

**MINUTES
REGULAR MEETING OF THE
CANYON LAKE CITY COUNCIL
Canyon Lake City Hall
31516 Railroad Canyon Road
Canyon Lake, CA 92587
Wednesday, December 10, 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. 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

Battalion Chief Roberts led the Flag Salute.

ROLL CALL

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

Absent: None.

CLOSED SESSION REPORT

City Attorney Graham reported that the City Council were 100% satisfied with City Manager Brown.

CEREMONIAL MATTERS

Council Member Steeber recognized Emerson Castro and Evan Katsouridis as Students of the Month.

Mayor Terry recognized the Canyon Lake Junior Golf Champions.

PRESENTATIONS

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

Board Vice President Jeff Bill provided an update and recognition of Mayor Terry on behalf of the Canyon Lake Property Owners Association.

President Johnny Pineda provided an update and recognition of Mayor Terry on behalf of the Canyon Lake Chamber of Commerce.

Battalion Chief Roberts provided an update on behalf of the Canyon Lake Fire Department.

Chief Rayls provided an update on behalf of the Canyon Lake Police Department.

Mayor Terry introduced the non-profit spotlight on behalf of Art Not Drugs.

City Manager Brown announced that the City had been awarded the Government Finance Officers Association's Distinguished Budget Presentation.

PUBLIC COMMENT

Donna Ritchie recognized Mayor Terry for his contributions to the community over the past year.

CONSENT CALENDAR

Mayor Pro Tem Castillo pulled Consent Calendar Items 7 and 8 for discussion.

Motion and second by Council Member Smith/Council Member Welty to approve Consent Calendar Items 1-6.

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. 2025-51 Approving Claims and Demands of the City.

2. Approval of City Council Meeting Minutes

Action taken: The City Council approved the minutes of the November 12 and December 1, 2025, City Council meetings.

3. Adopt a Resolution Acknowledging Receipt of a Report made by the Fire Chief of the Canyon Lake Fire Department Regarding Compliance with the Annual Inspection of Certain Occupancies Pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code

Action taken: The City Council adopted Resolution No. 2025-52 acknowledging receipt of a report made by the Fire Chief of the Canyon Lake Fire Department regarding compliance with the annual inspection of certain occupancies pursuant to Section 13146.2 and 13146.3 of the California Health and Safety Code.

4. Second Reading and Adoption 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

Action taken: The City Council adopted 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.

5. Second Reading and Adoption of 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

Action taken: The City Council adopted 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.

6. Second Reading and Adoption of Ordinance No. 269 – An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 4.20 (Commercial Cannabis Businesses) of the Canyon Lake Municipal Code to a Vacancy-Based Best Value Permitting Process

Action taken: The City Council adopted Ordinance No. 269 - An Ordinance of the City Council of the City of Canyon Lake, California, Amending Chapter 4.20 (Commercial Cannabis Businesses) of the Canyon Lake Municipal Code to a Vacancy-Based Best Value Permitting Process.

PULLED CONSENT CALENDAR ITEMS

7. Acceptance of a Notice of Completion for the Canyon Lake Police Department Construction Project

This item was pulled by Mayor Pro Tem Castillo for discussion.

City Manager Brown provided a presentation.

There were no public comments.

Motion and second by Mayor Pro Tem Castillo/Council Member Smith to: (1) accept the project as complete; and (2) authorize the City Clerk to execute and record the Notice of Completion.

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

8. Adopt a Resolution Amending the City's Public Agency Retirement Services (PARS) Plan to Include the Canyon Lake Police Department

This item was pulled by Mayor Pro Tem Castillo for discussion.

City Manager Brown provided a presentation.

There were no public comments.

Motion and second by Mayor Pro Tem Castillo/Council Member Smith to adopt Resolution No. 2025-53 Authorizing an Amendment to the City's Public Agency Retirement System (PARS) Defined Contribution Plan to include all full-time City Police employees.

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

PUBLIC HEARINGS

9. Consideration of a Conditional Use Permit for the Establishment of a Body Art Business in the C-1 General Commercial Zone, located in the Eastport Market Shopping Center, located at 24370 Canyon Lake Drive, Suite/Unit 9

Mayor Terry opened the public hearing at 7:53 p.m.

City Manager Brown provided a presentation.

There was no public testimony.

Mayor Terry closed the public hearing at 7:55 p.m.

Motion and second by Council Member Smith/Council Member Steeber 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) approve Resolution No. 2025-54 (Conditional Use Permit 25-03), subject to the attached Findings and Conditions of Approval.

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

10. City Council Reorganization and Selection of Mayor and Mayor Pro Tem

City Clerk Garcia provided a presentation.

Motion by Mayor Terry to appoint Mayor Pro Tem Castillo as Mayor and Council Member Smith as Mayor Pro Tem for the coming year. Substitute motion and second by Mayor Pro Tem Castillo/Council Member Welty to appoint Council Member Smith as Mayor and Mayor Pro Tem Castillo as Mayor Pro Tem for the coming year.

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

Presentations to outgoing Mayor Terry were given by City Manager Brown, City Council, dignitaries and regional agencies.

Outgoing Mayor Terry spoke about his year as Mayor and reflected on the City's accomplishments.

The City Council took a brief recess.

Mayor Smith requested that Items 11 and 12 be heard together.

11. Appointment of Council Members to City Committees for 2026

12. Appointment of Council Members to Regional Agencies for 2026

There were no public comments.

Motion and second by Mayor Smith/Council Member Terry to maintain the existing delegates and alternates to City Committees and Regional Agencies for 2026 and adopt Resolution No. 2025-55 rescinding Resolution No. 2022-54 Re-Establishing City Council Committees.

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

COMMITTEE AND COUNCIL REPORTS/COMMENTS

Mayor Pro Tem Castillo wished everyone a Merry Christmas.

Council Member Steeber recognized the Fire Department who spent Thanksgiving with a resident and wished everyone a Merry Christmas.

CITY MANAGER COMMENTS

City Manager Brown announced a Merchants Association meeting taking place on January 7, 2026, in Council Chambers.

ANNOUNCEMENTS

Mayor Smith announced that the next regular City Council meeting will be held on January 14, 2026.

ADJOURNMENT

At 8:56 p.m., Mayor Smith adjourned the meeting.

Respectfully submitted,

Sheryl L. Garcia, MMC, CPM
City Clerk