

**MINUTES  
REGULAR MEETING OF THE  
CANYON LAKE CITY COUNCIL  
Canyon Lake City Hall  
31516 Railroad Canyon Road  
Canyon Lake, CA 92587  
Wednesday, November 12, 2025**

**Closed Session – 5:00 p.m.**

**CALL TO ORDER**

Mayor Terry called the meeting to order at 5:00 p.m.

**ROLL CALL**

Present: Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry.

Absent: None.

**PUBLIC COMMENTS**

There were no public comments.

**CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION, Significant Exposure - Pursuant to Government Code Section 54956.9(d)(2): Claimant: M. Borja
2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Pursuant to Government Code Section 54956.9(d)(2): Significant Exposure to Litigation, One case
3. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION - Pursuant to Government Code Section 54956.9(d)(4): One case
4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957: Title: City Manager

The City Council entered Closed Session at 5:00 p.m.

## **Open Session – 6:30 p.m.**

### **CALL TO ORDER**

Mayor Terry called the meeting to order at 6:30 p.m.

### **INVOCATION**

The Invocation was led by Council Member Smith.

### **FLAG SALUTE**

The Flag Salute was conducted.

### **ROLL CALL**

Present: Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry.

Absent: None.

### **CLOSED SESSION REPORT**

Deputy City Attorney Nashad reported that as to Item 1, no reportable action was taken. As to Item 2, settlement direction was given by consensus. As to Item 3, settlement direction was given by consensus. As to Item 4, no reportable action was taken.

### **CEREMONIAL MATTERS**

Mayor Pro Tem Castillo recognized Jenni Isaacson as Citizen of the Quarter.

Council Member Steeber recognized Zachary Wagoner as Student of the Month.

Mayor Terry recognized the Canyon Lake Quilters who presented a quilt to Lindsay Clark.

### **PRESENTATIONS**

Director Darcy Burke provided an update on behalf of the Elsinore Valley Municipal Water District.

Lt. Julio Olguin provided an update on behalf of the Riverside County Sheriff's Department.

Fire Chief LaTendresse provided an update on fire statistics.

Mayor Terry provided a non-profit spotlight on behalf of the Rose Again Foundation.

## **PUBLIC COMMENT**

Chief LaTendresse talked about the incoming storm and noted sand and sandbags had been ordered.

Gale Bjelland spoke about the “Giving Machines,” red vending machines that allow individuals to donate tangible items to those in need. She noted that the machines will be located at the Galleria Mall near Macy’s from November through December. The Church of Jesus Christ of Latter-day Saints covers all operational and credit card transaction costs, ensuring that participating nonprofits receive 100 percent of the proceeds.

## **CONSENT CALENDAR**

City Manager Brown commented on Item 10, noting the amount is about \$19,000 over budget and while the change falls under the City Manager’s authority, it was shared for transparency. He highlighted the collaborative effort with the architect, Lowe Construction, and City staff, and noted that some unforeseen items, such as specialized equipment for the Level 4 building, were normal for a project of this type.

Motion and second by Council Member Welty/Council Member Smith to approve Consent Calendar Items 1-10.

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry voting aye.

### 1. Approve Claims and Demands of the City

Action taken: The City Council adopted Resolution No. 2025-42 approving Claims and Demands of the City for September 2025 and adopted Resolution No. 2025-43 approving Claims and Demands of the City for October 2025.

### 2. Approval of City Council Meeting Minutes

Action taken: The City Council approved the minutes of the September 23 and October 2, 2025, City Council meetings.

### 3. Adopt a Resolution Setting the Regular City Council Meeting Schedule for Calendar Year 2026

Action taken: The City Council adopted Resolution No. 2025-44 setting the regular City Council meeting schedule for calendar year 2026.

4. Adopt a Resolution Approving a Fire Department Position Reclassification

Action taken: The City Council adopted Resolution No. 2025-45 approving the conversion of one (1) part-time Fire Engineer position to one (1) part-time Fire Captain/Paramedic position within the Fire Department; and approved the corresponding amendment to the City's Salary Schedule to include the new part-time Fire Captain/Paramedic classification and pay range.

5. Approve the Fifth Amended and Restated Joint Powers Agreement for the Southwest Communities Financing Authority

Action taken: The City Council approved the Fifth Amended and Restated Joint Powers Agreement for the Southwest Communities Financing Authority.

6. Second Reading and Adoption of Ordinance No. 263 - An Ordinance of the City Council of the City of Canyon Lake, California, Repealing Sections 3.26.090 (Water Users' Tax) and 3.26.100 (Sewer Users' Tax) of the Canyon Lake Municipal Code

Action taken: The City Council adopted Ordinance No. 263 - An Ordinance of the City Council of the City of Canyon Lake, California, Repealing Sections 3.26.090 (Water Users' Tax) and 3.26.100 (Sewer Users' Tax) of the Canyon Lake Municipal Code.

7. Second Reading and Adoption of Ordinance No. 265 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Ordinance No. 260 to Appoint the Chief of Police as the Administrative Head of the Police Department

Action taken: The City Council adopted Ordinance No. 265 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Ordinance No. 260 to Appoint the Chief of Police as the Administrative Head of the Police Department.

8. Receive and File the Quarterly Investment Report for the Quarter Ended September 30, 2025

Action taken: The City Council received and filed the Quarterly Investment Report for the quarter ended September 30, 2025, in compliance with the City's Investment Policy.

9. Adopt a Resolution Approving Budget Adjustments for the City's Rental Fund

Action taken: The City Council adopted Resolution No. 2025-45 approving budget adjustments for the City's Rental Fund.

10. Consideration of a Change Order for the Canyon Lake Police Department Construction Project in the Amount of \$79,356.00

Action taken: The City Council approved a change order in the amount of \$79,356.00 for the Canyon Lake Police Department Construction Project.

## **PULLED CONSENT CALENDAR ITEMS**

None.

## **PUBLIC HEARINGS**

11. Adopt a Resolution Adopting a General Plan Amendment (GPA 25-01) Amending the City of Canyon Lake Housing Element for the 6th Cycle, Years 2021 to 2029

Mayor Terry opened the public hearing at 7:36 p.m.

City Attorney Graham provided a presentation.

There was no public testimony.

Mayor Terry closed the public hearing at 7:41 p.m.

Motion and second by Council Member Smith/Council Member Steeber to adopt Resolution No. 2025-47 amending the City of Canyon Lake General Plan Housing Element to meet the requirements of the 6th Cycle Housing Element requirements of State law and the California Department of Housing and Community Development, adopting the Addendum to the previous Negative Declaration for the Housing Element, adopted February 9, 2022, and a finding that no substantial changes have occurred in the proposed Project due to new significant information, new environmental effects or new information of substantial importance, consistent with the California Environmental Quality Act (CEQA).

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry voting aye.

12. Introduction and First Reading of Ordinance No. 266 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning and Zoning), Chapter 9.30 (Mixed Use Zones), Section 9.30.030 (Zones Established) of the Canyon Lake Municipal Code

Mayor Terry opened the public hearing at 7:43 p.m.

City Attorney Graham provided a presentation.

There was no public testimony.

Mayor Terry closed the public hearing at 7:45 p.m.

Motion and second by Council Member Welty/Mayor Terry Member to: (1) find the proposed Zoning Ordinance amendment is exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines, because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment; and (2) waive full reading and introduce by title only Ordinance No. 266 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Title 9 (Planning and Zoning), Chapter 9.30 (Mixed Use Zones), Section 9.30.030 (Zones Established) of the Canyon Lake Municipal Code.

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry voting aye.

13. Adopt a Resolution Approving a Facility Use Policy and Associated Fee Schedule for the Use of City Council Chambers

Mayor Terry opened the public hearing at 7:46 p.m.

City Manager Brown provided a presentation.

There was no public testimony.

Mayor Terry closed the public hearing at 7:50 p.m.

Motion and second by Council Member Smith/Mayor Pro Tem Castillo to adopt Resolution No. 2025-48 approving a Facility Use Policy and fee schedule governing the use of City Council Chambers.

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry voting aye.

## **BUSINESS ITEMS**

14. Adopt Urgency Ordinance No. 267 Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations), Including the 2025 California Fire Code, with Local Amendments; Repealing Conflicting Ordinances; and Declaring the Urgency Thereof; and Introduction and First Reading of Ordinance No. 268 Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations) with Local Amendments and Repealing Conflicting Ordinances

City Attorney Graham provided a presentation.

There were no public comments.

Motion and second by Council Member Smith/Mayor Terry to: (1) adopt Urgency Ordinance No. 267 - An Urgency Ordinance of the City Council of the City of Canyon Lake, California, Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations), Including the 2025 California Fire Code, with Local Amendments; Repealing Conflicting Ordinances; and Declaring the Urgency Thereof.” by at least a four-fifths vote of the City Council; and (2) introduce and read by title only Ordinance No. 268 - An Ordinance of the City Council of the City of Canyon Lake, California Adopting by Reference the 2025 California Building Standards Code (Title 24, California Code of Regulations) with Local Amendments and Repealing Conflicting Ordinances.

Motion carried 5-0, with Mayor Pro Tem Castillo, Council Member Smith, Council Member Steeber, Council Member Welty and Mayor Terry voting aye.

### **COMMITTEE AND COUNCIL REPORTS/COMMENTS**

Council Member Smith shared the WRCOG traffic study report highlighting Riverside County traffic trends and statistics. He noted attendance at the SCAG meeting, community events, and “Coffee with the Mayor,” and expressed appreciation for seeing the community at Veterans Day.

Council Member Welty reported on the SCAG meeting, discussing traffic, population growth, housing, and heat islands. He highlighted strategies such as reflective pavement and tree canopies for shade. He also summarized a T-Now presentation by the Sheriff on e-bikes and the use of drones.

Council Member Steeber reported on a tour of CR&R in Perris and attendance at the Cal Cities annual meeting in Long Beach. He thanked staff for organizing Pumpkin Bash, and noted attendance at a joint Chamber event. He recognized veterans for their service and reminded the community about the upcoming turkey and blanket drive.

Mayor Pro Tem Castillo congratulated Mayor Terry and staff on the State of the City and expressed appreciation for Pumpkin Bash. She also thanked Mayor Terry for attending youth sports events in Eastvale and expressed gratitude for the City Council, staff and the community.

Mayor Terry thanked staff member Maddie Gonzales for her work on City events. He reported that he and Mayor Pro Tem Castillo participated in a video with the Junior Women’s Club to encourage contributions to the turkey and blanket drive benefiting Helping Hands and Animal Friends of the Valley. He noted the JWC approved \$500 for turkeys, announced the collection event on November 20.

## **CITY MANAGER COMMENTS**

City Manager Brown provided an update on the HSIP project, noting that it is going well. He stated the contractor is doing a great job and that the project will make the median safer, calling it a much-needed improvement.

## **ANNOUNCEMENTS**

Mayor Terry announced that the next regular City Council meeting will be held on December 10, 2025.

## **ADJOURNMENT**

At 8:20 p.m., Mayor Terry adjourned the meeting.

Respectfully submitted,

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Sheryl L. Garcia, MMC, CPM  
City Clerk