



City of Carpinteria
Downtown "T" Business Advisory Board Agenda
Thursday, August 6, 2026
Council Chamber, 5775 Carpinteria Avenue,
Carpinteria, CA 93013

8:30 AM Regular Meeting

Attendance/Viewing Options:

- Attend the in-person meeting in City Council Chambers at City Hall (5775 Carpinteria Ave.)

How to Provide Public Comments

- Provide a live public comment in City Council Chambers at City Hall (5775 Carpinteria Ave.). Please note the City has the discretion to limit the speaker's time for any meeting or agenda matter. Typically, the practice has been 3 minutes per speaker on each item.
- Submit a written comment (as either a general public comment or on a specific agenda item) to be distributed to Downtown "T" Business Advisory Board by 3 hours before the meeting begins by either submitting your comment via (1) email to PublicComment@carpinteriaca.gov, or (2) follow this link (<https://carpinteriaca.gov/city-hall/agendas-meetings>), select the meeting you want to provide a comment on, and click the Submit Comments button located on the left hand side of the agenda portal. Please reference the agenda item to which your comment pertains. Note that written comments will not be read into the record during the meeting.

Call to Order

Roll Call

Public Comment

This is the time for public comments on matters not otherwise on the agenda, but within the subject matter jurisdiction of the Downtown "T" Business Advisory Board.

Agenda Modifications

The Downtown "T" Business Advisory Board may modify the regular agenda by tabling items, adding urgency items to the agenda, or changing the order in which items are considered. Changes to the Consent Calendar are considered at the time the Consent Calendar is considered.

Consent Calendar

Items on the consent calendar are considered to be routine and are normally enacted by one unanimous vote of the Downtown "T" Business Advisory Board. If you wish to speak on a consent calendar item, please do so during the public comment period provided at the beginning of this item.

1. Approve the minutes of the meeting held
 - a. Minutes of the regular meeting held June 4, 2026.

New Business

2. **Downtown T Holiday Lights Program**
Recommendation: Discuss and provide direction on planning for the 2026–2027 Downtown T Holiday Lights Program.
3. **Downtown T Map Project**
Recommendation: Receive updates from the Map Task Force and City staff regarding the status of the Downtown T map brochure and the proposed large-format Downtown T map installation at the corner of 5th Street and Linden Avenue.
4. **Combined Business License and PBIA Assessment Billing**
Recommendation: Receive an update from staff regarding the proposed consolidation of City Business License and Property-Based Improvement Area (PBIA) annual assessment fee billing.
5. **Pending Business Permit Update**
Recommendation: Receive a staff update regarding pending business permit applications and new business activity within the Downtown T.

DTBAB Member Comments

Adjournment

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk's Office at 684-5405, extension 403 or the California Relay Service at (866) 735-2929. Notification 2 business days prior to the meeting will enable the City to make reasonable arrangements for accessibility to this meeting.

This agenda was posted on August 3, 2026, in the Public Works Office, on the City Hall Public Notices Board, and on the Internet.

CITY OF CARPINTERIA
Downtown-T Business Advisory Board
Regular Meeting Minutes
Thursday, June 4, 2026 at 8:30 am
Council Chambers, Carpinteria City Hall
5775 Carpinteria Avenue, Carpinteria, CA 93013

CALL TO ORDER

Vice Chair Kalkins called the meeting to order at 8:38 a.m.

ROLL CALL

Boardmembers present: Boardmember Lorraine McIntire
Boardmember Justin Fitzgerald
Boardmember Mary Beth Radley
Vice Chair Kristina Calkins

Boardmembers absent: Boardmember Kevin Murphy
Boardmember Nathan Pratt
Chair Andre Jackson

Staff members present: Stephon Downes, Management Analyst
Juliza Briones, Public Information Office and Emergency
Preparedness Program Manager

PUBLIC COMMENT

Becky Norton, on behalf of the Carpinteria Immigrant Coalition, provided public comment regarding the findings of the surveying effort conducted on Downtown T Businesses.

DTBAB MEMBER COMMENT

None

CONSENT CALENDAR:

1. Minutes of the regular meeting held April 2, 2026.

Agenda Modifications:

Motion by Member McIntire, seconded by Member Radley, to move item No.1 to No. 6.

Following consideration of the remaining agenda items, Board Member McIntire moved, seconded by Board Member Radley, to approve the minutes of the April 2, 2026, regular meeting. The motion carried by voice vote.

NEW BUSINESS:

2. Introduction of New Downtown T Business Advisory Members

Board Member Justin Fitzgerald was introduced and welcomed to the Board. Board Member Nathan Pratt was absent and will be introduced at the next Downtown T Business Advisory Board meeting.

3. Assessment District No. 4 Annual Report

Staff provided a brief verbal update on the 2026 Assessment District No. 4 Annual Report and the annual district continuation process.

4. DTBAB Newsletter & Map

Board Member McIntire provided a verbal update on behalf of the Newsletter and Map Task Force.

The Board requested that staff provide an updated assessment roll to ensure the Downtown T map reflects the most current list of assessed businesses.

The Board reviewed the latest draft of the DTBAB newsletter and provided feedback. Members requested that information regarding the City's service request platform be included to encourage the public to report maintenance and service issues within the Downtown T.

The Board also discussed potential future enhancements to the newsletter, including:

- Adding a QR code linking to a questionnaire and feedback form.
- Seeking formal City Council approval of a revised DTBAB mission statement.

These items will be evaluated prior to the next newsletter distribution.

Finally, the Board recommended that future newsletters be mailed no later than June 15 to allow sufficient time for delivery before the advertised summer events.

5. Large-Scale Downtown T Map Advertisement

Vice Chair Calkins led a discussion regarding the installation of a large Downtown T map at the corner of 5th Street and Linden Avenue.

Following discussion, the Board directed staff to explore options for retrofitting the existing sign structure to accommodate installation of the Downtown T map. Staff will coordinate with the Public Works Department to evaluate feasible options and report back to the Board with its findings.

DTBAB MEMBER COMMENT FOR FUTURE AGENDA

- Vice Chair Calkins requested that Holiday Lights be included as an agenda item for the next meeting.

ADJOURNMENT

Vice Chair Calkins adjourned the meeting at 9:51 am.

Stephon Downes, Management Analyst

