

**APPROVED**



**CITY OF SANTA BARBARA  
ACCESS ADVISORY COMMITTEE  
*SantaBarbaraCA.gov/AccessAC***



**MINUTES  
REGULAR MEETING  
Meeting held at the David Gebhard Public  
Meeting Room and via ZOOM Webinar  
Date: November 18, 2022  
Time: 9:30 a.m.**

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**COMMITTEE MEMBERS:** James Marston, Chair; Robert Burnham, Vice Chair; Skylar Covich; Nick Koonce; Karen Luckett; Michael Rassler; Susanne Tejada

**COUNCIL LIAISON:** Meagan Harmon, Santa Barbara City Councilmember

**STAFF LIAISONS:** Brian D’Amour, P.E., City Engineer  
Daniel Hentschke, City Attorney  
Sarita King, Administrative Assistant  
Raymond Lam, Administrative Specialist

**ROLL CALL AND INTRODUCTION OF STAFF AND PUBLIC**

**Committee Members**

James Marston, Chair..... Present  
Robert Burnham, Vice Chair ..... Present  
Skylar Covich ..... Present  
Nick Koonce..... Present  
Karen Luckett ..... Present  
Michael Rassler ..... Present  
Susanne Tejada..... Present

**City Staff**

Councilmember Meagan Harmon ..... Absent  
Sarita King, Administrative Assistant ..... Present  
Raymond Lam, Administrative Specialist..... Present  
Brad Hess, Principal Project Manager ..... Present  
Sarah Clark, Downtown Plaza Parking Manager ..... Present

**Guests**

Jeff Hornbuckle, Cearnal Collective ..... Present

**Public**

None

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1. **CALL TO ORDER**
2. **ROLL CALL AND INTRODUCTION OF STAFF AND PUBLIC** ([Hyperlink to video of agenda item](#)).
3. **COMMITTEE MEMBER REPORTS AND STAFF ANNOUNCEMENTS** ([Hyperlink to video of agenda item](#))

Chair Marston noted that Jim Dewey has retired from the City and asked how one may file anonymous complaints regarding parklets. Ms. Tejada gave an update on the State Street Advisory Committee and noted upcoming meetings as well as a survey on the website for that Committee. Mr. Koonce noted recent press on the Annual Mayor's Awards ceremony in recognition of National Disability Awareness month and asked about the Mayor's Award nomination process. Mr. D'Amour will look into how complaints may be filed anonymously as well as the Mayor's Award nomination process and report back.

Mr. D'Amour noted that Ashleigh Shue has returned to her role of Principal Engineer with the Water Resources Section in the Engineering Division. He also noted that as Jim Dewey has retired, Derrick Bailey is the Acting Streets Operations and Infrastructure Manager. He also noted that Advisory Appointments will take place in City Council on December 6 to fill the one upcoming vacant seat.
4. **PUBLIC COMMENT** ([Hyperlink to video of agenda item](#))

Any member of the public may address the Access Advisory Committee for up to five minutes on any subject within the jurisdiction of the Access Advisory Committee that is not scheduled for a public discussion.

**No Public Comment no written Public comments were provided.**
5. **APPROVAL OF MINUTES** ([Hyperlink to video of agenda item](#))

The Access Advisory Committee waived further reading and approved the minutes from the Regular Meeting of August 26, 2022. (Click here for hyperlink to DRAFT minutes).  
Motion: To approve the minutes of August 26, 2022.  
Motion by Koonce; Seconded by Rassler  
Votes: Yeas: 7; Abstain: 0; Absent: 0
6. **PUBLIC WORKS DIRECTOR** ([Hyperlink to video of agenda item](#))

Recommendation: That the Access Advisory Committee received a briefing from Clifford M. Maurer, P.E., Public Works Director. Mr. Maurer introduced himself to the Committee and noted that the Department understands the importance of accessibility and the responsibility of upholding the ADA. He noted the process for forming an Ad Hoc committee must be an agenized item. He also noted that the Committee's concerns regarding parklets, the City's responsibility, and staff's efforts for compliance. He also noted observations of the relationship between the Department and this Committee and asks that the Committee to continue to be advisory in nature, not in an oversight capacity. Mr. Maurer answered a number of questions from the Committee members.
7. **ADA COORDINATOR'S REPORT** ([Hyperlink to video of agenda item](#))

Recommendation: That the Access Advisory Committee receive a brief report from the ADA Coordinator on various accessibility-related items, including a State Street Parklets Update and the ADA Transition Plan Update. Mr. D'Amour gave a brief history on the 2008 ADA Transition Plan Update and noted that tasks have been completed but not tracked. He suggested that the Committee or staff may want to look at specific facilities and update

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the Transition Plan based on priority. An Ad Hoc Committee may be formed, or special meeting may be held in the future.

8. **BREAK** ([Hyperlink to video of agenda item](#))
9. **SANTA BARBARA POLICE STATION PROJECT UPDATE** ([Hyperlink to video of agenda item](#))  
Recommendation: That the Access Advisory Committee receive a presentation from Jeff Hornbuckle, architect with Cearnal Collective, and Brad Hess, Public Works, Engineering Division Principal Project Manager on the Santa Barbara Police Station Project, the status of the project, and how accessibility will be accommodated. *[Find the PDF of the presentation attached to these minutes. Find the PDF of the TEXT ONLY version of the presentation attached to these minutes.](#)*
10. **UPDATE ON STREETS CAPITAL PROJECTS –** ([Hyperlink to video of agenda item](#))  
Recommendation: That the Access Advisory Committee receive an update from Alexis Flores, Acting Senior Project Engineer, with the Streets Engineering team on recently completed projects and upcoming projects.
11. **SUBCOMMITTEE REPORTS (11:00 am)** ([Hyperlink to video of agenda item](#))  
Recommendation: That the Access Advisory Committee receive an update from the following:
  - a) Annual Report Ad-Hoc Committee (Burnham, Koonce, Lockett)
    - This Ad-Hoc Committee provided information for the Annual Report which was presented at Council in September 2022.
  - b) Sidewalk Ad-Hoc Committee (Marston, Burnham, Koonce)
    - This Ad-Hoc Committee has not met recently. Mr. Burnham suggested setting up a meeting with Derrick Bailey. Mr. D’Amour will contact Mr. Bailey to see if he is available to meet with the Ad-Hoc Committee in order to continue the communications with Mr. Dewey.
  - c) Blue Curb Parking Ad-Hoc Committee (Koonce, Tejada, Lockett)
    - Nothing to report at this meeting. This Ad-Hoc Committee hopes to meet before the next Access Advisory Committee meeting.
  - d) Outdoor Dining and Parklets Ad-Hoc Committee (Lockett, Marston, Tejada)
    - Ms. Lockett found there were still issues on Coast Village Road. Mr. Marston noted that parklets off of State Street will be reviewed for compliance. Sarah Clark was able to provide comments and answer questions clarifying the inspection process for non-compliant parklets. She also noted that changes to the fee structure is tentatively scheduled to go before the Finance Committee for guidance and instructions in December 2022.
  - e) Valet Parking Ad-Hoc Committee (Koonce, Burnham, Lockett)
    - This Ad-Hoc Committee hopes to schedule a meeting with Emil Dilanian, Building And Safety Supervisor. Mr. D’Amour is interested in developing a letter with Community Development and the City Attorney’s offices that would be sent to known valet operations, regarding the different types of violations.
12. **ADJOURNMENT** at 12:25 pm.

**DATE OF NEXT MEETING: Friday, February 24, 2023, at 9:30 a.m.**