence which is offered on mobile home park rent review Applications and to facilitate an orderly analysis of evidence and issues by the hearing body in such matters.

Given the unique nature of the proceedings on a Discretionary Rent Increase Application, Applicant, Staff and the Park Tenant's representative, through whom the Park tenants have agreed to present their position ("Tenants") have met and conferred to agree upon, and recommend the following procedures to govern the hearing on this Application, which may expand upon or differ from the procedures set forth in the Hearing Procedures Resolution. To the extent the below procedures are silent on an issue, the hearing will be governed by the Hearing Procedures Resolution and applicable law.

### **1. Prehearing Document Submittal:**

- a. Publication of Staff Report and RRB Recommendations 21 calendar days in advance of the hearing, with all exhibits marked numerically;
- b. All Responses to Staff Report submitted no later than 14 calendar days in advance of the hearing, together with all exhibits in support of the responses marked alphabetically, which documents and exhibits shall be made available upon request to interested persons.
- c. Publication of Staff Response, if any, published no later than 7 calendar days in advance of the hearing.
- d. Applicant, Staff and Tenants agree that the intent of this document submission schedule is to eliminate the last-minute submittal of documentation and ensure the Board's ability to make a decision on the Application based on a review of full information.

### **2. Conduct of Hearing.** The order of proceedings is as follows, unless the Chair of the RRB in his discretion shall direct otherwise:

- a. **Prehearing Statement of Legal Principles.** The Assistant County Counsel advising the Board may make a statement regarding applicable legal principles and requirements for the information of members of the audience prior to opening

If you have any questions concerning the information presented above, please contact Franca Rosengren at (805) 654-2045 or [franca.rosengren@ventura.org](mailto:franca.rosengren@ventura.org).

Prepared by:



Franca Rosengren, Staff Administrator  
 Mobilehome Park Rent Review Board  
 Ventura County Planning Division

Reviewed by:



Denice Thomas, Manager  
 Planning Programs Section  
 Ventura County Planning Division

## EXHIBITS

- Exhibit 1 – Ventura County Mobilehome Park Rent Control Ordinance 4462
- Exhibit 2 – Application
- Exhibit 3 – Aerial Map of Ojai Valley Estates Mobilehome Park
- Exhibit 4 – Resolution No. RRB97-290 “Guidelines”
- Exhibit 5 – Staff’s March 10, 2017 Site Inspection Photos of Park
- Exhibit 6 – Applicant’s March 22, 2017 Confirmation of Ownership
- Exhibit 7 – 2016 County-approved Rent Schedule for Park
- Exhibit 8 – Staff’s February 24, 2017 Invalid Application Letter to Applicant (Determination Letter)
- Exhibit 9 – Applicant’s March 17, 2017 Response Letter to Staff
- Exhibit 10 – Applicant’s April 4, 2017 Letter to Staff
- Exhibit 11 – Staff’s April 10, 2017 Letter to Applicant
- Exhibit 12 – Staff’s April 20, 2017 Letter to Applicant
- Exhibit 13 – Applicant’s April 24, 2017 Letter to Staff
- Exhibit 14 – Staff’s May 17, 2017 Letter to Applicant
- Exhibit 15 – Resolution No. RRB97-291 (Amortization Schedule for Capital Improvements)
- Exhibit 16 – Resolution No. RRB16-0003 (Administrative Rules Pertaining to Amortized Capital Improvements)
- Exhibit 17 – Bell’s July 28, 2017 CPA Report and Attachments
- Exhibit 18 – Resolution No. RRB83-19 (Hearing Procedures Resolution)
- Exhibit 19 – Applicant’s 2013, 2014, and 2015 Profit and Loss Statements
- Exhibit 20 – Resident Protest Letters and Comments

No.	Date	Author
A.	7-7-2017	Rosemary Breech, Ojai Valley Estates (OVE), Space 35
B.	3-21-2017	Juana Garcia, OVE, Space 89
C.	3-16-2017	Donna Wall, OVE