



Administrative Report

TO: Honorable City Council

FROM: Ben Harvey, City Manager
Bethany Burgess, City Attorney

MEETING DATE: April 14, 2026

SUBJECT: Adopt Revisions to the City Council Protocols to Establish Quasi-Judicial Hearing Procedures (*City Council Direction*)

RECOMMENDATION

Adopt Resolution No. 2026-9 approving revisions to the City Council Protocols and adopting a policy for Quasi-Judicial Hearings as an attachment to the Council Protocols.

DISCUSSION

In the fall of 2025, City Council received an appeal following its audit of Transient Occupancy Tax receipts. The City Council initially opened the appeal for a public hearing, but due to the lack of a formally adopted public hearing policy that established procedures for appeals, there was lack of clarity regarding certain aspects of the appeal procedure. As a result of this hearing, City Council requested that the City Attorney bring a formal policy to City Council for use on quasi-judicial matters where the Ojai Municipal Code (OMC) is silent as to the specific procedures that must be followed.

The proposed policy attempts to add clarity for the City Council, City staff, applicants for City approvals, and appellants to ensure that the process is fair and equitable for all parties and to also ensure that City Council is provided with sufficient time to review materials submitted by the parties in advance. Adoption of this policy will also help ensure that applicants and appellants are informed regarding the specific procedures that will be used by the City with respect to City approvals that may be subject to either a requirement for a public hearing, or that may be subject to appeal.

The policy will apply to appeals filed under Chapter 1-4 of the Ojai Municipal Code and may apply to other quasi-judicial public hearings and appeals under other sections of the OMC where the OMC fails to otherwise establish procedural requirements. Where the OMC provides different requirements for specific types of appeals, the more specific procedures will apply.

Additionally, the Resolution will approve an additional change to the Council Protocols to reflect that City Council follows Rosenberg's Rules of Order, as provided by the Ojai Municipal Code.

CITY COUNCIL GOALS ALIGNMENT

Goal No. 9 - Communication and Relationships

OPTIONS

1. Do not adopt revisions to the Council Protocols and the Quasi-Judicial Hearings policy.
2. Provide alternate direction.

FISCAL IMPACT

Adoption of the policy will not have a fiscal impact on the City. City staff and potentially outside contractor time may be required related to quasi-judicial hearings and appeals covered by this policy, but adoption of this policy is not expected to have a greater financial impact on the City.

Prepared by: Bethany Burgess, City Attorney

ATTACHMENT(S)

- A. Resolution No. 2026-9
- B. City Council Protocols – Revised (Exhibit A to Resolution No. 2026-9)
- C. Quasi-Judicial Hearing Procedures (Exhibit B to Resolution No. 2026-9)