



City of Santa Barbara
Public Works Department

Memorandum

DATE: November 14, 2025

TO: Governor's Office of Land Use and Climate Innovation

FROM: Kaitlin Mamulski, Project Planner

SUBJECT: State Clearinghouse No. 2025110233 Vic Trace Reservoir Replacement Project – Document Upload Request

Dear Land Use and Climate Innovation (LCI) Staff:

The Notice of Preparation (NOP) submittal for the Vic Trace Reservoir Replacement Project (Project) was submitted and published through the CEQA Submit platform on Thursday, November 6, 2025. The submittal included the Summary Form F, Initial Study, Notice of Completion (NOC) Form, and the NOP Form. The assigned State Clearinghouse (SCH) Number is 2025110233.

On Wednesday, November 12, 2025, City staff realized the actual NOP was not included in the submittal that was published, only the NOP Form. The NOP was submitted through CEQA Submit under the existing SCH 2025110233 on November 12, 2025, and was later rejected on November 13, 2025, for not including the NOC. Although the NOC was previously submitted and published, City staff resubmitted the NOP with the requested NOC to CEQA Submit that same day. On November 13, 2025, the submittal was rejected again and LCI staff requested clarification as to why the NOP is being submitted when there was an NOP published on November 6, 2025, and the review period began on November 13, 2025. City staff clarified to LCI staff that the NOP document that was submitted and published was the NOP Form and not the actual NOP, which is why City staff is trying to include an additional document. LCI staff noted that City staff will need to go through the memo process for this request, and not CEQA Submit.

Included with this Memo is the NOP that the City would like to add to SCH 2025110233. The scoping period began on November 13, 2025, and will end on December 18, 2025. The scoping period is longer than required to account for the Thanksgiving holiday, therefore City staff is requesting expedited processing to ensure that the NOP will be published by November 18, 2025, and meet the required scoping timeframe.

Sincerely,



Kaitlin Mamulski
Project Planner

Attachments

1. Vic Trace Notice of Preparation

c: Kelly Bourque, Acting Supervising Engineer
Beth Anna Cornett, Senior Planner
Amanda Antonelli, Senior Environmental Planner, Rincon Consultants Inc.